

WORK SESSION & REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL

August 17, 2020 - 5:00 P.M.

Meeting called to order

Opening Announcement
Pledge of Allegiance & Moment of Silence
Roll Call & Determination of Quorum

Work Session

Consent Agenda

Approval of Minutes/Closed Session Minutes - August 3, 2020
Res. #2020-223 Payment of Vouchers \$ 214,518.16
Res. #2020-224 Authorization for Refund of Taxes (4 Properties)
Res. #2020-225 A Resolution Acknowledging the Award of a 24 Month Contract, Expiring August, 2022, to Constellation Newenergy, Inc and Direct Energy Business, LLC for Electric Generation Supply Services for the Township of Lower and SJPC Cooperative Members
Res. #2020-226 A Resolution Supporting the Proposed Bus Stop Locations Located Along US Route 9 Within the Township of Lower as Recommended by the New Jersey Department of Transportation
Res. #2020-227 Lower Cape Alliance
Res. #2020-228 A Resolution Reappointing Sarah VanSeeters to Serve as Interim Court Administrator for the Township of Lower
Res. #2020-229 Annual Renewal of Liquor Licenses for the Year 2020-2021
Res. #2020-230 Approval of Change Order #1 for Mott MacDonald for Professional Landscape Architecture and Engineering Services for Jonathan Hoffman Park Playground Renovations (\$47,400)
Res. #2020-231 Approving a Professional Service Contract with Mott MacDonald for Professional Engineering Services for the Recreation Center HVAC Project (\$69,950.00)
Res. #2020-232 Approving Change Order #2 for Mott MacDonald for Professional Landscape Architecture and Engineering Services for Clem Mulligan Sports Complex Renovations (\$47,000)
Res. #2020-233 Award National Cooperative Purchasing Agreement with Sourcewell to JESCO for one (1) 2020 John Deere 60G Compact Excavator (\$75,000)
Ordinance #2020-15 - An Ordinance Enacting Chapter 96, Public Construction Contracts, of the Code of the Township of Lower, Establishing "Responsible Bidder" Requirements with Regards to Public Construction Projects Awarded Throughout the Township – this is the first reading of this Ordinance. The second reading and Public Hearing will be scheduled for September 9, 2020

Regular Agenda

Res. #2020-234 Authorization for the Payout of Accumulated Compensatory Time (M.Perry \$2,427.23)

Manager's Report

Administrative Reports

Monthly Reports – Clerk, Construction, Dog, Fire, Tax, Treasurer, Vital
Personnel Action Report

Council Comments

Call to the Public

Adjournment

This Meeting will be open to the public with a room capacity of 25 persons according to Governor Murphy's Executive Orders. Anyone wishing to participate in this meeting is urged to do so by dialing 1-872-240-3212. Access Code: 754-542-845#.

COUNCIL MEETING MINUTES – August 3, 2020

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on August 3, 2020 at 5:00 p.m. in the meeting room of the Township Hall, 2600 Bayshore Road, Villas, New Jersey.

The Clerk announced that the meeting was being held in compliance with the Open Public Meetings Act and that adequate notice of the meeting had been provided according to law.

The following members of Council were present for roll call taken by the Clerk:

Councilmember Thomas Conrad
Councilmember Kevin Coombs
Councilmember Roland Roy, Jr.
Deputy Mayor David Perry
Mayor Frank Sippel

Also present: James Ridgway, Township Manager, David Stefankiewicz, Township Solicitor and Karen Fournier, Deputy Township Clerk

Work Session

Consent Agenda

Approval of Minutes – July 20, 2020

Res. #2020-208 Payment of Vouchers \$ 1,350,241.01

Res. #2020-209 Authorization for Refund of Taxes (5 properties)

Res. #2020-210 Approval of Change Order #1 to Shore Animal Control for Additional Beach Patrol Services (\$4,000)

Res. #2020-211 Contract Award and Amending Approved State Contract Vendors to MPH Industries, Vendor #V00003203 Under Contract #17-FLEET-00755 to Purchase Sixteen (16) MPH BEE III KA-BAND Radar with Two Antennas for the Police Department Pursuant to N.J.S.A.40A:11-12a (\$36,784.00)

Res. #2020-212 Approving a Professional Service Contract with DeBlasio & Associates for the Reconstruction of Wilson Drive, 1st Avenue, 2nd Avenue and 3rd Avenue (\$57,000)

Res. #2020-213 Approval of Change Order #3 to Mount Construction Company to Reduce the Contract amount to Reflect the Final As-Built Quantities for Roseann Avenue Roadway and Utility Improvements Phase 3 (reduction of \$604,307.32)

Res. #2020-214 Approval of Contribution to Lower Township Chamber of Commerce (\$3,500.)

Res. #2020-215 Approving a Professional Service Contract with Marc Blauer for Labor Standard Services for the Judge Nathaniel Foster House (\$4,500)

Res. #2020-216 Approval of Change Order #4 to Charles Marandino LLC for the Schellengers Landing Safety Improvements and Identification Program for Additional Work Including Final Quantity Adjustments for Material (\$33,351.39)

Res. #2020-217 Award National Cooperative Purchasing Agreement with Sourcwell to Hunter Jersey Peterbilt for One (1) 2021 Peterbilt 348 Tandem Axle Cab and Chassis (\$113,767.)

Res. #2020-218 Award National Cooperative Purchasing Agreement with Sourcwell to Granturk Equipment Company for One (1) New 2020 Leach 29 Cu. Yd. 2R-III Rear Loader to be Mounted on Existing 2021 Peterbilt 348 Cab and Chassis (\$93,577)

Res. #2020-219 A Resolution Authorizing a Grant Application to the Cape May County Open Space Program for the Improvements to the Clem Mulligan Sports Complex

Res. #2020-220 Bid Acceptance and Contract Award of Judge Nathaniel Foster House Renovation to Dell-Tech Inc (\$394,700)

James Sanford, Raleigh Ave., inquired about Res. #2019-357 and 358 regarding fire services to Diamond Beach. Manager Ridgway and Councilmember Conrad explained the inter-local agreements.

Mr. Sanford expressed concern about response time for emergencies in Diamond Beach.

Solicitor Stefankiewicz reminded about meeting order. This discussion should be reserved for call to public. Discussion continued.

Mayor Sippel reiterated meeting order and suggested Mr. Sanford contact the manager to discuss further.

On the Consent:

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD	X		X				
COOMBS		X	X				
ROY			X				
PERRY			X				
SIPPEL			X				

Regular Agenda

Res. #2020-221 Authorizing the Payment of Vouchers (L/T Rescue Squad \$15,000)

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD					X		
COOMBS			X				
ROY		X	X				
PERRY	X		X				
SIPPEL			X				

Reports

Finance – 2nd Qtr & June, 2020

Manager's Report

Manager Ridgway offered condolences to former Councilmember Lare and Rose Moore on the passing of their loved ones. He gave an update on several items including the Foster House bid award, expanded animal control services, recreation program registrations and pool passes, and Schellenger's Landing. He also thanked Township employees and Council for being receptive to changes during the pandemic.

Council Comments

Councilmember Conrad commended Township employees and commented on the recent concert, the Foster House contract, Clem Mulligan and the RT line.

Councilmember Coombs thanked Township employees and offered condolences to the Lare and McCarthy families.

Councilmember Roy echoed previous Council comments and voiced favor with the letter regarding Schellenger's Landing.

Deputy Mayor Perry echoed previous Council comments and advised everyone to be careful during the storm. Manager Ridgway noted the reduction in payment for the Roseann Ave project. Deputy Mayor Perry thanked everyone involved on the Roseann Ave project and stated that residents are pleased with the results.

Mayor Sippel shared positive comments from residents about the Township pool.

Call to the Public

Ray Flickinger, Washington Blvd., made favorable comments about the concert and beach access paths.

Closed Session

Res. #2020-222 Resolution Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12. – **Attorney/Client Privilege & Personnel**

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD			X				
COOMBS			X				
ROY		X	X				
PERRY			X				
SIPPEL	X		X				

Council adjourned to Closed Session at 5:34 p.m.

Council returned to open session at 6:28 p.m.

Adjournment

There being no further business to address, motion to adjourn moved by Councilmember Conrad, seconded by Deputy Mayor Perry. Motion to adjourn was unanimous. Meeting adjourned at 6:29 p.m.

Mayor

Township Clerk

Approved:

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01171 VERIZON WIRELESS - TOWNHALL								
	20-01880	08/10/20	IPHONE BILL 6/29/20-7/28/20	Open	1,073.57	0.00		
	20-01881	08/10/20	CELL PHONE 6/24-7/23/20	Open	<u>514.79</u>	0.00		
					1,588.36			
01200 DELTA DENTAL PLAN OF NJ								
	20-01811	08/03/20	JULY 2020 ADMIN	Open	1,324.80	0.00		
	20-01857	08/07/20	JULY 2020 CLAIMS	Open	<u>12,357.15</u>	0.00		
					13,681.95			
01220 DRAEGER, INC*								
	20-01597	07/01/20	ALCHOTEST CERTIFICATION	Open	179.00	0.00		
01250 SCOTT DOUGLASS								
	20-01903	08/11/20	CONTRACTUAL REIMBURSEMENT V	Open	85.00	0.00		
01365 GARY DOUGLASS								
	20-01902	08/11/20	CONTRACTUAL REIMBURSEMENT V	Open	325.00	0.00		
01653 GENTILINI FORD*								
	20-01440	06/18/20	PARTS FOR VEHICLES	Open	138.06	0.00		
01806 ANTHONY J HARVATT, II, ESQ								
	20-00905	04/08/20	ZONING BOARD SOLICITOR SALARY	Open	625.00	0.00		
	20-01805	08/03/20	JULY RESOLUTIONS	Open	<u>750.00</u>	0.00		
					1,375.00			
02025 HUNTER JERSEY PETERBILT*								
	20-01808	08/03/20	STEERING BOX	Open	688.00	0.00		
02248 LAWREN SUPPLY*								
	20-01610	07/07/20	UNIFORMS	Open	10.00	0.00		
02441 ERNEST MACOMBER								
	20-01845	08/05/20	CONTRACTUAL REIMBURSEMENT M	Open	1,951.20	0.00		
02626 FRED MCCLOSKEY								
	20-01863	08/07/20	CONTRACTUAL REIMBURSEMENT V	Open	390.00	0.00		
02965 KEITH PALEK								
	20-01901	08/11/20	CONTRACTUAL REIMBURSEMENT V	Open	278.40	0.00		
03008 NJ DEPT OF TREASURY/FEES								
	20-01554	06/26/20	CLASS B MONITORING FEE	Open	2,282.50	0.00		
03280 PARAMOUNT SANITARY SUPPLY*								
	20-01681	07/14/20	TRASH BAGS FOR BUILDINGS	Open	430.10	0.00		
03427 POLAR BEAR MECHANICAL SERVICES								
	20-01688	07/15/20	REC CENTER - ROOM 1 A/C	Open	702.06	0.00		
	20-01759	07/23/20	AIR CONDITIONER @ RECREATION	Open	<u>733.00</u>	0.00		
					1,435.06			

