

WORK SESSION & REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL

April 20, 2020 - 7:00 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 – April 4, 2020

Res. #2020-133 Payment of Vouchers \$ 776,258.45

Res. #2020-134 A Resolution Amending the Personnel Policies and Procedures Manual of Lower Township (adding Sick Time to the donated leave)

Res. #2020-135 A Resolution Authorizing the Tax Collector to Process Third Quarter "Estimated" Tax Bills, Due August 1, 2020

Res. #2020-136 Authorization for Extension of Late Fee for Dog Licenses for the Year 2020

Res. #2020-137 Approval of Change Order #3 for the Construction Phase of the Roseann Avenue Roadway and Utility Improvements Project – Phase III to Mott MacDonald (\$18,000)

Ordinance #2020-11- An Ordinance Amending Chapter 166, Article XII, Wildlife Feeding, of the Code of the Township of Lower, to Prohibit the Feeding of Wildlife on Private Property Within the Township of Lower - This is the First reading of this Ordinance, because of newspaper constraints, the Second reading and Public Hearing has been scheduled for May 18, 2020

Regular Agenda

Manager's Report

Administrative Reports

Tax, Vital Statistics

Council Comments

Call to the Public

Adjournment

The Lower Township Council Meeting scheduled for Monday, April 20, 2020 at 7:00 p.m. will be closed to the public due to Executive Order No. 104. Those wishing to make public comment can do so by dialing

1-872-240-3412. Passcode: 121-146-373#.

COUNCIL MEETING MINUTES – April 6, 2020

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on April 6, 2020 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 (via conference call)
- Councilmember Kevin Coombs (via conference call)
- Councilmember Roland Roy, Jr. (via conference call)
- Deputy Mayor David Perry (via conference call)
- Mayor Frank Sippel

Also present: James Ridgway (via conference call), Township Manager, David Stefankiewicz (via conference call), Township Solicitor, Robert Belasco (via conference call), Township Solicitor, and Karen Fournier, Deputy Township Clerk

Work Session

Emergency Proclamation – Prohibition on Acceptance of Transient Guests or Seasonal Tenants by Hotels, Motels, Guest Houses or Private Residences in the Township of Lower, County of Cape May, State of New Jersey
Mayor Sippel summarized the emergency proclamation.

Consent Agenda

Approval of Minutes – March 16, 2020

Res. #2020-123 Payment of Vouchers \$ 708,678.84

Res. #2020-124 Issuance of Ice Cream Peddling and Ice Cream Salesman License for the Year 2020 (Mister Softee)

Res. #2020-125 A Resolution Authorizing the Acceptance of Cops In Shops Funding Summer Shore Initiative 2020 (\$3,520)

Res. #2020-126 Approval of Change Order #1 to Mount Construction Company for Roseann Avenue Roadway and Utility Improvements – Phase 3 (\$48,039.05 plus 141 day extension)

Res. #2020-127 A Resolution Authorizing the Indemnification and Defense of a Lower Township Employee in Accordance With Chapter 25, Defense and Indemnification, of the Code of the Township of Lower (Chief Mastriana)

Res. #2020-128 A Resolution Approving a Professional Service Contract with Remington & Vernick Engineers for Engineering Services for the Reconstruction of Star Avenue From Caroline Avenue to Greenwood Avenue (NTE \$73,770.)

Res. #2020-129 A Resolution To Amend the 2020 Budget

Res. #2020-130 Adoption of 2020 Budget

Res. #2020-131 A Resolution Prohibiting Hotels, Motels, Guest Houses ND Private Residences From Accepting New Transient Guests or Seasonal Tenants, and Urging Second Homeowners and Out-Of-County Residents to Refrain From Traveling to the Township of Lower in Light of the Ongoing Coronavirus Public Health Emergency

Res. #2020-132 A Resolution Declaring a Local State of Emergency ND A Public Health Emergency Within the Township of Lower in Response to the Ongoing Coronavirus Pandemic

Mayor Sippel commented on Resolution #2020-131, instructing residents to report illegal property rentals to Township Code Enforcement.

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

Regular Agenda

Manager's Report

Manager Ridgway applauded all Township departments for keeping the Township operating and advised everyone to continue social distancing.

Administrative Reports

Monthly Reports – Construction, Treasurer

Council Comments

Councilmember Conrad commended all Township employees and residents for their cooperation with keeping our Township safe during this unique situation.

Councilmember Coombs agreed with Councilmember Conrad and encouraged everyone to stay safe.

Councilmember Roy agreed with previous comments and reminded everyone to stay safe and check on neighbors.

Deputy Mayor also agreed with previous comments and encouraged everyone to assist elderly neighbors and remain safe.

Mayor Sippel announced the new tentative date for Escape the Cape Triathlon, he informed of holiday trash pick-up, and reassured that the Township is taking proper measures to keep everyone safe. He wished everyone a safe and blessed Easter.

Call to the Public

No comments

Adjournment

There being no further business to address, motion to adjourn moved by Councilmember Roy, seconded by Mayor Sippel. Motion to adjourn was unanimous. Meeting adjourned at 7:12 p.m.

