

WORK SESSION & REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL
March 02, 2020 - 7:00 P.M.

Meeting called to order

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

Work Session

2020 Budget Hearing – Manager Jim Ridgway, CFO Lauren Read and Auditor Leon Costello

Public Hearing - Pre-Qualification Regulations in connection with the Judge Nathaniel Foster House located at 1649 Bayshore Road

Municipal Utilities Authority Presentation – Mike Chapman, Executive Director

Consent Agenda

Approval of Minutes/ Closed Session Minutes – February 19, 2020

Res. #2020-94 Payment of Vouchers \$ 489,247.98

Res. #2020-95 Authorization to Cancel General Ledger Balances (\$725)

Res. #2020-96 A Resolution Authorizing the Sale of Personal Property Not Needed For Public Use by Private Sale

Res. #2020-97 Authorization for Waiver of Fees for Historic Cold Spring Village (construction of pole barn)

Res. #2020-98 Issuance of Ice Cream Peddling and Ice Cream Salesman License for the Year 2020 (A & T Ice)

Res. #2020-99 A Resolution Awarding Nine (9) Concerts to be Held at the DRBA Ferry Terminal to: Media Five LTD, Frank Kielb, Stellar Mojo, Legacy Band and Adoleo Inc (\$17,875.)

Res. #2020-100 A Resolution Accepting the Redevelopment Study Prepared by the Lower Township Planning Board Pertaining to a Portion of the Cape May County Airport (Block 410.01, Part of Lot 36) and Designating Same to be an "Area In Need of Redevelopment" Pursuant to the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et seq

Res. #2020-101 Approval of Change Order #1 to Resolution #2019-163; for Professional Services for Pre-Qualifications/Bidding and Construction Phase to Michael Calafati Architect, LLC for the Judge Nathaniel Foster House (\$16,367.)

Res. #2020-102 A Resolution Adopting Bidder Pre-Qualification Regulations in Connection with Improvements to the Judge Nathaniel Foster House Located at 1649 Bayshore Road, Villas, New Jersey 08251

Res. #2020-103 Approval of Change Order #1 to Charles Marandino, LLC for the Schellengers Landing Safety Improvements and Identification Program for Additional Concrete (\$9,486.)

Res. #2020-104 Approval for Bus Stop to be Located on Hornet Road

Regular Agenda

Res. #2020-105 Approval of an Alcoholic Beverage Control Plenary Retail Consumption License – Person to Person Transfer – License #0505-33-011-005, From Five P's Inc to Spyglass of Cape May, LLC

Manager's Report

Engineer's Report - Marc DeBlasio

Administrative Reports

Treasurer

Council Comments

Call to the Public

Closed Session

Res. #2020-106 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. **Personnel**

Adjournment

COUNCIL MEETING MINUTES – February 19, 2020

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on February 19, 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
Councilmember Roland Roy, Jr.
Deputy Mayor David Perry
Mayor Frank Sippel

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

Work Session

Res. #2020-81 A Resolution Confirming the Appointment to Fill the Vacancy of Ward Two (2) Councilmember until the General Election

Clerk Picard read the three (3) candidates' names provided by the Lower Township Regular Republican Organization to fill the vacancy on Council, Ward 2. Deputy Mayor Perry motioned to appoint Kevin Coombs, seconded by Councilmember Conrad.

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

Mayor Sippel administered the Oath of Office to Kevin Coombs for Councilmember, Ward 2, while his daughters, Gabriella and Keva Coombs, held the Bible.

Consent Agenda

Approval of Minutes – February 3, 2020

Res. #2020-82 Payment of Vouchers \$ 329,604.02

Res. #2020-83 Recycling Tonnage Grant Certification of Taxes Paid

Res. #2020-84 Transfer of 2019 Appropriations

Res. #2020-85 Recycling Tonnage Grant Resolution

Res. #2020-86 Authorization for Refund of Taxes (6 properties)

Res. #2020-87 Approval of Contribution to the Coast Guard Community Festival (\$1,000)

Res. #2020-88 A Resolution Awarding a Contract to Cape Mining and Recycling, LLC for the Removal and Disposal of Wood Chips Located at the Municipal Utilities Authority on an As Needed Basis

Res. #2020-89 Authorization for the Payout of Accumulated Sick Time (T.Shough & E.Campbell)

Res. #2020-93 Resolution Supporting the City of Cape May and Cape May County's Application to the United States Coast Guard for Official Designation of Cape May County as a "Coast Guard Community"

Ord #2020-03 Amending Chapter 419, Littering of the Code of the Township of Lower

Ord #2020-04 An Ordinance Amending the Code of the Township of Lower, Adding Chapter 167; Pet Waste

Ord #2020-05 An Ordinance Amending the Code of the Township of Lower; Adding Chapter 576; Improper Disposal of Waste

Ord #2020-06 An Ordinance Amending the Code of the Township of Lower, Adding Chapter 420; Yard Waste Collection Program

Ord #2020-07 An Ordinance Amending the Code of the Township of Lower; Adding Chapter 10; Illicit Connection

Ord #2020-08 An Ordinance Amending the Code of the Township of Lower; Adding Chapter 577; Private Storm Drain Inlet Retrofitting

- Ord #2020-09 An Ordinance Amending the Code of the Township of Lower; Adding Chapter 571; Refuse Containers/Dumpster
- Ord #2020-10 An Ordinance Amending Chapter 400, Land Development, of the Code of the Township of Lower This is the first reading of Ordinances #2020-03 through 2020-10. Public hearings for these Ordinances have been scheduled for March 16, 2020.

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

Regular Agenda

Res. #2020-90 Approval of an Alcoholic Beverage Control Plenary Retail Consumption License – Person to Person Transfer – License #0505-33-011-005, From Five P's Inc to Spyglass of Cape May, LLC

Mayor Sippel motioned to **Table Resolution #2020-90**, seconded by Councilmember Roy.

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

Ordinance #2020-02 – An Ordinance Authorizing the Township of Lower to Covey a Deed of Easement to the Property Owners of Block 796, Lots 45 & 46 In Order to Afford Said Owner Access to Use and Maintain An Existing Wooden Pier/Walkway Constructed on Township Owned Property. This is the second reading and public hearing for this Ordinance. This Ordinance has been posted, published and made available to the public.

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

Engineer's Report – Mott MacDonald

Shawn Carr gave Council a report on all current engineering projects being handled by Mott MacDonald. Councilmember Roy asked about the pilings on the beach access improvements. Mr. Carr responded.

Manager's Report

Manager Ridgway updated Council on several matters including the beach access improvements, the Roseann Avenue project, the 2020 Budget, Diamond Beach, Code Blue Warming Center, and the Nathaniel Foster House. He also pointed out the Township's induction into FEMA's CRS Program.

Administrative Reports

Monthly Reports - Clerk, Construction, Dog, Tax, Vital

Council Comments

Councilmember Conrad commented on the CRS program and the Nathaniel Foster House. He also congratulated and welcomed Councilmember Kevin Coombs.

Councilmember Coombs thanked the Republican Organization and Council for their votes and thanked his family and girlfriend for their support.

Councilmember Roy welcomed Councilmember Coombs and gave an update on the Schellenger's Landing Project.