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03448 REMINGTON, VERNICK & WALBERG*								
	20-00908	04/08/20	STAR/CAROLINE /GREENWOOD AVENU	Open	6,116.10	0.00		B
03491 RENTAL COUNTRY*								
	20-01573	06/29/20	PARTS FOR WEED WACKER	Open	863.32	0.00		
03518 RIGGINS, INC.*								
	20-01862	08/07/20	OFF HIGHWAY DIESEL7/1-7/31/20	Open	295.52	0.00		
03611 SERVICE TIRE TRUCK CENTERS*								
	20-01228	05/26/20	TIRES/RDS/SANT/RECY/DPW/JULY	Open	4,615.52	0.00		
03692 SOUTH JERSEY GAS CO*								
	20-01883	08/10/20	6/15-7/17/20 NATURAL GAS	Open	1,286.37	0.00		
03764 TCTANJ								
	20-01179	05/14/20	WEBINAR CONFERENCE 6/16,17/20	Open	200.00	0.00		
03810 MUNICIPAL UTIL AUTH USAGE COST								
	20-01912	08/13/20	4/15-7/15/20 POLICE SEWER	Open	80.00	0.00		
	20-01913	08/13/20	4/15-7/15/20 WATER	Open	1,456.94	0.00		
					1,536.94			
03820 MUNICIPAL UTIL. AUTH ON CALL								
	20-01813	08/03/20	REIMBURSE HALF OF TOTAL BILL	Open	279.73	0.00		
03844 GIACOMO TROMBETTA								
	20-01844	08/05/20	CONTRACTUAL REIMBURSEMENT M	Open	51.00	0.00		
	20-01894	08/10/20	CONTRACTUAL REIMBURSEMENT M	Open	77.00	0.00		
					128.00			
03899 UPS								
	20-01786	07/29/20	SHIPPING	Open	34.77	0.00		PC1
	20-01797	07/29/20	SHIPPING	Open	34.77	0.00		PC1
					69.54			
03904 LOWE'S HOME CENTER INC*								
	20-01472	06/18/20	SUPPLIES/JUNE	Open	178.40	0.00		
03971 VERIZON WIRELESS MDT POLICE								
	20-01807	08/03/20	VERIZON - MDT	Open	843.35	0.00		
03985 VILLAS NAPA AUTO PARTS								
	20-00998	04/22/20	RDS/SANT/RECY/DPW/MAY	Open	1,919.80	0.00		
03992 VAL-U AUTO PARTS LLC*								
	20-01482	06/18/20	RDS/SANT/RECY/JULY	Open	3,502.10	0.00		
04266 NJ DEPT OF HEALTH&SENIOR SVCS								
	20-01887	08/10/20	JULY 2020	Open	68.40	0.00		
04301 SEASHORE ASPHALT CORPORATION*								
	20-01475	06/18/20	ASPHALT/PATCH/RDS/JUNE	Open	170.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
6071 UNITED UNIFORMS LIMITED LIAB*								
	20-01379	06/11/20	6/4/20 UNIFORM ORDER	Open	773.93	0.00		
7098 SHORE VETERINARIAN ANIMAL *								
	20-01833	08/05/20	CO#1 BEACH PATROL RES #20-210	Open	4,000.00	0.00		
7160 MICHAEL NUSCIS								
	19-00954	03/29/19	2019 EQUIPMENT ALLOWANCE	Open	150.00	0.00		
	20-01033	04/22/20	EQUIPMENT ALLOWANCE 2020	Open	150.00	0.00		
					300.00			
7327 RUTGERS/OFFICE OF CONTINUING P								
	20-00765	03/18/20	NJ COMPOST OPERATOR	Open	255.00	0.00		
	20-01182	05/14/20	NJ COMPOST OPERATOR CERT	Open	510.00	0.00		
					765.00			
7475 SUZANNE M SCHEID								
	20-01850	08/06/20	CONTRACTUAL REIMBURSEMENT M	Open	30.00	0.00		
7478 WINDSTREAM COMMUNICATION INC*								
	20-01923	08/13/20	JULY 29TH PHONE SERVICE	Open	1,089.30	0.00		
7507 STEFANKIEWICZ & BELASCO LLC								
	20-00221	01/17/20	DNE \$116K EXPENSES RES 2020-01	Open	24,933.54	0.00		
7508 BLANEY & KARAVAN PC*								
	20-00155	01/10/20	RES# 2020-02 LABOR DNE \$40k	Open	1,512.00	0.00		B
	20-00156	01/10/20	RES#2020-04 TAX APPEAL \$10K	Open	1,743.75	0.00		B
					3,255.75			
7636 MOTT MACDONALD LLC*								
	19-01269	05/02/19	ROSEANN AVE PHASE 3 RES 19-157	Open	201.00	0.00		B
	20-00566	03/02/20	MULLIGAN CO#1 DESIGN PHS 20-92	Open	15,197.00	0.00		
	20-01002	04/22/20	CO 3 ROSEANNE RES 2020-137	Open	5,017.60	0.00		
	20-01867	08/10/20	AUG. BD. ENG. VOUCHER	Open	394.25	0.00		
	20-01895	08/11/20	ZBA BD. ENG. VOUCHERS	Open	1,905.55	0.00		
					22,715.40			
7739 CHRISTOPHER KERVAN								
	20-01846	08/05/20	CONTRACTUAL REIMBURSEMENT V	Open	15.00	0.00		
7820 DEBLASIO & ASSOCIATES, P.C*								
	19-02342	08/21/19	2019 ROAD PROGRAM	Open	55.00	0.00		B
	20-01344	06/04/20	2019 ROAD PHASE 2/ SEC1 20-170	Open	1,425.00	0.00		B
					1,480.00			
7833 AARONS MOBILE DETAILING LLC*								
	20-01668	07/14/20	PATROL VHEICLE MAINT.	Open	3,910.00	0.00		
7895 LAW ENFORCEMENT SOLUTIONS LLC								
	19-02816	10/18/19	TRAINING DECEMBER 4-6, 2019	Open	578.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7929	AMAZON CAPITAL SERVICES, INC							
	20-01613	07/07/20	SUPPLIES	Open	254.73	0.00		
	20-01689	07/15/20	office supplies/filter	Open	459.85	0.00		
	20-01723	07/21/20	OFFICE SUPPLIES	Open	180.80	0.00		
	20-01798	07/29/20	OFFICE SUPPLIES	Open	31.62	0.00		
	20-01802	07/30/20	RAGS FOR GARAGE	Open	97.98	0.00		
	20-01836	08/05/20	CARBON MONOXIDE DETECTORS	Open	125.91	0.00		
	20-01860	08/07/20	ALEN 1100 SQFT PURIFIER	Open	636.99	0.00		
					<u>1,787.88</u>			
8033	STACIE COOPER							
	20-01905	08/12/20	REIMBURSEMENT-LACROSSE	Open	15.00	0.00		
8131	DOCUVAULT SECURE SHREDDING LLC							
	20-01925	08/13/20	7/31/20 SHREDDING	Open	96.00	0.00		
8168	CMRS-FP ACTT# 106000865324							
	20-01933	08/13/20	8/13/20 POSTAGE	Open	10,000.50	0.00		
8197	GREAT AMERICAN FINANCIAL SERV							
	20-01803	08/03/20	JULY TO DEC LEASE PAYMENT MAIL	Open	560.00	0.00		
8241	ADOLEO INC*							
	20-00881	04/03/20	SUMMER CONCERT RES 20-204	Open	4,500.00	0.00		
8252	STELLAR MOJO JOHN KING							
	20-00879	04/03/20	SUMMER CONCERT RES20-204	Open	3,000.00	0.00		
8330	HILLYARD MID ATLANTIC							
	20-01654	07/08/20	HAND SANITIZER	Open	1,182.24	0.00		
8335	MARY A MAYBURY							
	20-01701	07/16/20	REGISTRATION FEE REFUND	Open	125.00	0.00		
8351	ELAINE LAWLER							
	20-01816	08/04/20	REIMBURSEMENT-SUMMER BASKETBAL	Open	20.00	0.00		
8356	DEBORAH DAUBERT							
	20-01874	08/10/20	REIMBURSEMENT - POOL	Open	30.00	0.00		
8357	ASHLEY VITELLI							
	20-01875	08/10/20	REIMBURSEMENT-SOCCER	Open	15.00	0.00		
8358	JENNIFER HILVERT							
	20-01878	08/10/20	REIMBURSEMENT- SOCCER	Open	30.00	0.00		
8359	RHIANNON CARINI							
	20-01915	08/13/20	REIMBURSEMENT-POOL PASSES	Open	90.00	0.00		
8360	NOEL COSSABOON							
	20-01897	08/11/20	REIMBURSEMENT-SOCCER	Open	25.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
8662 EA MEDICAL LLC	20-00954	04/17/20	2 EDU 435 UV LIGHT UNITS	Open	7,690.00	0.00		
BOSNA KAREN MANETTE BOSNA	20-01848	08/06/20	YOGA ON BAY PAYMENT-JUNE/JULY	Open	230.00	0.00		
PRESS PRESS OF ATLANTIC CITY	20-01665	07/10/20	NTB REBID JONATHON HOFF ADV	Open	117.60	0.00		
Total Purchase Orders: 101 Total P.O. Line Items: 0 Total List Amount: 214,518.16 Total Void Amount: 0.00								

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
COOMBS							
ROY							
PERRY							
SIPPEL							

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

Julie A Picard, Township Clerk

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2020-224

Title: **AUTHORIZATION FOR REFUND OF TAXES**

WHEREAS, the Township Tax Collector has certified an overpayment due to the reasons listed below;
and

WHEREAS, a refund is due.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the CFO/Treasurer be and the same is authorized and directed to refund the overpayments according to the Tax Collector's certification on file with the CFO/Treasurer.

<u>Block</u>	<u>Lot</u>	<u>Refund To</u>	<u>Reason</u>	<u>Tax</u>
283	5	Core Logic Real Estate 803 Delaware Ave	3 rd Qtr – 100% Exempt Vet for McMullin	\$ 1,484.88
494.53	19	Timothy & Denise Tate 2703 Bybrook Dr.	3 rd Qtr Paid Erroneously	\$ 1,030.40
330	24	Tara J Stefannucci 62 Kentucky Avenue	3 rd Qtr Paid Erroneously	\$ 534.52
709	8 C-128	Louis & Michelle Cammarata 128 Cloisers Abbey	3 rd Qtr – Paid Twice	\$ 1,492.69

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
COOMBS							
ROY							
PERRY							
SIPPEL							

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

Julie A Picard, Township Clerk

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2020-225

Title: A RESOLUTION ACKNOWLEDGING THE AWARD OF A 24 MONTH CONTRACT, EXPIRING AUGUST, 2022 TO CONSTELLATION NEWENERGY, INC AND DIRECT ENERGY BUSINESS, LLC FOR ELECTRIC GENERATION SUPPLY SERVICES FOR THE TOWNSHIP OF LOWER AND SJPC COOPERATIVE MEMBERS

WHEREAS, N.J.S.A 40A:11-11 (5) authorizes two or more contracting units to enter into a Cooperative Pricing Agreement for the purposes of electrical distribution services; and

WHEREAS, the Township of Lower is a member of the South Jersey Power Cooperative (SJPC) with Camden County serving as the lead agency; and

WHEREAS, while serving as lead agency, Camden County issued bid specifications for the purchase of electric generation service utilizing energy consultant Concord Energy Services, Inc. during the process; and

WHEREAS, Township Council approved by Resolution #2020-141 to participate in the current South Jersey Power Cooperative bid process; and SJPC has awarded a contract to the lowest responsible bidders for electric to Constellation NewEnergy, Inc and Direct Energy Business, LLC for electric generation service for 24 Months and submitted the follow rates and terms: effective September 2020 Service End Date of August 31, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey authorized the South Jersey Power Cooperative (SJPC) to contract with the Constellation Energy Inc. and Direct Energy Business, LLC for electric generation services with Camden County acting as Lead Agency the following contract is hereby awarded over the term of the contract:

AWARD TO: Constellation Energy Inc.:
Bid Group 2 : \$.07569/kWh
Bid Group 3: \$.07897/kWh
Bid Group 4: \$.04442/kWh
Direct Energy Business, LLC:
Bid Group 1: \$.07150/kWh

TERM: September 2020 - August 31, 2022 (24) Twenty Four Month Contract

Table with 8 columns: MOTION, SECOND, AYE, NAY, RECUSE, ABSTAIN, ABSENT and 5 rows: CONRAD, COOMBS, ROY, PERRY, SIPPEL

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

Julie A Picard, Township Clerk

Memo

TOWNSHIP OF LOWER

To: Jim Ridgway, Township Manager,
Township Mayor and Council

From: Margaret Vitelli, QPA

Date: August 5, 2020

Re: 2020 Electric Cooperative Price Results

The Township participates in the Southern Regional Cooperative Agreement, Camden County as the lead agency for electricity. Collectively there are over 100 Municipalities and Counties that have been participating in this Regional effort since 2010. With the deregulations of natural gas and electric it has given Towns an opportunity to combine our needs to get the best possible price collectively.

I provided the awarded Cooperative electric rate from 2017 to present. The per kilowatt rate has consistently reduced since joining the Southern Regional Cooperative Agreement.

	Group 1	Group 2	Group 3	Group 4
2017	.07370kWh	.08180 kWh	.09280 kWh	.04900 kWh
2018-2020	.07289 kWh	.07774 kWh	.08132 kWh	.04569 kWh
2020-2022	.07150 kWh	.07569 kWh	.07897 kWh	.04442 kWh

I forwarded a Resolution to award the Electric Contract to Constellation NewEnergy and Direct Energy Business, LLC. for a (24) Twenty Four Month contract from 09/01/2020 – 08/31/2022.

If you have any questions please feel free to contact me.

Thank you

Margaret Vitelli QPA

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY STATE OF NEW JERSEY

RESOLUTION #2020-226

Title: A RESOLUTION SUPPORTING THE PROPOSED BUS STOP LOCATIONS LOCATED ALONG US ROUTE 9 WITHIN THE TOWNSHIP OF LOWER AS RECOMMENDED BY THE NEW JERSEY DEPARTMENT OF TRANSPORTION

WHEREAS, the New Jersey Department of Transportation ("NJDOT") recently completed a study investigating the feasibility of establishing bus stops along US Route 9 located within the Township of Lower, County of Cape May in response to a March 4, 2020 Municipal Review Statement associated with proposed bus stops on the north and south side of Breakwater Road in order to address motorist and pedestrian safety concerns; and

WHEREAS, in connection with the aforementioned feasibility study, the NJDOT and New Jersey Transit also conducted a survey to inventory all existing bus stop locations along Route US 9 within the Township of Lower, County of Cape May in order to identify all existing bus stops and approve same by a Traffic Regulation Order (TRO); and

WHEREAS, in order to legally establish these regulations, the NJDOT is required to promulgate a TRO, and an initial step in the TRO process is to receive a Resolution of Support from the municipal governing body pursuant to the provisions of N.J.S.A. 39:4-8c; and

WHEREAS, this feasibility study and survey included the following bus stops as currently existing or recommended along US Route 9 within the Township of Lower:

Bus Stops:

Along Route US 9, northbound, on the easterly side at:

- A. **Between Route NJ 109 and Tabernacle Road (CR 647) - (mid-block) (NJ Transit ID# 16552)**
Beginning at a point 185 feet north of the northerly curb line of Route NJ 109 and extending 135 feet northerly therefrom.
- B. **Between Route NJ 109 and Tabernacle Road (CR 647) – (mid-block) (NJ Transit ID# 30810)**
Beginning at a point 3285 feet north of the northerly curb line of Route NJ 109 and extending 135 feet northerly therefrom.
- C. **Between Route NJ 109 and Tabernacle Road (CR 647) - (mid-block) (NJ Transit ID# 30811)**
Beginning at a point 5880 feet north of the northerly curb line of Route NJ 109 and extending 135 feet northerly therefrom.
- D. **Heather Lane – (far side) (NJ Transit ID# 30812)**
Beginning at the northerly curb line of Heather Lane and extending 100 feet northerly therefrom.
- E. **Breakwater Road (CR 613) - (far side) (NJ Transit ID# pending)**
Beginning at the prolongation of the northerly curb line of Breakwater Road (CR 613) and extending 100 feet northerly therefrom.
- F. **Honeysuckle Lane - (far side) (NJ Transit ID# 30814)**
Beginning at the northerly curb line of Honeysuckle Lane and extending 100 feet northerly therefrom.
- G. **Walnut Street - (far side) (NJ Transit ID # 30815)**
Beginning at the prolongation of the northerly curb line of Walnut Street and extending 100 feet northerly therefrom.

Along Route US 9, southbound, on the westerly side at:

- A. **Walnut Street– (near side) (NJ Transit ID # 30816)**
Beginning at the northerly curb line of Walnut Street and extending 105 feet northerly therefrom.

