

**WORK SESSION & REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL**  
**November 4, 2019 - 7:00 P.M.**

**Meeting called to order**

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

**Work Session**

Proclamation – Detective Joe Boyle Retirement – Mayor Erik Simonsen

Valor Award Presentation to Officer William Kocis – 200 Club of Atlantic and Cape May Counties – Kevin Dixon

CARA Presentation to Officer Eric Coombs

Presentation of Certificates and Mini Grants from New Jersey Clean Communities International Coastal Clean-up: Presented to:  
Bryson Corea /Harper Corea /James Jones /Liam Van Dorn /Colin Beckman /Pat Furey /Bryan Cossaboon Jr /Bryan Cossaboon Sr  
Noel Cossaboon /Emma Cossaboon

**Consent Agenda**

Approval of Minutes - October 21, 2019

Res. #2019-329 - Payment of Vouchers \$ 841,591.92

Res. #2019-330 - Transfer of 2019 Appropriations

Res. #2019-331- A Resolution Authorizing and Directing the Lower Township Planning Board to Conduct an "Area in Need of Redevelopment" Study for the Cape May County Airport (Block 410.01, Lot 36) Pursuant to the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1, Et Seq.

Res. #2019-332 - A Resolution Requesting a Duplicate Tax Certificate Pursuant to Chapter 99 of the Public Laws of 1997 and Waiving the Duplication Fee

Res. #2019-333 - A Resolution Authorizing a Shared Services Agreement with the Cape May County Health Department and the Township of Lower

Res. #2019-334 - Approving a Professional Service Contract with Mott MacDonald for Professional Landscape Architecture and Engineering Services for Jonathan Hoffman Park Playground Renovations (\$35,900)

Res. #2019-335 - Certification of Lot Clearing Charges to the Tax Collector (\$1,085)

Res. #2019-336 - Authorization for Refund of Taxes (1 property \$2,223.79)

Res. #2019-337 - A Resolution Authorizing a Request for Funds from the Lower Township Municipal Utilities Authority (\$150,000)

Res. #2019-338 - Authorization for the Payout of Accumulated Compensatory Time (K.Boyle \$5,259.40)

**Regular Agenda**

Res. #2019 - 339 Authorization for the Payout of Accumulated Compensatory Time (M.Perry \$6,853.36)

Res. #2019 - 340 Payment of Voucher – \$35,000 L/T Rescue - Expenses

**Manager's Report**

**Engineer's Report**

**Administrative Reports**

Treasurer – Sept monthly and 3<sup>rd</sup> Quarter report

**Council Comments**

**Call to the Public**

**Adjournment**

## COUNCIL MEETING MINUTES – October 21, 2019

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on October 21, 2019 at 7:00 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 David Perry  
Councilmember Roland Roy, Jr.  
Deputy Mayor Frank Sippel  
Mayor Erik Simonsen

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

### Work Session

Aquatic Center Information Work Session – Manager Jim Ridgway

Manager Ridgway presented information regarding the proposed aquatic center including the origin of the idea, feasibility study, bonding potential, grant funding, benefits and pool facts, location, and potential partnerships. He pointed out the projected expenses and fielded questions from the public.

Joe Jackson, 51 Trotter Way, commented in favor of the aquatic center and stated additional benefits to swimming that were not included in the brochure.

Bill Greenfield, Villas, inquired about staffing and employment opportunity.

Best Practices Inventory Authority Discussion – Manager Jim Ridgway, CFO Lauren Read

Clerk Picard informed that CFO Lauren Read was unable to attend, however, she provided Council with a graph indicating that the MUA, Fire District 1, Fire District 2 and Fire District 3 are in compliance with all the statutory requirements. Manager Ridgway pointed out the increase in Best Practices Inventory questions, highlighting the focus on shared services and opportunity zones.

### Consent Agenda

Approval of Minutes/Closed Session Minutes – October 7, 2019

Res. #2019- 317- Payment of Vouchers \$ 632,525.10

Res. #2019-318- Certification of Lot Clearing Charges to the Tax Collector (5 Properties \$7,010.)

Res. #2019-319 - 2019 Drive Sober or Get Pulled Over Year End Holiday Crackdown

Res. #2019-320 - A Resolution Authorizing a Shared Services Agreement with the Cape May County Municipal Utilities Authority for Solid Waste Disposal and Recycling Services

Res. #2019-321- Approving a Professional Service Contract with Mott MacDonald for Professional Engineering Services for Stairs Design Plan for Shadeland Avenue, Hollywood Avenue, Rosewood Avenue and Redwood Avenue (\$8,600)

Res. #2019-322 - Certification of Best Practices Inventory

Res. #2019-323 - Authorizing Payout of Terminal Leave (J.Boyle \$58,132.32)

Res. #2019-324 - Authorization for the Payout of Accumulated Sick Time (R.Hartman, Jr. \$47,036.78 to Def Comp)

Res. #2019-325- Authorizing the Sale of Township of Lower Surplus No Longer Needed for Public Use on GOVDEALS Online Auction Website (Kanguru DVD Duplicator)

Res. #2019-326- Authorization for the Payout of Accumulated Sick Time (D.Whitten \$31,205.24 to Def Comp)

Res. #2019-327- Authorization for the Payout of Accumulated Compensatory Time (M.James \$2,427.60)

Res. #2019-328 – Bid Acceptance and Award of one (1) 2020 Ford Explorer 4WD XLT for the Construction Office (Kindle \$33,604.70)

On the Consent:

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD		X	X			
PERRY	X		X			
ROY			X			
SIPPEL			X			
SIMONSEN			X			

**Regular Agenda**

Res. #2019-329 Authorizing the Payment of Vouchers – L/T Rescue - \$35,000

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD					X	
PERRY			X			
ROY		X	X			
SIPPEL			X			
SIMONSEN	X		X			

Ordinance # 2019-14 - Bond Ordinance Providing for Various Safety and Identification Improvements to Schellenger's Landing, By and In The Township of Lower, in the County of Cape May, State of New Jersey; Appropriating \$1,000,000 Therefore and Authorizing the Issuance of \$950,000 Bonds or Notes of the Township to Finance Part of the Cost Thereof. This is the second reading and public hearing for this Ordinance. This Ordinance has been posted, published and made available to the public.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD			X			
PERRY		X	X			
ROY			X			
SIPPEL	X		X			
SIMONSEN			X			

Ordinance #2019-15 - An Ordinance of the Township of Lower Amending Chapter 340, Fire Prevention, Subsection 340-13 (B)(14) Through (16) Fire Prevention, of the Code of the Township of Lower. This is the second reading and public hearing for this Ordinance. This Ordinance has been posted, published and made available to the public.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD			X			
PERRY		X	X			
ROY			X			
SIPPEL			X			
SIMONSEN	X		X			

**Manager's Report**

Manager Ridgway gave an update on Capital Improvement Projects, Budget Hearings and the Police Department's request for "no shave November".

**Administrative Reports**

Monthly Reports – Clerk, Construction, Dog, Fire, Tax, Vital Statistics

**Council Comments**

Councilmember Conrad reminded about hydrant flushing; he commended Township employees for compliance with the Best Practices Inventory; he gave an update on Village Road emergency access and commented on the aquatic center.

Councilmember Perry updated on the Roseann Ave project; he commented on the engineering design plan for beach access stairs; and informed of changes in speed limit and no-passing zones on Townbank Road.

Councilmember Roy gave an update on the work being done to the bike path.

Deputy Mayor Sippel reminded about the Veteran's Day Parade and encouraged residents to vote on Election Day.

Mayor Simonsen thanked Donna Blackley, Ed Lord and the Erma Fire Department for their assistance with the bonfire at LCMR; he reminded about the Autumn Fest and Trunk or Treat, and announced trick-or-treat, 5-7 p.m.

**Call to the Public**

Mary Lou Frick-Neal, 318 Shadeland Ave, voiced favor with the aquatic center and expressed concern about the beach access on Shadeland Ave.

Councilmember Perry advised that the path should be blocked from access.

Manager Ridgway communicated the DEP's involvement in the project.

Lynette Goodstine, 308 Shadeland Ave, voiced concern about the Township's plan for Shadeland Ave beach path.

Mary Lou Frick-Neal spoke about the original path.

Lynette Goodstine complained about the Township's negligence in maintaining the path.

**Adjournment**

There being no further business to address, motion to adjourn moved by Councilmember Perry, seconded by Deputy Mayor Sippel. Motion to adjourn was unanimous. Meeting adjourned at 7:48 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Township Clerk

Approved:



Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
<b>01340 EAGLE POINT GUN*</b>								
	19-02671	10/01/19	AMMO	Open	2,935.08	0.00		
	19-02672	10/01/19	GUN CLEANING SUPPLIES	Open	<u>106.87</u>	0.00		
					3,041.95			
<b>01480 E-Z PASS</b>								
	19-02857	10/24/19	ACCT# 2000123641772 REPLENISH	Open	100.00	0.00		
	19-02858	10/24/19	ACCT 2000123641748 REPLENISH	Open	<u>100.00</u>	0.00		
					200.00			
<b>01601 ORION SAFETY PRODUCTS*</b>								
	19-02729	10/07/19	FLARES	Open	155.52	0.00		
<b>01690 GRANTURK EQUIPMENT CO*</b>								
	19-02565	09/20/19	DPW SWEEPER PARTS	Open	869.68	0.00		
	19-02617	09/25/19	PARTS FOR COUNTY TRUCK	Open	1,663.70	0.00		
	19-02751	10/09/19	PARTS FOR TRUCKS/DPW	Open	<u>610.38</u>	0.00		
					3,143.76			
<b>02025 HUNTER JERSEY PETERBILT*</b>								
	19-02706	10/03/19	RADIATOR TRASH TRUCK	Open	2,063.36	0.00		
<b>02134 THOMAS KEYWOOD</b>								
	19-02887	10/28/19	CONTRACTUAL REIMBURSEMENT	Open	769.20	0.00		
	19-02888	10/28/19	CONTRACTUAL REIMBURSEMENT V	Open	<u>155.00</u>	0.00		
					924.20			
<b>02223 LANDSMAN UNIFORMS*</b>								
	19-02594	09/25/19	UNIFORMS	Open	191.80	0.00		
	19-02640	09/26/19	UNIFORMS	Open	<u>152.55</u>	0.00		
					344.35			
<b>02441 ERNEST MACOMBER</b>								
	19-02843	10/22/19	CONTRACTUAL REIMBURSEMENT M	Open	1,463.40	0.00		
<b>02538 MARSH &amp; MCLENNAN AGENCY, LLC*</b>								
	19-00052	01/04/19	DNE\$26,674.08 BROKER	Open	2,222.84	0.00		B
<b>02541 ROBERT D. MARTIN, JR</b>								
	19-02829	10/21/19	CONTRACTUAL REIMBURSEMENT M	Open	54.51	0.00		
<b>02585 WILLIAM MASTRIANA</b>								
	19-02934	10/31/19	IACP CONF REIMBURSEMENT	Open	1,852.87	0.00		
<b>02810 MOUNT CONSTRUCTION CO*</b>								
	19-02035	07/16/19	ROSEANN PHASE 3 DNE \$2464865.0	Open	132,364.40	0.00		
<b>02811 JAMES MOY</b>								
	19-02830	10/21/19	CONTRACTUAL REIMBURSEMENT M	Open	105.00	0.00		
<b>03026 NJ STATE HEALTH BENEFITS</b>								
	19-02884	10/28/19	NOV 19 ACTIVE ID#024700	Open	185,904.92	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03026 NJ STATE HEALTH BENEFITS			Continued					
	19-02885	10/28/19	NOV 19 RETIREES ID# 024700	Open	65,828.36	0.00		
					251,733.28			
03158 NYSCA*								
	19-02743	10/09/19	RENEWAL OF WRESTLING COACHES	Open	140.00	0.00		
03293 BLAINE PAYNTER								
	19-02889	10/28/19	CONTRACTUAL REIMBURSEMENT M	Open	20.00	0.00		
03305 PEDRONI FUEL*								
	19-02910	10/29/19	NO LEAD GAS	Open	159.76	0.00		
03427 POLAR BEAR MECHANICAL SERVICES								
	19-00074	01/07/19	HVAC MAINTENANCE/JAN	Open	746.32	0.00		
03518 RIGGINS, INC.*								
	19-02812	10/18/19	HIGHWAY DIESEL	Open	676.30	0.00		
	19-02923	10/30/19	OFF HIGHWAY DIESEL	Open	264.86	0.00		
					941.16			
03573 SAFETY-KLEEN CORP*								
	19-01283	05/02/19	EQUIP MAINTENANCE	Open	492.40	0.00		
03692 SOUTH JERSEY GAS CO*								
	19-02891	10/28/19	9/18-10/18/19 NATURAL GAS	Open	585.04	0.00		
03733 JAMES STRICKLAND								
	19-02895	10/29/19	CONTRACTUAL REIMBURSEMENT M	Open	1,568.52	0.00		
03820 MUNICIPAL UTIL. AUTH ON CALL								
	19-02911	10/29/19	REIMBURSE HALF /TOTAL BILL	Open	437.02	0.00		
03904 LOWE'S HOME CENTER INC*								
	19-01958	07/09/19	SUPPLIES/TWP/OCT	Open	227.55	0.00		
03954 VAN NOTE-HARVEY ASSOCIATES*								
	17-02751	10/25/17	RES 2017-281 TAX MAP	Open	45,361.88	0.00		B
03969 VERIZON								
	19-02834	10/21/19	10/13-11/12/19 LANDLINES	Open	259.11	0.00		
03978 USPS ACCT# 106000865324								
	19-02846	10/22/19	ADD POSTAGE ACCT# 106000865324	Open	10,000.00	0.00		
03995 VITAL COMMUNICATIONS, INC.*								
	19-02799	10/16/19	2019 ADDED ASSESSMENT TAPE	Open	100.00	0.00		
04085 CHRISTOPHER WINTER (EMPLOYEE)								
	19-02852	10/24/19	CONTRACTUAL REIMBURSEMENT M	Open	35.00	0.00		
04097 CINTAS FIRST AID AND SAFETY*								
	19-02813	10/18/19	FIRST AID SUPPLIES	Open	88.70	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
04097	CINTAS FIRST AID AND SAFETY* Continued								
		19-02814	10/18/19	MEDICAL CABINET REFILL	Open	48.33	0.00		
						137.03			
04261	STATE OF NEW JERSEY								
		19-02825	10/21/19	3RD QTR 2019 UNEMPLOYMENT	Open	2,963.30	0.00		
2023	ATLANTIC TACTICAL INC*								
		19-02503	09/12/19	GAS MASKS	Open	3,349.53	0.00		
6059	USABLE LIFE								
		19-02896	10/29/19	NOV 2019 LIFE INSURANCE	Open	631.40	0.00		
6074	CAPE ATLANTIC JUNIOR FOOTBALL								
		19-02623	09/25/19	FOOTBALL FINES	Open	200.00	0.00		
7054	GOOD DAY FOR A RUN								
		19-02784	10/11/19	RETURN OF UNUSED ESCROW	Open	668.12	0.00		
7062	LOUIS BARTLESON								
		19-02847	10/23/19	REIMBURSEMENT-CHEER	Open	15.00	0.00		
7077	COMMUNICATIONS CONSTRUCTION*								
		19-02657	09/27/19	UNUSED ESCROW REFUND	Open	1,500.00	0.00		
7098	SHORE VETERINARIAN ANIMAL *								
		19-00053	01/04/19	LOWER ANIMAL CONTROL DNE \$54K	Open	4,500.00	0.00		B
7115	LIFELINE TRAINING LP*								
		19-02234	08/07/19	STREET SURVIVAL 9TH ADDITION	Open	66.90	0.00		
7196	LAUREN HUGGINS SUIT*								
		19-00032	01/04/19	2019 DNE 12,900.00	Open	1,075.00	0.00		B
7199	STAPLES CREDIT PLAN-INSTORE PU								
		19-02511	09/13/19	SUPPLIES FOR DPW	Open	141.92	0.00		
		19-02718	10/07/19	COLOR PAPER FOR COPIES	Open	72.90	0.00		
		19-02849	10/23/19	PENDAFLEX FILE JACKET	Open	12.15	0.00		
						226.97			
7335	MAIL FINANCE/NEOPOST								
		19-02822	10/18/19	8/17-11/16/19 FINAL PAYMENT	Open	1,890.00	0.00		
7354	FLEETPRIDE INC.*								
		19-02912	10/29/19	COUPLING/HOSE	Open	79.70	0.00		
7393	ACCESS REC, LLC.								
		19-02809	10/17/19	CONNECTOR PLATES FOR DECKING	Open	79.92	0.00		
7475	SUZANNE M SCHEID								
		19-02842	10/22/19	CONTRACTUAL REIMBURSEMENT M	Open	58.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7476 JOSEPH MCKENNA	19-02866	10/24/19	REFUND MUSIC PROGAM 10/23/19	Open	40.00	0.00		
7478 WINDSTREAM COMMUNICATION INC*	19-02850	10/23/19	4 CLEARWATER OCT 8TH	Open	59.77	0.00		
7507 STEFANKIEWICZ & BELASCO LLC	19-00046	01/04/19	RES 2019-01 DNE 28,000	Open	2,333.33	0.00		B
7548 JENNIFER DOWE	19-02894	10/29/19	PARKING & MILEAGE REIMBURSEMENT	Open	85.22	0.00		
7618 MEGONIGAL ELECTRIC LLC*	19-02744	10/09/19	DNE \$200.00 CUT IN CARD FOSTER	Open	200.00	0.00		
7636 MOTT MACDONALD LLC*	18-01334	05/14/18	18-164 ROSEANN/BAYSHORE C/O 6	Open	4,065.31	0.00		
	19-01699	06/07/19	C/O 2 RES 19-205 ROSEANN IMPR	Open	19,606.05	0.00		B
	19-02831	10/21/19	PROFESSIONAL ENGINEERING	Open	865.26	0.00		
	19-02832	10/21/19	PROFESSIONAL ENGINEERING	Open	997.44	0.00		
	19-02833	10/21/19	PROFESSIONAL ENGINEERING	Open	758.00	0.00		
	19-02853	10/24/19	ROSEANNE #15-231 \$19,377.30	Open	<u>1,747.83</u>	0.00		B
					28,039.89			
7734 SUSAN WILSON	19-02811	10/18/19	TRAINING MEALS	Open	10.00	0.00		
7918 JAMES M. RUTALA ASSOCIATES LLC	19-00054	01/04/19	ECONMIC DEV RES 19-41 DNE 50K	Open	8,000.00	0.00		
7929 AMAZON CAPITAL SERVICES, INC	19-02746	10/09/19	SUPPLIES	Open	349.73	0.00		
	19-02754	10/09/19	FIRE SAFETY SUPPLIES	Open	160.23	0.00		
	19-02763	10/10/19	SUPPLIES	Open	716.36	0.00		
	19-02779	10/11/19	OFFICE SUPPLIES	Open	279.78	0.00		
	19-02798	10/16/19	HALLOWEEN BAGS	Open	69.75	0.00		
	19-02817	10/18/19	SUPPLIES	Open	285.95	0.00		
	19-02835	10/22/19	TRICK OR TREAT ALLIANCE	Open	192.84	0.00		
	19-02848	10/23/19	ROUND STAMP-AUTUMN FEST	Open	44.95	0.00		
	19-02860	10/24/19	OFFICE SUPPLIES	Open	477.66	0.00		
	19-02879	10/25/19	DUAL MONITOR ARM	Open	<u>517.61</u>	0.00		
					3,094.86			
8035 LANGUAGE LINE SERVICES INC	19-02764	10/10/19	PHONE INTERPRETATION JULY 2019	Open	40.92	0.00		
	19-02767	10/10/19	PHONE INTERPRETATION SEPT 2019	Open	<u>25.59</u>	0.00		
					66.51			
8039 CAPE MAY RUNNING LLC	19-02785	10/11/19	RETURN OF UNUSED ESCROW	Open	862.50	0.00		
8081 UGI ENERGY SERVICES	19-02890	10/28/19	SEPTEMBER 2019 NATURAL GAS	Open	176.41	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
8131 DOCUVAULT SECURE SHREDDING LLC	19-02938	10/31/19	10/25/19 SHREDDING	Open	96.00	0.00		
8168 CMRS-FP ACTT# 106000865324	19-02859	10/24/19	OCT-DEC 2019 POSTAGE LEASE PYT	Open	659.50	0.00		
8169 THERESA INACKER	19-02755	10/09/19	REFUND REG FEE 10/9/19	Open	125.00	0.00		
8177 CHERYL EVOY	19-02868	10/24/19	REFUND FOR CHEER	Open	20.00	0.00		
8178 MARISSA MCCORKEL	19-02893	10/29/19	PARKING REIMBURSEMENT	Open	89.98	0.00		
8180 DEANNA FANELLI	19-02913	10/29/19	REIMBURSEMENT-CHEER	Open	59.05	0.00		
8181 JEANNIE ONEILL	19-02933	10/31/19	10/30 REFUND 4TH QTR B763 L9	Open	2,223.79	0.00		
AMANJ AMANJ EDUCATION FUND*	19-02651	09/27/19	ASSESSOR LEAGUE LUNCHEON 11/20	Open	120.00	0.00		
DOUGHERT GEORGIA DOUGHERTY	19-02922	10/30/19	CONTRACTUAL REIMBURSEMENT M	Open	116.38	0.00		
NJAFM NJ ASSOC FOR FLOODPLAIN MANAGE	19-02552	09/18/19	ANNUAL NJAFM CONFERENCE	Open	700.00	0.00		
<hr/> <b>Total Purchase Orders: 110 Total P.O. Line Items: 0 Total List Amount: 840,301.92 Total Void Amount: 0.00</b> <hr/>								

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

RESOLUTION #2019-~~359~~

Title: **AUTHORIZING THE PAYMENT OF VOUCHERS**

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
NJ DEPT TRANSPORTATION	APPLICATION SCHELLENGER	\$790.00
CUB SCOUT PACK 87	INTERNATIONAL CLEAN UP	\$500.00
	TOTAL Manual Checks	\$1290.00
	TOTAL Computer Generated	\$840,301.92
	TOTAL BILL LIST	\$841,591.92

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

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 NOV 04, 2019.

