

**WORK SESSION & REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL**  
**December 2, 2019 - 7:00 P.M.**

**Meeting called to order**

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

**Consent Agenda**

Approval of Minutes/Closed Session Minutes - November 18, 2019  
Res. #2019-354 - Payment of Vouchers \$ 432,430.89  
Res. #2019-355 - A Resolution Requesting Release of A Demolition Bond for Block 53, Lots 1-3, 504 East St. Johns Ave  
Res. #2019-356 - Authorization for Refund of Taxes (2 properties)  
Res. #2019-357 - A Resolution Approving an Interlocal Services Agreement Between the Township of Lower and Lower Township Fire District #3 (renewal)  
Res. #2019-358 - A Resolution Affirming the Execution of an Interlocal Services Agreement for Fire Suppression Services (Borough of WW Crest, WWC Fire Co #1, Twp of Lower & Erna Vol Fire Co)  
Res. #2019-359 - Authorization for the Payout of Accumulated Vacation Time (W.Mastriana \$5,994.32)  
Res. #2019-360 - Authorization for the Payout of Accumulated Vacation Time (J.Ridgway \$4,826.92)  
Res. #2019-361 - Authorization for the Payout of Accumulated Compensatory Time (B.McEwing \$2,529.93)  
Res. #2019-362 - Approval for 2019 Christmas Parade (annual)  
Res. #2019-363 - Approval of Contribution to the Coast Guard Community Festival (\$1,000 annual)  
Res. #2019-364 - Amending Resolution #2019-32, Authorizing Contracts with Certain Approved State Contract Vendors to Add Richard E. Pierson Materials Contract #87741 for Contracting Units Pursuant to N.J.S.A. 40A:11-12a  
Res. #2019-365 - Authorization: Determination of Municipal Service Fes for 2020 (annual)  
Res. #2019-366 - Renewal of Junk Yard License for Cape May Used Auto Parts for the Year 2020  
Res. #2019-367 - Transfer of 2019 Appropriations (\$5,000)  
Res. #2019-368 - Authorization for the Payout of Accumulated Sick Time (L.Read \$24,427.57 to Def Comp)  
Ordinance #2019-17 - Salary and Benefit Ordinance for the Township of Lower - This is the first reading of this Ordinance. The second reading and public hearing has been scheduled for December 16, 2019

**Regular Agenda**

Ordinance #2019-16 - Bond Ordinance Amending and Supplementing Bond Ordinance Number 2019-14 (Which Provides for Various Safety and Identification Improvements to Schellengers Landing) Heretofore Finally Adopted by the Township Council of the Township of Lower, in the County of Cape May, State of New Jersey on October 21, 2019, to Increase the Appropriation by \$500,000 and to Increase the Authorization of Bonds or Notes by \$475,000. This is the second reading and public hearing of this Ordinance. This Ordinance has been published, posted and made available to the public.

**Engineer's Report**

**Administrative Reports**

Monthly - Finance

**Council Comments**

**Call to the Public**

**Adjournment**

## COUNCIL MEETING MINUTES – November 18, 2019

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on November 18, 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

Office of Emergency Management Update on Warming Centers – Ed Donohue, OEM Coordinator  
Ed Donohue, Lower Township Office of Emergency Management Coordinator, updated Council on the difference between warming centers and shelters and spoke of the advantages to designating Seashore Church of the Nazarene as the Township's warming center, in cooperation with other organizations. He also informed about shelter operations and the County's long term goal.  
Deputy Mayor Sippel asked about a generator. A brief discussion ensued with Council and Manager Ridgway.

### Consent Agenda

Approval of Minutes - November 4, 2019

Res. #2019- 341- Payment of Vouchers \$ 742,160.07

Res. #2019-342 - A Resolution Approving a Shared Service Agreement Between the Township of Lower, the County of Cape May and the Municipal and County Enforcement Agencies to Participate in the Cape May County Law Enforcement Records Management System

Res. #2019-343- Authorization for the Payout of Accumulated Compensatory Time (M.Gamble \$2,251.98)

Res. #2019-344- Approval of Contribution to Lower Township Rotary (\$800 Tree Lighting/Parade)

Res. #2019-345- A Resolution Requesting Release of Performance Guarantee for Cape May Food Group/Dunkin Donuts; Block 494.54, Lot 1 Escrow #Z16-03-01

Res. #2019-346- Capital Budget Amendment

Res. #2019-347- A Resolution Designating Lower Township's Municipal Warming Centers (Seashore Community Church of the Nazarene)

Res. #2019-348 - A Resolution Requesting Release of Maintenance Guarantee for Conifer Realty, LLC; Block 741.01, Lot 2.07; Escrow Z05-01-06

Res. #2019-349 - Transfer of 2019 Appropriations

Ordinance #2019-16 - Bond Ordinance Amending and Supplementing Bond Ordinance Number 2019-14 (Which Provides for Various Safety and Identification Improvements to Schellengers Landing) Heretofore Finally Adopted by the Township Council of the Township of Lower, in the County of Cape May, State of New Jersey on October 21, 2019, to Increase the Appropriation by \$500,000 and to Increase the Authorization of Bonds or Notes by \$475,000. This is the first reading of this Ordinance. The second reading and public hearing has been scheduled for December 2, 2019.

Deputy Mayor Sippel asked Joe Maffei, EDA, to elaborate on the status of the Schellenger's Landing Project. Mr. Maffei gave an update regarding the additional costs.

Bill Greenfield, Villas, asked about Resolution 2019-346.

Clerk Picard explained the statutory requirement for a bond ordinance.

Mr. Greenfield inquired about the cost of the Schellenger's Landing Project and his concern about the safety factor. Manager Ridgway explained.

Mayor Simonsen pointed out the need for help from Legislators.

Mr. Maffei and Bill Galestok shared additional information regarding the project.

On the Consent:

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

**Regular Agenda**

Res. #2019-350 - Authorization for 2019 Incentive Award for Insurance Waiver (\$57,500)

Councilmember Conrad pointed out savings to the Township as a result of Resolution #2019-350.

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

Res. #2019-351 - Authorization for the Payment of College Credits (\$18,810)

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

**Manager's Report**

Manager Ridgway spoke about the success of the Veteran's Day Parade and County programs for Senior Citizens. He updated Council on contract negotiation meetings and the Breakwater housing project.

Mayor Simonsen thanked Deputy Mayor Sippel and Eileen Kreis for the success of the Veteran's Day Parade.

**Administrative Reports**

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

**Council Comments**

Councilmember Conrad thanked Deputy Mayor Sippel, Eileen Kreis and OEM for the Veteran's Day Parade and wished everyone a happy Thanksgiving.

Manager Ridgway gave an update on the beach access improvements at the request of Councilmember Perry. Councilmember Perry gave an update on the Roseann Avenue project.

Manager Ridgway asked Mr. Maffei for an update on Village Road. Mr. Maffei informed that the permit is in place for Village Road beach access.

Councilmember Roy wished everyone a safe and happy Thanksgiving.

Deputy Mayor Sippel thanked the Mayor and Councilmembers for their kind words and shared his observations from the Veteran's Day Parade.

Mayor Simonsen shared comments regarding Veteran's Day and announced the following upcoming events: Tree Lighting Ceremony, Town Hall Meeting, Rotary Christmas Parade, the Great American Smoke-out, LCMR Anchor Bowl and the 17<sup>th</sup> Annual Turkey Trot.

**Call to the Public**

Lynette Goodstine, Shadeland Ave, addressed Council with concern about the beach access at Shadeland Avenue. Manager Ridgway addressed Ms. Goodstine's concerns and reminded that the access is closed due to construction. Councilmember Conrad pointed out the Township's diligence in prioritizing the access. Councilmember Perry reiterated Councilmember Conrad's arguments and reminded of the work load on Public Works.

Ms. Goodstine continued her debate with Manager Ridgway.

Bill Galestok addressed Council to inform about the Resiliency Grant and other beach improvements.

Joe Maffei gave an update on the timeline.

Bill Greenfield, Villas, asked for an update on the berm.

Councilmember Conrad advised that the Township is waiting on the Army Corp of Engineers.

Eileen Kreis countered Ms. Goodstine's comments. She also thanked the community for their support of the Veteran's Day Parade.

Lynette Goodstine voiced opposition to the comments about the beach path.

Mayor Simonsen wished everyone a happy Thanksgiving.

**Closed Session**

Res. #2019-352 - Resolution Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12. **Negotiation Update; Litigation Update (Hanson/Morrell); Contract Update; Attorney/Client Privilege**

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

**\*\* Council MAY return to Open Session to take Action on a Union Contract**

**Council adjourned to Closed Session at 7:59 p.m.**

**Council returned to Open Session at 9:16 p.m.**

Res. #2019-353 A Resolution Ratifying a Four (4) Year Memorandum of Agreement Between the Township of Lower and Teamsters Local No. 676

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

**Adjournment**

There being no further business to address, motion to adjourn moved by Councilmember Conrad, seconded by Assemblyman Elect Mayor Simonsen. Motion to adjourn was unanimous. Meeting adjourned at 9:17 p.m.