- B. Honeysuckle Lane - (far side) (NJ Transit ID# 30817)
Beginning at the prolongation of the southerly curb line of Honeysuckle Lane and extending 100 feet southerly therefrom
- C. Breakwater Road (CR 613) (far side) (NJ Transit ID# pending)
Beginning at the southerly curb line of Breakwater Road (CR 613) and extending 100 feet southerly therefrom.
- D. Heather Lane - (far side) (NJ Transit ID# 30819)
Beginning at the prolongation of the southerly curb line of Heather Lane and extending 100 feet southerly therefrom.
- E. Between Tabernacle Road (CR 647) and Route NJ 109 - (mid-block) (NJ Transit ID# 30820)
Beginning at a point 1635 feet south of the southerly curb line of Tabernacle Road (CR 647) and extending 135 feet southerly therefrom.
- F. Between Tabernacle Road (CR 647) and Route NJ 109 - (mid-block) (NJ Transit ID# 30821)
Beginning at a point 4225 feet south of the southerly curb line of Tabernacle Road (CR 647) and extending 135 feet southerly therefrom.
- G. Between Tabernacle Road (CR 647) and Route NJ 109 - (mid-block) (NJ Transit ID# 16563)
Beginning at a point 7340 feet south of the southerly curb line of Tabernacle Road (CR 647) and extending 135 feet southerly therefrom.

NOW THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Township of Lower supports the aforementioned bus stops located along US Route 9 as set forth herein.

BE IT FURTHER RESOLVED, that the Township of Lower concurs that any approved bus stop locations or traffic regulations in conflict with or inconsistent with the provisions of this resolution be rescinded upon approval of the Traffic Regulation Order.

BE IT FURTHER RESOLVED, that a true certified copy of this Resolution shall be submitted to the State of New Jersey, Department of Transportation as requested.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
COOMBS							
ROY							
PERRY							
SIPPEL							

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

Julie A Picard, Township Clerk



State of New Jersey

DEPARTMENT OF TRANSPORTATION
P.O. Box 600
Trenton, New Jersey 08625-0600

PHILIP D. MURPHY
Governor

DIANE GUTIERREZ-SCACCETTI
Commissioner

SHEILA Y. OLIVER
Lt. Governor

BUS STOPS
Route US 9
Various locations
Lower Township
Cape May County

July 29, 2020

Julie Picard
Municipal Clerk
2600 Bayshore Road
Villas, New Jersey 08251

Dear Ms. Picard:

This is in reference to a request received on March 10, 2020 from Mr. Daniel O'Gorman, Field Representative for NJ Transit, requesting this office to investigate the feasibility of establishing bus stops along Route US 9, in the Township of Lower, County of Cape May. Also submitted was Municipal Review Statement, signed by yourself, dated March 4, 2020, concurring with the requested bus stops. The New Jersey Department of Transportation (NJDOT) and the Bureau of Traffic Engineering (BTE) share your concern for motorist and pedestrian safety.

Based upon a field investigation conducted by this office, the requested bus stop locations are recommended for approval. In addition to the requested bus stop locations, NJ Transit and the NJDOT have conducted a survey to inventory all existing bus stop locations along Route US 9 within the Township of Lower, County of Cape May. Based upon this survey all currently recommended bus stop locations will be approved by a Traffic Regulation Order (TRO). This consolidation will enable NJDOT to update our regulation files of all existing bus stop locations along Route US 9 in the Township of Lower, County of Cape May.

In order to legally establish these regulations, the NJDOT is required to promulgate a TRO. An initial step in the TRO process is to receive a **Resolution** of support from the municipal governing body pursuant to N.J.S.A. 39:4-8c. It is therefore requested that a certified adopted **Resolution** of support affixed with the raised seal of the Township of Lower be submitted to the attention of **Ms. Jaime Oplinger, Executive Manager**, of this office, which reads substantially as follows:

Bus Stops:

Along Route US 9, northbound, on the easterly side at:

- A. **Between Route NJ 109 and Tabernacle Road (CR 647) - (mid-block) (NJ Transit ID# 16552)**
Beginning at a point 185 feet north of the northerly curb line of Route NJ 109 and extending 135 feet northerly therefrom.

- B. Between Route NJ 109 and Tabernacle Road (CR 647) – (mid-block) (NJ Transit ID# 30810)
Beginning at a point 3285 feet north of the northerly curb line of Route NJ 109 and extending 135 feet northerly therefrom.
- C. Between Route NJ 109 and Tabernacle Road (CR 647) - (mid-block) (NJ Transit ID# 30811)
Beginning at a point 5880 feet north of the northerly curb line of Route NJ 109 and extending 135 feet northerly therefrom.
- D. Heather Lane – (far side) (NJ Transit ID# 30812)
Beginning at the northerly curb line of Heather Lane and extending 100 feet northerly therefrom.
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Beginning at the prolongation of the northerly curb line of Breakwater Road (CR 613) and extending 100 feet northerly therefrom.
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Beginning at the northerly curb line of Walnut Street and extending 105 feet northerly therefrom.
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Beginning at the prolongation of the southerly curb line of Honeysuckle Lane and extending 100 feet southerly therefrom
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Beginning at the southerly curb line of Breakwater Road (CR 613) and extending 100 feet southerly therefrom.
- D. Heather Lane - (far side) (NJ Transit ID# 30819)
Beginning at the prolongation of the southerly curb line of Heather Lane and extending 100 feet southerly therefrom.
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Beginning at a point 1635 feet south of the southerly curb line of Tabernacle Road (CR 647) and extending 135 feet southerly therefrom.
- F. Between Tabernacle Road (CR 647) and Route NJ 109 - (mid-block) (NJ Transit ID# 30821)
Beginning at a point 4225 feet south of the southerly curb line of Tabernacle Road (CR 647) and extending 135 feet southerly therefrom.
- G. Between Tabernacle Road (CR 647) and Route NJ 109 - (mid-block) (NJ Transit ID# 16563)
Beginning at a point 7340 feet south of the southerly curb line of Tabernacle Road (CR 647) and extending 135 feet southerly therefrom.

Repealer Clause:

The Township of Lower concurs that any approved bus stop locations or traffic regulations in conflict with or inconsistent with the provisions of this resolution be rescinded upon approval of the Traffic Regulation Order.

Once this office is in receipt of the certified adopted Resolution of Support from the Township of Lower's governing body, a Traffic Regulation Order will be promulgated.

Should you have any questions regarding this matter, please contact Senior Traffic Investigator, Troy Midgette at (609) 963-1804. Please enclose a copy of this letter with any further correspondence concerning this matter in order to expedite the process.

Sincerely,



Charles R. Reilly
Supervisor, Traffic Investigations
Bureau of Traffic Engineering

C: Donald Pigford, Manager, Bus Stop Sign and Shelter Programs, NJ Transit
Daniel O'Gorman, Field Representative, NJ Transit (email)
Chief William Mastriana, Lower Township Police Department

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2020-227

Title: LOWER CAPE ALLIANCE

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey; and

WHEREAS, The Township Council of the Township of Lower, County of Cape May, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and

WHEREAS, the Township Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and

WHEREAS, the Township Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Cape May.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that they hereby recognize the following:

1. The Township Council does hereby authorize submission of a strategic plan for the Lower Cape Municipal Alliance grant for fiscal year 2021 in the amount of:

DEDR \$13,279.00
Cash Match \$ 3,319.75
In-Kind \$ 9,959.25

The Township of Lower Cash Match portion will be \$ 2,356.75

2. The Township Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
COOMBS							
ROY							
PERRY							
SIPPEL							

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

Julie A Picard, Township Clerk

FORM 1A

FOR COUNTY USE ONLY
 Approved: _____ YES _____ NO
 Date: _____

STRATEGIC PLAN FOR FUNDING MUNICIPAL ALLIANCES

Grant Year: FY 2021 Alliance Tier 2

APPLICANT MUNICIPALITY/IES: Lower Township, West Cape May, Cape May, Cape May Point	COUNTY: Cape May
ALLIANCE NAME: Lower Cape Municipal Alliance	ALLIANCE WEBSITE:
ALLIANCE STREET ADDRESS: 2600 Bayshore Road TOWN: Villas STATE: NJ ZIP: 08251	
TELEPHONE: (609) 886-2005 x134	FAX: (609) 263-2142
ALLIANCE CHAIRPERSON: Carolann McDonald STREET ADDRESS: 1040 Idaho Avenue TOWN: Cape May STATE: NJ ZIP: 08204 EMAIL: reds1040@verizon.net	ALLIANCE COORDINATOR: Colleen Crippen STREET ADDRESS: 2600 Bayshore Road. TOWN: Villas STATE: NJ ZIP: 08251 EMAIL: ccrippen@townshipoflower.org
DATE OF RESOLUTION AUTHORIZING THE STRATEGIC PLAN (MM/DD/YYYY): / /	

A) Alliance DEDR Allocation \$ 13,279.00
 B) Cash Match (must be 25% of DEDR Allocation) \$ 3,319.75
 C) In-Kind Match (must be 75% of the DEDR Allocation) \$ 9,959.25
TOTAL ALLIANCE BUDGET (add A+ B+C) \$ 26,558.00

Lower Township	Frank Sippel	
_____ *MUNICIPALITY	_____ NAME/ MAYOR/Head of Governing Body	_____ SIGNATURE
_____ *MUNICIPALITY	_____ NAME/TITLE OF GOVERNING BODY REPRESENTATIVE	_____ SIGNATURE
_____ *MUNICIPALITY	_____ NAME/TITLE OF GOVERNING BODY REPRESENTATIVE	_____ SIGNATURE
Carolann McDonald	_____ SIGNATURE	_____ DATE
_____ ALLIANCE CHAIRPERSON		

*** If a municipality is part of a consortium, a signature and resolution is required from all participating municipalities entering into the agreement. Signatures hereby accept all components of this grant including membership terms, Statement of Assurances and Fiscal Requirements.**

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY STATE OF NEW JERSEY

RESOLUTION #2020-228

Title: A RESOLUTION REAPPOINTING SARAH VAN SEETERS TO SERVE AS INTERIM COURT ADMINISTRATOR FOR THE TOWNSHIP OF LOWER

WHEREAS, pursuant to a May 31, 2019 Court Order issued by the Honorable Julio L. Mendez, A.J.S.C., Sarah Van Seeters was appointed as Court Administrator for the Township of Lower, effective June 29, 2019, in order to fill a vacancy in the position of Court Administrator; and

WHEREAS, in accordance with the provisions of N.J.S.A. 12-11(e), said appointment was made on an interim basis for a period not to exceed one (1) year; and

WHEREAS, pursuant to N.J.S.A. 12-11(e), Ms. Van Seeters is eligible for two (2) additional one (1) year interim appointments to the position of Court Administrator while pursuing the requisite Court Administrator Certification from the State of New Jersey.

NOW THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that Sarah Van Seeters is hereby reappointed to the position of Court Administrator for the Township of Lower, effective July 1, 2020, on an interim basis for a period of one (1) year.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
COOMBS							
ROY							
PERRY							
SIPPEL							

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

Julie A Picard, Township Clerk

SUPERIOR COURT OF NEW JERSEY

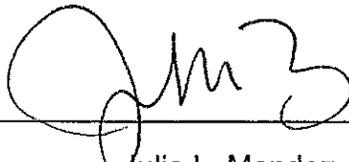
VICINAGE 1

IN THE MATTER OF DESIGNATING A :
COURT ADMINISTRATOR FOR :
LOWER TOWNSHIP MUNICIPAL COURT :

ORDER

IT APPEARING that there is presently the need for a Court Administrator for the Lower Township Municipal Court;

IT IS on this 31st day of May 2019, **ORDERED** pursuant to R.1:34-3(d) that as of June 29, 2019 Sarah Van Seeters, is appointed as Court Administrator for the Lower Township Municipal Court.



Julio L. Mendez, A.J.S.C.