Mayor

Township Clerk

Approved:

RESOLUTION #2020-133
Lower Township
Bill List By Vendor Id

April 16, 2020
02:09 PM

Page No: 1

P.O. Type: All Include Project Line Items: Yes Open: N Paid: N Void: N
 Range: First to Last Rcvd: Y Held: Y Aprv: N
 Format: Condensed Bid: Y State: Y Other: Y Exempt: Y

| Vendor # Name | PO # | PO Date | Description | Status | Amount | Void Amount | Contract | PO Type |
|---|----------|----------|--------------------------------|--------|-----------------|-------------|----------|---------|
| 00110 ANCO HOME CENTER* | | | | | | | | |
| | 20-00136 | 01/09/20 | SUPPLIES | Open | 241.66 | 0.00 | | |
| | 20-00568 | 03/02/20 | MONTHLY-MARCH | Open | <u>214.17</u> | 0.00 | | |
| | | | | | 455.83 | | | |
| 00153 ATLANTIC CITY ELECTRIC* | | | | | | | | |
| | 20-00941 | 04/16/20 | STREET LIGHTS 3/1-3/31/20 | Open | 32,420.87 | 0.00 | | |
| 00301 BELMONT AND CRYSTAL SPRINGS* | | | | | | | | |
| | 20-00909 | 04/08/20 | BOTTLED WATER | Open | 25.88 | 0.00 | | |
| | 20-00937 | 04/15/20 | WATER DELIVERY MARCH 2020 | Open | 16.33 | 0.00 | | |
| | 20-00940 | 04/16/20 | WATER TOWNHALL 3/2-3/31/20 | Open | 80.05 | 0.00 | | |
| | 20-00943 | 04/16/20 | WATER FIRE SAFETY 3/21-3/30/20 | Open | <u>6.23</u> | 0.00 | | |
| | | | | | 128.49 | | | |
| 00348 BENNETT BATTERIES, LLC* | | | | | | | | |
| | 20-00712 | 03/12/20 | RDS/DPS/DPW | Open | 1,320.00 | 0.00 | | |
| 00784 CAPE MAY STAR & WAVE | | | | | | | | |
| | 20-00900 | 04/08/20 | LEGAL PUBLICATION 4/1/20 | Open | 54.56 | 0.00 | | |
| 00825 COMCAST* | | | | | | | | |
| | 20-00896 | 04/08/20 | 3/28-4/27/20 FIRE INTERNET | Open | 268.40 | 0.00 | | |
| 01171 VERIZON WIRELESS - TOWNHALL | | | | | | | | |
| | 20-00894 | 04/08/20 | IPHONE 2/29-3/28/20 | Open | 1,159.91 | 0.00 | | |
| | 20-00903 | 04/08/20 | 2/24-3/23/20 CELL PHONE | Open | <u>461.61</u> | 0.00 | | |
| | | | | | 1,621.52 | | | |
| 01201 DELL CORPORATION* | | | | | | | | |
| | 20-00644 | 03/06/20 | ROSE BOCA COMPUTERS | Open | 3,952.46 | 0.00 | | |
| 01265 BRIAN DONAHUE | | | | | | | | |
| | 20-00935 | 04/15/20 | CONTRACTUAL REIMBURSEMENT M | Open | 962.10 | 0.00 | | |
| | 20-00936 | 04/15/20 | CONTRACTUAL REIMBURSEMENT M | Open | <u>962.10</u> | 0.00 | | |
| | | | | | 1,924.20 | | | |
| 01269 DISCOUNT HYDRAULICS* | | | | | | | | |
| | 20-00910 | 04/08/20 | HYDRAULIC HOSE | Open | 219.00 | 0.00 | | |
| 01389 EDDIE'S AUTO BODY* | | | | | | | | |
| | 20-00335 | 01/31/20 | NEW VEH, REFINISH DOORS | Open | 650.00 | 0.00 | | |
| | 20-00717 | 03/12/20 | VEHICLE REPAIR | Open | <u>2,400.97</u> | 0.00 | | |
| | | | | | 3,050.97 | | | |
| 01401 EMBLEM ENTERPRISES, INC.* | | | | | | | | |
| | 20-00369 | 02/04/20 | DEPARTMENT PATCHES | Open | 439.98 | 0.00 | | |

| Vendor # Name | PO # | PO Date | Description | Status | Amount | Void Amount | Contract | PO Type |
|---------------------------------------|----------|----------|-------------------------------|--------|-----------------|-------------|----------|---------|
| 01690 GRANTURK EQUIPMENT CO* | 20-00886 | 04/07/20 | LIFT CYL ASSY | Open | 2,211.04 | 0.00 | | |
| 01873 HOME DEPOT* | 20-00344 | 01/31/20 | SUPPLIES/MATERIALS/FEB. | Open | 123.55 | 0.00 | | |
| 01898 HERITAGE BUSINESS SYSTEMS, INC* | 20-00942 | 04/16/20 | COPIER BOCA ID 40744 | Open | 62.16 | 0.00 | | |
| 02027 JESCO INC* | 20-00482 | 02/19/20 | RENTAL OF SMALL EXCAVATOR | Open | 3,898.50 | 0.00 | | |
| 02108 KEEN COMPRESSED GAS CO* | 20-00341 | 01/31/20 | BOTTLED GAS/FEB | Open | 101.12 | 0.00 | | |
| 02223 LANDSMAN UNIFORMS* | 19-03514 | 12/26/19 | UNIFORMS | Open | 1,449.25 | 0.00 | | |
| 02292 DONALD LOMBARDO | 20-00897 | 04/08/20 | CONTRACTUAL REIMBURSEMNT M | Open | 1,344.54 | 0.00 | | |
| 02411 MENEAR'S TREE SERVICE* | 20-00884 | 04/07/20 | REMOVAL OF TREE BRANCHES | Open | 1,300.00 | 0.00 | | |
| 02541 ROBERT D. MARTIN, JR | 20-00934 | 04/15/20 | CONTRACTUAL REIMBURSEMNT M | Open | 83.02 | 0.00 | | |
| 03008 NJ DEPT OF TREASURY/FEES | 20-00748 | 03/17/20 | CLASS B MONITORING FEE | Open | 2,282.50 | 0.00 | | |
| 03104 NORTHEAST IND.&MARINE SUPPLY* | 20-00810 | 03/27/20 | PARTS/RDS/SANT/RECY/APRIL | Open | 725.88 | 0.00 | | |
| 03280 PARAMOUNT SANITARY SUPPLY* | 20-00685 | 03/10/20 | EMERGENCY SUPPLIES | Open | 238.25 | 0.00 | | |
| 03387 POGUE INC. * | 20-00750 | 03/17/20 | SAFETY AND HEALTH CONSORTIUM | Open | 320.00 | 0.00 | | |
| 03518 RIGGINS, INC.* | 20-00885 | 04/07/20 | OFF HIGHWAY DIESEL | Open | 305.34 | 0.00 | | |
| 03544 PORTER LEE CORP* | 20-00797 | 03/27/20 | B.E.A.S.T. SUPPLIES | Open | 132.15 | 0.00 | | |
| 03611 SERVICE TIRE TRUCK CENTERS* | 20-00749 | 03/17/20 | TIRES/RDS/SANT/RECY/DPW | Open | 3,921.48 | 0.00 | | |
| | 20-00830 | 03/27/20 | TIRES/RDS/SANT/RECY/DPW/MARCH | Open | 3,435.43 | 0.00 | | |
| | | | | | <u>7,356.91</u> | | | |
| 03857 TRI-COUNTY BUILDING SUPPLIES* | 20-00481 | 02/18/20 | LUMBER /BEACH ACCESS /STEPS | Open | 3,646.56 | 0.00 | | B |