Deputy Mayor Perry welcomed Councilmember Coombs and gave an update on the Roseann Avenue Project. He inquired about lighting on Roseann Ave, security cameras in the parks, and progress on the beach paths. Shawn Carr and Manager Ridgway addressed his concerns.

Mayor Sippel welcomed Councilmember Coombs and announced the following upcoming events: Cops and Shops, the Summer Concert Series, and the NJ Run for the Fallen.

Call to the Public

Jean Whalen, Shunpike Road, asked for an update on the aquatic center. Mayor Sippel informed that the numbers are still being configured.

Ray Flickinger, 1700 Washington Blvd, welcomed Councilmember Coombs and voiced concern about the safety of the outfall pipe on the bay at Washington Blvd. He also commented on the work session with the DRBA and suggested it be done more often.

Manager Ridgway commented on the DRBA's proposed work to Douglass Park.

Closed Session

Res. #2020-91

Resolution Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12.
Attorney/Client Privilege – Contract negotiations

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

COUNCIL MAY RETURN FROM CLOSED SESSION TO TAKE FORMAL ACTION

Council adjourned to Closed Session at approximately 7:35 p.m.

Council returned to Open Session at approximately 8:11 p.m.

Res. #2020-92 Approving Change Order #1 to Resolution #2018-383; A Professional Service Contract with Mott MacDonald for Professional Landscape Architecture and Engineering Services for Clem Mulligan Sports Complex Renovations (\$116,900)

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

Adjournment

There being no further business to address, motion to adjourn moved by Mayor Sippel, seconded by Councilmember Roy. Motion to adjourn was unanimous. Meeting adjourned at 8:12 p.m.

Mayor

Township Clerk

Approved:

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01590 FORD, SCOTT & ASSOCIATES*	20-00436	02/10/20	NTE \$40K PER RES #2020-07	Open	6,500.00	0.00		B
01657 GOPHER SPORT*	20-00275	01/24/20	PING PONG BALLS & WIPES	Open	344.74	0.00		
01667 GLOUCESTER COUNTY POLICE ACAD*	20-00280	01/24/20	TRAINING FEB 13-14, 2020	Open	120.00	0.00		
01785 ROBERT HARTMAN SR	20-00542	02/25/20	JAN -MARCH 2020	Open	433.80	0.00		
01900 INTERCOM TRUCK EQUIP INC	20-00420	02/07/20	RAM FOR TRUCK 9	Open	353.00	0.00		
01958 INTERCON TRUCK EQUIPMENT INC*	19-03273	11/27/19	RUBBER PLOWING EDGING	Open	1,900.00	0.00		
	20-00456	02/11/20	RUBBER CUTTING EDGE	Open	260.00	0.00		
					2,160.00			
02025 HUNTER JERSEY PETERBILT*	19-03572	12/31/19	REPAIRS TO TRUCK 33	Open	172.10	0.00		
02108 KEEN COMPRESSED GAS CO*	20-00103	01/09/20	BOTTLED WATER	Open	348.95	0.00		
02140 KINDLE FORD LINC/MERC., INC.*	20-00106	01/09/20	PARTS FOR POLICE VEHICLES	Open	211.95	0.00		
02223 LANDSMAN UNIFORMS*	19-03176	11/15/19	UNIFORMS	Open	689.70	0.00		
	19-03324	12/09/19	UNIFORMS	Open	723.82	0.00		
					1,413.52			
02247 LAWSON PRODUCTS, INC.*	20-00321	01/29/20	SUPPLIES FOR DPW GARAGE	Open	701.36	0.00		
02262 FBI/LEEDA*	20-00126	01/09/20	ANNUAL DUES 2020	Open	50.00	0.00		
02521 JOSEPH MARKER	20-00537	02/25/20	CONTRACTUAL REIMBURSEMENT M	Open	3,056.76	0.00		
02541 ROBERT D. MARTIN, JR	20-00516	02/21/20	CONTRACTUAL REIMBURSEMENT M	Open	35.72	0.00		
02800 MURPHY FENCE COMPANY*	19-03442	12/17/19	FENCING 4 CLEARWATER DR	Open	7,983.66	0.00		
02811 JAMES MOY	20-00536	02/25/20	CONTRACTUAL REIMBURSEMENT M	Open	175.04	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03026 NJ STATE HEALTH BENEFITS								
	20-00538	02/25/20	MAR 20 HEALTH BENEFITS ACTIVE	Open	183,344.41	0.00		
	20-00539	02/25/20	MAR 20 HEALTH BENEFITS RETIRES	Open	69,303.44	0.00		
					<u>252,647.85</u>			
03102 NJ POLICE TRAFFIC OFFICERS ASS								
	20-00368	02/04/20	ANNUAL DUES	Open	50.00	0.00		
03226 OLD DOMINION BRUSH CO.*								
	19-03567	12/31/19	LEAF VAC PARTS	Open	1,373.04	0.00		B
03377 JULIE PICARD								
	20-00471	02/14/20	REIMBURSE MEETING 2/14/2020	Open	35.97	0.00		
03455 PUBLIC WORKS ASSOCIATION*								
	20-00303	01/28/20	2020 MEMBERSHIP PWANJ	Open	30.00	0.00		
03518 RIGGINS, INC.*								
	20-00502	02/19/20	RIGGINS	Open	575.53	0.00		
	20-00550	02/27/20	OFF HIGHWAY DIESEL	Open	330.86	0.00		
					<u>906.39</u>			
03608 SEAWAVE CORPORATION*								
	20-00307	01/28/20	FIRE SAFETY LEGAL PUBLICATION	Open	32.37	0.00		
03692 SOUTH JERSEY GAS CO*								
	20-00527	02/24/20	1/20-2/17/20 NATURAL GAS	Open	7,288.36	0.00		
03766 JOAN TAYLOR								
	20-00498	02/19/20	CONTRACTUAL REIMBURSEMENT M	Open	400.00	0.00		
03810 MUNICIPAL UTIL AUTH USAGE COST								
	20-00423	02/07/20	SEWER 5059-0 / 12348-0	Open	640.00	0.00		
	20-00473	02/18/20	WATER 10/15/19-1/15/20	Open	1,223.02	0.00		
					<u>1,863.02</u>			
03820 MUNICIPAL UTIL, AUTH ON CALL								
	20-00468	02/14/20	REIMBURSE HALF TOTAL BILLING	Open	242.43	0.00		
03834 CAPE MAY COUNTY TREASURER/HAVE								
	20-00476	02/18/20	COUNTY SHARE IN LIEU TAXES	Open	541.13	0.00		
03876 UNITED WATER TREATMENT CO INC*								
	20-00429	02/10/20	WATER TREATMENT FOR SYSTEM	Open	480.00	0.00		
03904 LOWE'S HOME CENTER INC*								
	20-00108	01/09/20	SUPPLIES/DPW	Open	378.23	0.00		
	20-00483	02/19/20	HOT WATER HEATER	Open	676.33	0.00		
					<u>1,054.56</u>			
03969 VERIZON								
	20-00513	02/21/20	2/13-3/12/20 LANDLINES	Open	254.33	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03992 VAL-U AUTO PARTS LLC*	20-00101	01/09/20	RDS/SANT/RECY/DPW	Open	3,860.30	0.00		
04301 SEASHORE ASPHALT CORPORATION*	20-00114	01/09/20	ASPHALT/PATCH/RDS	Open	278.75	0.00		
04445 TRICOMM SERVICES CORP*	20-00349	02/04/20	CHANGE ASSESSOR MENU/CONF EXT	Open	382.50	0.00		
2023 ATLANTIC TACTICAL INC*	20-00451	02/11/20	GAS MASK	Open	485.91	0.00		
5027 CAPE MAY COUNTY FIRE PROTECTIO	20-00306	01/28/20	FIRE 2020 ASSOCIATION DUES	Open	100.00	0.00		
6059 USABLE LIFE	20-00540	02/25/20	MAR 20 LIFE INSURANCE	Open	619.30	0.00		
7079 SUBURBAN PROPANE L P*	20-00507	02/20/20	PROPANE DELIVERY-FREEMAN	Open	143.41	0.00		
	20-00534	02/25/20	PROPANE DELIVERY- SHUNPIKE	Open	31.47	0.00		
					174.88			
7091 STEVE SELBY	20-00501	02/19/20	BASKETBALL OFFICIAL	Open	40.00	0.00		
7098 SHORE VETERINARIAN ANIMAL *	20-00159	01/10/20	RES 2020-16 DNE \$56K ANIMAL CO	Open	4,666.67	0.00		B
7196 LAUREN HUGGINS SUIT*	20-00158	01/10/20	RES 2020-09 PUBLIC INFORMATION	Open	1,075.00	0.00		B
7199 STAPLES CREDIT PLAN-INSTORE PU	20-00213	01/16/20	OFFICE SUPPLIES	Open	125.49	0.00		
	20-00222	01/17/20	OFFICE SUPPLIES	Open	82.49	0.00		
					207.98			
7400 WATCHGUARD VIDEO	19-03166	11/15/19	WIRES	Open	560.00	0.00		
	20-00140	01/09/20	SOFTWARE AND LICENSING	Open	5,842.00	0.00		
					6,402.00			
7475 SUZANNE M SCHEID	20-00518	02/21/20	CONTRACTUAL REIMBURSMNT M	Open	69.00	0.00		
7507 STEFANKIEWICZ & BELASCO LLC	20-00154	01/10/20	RES # 2020-01 DNE \$34K	Open	2,833.33	0.00		
	20-00221	01/17/20	DNE \$116K EXPENSES	Open	14,836.11	0.00		
					17,669.44			
7508 BLANEY & KARAVAN PC*	20-00157	01/10/20	RES2020-05 MONTHLY DNE \$40K	Open	3,333.33	0.00		B