\_\_\_\_\_  
Julie A Picard, Township Clerk

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

RESOLUTION #2019-330

Title: TRANSFER OF 2019 APPROPRIATIONS

WHEREAS, N.J.S.A. 40A: 4-58 provides for appropriation transfers during the last two months of the current fiscal year when it has been determined that any appropriation is insufficient to pay the claims authorized or incurred during the current year, which are chargeable to said appropriation, and there is an excess in any appropriation over and above the amount deemed to be necessary to fulfill its purpose.

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 transfers totaling \$73,500. be made between

LINE ITEM		ACCT. NUMBER	TO	FROM
MANAGER	OE	9-01-20-100-100	3,000.00	
COUNCIL	OE	9-01-20-110-200	6,000.00	
TAX COLLECTOR	S&W	9-01-20-145-100	10,000.00	
BUILDINGS & GROUNDS	OE	9-01-20-310-300	4,500.00	
DPW	OE	9-01-26-305-200	15,000.00	
RECREATION	OE	9-01-28-370-200	35,000.00	
GROUP HEALTH INSURANCE	OE	9-01-23-220-400		73,500.00
			73,500.00	73,500.00

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

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 November 4, 2019.

Julie A Picard, Township Clerk

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

RESOLUTION #2019-331

Title: A RESOLUTION AUTHORIZING AND DIRECTING THE LOWER TOWNSHIP PLANNING BOARD TO CONDUCT AN "AREA IN NEED OF REDEVELOPMENT" STUDY FOR THE CAPE MAY COUNTY AIRPORT (BLOCK 410.01, LOT 36) PURSUANT TO THE LOCAL REDEVELOPMENT AND HOUSING LAW, N.J.S.A. 40A:12A-1, ET SEQ.

**WHEREAS**, the County of Cape May (the "County") is the owner of the Cape May County Airport, Block 410.01, Lot 36 (the "Airport") which, among other uses, hosts a multiuse commercial and industrial park; and

**WHEREAS**, the County has partnered with the Delaware River and Bay Authority pursuant to an Acquisition Agreement and Ground Lease, under which the DRBA is responsible for the general maintenance and operation of the Airport; and

**WHEREAS**, both the DRBA, as manager, and the County, as owner, have committed significant monetary resources to and commenced construction of infrastructure and other improvements to the Airport as a part of a joint and collective effort to invigorate the complex, attract new commercial and industrial activity especially in high-tech aviation and developing industries, and create new jobs for County residents; and

**WHEREAS**, the Township of Lower, as the "host municipality" of the Airport, is a vital partner with the County and the DRBA in the plans for redevelopment and revitalization of the area; and

**WHEREAS**, the Township desires to facilitate redevelopment of areas in need within the Township and more specifically areas with the bounds of the Cape May County Airport; and

**WHEREAS**, the Township believes that parts of or the entirety of Block 410.10, Lots 36 and as shown on the map attached hereto as Exhibit 'A' are in need of redevelopment ("the Area") and will complement and strengthen the currently designated Tech Village Redevelopment Area; and

**WHEREAS**, prior to designating said "Area" as in need of redevelopment and adopting a redevelopment plan therefor, the Township must act in accordance with the New Jersey Local Redevelopment and Housing Law (the "LRHL"), N.J.S.A. 40A:12A-1 et seq., which requires, among other things, that the Planning Board conduct a "Preliminary Investigation" and prepare a map of the Area, conduct a public hearing and make findings and recommendations that the Area meets the statutory requirement to be declared as an Area in Need of Redevelopment.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Lower Township Planning Board is hereby directed and required to:

1. Conduct a preliminary investigation and any necessary public hearing to evaluate and make recommendations to the Township Council as to whether the properties known as part of Block 410.01, Lot 36, is in need of redevelopment, utilizing the statutory criteria set forth in the LRHL. The Planning Board shall make findings and recommendations to the Township Council as required by the LRHL; and
2. Consider all available options through and tools available under the LRHL other than the use of eminent domain and this area shall be determined to be a non-condemnation redevelopment area.

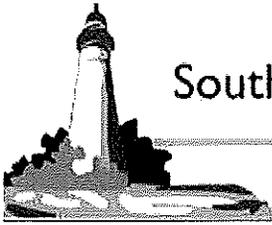
**BE IT FURTHER RESOLVED**, that the Township directs all requisite Township offices to assist the Planning Board in the preparation of the study.

**BE IT FURTHER RESOLVED**, that a duly executed copy of this resolution will be delivered to the Planning Board and filed in the office of the Township Clerk.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

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 November 4, 2019.

\_\_\_\_\_  
Julie A Picard, Township Clerk



## South Jersey Economic Development District

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October 25, 2019

Transmittal

To: James Ridgway, Township Manager  
Lower Township

From: Louis Joyce, PP/AICP

Re: Proposed Resolution

Jim,

Attached for your consideration per our conversation is the draft Resolution with Map from Township Council, directing the Planning Board to conduct an "Area in Need of Redevelopment" study for the commercial/industrial areas at the Airport.

This resolution mirrors the one adopted by Council in 2017 (#2017-87) in form and content. The intent of this further study is to lead to the determination that the "non-airside" lands at the Airport outlined on Exhibit 'A' will receive the Redevelopment Area designation.

The current designation as an "Area in Need of Rehabilitation" does not provide for the opportunity for the County to utilize the services of the ACIA as redeveloper which has been successful in implementing the Tech Village project. Redevelopment designation expands the tools that the County can utilize in expanding the economic development opportunities on the Airport property.

Please consider this for Council approval at their next regular meeting. We are available at your convenience for discussion or further information.

Enc. Resolution and map

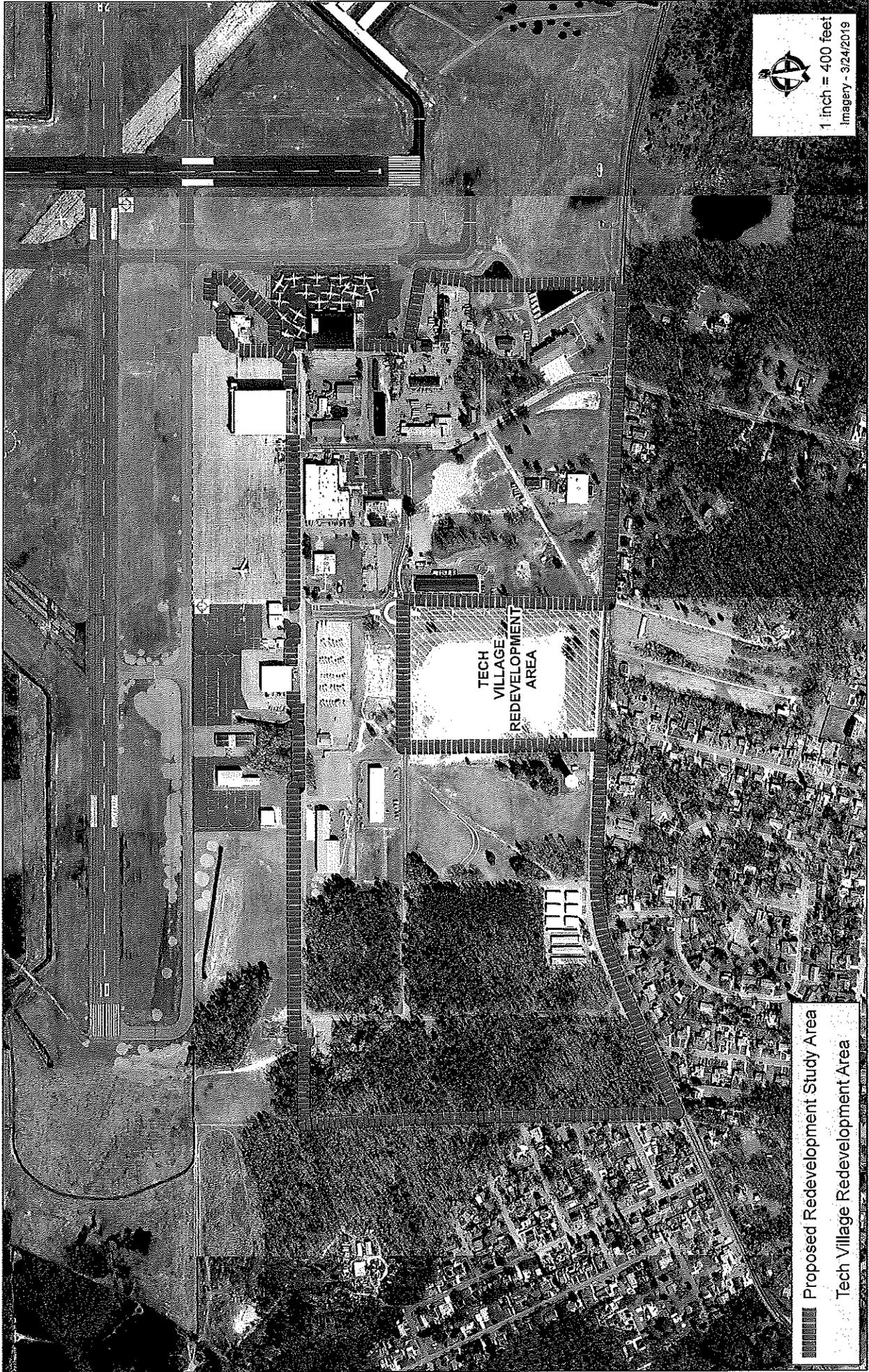
cc: Jeff Lindsay, Esq., Cape May County w/enc  
Will Morey, Freeholder, Cape May County w/enc

Will Morey, Chairman  
Cape May County

John Risley, Vice-Chair  
Atlantic County

Charles Hassler, Secretary  
Salem County

James Quinn, Treasurer  
Cumberland County



Proposed Redevelopment Study Area  
Tech Village Redevelopment Area

1 inch = 400 feet  
Imagery - 3/24/2019

EXHIBIT A

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

RESOLUTION #2019-332

Title: A RESOLUTION REQUESTING A DUPLICATE TAX CERTIFICATE PURSUANT TO CHAPTER 99 OF THE PUBLIC LAWS OF 1997 AND WAIVING THE DUPLICATION FEE

WHEREAS, the Tax Collector of the Township of Lower has previously issued a tax sale certificate to FIDELITY ASSET MANAGEMENT, LLC dated SEPTEMBER 10, 2019 covering premises commonly known and referred to as 116 W WILDE AVENUE, BLOCK 246 LOT 24 as set out on the municipal tax map then in use which certificate bears number 19-00010; and

WHEREAS, the purchaser of the aforesaid tax sale certificate has indicated to the Tax Collector that they/we have lost or otherwise misplaced the original tax sale certificate and have duly filed the appropriate Affidavit of Loss with the Tax Collector, a copy of which is attached hereto.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Tax Collector of Lower Township be and is hereby authorized, upon receipt of the appropriately executed and notarized Loss Affidavit and the payment of a fee of \$0.00 per certificate, to issue an appropriate duplicate tax sale certificate to the said purchaser covering the certificate lost as previously described all in accordance with the requirements of Chapter 99 of Public Laws of 1997.

BE IT FURTHER RESOLVED that a copy of this Resolution and the Loss Affidavit be attached to the duplicate certificate to be issued to said purchaser; and that said duplicate certificate shall be stamped or otherwise have imprinted upon it the word "Duplicate" as required by law.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

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 November 4, 2019.