| Vendor # Name | PO # | PO Date | Description | Status | Amount | Void Amount | Contract | PO Type |
|---------------|--------------------------------|----------|-------------------------------|--------|----------|-------------|----------|---------|
| 03863 | TREASURER, STATE OF NEW JERSEY | | | | | | | |
| | 20-00902 | 04/08/20 | STATE SURCHARGE JAN THRU MAR | Open | 7,010.00 | 0.00 | | |
| 03917 | STATE OF NJ DEPT OF CHILD/FAML | | | | | | | |
| | 20-00933 | 04/15/20 | QTRLY MARRIAGE LICENSE FEE | Open | 500.00 | 0.00 | | |
| 03971 | VERIZON WIRELESS MDT POLICE | | | | | | | |
| | 20-00891 | 04/07/20 | VERIZON MDT'S | Open | 844.72 | 0.00 | | |
| 03985 | VILLAS NAPA AUTO PARTS | | | | | | | |
| | 20-00340 | 01/31/20 | RDS/SANT/RECY/FEB | Open | 2,498.73 | 0.00 | | |
| 03992 | VAL-U AUTO PARTS LLC* | | | | | | | |
| | 20-00338 | 01/31/20 | RDS/SANT/RECY/DPW/FEB | Open | 2,575.60 | 0.00 | | |
| 04075 | BARBER CONSULTING SERVICES LLC | | | | | | | |
| | 20-00950 | 04/16/20 | INVOICE #1744 | Open | 2,100.00 | 0.00 | | |
| 04097 | CINTAS FIRST AID AND SAFETY* | | | | | | | |
| | 20-00890 | 04/07/20 | MEDICAL CABINET REFILL | Open | 74.83 | 0.00 | | |
| 04204 | ZACHARY ZELWAK | | | | | | | |
| | 20-00205 | 01/16/20 | CONTRACTUAL REIMBURSEMENT M | Open | 426.00 | 0.00 | | B |
| 04301 | SEASHORE ASPHALT CORPORATION* | | | | | | | |
| | 20-00693 | 03/10/20 | HP PATCH | Open | 781.25 | 0.00 | | |
| 7092 | TREASURER, STATE OF NEW JERSEY | | | | | | | |
| | 20-00932 | 04/15/20 | LIFE HAZARED BFCE RENEWAL - | Open | 1,605.00 | 0.00 | | |
| 7199 | STAPLES CREDIT PLAN-INSTORE PU | | | | | | | |
| | 20-00472 | 02/18/20 | 2020 BUSINESS ACCOUNT | Open | 49.00 | 0.00 | | |
| | 20-00577 | 03/02/20 | OFFICE SUPPLIES - CLERK/MAYOR | Open | 83.47 | 0.00 | | |
| | 20-00578 | 03/03/20 | OFFICE SUPPLIES | Open | 244.90 | 0.00 | | |
| | 20-00722 | 03/13/20 | OFFICE SUPPLIES | Open | 115.00 | 0.00 | | |
| | | | | | 492.37 | | | |
| 7441 | ARCHER & GREINER* | | | | | | | |
| | 20-00931 | 04/15/20 | BOND ORD #19-14 | Open | 873.30 | 0.00 | | |
| 7475 | SUZANNE M SCHEID | | | | | | | |
| | 20-00948 | 04/16/20 | CONTRACTUAL REIMBURSEMENT M | Open | 36.18 | 0.00 | | |
| 7478 | WINDSTREAM COMMUNICATION INC* | | | | | | | |
| | 20-00945 | 04/16/20 | MARCH 29TH INV PHONE SERVICE | Open | 1,119.15 | 0.00 | | |
| 7508 | BLANEY & KARAVAN PC* | | | | | | | |
| | 20-00155 | 01/10/20 | RES# 2020-02 LABOR DNE \$40k | Open | 3,248.00 | 0.00 | | B |
| 7523 | NJ-IAAO | | | | | | | |
| | 20-00689 | 03/10/20 | ASSESSMENT COURSE 101-MARISSA | Open | 700.00 | 0.00 | | |