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7552 EVERBRIDGE, INC*								
	20-00204	01/15/20	1/1-12/31/20 EMERGENCY SYSTEM	Open	5,463.64	0.00		
7636 MOTT MACDONALD LLC*								
	19-02964	11/06/19	SERVICES FOR JONATHAN HOFFMANS	Open	15,078.00	0.00		B
	20-00519	02/24/20	PROFESSIONAL ENGINEERING	Open	425.17	0.00		
	20-00520	02/24/20	PROFESSIONAL ENGINEERING	Open	1,047.26	0.00		
	20-00521	02/24/20	PROFESSIONAL ENGINEERING	Open	1,299.25	0.00		
	20-00522	02/24/20	PROFESSIONAL ENGINEERING	Open	3,063.89	0.00		
	20-00523	02/24/20	PROFESSIONAL ENGINEERING	Open	284.00	0.00		
	20-00524	02/24/20	PROFESSIONAL ENGINEERING	Open	3,174.99	0.00		
	20-00525	02/24/20	PROFESSIONAL ENGINEERING	Open	<u>1,853.56</u>	0.00		
					26,226.12			
7689 GOVERNMENT FORMS AND SUPPLIES*								
	20-00272	01/23/20	BUSINESS CARDS - MAYOR SIPPEL	Open	41.00	0.00		
7698 TIMOTHY O'DONNELL								
	20-00533	02/25/20	REIMBURSEMENT-FINGERPRINT	Open	24.05	0.00		
7896 CMC COURT ADMINISTRATORS ASSOC								
	20-00388	02/06/20	2020 COURT ADMIN DUES	Open	200.00	0.00		
7922 WILLIAM OMROD								
	18-00841	03/27/18	2018 EQUIP. ALLOWANCE	Open	150.00	0.00		
	19-00956	03/29/19	2019 EQUIPMENT ALLOWANCE	Open	<u>150.00</u>	0.00		
					300.00			
7929 AMAZON CAPITAL SERVICES, INC								
	20-00371	02/04/20	IPHONE 8 CASE BF	Open	19.88	0.00		
	20-00450	02/11/20	Standing Computer Desks	Open	3,290.52	0.00		
	20-00452	02/11/20	SUPPLIES	Open	281.39	0.00		
	20-00453	02/11/20	WESTCOTT LAND MEASURE COMPASS	Open	19.90	0.00		
	20-00464	02/13/20	MICROSOFT SURFACE PRO 7 FS	Open	2,789.85	0.00		
	20-00504	02/19/20	FIRE SAFETY SUPPLIES	Open	238.02	0.00		
	20-00512	02/20/20	PHONE CASE / GAVEL	Open	<u>38.98</u>	0.00		
					6,678.54			
8087 COOL POOLS CONSTRUCTION LLC								
	19-02460	09/05/19	SAFETY POOL COVERS FOR POOL	Open	4,075.00	0.00		
8131 DOCUVAULT SECURE SHREDDING LLC								
	20-00470	02/14/20	2/5/2020 SHREDDING	Open	72.00	0.00		
8197 GREAT AMERICAN FINANCIAL SERV								
	20-00541	02/25/20	2/14/20 MAIL MACHINE LEASE	Open	560.00	0.00		
8207 CJ DURHAM								
	20-00477	02/18/20	WRESTLING OFFICIAL	Open	95.00	0.00		
8245 SUSAN KENNEDY BURGOS								
	20-00469	02/14/20	REFUND TAX 1ST QTR B 277 L 11	Open	533.11	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
8246 CLARENCE MAYS	20-00478	02/18/20	WRESTLING OFFICIAL	Open	76.00	0.00		
8247 LANCE BOBO	20-00479	02/18/20	FINGERPRINT/BACKGROUND	Open	24.05	0.00		
8248 JOHN OLIVA	20-00499	02/19/20	BASKETBALL OFFICIAL	Open	100.00	0.00		
8249 CHRIS LOZZI	20-00535	02/25/20	REFEREED EXHIBITION GAME	Open	70.00	0.00		
BERB BERNADETTE ERB	20-00480	02/18/20	REIMBURSEMENT- FINGERPRINT	Open	24.05	0.00		
G-POS POSITIVE PROMOTIONS	20-00383	02/06/20	GLOW BRACELETS	Open	241.83	0.00		
MARGATE MARGATE RECREATION	20-00227	01/17/20	MARGATE MADNESS TOURNAMENT	Open	160.00	0.00		
MCGAFFNE MATT MCGAFFNEY JR	20-00500	02/19/20	BASKETBALL OFFICIAL	Open	80.00	0.00		
Total Purchase Orders: 107				Total P.O. Line Items: 0	Total List Amount: 485,247.98	Total Void Amount: 0.00		

Vendor:	Description:	Amount:
Seashore Community Church	Code Blue Warming Center	\$ 4,000.00
	TOTAL Manual Checks	\$ 4,000.00
	TOTAL Computer Generated	\$ 485,247.98
	TOTAL BILL LIST	<u>\$ 489,247.98</u>

	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 March 2, 2020.