Julie A Picard, Township Clerk

2600 Bayshore Road  
Villas, New Jersey 08251



Incorporated 1798  
(609) 886-2005

REQUEST FOR DUPLICATE CERTIFICATE BY LIENHOLDER AFFIDAVIT OF LOST TAX SALE  
CERTIFICATE; PURSUANT TO CHAPTER 99 OF PUBLIC LAWS OF 1997

October 28, 2019

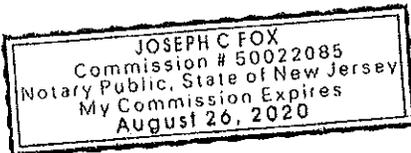
I, *Fidelity Asset Management LLC*, residing at *740 Mamo Hwy*  
*(Heather Cohnencki)* *Ste 104*  
of full age, being duly sworn according to law, upon my oath, depose and say: *Moorestown, NJ 08057*

1. I am the true and lawful owner of Tax Sale Certificate #19-00010 issued by the Municipality of Lower Township, NJ., constituting a municipal lien on property known as Block 246 Lot 24 assessed to Kathleen E Salfi.
2. This Tax Sale Certificate was duly recorded in the Office of the County Clerk for the County of Cape May on 9-10-19 in Mortgage Book #M6100 on Page 988-990.
3. I remain the owner of said certificate and have not sold, assigned, transferred or otherwise hypothecated said certificates.
4. I make this affidavit to induce the municipality to authorize the issuance of a Duplicate Tax Sale Certificate to me.

Sworn and Subscribed before me this 28 day of October, 2019.

*Joseph C Fox*  
Notary

*Heather Cohnencki*



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

RESOLUTION #2019-333

Title: **A RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH THE CAPE MAY COUNTY HEALTH DEPARTMENT AND THE TOWNSHIP OF LOWER**

**WHEREAS**, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. (the "Act"), authorizes local units of this State to enter into agreements with any other local unit or units in order to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive in its own jurisdiction; and

**WHEREAS**, the Cape May County Health Department has offered to contract with the Township of Lower in order to provide health services of a technical and professional nature pursuant to the provisions of N.J.S.A. 40A:65-1 et seq., N.J.S.A. 26:1A-15 et seq., and N.J.S.A. 26:3A2-1 et seq.; and

**WHEREAS**, over the past several years the Township of Lower has received technical and professional health services from the Cape May County Health Department and it seeks to maintain and receive said services from the Cape May County Health Department; and

**WHEREAS**, the Township of Lower and the Cape May County Health Department have elected to memorialize the terms and conditions of this arrangement in the form of a Shared Service Agreement, a copy of which is attached hereto as Exhibit A, effective January 1, 2020 through December 31, 2020, and which shall automatically renew on an annual basis for a term of seven (7) years, unless terminated sooner by either party in accordance with the terms of said Agreement; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the Township of Lower is hereby approving a Shared Service Agreement with the Cape May County Board of Health, entitled "Shared Services Agreement Between Cape May County Health Department and Local Boards of Health – Municipalities," effective January 1, 2020, in the form attached hereto as Exhibit A, to be maintained on file in the Office of the Township of Lower Clerk.

**BE IT FURTHER RESOLVED** that the Mayor of the Township of Lower and the Township Clerk are hereby authorized and directed to execute said Agreement.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

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 November 4, 2019.

Julie A Picard, Township Clerk

**SHARED SERVICES AGREEMENT BETWEEN  
CAPE MAY COUNTY HEALTH DEPARTMENT AND  
LOCAL BOARDS OF HEALTH – MUNICIPALITIES**

**THIS SHARED SERVICES AGREEMENT** entered into this First day of January, 2020 by and between **THE COUNTY OF CAPE MAY**, a Body Politic of the State of New Jersey, part of the first part, hereinafter designated **“PROVIDER”** and **THE BOARD OF HEALTH of Township of Lower**, hereafter **“RECIPIENT”** pursuant to the provisions of the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et. seq., the entities herein agree to the following terms and conditions:

**WHEREAS**, the parties hereto desire to contract for the furnishing of health services of a technical and professional nature, the same to be furnished by the **PROVIDER** to the **RECIPIENT**, pursuant to N.J.S.A. 40A:65-1 et. seq., N.J.S.A. 26:1A-15 et. seq and N.J.S.A. 26:3A2-1 et. seq.

**NOW, THEREFORE, THIS AGREEMENT WITNESSED:**

For and in consideration of the terms and conditions hereinafter set forth, the said parties do covenant and agree as follows:

1. The **PROVIDER** shall provide duly licensed personnel to carry out the public health activities set forth in Schedule “A”, attached hereto and by this reference made a part hereof. All the above activities shall meet the standard set forth at the Public Health Practice Standards of Performance for Local Boards of Health in New Jersey, N.J.A.C. 8:52.
2. The Health Officer of the **PROVIDER** shall direct and supervise all public health activities and employees of the **RECIPIENT**.
3. The **RECIPIENT** shall appoint the Health Officer of the **PROVIDER** as its Health Officer. The Health Officer shall be the enforcement agent of the **RECIPIENT** for its public health Ordinances and shall administer the local public health program meeting the standard set forth at the Public Health Practice Standards of Performance for Local Boards of Health in New Jersey, N.J.A.C. 8:52 within the Recipient municipality.

**SHARED SERVICES AGREEMENT BETWEEN  
CAPE MAY COUNTY HEALTH DEPARTMENT AND  
LOCAL BOARDS OF HEALTH - MUNICIPALITIES**

4. The **PROVIDER** shall provide the services outlined in Schedule "A" specified herein from the date of this contract.
5. It is understood and agreed by and between the parties hereto that the **PROVIDER** will receive any state health aid accruing to the Local Board of Health and that the funding for the services to be rendered on behalf of the municipalities individually and collectively, shall derive from the general County tax levy, and be pursuant to the contract funding formula provisions of 40A:65-1 et seq.
6. It is understood and agreed by and between the parties that to this shared services agreement shall begin on January 1, 2020, following which the contract shall be automatically renewed annually for a term of seven (7) years unless the **RECIPIENT** submits a resolution to the provider requesting termination of the agreement and specifying its method of continuing to meet Standards of Performance contained in N.J.A.C. 8:52. A certified copy of such a resolution shall be submitted to the **PROVIDER** by July 1 of each year, in order to withdraw by January 1 of the following year. Failure to give notice by July 1 shall make the **RECIPIENT** a party to this contract for the following year. A copy of any withdrawal resolution shall be submitted to the New Jersey State Commissioner of Health by the **RECIPIENT** at least six months prior to the withdrawal date.
7. In order to unify policy and facilitate solution of common problems, the Board of Health of the **PROVIDER** and **RECIPIENT** shall have regular meeting of designated representatives. The scheduling of these meetings will be by mutual consent of the parties.
8. The Health Officer shall provide the Recipient and its Board of Health with an annual report.

**IN WITNESS WHEREOF**, and in consideration of the sum of ONE (\$1.00) DOLLAR paid to the County Treasurer annually, the parties hereto have caused these presents to be signed and sealed by their duly authorized officers the day and year first above written.

**SHARED SERVICES AGREEMENT BETWEEN  
CAPE MAY COUNTY HEALTH DEPARTMENT AND  
LOCAL BOARDS OF HEALTH - MUNICIPALITIES**

**ATTEST:**

**THE COUNTY OF CAPE MAY**

\_\_\_\_\_  
Elizabeth Bozzelli  
Administrator/Clerk of the Board

\_\_\_\_\_  
Gerald M. Thornton  
Freeholder Director

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ATTEST:**

**BOARD OF HEALTH OF  
Township of Lower**

\_\_\_\_\_  
**Municipal Clerk/Assignee**

\_\_\_\_\_  
**Mayor/Assignee**

**CAPE MAY COUNTY  
HEALTH DEPARTMENT**

  
\_\_\_\_\_  
Kevin Thomas  
Public Health Coordinator

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Lauren Fogarty, Esquire  
Asst. County Counsel

**DATE:** \_\_\_\_\_

**SHARED SERVICES AGREEMENT BETWEEN  
CAPE MAY COUNTY HEALTH DEPARTMENT AND  
LOCAL BOARDS OF HEALTH - MUNICIPALITIES**

**SCHEDULE "A"**

Recognized standards set forth at the Public Health Practice Standards of Performance for Local Boards of Health in New Jersey, N.J.A.C. 8:52:

**NEW JERSEY ADMINISTRATIVE CODE  
(TITLE 8 - CHAPTER 51)**

**A. ADMINISTRATIVE AND SUPPORTING SERVICES**

Administration  
Health Education  
Clinical Services  
Public Health Nursing Services

**B. ENVIRONMENTAL HEALTH**

Bathing Places  
Youth Camps  
Food Surveillance  
Housing  
Insects & Rodents  
Campgrounds  
Sewage Disposal  
Solid Waste Disposal  
Body Art  
Ragweed & Poison Ivy  
CBRNE/ Haz Mat

**C. COMMUNICABLE DISEASE**

Acute Communicable Disease  
Rabies Control  
Tuberculosis Control  
Sexually Transmitted Disease

**D. MATERNAL & CHILD HEALTH**

Infants and Preschool Children  
Lead Poisoning  
Family Planning  
School Age Children

**E. CHRONIC ILLNESS**

Cancer Services  
Diabetes Services  
Heart & Circulatory Disease Services

**SHARED SERVICES AGREEMENT BETWEEN  
CAPE MAY COUNTY HEALTH DEPARTMENT AND  
LOCAL BOARDS OF HEALTH - MUNICIPALITIES**

**SCHEDULE "B"**

The following Municipalities are included in the Shared Services Agreement:

Borough of Avalon  
City of Cape May  
Borough of Cape May Point  
Township of Dennis  
Township of Lower  
Township of Middle  
City of North Wildwood  
City of Ocean City  
City of Sea Isle City  
Borough of Stone Harbor  
Township of Upper  
Borough of West Cape May  
Borough of West Wildwood  
City of Wildwood  
Borough of Wildwood Crest  
Borough of Woodbine

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

RESOLUTION #2019-334

Title: APPROVING A PROFESSIONAL SERVICE CONTRACT WITH MOTT MACDONALD FOR PROFESSIONAL LANDSCAPE ARCHITECTURE AND ENGINEERING SERVICES FOR JONATHAN HOFFMAN PARK PLAYGROUND RENOVATIONS

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 for Professional Landscape Architecture and Engineering Services for Jonathan Hoffman Park Playground Renovations including the following services:

- Task 1 Site Investigations \$ 5,600
Task 2 Conceptual Design \$ 4,700
Task 3 Design Development \$ 9,500
Task 4 Permitting \$ 2,600
Task 5 Construction Documents \$ 9,900
Task 6 Bidding Services \$ 3,600
TOTAL PROPOSAL \$ 35,900

WHEREAS, Mott MacDonald has provided a proposal for the above services in an amount of \$35,900.00; and

WHEREAS, the Township Council desires to approve the proposal, and the CFO has certified the availability of funds as evidenced by her signature below:

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 a Professional Service Contract without public bidding is awarded as follows:

The Project Proposal between Mott MacDonald and the Township of Lower, in the form attached hereto as EXHIBIT A, in the amount of \$35,900. is hereby approved.

Table with 7 columns: Name, MOTION, SECOND, AYE, NAY, ABSTAIN, ABSENT. Rows include CONRAD, PERRY, ROY, SIPPEL, SIMONSEN.

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 November 4, 2019.