| Vendor # Name | PO # | PO Date | Description | Status | Amount | Void Amount | Contract | PO Type |
|-------------------------------------|----------|----------|--------------------------------|--------|------------------|-------------|----------|---------|
| 7532 HEATHER MCNULTY* | | | | | | | | |
| | 20-00898 | 04/08/20 | MARCH 2020 HI-FIT | Open | 210.00 | 0.00 | | |
| 7636 MOTT MACDONALD LLC* | | | | | | | | |
| | 19-00165 | 01/09/19 | MULLIGAN FIELD RENOV 18-383 | Open | 7,073.00 | 0.00 | | B |
| | 19-01269 | 05/02/19 | ROSEANN AVE PHASE 3 RES 19-157 | Open | 804.00 | 0.00 | | B |
| | 19-01699 | 06/07/19 | C/O 2 RES 19-205 ROSEANN IMPR | Open | 27,058.65 | 0.00 | | B |
| | 19-02964 | 11/06/19 | SERVICES FOR JONATHAN HOFFMANS | Open | 1,795.00 | 0.00 | | B |
| | 20-00413 | 02/07/20 | BEACH ACCESS PROJECT | Open | 8,400.00 | 0.00 | | |
| | 20-00566 | 03/02/20 | MULLIGAN CO#1 DESIGN PHS 20-92 | Open | <u>11,690.00</u> | 0.00 | | |
| | | | | | 56,820.65 | | | |
| 7649 RICHARD E. PIERSON MATERIALS* | | | | | | | | |
| | 19-03407 | 12/12/19 | GRAVEL & SAND-BEACH ACCESS | Open | 422.37 | 0.00 | | |
| 7651 GARDEN STATE COUNCIL BSA | | | | | | | | |
| | 19-02802 | 10/16/19 | DINNER - 10/22/2019 | Open | 500.00 | 0.00 | | |
| 7820 DEBLASIO & ASSOCIATES, P.C.* | | | | | | | | |
| | 19-02342 | 08/21/19 | 2019 ROAD PROGRAM | Open | 14,500.00 | 0.00 | | B |
| | 20-00762 | 03/18/20 | 2019 ROAD PROGRAM CHANGE #2 | Open | <u>2,100.00</u> | 0.00 | | B |
| | | | | | 16,600.00 | | | |
| 7929 AMAZON CAPITAL SERVICES, INC | | | | | | | | |
| | 20-00684 | 03/10/20 | EMERGENCY SUPPLIES | Open | 135.96 | 0.00 | | |
| 8035 LANGUAGE LINE SERVICES INC | | | | | | | | |
| | 20-00715 | 03/12/20 | PHONE INTERPRETATION FEB 2020 | Open | 39.22 | 0.00 | | |
| 8192 DEMAIO'S INC | | | | | | | | |
| | 20-00901 | 04/08/20 | MAINT BOND REFUND 2020-44& 45 | Open | 1,400.00 | 0.00 | | |
| 8212 MICHAEL CALAFATI ARCHITECT LLC | | | | | | | | |
| | 19-01424 | 05/15/19 | RES 19-163 NATHANIEL HOUSE | Open | 4,596.10 | 0.00 | | |
| | 20-00610 | 03/04/20 | FOSTER HOUSE C/O 1 RES 20-101 | Open | <u>1,300.00</u> | 0.00 | | B |
| | | | | | 5,896.10 | | | |
| 8661 PEARL TITTOR | | | | | | | | |
| | 20-00949 | 04/16/20 | MATERIAL FOR MASKS | Open | 779.63 | 0.00 | | |
| AABA AABA FAMILY MEDICAL | | | | | | | | |
| | 20-00776 | 03/20/20 | DISINFECTING WIPES DNE \$600 | Open | 227.40 | 0.00 | | |
| ABBA ABBA MEDICAL SUPPLY* | | | | | | | | |
| | 20-00882 | 04/04/20 | CORVIN MEDICIDE CLEANING/GLOVE | Open | 1,375.00 | 0.00 | | |
| BLAUE BLAUER ASSOCIATES INC* | | | | | | | | |
| | 19-00687 | 03/06/19 | MULLIGAN ADA SCPF | Open | 500.00 | 0.00 | | |
| BOSNA KAREN MANETTE BOSNA | | | | | | | | |
| | 20-00899 | 04/08/20 | MARCH 2020 YOGA | Open | 55.00 | 0.00 | | |

| Vendor # Name | PO # | PO Date | Description | Status | Amount | Void Amount | Contract | PO Type |
|------------------------------|----------|----------|------------------------|--------|--------------------|-------------|--------------------|---------|
| SEAGE SEAGEAR MARINE SUPPLY* | 20-00873 | 04/02/20 | RUBBER GLOVES | Open | 210.00 | 0.00 | | |
| Total Purchase Orders: | | 78 | Total P.O. Line Items: | 0 | Total List Amount: | 181,493.51 | Total Void Amount: | 0.00 |

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

RESOLUTION #2020-133

Title: **AUTHORIZING THE PAYMENT OF VOUCHERS**

| <u>Vendor</u> | <u>Description</u> | <u>Amount</u> |
|------------------------|--------------------------|---------------|
| CHARLES MARANDINO ,LLC | Schellengers Landing | \$594,764.94 |
| | TOTAL Manual Checks | \$594,764.94 |
| | TOTAL Computer Generated | \$ 181,493.51 |
| | TOTAL BILL LIST | \$ 776,258.45 |

| | 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 April 20, 2020.