Julie A Picard, Township Clerk

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

RESOLUTION #2020-95

Title: **AUTHORIZATION TO CANCEL GENERAL LEDGER BALANCES**

WHEREAS, it has been determined that there is a defunct reserve amount appropriated in the Trust Fund general ledger that is not viable; and

WHEREAS, it has been determined by an internal audit that this balance totaling \$725.00 should be cancelled to properly reflect the financial position of the Township; and

WHEREAS, it is necessary to formally authorize cancellation of said balances so that it can be adjusted to show a true reflection of the financial position of the Township:

G/L:

Trust Fund: Reserve for Bail	725.00	
Trust Fund: Recreation Cash		725.00

Revenue:

Current Fund: Revenue		
Misc. Revenue not Anticipated		725.00

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the aforementioned cancellation is authorized.

	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 March 2, 2020.

Julie A Picard, Township Clerk

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

RESOLUTION #2020-96

Title: **A RESOLUTION AUTHORIZING THE SALE OF PERSONAL PROPERTY NOT NEEDED FOR PUBLIC USE BY PRIVATE SALE**

WHEREAS, the Township of Lower has deemed an I Phone 7 belonging to former Mayor Simonsen along with the connected phone number are no longer needed for public use; and

WHEREAS, former Mayor Simonsen has requested the associated phone number be transferred to him personally and the Township has obtained the fair market value of the phone; and

WHEREAS, N.J.S.A. 40A:11-36 permits a municipality to sell by private sale personal property no longer needed for public use, when the fair value of the property to be sold does not exceed the applicable bid threshold.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey the a private sale to Erik Simonsen of the above mentioned item for the amount of Twenty-five (\$25) Dollars is hereby authorized.

BE IT FURTHER RESOLVED that fixed asset #4524 be removed from the Lower Township Fixed Asset Inventory.

	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 March 2, 2020.

Julie A Picard, Township Clerk

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

RESOLUTION #2020-97

Title: AUTHORIZATION FOR WAIVER OF FEES FOR HISTORIC COLD SPRING VILLAGE

WHEREAS, Historic Cold Spring Village, located at 720 Route 9, will be making application to the Township to eliminate an antiquated trailer and construct a Pole Barn at said location; and

WHEREAS, Historic Cold Spring Village is a non-profit corporation and has requested the Township waive any and all permit fees associated with the construction of said pole barn; and

WHEREAS, the Township Council has reviewed their request and deems it appropriate to support local charitable organizations and non-profit organizations that support and enhance the township and its community.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that all permissible Township permit fees associated with the construction of the pole barn be waived.

	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 March 2, 2020.

Julie A Picard, Township Clerk

**Historic Cold Spring Village
720 Route 9
Cape May, New Jersey 08204**

**Phone: (609)-898-2300, ext. 10
Fax: (609) 884-5926
Website: www.hcsv.org**

February 18, 2020

Ms. Julie Picard, Township Clerk
Township of Lower
2600 Bayshore Road
Villas, NJ 08251

Dear Mayor Sipple, Deputy Mayor Perry and Councilman Conrad:

Historic Cold Spring Village, a New Jersey not-for-profit corporation, is actively moving towards eliminating an antiquated 60 x 30 ft trailer that was inherited from Cape May County during their tenure at the Village from 1985-1992. It is located in the restoration and storage area of the museum and has deteriorated to the point where additional funds would only stave off its eventual demise. The staff drew up a rudimentary set of plans, which have been included. Mr. Playford has also been contacted with respect to the Village's proposal.

We are respectfully requesting to be forgiven for permit fees as we proceed with a plan to replace utilizing brewery revenue; monies garnered from the Jerome Goldman Legacy Fund (in honor of our blacksmith who passed away last year); and if successful, funds from a New Jersey Historic Trust preservation grant.

As the full-time non-salaried director of HCSV and a representative of both the Foundation that administers the Village and the staff that implements its day-to-day programs and projects, we would be most appreciative if you would consider our request that the permits and fees associated with the barn project be waived.

With kindest regards,

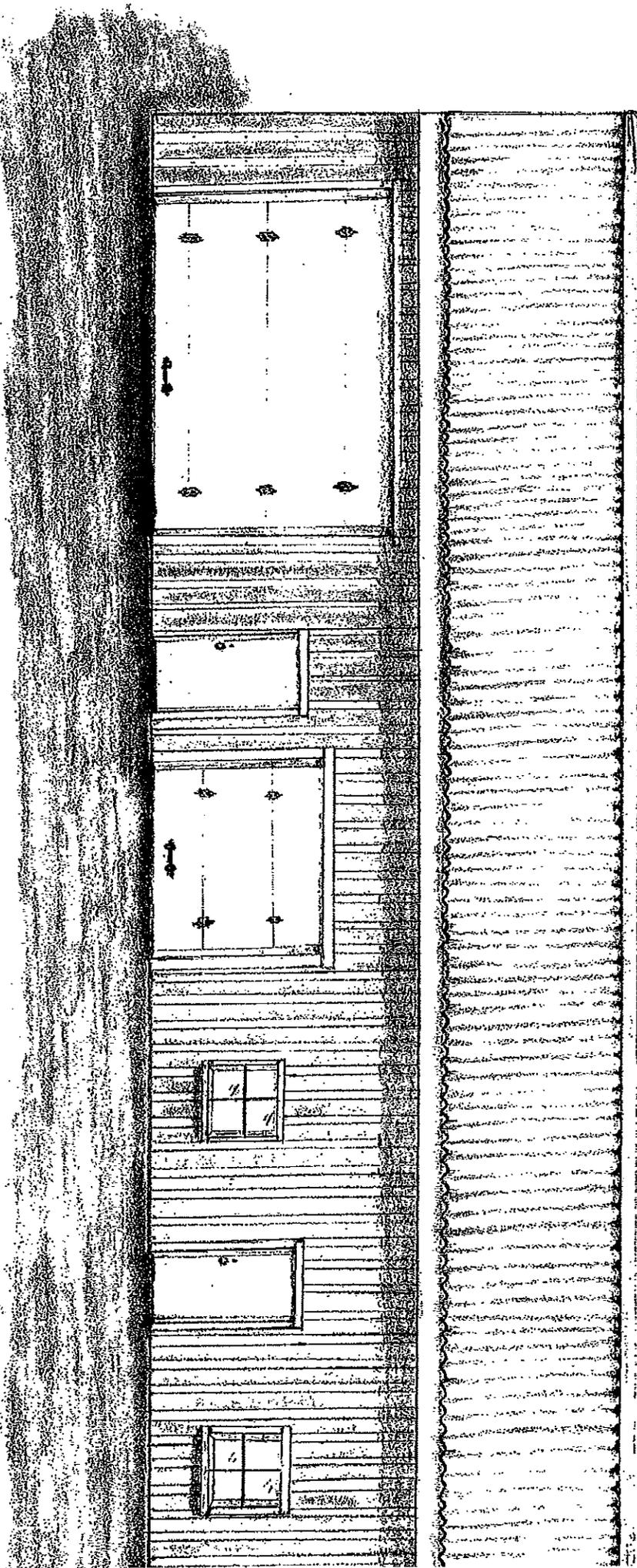
Annie Salvatore



Patricia Anne Salvatore, Executive Director/President

Cc: Gary Playford, Construction Official

60' x 30' Pole Barn
12' side walls
wood siding metal roof



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

RESOLUTION #2020-98

Title: ISSUANCE OF ICE CREAM PEDDLING AND ICE CREAM SALESMAN LICENSE FOR THE YEAR 2020

WHEREAS, Armen Avetisyan t/a A & T Ice has submitted an application for an Ice Cream Peddling and Ice Cream Salesman License for the year 2020; and

WHEREAS, all required paperwork and fees have been received for the license.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Clerk be authorized to issue the following license for the year 2020, after inspection of the vehicle with the Police Department:

Ice Cream Peddling Salesman License

Armen Avetisyan

Ice Cream Peddling Business License

2006 Ford E450 Super-duty Vin #1FDXE45P56DB03781

2003 Ford E350 Super-duty Vin #1FDWE35F03HA44320

BE IT FURTHER RESOLVED, that anyone selling in conjunction with the above license shall do so only upon proper application and license approval by the Township.