\_\_\_\_\_  
Mayor

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

Approved:



Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01251 BRIAN DICKINSON	19-03253	11/25/19	CONTRACTUAL REIMBURSEMENT M	Open	3,589.00	0.00		
01269 DISCOUNT HYDRAULICS*	19-02948	11/01/19	HOSE	Open	695.34	0.00		
01294 RUSSELL F. DOUGLASS	19-03193	11/19/19	CONTRACTUAL REIMBURSEMENT M	Open	211.76	0.00		
01490 ROBERT FESSLER	19-03177	11/15/19	CONTRACTUAL REIMBURSEMENT V	Open	317.95	0.00		
01577 MIKE FLINN**	19-03245	11/25/19	2019 FALL JUDO	Open	760.00	0.00		
01641 GALL'S INC*	19-02595	09/25/19	SUPPLIES	Open	344.00	0.00		
01643 WILLIAM GALESTOK	19-03196	11/19/19	SHOE REIMBURSEMENT 11/8/19	Open	76.00	0.00		
	19-03206	11/21/19	11/20/19 LEAGUE REIMBURSEMENT	Open	<u>20.00</u>	0.00		
					96.00			
01653 GENTILINI FORD*	19-02945	11/01/19	ENGINE REPAIR TRUCK12	Open	3,875.54	0.00		
01661 GENERAL SALES ADMINISTRATION*	19-02805	10/16/19	NEW VEHICLE EQUIPMENT	Open	725.99	0.00		
01667 GLOUCESTER COUNTY POLICE ACAD*	19-01497	05/24/19	TRAINING 11/11/19 - 11/15/19	Open	100.00	0.00		
01690 GRANTURK EQUIPMENT CO*	19-02946	11/01/19	RUBBER HOSE	Open	524.25	0.00		
01785 ROBERT HARTMAN SR	19-03198	11/19/19	CONTRACTUAL REIMBURSEMENT	Open	406.50	0.00		
02025 HUNTER JERSEY PETERBILT*	19-02925	10/30/19	TRASH TRUCK	Open	1,406.54	0.00		
	19-02947	11/01/19	COOLER KIT	Open	<u>632.72</u>	0.00		
					2,039.26			
02136 TED KINGSTON INC*	19-03215	11/25/19	REPETER SHED MAINT.	Open	105.00	0.00		
02140 KINDLE FORD LINC/MERC., INC.*	19-02935	10/31/19	PARTS FOR POLICE VEHICLE	Open	3,115.63	0.00		
02248 LAWREN SUPPLY*	19-02562	09/19/19	BALLISTIC VESTS	Open	4,699.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
02334 LOWER TWP CHAMBER OF COMMERCE	19-03065	11/07/19	Contribution	Open	3,500.00	0.00		
02538 MARSH & MCLENNAN AGENCY, LLC*	19-00052	01/04/19	DNE\$26,674.08 BROKER	Open	2,222.84	0.00		
02541 ROBERT D. MARTIN, JR	19-03252	11/25/19	CONTRACTUAL REIMBURSEMENT M	Open	3,252.00	0.00		
02585 WILLIAM MASTRIANA	19-03203	11/21/19	TRAINING MEALS 11/13 & 14/19	Open	20.00	0.00		
02725 THOMAS MILLS	19-03194	11/19/19	INSPECTION 833 KATHRYN BLVD	Open	28.23	0.00		
03026 NJ STATE HEALTH BENEFITS	19-03249	11/25/19	DECEMBER 2019 ACTIVE ID#024700	Open	185,904.92	0.00		
	19-03251	11/25/19	DEC 2019 HEALTH BENEFITS	Open	<u>65,828.36</u>	0.00		
					251,733.28			
03280 PARAMOUNT SANITARY SUPPLY*	19-02919	10/29/19	TOILET PAPER-ALL BUILDINGS	Open	367.00	0.00		
03305 PEDRONI FUEL*	19-03234	11/25/19	NO LEAD	Open	196.82	0.00		
03427 POLAR BEAR MECHANICAL SERVICES	19-02926	10/30/19	HVAC MAINTENANCE	Open	735.00	0.00		B
03460 V.E. RALPH & SON, INC.*	19-02641	09/26/19	SUPPLIES	Open	2,082.73	0.00		
03518 RIGGINS, INC.*	19-03175	11/15/19	OFF HIGHWAY DIESEL	Open	1,109.36	0.00		
03611 SERVICE TIRE TRUCK CENTERS*	19-02290	08/15/19	TIRES/RDS/SANT/RECY/DPW/OCT.	Open	5,585.32	0.00		
03660 SIRCHIE FINGERPRINT LAB. INV.*	19-02818	10/18/19	DETECTIVE SUPPLIES	Open	444.53	0.00		
03692 SOUTH JERSEY GAS CO*	19-03254	11/25/19	10/18-11/18/19 NATURAL GAS	Open	2,212.99	0.00		
03720 SOUTH SHORE BASKETBALL LEAGUE	19-02936	10/31/19	REFEREE AND LEAGUE FEES-BOYS	Open	1,575.00	0.00		
	19-02937	10/31/19	REFEREE AND LEAGUE FEES- GIRLS	Open	<u>1,575.00</u>	0.00		
					3,150.00			
03844 GIACOMO TROMBETTA	19-03247	11/25/19	CONTRACTUAL REIMBURSEMENT M	Open	1,732.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03902 DONALD VANAMAN JR	19-03191	11/19/19	TRAINING MEALS	Open	20.00	0.00		
03914 ULINE INC*	19-02863	10/24/19	STORAGE	Open	561.89	0.00		
03915 TURF EQUIPMENT & SUPPLY CO*	19-03099	11/08/19	SUPPLIES FOR TRUCKS	Open	304.48	0.00		
03969 VERIZON	19-03208	11/21/19	11/13-12/12/19 LANDLINES	Open	258.61	0.00		
03994 MARGARET VITELLI	19-03244	11/25/19	11/2019 LEAGUE REIMBURSEMENT	Open	96.84	0.00		
03995 VITAL COMMUNICATIONS, INC.*	19-02965	11/06/19	VITAL INSTALLATION	Open	250.00	0.00		
04097 CINTAS FIRST AID AND SAFETY*	19-03173	11/15/19	REFILL MEDICAL CABINET	Open	47.86	0.00		
04301 SEASHORE ASPHALT CORPORATION*	19-02915	10/29/19	ASPHALT/PATCH/RDS	Open	242.50	0.00		
05066 MICHAEL REEB	19-02944	11/01/19	DJ FOR VETERAN'S DAY PARADE	Open	150.00	0.00		
5016 BROOKAIRE COMPANY	19-02819	10/18/19	FILTERS/TWP	Open	628.33	0.00		
5032 NORTH WILDWOOD \$ CREST SHIRT*	19-02394	08/29/19	TSHIRTS HEALTH FAIR	Open	453.60	0.00		
6059 USABLE LIFE	19-03250	11/25/19	DEC 2019 LIFE INSURANCE	Open	631.40	0.00		
6071 UNITED UNIFORMS LIMITED LIAB*	19-02865	10/24/19	UNIFORM POLOS	Open	619.00	0.00		
7098 SHORE VETERINARIAN ANIMAL *	19-00053	01/04/19	LOWER ANIMAL CONTROL DNE \$54K	Open	4,500.00	0.00		
7195 PHOENIX ADVISORS, LLC*	19-00057	01/07/19	2019 AGREEMENT	Open	1,250.00	0.00		
7196 LAUREN HUGGINS SUIT*	19-00032	01/04/19	2019 DNE 12,900.00	Open	1,075.00	0.00		
7199 STAPLES CREDIT PLAN-INSTORE PU	19-02845	10/22/19	OFFICE SUPPLIES	Open	253.89	0.00		
	19-02881	10/28/19	OFFICE SUPPLIES	Open	199.96	0.00		
	19-02927	10/30/19	Veterans Day/Dog Paper/Supplie	Open	96.26	0.00		
	19-03141	11/13/19	OFFICE SUPPLIES	Open	494.66	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
<b>7199 STAPLES CREDIT PLAN-INSTORE PU Continued</b>								
	19-03156	11/14/19	BANKERS BOX	Open	39.96	0.00		
					<u>1,084.73</u>			
<b>7459 AAREN SENICO</b>								
	19-03178	11/15/19	CONTRACTUAL REIMBURSEMENT V	Open	115.98	0.00		
<b>7475 SUZANNE M SCHEID</b>								
	19-03179	11/15/19	CONTRACTUAL REIMBURSEMENT M	Open	63.00	0.00		
	19-03248	11/25/19	CONTRACTUAL REIMBURSEMENT M	Open	54.95	0.00		
					<u>117.95</u>			
<b>7507 STEFANKIEWICZ &amp; BELASCO LLC</b>								
	19-00046	01/04/19	RES 2019-01 DNE 28,000	Open	2,333.37	0.00		
	19-00047	01/04/19	DNE \$97,000 EXPENSES	Open	6,996.91	0.00		
					<u>9,330.28</u>			
<b>7508 BLANEY &amp; KARAVAN PC*</b>								
	19-00050	01/04/19	RES#2019-05 PROSECUTOR DNE\$40K	Open	6,666.70	0.00		
<b>7636 MOTT MACDONALD LLC*</b>								
	19-01699	06/07/19	C/O 2 RES 19-205 ROSEANN IMPR	Open	44,491.71	0.00		B
	19-02853	10/24/19	ROSEANNE #15-231 \$19,377.30	Open	1,597.00	0.00		B
					<u>46,088.71</u>			
<b>7828 ELDON VONCOLLN</b>								
	19-03195	11/19/19	REIMBURSE EPOXY FOR CEMETARY	Open	205.22	0.00		
<b>7921 WILLIAM PORCH</b>								
	18-00840	03/27/18	2018 EQUIP. ALLOWANCE	Open	31.65	0.00		
	19-00958	03/29/19	2019 EQUIPMENT ALLOWANCE	Open	113.35	0.00		B
					<u>145.00</u>			
<b>7929 AMAZON CAPITAL SERVICES, INC</b>								
	19-03107	11/08/19	FIRE SAFETY SUPPLIES	Open	150.52	0.00		
	19-03116	11/12/19	SUPPLIES	Open	1,324.78	0.00		
	19-03155	11/14/19	OFFICE SUPPLIES	Open	213.52	0.00		
	19-03180	11/15/19	BOOTS FIRE SAFTEY	Open	94.99	0.00		
					<u>1,783.81</u>			
<b>8035 LANGUAGE LINE SERVICES INC</b>								
	19-03064	11/07/19	LANGUAGE LINE SERVICES OCTOBER	Open	85.27	0.00		
<b>8149 TRI-TECH FORENSICS INC</b>								
	19-02376	08/27/19	PATROL SUPPLIES	Open	1,602.98	0.00		
<b>8174 FBI NATIONAL ACADEMY ASSOC INC</b>								
	19-02815	10/18/19	TRAINING 11/13/19 - 11/14/19	Open	600.00	0.00		
<b>8179 STALLION MARKETING LLC</b>								
	19-02918	10/29/19	RENTAL SERVICES	Open	1,500.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
8190 JOHN P WOODS & DEBRA CRAIG	19-03235	11/25/19	REFUND 4TH QTR B358.02 L22	Open	879.96	0.00		
8191 EDWARD & THERESA TROY	19-03236	11/25/19 11/15/19	REFUND 4TH QTR B664 L7	Open	779.89	0.00		
8192 DEMATIO'S INC	19-03237	11/25/19 11/25/19	REFUND MAINT BOND	Open	700.00	0.00		
BLAUE BLAUER ASSOCIATES INC*	19-00687	03/06/19	MULLIGAN ADA SCPF	Open	250.00	0.00		
SEAGE SEAGEAR MARINE SUPPLY*	19-02962	11/06/19	STORMWATER PUMP	Open	755.17	0.00		
Total Purchase Orders:		98	Total P.O. Line Items:	0	Total List Amount:	432,345.89	Total Void Amount:	0.00