Julie A Picard, Township Clerk

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

RESOLUTION #2020-134

Title: A RESOLUTION AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL OF LOWER TOWNSHIP

WHEREAS, on September 16, 2019, pursuant to Resolution #2019-288, the Township of Lower adopted a "Personnel Policies and Procedures Manual;" and

WHEREAS, in accordance with N.J.A.C. 4A:6-1.22, the Township of Lower has enacted a "Donated Leave Program," which is contained within said manual, and which outlines the policy, procedures and eligibility requirements that permit Township employees to donate and/or receive leave time to and/or from other employees; and

WHEREAS, the existing "Donated Leave Program" permits Township employees to donate vacation and/or personal time to other employees, subject to specific conditions and requirements outlined within said policy; and

WHEREAS, in accordance with N.J.A.C. 4A:6-1.22, the Mayor and Council of the Township of Lower wish to amend the Donated Leave Program policy in order to add sick time to the permitted list of leave time that can be donated and/or received by employees.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the Personnel Policies and Procedures Manual of Lower Township, specifically the Donated Leave Program, be and hereby is amended to add sick time to the current policy.

| | 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 April 20, 2020.

Julie A Picard, Township Clerk

Donated Leave Program

It shall be the policy of the Township of Lower to institute a donated leave program to support employees who are suffering from a catastrophic illness or injury or who are needed to provide care to an immediate family member who is suffering from a catastrophic health condition or injury that requires a prolonged absence from work. The donated leave program is available to all eligible employees and permits employees to voluntarily donate a portion of their accumulated earned sick, vacation, or personal time to other employees who have exhausted their own accumulated earned leave time and who are suffering from a catastrophic health condition or injury or who are needed to provide care to an immediate family member who is suffering from a catastrophic health condition or injury, requiring an employee's prolonged absence from work.

While using donated leave time, the leave recipient will continue to accrue sick, vacation, holiday leave and guaranteed overtime and be entitled to retain such leave upon his or her return to work.

Any unused donated leave will be returned to the leave donor or donors on a prorated basis upon the leave recipient's return to work, except that if the proration of leave days results in less than one day per donor to be returned, that leave time will not be returned.

A leave recipient must receive at least five days in sick, vacation, or personal time or a combination thereof from one or more leave donors to participate in the donated leave program. A leave recipient will receive no more than 260 days leave and will not receive any such days on a retroactive basis.

A leave donor may donate only whole days and may not donate more than 30 days to any recipient. A leave donor must have remaining at least 12 days of accrued vacation leave if donating vacation leave. A leave donor must have remaining at least 20 days of accrued sick leave if donating sick leave. A leave donor will not revoke the leave donation.

An employee is prohibited from threatening or coercing or attempting to threaten or coerce another employee for the purpose of interfering with rights involving donating, receiving or using donated leave time. Such prohibited acts shall include, but not be limited to promising to confer or conferring a benefit such as an appointment or promotion or making a threat to engage in, or engaging in, an act of retaliation against an employee.

Upon retirement, or resignation if applicable, a leave recipient's terminal sick leave payment will be reduced by the number of days used through the donated leave program.

Recipient Eligibility

Employees will be eligible to receive donated leave if the employee meets all of the following criteria:

- Must be suffering from a catastrophic health condition or injury that is expected to require a prolonged absence from work by the employee or is needed to provide care to a member of the employee's immediate family who is suffering from a catastrophic health condition or injury.
 - With respect to an employee, a "Catastrophic Health Condition or Injury" is defined as "a life-threatening condition or combination of other conditions" or "a period of disability required by his or her mental or physical health or the health of the employee's fetus which requires the care of a physician who provides a medical verification of the need for the employee's absence from work for 60 or more work days.
 - With respect to an employee's immediate family member, a "Catastrophic Health Condition or Injury" is defined as "a life-threatening condition or combination of other conditions" or "a period of disability required by his or her mental or physical health which requires the care of a physician who provides a medical verification of the need for the employee's absence from work for 60 or more work days."
- Must produce acceptable medical verification from a physician or other licensed health care provider. The medical verification must indicate the nature, severity, and anticipated duration of the disability resulting from the serious health condition or injury involved
- Must have completed at least one year of continuous service.
- Must have exhausted all offal accrued sick, vacation and administrative leave, all sick leave injury benefits, if any, and all compensatory time off.
- Must have received at least 5 donated days from one or more leave donors to participate in the program.

Donor Eligibility

Employees will be eligible to donate leave to another employee if the employee meets the following:

- May donate up to 20 leave days to any recipient. Only whole days may be donated.
- Must have remaining to his or her credit following any donations at least 12 days of accrued vacation, if donating vacation leave, and/or 20 days of accrued sick leave, if donating sick leave. Donated leave days may not be revoked by the donor.
- Must not have solicited or accepted anything of value for the donation
- The donation of sick time will not affect the donor's ability to sell back sick time in accordance with provisions of the current Collective Bargaining Agreement.

Procedure

An Employee must submit a written request to participate in the donated leave program through their supervisor, at least 20 days before exhausting their accumulated earned leave. Acceptable medical verification must accompany this request. The employee's supervisor may make a request on behalf of the employee for his or her participation in the program as a leave recipient. The supervisor will forward the request and medical verification to the Township Manager for approval.

When an employee is approved as a leave recipient, the Township, with the employee's consent, will post or circulate the employee's name in a conspicuous manner to encourage the donation of leave time, and will provide notice to all Union Representatives. If the employee is unable to consent to this posting or circulation, the employee's immediate family members may consent on his or her behalf.

An employee must sign a Recipient Affidavit consenting to participate in the donated leave program. Employees wishing to donate leave to another employee must complete a Donor Transfer Form authorizing the transfer of leave. Recipient Affidavits and Donor Transfer Forms are available in each department. Completed Donor Transfer Forms should be forwarded to the Township Manager or his/her designee for processing.

TOWNSHIP OF LOWER DONATED LEAVE PROGRAM

RECIPIENT AFFIDAVIT

I have read the procedures regarding the donated leave program and I consent to participation in this program.