	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 March 2, 2020.

Julie A Picard, Township Clerk

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

RESOLUTION #2020-99

Title: A RESOLUTION AWARDED NINE (9) CONCERTS TO BE HELD AT THE DRBA FERRY TERMINAL TO: MEDIA FIVE LTD, FRANK KIELB, STELLAR MOJO, LEGACY BAND AND ADOLEO INC.

WHEREAS, the Township of Lower is given authority by N.J.S.A 40A:11-5(k) to enter into contracts for "Professional Services" without competitive bidding, when the need arises, so long as the award of such contract is made public by a Resolution of the Governing Body and satisfies the requirements of the New Jersey Pay to Play law; and

WHEREAS, the Lower Township Recreation Department is contracting Nine (9) Concert events which will take place at the Delaware River Bay Authority Ferry Terminal for the following dates and costs:

TO: Media Five for the following shows dates and cost:

Band	Date	Cost	Township Share
Amish Outlaws	07/01/2020	\$ 4,500.00	\$ 2,250.00
Sensational Soul Cruisers	07/08/2020	\$ 4,250.00	\$ 2,125.00
B Street Band	08/12/2020	\$ 3,500.00	\$ 1,750.00
TO: Frank Kielb Entertainment (FKE)			
Parrot Beach	07/22/2020	\$ 4,500.00	\$ 2,250.00
Yellow Brick Road	07/29/2020	\$ 4,750.00	\$ 2,375.00
Desert Highway	08/05/2020	\$ 4,750.00	\$ 2,375.00
TO: Stellar Mojo	8/26/2020	\$ 3,000.00	\$ 1,500.00
TO: Legacy Band	07/15/2020	\$ 2,000.00	\$ 1,000.00
TO: ADOLEO, INC.			
Don't Call Me Francis	08/19/2020	\$ 4,500.00	\$ 2,250.00
	TOTAL	\$35,750.00	\$17,875.00

WHEREAS, the amount of said contract shall be in accordance with the services set forth on Exhibit A-H attached hereto; the DRBA has authorized a contribution of \$17,875.00 towards the entertainment events; and

WHEREAS, the CFO has determined sufficient funds are available as evidenced by her signature;

Lauren Read, CFO

0-01-30-420-259
Budget Account

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 contracts are hereby awarded as per attached contracts:

AWARD TO:	MEDIA FIVE ENTERTAINMENT (3) Three Concerts
Total:	\$ 12,250.00 (\$ 6,125.00 Township Portion)
AWARD TO:	FRANK KIELB ENTERTAINMENT (3) Three Concerts
Total:	\$ 7,000.00 (\$ 3,500.00 Township Portion)
AWARDED TO:	STELLAR MOJO (1) Concert
Total:	\$ 3,000.00 (\$1,500.00 Township Portion)
AWARDED TO:	LEGACY BAND (1) Concert
Total:	\$ 2,000.00 (\$1,000.00 Township Portion)
AWARDED TO:	ADOLEO INC. (1) Concert
Total:	\$ 4,500.00 (\$2,250.00 Township Portion)
COMPLETE TOTAL:	\$ 35,750.00 (\$ 17,875.00 Township Portion)

BE IT FURTHER RESOLVED, that a notice of Award of Professional Contract for the above award shall be published in the Township's Official paper.

	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 March 2, 2020.

Julie A Picard, Township Clerk

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

RESOLUTION #2020-100

Title: **A RESOLUTION ACCEPTING THE REDEVELOPMENT STUDY PREPARED BY THE LOWER TOWNSHIP PLANNING BOARD PERTAINING TO A PORTION OF THE CAPE MAY COUNTY AIRPORT (BLOCK 410.01, PART OF LOT 36) AND DESIGNATING SAME TO BE AN "AREA IN NEED OF REDEVELOPMENT" PURSUANT TO THE LOCAL REDEVELOPMENT AND HOUSING LAW, N.J.S.A. 40A:12A-1 et seq.**

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

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

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

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

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

WHEREAS, pursuant to Resolution 2017-199, which is incorporated herein by reference, the Township previously designated a portion of Block 410.01, Part of Lot 36, identified as the former Everlon Property, as an area in need of redevelopment; and

WHEREAS, the Lower Township Council has since adopted Resolution #2019-331 "authorizing and directing" the Lower Township Planning Board to conduct a study on certain real property located within the Township identified as Block 410.01, Parts of Lot 36, and known as and identified as the "Airport Industrial Park," as depicted on the map attached hereto **Exhibit A**, to determine if same qualifies as an area in need of redevelopment pursuant to the Local Redevelopment and Housing Law. N.J.S.A. 40A:12A-1, et seq; and

WHEREAS, a preliminary report of findings has been reviewed by the Planning Board and a duly noticed public hearing was conducted on February 20, 2020 in compliance with N.J.S.A. 40A:12A -1 et seq, at which time the Lower Township Planning Board received sworn testimony on behalf of the Property Owner, the County of Cape May, and received comments from the public; and

WHEREAS, at the conclusion of said public hearing, and consistent with the proofs adduced by the County in connection with this matter, the Lower Township Planning Board determined that the property in question meets the statutory criteria in N.J.S.A. 40A:12A-5(b) and 5(d) to be declared an Area in Need of Redevelopment, as further memorialized by Lower Township Planning Board Resolution 20-14;