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](mailto:recreation@townshipoflower.org)

Your Reference  
Jonathan Hoffman Park  
Playground Renovations

**Professional Landscape Architecture and Engineering Services Proposal  
Jonathan Hoffman Park Playground Renovations  
Township of Lower, Cape May County, New Jersey**

Our Reference  
405951

October 10, 2019

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

T +1 (609) 465 9377  
F +1 (609) 465 5270  
[www.mottmac.com](http://www.mottmac.com)

Dear Mr. Plenn:

Mott MacDonald is pleased to provide herewith this formal proposal for Landscape Architecture and Engineering Services for the preparation of plans and specifications for the proposed renovations to the existing playground within Jonathan Hoffman Park and the addition of fitness equipment stations and associated improvements.

Based upon our previous conversations, we understand the proposed improvements include replacement of the existing playground with ADA compliant playground equipment and new playground surfacing. Additionally, the scope includes creation of an area of outdoor fitness stations adjacent to the playground.

We have developed the following scope of services for the preparation of the above improvements.

**Task 1 Site Investigations**

Mott MacDonald will provide the following services under Task 1:

**Task 1.1 – Survey Services**

- Establish survey control and benchmark for the project. The horizontal datum for the project will be NAD83, and the vertical datum will be NAVD88;
- Perform a topographic survey of the project area as required to complete the design tasks. The topographic survey will include one-foot contours, supplemented with spot elevations where it is necessary to depict the existing topography;

- Locate existing surface utility features and structures within the project area, including any visible utility mark-out paint and/or flags;
- Prepare base mapping for the project area. The plan will be prepared using AutoCAD incorporating the above information on 24" x 36" drawing sheets.

### **Task 1.2 – Site Analysis**

Mott MacDonald's team of landscape architects and engineers will develop a site analysis of the existing conditions through site visits and review of the survey information prepared as part of task 1.1 and any record maps/information provided by the Township. The goal of this subtask will be to identify opportunities and constraints that the site presents for utilization in developing the design drawings.

We propose to complete the scope of work outlined above (**Task 1**) for the lump sum amount of **\$5,600**. This scope of work includes a topographic survey of the project area only. It is assumed that the property is owned by the Township and that a boundary survey of the property is not required. If lot lines are required to be shown on the plan, they will be incorporated from the Cape May County GIS system.

### **Task 2 Conceptual Design**

Mott MacDonald will prepare a conceptual layout for the proposed playground improvements and the fitness station area using the previously provided playground equipment sketches as a guide for the type of playground components the Township is interested in having incorporated. Mott MacDonald will develop one (1) conceptual design for the layout of the proposed improvements for presentation to the project stakeholders for discussion and evaluation. Input gathered from one (1) meeting with the stakeholders will be synthesized into the final conceptual plan.

During this task Mott MacDonald will prepare an order of magnitude construction cost estimate for the improvements.

We propose to complete the scope of work outlined above (**Task 2**) for the lump sum amount of **\$4,700**.

### **Task 3 Design Development (90% Design)**

The Mott MacDonald design team will advance the approved conceptual design plan through Design Development Documents (90% Design). The plans developed during this phase will be to a level of detail and engineering for submission of any permit applications. Mott MacDonald will expand upon the conceptual design plan and design site improvements including:

#### **3.1 Site Layout and Dimensioning**

The Mott MacDonald design team will advance the approved conceptual design to illustrate final material selections, horizontal and vertical organization and detailed design of proposed playground, playground equipment and fitness equipment. The

site layout will include the design of the associated path required for ADA compliant access from the parking area to the playground. Site restoration and any landscaping enhancements will be included as well. The design team will also prepare the necessary construction details for the proposed improvements. This will include the incorporation of the specifications for the selected playground/fitness equipment.

### **3.2 Grading and Drainage**

Any grading necessary will be incorporated to enhance the spaces and provide positive drainage. We have not included the design of stormwater storage measures as we assume the improvements will not exceed ¼ of acre of new impervious cover nor will the overall project disturbance exceed 1 acre per the Stormwater Management rules (N.J.A.C. 7:8) with regards to stormwater quantity, quality, and groundwater recharge.

### **3.3 Cost Estimating**

During this task Mott MacDonald will revise the approved Order of Magnitude cost estimate developed during Task 2 to a Construction Cost Estimate level. This estimate will refine the budget costs developed under Task 2 including detailed demolition/removal, repairs, site improvements, grading/drainage, etc.

We propose to complete the scope of work outlined above (**Task 3**) for the lump sum amount of **\$9,500**.

## **Task 4 Permitting**

The project will require a Soil Erosion Sediment Control Permit (SESC). If during the course of performing our preliminary project tasks – site visits, topographic survey, or conceptual design, it is determined that Township Building Permits or NJDEP permits are required, Mott MacDonald will prepare a separate scope of work and fee proposal to address the potential additional permitting requirements. We assume the Township of Lower will be responsible for all permit application fees. Mott MacDonald will prepare complete permit applications, but Mott MacDonald cannot guarantee that the regulatory agencies will issue permits for the project. Modifications or requests for additional work to permit applications that are required by the regulatory agencies, which are not the result of an error or omission on Mott MacDonald's part, will be considered an extra to the Scope of Work and the costs for the additional work are in addition to the cost estimate provided herein. The following is a summary of the work required for the permit applications.

### **Soil Erosion and Sediment Control (SESC) Permit**

Mott MacDonald will prepare a Soil Erosion and Sediment Control (SESC) Plan Certification Application for submission to the Cape-Atlantic Soil Conservation District. The application will include details on the control devices, temporary, and permanent seeding requirements, standard soil erosion control notes, etc.

The SESC Plan Certification is required when there is a disturbance of land greater than 5,000 square feet. It is required for the purpose of ensuring

that there is no off-site migration of soil due to an increase in surface runoff as a result of construction, mud tracking by vehicles, or blown dust. The following must be submitted for a Soil Erosion and Sediment Control Plan:

- Standard SCD application form
- Project plans, soil erosion and sediment control plan
- Soil mapping and hydraulic calculations
- USGS location map
- Application fee

We propose to complete the scope of work outlined above (**Task 4**) for the lump sum amount of **\$2,600**.

## **Task 5 Construction Documents**

Mott MacDonald will prepare the final Bid Documents (100% Plans and Specifications) incorporating any comments received during the 90% review. These documents will be used for competitive public bidding and project construction.

### **5.1 Contract Specifications**

Complete specifications will be prepared for the proposed improvements. The technical specifications will provide the contractor with the technical information required to construct the project. The specification language from the various disciplines of engineers and architects will also be included into the technical section of the specifications. The specifications will follow the three-part Construction Specification Institute (CSI) format.

### **5.2 Contract Plans**

The final contract documents will include at a minimum the following:

- Cover sheet
- Key plan with site plan notes
- Standard notes and abbreviations
- Site Demolition Plan
- Site Layout Plan
- Site Grading and Drainage Plan
- Soil Erosion and Sediment Control Plan
- 100% complete specifications (plus manufacturer's information for any special products proposed for the project)
- 100% engineers estimate of quantities and final cost estimate

The final project deliverables will include:

- One (1) set of regular reproducible plans on 24"x 36". Drawings prepared on CADD will be compatible with AutoCAD Systems and also submitted on CD-ROM.
- Up to fifteen (15) sets of signed and sealed plans on 24" X 36" sheets.
- Up to fifteen (15) sets of signed and sealed Final Specifications on 8 1/2" x 11" sheets. Specifications shall also be submitted in Microsoft Word format on CD-ROM.

- One (1) set of Engineer's Cost Estimates.
- Two (2) design packages, signed and sealed, containing all pertinent design data, criteria and calculations

We propose to complete the scope of work outlined above (**Task 5**) for the lump sum amount of **\$9,900**.

#### **Task 6            Bidding Services**

Mott MacDonald will assist the Township of Lower with the bidding process. During the bid phase Mott MacDonald will provide the following services.

- Answer technical questions from prospective bidders;
- Prepare addenda or clarifications 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 prospective bidders clarifications and interpretations;
- Attend the bid opening;
- Review the bids received and evaluate the completeness and accuracy of bid forms (it is assumed the Township will perform a legal review of the bidders documents – bonds, technical completeness, compliance with public bidding laws, etc.);
- 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; and
- Following Bid and Award Mott MacDonald will revise the contract bid documents (plans, contract documents and specifications) to incorporate all clarifications and addendum details issued during the bidding process.

Mott MacDonald's proposal 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.

We propose to complete the scope of work outlined above (**Task 6**) for the lump sum amount of **\$3,600**.

**Cost Proposal**

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

<b>Task</b>	<b>Description</b>	<b>Cost</b>	<b>Payment Method</b>
1	Site Investigations	\$5,600	Lump Sum
2	Conceptual Design	\$4,700	Lump Sum
3	Design Development (90% Design)	\$9,500	Lump Sum
4	Permitting	\$2,600	Lump Sum
5	Construction Documents	\$9,900	Lump Sum
6	Bidding Services	\$3,600	Lump Sum
<b>Total</b>		<b>\$35,900</b>	

**PRELIMINARY PROJECT SCHEDULE**

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

<b>Activity</b>	<b>Completion</b>
Authorization to Proceed	November 2019
Kick-Off Meeting	November 2019
Stakeholders Meeting and Concept Plan Review	December 2019
Design Development (90%)	January 2020
Finalize Plans and Specifications (100% Design)	February 2020
Advertise for Bids	March 2020
Receive Bids	April 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 2019 "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 Scope of Work for the Jonathan Hoffman Park Playground 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**

A handwritten signature in black ink that reads "Cathleen Marcelli". The signature is written in a cursive style with a large initial 'C'.

Cathleen Marcelli, PE, CME  
Senior Vice President  
T 732.780.6565  
cathleen.marcelli@mottmac.com

A handwritten signature in black ink that reads "Shawn A. Carr". The signature is written in a cursive style with a large initial 'S'.

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)  
Jason Harkins, LLA, RLA, Mott MacDonald (via email)

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

RESOLUTION #2019-335

Title: CERTIFICATION OF LOT CLEARING CHARGES TO THE TAX COLLECTOR

WHEREAS, Ordinance #99-10 establishes the minimum regulations governing the conditions and maintenance of all property, buildings and structures within the Township of Lower, which is also known as the Property Maintenance Code; and

WHEREAS, according to Section 302, Exterior Property Areas of the Property Maintenance Code, all premises and exterior property shall be maintained in a clean, safe and sanitary condition; and

WHEREAS, the properties listed below contained conditions which violated Section 302 of the Property Maintenance Code; and

WHEREAS, the Township of Lower has abated the conditions pursuant to the requirements of the Property Maintenance Code and desires to place a lien on the properties listed below:

Block	Lot	Name	Property Location	Amount	Admin Fee	Lien Amount
325	3	Anderson, R & Moyer, C	107 Carolina Ave – Board Up Property	585.00	500.00	1,085.00
					<b>TOTAL</b>	<b>\$ 1,085.00</b>

WHEREAS, the Code Enforcement Officer of the Township of Lower has certified the costs incurred to abate such conditions to the Township Council, which has examined the certification and has found it to be correct.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the costs and fees set forth above, incurred by the Township of Lower to abate the unlawful conditions on the properties listed above are charged as a lien against such properties, to be added to and become part of the taxes next to be assessed and levied upon such properties, to bear interest at the same rate as taxes, and to be collected and enforced in the same manner as taxes.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

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 November 4, 2019.