If my participation in this program is approved, I hereby authorize and provide my consent to permit the Township to post or circulate my name, in a conspicuous manner, in an effort to encourage the donation of leave time.

I understand that the number of days used through the donated leave program will reduce my terminal sick leave payment at retirement or resignation if applicable.

I hereby request to participate in the donated leave program for the following reason (s):

I have attached a doctor's certification to this affidavit attesting to the nature of my catastrophic health condition or injury. According to my doctor, I expect to be absent from work until:

I certify that I have not solicited or accepted anything of value for the donation of paid leave time.

I have not directly or indirectly intimidated, threatened or coerced, or attempted to intimidate, threaten or coerce any employee for the purpose of obtaining a donation of paid leave.

I have not interfered with any right that another employee may have with respect to contributing, receiving or using paid leave under this program.

I understand that I cannot receive temporary disability (TDI) benefits for the same period that I am paid wages from donated leave or while using any of my own leave time.

I also understand that the temporary disability benefits law requires that I use all of the donated leave before benefits can be paid.

Name (Print)

Signature

Social Security Number

Home Telephone Number

Date

TOWNSHIP OF LOWER DONATED LEAVE PROGRAM

DONOR TRANSFER FORM

I hereby direct the Payroll Department to transfer leave credit as indicated below to be used by the recipient.

DONATION SECTION:

Name of Recipient: _____

_____ I wish to donate _____ **SICK DAYS** - This will not reduce my sick leave below 20 accrued days

_____ I wish to donate _____ **VACATION DAYS** - This will not reduce my vacation leave below 12 accrued days

_____ I wish to donate _____ **PERSONAL DAYS**

CERTIFICATION SECTION:

I certify that I have not solicited or accepted anything of value for the donation of paid leave time.

Signature

Date

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

RESOLUTION #2020-135

Title: RESOLUTION AUTHORIZING THE TAX COLLECTOR TO PROCESS THIRD QUARTER
"ESTIMATED" TAX BILLS, DUE AUGUST 1, 2020

WHEREAS, due to the Covid-19 health crisis facing the State of New Jersey, Governor Murphy issued a State of Emergency in Executive Order 103. As a result, the State's fiscal year will be extended to September 30, 2020; and

WHEREAS, due to the State of Emergency, the Cape May County Board of Taxation will be unable to certify the tax rate and therefore, the Municipal Tax Collector will also be unable to mail tax bills on a timely basis; and

WHEREAS, the Municipal Tax Collector in consultation with the Municipal Chief Financial Officer has computed an estimated tax levy in accordance with N.J.S.A. 54:4-66.3, and they have signed a certification showing the tax levies for the previous year, the tax rates and the range of permitted tax levies.

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

1. The Municipal Tax Collector is hereby authorized and directed to prepare and issue estimated tax bills for the municipality for the third installment of 2020 taxes. The Tax Collector shall proceed and take such actions as permitted by N.J.S.A. 54:4-66.2 and 54:4-66.3.
2. The estimated tax levy for 2020 is hereby set at \$64,333,624.17, this results in an estimated tax rate of \$1.76
3. Rates for the three fire districts will be added to the base tax rate using the same amount billed in 2019.
4. The Municipal Tax Collector must mail the estimated tax bills to property owners no later than June 30, 2020.
5. In accordance with N.J.S.A. 54:4-66.3, the third installment of 2020 taxes shall not be subject to interest until the later of; the grace period or the 25th, (twenty-fifth) calendar day after the estimated tax bills are mailed. The estimated tax bills shall contain a notice specifying the date with interest may begin to accrue.

| | 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 April 20, 2020.

Julie A Picard, Township Clerk

TOWN: LOWER TOWNSHIP

CERTIFICATION OF THIRD QUARTER 2020 ESTIMATED TAX LEVY/TAX RATE

| | |
|---------------|-----------------|
| 2019 Tax Rate | |
| \$1.738 | Allowable Range |

| | | 95% | 105% |
|-------------------|---------|--------|--------|
| Municipal | \$0.584 | \$0.55 | \$0.61 |
| Local School | \$0.483 | \$0.46 | \$0.51 |
| Regional School | \$0.368 | \$0.35 | \$0.39 |
| Fire District | | | \$0.00 |
| County | \$0.254 | \$0.24 | \$0.27 |
| County Open Space | \$0.012 | \$0.01 | \$0.01 |
| County Library | \$0.037 | \$0.04 | \$0.04 |
| Totals | \$1.738 | \$1.65 | \$1.82 |

| | 2019 | 2020 Estimated | Incr/Decr | |
|-------------------|---------|----------------|-----------|----------|
| Municipal | \$0.584 | \$0.584 | \$0.000 | 100.000% |
| Local School | \$0.483 | \$0.492 | \$0.009 | 101.800% |
| Regional School | \$0.368 | \$0.375 | \$0.007 | 102.00% |
| County | \$0.254 | \$0.259 | \$0.005 | 101.90% |
| County Open Space | \$0.012 | \$0.012 | \$0.000 | 101.90% |
| County Library | \$0.037 | \$0.038 | \$0.001 | 101.90% |
| Totals | \$1.738 | \$1.760 | \$0.022 | 101.25% |



This cannot be over 105% or under 95%

| | |
|-----------------------|-------|
| 2019 FIRE DISTRICT #1 | 0.060 |
| 2019 FIRE DISTRICT #2 | 0.066 |
| 2019 FIRE DISTRICT #3 | 0.064 |

| | |
|-----------------------------|-------------------------|
| ASSESSED VALUATION | 3,655,712,129.00 |
| DIVIDED BY 100 | 36,557,121.29 |
| MULTIPLIED BY EST. TAX RATE | \$1.760 |
| TAX LEVY | 64,333,624.17 ESTIMATED |

| Certification: | SIGNATURE | CERTIFICATE # | DATE |
|-------------------------|-----------|---------------|-----------|
| Chief Financial Officer | | NO423 | 4/20/2020 |
| Tax Collector: | | T-8103 | 4/20/2020 |
| Municipal Clerk: | | 1673 | 4/20/2020 |