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

RESOLUTION #2019-

Title: AUTHORIZING THE PAYMENT OF VOUCHERS

Vendor	Description	Amount
NEW JERSEY MOTOR VEHICLE	TITLE TRANSFER	\$85.00
	TOTAL Manual Checks	\$85.00
	TOTAL Computer Generated	\$432,345.89
	TOTAL BILL LIST	\$432,430.89

	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 DEC 02, 2019.

Julie A Picard, Township Clerk

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

RESOLUTION #2019-355

Title: A RESOLUTION REQUESTING RELEASE OF A DEMOLITION BOND FOR BLOCK 53,  
LOTS 1-3, 504 EAST ST. JOHNS AVENUE

WHEREAS, Valetin Lazar posted a Demolition Bond with the Township of Lower, in the amount of \$500.00; and

WHEREAS, the Township Building Inspector made a final inspection and the Certificate of Occupancy was issued June 27, 2019.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the demolition bond be and hereby is released.

BE IT FURTHER RESOLVED, that the Township Treasurer is granted permission to issue a check in the amount of \$500.00 plus any accrued interest for payment of the above released demolition bond.

	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 December 2, 2019.

Julie A Picard, Township Clerk

MEMORANDUM

TO: Mayor Erik Simonsen &  
Council Members

FROM: William J. Galestok, PP,AICP  
Director of Planning

DATE:November 22, 2019

RE: Release of Demolition Bond  
Valentin Lazar  
504 East St. Johns Avenue  
Villas, NJ 08251  
Block 53, Lots 1-3  
Resolution #2019-355

Please release to the applicant the demolition bond that the Township is hold in trust, to assure the required demolition. A certificate of occupancy was issued June 27, 2019. Thank you.

WJG:las

att.

## To Whom It May Concern

Dear Sir or Madam,

I, Valentin Lazar am kindly requesting the refund of the \$500 deposit that was paid to the city of Lower Township at the issuance of permits for the construction of a new dwelling located at 504 E Saint Johns Ave, Villas, NJ, 08251. The \$500 deposit was paid because an existing shed was kept on the premises for the duration of the construction. The project was finalized in July 2019 and a certificate of occupancy was issued. The old shed has been completely removed from the property.

Please grant my request.

Thank you,

Valentin Lazar

10/29/2019



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

RESOLUTION #2019-356

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>
664	7	Edward & Theresa Troy 606 Wilson Ave	H/O Pd Erroneously	\$ 779.89
358.02	22	John Patrick Woiod & Debra Craig 104 Wildwood Ave	H/O Pd Erroneously	\$ 879.96

	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 December 2, 2019.

Julie A Picard, Township Clerk

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

RESOLUTION #2019-357

Title: A RESOLUTION APPROVING AN INTERLOCAL SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND LOWER TOWNSHIP FIRE DISTRICT # 3

WHEREAS, the Township of Lower believes it is in the best interest of the residents of the Diamond Beach Area of Lower Township to provide additional fire services through an inter-local service agreement; and

WHEREAS, Lower Township Fire District # 3 has agreed to provide the services and the Township of Lower has agreed to pay Fire District # 3 a yearly amount for said service as follows:

2020	\$ 20,000
2021	\$ 21,250
2022	\$ 22,500

; and

WHEREAS, each year of said agreement, Council will adopt a Resolution approving payment for current year and the CFO will certify that sufficient funds will be available in the that current year's budget.

WHEREAS, the Agreement is authorized by *N.J.S.A. 40:8A-1 et seq.*

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, in the County of Cape May, State of New Jersey, that the Mayor and Township Clerk are hereby authorized and directed to execute this 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 December 2, 2019.

Julie A Picard, Township Clerk

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

RESOLUTION #2019-358

Title: A RESOLUTION AFFIRMING THE EXECUTION OF AN INTERLOCAL SERVICES AGREEMENT FOR FIRE SUPPRESSION SERVICES

WHEREAS, there currently exists an Interlocal Services Agreement for Fire Suppression Services between the Borough of Wildwood Crest, the Wildwood Crest Volunteer Fire Company No. 1, the Township of Lower and the Erma Volunteer Fire Company, Station 62, Fire District No. 3, which expires on December 31, 2019; and

WHEREAS, it is the desire of all parties to renew the Interlocal Services Agreement for a period of three (3) years beginning January 1, 2020 through December 31, 2022 and all terms and conditions have been agreed upon by all parties; and

WHEREAS, the Commissioners of Fire District No. 3, Erma Volunteer Fire Company, have authorized the Interlocal Services Agreement by Resolution #2019-17, adopted at their October 15, 2019 meeting; and

WHEREAS, the Commissioners of Wildwood Crest have authorized the Interlocal Services Agreement by Resolution #294-19, adopted at their November 21, 2019 meeting.

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 attached Interlocal Services Agreement for the period of January 1, 2020 through December 31, 2022 between the Borough of Wildwood Crest, the Wildwood Crest Volunteer Fire Department No. 1, the Township of Lower and the Commissioners of Fire District No. 3 be and is hereby approved.
2. The Mayor and Municipal Clerk are hereby authorized and directed to execute the attached Interlocal Services Agreement on behalf of the Township.

Table with 7 columns: MOTION, SECOND, AYE, NAY, ABSTAIN, ABSENT and rows for 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 December 2, 2019.

Julie A Picard, Township Clerk

**INTERLOCAL SERVICES AGREEMENT**  
**FIRE SUPPRESSION SERVICES**

BETWEEN      **THE BOROUGH OF WILDWOOD CREST**  
AND             **WILDWOOD CREST VOLUNTEER FIRE COMPANY NO. 1**  
AND             **THE TOWNSHIP OF LOWER**  
AND             **THE COMMISSIONERS OF FIRE DISTRICT NO. 3,**  
                    **TOWNSHIP OF LOWER, COUNTY OF CAPE MAY**

THIS AGREEMENT made on this 21 day of NOV., 2019, by and between **BOROUGH OF WILDWOOD CREST**, a municipal corporation of the State of New Jersey, having its principal place of business at 6101 Pacific Avenue, Wildwood Crest, New Jersey 08260, hereinafter referred to as the "Borough", **WILDWOOD CREST VOLUNTEER FIRE COMPANY NO. 1**, having its principal place of business at 7100 Pacific Avenue, Wildwood Crest, New Jersey 08260, hereinafter referred to as "Volunteer Fire Company", **TOWNSHIP OF LOWER**, a municipal corporation of the State of New Jersey, hereinafter referred to as the "Township", and **THE COMMISSIONERS OF FIRE DISTRICT NO. 3, TOWNSHIP OF LOWER, COUNTY OF CAPE MAY**, having its principal place of business at 415 Breakwater Road, Erma, New Jersey 08204, hereinafter referred to as the "District".