TOWNSHIP OF LOWER

2600 Bayshore Road
Villas, New Jersey 08251



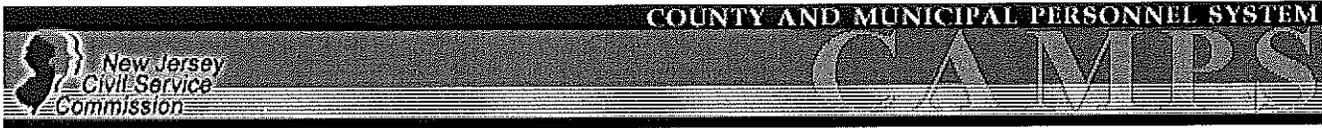
Incorporated 1798

(609) 886-2005

DATE: July 8, 2019
TO: Lauren Read, CFO
FROM: James Ridgway, Manager
RE: Sarah Van Seeters

Effective July 1, 2019, Sarah Van Seeters has been promoted to the position of Municipal Court Administrator in the Municipal Court, to replace Laura Milbrandt at a salary of \$68,709.45 annually.

c: Clerk
Council
Judge Hillegas
Ms. Van Seeters
Shop Steward
Payroll Department
Personnel File (Original)



Home Select Jurisdiction New Transaction Admin Reports Queries Help Logout

User: KREIS EILEEN
 Juris Base: 050500 - Lower Township - All Depts: Online

Advancement (19)

Current:

Employee ID	000260341	Request Number	05050003071900004
Employee Name	SARAH VANSEETERS	Job Number	2
Appointment Type	RAN	Permanent Status	Y
Title Code	07796	Appointment Date	11/13/2017
Title Name	DPT MUNCPAL CRT ADMINR		
Jurisdiction Base	050500	Jurisdiction Dept	03-MUNICIPAL COURT
Jurisdiction Name	LOWER TWP		

Update:

*Appointment Type	RAN	Transaction Status	80-Approved
*Title Code	07795 Validate	*Effective Date	07/01/2019
Title Name	MUNCPAL CRT ADMINR	Working Test Start Date	07/01/2019
Class of Service	N	Working Test End Date	10/01/2019
*Compensation Method	01-Full Time - Annual Salary	Appointment Duration	[Select]
Related Title		TA End Date	
Base Salary (\$)	68709.45	Part Time Percentage	%
Extra Salary		Certification Number	
Total Salary	68709.45	Exam Symbol	
Interim Replaced Emp ID	Look up	Essential Employee	[Select]
Interim Thru Date		Special Authorization	
License Code	[Select]	Legislation Citation	
Salary Range Min		Work Week Hours	
Comments		Salary Range Max	
Prior Comments			

Submit Cancel Save Delete

Review:

Submit Date: 07/25/2019

Document Received (DPF31's)	<input type="checkbox"/>	Certified Signature Received	<input type="checkbox"/>	Certification Issued	<input type="checkbox"/>
Return Reason					
Audit Performed	[Select]	Class Review	[Select]		
Audit Date		Assigned To	[Select]		
InLine Title					

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2020-229

Title: ANNUAL RENEWAL OF LIQUOR LICENSES FOR THE YEAR 2020-2021

WHEREAS, applications have been made by the persons, firms, and/or corporations hereinafter named for renewal of Plenary Retail Consumption Licenses, Plenary Retail Distributions Licenses and/or Club Licenses, heretofore granted by this issuing authority; and

WHEREAS, all requirements of the applicants have been met, including the payment of the required fees and all laws and regulations for the control of alcoholic beverages; and

WHEREAS, this governing body is of the opinion that said applications should be granted and licenses issued.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, the Municipal Issuing Authority, that the licenses be issued to the person, firms and/or corporations named on the attached Schedule "A" for the period of one year commencing July 1, 2020 through June 30, 2021.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
COOMBS							
ROY							
PERRY							
SIPPEL							

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

Julie A Picard, Township Clerk

SCHEDULE "A"

<u>Number</u>	<u>Name & Address</u>	<u>Type</u>	<u>Amount</u>
0505-31-021-001	Lt. Charles Buddy Lewis Veterans Home Association 6 E. Delaware Parkway Villas, NJ 08251 t/a Lt. Charles Buddy Lewis Veterans	Club	\$150.00
0505-31-022-001	Stella Maris Home Association 324 Breakwater Road Cape May, NJ 08251 t/a Stella Maris Home Association	Club	\$150.00
0505-31-023-003	Villas Fishing Club, Inc. 301 Pennsylvania Ave. Villas, NJ 08251 t/a Villas Fishing Club	Club	\$150.00
0505-31-024-001	Sunset Beach Sportsmen's Club Sunset Blvd., Lower Township Cape May Point, NJ 08212 t/a Sunset Beach Sportsmen Club	Club	\$150.00
0505-31-026-003	Lower Township Moose Lodge #1054 Loyal Order of Moose 569 Seashore Road Cape May, NJ 08204 t/a Lower Township Moose Lodge #1054	Club	\$150.00
0505-31-030-001	Grand Beach Club 600 E. Rochester Avenue Wildwood Crest, NJ 08260 t/a Grand Beach Club	Club	\$150.00
0505-31-031-002	Greater Cape May Elks Lodge #2839 901 Bayshore Road Villas, NJ 08251 t/a Greater Cape May Elks Lodge #2839 Benevolent and America Inc.	Club	\$150.00
0505-32-001-012	Cooks Liquor 3845 Bayshore Road N. Cape May, NJ 08204 t/a Gorman's Wines & Spirits	PRC (Broad C)	\$2,000.00
0505-33-004-005	Spicer Creek 1216 Rt 109 Cape May, NJ 08204 t/a Mayer's Bar	PRC	\$2,000.00
0505-33-006-007	The Cold Spring Fish & Supply Co. Fisherman's Wharf, P.O. Box 497 Cape May, NJ 08204 t/a Lobster House & Bar, The Raw Bar	PRC	\$2,000.00
0505-33-008-006	Ford Creek LLC 954 Ocean Drive Cape May, NJ 08204 t/a Harbor View Restaurant	PRC	\$2,000.00
0505-33-009-010	Driftwood Cove LLC 1200 Route 9 Cape May, NJ 08204 t/a Lucky Bones	PRC	\$2,000.00

0505-33-011-005	Spy Glass of Cape May. POCKET LICENSE	PRC	\$2000.00
0505-33-016-006	Maypoint Hospitality Scott Ave. & Beach Drive N. Cape May, NJ 08204 t/a Harpoons on the Bay	PRC	\$2,000.00
0505-33-017-006	Jake's Bar & Grill, Inc. 5-7 W. Delaware Parkway, Villas, NJ 08251 t/a Jake's Bar & Grill	PRC	\$2,000.00
0505-33-020-004	Marco Voeks, Inc. 9600 Pacific Ave., Lower Township Wildwood Crest, NJ 08260 t/a Fitzpatrick's Crest Tavern	PRC	\$2,000.00
0505-36-014-005	Pier Beverage / Icona Ocean Blue 9701 Atlantic Ave., Wildwood Crest, NJ 08260 T/A Pier 6600 Motor Inn	PRC	\$2,000.00
Special Conditions	This license shall be exercised only during such period of time as the establishment is in operation as a hotel/motel containing at least 100 sleeping rooms equipped furnished for accommodation of guests.		
0505-44-028-005	Acme Markets Inc. 3845 Bayshore Road N. Cape May, NJ 08204 t/a Acme	PRD	\$1,000.00
0505-44-018-005	O'Doyle's Inc. 1900 Bayshore Road Villas, NJ 08251 t/a Villas Country Liquor Store	PRD	\$1,000.00

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2020-230

Title: APPROVAL OF CHANGE ORDER #1 FOR MOTT MACDONALD FOR PROFESSIONAL LANDSCAPE ARCHITECTURE AND ENGINEERING SERVICES FOR JONATHAN HOFFMAN PARK PLAYGROUND RENOVATIONS

WHEREAS, Mott MacDonald was awarded a professional service contract in the amount of \$35,900.00 on November 4, 2019 by Resolution #2019-334 to provide Professional Landscape Architecture and Engineering Services for Jonathan Hoffman Park Playground Renovations project; and

WHEREAS, Mott MacDonald has provided a quote, attached hereto, for additional services including Re-Bid services, Construction Administration Services and Construction Observation Inspections in the amount of Not To Exceed \$47,400;and

Task 1 Bid Phase Services – Rebid	\$ 4,800.00
Task 2 Construction Administration Services	\$ 19,600.00
Task 3 Construction Observation Inspections	<u>\$ 23,000.00</u>
TOTAL:	<u>\$ 47,400.00</u>

WHEREAS, the Township Council desires to approve Change Order #1 and the CFO has certified the availability of funds as evidenced by her signature:

Appropriation: C-04-55-425-910

Signature: _____
Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that Change Order #1 attached hereto in the amount of \$47,400.00 for Mott MacDonald is hereby approved and the contract total is now increased to **\$83,300.00**.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
COOMBS							
ROY							
PERRY							
SIPPEL							

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

Julie A Picard, Township Clerk



Mr. Mitchell Plenn
Superintendent of Parks and Recreation
Township of Lower
2600 Bayshore Road
Villas, NJ 08251

Via email at recreation@townshipoflower.org

Your Reference
Jonathan Hoffman
Playground Improvements –
Mitnick Park

**REVISED Professional Landscape Architecture & Engineering Services
Proposal – Rebid & Construction Phase
Jonathan Hoffman Playground Improvements – Mitnick Park
Township of Lower, Cape May County, New Jersey**

Our Reference
405951

August 10, 2020

211 Bayberry Drive
Suite 1A
Cape May Court House NJ
08210
United States of America

Dear Mr. Plenn:

Please find enclosed herewith our REVISED proposal for rebid and construction phase services for the above referenced project.

T +1 (609) 465 9377
F +1 (609) 465 5270
www.mottmac.com

Task 1

Bid Phase Services - Rebid

Please note that Mott MacDonald has already provided most of the services under this Task. This was done at the request of the Township in order to not delay the project from rebidding. The services under Task 1 are as follows:

- Coordinate revised scope of work with Township for rebidding the project;
- Revise bid documents including plans and specifications for public bidding and assist the Township with the bidding process. It is assumed that the Township will advertise and assume advertising costs for the notice to bidders;
- Respond to potential questions and requests for additional information from Contractors bidding on the project;
- Prepare any addenda or clarification memos resulting from bidders' inquiries during the bidding phase. Report to the Township when clarifications and interpretations of the Contract Documents are needed and transmit to the Township clarifications and interpretations to be issued to prospective bidders;
- Attend the bid opening;

- Prepare a list of required shop drawings and submittals and review/coordinate all shop drawing submittals;
- Inspect Contractor's work on a part-time/limited basis as indicated above, review compliance with materials being incorporated into the project, and monitor construction compliance with requirements of specifications and plans. Keep representatives of the Township informed of progress and potential issues;
- Maintain project documentation. Keep contract diary and author inspection reports;
- During construction: take appropriate progress photographs to document conditions and issues. Review monthly, Contractor-submitted work schedules and provide comments to the Township. Monitor work progress for compliance with staging plans, work schedules and overall contract requirements;
- Review materials and construction techniques for compliance with contract requirements;
- Review monthly pay requisition quantities. Review requisition forms, quantities and payment applications for timely submission to the Township for processing;
- Monitor work progress. Record any changes in contract conditions and advise owner. Keep records of potential extra work/claim situations and/or contract reductions/credits. Prepare periodic change orders and justification thereto;
- Review and prepare all change orders either resulting from unforeseen circumstances (Contractor change notices) or owner initiated prior to submission for approval by the Township;
- Perform final inspection and prepare punch list of items requiring attention for contract closeout;
- Perform project closeout services.

The scope of work for these Tasks has been based on a one hundred twenty (120) calendar day construction contract with an anticipated one hundred fifty (150) hours of on-site inspection by our local inspection staff and additional inspection by our Licensed Landscape Architect at critical milestones.

However, we have no control over the Contractor's performance of the construction work and we will notify the Township when billings for this task reach 80 percent of the construction observation budget and advise on whether the remaining funds are adequate to complete the work and, if not, how much additional funds will be necessary to complete the work.

Based on the anticipated construction period and the assumptions identified above, we anticipate a **budget of \$23,000** for **Task 3** will be required for construction inspection services and direct expenses incurred during the construction of the project.

FEE SUMMARY

<u>Scope of Work</u>	<u>Description</u>	<u>Payment Method</u>	<u>Cost</u>
Task 1	Bid Phase Services - Rebid	Lump Sum	\$4,800
Task 2	Construction Administration Services	Lump Sum	\$19,600
Task 3	Construction Observation Inspections	Reimbursable (as incurred)	\$23,000
TOTAL			\$47,400

Contract: Mott MacDonald will perform this work under our 2020 "Agreement for Professional Engineering Services" with the Township of Lower.

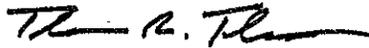
Invoicing: Compensation for Tasks 1 & 2 of this project shall be on a lump sum basis and the Township shall be invoiced on a percent complete basis.

Compensation for Task 3 of this project shall be based upon a reimbursable method of compensation for direct expenses in accordance with our current rate schedule.

We thank you for the opportunity to provide this scope of work for landscape architecture & engineering services for the rebid and construction phase of the Jonathan Hoffman Playground Improvements – Mitnick Park project. Should you have any questions regarding the above information or should you wish to discuss this proposal in more detail, please do not hesitate to contact this office.

Very truly yours,

Mott MacDonald, LLC



Thomas R. Thornton, PE, CME
 Vice President
 T 609.465.9377
thomas.thornton@mottmac.com



Shawn A. Carr, PE, CME
 Associate
 T 609.465.9377
shawn.carr@mottmac.com

cc: Jim Ridgway, Township Manager (via email)
 Julie Picard, RMC, Township Clerk (via email)
 Margaret Vitelli, RPPS, QPA, Township Purchasing Agent (via email)
 Cathleen Marcelli, PE, CME, Sr. Vice President, Mott MacDonald (via email)
 Jason Harkins, LLA, Mott MacDonald (via email)

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2020-231

Title: **APPROVING A PROFESSIONAL SERVICE CONTRACT WITH MOTT MACDONALD FOR PROFESSIONAL ENGINEERING SERVICES FOR THE RECREATION CENTER HVAC PROJECT**

WHEREAS, the Township of Lower is given authority by N.J.S.A. 40A:11-1 *et seq.* to enter into contracts for "Professional Services" without competitive bidding, when the need arises, so long as the award of such contract is made public by a Resolution of the Governing Body and satisfies the requirements of the New Jersey Pay-to-Play law; and

WHEREAS, Mott Macdonald has provided a proposal in the amount of \$69,950.00 for Professional Engineering Services for the Recreation Center HVAC Project including the following scope of work:

- Contract Documents Preparation:
 - Mechanical/Architecture/Electrical
- Proposed Drawing List
- Bid Services

and the CFO has certified the availability of funds in the following budget lines as evidenced her signature:

Appropriation: C-04-55-419-910

Signature: _____
Lauren Read, CFO

WHEREAS, Mott MacDonald has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political candidate or committee in the Township of Lower in the previous year and will prohibit him from making any reportable contributions through the term of the contract.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that a Professional Service Contract without public bidding is awarded to Mott MacDonald for the Recreation Center HVAC Project in the amount of \$69,950.00.

BE IT FURTHER RESOLVED that this award shall be published in the Township's Official newspaper.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
COOMBS							
ROY							
PERRY							
SIPPEL							

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

Julie A Picard, Township Clerk



Mr. Mitchell Plenn
Superintendent of Parks and Recreation
Township of Lower
2600 Bayshore Road
Villas, NJ 08251

**Professional Engineering Services Proposal
Recreation Center – HVAC Upgrade
Township of Lower, Cape May County, New Jersey**

Mott MacDonald LLC.
211 Bayberry Drive, Suite 1A
Cape May Court House, NJ 08210
United States of America

August 6, 2020

T +1 (609) 465 9377
F +1 (609) 465 5270
www.mottmac.com

Dear Mr. Plenn:

In accordance with the Township of Lower's request, Mott MacDonald is pleased to submit our fee proposal for professional services for the referenced project.