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

RESOLUTION #2020-136

Title: AUTHORIZATION FOR EXTENSION OF LATE FEE FOR DOG LICENSES FOR THE YEAR 2020

WHEREAS, on March 9, 2020, Governor Murphy issued Executive Order 103 declaring a State of Emergency and a Public Health Emergency in response to the outbreak of the novel Coronavirus within the State of New Jersey; and

WHEREAS, on April 7, 2020, Governor Murphy issued Executive Order 119 declaring and proclaiming that the State of Emergency and Public Health Emergency associated with the novel Coronavirus continues to exist in the State of New Jersey; and

WHEREAS, in light of the substantial disruption caused by the outbreak of the novel coronavirus and the social distancing restrictions enacted by the State of New Jersey, Township residents who own dogs have been unable to renew and obtain their 2020 Township dog licenses, and, pursuant to section 166-2 of the Township Code, a \$5.00 late fee will be assessed against individuals who fail to register their dogs by May 1, 2020; and

WHEREAS, in light of the disruptions caused by the novel coronavirus and the social distancing restrictions enacted by the State of New Jersey, the Mayor and Council of the Township of Lower finds it to be necessary and appropriate to extend the May 1st deadline to register/license dogs within the Township of Lower to July 1, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the deadline to license/register dogs within the Township of Lower is hereby extended to July 1, 2020, and the \$5.00 late fee for 2020 Dog Licenses shall be waived until June 30, 2020.

| | 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 April 20, 2020.

Julie A Picard, Township Clerk

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

RESOLUTION # 2020-137

Title: APPROVAL OF CHANGE ORDER #3 FOR THE CONSTRUCTION PHASE OF THE ROSEANN AVENUE ROADWAY AND UTILITY IMPROVEMENTS PROJECT- PHASE III TO MOTT MACDONALD

WHEREAS, Mott MacDonald has been approved to provide Professional Services for the Roseann Avenue/Bayshore Estates Drainage and Stormwater Management Improvement Project Phase III as per Resolution #2018-197 on June 4, 2019 for \$131,180.00 for the Design, Permitting and Bid Phase; Change order #1 was approved by Resolution #2019-156 on April 15, 2019 in the amount of \$2,700.00; Change Order #2 was approved by Resolution #2019-205 (construction phase) in the amount of \$279,500; and

WHEREAS, Mott MacDonald has provided a proposal for additional Inspections during the construction phase of the Roseann Avenue Roadway and Utility Improvement Project Phase III for \$18,000.00; and

WHEREAS, the Township Council desires to approve the additional services and the CFO has certified the availability of funds by her signature in the budget as follows:

Appropriation: Ord #18-05 C-04-55-421-100

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 #3 attached hereto in the amount of \$18,000.00 for Mott MacDonald is hereby approved and the contract total is now increased to \$431,380.00.

| | 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 April 20, 2020.

Julie A Picard, Township Clerk

jpocard

From: gdouglass
Sent: Wednesday, April 15, 2020 1:40 PM
To: jpocard; jridgway; mvitelli
Subject: Fwd: Request for Additional Inspection Budget, Roseann Avenue, Phase 3

I need this put on for a change order.
See below
Sent from my iPhone

Begin forwarded message:

From: "Sray, Mark" <Mark.Sray@mottmac.com>
Date: April 15, 2020 at 1:24:25 PM EDT
To: gdouglass <gdouglass@townshipoflower.org>
Cc: "Carr, Shawn" <Shawn.Carr@mottmac.com>
Subject: Request for Additional Inspection Budget, Roseann Avenue, Phase 3

Gary,

As discussed, we are at approximately 98% of our reimbursable inspection budget (\$184,100) which was authorized under Township Resolution No. 2019-205 (Purchase Order No. 19-01699). It was our intent, based on the initial December 2019 completion date, to complete the project inspection under our original inspection budget but due to extra time and coordination spent to address unforeseen conditions, extra work claims from the Contractors, impacts of the water main on the proposed storm main and the downtime and additional coordination due to the electric utility issues at Bayshore Road, we have spent additional time that was not originally anticipated in the initial inspection budget.

Based on a project completion date of May 8th we are respectfully requesting an additional \$18,000 of inspection budget to bring this project to completion. As our previous inspection budget was a reimbursable not to exceed cap, we will only bill the Township for the costs incurred.

Please let me or Shawn know if you have any questions regarding this request or require additional information.

Thanks,

Mark

Mark R. Sray
Principal Project Manager
D 412 497 2903
mark.sray@mottmac.com



Mott MacDonald
Two Allegheny Center
Nova Tower 2, Suite 1301
Pittsburgh
PA 15212
United States of America

[Website](#) | [Twitter](#) | [LinkedIn](#) | [Facebook](#) | [Instagram](#) | [YouTube](#)

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ORDINANCE #2020-11

Title: **AN ORDINANCE AMENDING CHAPTER 166, ARTICLE XII, WILDLIFE FEEDING, OF THE CODE OF THE TOWNSHIP OF LOWER, TO PROHIBIT THE FEEDING OF WILDLIFE ON PRIVATE PROPERTY WITHIN THE TOWNSHIP OF LOWER**