WHEREAS, pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., the Borough, Volunteer Fire Company, Township and District desire to contract for the furnishing of fire protection services, and

WHEREAS, it is in the best interest of the citizens of both the Borough and the Township to enter into this joint agreement for the furnishing of fire protection services.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereto agree as follows:

**1. FIRE SUPPRESSION SERVICES:** The current volunteer fire department known as Wildwood Crest Volunteer Fire Company No. 1 shall provide fire suppression services ONLY to the Township exclusively for the geographical area of the Township known as Diamond Beach. This shall include all areas of Diamond Beach from Richmond Avenue to the base of the bridge known as the Ocean Drive Bridge. This shall also include the geographical area of the Township which is located along Bayview Drive. The Borough, through the Volunteer Fire Co., shall be the initial response for all fire calls and fire suppression services within the designated geographic location, and the Volunteer Fire

Co. will respond to all fire calls and fire suppression services in the same manner, utilizing the same equipment and manpower that the Volunteer Fire Co. currently utilizes in response to such calls within Wildwood Crest, and the District shall be required to also respond on site to all calls. After arriving on site, as soon as safe and reasonably practical, the Township's police, EMTs and the District will relieve all Wildwood Crest units that are on scene. The District and/or Township shall have all reporting and post-response obligations as to documentation, claims, reports, etc. It is expressly understood and agreed to by all parties hereto that the Borough shall not be required to provide EMT or police services or protection. All dispatch obligations shall be that of Township. Borough shall have no responsibility or liability pertaining to dispatch operations or dispatch communications. This agreement does not include any services from Borough to Township for annual or other fire, life hazard, smoke detector or carbon monoxide inspections, all of which shall remain the sole responsibility of the Township of Lower, Bureau of Fire Safety.

**2. TERM OF AGREEMENT:** The term of this agreement shall be three (3) years from January 1, 2020 to December 31, 2022. This agreement shall be cancelled by either party upon written notice to all parties of cancellation ninety (90) days prior to the requested cancellation date, except that Borough may terminate this agreement upon thirty (30) days written notice from Borough to all parties of nonpayment.

**3. CONSIDERATION/CONTRIBUTION FOR OPERATING EXPENSES:** The agreed-upon cost of providing said services shall be as follows:

Year 1:

\$43,750.00 on or before February 1, 2020

\$43,750.00 on or before August 1, 2020

Total Year 1- \$87,500.00

Year 2:

\$45,000.00 on or before February 1, 2021

\$45,000.00 on or before August 1, 2021

Total Year 2- \$90,000.00

Year 3:

\$46,250.00 on or before February 1, 2022

\$46,250.00 on or before August 1, 2022

Total Year 3- \$92,500.00

All funds are to be made payable to the Wildwood Crest Volunteer Fire Company No. 1

**4. INSURANCE:** It is understood and agreed to that the Borough and the Township are currently insured through the Atlantic County Municipal Joint Insurance Fund, and the

District is currently insured through VFIS. The parties hereto agree, to the extent that it is necessary, each party will name the other as additional insured, if required for purposes of this Interlocal Services Agreement. Each party shall provide, if required, certificates of insurance setting forth coverage and naming the other party as additional insured, with a proviso that any such policies cannot be cancelled except upon sixty (60) days notice to the other party. In the event either party ceases to participate in its insurance program as is in effect on the date of this Agreement, such party shall provide alternative insurance comparable to the coverage in effect on the date of this Agreement, subject to the approval of the other party, which approval shall not be unreasonably withheld, conditioned or delayed.

**5. TERMINATION:** This agreement may be terminated upon three (3) months written notification by any party to all parties, in which event the parties agree to meet and resolve all issues associated with such termination. This agreement may also be terminated upon the default of any payments due hereunder, subject to Borough providing thirty (30) days written notice to all parties of said default and providing an opportunity to cure the default within the 30-day notice period. Should said default continue beyond the 30-day notice period, Borough shall be entitled to issue written notice to all parties of termination.

**6. NOTICE:** All notices pertaining to the agreement shall be made only in writing, duly authorized and signed by the parties' authorized representatives. All notices, statements or other documents required by this agreement shall be hand delivered, emailed, faxed or mailed to the following addresses:

For the Borough:                    Director of Public Safety and  
   Borough Clerk  
   Borough of Wildwood Crest  
   6101 Pacific Avenue  
   Wildwood Crest, NJ 08260

For the Volunteer Fire Co:        Wildwood Crest Volunteer Company No. 1  
   7100 Pacific Avenue  
   Wildwood Crest, NJ 08260

For the Township:                    Mayor and  
   Township Manager  
   2600 Bayshore Road  
   Villas, NJ 08251

For the District:                      Board of Commissioners  
   Chairman  
   P.O. Box 162  
   Rio Grande, NJ 08242

**7. AMENDMENTS TO AGREEMENT:** Any modifications or changes to this agreement must be made in writing by mutual consent of the parties hereto and executed

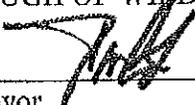
by all parties. Unless so modified of in the event of termination of the agreement pursuant to Paragraph 5 herein, all conditions and terms of this agreement shall be binding to the parties.

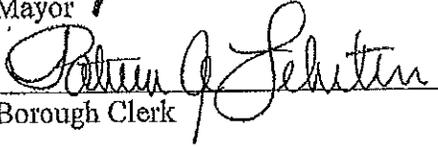
IN WITNESS WHEREOF, the parties affix their signatures to this Agreement, intending to be legally bound. If a party is a corporation, this Agreement is signed by its proper corporate officers and its corporate seal is affixed.

WITNESS:

\_\_\_\_\_

BOROUGH OF WILDWOOD CREST:

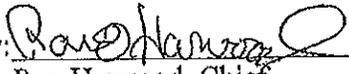
By:  \_\_\_\_\_  
Mayor

By:  \_\_\_\_\_  
Borough Clerk

WITNESS:

\_\_\_\_\_

WILDWOOD CREST VOLUNTEER  
FIRE COMPANY NO. 1:

By:  \_\_\_\_\_  
Ron Harwood, Chief

WITNESS:

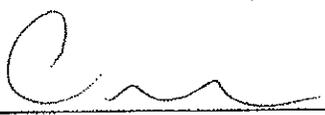
\_\_\_\_\_

TOWNSHIP OF LOWER:

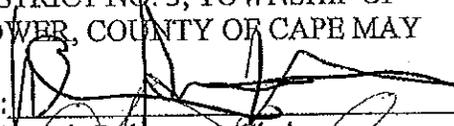
By: \_\_\_\_\_  
Mayor Erik Simonsen

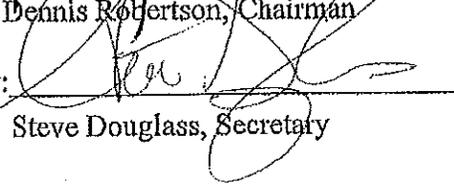
By: \_\_\_\_\_  
Township Clerk

WITNESS:

 \_\_\_\_\_

THE COMMISSIONERS OF FIRE  
DISTRICT NO. 3, TOWNSHIP OF  
LOWER, COUNTY OF CAPE MAY

By:  \_\_\_\_\_  
Dennis Robertson, Chairman

By:  \_\_\_\_\_  
Steve Douglass, Secretary

THE COMMISSIONERS OF THE FIRE DISTRICT NO. 3  
IN THE TOWNSHIP OF LOWER, COUNTY OF CAPE MAY

RESOLUTION # 2019-17

RESOLUTION TO AUTHORIZE THE CONTINUING OF THE INTER-LOCAL  
AGREEMENT /CONTRACT WITH WILDWOOD CREST FIRE COMPANY FOR  
FIRE SUPPRESSION SERVICES

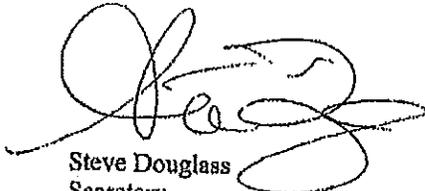
Now, whereas, be it resolved by the Lower Township Board of Fire Commissioner No. 3,  
as follows:

The attached is the agreement and terms of said resolution and will be in effect from  
January 1,2020 through December 31,2022.

Approved on this date, October 15,2019

Motioned by Commissioner S. Douglass and seconded by Commissioner G. Douglass

Commissioners	Yea	Nay	Abstain	Absent
Robertson	x			
Sweeten	x			
G. Douglass	x			
S. Douglass	x			
Devlin				x



Steve Douglass  
Secretary

**BOROUGH OF WILDWOOD CREST  
COUNTY OF CAPE MAY  
NEW JERSEY**

Resolution No. 294-19

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
BOROUGH OF WILDWOOD CREST AUTHORIZING EXECUTION OF  
AN INTERLOCAL SERVICES AGREEMENT FOR FIRE SUPPRESSION  
SERVICES**

WHEREAS, there currently exists an Interlocal Services Agreement for Fire Suppression Services between the Borough of Wildwood Crest, the Wildwood Crest Volunteer Fire Company No. 1, the Township of Lower and the Erma Volunteer Fire Company, Station 62, Fire District No. 3, which expires on December 31, 2019, and

WHEREAS, it is the desire of all parties to renew the Interlocal Services Agreement for a period of three years beginning the January 1, 2020 through December 31, 2022 and all terms and conditions have been agreed upon by all parties, and

WHEREAS, the Commissioners of Fire District No. 3, Erma Volunteer Fire Company, Station 62, in the Township of Lower have authorized the Interlocal Services Agreement by Resolution # 2019-17 adopted at their meeting held on October 15, 2019.

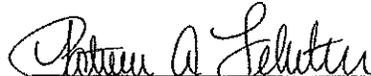
NOW, THEREFORE, BE IT RESOLVED by the Borough Commissioners of the Borough of Wildwood Crest, in the County of Cape May, New Jersey, as follows:

1. The attached Interlocal Services Agreement for the period of January 1, 2020 through December 31, 2022 between the Borough of Wildwood Crest, the Wildwood Crest Volunteer Fire Company No. 1, the Township of Lower and the Commissioners of Fire District No. 3 be and is hereby approved.
2. The Mayor of and the Municipal Clerk are hereby authorized and directed to execute the attached Interlocal Services Agreement on behalf of the Borough.