Description of Work:

Mott MacDonald will develop the drawings, specifications, construction cost estimate & provide bidding services for the Lower Township Recreation Center - HVAC Upgrade.

Project Scope:

As per our discussions, the scope of work will include the following:

Contract Documents (CD) Preparation:

A. Mechanical:

- Remove the two existing heating and ventilation units which are hung from the underside of the roof. Demolition to include equipment hangers.
- Remove the hot water supply and return piping, hangers, insulation, valves, etc. from the mains to the two heating & ventilation units
- Provide new gate valves and cap the remaining ends of the hot water supply and return piping to remain.
- Remove ductwork, air outlets, duct hangers, electrical power conduit and wire, power disconnects, controls conduit & wire, associated with the two heating & ventilation units.
- Blank off outdoor air intake louvers for the two heating & ventilation units with insulated sheet metal sandwich panels.

- Remove the two existing air conditioning units which are mounted outdoors on a concrete slab.
- Remove vertical outdoor supply & return ductwork for one of the air conditioning units back to edge of roof. Demolition to include duct insulation and jacket and duct supports.
- Remove all the supply and return ductwork for the other air conditioning unit from the unit to the penetration through the roof and the associated ductwork inside the gymnasium. Demolition to include duct insulation and jacketing and roof curbs.
- Provide and install a new 17.5 ton packaged, outdoor air conditioning unit with gas furnace, economizer, and powered exhaust on the existing outdoor concrete slab where the previous AC units were installed.
- Provide new manufacturer packaged controls for new AC unit with indoor control panel.
- Provide and install new supply and return ductwork from the existing supply & return ducts near the edge of the roof, down the side of the building to the new AC unit. Include duct insulation and jacketing and duct supports.
- Relocate half of the existing drum louvers in the gymnasium supply duct to the opposite side of the duct. Patch remaining holes accordingly with sheet metal.
- Provide and install spring loaded, insulated back-draft dampers on the existing 24"X24" wall propeller fans. Provide a sheet metal sleeve on the inside of the wall to mount the damper and reuse the existing 24"X24" grilles to be installed behind the new damper. Insulate the sides of damper sleeve. Typical for 6.
- Provide and install a new 2" gas pipe from the existing gas service in the front of the building to the rear of the building and connect to new AC unit with new gas regulator and shut off valve. This item may require some civil work if gas pipe is buried.
- Re-balance the existing heating hot water circulation pumps for new performance (without existing heating & ventilation units).

B. Architecture

- Fill the two roof openings which were used for the ductwork, which was removed, and patch roofing to match existing, including concrete, steel reinforcement, insulation and roofing.
- Patch roof where any duct supports are removed.

C. Electrical

- Remove the electrical power conduit and wire, power disconnects, controls conduit & wire, associated with the outdoor air conditioning units.
- Remove the electrical power conduit and wire, power disconnects, controls conduit & wire, associated with the indoor heating & ventilation units.
- Provide and install new electrical power to new AC unit, including breakers, disconnect switch, conduit and wire.
- Provide duct smoke detector(s) and interface with fire alarm as necessary.



Proposed Drawing List

Mechanical

1. Symbols, Abbreviations, General Notes & Schedules
2. Outdoors & Roof Demo Plan
3. Indoor Demo Plan
4. Outdoor and Roof Plan
5. Indoor Plan
6. Details
7. Control Diagrams & SOP

Architecture

1. Roof Demolition Plan
2. Roof New Work Plan
3. Details

Electrical

1. Symbols, Abbreviations and General Notes
2. Demolition Plan
3. Power Plan
4. Panel Schedules
5. Details

Bid Services:

- Finalize Bid Documents for public bidding and assist the Township with the bidding process. It is assumed that the Township will advertise and assume advertising costs for the notice to bidders;
- Respond to potential questions and requests for additional information from Contractors bidding on the project;
- Prepare any addenda or clarification memos resulting from bidders' inquiries during the bidding phase. Report to the Township when clarifications and interpretations of the Contract Documents are needed and transmit to the Township clarifications and interpretations to be issued to prospective bidders;
- Attend the bid opening;
- Furnish a Bid Report that summarizes the information in the bids received and provide recommendations for the award of the Contract based upon input received from references and review of bid forms. (It is assumed the Township will contact Contractors' references and perform a legal review of the bidder's documents – bonds, technical completeness, compliance with public bidding laws, etc.).

Mott MacDonald's proposal for Bid Services is based upon one round of bidding. If for any reason, other than an error on the part of Mott MacDonald, additional round(s) of bidding are required, those additional services will be considered beyond our original scope of services.



Our proposed fee for the Recreation Center – HVAC Upgrade design and bid services is **\$69,950**.

PRELIMINARY PROJECT SCHEDULE

Mott MacDonald anticipates the following preliminary schedule for the various phases of the project:

Activity	Completion
Authorization to Proceed	August 2020
Design Development and Review with Township (90%)	October 2020
Finalize Construction Documents & Advertise for Bids	November 2020
Receive Bids	December 2020

We trust that the above scope of services and method of reimbursement meet with your approval and look forward to your authorization on this project.

Contract: Mott MacDonald will perform this work under our 2020 "Agreement for Professional Engineering Services" with the Township of Lower.

Invoicing: Compensation for this project shall be on a lump sum basis and the Township shall be invoiced on a percent complete basis.

We thank you for the opportunity to provide this proposal for the Recreation Center – HVAC Upgrade. Should you have any questions regarding the above information, or should you wish to discuss this proposal in more detail, please do not hesitate to contact this office.

Very truly yours,
Mott MacDonald LLC

A handwritten signature in black ink, appearing to read 'Shawn Carr', with a horizontal line underneath.

Shawn Carr, PE, CME
Associate

A handwritten signature in black ink, appearing to read 'Michael LaPilusa', with a horizontal line underneath.

Michael LaPilusa, PE
Vice President

cc: Jim Ridgway, Township Manager (via email)
Julie Picard, RMC, Township Clerk (via email)
Margaret Vitelli, RPPS, QPA, Township Purchasing Agent (via email)
Cathleen Marcelli, PE, CME, Sr. V.P., Mott MacDonald (via email)

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2020-232

Title: **APPROVING CHANGE ORDER #2 FOR MOTT MACDONALD FOR PROFESSIONAL LANDSCAPE ARCHITECTURE AND ENGINEERING SERVICES FOR CLEM MULLIGAN SPORTS COMPLEX RENOVATIONS**

WHEREAS, Mott MacDonald was approved by Resolution #2018-383 on December 17, 2018, a Professional Landscape Architecture and Engineering Services for the Mulligan Field Renovations Project in the amount of \$34,150.00, AND Change Order #1 was approved by Resolution #2020-92 in the amount of \$116,900.00;and

WHEREAS, Mott MacDonald has provide a proposal for additional engineering services for Design Changes, Incorporation of one bid, Open Space Funding Services and Reimbursable Services and Direct Expenses in the amount of \$47,000 (broken down in tasks as listed below) and the purchase order sign-off will be under the direction of the Recreation Director; and

- Task 1 Phase 1 Design Changes \$ 6,200.00
- Task 2 Phase 2 Design Completion/
Incorporating as one bid \$ 26,700.00
- Task 3 CMC Open Space Funding Services \$ 2,300.00
 - 3B Open Space Program Revisions \$ 10,300.00
- Task 4 Reimbursable Services/Direct Expense \$ 1,500.00

TOTAL PROPOSAL \$ 47,000.00

WHEREAS, the Township Council desires to approve Change Order #1 and the CFO has certified the availability of funds by her signature in the budget as follows:

Appropriation: C-04-55-422-660 \$ 33,100
C-04-55-422-910 \$ 13,900

CFO Signature: _____
Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Change Order #2 in the form attached hereto in the amount of \$47,000.00 to Mott MacDonald is hereby approved, increasing the contract total to \$198,050.00.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
COOMBS							
ROY							
PERRY							
SIPPEL							

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

Julie A Picard, Township Clerk



Mr. Mitchell Plenn
Superintendent of Parks and Recreation
Township of Lower
2600 Bayshore Road
Villas, NJ 08251

Via email at recreation@townshipoflower.org

Your Reference
Clem Mulligan Sports
Complex Renovations

**Professional Landscape Architecture and Engineering Services Proposal
Clem Mulligan Sports Complex Renovations
Township of Lower, Cape May County, New Jersey**

Our Reference
402390

August 12, 2020

211 Bayberry Drive
Suite 1A
Cape May Court House NJ
08210

Dear Mr. Plenn:

T +1 (609) 465 9377
F +1 (609) 465 5270
www.mottmac.com

Mott MacDonald is pleased to provide herewith this formal proposal for Landscape Architecture and Engineering Services for Clem Mulligan Sports Complex Renovations. This proposal includes extra work encountered during Phase I design, the preparation of plans and specifications for the completion of Phase 2 design services, the combining of Phases 1 & 2 design into one plan and specification set for bidding purposes, and to assist Lower Township with Cape May County Open Space application and associated plan and specification revisions required to receive Open Space grant funding. It is our understanding that the Township will be requesting that the currently awarded CDBG funding deadline be extended based on the changes noted above.

The scope of work associated with this proposal includes the following:

Task 1 – Phase 1 Design Changes

Under the Phase 1 design, Mott MacDonald prepared a security camera design to replace the existing security camera system in generally the same location. A 30% security system design was prepared and submitted to the Township, which was then advanced to 90% design. Upon submission of the 90% design submission, Mott MacDonald was directed by the Township that the park required a security camera system that provides full coverage of the entire park. Recent criminal activities were the catalyst for this change, and Mott MacDonald proceeded to revise the design to include full coverage of the park with its security camera system.

In addition, as per the approved master plan, the proposed playground equipment was to be purchased by the Township under State Contract, and installed by Gametime's playground equipment installer as part of the state contract pricing, during the future construction. The Township requested that this be revised to require the awarded Contractor to both purchase and install all playground equipment as part of the playground renovation. This change required additional



technical specification work to be incorporated into the bid package for the Contractor to accurately bid for the complete purchase and install of the playground equipment.

Our fees for this additional work under Task 1 totals **\$6,200**.

Task 2 – Phase 2 Design Completion and Incorporation as One Bid

As discussed at the meeting held on Wednesday, 8/5/2020 with Township representatives Jim Ridgway, Mitch Plenn and Colleen Crippen, and Mott MacDonald representatives Shawn Carr and Jason Harkins, the Township would like to pursue bidding the entire project as a whole and eliminate the phasing of the project. In order to accomplish this Mott MacDonald's scope includes the following:

- Finalize the design of the Phase 2 Improvements that were started and completed up to 90% design under the previously approved proposal for this project;
- Finalize the plans and specifications for these improvements;
- Incorporate the final design elements and plans and specifications of the Phase 2 improvements into the previously prepared Phase 1 bid documents including modifications to those previously prepared documents; and
- Put the project out to bid as one (1) contract.

The Phase 2 Improvements include the proposed irrigation well, hockey rink, hockey rink scoreboard relocation, hockey rink lighting, multi-purpose field, grading and drainage, associated electrical and structural design for the site features, and demolition of the interior features of the site.

We propose to complete the scope of work outlined above (**Task 2**) for the lump sum amount of **\$26,700**.

Task 3 – Cape May County Open Space Funding Services

As discussed at the meeting held on Wednesday, 8/5/2020 with Township representatives Jim Ridgway, Mitch Plenn and Colleen Crippen, and Mott MacDonald representatives Shawn Carr and Jason Harkins, the Township would like to pursue Cape May County Open Space funding for the project, and has asked for assistance with this process. Mott MacDonald's scope for these services includes the following:

Task 3A – Open Space Application Services and Meeting Attendance

- Review Chapter 4 Placemaking Elements and Design Guidelines of the Cape May County Creative Placemaking Plan;
- Prepare an updated Site Plan Rendering for inclusion in the Township's application package;
- Attend one (1) Cape May County Open Space Board review meeting to answer any technical questions that may arise (the Township's grants coordinator will prepare and provide the presentation to the Board);

We propose to complete the scope of work outlined above (**Task 3A**) for the lump sum amount of **\$2,300**.

Task 3B – Open Space Placemaking Program Plan Revisions

- If the Township is successful in receiving Open Space grant funding, incorporate the applicable design guidelines (to replace the previously designed features) into the plans and specifications including park sign, shade structure, playground surfacing, fences, benches, trash receptacles, picnic tables, path lighting, and sports lighting.

We propose to complete the scope of work outlined above (**Task 3B**) for the lump sum amount of **\$10,300**.

If the Cape May County Open Space Review Board requires additional site features beyond those elements that were approved in the Clem Mulligan Masterplan and would be revised as described above, this would be considered out of our scope of work and Mott MacDonald can prepare a proposal to address these, as necessary.

Task 4 – Reimbursable Services and Direct Expenses

The scope of work under this section includes the following services and direct expenses that will be spent during our scope of work for the entire project (Tasks 1 thru 3):

- Attendance at Meetings (beyond one (1) meeting as described in Task 3)
- Travel
- Reproductions of plans and specifications for Cape May County Open Space Review Board application and reviews

For budgeting purposes, we estimate meeting attendance and printing costs of **\$1,500**. We propose to complete the work under Task 4 based upon a reimbursable method of compensation for the actual time required and at the hourly rates for the individual(s) employed in accordance with our current rate schedule.

Cost Proposal

The following table provides a summary of our proposal fees for the above tasks:

Task	Description	Cost	Payment Method
1	Phase 1 Design Changes	\$6,200	Lump Sum
2	Phase 2 Design Completion and Incorporation as One Bid	\$26,700	Lump Sum
3	Cape May County Open Space Funding Services		
	3A Open Space Application & Meeting Attendance	\$2,300	Lump Sum
	3B Open Space Placemaking Program Plan Revisions	\$10,300	Lump Sum
4	Reimbursable Services and Direct Expenses	\$1,500	Reimbursable (Budget)
Total		\$47,000	



We thank you for the opportunity to provide this Scope of Work for the Clem Mulligan Field Sports Complex Renovations. Should you have any questions regarding the above information or should you wish to discuss this proposal in more detail, please do not hesitate to contact this office.