WHEREAS, pursuant to N.J.S.A. 40:48-2, a municipality may make, amend, repeal, and enforce such other ordinances, regulations, rules and by-laws not contrary to the laws of this state or of the United States, as it may deem necessary and proper for the good government, order and protection of person and property, and for the preservation of the public health, safety and welfare of the municipality and its inhabitants, and as may be necessary to carry into effect the powers and duties conferred and imposed by this subtitle, or by any law; and

WHEREAS, Chapter 166, Article XII, Wildlife Feeding, of the Code of the Township of Lower, currently regulates and prohibits the feeding of unconfined wildlife in any public park or on any other property owned or operated by the Township of Lower, in an effort to protect public health, safety and welfare; and

WHEREAS, the Township of Lower recognizes that the feeding of unconfined wildlife is in many situations detrimental to the wildlife itself, and can create a nuisance for property owners and residents alike, negatively impacting the health, safety, and general welfare of the public; and

WHEREAS, the Township Council of the Township of Lower desires to amend Chapter 166, Article VII of the Township Code in order to prohibit the feeding of unconfined wildlife on private property in order to further protect the health, safety, and general welfare of the public.

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 166, Article VII, Wildlife Feeding, is hereby repealed and replaced with:

166-13 Purpose

The purpose of this article is to prohibit the feeding of unconfined wildlife in any public park or on any other property owned or operated by Township of Lower, and on all private property located within the Township of Lower, so as to protect public health, safety and welfare, and to prescribe penalties for failure to comply.

166-14 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.

FEED

To give, place, expose, deposit, distribute or scatter any edible material with the intention of feeding, attracting or enticing wildlife. Feeding does not include baiting in the legal taking of fish and/or game.

PERSON

Any individual, corporation, company, partnership, firm, association, or political subdivision of this state subject to municipal jurisdiction.

WILDLIFE

All animals that are neither human nor domesticated, including but not limited to coyotes, feral cats, deer, raccoons, opossums, skunks, and carnivorous scavenger birds such as turkey vultures and black buzzards.

166-15 Prohibited Conduct

No person shall feed, in any public park or on any other property owned or operated by the Township of Lower, or on any private property located within the Township of Lower, any wildlife, excluding confined wildlife (for example, wildlife confined in zoos, parks or rehabilitation centers, or unconfined wildlife at environmental education centers, or feral cats as part of an approved trap-neuter-release program).

Nothing contained herein shall prohibit persons from feeding birds, with the exception of carnivorous scavenger birds such as turkey vultures and black buzzards, on their private property using bird feeders filled with bird seed.

166-16 Enforcement

A. This article shall be enforced by the Lower Township Police Department and/or any other municipal officials authorized by law to enforce the Ordinances of the Township of Lower.

B. Any person found to be in violation of the provisions of this Article shall be ordered to immediately cease and desist the feeding of wildlife.

166-17 Violations and Penalties.

Any person(s) who is found to be in violation of the provisions of this article shall be subject to a maximum penalty, upon conviction, of a fine not exceeding \$1,000 or imprisonment for a period not exceeding 90 days, or both (N.J.S.A. 40:49 5).

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: April 20, 2020

Adopted:

Attest: _____
Julie A Picard, Township Clerk

**2020 CASH RECEIPTS
MARCH**

Township of Lower
Office of the Tax Collector

| | MONTH TO DATE | YEAR TO DATE |
|-----------------------------------|-------------------|----------------------|
| Receipts | | |
| Current year taxes (2020) | \$730,177.80 | 6366094.18 |
| Prior year taxes (2019) | 58,475.03 | 343,159.46 |
| Prior year taxes (2018) | | 3,000.74 |
| Prior year taxes (2017) | - | 1,527.00 |
| Previously exempt property | | 0.00 |
| State Audit Pay Back | 500.00 | 500.00 |
| Municipal Lien | | 6,896.85 |
| Recording | | 0.00 |
| Bankruptcy | | 0.00 |
| 6% Penalty | 868.24 | 1,550.72 |
| Municipal Service Fees | 12,870.00 | 12,870.00 |
| Tax Search Fees | | 20.00 |
| Interest | 10,358.82 | 24,301.36 |
| Lot clearing | 700.00 | 2,485.00 |
| Returned Check Fees | - | 40.00 |
| Duplicate Bills | 40.00 | 105.00 |
| Trash | 5,280.50 | 7,689.50 |
| TOTAL DEPOSITS | 819,270.39 | 16,177,276.82 |
| DEPOSITED TO COUNCIL CHECK | 662,868.97 | 5,592,800.56 |
| DEPOSITED TO WIPP ACCOUNT | 156,401.42 | 1,240,549.14 |
| TOTAL DEPOSITS | 819,270.39 | 6,833,349.70 |
| NSF Reversals | 2,193.19 | 52,806.91 |
| WIPP NSF Reversals | 156,401.42 | 178,839.83 |
| NSF Fee Reversal | | |
| TOTAL NSF | 158,594.61 | 231,646.74 |
| TOTAL | 660,675.78 | 6,601,702.96 |

Prepared by Kathy Brown

**2020 MARCH
VITAL STATISTICS**

| | |
|------------------------|-----|
| Marriages,Civil Unions | 4 |
| Domestic Partners | 0 |
| Ceritifed Copies | 143 |
| Certified Copies EDRS | 0 |
| Burial Permits | 0 |

| | |
|-------------------------------|------------|
| Marriages, Civil Unions State | \$100.00 |
| Domestic Partners State | \$0.00 |
| Marriages, Civil Unions Twp | \$12.00 |
| Domestic Partners Twp | \$0.00 |
| Certified Copies | \$1,430.00 |
| Certified Copies EDRS | \$0.00 |
| Burial Permits | \$0.00 |

| | |
|--------------|-------------------|
| TOTAL | \$1,542.00 |
|--------------|-------------------|