Julie A Picard, Township Clerk



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

RESOLUTION #2019-336

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>
763	9	Jennie O'Neill c/o Windmill Marina Assoc.	Pd 4 <sup>th</sup> Qtr twice On line & ACH	\$2,223.79

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

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 November 4, 2019.

Julie A Picard, Township Clerk

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

RESOLUTION #2019-337

Title: **A RESOLUTION AUTHORIZING A REQUEST FOR FUNDS FROM THE LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**WHEREAS**, the Lower Township Municipal Utilities Authority (MUA) budget for Fiscal Year December 1, 2018 through November 30, 2019 for both water and sewer contains a line item entitled Maximum Allowable for Appropriation to Municipality/County; and

**WHEREAS**, the amount listed on the Supplement Schedule as Maximum Allowable for Appropriation to Municipality/County in the sewer budget is \$ 188,372.50 and the amount listed in the water budget is \$ 127,989.15 for a maximum allowable total of \$ 316,361.65;and

**WHEREAS**, Council would like to officially request a portion of the allowable appropriation totaling \$150,000.00 be appropriated to the Township.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Lower Township Council hereby requests the Lower Township MUA appropriate a portion of the amounts listed in the Maximum Allowable for Appropriation to Municipality/County as listed in the Supplemental Schedules from the sewer & water budgets to the Township of Lower in the total amount of \$ 150,000.00.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

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 November 4, 2019.

Julie A Picard, Township Clerk

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

RESOLUTION # 2019-338

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 Kyle Boyle in the amount of \$5,259.40 is authorized and chargeable to the 2019 Budget account 9-01-25-240-121.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

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 November 4, 2019.

\_\_\_\_\_  
Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief William Mastriana  
FROM: Patrolman Kyle Boyle  
DATE: Thursday, October 24, 2019  
SUBJECT: Compensation Time

Sir,

I am submitting this special requesting to cash in two hundred (200) hours of banked compensation time,

Respectfully Submitted,

*K. Boyle #203*

Kyle Boyle  
Patrolman Badge 203

200 • x  
26 • 2970 =  
5,259 • 400 \*+

C	File	Officer	Comments
	10-24-19	Patm <i>[Signature]</i>	
	10-24-19	Pt. LEWIS 181	FORWARDED TO CHIEF
	10-30-19	Chief <i>[Signature]</i>	

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

RESOLUTION # 2019-339

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 \$6,853.36 is authorized and chargeable to the 2019 Budget account 9-01-25-240-125.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

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 November 4, 2019.

\_\_\_\_\_  
Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief William Mastriana

FROM: Detective Michael Perry

DATE: October 21, 2019

SUBJECT: Comp Time Pay Out

Sir,

I am submitting this special report as a request to cash in 144 hours comp time. Thank you for your consideration in this matter.

Respectfully Submitted,

*Michael Perry #178*

Michael Perry  
Patrolman Badge 178

0° \*  
144° x  
47° 5928 =  
6,853° 363 \*+

C	File	Officer	Comments
Date	10/21/19	MS	FWK TO TWJ

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

RESOLUTION #2019- 340

Title: **AUTHORIZING THE PAYMENT OF VOUCHERS**

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
LOWER TWNSP RESCUE	EXPENSES	\$35,000.00
	TOTAL	\$35,000.00

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

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 NOV 04, 2019.

\_\_\_\_\_  
Julie A Picard, Township Clerk

## CASH RECONCILIATION SEPTEMBER 30, 2019

	Cash		Less Checks Outstanding	Cash Book Balance
	*On Hand	On Deposit		
Current	247,748.31	18,631,514.69	2,311,749.23	16,567,513.77
Trust - Assessment				
Trust - Dog License	20.00	14,537.81	94.00	14,463.81
Trust - Other	17,026.00	3,761,613.89	46,680.00	3,731,959.89
Capital - General	0.00	6,477,951.09	0.00	6,477,951.09
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
<b>Total</b>	<b>264,794.31</b>	<b>28,885,617.48</b>	<b>2,358,523.23</b>	<b>26,791,888.56</b>

\*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 30-Sep-19

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 30-Sep-19

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 Road*

Title: CFO, Township of Lower

	Total	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
BEG. BAL. JAN. 1, 2019	10,174,387.69	10,174,387.69	9,454,051.14	11,980,160.77	4,911,422.82	8,868,869.50	5,681,620.52	7,529,753.15	6,505,324.72	20,220,618.43
RECEIPTS:										
Per Revenue Status	58,864,563.02	4,537,039.36	10,569,742.81	6,136,452.47	8,911,029.35	6,008,851.77	1,989,084.11	4,577,201.78	14,501,243.24	1,623,918.13
less: Post cash surplus	(2,500,000.00)			(2,500,000.00)						
Interest due from Escrow	(4,200.80)	(321.37)	(673.31)	(403.36)	(443.12)	(394.03)	(356.11)	(548.39)	(536.84)	(524.27)
Transfers:	56,350,362.22	4,536,717.99	10,569,069.50	3,636,049.11	8,910,586.23	6,008,457.74	1,988,728.00	4,576,653.39	14,500,706.40	1,623,393.86
Capital - GOOD FAITH DEPOSIT	0.00									
BOND SALE PROCEEDS	7,963,908.60							149,000.00	7,814,908.60	
Capital - Clear Interest	5,846,375.76									
Grants Received:										
Recycling Tonnage \$ Recd	45,397.48	45,397.48								
JIF \$ Recd	2,727.20	1,527.20				1,200.00				
County Warming Ctr \$ Recd	20,000.00					20,000.00				
EMMA \$ RECD	20,000.00	10,000.00								10,000.00
CC \$ RECD	82,353.43					82,353.43				
BODY ARMOR \$ RECD	12,929.66							8,152.72		
ALFD \$ REC	1,848.62		4,776.94				1,348.62			
DISTRAGTED DRIVING \$ RECD	5,500.00						5,500.00			
NJDOT ROSEANN	120,000.00							120,000.00		
NJDOT ALABAMA	43,750.00							43,750.00		
OPEN SPACE \$ RECD	509,689.43				509,689.43					
DDEF	7,547.93									7,547.93
871,743.75										
TOTAL RECEIPTS:	71,032,390.33	4,593,642.67	10,573,846.44	3,636,049.11	9,420,276.66	6,112,011.17	5,840,880.34	6,899,128.15	22,315,615.00	1,640,941.79
DISBURSEMENTS:										
2018 Reserves	477,350.52	381,254.90	73,403.63	4,809.78	8,146.84	7,999.50	867.02	454.38	150.00	267.07
2019 Current	58,843,056.47	4,854,872.61	7,507,346.62	10,607,558.50	4,706,012.38	8,036,197.93	2,351,904.22	7,154,959.23	7,972,264.25	5,252,940.66
2019 Capital	6,297,016.59	157,868.49	324,980.87	732,656.13	789,984.57	811,969.78	1,645,383.22	922,081.81	745,683.94	166,427.78
less: Special Emergency	0.00									
less: Del chgs TAX MAP	(146,200.00)			(146,200.00)						
less: Due capital CIF	(250,000.00)			(250,000.00)						
Appropriation Refunds:	(1,052,671.35)	(80,016.78)	(257,974.31)	(244,034.35)	(39,814.81)	(67,096.89)	(105,406.75)	(53,938.90)	(117,776.91)	(86,611.65)
CAPITAL	509,689.43					509,689.43				
TOTAL DISBURSEMENTS	64,678,241.66	5,313,979.22	8,047,736.81	10,704,787.06	5,463,328.96	9,298,760.15	3,892,747.71	8,023,556.58	8,600,321.29	5,333,023.86
END. BAL. DEC. 31, 2019	16,528,536.36	9,454,051.14	11,980,160.77	4,911,422.82	8,868,369.50	5,681,620.52	7,629,753.15	6,505,324.72	20,220,618.43	16,528,536.36
Total Appropriation Refunds	(1,052,671.35)	(80,016.78)	(257,974.31)	(244,034.35)	(39,814.81)	(67,096.89)	(105,406.75)	(53,938.90)	(117,776.91)	(86,611.65)
Bank Balance		9,143,114.48	11,419,167.73	5,387,055.68	8,404,683.90	5,334,020.34	7,478,906.50	6,129,287.02	19,651,364.68	18,299,700.97
Checking-Ocean First				29,602.40	29,611.44	318.05	318.96	0.04		
Checking-Sturdy		318,870.68	572,440.44	160,117.47	256,718.97	423,406.92	138,796.41	382,290.64	671,861.46	169,500.57
Online Payment Acct		9,481,985.16	11,981,603.17	5,576,775.55	8,691,014.31	77,890.47	21,767.51	183,450.16	86,477.98	77,468.49
Total Bank Balance		9,481,985.16	11,981,603.17	5,576,775.55	8,691,014.31	77,890.47	21,767.51	183,450.16	86,477.98	77,468.49
ADD: Deposits in Transit		(143,593.67)	(68,544.10)	(689,126.85)	(330,680.11)	(154,015.28)	(10,036.23)	(189,703.14)	(189,085.69)	(2,018,133.67)
LESS: Outstanding Checks		9,454,051.14	11,980,160.77	4,911,422.82	8,868,369.50	5,681,620.52	7,629,753.15	6,505,324.72	20,220,618.43	16,528,536.36
Adjusted Bank Balance		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Monthly Interest Received-Current Fund	314,041.37	16,788.52	42,627.00	39,484.40	30,616.37	38,873.46	32,042.27	24,507.70	43,066.13	46,036.52
Interest Rate		2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%