Very truly yours,

Mott MacDonald, LLC

Handwritten signature of Thomas R. Thornton in black ink.

Thomas R. Thornton, PE, CME
Vice President
T 609.465.9377
Thomas.thornton@mottmac.com

Handwritten signature of Shawn A. Carr in black ink.

Shawn A. Carr, PE, CME
Associate
T 609.465.9377
shawn.carr@mottmac.com

cc: Jim Ridgway, Township Manager (via email)
Julie Picard, Township Clerk (via email)
Margaret Vitelli, RPPS, QPA (via email)
Colleen Crippen, Township Grants Coordinator (via email)
Jason Harkins, LLA, RLA, Mott MacDonald (via email)
Jeffrey Betz, PE, CME, Mott MacDonald (via email)

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2020-233

Title: AWARD NATIONAL COOPERATIVE PURCHASING AGREEMENT WITH SOURCEWELL TO JESCO FOR ONE (1) 2020 JOHN DEERE 60G COMPACT EXCAVATOR

WHEREAS, The Township of Lower participates in the National Cooperative Purchasing agreement with Sourcewell Membership # 28077; and intends to purchase under Sourcewell Contract #032119-JDC, Heavy Construction Equipment; One (1) 2020 John Deere 60G Compact Excavator; and

WHEREAS, the National Cooperative Bid #2020-06 Contract for a 2020 John Deere 60G Compact Excavator was reviewed by the QPA and Gary Douglass, Public Works Director; and advertised on August 5, 2020 with comment period ending August 15, 2020; the Township of Lower is permitted to join national cooperative purchasing agreements under the authority of N.J.S.A. 52:34-6.2(b)(3) ; and

WHEREAS, the CFO has certified the availability of funds as evidenced by her signature below:

Appropriation: Ord #20-12 C-04-55-428-220

Signature: Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the following contract is hereby awarded to JESCO pursuant to the proposal submitted in response to Sourcewell for the Request for Proposals as follows:

AWARD: JESCO \$75,000.00
Contract #032119-JDC
Contract expires 05/13/2023

BE IT FURTHER RESOLVED, upon approval of the resolution, the fully executed Purchase Order shall serve as the Contract for the award of the bid.

Table with 8 columns: MOTION, SECOND, AYE, NAY, RECUSE, ABSTAIN, ABSENT. Rows for CONRAD, COOMBS, ROY, PERRY, SIPPEL.

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

Julie A Picard, Township Clerk



John Deere Construction, Industrial & Utility Equipment

JOHN DEERE

PREPARED FOR:

Township of Lower Public Works

Date:

8/13/2020

SOURCEWELL Quote: 2020 John Deere 60G Compact Excavator - Sourcewell (formerly NIPA) Cooperative

Contract # 032119

All the prices in the detailed sections are Per machine basis.

Machine Configuration:

Code	Description	Qty	Unit Price
0071FF	60G COMPACT EXCAVATOR	1	\$ 77,990.00
3125	16" (400MM) RUBBER TRACK	1	IN BASE
7120	6'1" (1.85M) LONG ARM	1	\$ 1,781.00
8185	CAB WITH AC	1	\$ 6,243.00
9555	ANGLE BLADE	1	\$ 4,694.00
	Total		\$ 90,708.00
	NIPA Discount	29.00%	\$ (26,305.32)
	Net Price		\$ 64,402.68

Attachments

Code	Description	Qty	Price
BUCKET	18"BUCKET WITH TEETH	1	\$ 1,157.88
BUCKET	24" BUCKET WITH TEETH	1	\$ 1,304.29
BUCKET	30" BUCKET WITH TEETH	1	\$ 1,509.00
THUMB	HYDRAULIC THUMB	1	\$ 1,892.00
RADIO	RADIO	1	\$ 345.57
	Total		\$ 6,208.74

Custom Jobs

Code	Description	Qty	Price
PDI	PRE-DELIVERY INSPECTION	1	\$ 800.00
PDI	DLR TO INSTALL ATTACHMENTS	1	\$ 272.79
	Total		\$ 1,072.79

Warranty

Code	Description	Qty	Price
WARR	COMPREHENSIVE: 60 MONTHS/3,000 HOURS	1	\$ 1,168.00

			Total	\$ 1,168.00
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Code	Description	Qty	Price
FREIGHT	FACTORY FREIGHT	1	\$ 1,875.00
DELIVERY	LOCAL DELIVERY	1	\$ 272.79
Total			\$ 2,147.79

Quote Summary- 60G Compact Excavator(Per Unit)		Prices
Item Description:		
Machine net Price		\$ 64,402.68
Attachments		\$ 6,208.74
Custom Jobs		\$ 1,072.79
Warranty		\$ 1,168.00
Freight		\$ 2,147.79
Price Per Machine		\$ 75,000.00

Trade Information	Trade In Value

Total Net Price (Quantity = 1)	\$ 75,000.00
---------------------------------------	---------------------

Warranty Terms

*Warranty: 24 Months/2,000 hour full machine coverage
60 Months or 2000 Hours powertrain & hydraulic coverage, whichever occurs first.*

Remarks:

Please note that this quote is valid for 30 days

Purchase Orders must be made out to: Jesco Inc, 118 St Nicholas Ave, South Plainfield, NJ

**TOWNSHIP OF LOWER
CAPE MAY COUNTY
NEW JERSEY**

**NOTICE OF INTENT TO AWARD CONTRACT
UNDER A NATIONAL COOPERATIVE PURCHASING AGREEMENT -
SOURCEWELL (formerly NJPA)**

The Township of Lower intends to participate in Sourcewell (formerly NJPA) through Contract #032119-JDC effective 5/13/2019 by Sourcewell (formerly NJPA) to establish a national cooperative contract for Heavy Construction Equipment. The Township of Lower wishes to purchase a 2020 John Deere 60G Compact Excavator.

Information regarding the contract may be examined at the Township of Lower's Purchasing Office, 2600 Bayshore Road, Villas, NJ 08251 during regular business hours, as well as on Sourcewell website at: <https://www.sourcewell-mn.gov/>.

The Township of Lower is a member in good standing of Sourcewell (formerly NJPA). The Sourcewell (formerly NJPA) contract term matures on 05/13/2023.

It is the intent of the Township of Lower to make a contract award to JESCO Construction for \$75,000.00 pursuant to the proposals submitted in response to Contract #032119-JDC issued by Sourcewell (formerly NJPA).

The Township of Lower is permitted to join national cooperative purchasing agreements under the authority of N.J.S.A. 52:34-6.2(b)(3).

The comment period for this notice ends at 11:00 a.m. on August 15, 2020. Comments should be submitted to Margaret Vitelli, Qualified Purchasing Agent, Township of Lower, 2600 Bayshore Road, Villas, NJ 08251 or via email mvitelli@townshipoflower.org.

Margaret Vitelli, QPA

Advertised 08/5/2020

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

ORDINANCE #2020-15

Title: **AN ORDINANCE ENACTING CHAPTER 96, PUBLIC CONSTRUCTION CONTRACTS, OF THE CODE OF THE TOWNSHIP OF LOWER, ESTABLISHING "RESPONSIBLE BIDDER" REQUIREMENTS WITH REGARDS TO PUBLIC CONSTRUCTION PROJECTS AWARDED THROUGHOUT THE TOWNSHIP**

WHEREAS, in order to protect its financial investments and its substantial proprietary interests as a market participant, the Township of Lower has a compelling interest in ensuring that all contracts for public construction projects that it undertakes, for which it provides financial assistance, are performed promptly, at reasonable costs, and with the highest degree of quality, by qualified reputable contractors and properly trained and skilled workers; and

WHEREAS, the requirements of this Chapter are intended to supplement, not replace, existing contractor qualification and performance standards and/or criteria currently required by the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., other contracting provisions as outlined herein, and/or other legislative obligations; and

WHEREAS, this Chapter is intended to ensure that the Township of Lower fulfills its obligations as outlined under the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., and to ensure that contracts are awarded in an atmosphere that invites competition and guards against favoritism, improvidence, arbitrary conduct, extravagance, fraud, corruption, and for the purpose of securing the best project work results possible at the lowest cost practicable; and

WHEREAS, the Township of Lower, pursuant to N.J.S.A. 40A:11-2(27), is afforded certain discretion in determining the "lowest responsible bidder" and is entitled to specify the terms of contracts when it solicits bids along with the criteria that potential bidders must meet in order to be considered a "responsible" bidder pursuant to N.J.S.A. 40A:11-25, and in the exercise of its proprietary duties and responsibilities so as to ensure that bidders are qualified responsible firms that understand the unique challenges affecting construction project delivery, including but not limited to selecting subcontractors who have developed a satisfactory record of past performance and adequate expertise, including a highly trained workforce and an established record of successfully performing work projects in a safe, timely, cost-effective and professional manner; and

WHEREAS, the Township of Lower solicits bids and/or proposals on many different types of construction contracts with varying factors affecting each procurement decision, and therefore must take into account the reasonable benefits arising from each bid and in the exercise of and in order to protect its proprietary interests due to the substantial taxpayer investments involved in the public construction project(s); and

WHEREAS, in order to protect its substantial proprietary interests, the Township of Lower has the inherent right to adopt procurement licensing and economic development regulations/ordinances, pursuant to N.J.S.A. 40A:11-4, to ensure that the bidder has not had a prior negative experience and to impose bid specifications designed to ensure the performance capabilities of prospective bidders pursuant to N.J.S.A. 40A:11-25; and

WHEREAS, due to the magnitude of the bid threshold herein and in order to ensure the intended purpose of each of its work projects and that financial responsibility is an important factor in determining the lowest responsible bidder for public construction projects for which it provides financial assistance, the Township of Lower, through its contracting authority, shall require that every contractor and subcontractor that bids on a public construction project contract produce satisfactory evidence that the contractor/subcontractor is properly registered and authorized to conduct the type of work to be performed, including evidence that demonstrates that the entity possesses, complies with, and maintains such compliance with all valid licenses, registrations, ordinances and certificates required by applicable federal, state, and county laws, as well as complying with any general business license requirements of the Township of Lower prior to the award of and during the term of the contract; and

WHEREAS, the Township of Lower, in order to make its determination as to whether the bidding entity is responsible, shall confirm and substantiate that the contract awardee(s) can reasonably be expected to complete and perform under the contract specifications, and the Township of Lower, pursuant to N.J.S.A. 40A:11-20 through 40A:11-22 et seq., may require the successful bidder to post a bid performance and/or material bond(s) as well as the submission of documentation to verify that the successful bidder has secured any insurance requirements as required by applicable law and in conformance with said law, including general liability insurance, workers'

compensation insurance and unemployment compensation insurance; and shall also determine if the successful bidder can reasonably be expected to complete the project within the time constraints as delineated in the request for bids and other procurement documents; and shall through the submission of documents from the bidder(s), and pursuant to N.J.S.A. 40A:11-20 through 40A:11-22, determine if the bidding entity maintains a satisfactory level of past performance and integrity as well as possesses the financial, supervisory, personnel, material, equipment, and other resources and expertise required to satisfactorily meet that entity's contractual responsibilities and obligations; and

WHEREAS, in its determination of whether a bidder is "responsible," and to avoid any risks to projects caused by unqualified firms and/or firms held to be considered unsafe, the Township of Lower shall consider a bidder's record of conformity with environmental, labor and health and safety laws and regulations, including compliance with the requirements of the U.S. Department of Labor's Occupational Safety and Health Administration ("OSHA") and the New Jersey Department of Labor and Workforce Development, in order to ensure that its workforce is compliant with safe working procedures to protect the public, as well as to ensure to the greatest extent possible that work site accidents, injuries, etc., are minimized, the bidder shall affirm that any employee which will be assigned to the work project, at a minimum, has completed at least the ten-hour training course for safety standards established by OSHA; and

WHEREAS, current challenges in the construction labor market relating to the supply of skilled craft personnel exacerbate normal construction industry challenges, including those impacting project cost, quality of work, safety and scheduling parameters, which has been well documented by numerous industry sources both nationally and locally for over a decade, including *Confronting the Skilled Workforce Shortage*, Construction Users Roundtable (June 2004); *The Perfect Storm: Factors Come Together Creating a Storm in the Construction Workforce*. The Construction Executive (June 2004); *America's Construction Industry: Identifying and Addressing Workforce Challenges*, ETA/Business Relations Group Report (Dec. 2004); *Craft Labor Supply Outlook: 2005-2015*, Construction Labor Research Council (2004); *2013 U.S. Markets Construction Overview*, FMI Corporation (2012); *2013 Dodge Construction Outlook*, McGraw-Hill Construction Research & Analytics Group (Oct. 2012); *Construction Users Roundtable, Skilled Labor Shortage Risk Mitigation*; WP-1101, January 2015; Pam Hunter, *Firms Anticipate More Worker Shortages Ahead*, Engineering News Record, p. 13, February 9, 2015; and

WHEREAS, in addition to a growing demand and shrinking supply, one of the key factors driving and further compounding construction industry skill supply challenges has been the continuous decline in skill training in this industry generally over the past several decades, a fact documented by the U.S. Commerce Department; L. Huang, Robert E. Chapman, and David T. Butry, *Metrics and Tools for Measuring Construction Productivity: Technical and Empirical Considerations*, U.S. Department of Commerce, National Institute of Standards and Technology, Office of Applied Economics, p. 23 (September 2009); and