	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Gould	✓		✓			
Thompson		✓	✓			
Cabrera			✓			

CERTIFICATION

I, Patricia A. Feketics, Borough Clerk for the Borough of Wildwood Crest, do hereby certify that the foregoing Resolution is a correct and accurate copy of a resolution adopted on November 21, 2019 with the voting record as indicated above.

  
 Patricia A. Feketics, RMC

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

RESOLUTION # 2019-359

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED VACATION TIME

WHEREAS, the employee listed below has accrued vacation 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 William Mastriana in the amount of \$5,994.32 is authorized and chargeable to the 2019 Budget account 9-01-25-240-123.

	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 December 2, 2019

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

**ccrippen**

**From:** Chief William Mastriana <mastriana@lowertownshippolice.com>  
**Sent:** Tuesday, November 19, 2019 11:37 AM  
**To:** lread; ccrippen; manager; jpocard  
**Subject:** Vacation sell back

Sir,  
I am requesting to sell back 80 hours vacation time as per contract. I am also request to either carry over one additional week or to be able to cash it in with the original request making it 120 hours in stead of 80. This is due to the limited time remaining in this year to use what is remaining.  
Thank you for your consideration.

**ARTICLE 8**

**VACATION DAYS:** The Chief shall be entitled to vacation days as provided for in the 2016-2019 Township Police Superior Officers' Collective Bargaining Contract.

Additionally, the position of Chief requires an intensive number of hours which could occur during normal days off and in recognition of this fact, the Chief shall be permitted to sell back to the Township two weeks of accumulated vacation. Vacation time carried forward must be used by December 31<sup>st</sup> of the following year.

Respectfully submitted  
Chief



William Mastriana, Chief of Police  
Lower Township Police Department  
405 Breakwater Road  
Erma, NJ 08204  
Work (609) 886-1619 ext 125  
Cell (609) 374-6717  
E-mail [mastriana@lowertownshippolice.com](mailto:mastriana@lowertownshippolice.com)

0° \*  
80° x  
74° 929 =  
5,994° 320 \*+  
0° \*

"No one is compelled to choose the profession of a police officer, but having chosen it, everyone is obliged to live up to the standard of its requirements." ---President Calvin Coolidge

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

RESOLUTION # 2019-360

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED VACATION TIME

WHEREAS, the employee listed below has accrued vacation 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 Governing Body of the Township of Lower that payment to James Ridgway in the amount of \$4,826.92 is authorized and chargeable to the 2019 Budget account 9-01-20-100-101.

	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 December 2, 2019

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

**ccrippen**

---

**From:** jridgway  
**Sent:** Friday, November 22, 2019 2:25 PM  
**To:** ccrippen  
**Subject:** Ridgway

Colleen:  
I would like to sell 2 weeks of my Vacation Time in the Township.

Sincerely,

Jim Ridgway  
Lower Township Manager

0° \*  
60° 3365 x  
80° =  
4,826° 920 \*+

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

RESOLUTION # 2019-361

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 Brian McEwing in the amount of \$2,529.93 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 December 2, 2019.

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

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief William Mastriana

FROM: DSG. Brian McEwing

DATE: November 19, 2019

SUBJECT: Comp't Time Cashout

Sir,

I am requesting to cash out fifty (50) hours of accrued compensatory time in order

Respectfully Submitted,



Brian McEwing  
Detective Sergeant Badge #185

50 x  
50\*5985 =  
2,529,925 \*+

000.....  
0\*000 \*+

C	File	Date	Officer	Comments
		11/19/19	MB	Fwd to Chief + Twp

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

RESOLUTION #2019-362

Title: APPROVAL FOR 2019 CHRISTMAS PARADE

**WHEREAS**, Lower Township Rotary Club has been hosting the Lower Township Parade for a number of years and has requested permission to host the parade on Saturday, December 14, 2019; and

**WHEREAS**, Lower Township Rotary has provided proof of the proper insurance and has received the required permission from the Cape May County Board of Chosen Freeholders to close a portion of Breakwater Road (County Road No. 613) from Fishing Creek Road (County Road No. 639) to Bayshore (County Road No. 603) from approximately 4:30 to 6:00pm and Breakwater Road (County Road 613) to Rosehill Parkway from approximately 4:30 pm until the conclusion of the parade; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that permission is hereby granted for the above stated event to take place.

	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 December 2, 2019.

Julie A Picard, Township Clerk



## LOWER TOWNSHIP ROTARY

Parade Committee  
% 638 Seashore Road  
Cape May, NJ 08204

November 7, 2019

Mayor & Council  
2600 Bayshore Road  
Villas, NJ 08251

Re: Tree Lighting/Veteran's Ceremony and  
38th Annual Christmas Parade

Dear Mayor and Councilmembers:

I am writing to request the support of Lower Township for the annual Tree Lighting & Veteran's Ceremony, and the Annual Christmas Parade. The Lower Township Rotary Club appreciates the continued financial contribution of the Township for these events every year. It supports our efforts to continue this annual tradition, and we enjoy organizing these community events as part of our "Service above Self" commitment.

The Tree Lighting & Veteran's Ceremony is now planned for Tuesday, November 26 at 7 p.m. The Annual Christmas Parade will be Saturday, December 14, beginning at 6:00 p.m. Any assistance in spreading the word would be greatly appreciated.

We are filing the request for the Coast Guard Band and Color Guard to join us again this year and, the request to the County for the temporary road closing is also being mailed. The Police Chief will be copied on the correspondence to the Freeholders and we will make ourselves available to meet with them whenever they want to discuss the parade details.

We appreciate your continued support for this community event and look forward to having you join us in these upcoming holiday celebrations. Please let us know if you have any questions. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Claudia R. Kammer".

Claudia Kammer,  
Lower Township Rotary Club

C. James Ridgeway, Manager  
William Mastriana, Police Chief





# LOWER TOWNSHIP POLICE DEPARTMENT

**William Mastriana**  
Chief of Police

**CAPTAIN MARTIN BIERSBACH**  
Executive Officer

**CAPTAIN WILLIAM PRIOLE**  
Administrative Captain

**LIEUTENANT DONALD VANAMAN**  
Operations Lieutenant

**LIEUTENANT DOUGLAS WHITTEN**  
Investigative Lieutenant

**LIEUTENANT KEVIN LEWIS**  
Administrative Lieutenant

**SFC. ROBERT HARTMAN, JR.**  
Administrative Sergeant

**HEADQUARTERS**  
Cape May County Airport  
405 Breakwater Road  
Erma, NJ 08204

Office: (609) 886-1619  
Fax: (609) 886-5289

November 19, 2019

Robert Church  
Cape May County Engineer  
4 Moore Road  
DN 402  
Cape May Court House, NJ 08210

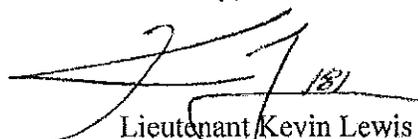
Dear Mr. Church,

This letter is to inform you that the Lower Township Police Department has received a request from the Lower Township Rotary Club to provide traffic control and assistance for their 38th Annual Christmas Parade on Saturday, December 14, 2019, from 4:30 pm until the conclusion of the parade.

We are aware that some sections of the roads and intersections will be closed for the parade. These road closures will include Breakwater Road (CR 613), from Fishing Creek Road (CR 639) to Bayshore Road (CR 603) and Bayshore Road (CR 603) from Fishing Creek (CR 639) to Rosehill Parkway, which are both county roads. We currently have a traffic control plan ready for the evening of the parade.

The police department looks forward to providing the necessary assistance in helping ensure a successful safe event.

Sincerely,

  
Lieutenant Kevin Lewis  
Administrative Services

cc: file

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

RESOLUTION #2019-363

Title: APPROVAL OF CONTRIBUTION TO THE COAST GUARD COMMUNITY FESTIVAL

WHEREAS, Cape May County, has been granted the official designation as a "Coast Guard Community";  
and

WHEREAS, Cape May Coast Guard personnel and their families are an integral part of our community,  
contributing their time and efforts throughout the Township; and

WHEREAS, the annual Coast Guard Community Festival has been scheduled for 2019; and

WHEREAS, Cape May County has requested unanimous support of Cape May County municipalities by  
contributing towards the cost of sponsoring the festival lunch for the Coast Guard families; and

WHEREAS, the CFO has determined sufficient funds are available in the current budget as follows:

Appropriation # 9-01-20-110-299

Signature: \_\_\_\_\_  
Lauren Read, CFO

**NOW, THEREFORE, BE IT RESOLVED** that the Township Council of the Township of Lower, County of  
Cape May, State of New Jersey does hereby authorize and approve a contribution of \$1,000.00 for a 2019 Coast  
Guard Community Festival Contribution.

	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 December  
2, 2019.

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



Cape May County Coast Guard Community Foundation  
 P.O. Box 1365  
 Rio Grande, NJ 08242

# Invoice

Date	Invoice #
1/31/2019	148

<b>Bill To</b>
Township of Lower 2600 Bayshore Road Villas, NJ 08251

P.O. No.	Terms
	Due on receipt

Description	Rate	Amount
2019 Coast Guard Community Festival Contribution for Active Duty Military Lunches	1,000.00	1,000.00

Thank you for your support! We are a nonprofit 501(c)(3) organization. Our tax ID is 47-3594081.