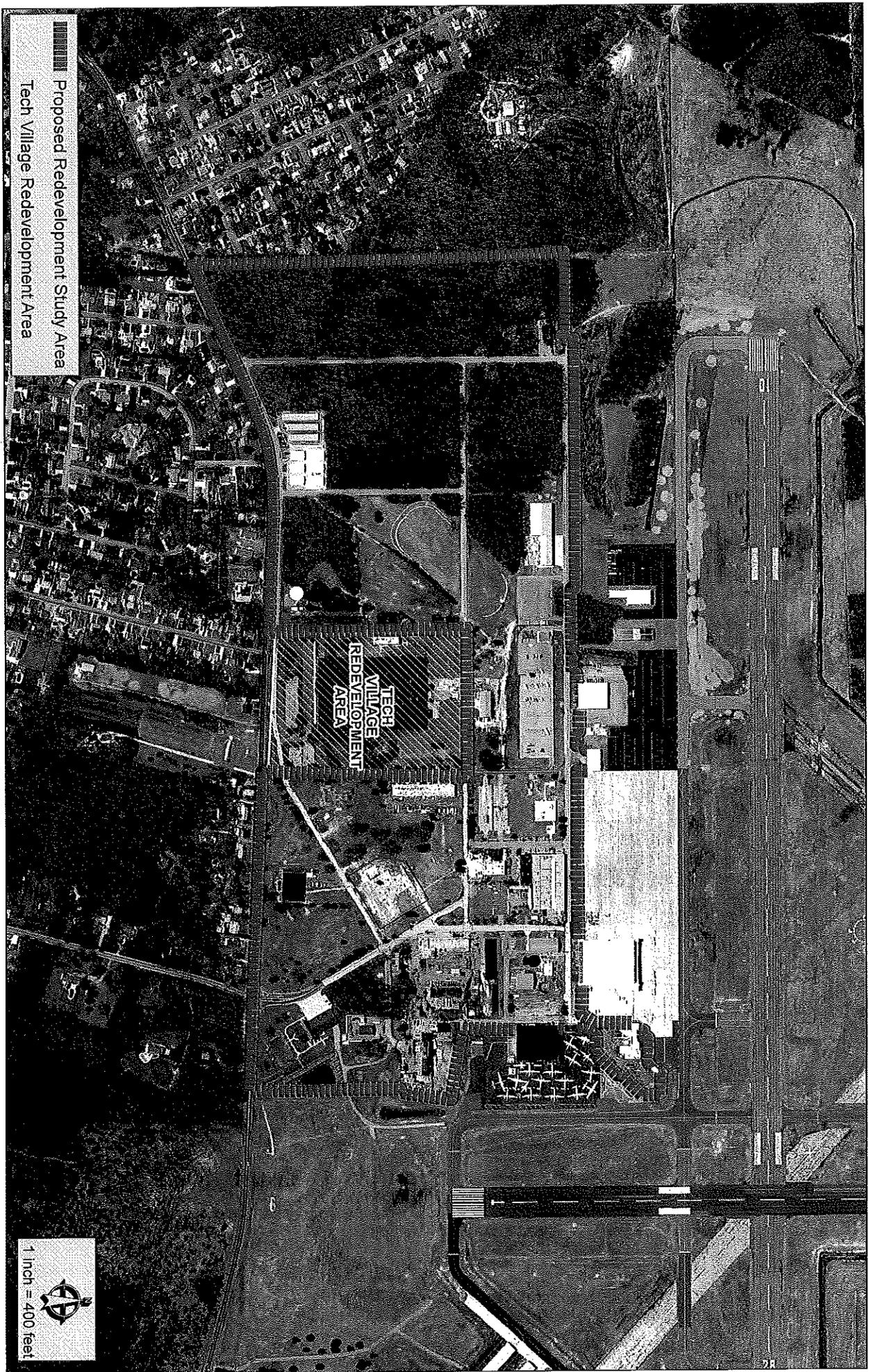
NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the property located within Block 410.01, Par of Lot 36, further identified as the "Airport Industrial Park" and as delineated on the map attached hereto as **Exhibit A**, is hereby determined to be a non-condemnation Redevelopment Area as provided by N.J.S.A. 40A:12A-1 et.seq;

BE IT FURTHER RESOLVED, that the Clerk of the Township of Lower is hereby directed and authorized to forthwith transmit a copy of this Resolution to the Commissioner of the Department of Community Affairs for review and all necessary and appropriate action in connection therewith.

	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 March 2, 2020.

Julie A Picard, Township Clerk



Proposed Redevelopment Study Area
Tech Village Redevelopment Area

TECH
VILLAGE
REDEVELOPMENT
AREA

1 inch = 400 feet



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

RESOLUTION #2020-101

Title: APPROVAL OF CHANGE ORDER #1 TO RESOLUTION #2019-163; FOR PROFESSIONAL SERVICES FOR PRE-QUALIFICATION/BIDDING AND CONSTRUCTION PHASE TO MICHAEL CALAFATI ARCHITECT, LLC FOR THE JUDGE NATHANIEL FOSTER HOUSE

WHEREAS, Michael Calafati Architect, LLC has been approved by Resolution #2019-163 on May 6, 2019 to provide Professional Engineering Services to develop the Historical Design and Construction Plans for the Judge Nathaniel Foster House for \$51,800.00; and

WHEREAS, Michael Calafati Architect, LLC has provided a proposal for engineering services to oversee the Pre-Qualification of Bidders submissions and the Construction Phase for the Judge Nathaniel Foster House for \$16,367.00; the purchase order sign-off will be under the direction of Colleen Crippen, Township Grant Coordinator; and

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

Appropriation # 0-15-56-223-048 Neighborhood Revitalization

CFO Signature _____

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Change Order #1 for \$16,367.00 to Michael Calafati Architect, LLC is hereby approved to increase the contract total to \$68,167.00.

	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 March 2, 2020.

Julie A Picard, Township Clerk



Michael Calafati Architect, LLC

510 Bank Street, P.O.Box 2363, Cape May, NJ 08204
T 609 884 4922 F 609 884 8608 www.calafati.com

Letter of Amendment

The Township of Lower

-and-

Michael Calafati Architect, LLC (EIN# 61-1660240)

February 13, 2020

PREFACE

The original and current agreement between the Township of Lower and Michael Calafati Architect dated May 22, 2019 provides services up to and including the Pre-Construction and Design Phases. This Letter of Agreement extends such services to include the Bid and Construction Phases for an additional fee, as previously established (consistent with the previous proposal).

SUMMARY OF PREVIOUS DOCUMENTS REFERRED TO HERE BY REFERENCE

1. Township of Lower's Resolution #2019-163, *Approval of Professional Services*, dated May 6, 2019 consisting of 1 page.
2. *AIA Document B104 – 2017, Standard Abbreviated Form of Agreement Between Owner and Architect*, with attachments dated May 22, 2019 known as the Prime Agreement consisting of 34 pages.

TERMS

1. With this amendment, the scope of the services is extended to include the Bid Phase (\$2,619.00) and Construction Phase (\$13,748.00) as described in the above referenced documents for an increase of \$16,367.00 to the existing fee.
2. Therefore, the new fee shall be \$68,167.00 (\$51,800.00 originally plus \$16,367.00 under this Letter of Amendment).
3. The anticipated project schedule is adjusted as indicated below.

Early March	Township holds Pre-Qualification Hearing.
Mid March	Township forwards necessary paperwork to NJ DCA LGS for review and approval
Mid April	NJ DCA Local Government Services approves the submission (one month anticipated).
Mid April	The Pre-Qualification Statement is released to interested prospective bidders.
Mid May	Completed Pre-Qualification Statement are received by the Township (approx. 3 weeks).
Late May	Qualified bidders are identified (extra time may be needed to re-review deficient bidders).
Late May	Release of Bid Documents.
Late June	Township receives Bid Proposals; MCA reviews bids & writes a letter of recommendation.
Early July	Township awards a Contract for Construction at a regular meeting of the Council.
Mid July	Contract for Construction with the lowest bona fide bidder is executed; Work begins.
Late November	Substantial Completion/Punchlisting (assumes 4-1/2 months after construction start).
Late December	Final Completion and Closeout (assumes 1 additional month).
4. Terms not modified herein shall remain constant from the above referenced documents.