WHEREAS, the growing need of meeting skilled labor demands and the general decline of a pool of trained workers produces conditions that increase the likelihood of contractors and subcontractors deploying unskilled, untrained workers to construction job sites, including persons who receive little or no adequate safety training and, consequently, due to the inherent dangers that exist within the construction industry, pose serious risks of injury to themselves, their coworkers, and the general public, while also undermining important cost factors, as well as the scheduling goals of capital projects; and

WHEREAS, leading organizations in the construction industry, including trade associations representing project owners such as the Construction Users Roundtable, have repeatedly issued strong recommendations to parties purchasing construction services for large capital projects that, due to persistent, acute labor supply challenges, contractors and subcontractors should be prequalified on the basis of craft labor training to protect the project owner's financial and proprietary interests by ensuring that such firms have an adequate supply of trained, skilled craft personnel to perform the project; *Confronting the Skilled Workforce Shortage*, Construction Users Roundtable (June 2004); *Construction Users Roundtable, Skilled Labor Shortage Risk Mitigation*, WP-1101, January 2015; and

WHEREAS, in seeking to address and remediate issues of construction skill shortages and the problems they cause for the industry including safety risks, the United States Congress passed the Fitzgerald Act, Pub. L. No. 75-308, 560 Stat. 664, H.R. REP> No. 75-945 (the National Apprenticeship Act), which created a system in which workers could be properly trained in construction skills and safety procedures through registered, formal apprenticeship training programs that meet established qualification, safety and performance standards and that such programs registered and approved by the United States Department of Labor ("US DOL"), stresses the need to

expand industry apprenticeship programs as a means of building the pool of skilled labor, especially in the construction industry, U.S. Departments of Labor, Commerce, Education, and Health and Human Resources, What Works in Job Training: A Synthesis of the Evidence 8 (July 22, 2014); and

WHEREAS, the courts have recognized that states, counties, and local jurisdictions, acting to protect substantial proprietary interests, have the right to stop procurement, licensing and economic development legislation and/or to impose contract bid specifications designed to ensure the performance capabilities of all prospective bidders and their employees, including apprenticeship training requirements and other craft labor qualifications; see Bldg. & Const. Trades Council of the Metro. Dist. V. Assoc. Builders & Contractors of Mass/R.I., Inc., 407 U.S. 218 (1993); Associates Builders & Contractors v. Mich. Dep't of Labor & Econ. Growth, 543 F.3d 275 (6th Cir. 2008); Hotel Employees & Restaurant Emps. Union, Local 57 v. Sage Hospitality Res., LLC, 390 F.2d 206 (3rd Cir. 2004); Associated Builders & Contractors, Inc., New Castle County-F. Supp. 3d, 2015 WL 7257916 (D. Del. Nov. 17, 2015); and

WHEREAS, due to the critical impact that skilled construction craft labor has on public construction projects due to the limited availability of skilled construction craft labor, as well as potential imminent skill shortages, and most significantly due to the magnitude of the threshold amount herein and so as to insure that the work project will be completed in a timely and safe manner in order to protect its proprietary interests and the interest of the taxpayer funding of such projects, it is necessary to require contractors and subcontractors to participate in established, formal apprenticeship training programs for the purpose of promoting successful, cost-effective project delivery; and

WHEREAS, the most efficient means that bidders and their subcontractors have in order to ensure a highly trained, safety conscious and skilled workforce, as well as to provide for a safe project delivery is to require that bidders utilize an apprenticeship training program, registered with and approved by the US DOL, or any state agency having equal or higher requirements as the US DOL, for each separate apprenticeable occupation for which it employs employees in compliance with the performance standards of enrollment and graduation under 29 CFR Part 29, 29.5 and 29.6. The bidder shall be further required to demonstrate and affirm in its contractor certification form that it is in compliance with 29 CFR 29 et al., as well as the provisions of N.J.S.A. 34:20-1 et seq., the Construction Industry Independent Contractor Act; and

WHEREAS, as a condition of performing work on a public construction project and/or construction projects subject to this article, all bidders, pursuant to N.J.S.A. 40A:11-26, shall submit a completed contractor responsibility certification provided by the Township of Lower at the time the bidder submits its bid pursuant to N.J.S.A. 40:11-20 through 40:11-27 et seq. Moreover, and pursuant to N.J.S.A. 40:11-27, all bidders must respond to the contractor responsibility certification under oath. In addition, all bidders shall further simultaneously submit with its contractor responsibility certification and, pursuant to N.J.S.A. 40:11-16(a) and (b) and N.J.S.A. 40:11-23-2(d), a subcontractor list containing the names of any proposed contractors required to be listed in the bid, including the subcontractor's address and a description of their work expertise; and

WHEREAS, should it be established, after awarding a contract that any of the information required by this article and provided by the bidding entity to the Township of Lower was falsified or inaccurate, the bidder will be subject to the penalties as outlined under N.J.S.A. 40:11-27 through 40:11-34 et al., and the contract shall be voided

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey as follows:

Section 1. Chapter 96, Article I, Purpose, is hereby established as follows:

96-1 Findings

The provisions of the preamble to this Ordinance are incorporated herein as the basis of support for this Ordinance as if same were fully set at length.

96-2 Definitions

For the purpose of this article, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this article clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include

the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

FINANCIAL ASSISTANCE

Something of economic value provided by the Township of Lower to a private entity, expressly articulated or identified, in writing, by the Township of Lower, including, but not limited to real property, loans, loan guarantees, grants, tax exemptions, tax abatements, tax incentive financing, and rent subsidies or reductions approved, funded, authorized, administered or provided by the local government entity or any of its instruments in connection with construction.

PUBLIC CONSTRUCTION CONTRACT

Any public construction project for the construction, reconstruction, demolition, alteration or renovation of buildings at the public expense, required to be bid under the Local Public Contracts Law[1], and which requires that workers be paid the prevailing wage determined by the Commissioner of Labor pursuant to the provisions of the applicable statutory language.

96-3 Purposes

- A. Due to the magnitude of the threshold amount as stated herein, the Township of Lower recognizes that there is a need to ensure that work on public works projects, maintenance work, and contracts for public works are performed by responsible, qualified firms that maintain the capacity, expertise, personnel, equipment and other qualifications and resources necessary to successfully perform public contracts in a timely, reliable and cost-effective manner.
- B. To effectuate the purpose of selecting responsible contractors for public contracts and to protect the substantial taxpayer investments in such contracts, prospective contractors and subcontractors shall be required to meet pre-established, clearly defined, minimum standards relating to contractor responsibility, competency, experience, and the adequacy of resources.
- C. Further, due to the critical impact that skilled construction craft labor has on public works projects, and due to the limited availability of skilled construction craft labor, it is necessary to require contractors and subcontractors to participate in bona fide apprenticeship training programs in the trades and classifications in which they employ construction craft personnel.
- D. Therefore, the Township of Lower shall require compliance with the provisions of this Chapter by business entities seeking to provide services to the Township of Lower as specified herein. The requirements of this Chapter are intended to supplement, not replace, existing contract qualification and performance standards or criteria currently required by law, public policy or contracting documents. However, in the event that any of the provisions of this Chapter conflict with any law, public policy or contracting documents, or is held to be invalid and unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

96-4 Responsible Contractor Requirements

- A. All contractors and subcontractors of any tier that perform work on projects valued at or above \$250,000, including any public works project, N.J.S.A. 40A:11-2(34), maintenance work, or contracts for public works, shall meet the requirements of this article.
- B. All firms engaged in contracts covered by this article shall be qualified, responsible contractors and subcontractors that have sufficient capabilities in all respects to successfully perform contracts on which they are engaged and will continue to have sufficient capability for the duration of the contract in question, including the necessary experience, equipment, technical skills and qualifications, as well as the adequate organizational, financial and personnel

resources necessary to perform the contract. Firms bidding on public contracts shall also be required to have a satisfactory past performance record and a satisfactory record of law compliance, business integrity and business ethics.

96-5 Contractor Responsibility Certification Requirements

- A. As a condition of performing work on a contract subject to this article, a general contractor, construction manager or contractor seeking the award of a contract shall submit a contractor responsibility certification at the time it submits its bid for the contract work. The failure to submit the contractor responsibility certification shall disqualify a contractor from performing the contract work.
- B. The contractor responsibility certification shall be completed on a form provided by the contracting unit, as defined at N.J.S.A. 40A:11-2(1), governing body, as defined at N.J.S.A. 40A:11-2(2), or other procurement entity or agency, and shall reference the project for which a bid is being submitted by name and contract or project number.
- C. In the contractor responsibility certification form, the construction manager, general contractor or contractor shall confirm and verify its past performance and work history and its current qualifications and performance capabilities.
- D. In the contractor responsibility certification form, the construction manager, general contractor or contractor will, pursuant to the obligation and criteria as set forth in N.J.S.A. 40A:11-16 and 40A:11-23.2(d), provide a list of its subcontractors.
- E. Notwithstanding, N.J.S.A. 40A:11-16 in the contractor responsibility certification, the firm shall further provide subcontractor responsibility certifications for all identified subcontractors within 10 days of receiving the notice of intent to award contract or within 10 days of being awarded a contract.
- F. In the contractor responsibility certification form, the firm shall attest to the following:
 - 1) The firm has not been disbarred or suspended by any federal, state or local government agency or authority in the past three years or has not defaulted on any project in the past three years.
 - 2) The firm has not had any type of business, contracting or trade license, registration and other certification revoked or suspended in the past three years.
 - 3) The firm and its owners have not been convicted of any crime relating to the contracting business by a final decision of a court of law or government body in the past seven years.
 - 4) The firm has not, within the past three years, been found in violation of any law applicable to its contracting business, including, but not limited to, licensing laws, tax laws, prompt payment laws, wage and hour laws, prevailing wage laws, environmental laws with others, where the result of such violation was the payment of a fine, back pay damages or any other type of penalty in the amount of \$3,000.
 - 5) The firm will utilize skilled workers who have successfully participated in and completed an apprenticeship program or other training program certified by the US DOL and in compliance with 29 CFR 29. A questionnaire attached to the contractor certification form will provide for the attestation of compliance.
 - 6) The firm shall notify the contracting unit, governing body, or other procurement entity or agency within seven days of any material changes to all matters attested to in this certification.

- 7) The firm understands that the contractor responsibility certification requirements shall be executed by a person who has sufficient knowledge to address all matters in the certification and shall include an attestation stating, under the penalty of perjury, that the information submitted is true, complete and accurate.
- 8) The contractor and subcontractor responsibility certification forms attached hereto shall be used to verify that all bidders meet the requirements of this article.
- 9) After a notice of intent to award contract has been issued, the Township of Lower shall undertake a review process for a period of at least 14 days to determine whether the prospective awardee is a qualified, responsible contractor in accordance with the requirements of this article and other applicable laws and regulations and has the resources and capabilities to successfully perform the contract.
- 10) If the Township of Lower determines that a contractor or subcontractor responsibility certification contains false or misleading material information that was provided knowingly or with reckless disregard for the truth, the bidder shall be subject to the penalties as outlined under N.J.S.A. 40A:11-34.
- 11) All certification forms will be available for public inspection through a publicly accessible website or other comparable means within 30 days after a notice of intent to award contract has been issued.
- 12) The Township of Lower may conduct any additional inquiries to verify that the prospective awardee and its subcontractors have the technical qualifications and performance capabilities necessary to successfully perform the contract and that the firms have a sufficient record of law compliance and business integrity to justify the award of a public construction project contract. In conducting such inquiries, the Township of Lower may seek relevant information from the firm, its prior clients or customers, its subcontractors or any other relevant source.
- 13) If at the conclusion of its internal review, the Township of Lower determines that all responsibility certifications have been properly completed and executed and concludes that the qualifications, background and responsibility of the prospective awardee and the firms on its subcontractor list are satisfactory, it shall issue a written contractor responsibility determination verifying that the prospective awardee is a qualified, responsible contractor. In the event a firm is determined to be nonresponsible, the Township of Lower shall advise the firm of its finding, in writing, and proceed to conduct a responsibility review of the next lowest, responsive bidder or, if necessary, rebid the project.

Section 2. All other ordinances in conflict or inconsistent with this Ordinance are hereby repealed to the extent of such conflict or inconsistency.

Section 3. Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason, the remaining portions of this Ordinance shall not be affected thereby and shall remain in full force and effect, and to this end the provision of this Ordinance are hereby declared to be severable.

Section 4. This Ordinance shall become effective 20 days after final passage and publication according to law.

Thomas Conrad, Councilmember

Kevin Coombs, Councilmember

Roland Roy, Jr., Councilmember

David Perry, Deputy Mayor

Frank Sippel, Mayor

First Reading: August 17, 2020

Adopted:

Attest: _____
Julie A Picard, Township Clerk

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION # 2020-234

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

WHEREAS, the employee listed below has accrued compensatory time due from the Township and has requested payment for this time; and

WHEREAS, it is necessary to obtain authorization for any salary and wage disbursement to a Township employee that is not specified in the salary ordinance; and

WHEREAS, it has been determined by the Township Treasurer as evidenced by her signature _____ that adequate funding is available for such payment in the current budget for Salaries and Wages.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to Michael Perry in the amount of \$2,427.23 is authorized and chargeable to the 2020 Budget account 0-01-25-240-125.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
COOMBS							
ROY							
PERRY							
SIPPEL							

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief William Mastriana
FROM: Detective First Class Michael C. Perry
DATE: August 4, 2020
SUBJECT: Comp. time cash out.

Sir,

This is a formal request to cash in fifty one (51) hours of accrued comp. time. Thank you for your consideration in this matter.