**Total** \$1,000.00

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

RESOLUTION #2019-364

Title: **AMENDING RESOLUTION #2019-32 AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT VENDORS TO ADD RICHARD E. PIERSON MATERIALS CONTRACT #87741 FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12a**

**WHEREAS**, the Township of Lower, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

**WHEREAS**, the Township of Lower has the need on a timely basis to purchase goods or services utilizing State contracts; and

**WHEREAS**, the Township of Lower intends to enter into contracts with the Richard E. Pierson Materials Contract #87741 along with the original Referenced State Contract Vendors through Resolution 2019-32 and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township of Lower authorizes the Qualified Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State contracts;

**Be It Further Resolved**, by the Township Council of the Township of Lower, pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer;

**Be It Further Resolved**, that the duration of the contracts between the Township of Lower and the Referenced State Contract Vendors on the attached list shall be from December 2, 2019 to December 31, 2019.

	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 December 2, 2019.

Julie A Picard, Township Clerk

### Referenced State Contract Vendors

<u>Vendor</u>	<u>State Contract #</u>
Advanced Electronic Design d/b/a Patrol PC	A-81300
Atlantic Tactical	A-82102
Beyer Ford LLC	A-88730
CDW	A-89849
Celebrity Chrysler Jeep	A-88731
Chas S. Winner Ford	A-88728
Day Chevrolet	A-89938
Dell Computer	A-81247
Eagle Point Gun	A-81319
Edmunds & Associates	A-81201
General Sales Administration/Major Police	A-81330
GTBM /Gold Type Business Machines	A-81341
Hertrich Fleet Services	A-88729
KML Technology Inc	A-83903
Lawnmen Supply	A-81309
Mohawk Resources LTD	A-80129
Morophotrak Inc	A-1520
Rubbercycle LLC	A-81417
Service Tire Truck Center	A-71687
Ted Kingston	A-83927
Tricomm Service	A-80802
Valu-Auto Parts	A-57706
SHI International	A-89849
Insight Public Sector	A-89853

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

RESOLUTION #2019-365

Title: AUTHORIZATION: DETERMINATION OF MUNICIPAL SERVICE FEES FOR 2020

WHEREAS, the Township of Lower has by Ordinance No. 2003-12 provided for the imposition of an annual municipal service fee on manufactured homes installed in mobile home parks within the confines of the Township of Lower; and

WHEREAS, section 2A-9.2 states that the municipal service fee shall be determined by resolution each year by the Township Council on or before November 1 of the pre-tax year; and

WHEREAS, the annual fee has been established.

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 is hereby authorized to bill the owners of the mobile home parks within the confines of the Township of Lower \$120.00 per each manufactured home for the year 2020 to be paid quarterly on March 16, June 15, September 15 and December 15.

	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 December 2, 2019.

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

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

RESOLUTION #2019-366

Title: RENEWAL OF JUNK YARD LICENSE FOR CAPE MAY USED AUTO PARTS FOR THE YEAR 2020

WHEREAS, application for the renewal of a junk yard license has been received from Macum Corp./Cape May Used Auto Parts, located at 1024 Shunpike Road, Block 749, Lot 6; and

WHEREAS, said application is in proper form and the required license fee has been paid; and

WHEREAS, no known reason exists why said license should not be renewed.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the renewal of a junk yard license for the year 2020 is hereby approved for Macum Corp t/a Cape May Used Auto Parts, expiring Dec. 31, 2020.

BE IT FURTHER RESOLVED the licensee shall conduct all business in accordance with Chapter 392 of the Code of the Township of Lower.

	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 December 2, 2019.

Julie A Picard, Township Clerk

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

RESOLUTION #2019-367

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 \$ 5,000 be made between the following 2019 budget appropriations:

LINE ITEM		ACCT. NUMBER	TO	FROM
MANAGER	S&W	9-01-20-100-100	5,000.00	
GROUP HEALTH INSURANCE	OE	9-01-23-220-400		5,000.00
			5,000.00	5,000.00

	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 December 2, 2019.

Julie A Picard, Township Clerk

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

RESOLUTION # 2019-368

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED SICK TIME

WHEREAS, the employee listed below has accrued sick 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 Lauren Read in the amount of \$24,427.45 is authorized and chargeable to the Reserve for Accumulated Absences.

	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 December 2, 2019.

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

**From:** lread

**Sent:** Monday, November 18, 2019 2:54 PM

**To:** jridgway (jridgway@townshipoflower.org)

**Subject:** Request to purchase sick time for 457 contribution

Jim

I'm requesting the purchase of up to 420 hours of my sick time for the purpose of contributing to my 457 account. The number of hours purchased would be deducted from my terminal leave allotted time (840 hours).

Thank you for your consideration.

*Lauren Read*

CFO, Township of Lower

2600 Bayshore Road

Villas, NJ 08251

609-886-2005 (ext. 125)

[lread@townshipoflower.org](mailto:lread@townshipoflower.org)

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

ORDINANCE #2019 -17

SALARY AND BENEFIT ORDINANCE FOR THE TOWNSHIP OF LOWER

BE IT ORDAINED by the Township Council, the governing body of the Township, County of Cape May, State of New Jersey that the following ranges and rates of pay are established as follows, exclusive of longevity:

TOWNSHIP COUNCIL

Mayor	18,000.00	to	20,500.00
Councilmembers	15,000.00	to	17,500.00

NON-UNION ADMINISTRATIVE/MANAGEMENT PERSONNEL

Township Manager	85,000.00	to	125,500.00
Township Clerk	74,000.00	to	95,000.00
Chief Financial Officer	77,000.00	to	106,000.00
Assistant Township Clerk	46,000.00	to	56,000.00
Director of Personnel	70,000.00	to	90,000.00
Appointing Authority	5,000.00	To	10,000.00

NON-UNION POLICE PERSONNEL

Chief of Police	107,584.00	to	156,000.00
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SUPERIOR OFFICERS - POLICE

Police Captain	100,034.00	to	128,000.00
Police Lieutenant	94,000.00	to	120,000.00

SUPERVISORS UNION

General Supervisor Public Works	59,000.00	to	86,000.00
Tax Assessor	60,000.00	to	99,583.76
Tax Collector	60,000.00	to	97,500.00
Construction Official	52,000.00	to	87,000.00
Supt. Recreation Parks	56,000.00	to	92,100.00
Supt. of Public Works	75,000.00	to	108,300.00
Planning Director	60,000.00	to	99,500.00
Court Administrator	55,000.00	to	92,000.00
Coordinator Fed. & State Aid	50,000.00	to	82,000.00
Deputy Court Administrator	45,000.00	to	60,000.00
Supervisor of Garage Services	66,000.00	to	90,000.00
Supervisor Building, Grounds	59,000.00	to	90,000.00
Qualified Purchasing Agent	45,000.00	to	75,200.00
Purchasing Agent	45,000.00	to	75,200.00
Township Engineer	70,000.00	to	108,243.22

AFSCME

Cashier	26,966.00	to	41,132.42
Clerk Typist	26,966.00	to	45,462.15
Clerk	26,966.00	to	45,462.15
Assessing Clerk	26,966.00	to	45,462.15
Assessing Clerk Typist	26,966.00	to	45,462.15
Tax Clerk	26,966.00	to	45,462.15
Building Maintenance Worker	26,966.00	to	41,132.42
Building Maintenance Worker (PT)	15,000.00	to	24,354.72

Building Service Worker	26,966.00	to	41,132.42
Sr. Building Service Worker	38,000.00	to	59,533.77
Account Clerk-Typing	26,966.00	to	45,462.15
Computer Operator	26,966.00	to	45,462.15
Senior Tax Clerk	30,567.00	to	48,709.45
Senior Police Records Clerk	30,567.00	to	48,709.45
Senior Account Clerk	30,567.00	to	48,709.45
Senior Assessing Clerk	30,567.00	to	48,709.45
Senior Clerk Typist	30,567.00	to	48,709.45
Senior Clerk Stenographer	30,567.00	to	48,709.45
Senior Telephone Operator/Receptionist	30,567.00	to	48,709.45
Senior Computer Operator	30,567.00	to	48,709.45
Code Enforcement Officer	30,567.00	to	56,000.00
Registrar of Vital Statistics	30,567.00	to	48,709.45
Assessing Aide	34,168.00	to	56,286.47
Senior Code Enforcement Officer	34,168.00	to	56,286.47
Principal Clerk	34,168.00	to	62,781.07
Principal Account Clerk	34,168.00	to	62,781.07
Principal Assessing Clerk	34,168.00	to	62,781.07
Principal Clerk Stenographer	34,168.00	to	62,781.07
Principal Clerk Typist	34,168.00	to	62,781.07
Supervising Computer Operator	34,168.00	to	62,781.07
Building Inspector	37,769.00	to	56,286.47
Building Subcode Official	5,000.00	to	56,286.47
Plumbing Subcode Official	5,000.00	to	56,286.47
Plumbing Subcode Inspector (PT)	10,000.00	to	32,472.96
Plumbing Inspector	26,062.00	to	56,286.47
Plumbing Inspector (P/T)	10,000.00	to	32,472.96
Electrical Subcode Official	37,769.00	to	56,286.47
Electrical Inspector	26,062.00	to	56,286.47
Electrical Inspector (PT)	10,000.00	to	32,472.96
Fire Protection Inspector	26,062.00	to	56,286.47
Fire Protection Inspector (PT)	10,000.00	to	32,472.96
Assistant Zoning Officer	37,769.00	to	56,286.47
Assistant Tax Collector	37,769.00	to	56,286.47
Assistant Treasurer (FT)	37,769.00	to	56,286.47
Assistant Superintendent of Recreation	37,769.00	to	56,286.47
Assistant Superintendent of Recreation (PT)	27,000.00	to	56,286.47
Public Safety Telecommunicator or Trainee	30,000.00	to	54,121.61
Relief Public Safety Telecommunicator or Trainee	14.42 hr.	to	19.00 hr.
Violations Clerk	30,567.00	to	44,379.72
<u>POLICE PERSONNEL</u>			
Police Sergeant	86,051.00	to	110,697.09
Police Officer	33,000.00	to	104,000.00
Special Law Enforcement Officer (Class I)	8.38	to	10.00 hr.
Special Law Enforcement Officer (Class II)	11.00 hr.	to	16.50 hr.
Special Law Enforcement Officer - without Police Academy Certification			Applicable Minimum Wage Established by Department of Labor
<u>PUBLIC WORKS PERSONNEL (PER HOUR)</u>			
Equipment Operator	23.81	to	32.00