GENERAL REVENUES					FCOA	Anticipated 2019	Realized in Cash in 2019	Excess/ (Shortfall)	Notes
1. Surplus Anticipated					08-101	2,500,000.00	2,500,000.00	-	
2. Surplus Anticipated With Consent of Director of Local Govt Services					08-102				
Total Surplus Anticipated					08-100	2,500,000.00	2,500,000.00	-	
3. Miscellaneous Revenues - Section A: Local Revenues					XXXXXX				
Licenses:					XXXXXX				
Alcoholic Beverages					08-103	35,000.00	38,200.00	3,200.00	
Other (Mercantile, campground, ice cream peddling, bingo, gravel pit)					08-104	115,000.00	168,298.40	53,298.40	
Fees and Permits (Yard sale, copying fees, street opening, taxi cab, municipal fees)					08-105	72,200.00	85,108.76	12,908.76	
Fines and Costs:					XXXXXX				
Municipal Court					08-110	101,500.00	93,851.76	(7,648.24)	
Interest and Costs on Taxes					08-112	150,000.00	162,048.28	12,048.28	
Interest on Investments and Deposits					08-113	52,300.00	314,041.37	261,741.37	
Recreation Fees					08-105	40,000.00	68,766.95	28,766.95	
Payments in Lieu of Taxes - Conifer					08-105	30,000.00	29,885.13	(114.87)	
Payments in Lieu of Taxes - Yorkshire Place					08-105	15,000.00	25,595.10	10,595.10	
Payments in Lieu of Taxes - Haven House					08-105	25,000.00	30,279.37	5,279.37	
Bulk Trash Receipts					08-105	65,000.00	55,761.30	(9,238.70)	
Amt Anticipated from LTMUA					08-114	150,000.00	0.00	(150,000.00)	
Cable Franchise Fees					08-105	125,000.00	129,461.03	4,461.03	
Total Section A: Local Revenue					08-001	976,000.00	1,201,297.45	225,297.45	
3. Miscellaneous Revenues - Section B: State Aid Without Offsetting Appropriations					XXXXXX	XXXXXX	XXXXXX		
Consolidated Municipal Property Tax Relief Aid					09-200	14,218.00	0.00	(14,218.00)	
Energy Receipts (PL 1997, Chapters 162 & 167)					09-202	1,461,573.00	1,120,862.50	(340,710.50)	
Garden State Trust					09-207	87,437.00	0.00	(87,437.00)	
Total Section B: State Aid Without Offsetting Appropriations					09-001	1,563,228.00	1,120,862.50	(442,365.50)	
3. Miscellaneous Revenues - Section C: Dedicated Uniform Construction Code Fees					XXXXXX	XXXXXX	XXXXXX		
Offset with Appropriations (NJSA 40A: 4-36 and NJAC 5:23-4.17)					XXXXXX	XXXXXX	XXXXXX		
Uniform Construction Code Fees					08-160	420,000.00	501,947.00	81,947.00	
Total Section C: Dedicated Uniform Construction Code Fees Offset w/Appropriations					08-002	420,000.00	501,947.00	81,947.00	
3. Miscellaneous Revenues - Section D: Special Items of General Revenue Anticipated With Prior Written Consent of the Director of Local Government Services - Intercal Municipal Service Agreements Offset With Appropriations:					XXXXXX	XXXXXX	XXXXXX		
Boards of Education - Special Police					08-105	87,562.72	43,781.36	(43,781.36)	
County Intercal - Garage Services					08-105	49,971.20	49,971.20	0.00	
Total Section D: Intercal Municipal Service Agreements Offset With Appropriations					11-001	137,533.92	93,752.56	(43,781.36)	
3. Miscellaneous Revenues - Section E: Special Items of General Revenue Anticipated With Prior Written Consent of the Director of Local Government Services - Additional Revenues Offset with Appropriations (N.J.S. 40A:4-45.3h)									
Total Section E: Intercal Municipal Service Agreements Offset With Appropriations					08-003	0.00	0.00	0.00	

Will receive by 12/1/19

GENERAL REVENUES				
	FCOA	Anticipated 2019	Realized in Cash in 2019	Excess/ (Shortfall)
3. Miscellaneous Revenues - Section F: Special Items of General Revenue Anticipated With Prior Written Consent of the Director of Local Government Services - Public and Private Revenues Offset with Appropriations:	XXXXXX	XXXXXX	XXXXXX	
Alcohol Education and Rehabilitation Fund	10-702	1,848.62	1,848.62	0.00
Atlantic County JIF	10-714	6,475.00	6,475.00	0.00
Body Armor Grant	10-713	11,167.44	11,167.44	0.00
Cape May County Municipal Alliance Funds	10-703	62,818.00	62,818.00	0.00
Cape May County Warming Center/Hazmat FEMA	10-779	20,000.00	20,000.00	0.00
Clean Communities Program	10-770	82,353.43	82,353.43	0.00
Click it or Ticket	10-716		0.00	0.00
Cops in Shops	10-717	2,740.00	2,740.00	0.00
Distracted Driving	10-709	5,500.00	5,500.00	0.00
Drive Sober Get Pulled Over	10-711	5,500.00	5,500.00	0.00
Drunk Driving Enforcement Fund	10-745	7,066.23	7,066.23	0.00
Emergency Management Assistance	10-735	10,000.00	10,000.00	0.00
NJ Historic Trust	10-730	38,850.00	38,850.00	0.00
NJ Transportation Trust Fund Authority Act	10-865	160,000.00	160,000.00	0.00
Open Space	10-737	749,689.43	749,689.43	0.00
Recycling Tonnage Grant	10-701	45,397.48	45,397.48	0.00
Small Cities Grant	10-707	538,000.00	538,000.00	0.00
Total Section F: Special Items of General Revenue Anticipated w/Prior Written Consent of the Director of Local Government Services--Public and Private Revenues	10-001	<b>1,747,405.63</b>	<b>1,747,405.63</b>	<b>0.00</b>
3. Miscellaneous Revenues - Section G: Special Items of General Revenue Anticipated With Prior Written Consent of the Director of Local Government Services -				
Other Special Items:	XXXXXX	XXXXXX	XXXXXX	
Uniform Fire Safety Act	08-106	295,812.68	331,878.55	36,065.87
Fire District Contributions	08-105	102,000.00	0.00	(102,000.00)
Capital Fund - Reserve for Debt Service	08-109	0.00	0.00	0.00
Total Section G: Special Items of General Revenue Anticipated w/Prior Written Consent of the Director of Local Government Services - Other Special Items	08-004	<b>397,812.68</b>	<b>331,878.55</b>	<b>(65,934.13)</b>

0.00

GENERAL REVENUES					Excess/ (Shortfall)
Summary of Revenues	FCOA	Anticipated 2019	Realized In Cash in 2019		
1. Surplus Anticipated	XXXXXX	XXXXXXXXXX	XXXXXXXXXX		
2. Surplus Anticipated With Consent of Director of Local Gov't Services	08-101	2,500,000.00	2,500,000.00		0.00
	08-102	0.00	0.00		
3. Miscellaneous Revenues:					
Total Section A: Local Revenues	08-001	976,000.00	1,201,297.45		225,297.45
Total Section B: State Aid Without Offsetting Appropriations	09-001	1,563,228.00	1,120,862.50		(442,365.50)
Total Section C: Dedicated Uniform Construction Code Fees Offset with Appropriations	08-002	420,000.00	501,947.00		81,947.00
Total Section D: Interlocal Municipal Service Agreements	11-001	137,533.92	93,752.56		(43,781.36)
Total Section F: Public and Private Revenues	10-001	1,747,405.63	1,747,405.63		0.00
Total Section G: Other Special Items	08-004	397,812.68	331,878.55		(65,934.13)
Total Miscellaneous Revenues	13-099	<b>5,241,980.23</b>	<b>4,997,143.69</b>		<b>(244,836.54)</b>
4. Receipts from Delinquent Taxes		790,000.00	810,991.90		20,991.90
5. Subtotal General Revenues (Items 1,2,3 and 4)		8,531,980.23	8,308,135.59		(223,844.64)
6. Amount to be Raised by Taxes for Support of Municipal Budget:	XXXXXX				
a) Local Tax for Municipal Purposes Including Reserve for Uncollected Taxes	07-190	21,252,363.05	XXXXXXXXXX		
b) Addition to Local District School Tax	07-191				
Total Amount to be Raised by Taxes for Support of Municipal Budget (Quarterly reports include the tax liability to County, Schools and Fire Districts less tax revenues received)	07-199	21,252,363.05	6,737,295.02		(14,515,068.03)
7. Total General Revenues	13-299	29,784,343.28	15,045,430.61		(14,738,912.67)
Add back: Replenish fund balance					(2,500,000.00)
Total Revenues needed to balance budget & replenish surplus					<b>(17,238,912.67)</b>
					Add: Surplus
					Tax collections needed by 12/31, Taxes for County, Schools and Fire Districts are credited first.
					Total Revenues needed

8. GENERAL APPROPRIATIONS		Appropriated		Expended 2019		
(A) Operations - within "CAPS"		2019	for 2019 by Emergency Appropriation	Total for 2019 as Modified by all Transfers	Paid or Charged	Reserved
<b>GENERAL GOVERNMENT:</b>						
Office of the Township Council	FCOA					
Salaries and Wages	20-110	90,500.00		90,500.00	66,134.82	24,365.18
Other Expenses	20-110-1	20,700.00		20,700.00	17,992.20	2,707.80
Office of the Township Clerk	20-120					
Salaries and Wages	20-120-1	187,300.00		187,300.00	137,356.31	49,943.69
Other Expenses	20-120-2	8,350.00		8,350.00	6,012.50	2,337.50
Elections	20-120-2	7,000.00		7,000.00	6,586.00	414.00
Office of Township Solicitor	20-155					
Other Expenses	20-155-2	216,000.00		216,000.00	215,847.95	152.05
Office of the Township Manager	20-100					
Salaries and Wages	20-100-1	190,000.00		190,000.00	142,884.84	47,115.16
Other Expenses	20-100-2	15,500.00		15,500.00	15,118.48	381.52
Department of Revenue and Finance	20-130					
Salaries and Wages	20-130-1	341,000.00		333,148.00	242,093.03	91,054.97
Other Expenses	20-130-2	41,150.00		41,150.00	37,498.45	3,651.55
Audit Services	20-135					
Other Expenses	20-135-2	32,800.00		32,800.00	32,800.00	0.00
Tax Assessor						
Salaries and Wages	20-150-1	139,500.00		139,500.00	94,870.92	44,629.08
Other Expenses	20-150-2	15,900.00		15,900.00	8,107.68	7,792.32

8. GENERAL APPROPRIATIONS				Appropriated		Expended 2019	
(A) Operations - within "CAPS"		FCOA	2019	for 2019 by Emergency Appropriation	Total for 2019 as Modified by all Transfers	Paid or Charged	Reserved
GENERAL GOVERNMENT:							
Division of Taxation		20-145					
Salaries and Wages		20-145-1	175,000.00		175,000.00	127,989.12	47,010.88
Other Expenses:							
Liquidation of Tax Title Liens		20-145-2	1,000.00		1,000.00	0.00	1,000.00
Miscellaneous Other Expenses		20-145-2	9,725.00		9,725.00	6,222.53	3,502.47
Department of Planning and Development		20-170					
Salaries and Wages		20-170-1	158,000.00		158,000.00	115,758.07	42,241.93
Other Expenses		20-170-2	6,615.50		6,615.50	2,971.54	3,643.96
Engineering Services and Costs		20-165					
Other Expenses		20-165-2	12,000.00		12,000.00	3,300.00	8,700.00
Department of Parks and Recreation		28-370					
Salaries and Wages		28-370-1	303,500.00		303,500.00	209,550.78	93,949.22
Other Expenses		28-370-2	172,923.75		172,923.75	141,846.43	31,077.32
Department of Public Works		26-305					
Salaries and Wages		26-305-1	2,845,000.00		2,845,000.00	1,902,865.59	942,134.41
Other Expenses:		26-305-2					
Sanitary Landfill		26-305-2	780,000.00		780,000.00	607,016.91	172,983.09
Miscellaneous Other Expenses		26-305-2	280,245.00		280,245.00	275,027.62	5,217.38
Public Buildings and Grounds		20-310					
Salaries and Wages		20-310-1	151,000.00		151,000.00	108,760.43	42,239.57
Other Expenses		20-310-2	120,280.00		120,280.00	87,881.50	32,398.50