Respectfully Submitted,

Signature
Goes here



Michael C. Perry
Detective Badge 178

27-5920 X

51

2020-08-04

2427.23

C File

Date	Officer	Comments
8/4/20	UC	REVD FWD TO CHIEF FWD TO Twp HALL per chief

Clerk Report July 2020

Register Report - Last month

7/1/2020 through 7/31/2020

8/5/2020

Page 1

Date	Account	Description	Memo	Category	Amount
		INCOME			19,667.00
		Business Mercantile 2020-2021			9,062.00
		Cape May Limo			50.00
		Liquor Licenses			3,000.00
		Rental Merc 2020-2021			6,875.00
		Vac Prop Reg			500.00
		Yard Sale Permit			180.00
		TRANSFERS			-19,667.00
		Council Checking			-19,667.00
				<u>OVERALL TOTAL</u>	<u>0.00</u>

Township of Lower
 2600 Bayshore Road
 Villas, NJ 08251
 609-8861455

OFFICE OF CONSTRUCTION OFFICIAL

Construction Permit Activity Report

RANGE: 07/01/2020 To 07/31/2020

August 04, 2020 2:20:43PM

SUMMARY

<u>CONSTRUCTION COSTS</u>				<u>COUNT</u>	
Cost Of Construction:	\$489,705.00	Cubic Footage:	109684 Cu.ft	Permit Issued:	116
Cost Of Alteration:	\$933,374.00	Square Footage:	9673 Sq.ft	Updates Issued:	12
Cost Of Demolition:	\$9,600.00			All Fees Waived:	1
Total Cost:	\$1,432,679.00			Municipal Fees Waived:	0

<u>PERMIT FEES</u>	<u>ADMIN FEES</u>	<u>WAIVED FEES</u>	<u>TOTAL FEES</u>
Building: \$16,703.00	Building: \$0.00	Building: \$4,970.00	Building Fees: \$11,733.00
Electrical: \$9,290.00	Electrical: \$0.00	Electrical: \$70.00	Electrical Fees: \$9,220.00
Fire : \$1,765.00	Fire : \$0.00	Fire : \$50.00	Fire Fees: \$1,715.00
Plumbing: \$4,211.00	Plumbing: \$0.00	Plumbing: \$45.00	Plumbing Fees: \$4,166.00
Elevator: \$0.00	Elevator: \$0.00	Elevator: \$0.00	Elevator Fees: \$0.00
Mechanical: \$2,925.00	Mechanical: \$0.00	Mechanical: \$0.00	Mechanical Fees: \$2,925.00
		* Total Waived: \$5,135.00	Technical Fees: \$29,759.00

DCA

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$406.00	\$0.00	\$406.00
Alteration Training Fee:	\$1,771.00	\$540.00	\$1,231.00
DCA Minimum Fee:	\$20.00	\$0.00	\$20.00
Sub total Training Fee:	\$2,197.00	\$540.00	\$1,657.00

TECHNICAL ISSUES

Building Technical:	52
Electrical Technical:	89
Fire Protection Technical:	17
Plumbing Technical:	34
Elevator Technical:	
Mechanical Technical:	35

Certificate of Occupancy Fee:	\$1,280.00
Waived Certificate Fees:	\$0.00
Sub Total Certificate Fees:	\$1,280.00

CERTIFICATE ISSUES

Certificate of Occupancy:	8
Certificate of Approval:	8
Certificate of Continued Occupancy:	0

PERMIT FEES:	\$29,759.00
DCA FEES:	\$1,657.00
CERTIFICATE FEES:	\$1,280.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$32,696.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$32,696.00

* By State law (see N.J.S. 52:27D-126c): \$5,135.00

* By Municipality (see N.J.S. 52:27D-126b): \$0.00

OFFICE OF THE CONSTRUCTION OFFICIAL

Account Summation-Summary

Report Run from 07/01/2020 To 07/31/2020

August 4, 2020 2:21:21PM

ACCOUNT:		Cash Amount	Check Amount	Credit Card Amount	Total Fee
PERMIT FEES	Sub Totals:	\$1,565.00	\$31,131.00	\$0.00	\$32,696.00
DUMPSTER	Sub Totals:	\$0.00	\$20.00	\$0.00	\$20.00
GRAND TOTALS:		\$1,565.00	\$31,151.00	\$0.00	\$32,716.00



BUREAU OF FIRE SAFETY - TOWNSHIP OF LOWER

Lower Township Public Safety Building
1389 Langley Road
Cape May Airport
Erma, NJ 08204
Phone: (609) 889-0404
Fax: (609) 889-8876

Mailing Address:
407 Breakwater Road
Rio Grande, NJ 08242
LTBFS@COMCAST.NET

AMENDED
August 11, 2020

For the month of JULY 2020, the Lower Township Bureau of Fire Safety made deposits of \$49,537.10* in the Lower Township Tax office. *This amount includes check #92770, deposited on July 7, 2020, in the amount of \$300.00 paid by Pyrotechnico for fireworks loading standby fee.

Sincerely,

**Donna Blackley
Fire Official**

cc: file

**Board Members
Lauren Read
James Ridgway**

**2020 CASH RECEIPTS
JULY**

32404.28

Township of Lower
Office of the Tax Collector

	MONTH TO DATE	YEAR TO DATE
Receipts		
Preliminary Tax Year (2021)	16,202.14	16,202.14
Current year taxes (2020)	9,893,908.44	41,629,033.63
Current year taxes (2019)	60,001.18	495,451.99
Prior year taxes (2018)	1,604.36	5,892.91
Prior year taxes (2017)		1,527.00
Previously exempt property		0.00
State Audit Pay Back		500.00
Municipal Lien		6,896.85
Recording		50.00
Bankruptcy		0.00
6% Penalty	-	1,550.72
Municipal Service Fees		45,540.00
Tax Search Fees		20.00
Interest	16,537.41	79,816.75
Lot clearing	-	2,485.00
Returned Check Fees	100.00	240.00
Duplicate Bills	60.00	460.00
Trash	1,461.00	28,441.50
TOTAL DEPOSITS	9,989,874.53	42,314,108.49
DEPOSITED TO COUNCIL CHECK	9,311,095.55	38,875,098.14
DEPOSITED TO WIPP ACCOUNT	678,778.98	3,439,006.34
TOTAL DEPOSITS	9,989,874.53	42,314,104.48
NSF Reversals	750.00	76,995.64
WIPP NSF Reversals	1,733.04	45,182.49
NSF Fee Reversals		0.00
TOTAL NSF	2,483.04	122,178.13
TOTAL	9,987,391.49	42,191,926.35

Prepared by Kathy Brown

CASH RECONCILIATION JULY 31, 2020

	Cash		Less Checks Outstanding	Cash Book Balance
	*On Hand	On Deposit		
Current	1,533,751.94	11,750,592.87	1,983,053.87	11,301,290.94
Trust - Assessment				
Trust - Dog License	40.00	12,493.61	87.60	12,446.01
Trust - Other	2,350.00	3,416,781.22	32,434.11	3,386,697.11
Capital - General	0.00	12,917,125.21	0.00	12,917,125.21
Water - Operating				0.00
Water - Capital				0.00
Assessment Utility Trust				0.00
Public Assistance**				0.00
Garbage District				0.00
Grant Fund				0.00
Total	1,536,141.94	28,096,992.91	2,015,575.58	27,617,559.27

*Include Deposits In Transit (and change funds)

**Be sure to include a Public Assistance Account reconciliation and trial balance if the municipality maintains such a bank account.

REQUIRED CERTIFICATION

I hereby certify that all amounts shown in the "Cash on Deposit" column on Sheet 9 and 9(a) have been verified with the applicable bank statements, certificates, agreements or passbooks at 31-Jul-20

I also certify that all amounts, if any, shown for Investments in Savings and Loan Association on any trial balance have been verified with the applicable passbook at 31-Jul-20

All "Certificates of Deposits," "Repurchase Agreements," and other investments must be reported as cash and included in this certification.

(THIS MUST BE SIGNED BY THE REGISTERED MUNICIPAL ACCOUNTANT (STATUTORY AUDITOR) OR CHIEF FINANCIAL OFFICER) depending on who prepared this Annual Financial Statement as certified to on Sheet 1 or 1(a).

Signature:

Lauren Reed

Title: CFO, Township of Lower

	Total	Jan	Feb	Mar	Apr	May	June	July
BEG. BAL. JAN. 1, 2020	11,511,731.60	11,511,731.60	14,275,807.61	13,769,857.93	9,392,761.51	6,542,562.94	8,194,929.41	8,337,155.41
RECEIPTS:								
Per Revenue Status	50,726,813.96	10,001,975.80	5,799,226.21	1,017,220.80	4,684,184.10	16,254,936.22	2,576,364.21	10,392,906.62
less: post cash surplus	(4,186,359.00)					(4,186,359.00)		
Due from Capital Reserve	(225,000.00)					(225,000.00)		
Interest due from Escrow	(3,982.88)	(850.01)	(781.23)	(842.38)	(366.37)	(366.12)	(197.40)	(579.37)
	46,311,472.08	10,001,125.79	5,798,444.98	1,016,378.42	4,683,817.73	11,843,211.10	2,676,166.81	10,392,327.25
Grants Received:								
ALED \$ RECD	3,667.57						3,667.57	
BODY ARMOR \$ RECD	4,696.73	4,696.73						
BUSINESS DEV \$ RECD	25,000.00		25,000.00					
CC \$ RECD	74,254.08						74,254.08	
DSGPO \$ RECD	5,500.00			5,500.00				
JIF \$ RECD	3,475.00	725.00					2,750.00	
116,593.38								
TOTAL RECEIPTS:	46,428,065.46	10,006,547.52	5,823,444.98	1,021,878.42	4,683,817.73	11,843,211.10	2,656,838.46	10,392,327.25
DISBURSEMENTS:								
2019 Reserves	632,266.70	440,047.04	139,485.49	24,355.35	14,117.76	2,480.30	3,604.07	8,176.69
2020 Current	45,518,200.45	6,506,831.52	5,970,497.44	5,277,549.87	6,633,182.59	11,844,855.84	1,851,047.73	7,434,235.46
2020 Capital	3,134,026.55	396,368.48	352,741.81	196,964.27	963,791.52	428,618.76	708,199.88	87,322.03
less: Special Emergency	(1,638,800.00)					(1,638,800.00)		
less: Daf chgs TAX MAP	(146,200.00)					(146,200.00)		
less: Due capital CIF	(250,000.00)					(250,000.00)		
Appropriation Refunds:	(583,067.58)	(100,795.53)	(133,330.08)	(99,894.65)	(77,075.57)	(50,110.27)	(48,239.02)	(73,622.46)
TOTAL DISBURSEMENTS	46,066,426.12	7,242,471.51	6,329,394.66	5,398,974.84	7,534,016.30	10,190,844.63	2,514,612.46	7,456,111.72
END. BAL. DEC. 31, 2020	11,273,370.94	14,275,807.61	13,769,857.93	9,392,761.51	6,542,562.94	8,194,929.41	8,337,155.41	11,273,370.94
Total Appropriation Refunds	(583,067.58)	(100,795.53)	(133,330.08)	(99,894.65)	(77,075.57)	(50,110.27)	(48,239.02)	(73,622.46)
Bank Balance								
Checking-Ocean First	13,752,727.14	13,113,556.09	7,755,683.14	6,084,382.84	7,550,104.71	7,903,893.72	11,104,835.72	
Online Payment Acct	309,014.37	623,280.17	147,596.76	354,089.72	582,539.13	399,135.14	517,808.97	
Total Bank Balance	14,061,741.51	13,736,836.26	7,903,279.90	6,438,472.56	8,132,643.84	8,303,028.86	11,622,644.69	
ADD: Deposits in Transit	330,346.34	43,873.58	2,195,757.84	121,874.43	89,014.78	60,210.04	190,531.30	
LESS: Outstanding Checks	(116,280.24)	(10,851.91)	(706,276.23)	(17,784.05)	(26,729.21)	(26,083.49)	(539,805.05)	
Adjusted Bank Balance	14,275,807.61	13,769,857.93	9,392,761.51	6,542,562.94	8,194,929.41	8,337,155.41	11,273,370.94	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Monthly Interest Received-Current Fund	286,895.66	42,915.20	46,695.26	45,043.38	33,959.45	42,522.60	37,879.73	35,880.04
Interest Rate		2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%

JULY 2020
VITAL STATISTICS

Marriages,Civil Unions	14
Domestic Partners	0
Certified Copies	232
Certified Copies EDRS	0
Burial Permits	0

Marriages, Civil Unions State	\$350.00
Domestic Partners State	\$0.00
Marriages, Civil Unions Twp	\$42.00
Domestic Partners Twp	\$0.00
Certified Copies	\$2,320.00
Certified Copies EDRS	\$0.00
Burial Permits	\$0.00

TOTAL	\$2,712.00
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PERSONNEL ACTIONS

Report for Council Meeting of 08/17/2020

<u>Department</u>	<u>Name</u>	<u>Eff. Date</u>	<u>Replaces</u>	<u>Action</u>	<u>Title</u>	<u>Budgeted Item</u>
BOCA	Lindsley, Kurt	01/08/2020	Trexler	New Hire	Elec Sub-Code	Yes
BOCA	Allen, Richard	03/30/2020	Spiegel	New Hire	Fire Sub-Code	Yes
Clerk	Coombs, Kevin	02/20/2020			Councilman	Yes
DPW	Erazmus, Tyler	05/10/2020		New Hire	Laborer	Yes
DPW	Vanaman, Connor	05/10/2020		New Hire	Laborer	Yes
DPW	Volrath, Robert	06/22/2020		Temp	Laborer	Yes
DPW	Cerasi, Zachary	08/10/2020		Temp	Laborer	Yes
Municipal Court	Keywood, Thomas	01/01/2020	Hillegass	Appointed	Judge	Yes
Public Safety	Budd, Joanne	01/01/2020		Promotion	Pr. Clk. Typist	Yes
Public Safety	Lewis, Kevin	08/17/2020	Biersbach	Prov. Promotion	Police Captain	Yes
Recreation	Muldoon, Phyllis	01/01/2020		Promotion	Pr. Clk Typist	Yes
Recreation	Connelly, Thomas	05/21/2020		Temp	Laborer	Yes
Recreation	Gillis, Judith	06/08/2020		Temp	Laborer	Yes
Tax Collector	Smith, Sheila	01/01/2020		Promotion	Pr. Tax Clerk	Yes

Date of report: 08/13/2020

c: Manager
Clerk