Supervising Equipment Operator	25.82	to	35.00
Motor Broom Driver	22.58	to	28.11
Mechanic	26.50	to	35.00
Mechanics Helper	24.14	to	32.00
Senior Mechanic/Diesel	28.25	to	35.00
Maintenance Repairer	23.06	to	29.00
Sr. Maintenance Repairer	26.43	to	33.00
Laborer	14.42	to	29.00
Supervising Laborer	23.84	to	32.00
Rec. Parks Maintenance Worker/Groundskeeper	17.42	to	26.00
Electrician	22.64	to	28.19
Sign Maker/Wood & Metal	22.17	to	27.63
Senior Groundskeeper	19.03	to	25.00
Groundskeeper	14.42	to	27.23
Temporary Laborers	12.50	to	17.95
Recycling Program Aide	12.00	to	15.61
Animal Control Officer	21.83	to	27.23

OTHER EMPLOYEES

Deputy Manager	2,600.00	to	3,500.00
Court Attendant	8,000.00	to	9,000.00
Township Prosecutor	14,000.00	to	25,000.00
Municipal Judge	40,000.00	to	50,000.00
Public Defender	11,000.00	to	15,000.00
Recording Secretary Planning/Zoning Board	3,500.00	to	4,000.00
Fire Subcode Official	9,000.00	to	18,000.00
Safety Coordinator	3,000.00	to	4,000.00
District Recycling Coordinator	250.00	to	5,000.00
Emergency Management Coordinator	6,900.00	to	10,000.00
Emergency Management Deputies	2,000.00	to	10,000.00
Code Enforcement Officer Trainee	10.00 hr.	to	15.00 hr.
Assistant Treasurer (PT)	6,900.00	to	13,000.00
Tax Search Officer	3,000.00	to	3,500.00
Terminal Agency Coordinator	1,500.00	to	1,500.00
Animal Control (PT)	4,000.00	to	10,000.00

HOURLY EMPLOYEES

Lifeguard/Swimming Instructor	10.00	to	16.00 hr.
Recreation Aide	9.76	to	18.00 hr.
Senior Citizen Program Aide	9.76	to	18.00 hr.
Ticket Taker	8.38	to	15.00 hr.
Park Attendant	11.00	to	25.00 hr.
Field Inspector	15.00	to	30.00 hr.

BUREAU OF FIRE SAFETY

Fire Official	67,000.00	to	94,171.60
Fire Prevention Specialist (FT)	42,000.00	to	62,781.07
Fire Inspector (PT)	17.50	to	21.00 hr.
Fire Prevention Specialist (PT)	17.50	to	21.00 hr.
Fire Safety Board Members	1,400.000 Annually		

Section 2. Longevity pay is only applicable to PBA union employees hired prior to May 10, 2012. All other employees (union and non-union) are ineligible for longevity pay.

Section 3. Owners of private automobiles that are used for travel in connection with Township business shall be reimbursed for the use of said automobiles in accordance with the business use mileage rate established by the Internal Revenue Service in the year in which the travel occurred. All employees who do use their personal cars for Township business must furnish the Department of Revenue & Finance with a Certificate of Insurance supplied by the employee's insurance agent.

Section 4. Whenever a salary range is provided in this ordinance, the Township Council pursuant to the Lower Township Administrative Code and pursuant to contract shall determine the salary of the employees involved in the range, such determination to be made on the basis of time holding the position, experience, ability and performance. The Township shall not be obligated with respect to any employee to grant an increase in any year, except as may be provided by contract.

A. The Township Clerk shall be granted the same salary increase as shall be agreed for the Township Chief Financial Officer/Treasurer, Township Tax Assessor and Township Tax Collector pursuant to contract and New Jersey State Statute.

B. Permanent managerial/confidential employees not part of any bargaining unit by nature of their position shall continue to be governed by and receive the same benefits pursuant to the union contract which governs their annual increase.

C. All other non-union personnel shall be granted such salary increases as approved by the Township Council.

Section 5. The Chief Executive Official is hereby authorized to adopt a group hospitalization plan and other insurance plans pursuant to contract and to provide that such premiums be paid by the Township of Lower.

Section 6. The Township Council is hereby authorized to award overtime pay at the rate of one and one half of the regular rate, in accordance with the Federal Labor Standards Act applicable thereto, pursuant to contracts for all employees.

Section 7. All other ordinances in conflict or inconsistent with this Ordinance are hereby repealed to the extent of such conflict or inconsistency.

\_\_\_\_\_  
Thomas Conrad, Councilmember

\_\_\_\_\_  
David Perry, Councilmember

\_\_\_\_\_  
Roland Roy, Jr. Councilmember

\_\_\_\_\_  
Frank Sippel, Deputy Mayor

\_\_\_\_\_  
Erik Simonsen, Mayor

First Reading: December 2, 2019

Adoption:

Attest: \_\_\_\_\_  
Julie A. Picard, Township Clerk

ORDINANCE #2019-16

**BOND ORDINANCE AMENDING AND SUPPLEMENTING BOND ORDINANCE NUMBER 19-14 (WHICH PROVIDES FOR VARIOUS SAFETY AND IDENTIFICATION IMPROVEMENTS TO SCHELLENGER'S LANDING) HERETOFORE FINALLY ADOPTED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, STATE OF NEW JERSEY, ON OCTOBER 21, 2019, TO INCREASE THE APPROPRIATION BY \$500,000 AND TO INCREASE THE AUTHORIZATION OF BONDS OR NOTES BY \$475,000**

**BE IT ORDAINED AND ENACTED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, STATE OF NEW JERSEY, AS FOLLOWS:**

**SECTION 1.** The bond ordinance of the Township of Lower, in the County of Cape May, State of New Jersey (the "Township"), heretofore finally adopted by the Township Council thereof on October 21, 2019, numbered 19-14 and entitled, "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 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$950,000 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COST THEREOF" (the "Original Ordinance"), which Original Ordinance is hereby amended and supplemented, as follows:

**SECTION 2.** For the improvements or purposes set forth in Section 3(a) of the Original Ordinance, as amended and supplemented hereby, there is hereby appropriated the additional sum of \$500,000. Therefore, the total appropriation of the Original Ordinance, as amended and supplemented hereby, shall be increased by \$500,000 from \$1,000,000 and shall equal the amount of \$1,500,000, said sum being inclusive of all appropriations heretofore made in the Original Ordinance, as amended and supplemented hereby, including an additional down payment in the amount of \$25,000 hereby appropriated, such that the total down payment shall be increased by \$25,000, from \$50,000 and shall equal the amount of \$75,000. Said down payment is now available by virtue of a provision or provisions in a previously adopted budget or budgets of the Township for down payment or for capital improvement purposes.

**SECTION 3. (a)** In order to finance the additional cost of the improvements or purposes set forth in Section 3 of the Original Ordinance, as amended and supplemented hereby, not covered by the down payment, additional negotiable bonds or notes of the Township in the amount of \$475,000 are hereby authorized to be issued by the Township, such that the total authorization of negotiable bonds or notes to be issued by the Township for the improvements or purposes set forth in Section 3 of the Original Ordinance, as amended and supplemented hereby, shall be increased by \$475,000 from \$950,000 and shall equal the amount of \$1,425,000.

**(b)** The estimated maximum amount of bonds or notes to be issued for the improvements or purposes set forth in Section 3 the Original Ordinance, as amended hereby, is equal to \$1,425,000.

**(c)** The estimated cost of the improvements or purposes set forth in Section 3 of the Original Ordinance, as amended and supplemented hereby, is equal to \$1,500,000, the excess amount thereof over the said estimated maximum amount of bonds or notes to be issued therefor is comprised of the down payment.

**SECTION 4.** The Capital Budget of the Township is hereby amended, as necessary, to conform with the provisions of this amendatory and supplemental bond ordinance and to the extent of any inconsistency herewith, a resolution in the form promulgated by the Local Finance Board showing full detail of the amended Capital Budget and Capital Program as approved by the Director of the Division of Local Government Services, New Jersey Department of Community Affairs (the "Director of the Division of Local Government Services"), will be on file in the office of the Clerk and will be available for public inspection.

**SECTION 5.** The Supplemental Debt Statement required by the Local Bond Law has been duly made and filed in the Office of the Clerk of the Township and a complete executed duplicate thereof has been filed in the Office of the Director of the Division of Local Government Services, and such statement shows that the gross debt of the Township as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided for in this amendatory and supplemental bond ordinance by \$475,000 and the said obligations authorized herein will be within all debt limitations prescribed by law.

**SECTION 6.** Section 7(d) of the Original Ordinance is hereby amended to read as follows: "(d) An aggregate amount not exceeding \$300,000 for items of expense listed in and permitted under Section 20 of the Local Bond Law is included in the estimated cost indicated herein for the purposes or improvements hereinbefore described."