8. GENERAL APPROPRIATIONS		Appropriated		Expended 2019		
		2019	for 2019 by Emergency Appropriation	Total for 2019 as Modified by all Transfers	Paid or Charged	Reserved
<b>(A) Operations - within "CAPS"</b>						
<b>PUBLIC SAFETY:</b>						
Department of Public Safety	FCOA					
Salaries and Wages	25-240	4,872,437.28		4,872,437.28	3,440,101.98	1,432,335.30
Other Expenses	25-240-1	254,333.11		254,333.11	202,633.75	51,699.36
	25-240-2					
DPS Building Lease	25-245-2	167,431.26		167,431.26	0.00	167,431.26
Police 911 Dispatchers	25-250					
Other Expenses	25-250-2	600,000.00		600,000.00	450,000.00	150,000.00
Uniform Fire Safety Act (P.L. 1983, Ch. 383)	25-265					
Salaries and Wages	25-265-1	189,812.68		189,812.68	134,126.72	55,685.96
Other Expenses	25-265-1	208,000.00		208,000.00	41,047.66	166,952.34
Emergency Management Services	25-262					
Salaries and Wages	25-262-1	20,000.00		20,000.00	(4,184.44)	24,184.44
Other Expenses	25-262-2	10,000.00		10,000.00	5,455.00	4,545.00
Contributions to Rescue	25-260-2	105,000.00		105,000.00	105,000.00	0.00
Interlocal Agreement - Fire District #3	25-263-2	23,750.00		23,750.00	18,750.00	5,000.00
Interlocal Agreement - Wildwood First Response	25-263-2					
Demolition	22-195					
Other Expenses	22-195-2	14,000.00		14,000.00	6,240.33	7,759.67
<b>OFFICE OF NON-DEPARTMENTAL BOARDS, AUTHORITIES AND AGENCIES:</b>						
Municipal Land Use Law (N.J.S.A. 40: 55 D-1)						
Planning Board	21-180					
Other Expenses	21-180-2	7,950.00		7,950.00	7,500.00	450.00
Zoning Board of Adjustments	21-185					
Other Expenses	21-185-2	7,950.00		7,950.00	7,500.00	450.00
Animal Regulation	27-340					
Other Expenses	27-340-2	169,752.00		169,752.00	139,503.00	30,249.00
Contractual	27-340-2	17,828.00		17,828.00	17,828.00	0.00
Miscellaneous Other Expenses						

8. GENERAL APPROPRIATIONS				Appropriated		Expended 2019	
(A) Operations - within "CAPS"				for 2019 by	Total for 2019 as	Paid or Charged	Reserved
OFFICE OF NON-DEPARTMENTAL BOARDS, AUTHORITIES AND AGENCIES:		FCOA	2019	Emergency Appropriation	Modified by all Transfers		
Municipal Court		43-490					
Salaries and Wages		43-490-1	200,500.00		200,500.00	126,826.50	73,673.50
Other Expenses		43-490-2	15,200.00		15,200.00	7,913.55	7,286.45
Public Defender (P.L. 1997, C. 256)		43-495					
Salaries and Wages		43-495-1	15,000.00		15,000.00	10,961.48	4,038.52
<b>INSURANCE</b>							
General Liability		23-210-2	309,250.00		309,250.00	282,036.79	27,213.21
Workers Compensation Insurance		23-215-2	575,880.00		575,880.00	575,880.00	0.00
Employee Group Health		22-220-2	3,738,431.00		3,738,431.00	2,166,533.71	1,571,897.29
Salaries and Wages		23-220-1	140,000.00		140,000.00	70,000.00	70,000.00
Uniform Construction Code - Appropriations Offset by Dedicated Revenues (N.J.A.C. 5: 23-4.17)							
State Uniform Construction Code							
Construction Official		22-195					
Salaries and Wages		22-195-1	417,500.00		417,500.00	299,054.13	118,445.87
Other Expenses		22-195-2	13,710.00		13,710.00	7,402.09	6,307.91
<b>UNCLASSIFIED:</b>							
<b>OTHER COMMON OPERATING FUNCTIONS</b>							
Terminal Leave							
Salaries and Wages		30-145-1	380,000.00		380,000.00	380,000.00	0.00
Celebration of Public Events or Holidays (N.J.S.A. 40: 48-5.4)		30-420-2	95,390.00		95,390.00	88,906.90	6,483.10



8. GENERAL APPROPRIATIONS	FCOA	Appropriated			Expended 2019	
		2019	for 2019 by Emergency Appropriation	Total for 2019 as Modified by all Transfers	Paid or Charged	Reserved
<b>(A) Operations - Excluded from "CAPS"</b>						
<b>Interlocal Municipal Service Agreements</b>						
Cape May County Interlocal	26-305	42,000.00		42,000.00	42,000.00	0.00
Garage Services	25-240					
Special Resource Police	25-240-1	87,562.72		87,562.72	87,562.72	0.00
Salaries and Wages						
<b>Total Interlocal Municipal Service Agreements</b>	42-999	129,562.72	0.00	129,562.72	129,562.72	0.00
<b>Public and Private Programs Offset by Revenues</b>						
Alcohol Education and Rehabilitation Fund	41-702	1,848.62		1,848.62	1,848.62	0.00
Atlantic County JIF	41-714	6,475.00		6,475.00	6,475.00	0.00
Body Armor Grant	41-713	11,167.44		11,167.44	11,167.44	0.00
Cape May County Municipal Alliance Funds						
State Share	41-703	62,818.00		62,818.00	62,818.00	0.00
Local Share	41-703	7,852.00		15,704.00	15,704.00	0.00
Cape May County Warming Center/Hazmat FEMA	41-779	20,000.00		20,000.00	20,000.00	0.00
Clean Communities Program	41-770	82,353.43		82,353.43	82,353.43	0.00
Click It or Ticket	41-720			0.00	0.00	0.00
Cops in Shops	41-717	2,740.00		2,740.00	2,740.00	0.00
Distracted Driving	41-716	5,500.00		5,500.00	5,500.00	0.00
Drunk Driving Enforcement Fund				0.00	0.00	0.00
Salaries and Wages	41-745	7,066.23		7,066.23	7,066.23	0.00
Drive Sober or Get Pulled Over	41-731	5,500.00		5,500.00	5,500.00	0.00
NJ OEM Grant	41-735	10,000.00		10,000.00	10,000.00	0.00
NJ Historic Trust	41-730	38,850.00		38,850.00	38,850.00	0.00
NJ Transportation Trust Fund Authority Act	41-744	160,000.00		160,000.00	160,000.00	0.00
Open Space	41-737	749,689.43		749,689.43	749,689.43	0.00
Over the Limit Under Arrest	41-746			0.00	0.00	0.00
Recycling Tonnage Grant	41-701	45,397.48		45,397.48	45,397.48	0.00
Small Cities	41-707	538,000.00		538,000.00	538,000.00	0.00
				0.00		0.00

8. GENERAL APPROPRIATIONS	FCOA	Expended 2019		Appropriated for 2019 by Emergency Appropriation		Total for 2019 as Modified by all Transfers		Paid or Charged		Reserved	
		2019									
(A) Operations - Excluded from "CAPS"											
Public and Private Programs Offset by Revenues											
SFSP-File Districts	41-725	8,165.00				8,165.00		3,918.72		4,246.28	
Total Public and Private Programs Offset by Revenues	40-999	1,763,422.63				1,771,274.63		1,767,028.35		4,246.28	
Total Operations - Excluded from "CAPS"	34-305	1,892,985.35		0.00		1,900,837.35		1,896,591.07		4,246.28	
Detail:											
Salaries and Wages		98,730.16				98,730.16		98,730.16		0.00	
Other Expenses		1,794,255.19				1,802,107.19		1,797,860.91		4,246.28	

8. GENERAL APPROPRIATIONS	FCOA	Appropriated			Expended 2019	
		2019	for 2019 by Emergency Appropriation	Total for 2019 as Modified by all Transfers	Paid or Charged	Reserved
<b>(A) Operations - Excluded from "CAPS"</b>						
<b>(C) Capital Improvements - Excluded from "CAPS"</b>						
Capital Improvement Fund	44-901	250,000.00		250,000.00	250,000.00	0.00
New Jersey Transportation Trust Fund Authority Act	41-865					0.00
Total Capital Improvements Excluded from "CAPS"		250,000.00	0.00	250,000.00	250,000.00	0.00
<b>(D) Municipal Debt Service - Excluded from "CAPS"</b>						
Payment of Bond Principal	45-920	1,765,000.00		1,765,000.00	1,700,000.00	XXXXXXX
Payment of Bond Anticipation Notes and Capital Notes	45-925	0.00		0.00	0.00	XXXXXXXX
Interest on Bonds	45-930	650,000.00		650,000.00	634,872.50	XXXXXXXX
Interest on Notes	45-935	0.00		0.00	0.00	XXXXXXXX
<b>Green Trust Loan Program:</b>						XXXXXXXX
Loan Repayments for Principal and Interest	45-940	130,000.00		130,000.00	124,366.38	XXXXXXXX
Total Municipal Debt Service Excluded from "CAPS"	45-999	2,545,000.00	0.00	2,545,000.00	2,459,238.88	XXXXXXXX

8. GENERAL APPROPRIATIONS

(E) Deferred Charges - Municipal - Excluded from "CAPS"	FCOA	Appropriated			Expended 2019		
		2019	for 2019 by Emergency Appropriation	Total for 2019 as Modified by all Transfers	Paid or Charged	Reserved	
(1) DEFERRED CHARGES:							
Deferred Charges - Pay down Ord 18-07	46-870	506,200.00		506,200.00	506,200.00	0.00	XXXXXX
Special Emergency Authorization - 5 Years (N.J.S.A. 40A: 4-55)	46-875	146,200.00		146,200.00	146,200.00	XXXXXX	XXXXXX
Total Deferred Charges - Municipal - Excluded from "CAPS"	46-999	652,400.00	0.00	652,400.00	652,400.00	0.00	0.00
(H-2) Total General Appropriations for Municipal Purposes Excluded from "CAPS"							
	34-309	5,340,385.35	0.00	5,348,237.35	5,298,229.95	4,246.28	
(L) Subtotal General Appropriations							
	34-400	27,904,700.93	0.00	27,904,700.93	21,473,016.54	6,345,923.27	
(M) Reserve for Uncollected Taxes							
	50-899	1,879,642.35	0.00	1,879,642.35	1,879,642.35	XXXXXX	XXXXXX
9. Total General Appropriations							
	34-499	29,784,343.28	0.00	29,784,343.28	23,352,658.89	6,345,923.27	
Summary of Appropriations							
(A) Operations: (a & b) Within "CAPS" - Including Contingent							
	34-299	22,564,315.58	0.00	22,556,463.58	16,214,786.59	6,341,676.99	
Other Operations							
	34-300	0.00		0.00	0.00	0.00	
Interlocal Municipal Service Agreements							
	42-999	129,562.72		129,562.72	129,562.72	0.00	
Public & Private Programs Offset by Revenues							
	40-999	1,763,422.63		1,771,274.63	1,767,028.35	4,246.28	
Total Operations Excluded from "CAPS"							
	34-305	1,892,985.35	0.00	1,900,837.35	1,896,591.07	4,246.28	
(C) Capital Improvements							
	44-999	250,000.00		250,000.00	250,000.00	0.00	
(D) Municipal Debt Service							
	45-999	2,545,000.00		2,545,000.00	2,459,238.88		
(E) Deferred Charges - Excluded from "CAPS"							
	46-999	652,400.00	0.00	652,400.00	652,400.00	0.00	
(F) Judgments							
	37-480						
(G) Cash Deficit							
	46-885						
(K) Local District School Purposes							
	29-410						
(N) Transferred to Bd of Education							
	29-405						
(M) Reserve for Uncollected Taxes							
	50-899	1,879,642.35		1,879,642.35	1,879,642.35	0.00	
Total General Appropriations							
	34-499	29,784,343.28	0.00	29,784,343.28	23,352,658.89	6,345,923.27	
				0.00		6,345,923.27	0.00