TERMS HEREIN ACCEPTED BY:

Hon. Frank Sippel, Mayor
Township of Lower
Date:

Michael Calafati, AIA, Principal
Michael Calafati Architect, LLC
Date: February 13, 2020

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

RESOLUTION #2020-102

Title: **A RESOLUTION ADOPTING BIDDER PRE-QUALIFICATION REGULATIONS IN CONNECTION WITH IMPROVEMENTS TO THE JUDGE NATHANIEL FOSTER HOUSE LOCATED AT 1649 BAYSHORE ROAD, VILLAS, NEW JERSEY 08251**

WHEREAS, pursuant to N.J.S.A. 40A:11-25, the governing body of any contracting unit is permitted to establish reasonable regulations appropriate for controlling the qualifications of prospective bidders upon contracts to be awarded on behalf of the contracting unit; and

WHEREAS, N.J.S.A. 40A:11-25 further provides that the governing body may fix the qualifications required according to the financial ability and experience of the bidders and the capital and equipment available to them pertinent to and reasonably related to the class or category of goods or services to be provided or performed in the performance of any such contract, and it may also required each bidder to furnish a statement outlining their qualifications and it may refuse to furnish a bidder with any plans or specifications unless said bidder satisfies the pre-qualification requirements; and

WHEREAS, the Township of Lower desires to enact specific pre-qualification requirements, a copy of which are attached hereto as **Exhibit A** and which are incorporated herein by reference, for bidders regarding the contract associated with Improvements to the Judge Nathaniel Foster House located at 1649 Bayshore Road, Villas, New Jersey 08251; and

WHEREAS, pursuant to the requirements of N.J.S.A. 40A:11-25, adequate notice of the public hearing on the proposed prequalification regulations and a general description of the subject matter said regulations were advertised in the Press of Atlantic City on February 7 and the Cape May Star and Wave on February 5, 2020; and

WHEREAS, the Township of Lower held a public hearing on March 2, 2020 in connection with the proposed prequalification regulations at which the members of the general public and prospective bidders were afforded the opportunity comment on the proposed prequalification regulations; and

WHEREAS, the Township of Lower desires to adopt the proposed bidder prequalification regulations, a copy of which is attached hereto as **Exhibit A**, for the contract associated with Improvements to the Judge Nathaniel Foster House located at 1649 Bayshore Road, Villas, New Jersey 08251.

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. In accordance with the provisions of N.J.S.A. 40A:11-25, the Township of Lower hereby adopts the bidder prequalification regulations attached hereto as **Exhibit A** for bidders on the contract for Improvements to the Judge Nathaniel Foster House located at 1649 Bayshore Road, Villas, New Jersey 08251.
2. The Township Clerk is hereby authorized and directed to provide a true and certified copy of this Resolution, the adopted bidder prequalification regulations, copies of the two (2) newspaper legal advertisements, a true and sealed copy of the March 2, 2020 public hearing transcript, and a copy of a completed, certified, and sealed Standard Certification Form to the Director of the Division of Local Government Services for approval pursuant to N.J.S.A. 40A:11-25.
3. The Mayor, Township Clerk, Township Manager, and Township Solicitor, together with any other appropriate employees and/or professionals are hereby authorized and directed to take any and all necessary steps to effectuate the purpose and intent of this Resolution.
4. This Resolution shall take effect immediately.

	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 March 2, 2020.

Julie A Picard, Township Clerk

REQUEST FOR BIDDER QUALIFICATIONS

Improvements to the Judge Nathaniel Foster House

1649 Bayshore Road, Villas, New Jersey 08251

Pursuant to N.J.S.A. 40A:11-25, "Prequalification of Bidders," the Township of Lower is seeking qualifications from prospective contractors specializing in preservation and restoration construction work. The project's scope of work entails selective demolition (including removal of non-original asbestos siding and roof shingles), masonry restoration, heavy timber framing repairs, exterior finished carpentry repairs, clapboard siding repairs, new cedar shingle roof, repairs and restoration of original and early exterior doors and wood windows, new wood shutters, exterior painting (including preparation and Lead-Safe Practices), upgrading of existing 2nd floor bathroom, new electrical panel box, interior circuit replacement and the installation of an underground electrical service entry.

All proposed work shall meet the minimum requirements of *The Secretary of the Interior's Standards for the Treatment of Historic Properties* (rev. 2017). In addition to direct support from the Township, this project has received grant funding from the New Jersey Historic Trust and the Cape May County Open Space Program. The project is estimated to have an aggregate construction cost of approximately \$350,000.00.

A Bidder's Qualifications Statement is available from the Township Purchasing Department during regular business hours (Monday through Friday, from 8:30 a.m. to 4:30 p.m. excluding holidays) or from Michael Calafati Architect, LLC. Requests for a Bidder's Qualifications Statement from the Owner must be made in writing via email only to mvitelli@townshipoflower.org (please provide return email address – no telephone calls). All questions must be made to the Architect in writing via email.

OWNER'S REPRESENTATIVE

Margaret Vitelli, QPA
Township of Lower Municipal Building
2600 Bayshore Road, Villas, NJ 08251
Email: mvitelli@townshipoflower.org

ARCHITECT

Michael Calafati Architect, LLC
PO Box 2363, Cape May, NJ 08204
Attention: Michael Calafati, AIA
Email: michael@calafati.com

Contractors must submit a completed Bidder's Qualification Statement in duplicate (original and one complete unbound photocopy) to the attention of the Township Purchasing Department on or before xx00 a./p.m. on Day, Month, Day, 2020. Faxed submissions will not be accepted.

It is the Township's intention to release Bid Documents to qualified bidders shortly thereafter. Bid Documents are not available for review at this time.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq.

BIDDER'S QUESTIONNAIRE PACKAGE

FOR

IMPROVEMENTS TO THE JUDGE NATHANIEL FOSTER HOUSE

TOWNSHIP OF LOWER, OWNER

This Package Contains:

1. Project Fact Sheet (pages 2 and 3 of 7).
2. Pre-qualifications Regulations (pages 4 and 5 of 7).
3. Project Location Map (page 7 of 7).
4. Bidder's Qualifications Statement (7 pages appearing separately).

Important: Only the completed Bidder's Qualifications Statement (item 4 above) plus optional supplemental information, if any, should be submitted. Items 1, 2 and 3 above are for the information of prospective bidders and need not be returned.

If you have any questions regarding this project, contact Michael Calafati (via email to michael@calafati.com). Only written questions will receive responses. No Telephone Calls Please.