**SECTION 7.** The full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by the Original Ordinance, as amended and supplemented hereto. The obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy *ad valorem* taxes upon all the taxable property within the Township for the payment of the obligations and the interest thereon without limitation as to rate or amount.

**SECTION 8.** The Township hereby declares the intent of the Township to issue the bonds or bond anticipation notes in the amount authorized in Section 3 of this bond ordinance and to use proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3 of the Original Ordinance, as amended and supplemented hereto. This Section 8 is a declaration of intent within the meaning and for purposes of Treasury Regulations §1.150-2 or any successor provisions of federal income tax law.

**SECTION 9.** The Township Chief Financial Officer is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Township and to execute such disclosure document on behalf of the Township. The Township Chief Financial Officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Township pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Township and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Township fails to comply with its undertaking, the Township shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

**SECTION 10.** The Township covenants to maintain the exclusion from gross income under section 103(a) of the Code, of the interest on all bonds and notes issued under the Original Ordinance, as amended and supplemented hereby.

**SECTION 11.** Except as expressly amended and supplemented hereto, the Original Ordinance shall remain in full force and effect.

**SECTION 12.** This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption and approval by the Mayor, as provided by the Local Bond Law.

**ADOPTED ON FIRST READING**  
Dated: November 18, 2019

  
Julie Picard,  
Clerk of the Township of Lower

**ADOPTED ON SECOND READING**  
Dated: December 2, 2019

Julie Picard,  
Clerk of the Township of Lower

\_\_\_\_\_  
Thomas Conrad, Councilmember

\_\_\_\_\_  
David Perry, Councilmember

\_\_\_\_\_  
Roland Roy, Councilmember

\_\_\_\_\_  
Frank Sippel, Deputy Mayor

\_\_\_\_\_  
Erik Simonsen, Mayor

	Total	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
<b>BEG. BAL. JAN. 1, 2019</b>	<b>10,174,387.69</b>	<b>10,174,387.69</b>	<b>9,454,051.14</b>	<b>11,980,160.77</b>	<b>4,911,422.82</b>	<b>8,868,369.50</b>	<b>5,881,620.52</b>	<b>7,629,753.15</b>	<b>6,505,324.72</b>	<b>20,220,618.43</b>	<b>16,530,636.36</b>
<b>RECEIPTS:</b>											
Per Revenue Status	64,839,078.94	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	1,626,018.13	5,982,415.92
less: post cash surplus	(2,500,000.00)			(2,500,000.00)							
Interest due from Escrow	(4,832.82)	(321.37)	(673.31)	(403.36)	(443.12)	(384.03)	(356.11)	(548.39)	(536.84)	(524.27)	(632.02)
<b>Transfers:</b>	<b>62,334,246.12</b>	<b>4,536,717.99</b>	<b>10,569,069.50</b>	<b>3,636,049.11</b>	<b>8,910,586.23</b>	<b>6,008,457.74</b>	<b>1,988,728.00</b>	<b>4,576,653.39</b>	<b>14,500,706.40</b>	<b>1,625,493.86</b>	<b>5,981,783.90</b>
Misc - T. in from Payroll	0.00							1,572.04			(1,572.04)
Capital - Bond Sale Proceeds	7,963,908.60							149,000.00	7,814,908.60		
Capital - Clear Interfund	5,844,803.72						3,844,803.72	2,000,000.00			
<b>Grants Received:</b>	<b>45,397.48</b>	<b>45,397.48</b>									
Recycling Tonnage \$ Recd	2,727.20	1,527.20				1,200.00					
JIF \$ Recd	20,000.00	20,000.00				20,000.00					
County Warning Ch \$ Recd	20,000.00	10,000.00								10,000.00	
EMAA \$ RECD	82,353.43					82,353.43					
CC \$ RECD	12,929.66		4,776.84					8,152.72			
BODY ARMOR \$ RECD	1,848.62						1,848.62				
ALED \$ REC	5,500.00						5,500.00				
DISTRACTED DRIVING \$ RECD	120,000.00							120,000.00			
NJDOT ROSEANN	43,750.00							43,750.00			
NJDOT ALABAMA	509,689.43				509,689.43						
OPEN SPACE \$ RECD	7,547.93									7,547.93	
DDEF	5,500.00										5,500.00
DSGPO \$ RECD	77,020,202.19	4,593,642.67	10,573,846.44	3,636,049.11	9,420,275.66	6,112,011.17	5,840,880.34	6,859,128.15	22,315,615.00	1,643,041.79	5,985,711.86
<b>TOTAL RECEIPTS:</b>	<b>478,556.34</b>	<b>387,254.90</b>	<b>73,403.63</b>	<b>4,806.78</b>	<b>8,146.84</b>	<b>7,999.90</b>	<b>867.02</b>	<b>454.38</b>	<b>150.00</b>	<b>267.07</b>	<b>1,205.82</b>
<b>DISBURSEMENTS:</b>	<b>64,244,380.86</b>	<b>4,854,872.61</b>	<b>7,907,346.62</b>	<b>10,607,558.50</b>	<b>4,705,012.38</b>	<b>8,036,187.93</b>	<b>2,351,904.22</b>	<b>7,154,959.29</b>	<b>7,972,264.26</b>	<b>5,372,940.66</b>	<b>5,281,324.39</b>
2019 Current	7,085,336.80	157,868.49	324,960.87	732,656.13	789,984.57	81,969.78	1,646,383.22	922,081.81	745,683.94	166,427.78	788,320.21
less: Special Emergency	(146,200.00)			(146,200.00)							
less: Def chgs TAX MAP	(250,000.00)			(250,000.00)							
less: Due capital CJF	(80,016.78)			(244,034.35)	(99,814.81)	(67,096.89)	(105,406.75)	(53,938.90)	(117,776.91)	(206,611.65)	(203,027.44)
<b>Appropriation Refunds:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TRANSFERS OUT:</b>	<b>509,689.43</b>	<b>509,689.43</b>									
<b>CAPITAL</b>	<b>0.00</b>	<b>0.00</b>									
<b>TOTAL DISBURSEMENTS</b>	<b>70,546,064.64</b>	<b>5,313,979.22</b>	<b>8,047,736.81</b>	<b>10,704,787.06</b>	<b>5,463,328.98</b>	<b>9,298,760.15</b>	<b>3,892,747.71</b>	<b>8,023,556.58</b>	<b>8,600,321.29</b>	<b>5,333,023.86</b>	<b>5,867,822.98</b>
<b>END. BAL. DEC. 31, 2019</b>	<b>16,648,525.24</b>	<b>9,454,051.14</b>	<b>11,980,160.77</b>	<b>4,911,422.82</b>	<b>8,868,369.50</b>	<b>5,681,620.52</b>	<b>7,629,753.15</b>	<b>6,505,324.72</b>	<b>20,220,618.43</b>	<b>16,530,636.36</b>	<b>16,648,525.24</b>
Total Appropriation Refunds	(1,375,698.79)	(80,016.78)	(257,974.31)	(244,034.35)	(99,814.81)	(67,096.89)	(105,406.75)	(53,938.90)	(117,776.91)	(206,611.65)	(203,027.44)
<b>Bank Balance</b>	<b>9,143,114.48</b>	<b>11,419,167.73</b>	<b>5,387,055.68</b>	<b>8,404,683.90</b>	<b>5,334,020.34</b>	<b>7,478,906.50</b>	<b>6,129,287.02</b>	<b>19,651,364.68</b>	<b>18,299,700.97</b>	<b>16,227,319.05</b>	<b>16,227,319.05</b>
Checking-Ocean First	29,602.40	160,117.47	256,718.97	423,406.92	318.05	318.96	0.04				
Checking-Sturdy	572,440.44	5,576,775.55	8,681,014.31	5,757,745.31	7,618,021.87	6,511,577.70	18,469,201.54	20,323,226.14	18,469,201.54	16,497,449.90	16,497,449.90
Online Payment Acct	318,870.68	135,859.65	57,096.70	23,774.15	508,035.30	77,890.47	21,767.51	86,477.98	79,568.49	228,439.87	228,439.87
Total Bank Balance	9,461,985.16	11,991,808.17	5,796,970.00	14,811,500.00	11,544,811.00	11,544,811.00	11,544,811.00	16,648,525.24	16,648,525.24	16,648,525.24	16,648,525.24
ADD: Deposits In Transit	143,593.67	(68,544.10)	(689,126.88)	(330,680.11)	(154,015.26)	(10,036.23)	(189,703.14)	(189,085.69)	(2,018,133.67)	(77,364.53)	(77,364.53)
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	16,530,636.36	16,648,525.24	16,648,525.24
<b>Adjusted Bank Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Monthly Interest Received-Current Fund	356,004.96	16,788.52	42,627.00	39,484.40	30,616.37	36,873.46	32,042.27	24,507.70	43,086.13	48,035.52	41,963.59
Interest Rate	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%



## CASH RECONCILIATION OCTOBER 31, 2019

	Cash		Less Checks Outstanding	Cash Book Balance
	*On Hand	On Deposit		
Current	499,170.72	16,786,956.78	593,551.71	16,692,575.79
Trust - Assessment				
Trust - Dog License	40.00	14,994.03	129.00	14,905.03
Trust - Other	725.00	3,726,339.62	171,124.66	3,555,939.96
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>499,935.72</b>	<b>27,006,241.52</b>	<b>764,805.37</b>	<b>26,741,371.87</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 31-Oct-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 31-Oct-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 Reed*

Title: CFO, Township of Lower