PROJECT FACT SHEET

FOR

IMPROVEMENTS TO THE JUDGE NATHANIEL FOSTER HOUSE

TOWNSHIP OF LOWER, OWNER

PROJECT: IMPROVEMENTS TO THE
JUDGE NATHANIEL FOSTER HOUSE

LOCATION: 1649 BAYSHORE ROAD
VILLAS, NEW JERSEY 08251

OWNER & CLIENT: TOWNSHIP OF LOWER
Municipal Building
2600 Bayshore Road
Villas, NJ 08251

OWNER/PROJECT
REPRESENTATIVE: Margaret Vitelli, QPA
Township of Lower Municipal Building
2600 Bayshore Road, Villas, NJ 08251
Tel 609-886-2005 x123
Email mvitelli@townshipoflower.org

ARCHITECT: Michael Calafati Architect, LLC
PO Box 2363
Cape May, NJ 08204
Michael Calafati, AIA, Principal-in-Charge
Tel 609-884-4922
Email michael@calafati.com

PROJECT FUNDING: The Township of Lower
The Cape May County Open Space Program
The New Jersey Historic Trust

BACKGROUND INFORMATION:

The Judge Nathaniel Foster House, erected about 1727, is significant as an example of a well-preserved early heavy timber frame house and later remodeled (c. 1826) in the Federal style. The Foster House's many early characteristics included face-nailed interior flush board walls, face-nailed rabbeted siding, exposed framing members (corner posts, joists overhead, and girts), flared corner posts, and an oak frame made mostly of hewn timbers. The remodeling in the Federal period retained many early period features and introduced many newer ones - including joists that were still exposed but were wrapped with beaded-edge boards, plaster walls and plaster ceilings, and smaller but still functional heating and cooking fireplaces—all commonly

found in Cape May County during the third construction period. The Foster House is also notable for its atypical floor plan consisting of a commodious side hall and parlor with a rear kitchen ell. This plan is seen in only two of the county's 35 known earliest buildings.

PROJECT OBJECTIVE:

The work to be covered under this project would execute needed improvements for a stabilized building with a restored exterior. It would begin the recommendations contained in the Conditions Assessment Report prepared in 2014. As this building is listed on the New Jersey State and National Registers of Historic Places, improvements would be minimally invasive to surviving historic building fabric and be reversible where necessary.

SCOPE OF WORK:

Work is to be carried out to respect and conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties (Revised 2017). The project will include:

1. General conditions, facilities, temporary controls at all structures (typical aspects for a project of this type subject to public bidding to a pool of qualified bidders).
2. Workmanlike removal of selected deteriorated building fabric (removal of unnecessary items, removal of non-original asbestos siding and roof shingles).
3. Salvaging and tagging of surviving building fabric for re-use in this and future phases.
4. All necessary shoring of existing framing and temporary supports to complete the project.
5. Site Work shall include landscaping (to maintain and control vegetation near the building).
6. Masonry restoration shall include repointing (rake and repoint all brick) and the reconstruction of chimneystacks above the roofline and new brick piers at summer beam beneath main block of house.
7. New Shoring Posts at mid-span in basement.
8. Conservation of the parlor's iron fireback.
9. Heavy timber framing repairs to corner posts repairs, sills and roof rafter heels.
10. Exterior finished carpentry repairs overhanging eaves, door and window surrounds.
11. New gutters and downspouts in lead coated copper).
12. Clapboard Siding (repair and patch clapboard siding).
13. New Roofing (new cedar shingle roof).
14. Restoration/repair of original and early exterior doors and windows and replication of wood shutters.
15. Exterior Painting, including preparation and Lead-Safe Practices.
16. Upgrading of existing 2nd floor bathroom.
17. New electrical panel box and interior circuit replacement and installation of underground incoming electric service.

BIDDER'S QUESTIONNAIRE PACKAGE

FOR

IMPROVEMENTS TO THE JUDGE NATHANIEL FOSTER HOUSE

TOWNSHIP OF LOWER, OWNER

STATEMENT OF GENERAL NOTICE:

The Judge Nathaniel Foster House is located at 1649 Bayshore Road, Villas, New Jersey 08251 and is owned by the Township of Lower. The goal of this project is to address all exterior building envelope needs as well as major structural repairs. All work must be carried out to respect and conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties (Revised 2017) and is subject to review by the New Jersey Historic Trust and Cape May County Open Space program.

Summarized according to the 50 Divisions of the Construction Specifications Institute's (CSI) MasterFormat, the principal historic preservation activities required for this project include:

01 - General Conditions	▪ General conditions, facilities, temporary controls at all structures (typical aspects for a project of this type subject to public bidding to a pool of qualified bidders).
02 - Site Work	▪ Landscaping (to maintain and control vegetation near the building)
	▪ Selective Demolition (workmanlike removal of unnecessary items, removal of non-original asbestos siding and roof shingles).
04 - Masonry Restoration	▪ Repointing (rake and repoint all brick)
	▪ Reconstruction/New Construction (rebuilding of chimneystacks above the roofline and new brick piers at summer beam beneath main block of house).
05 - Metals	▪ New Shoring Posts at mid-span in basement.
	▪ Conserve fireback at Parlor.
06 - Carpentry	▪ Heavy Timber Framing (assumes corner posts repairs (50%), replacement of heavy timber sills (25%), and roof rafter heels at (40%).
	▪ Exterior Finished Carpentry (repair overhanging eaves, door and window surrounds).
07 - Thermal & Moisture Protection	▪ Gutters and Downspouts (new gutters and downspouts in lead coated copper).
	▪ Clapboard Siding (repair and patch clapboard siding).
	▪ New Roofing (new cedar shingle roof).
08 - Doors & Windows	▪ Original/Early Exterior Doors (repair 4 doors plus basement areaway entrance).
	▪ Wood Windows (restoration of original/early units).
	▪ Storm Windows (general cleaning, re-lubrication and installation of existing storms).

	▪ Wood Shutters (replicate from photographic evidence).
09 - Finishes	▪ Exterior Painting (including prep and Lead-Safe Practices and one prime coat and two finish coats).
22 - Plumbing	▪ Restroom (upgrade existing 2nd floor bathroom).
26 - Electrical	▪ Panel Box and Interior Circuit Replacement.
33 - Utilities	▪ Install Underground Utilities (incoming electrical and telephone/cable only).

The complete scope of work consists of a single contract for the General Conditions and will be carried out in accordance with the Contract Documents (drawings and specifications).

The architect for this project is Michael Calafati Architect, LLC, PO Box 2363, Cape May, NJ 08204 (Tel 609-884-4922, Email michael@calafati.com). The owner's representative is Margaret Vitelli, QPA, Township of Lower, 2600 Bayshore Road, Villas, NJ 08251 (Tel 609-886-2005 x123, Email mvitelli@townshipoflower.org). A Project Fact Sheet describing the project and scope of work is included. All prospective bidders are strongly encouraged to visit the project site. Kindly arrange such visits in advance with Ms. Vitelli at 609-886-2005 x123.

All prospective bidders must submit a completed Qualifications Statement as set forth herein. Completed Bidder's Qualifications Statements must be submitted in duplicate to the attention of Margaret Vitelli, QPA, 2600 Bayshore Road, Villas, NJ 08251 no later than [redacted] pm on Wednesday, Month, Day, 2020 (one original copy and one complete photocopy). Failure to fully complete the Bidder's Qualifications Statement will result in disqualification of the prospective bidder.

The Township of Lower, the Cape May County Open Space Program and the New Jersey Historic Trust (as the funding entities) and the Project Architect will evaluate the qualifications of prospective bidders. Prospective bidders will be notified of their qualification's status in writing.

The Township of Lower will issue bid proposal forms, plans and specifications only to Qualified Bidders. Only bid proposals received from previously Qualified Bidders will be opened. The successful Prequalified Bidder must identify and provide the qualifications of all subcontractors who would be used in the project with their bid proposals. The Township of Lower, the Cape May County Open Space Program, the New Jersey Historic Trust and the Project Architect will review and approve the qualifications of all subcontractors proposed for use in the project. In addition, the successful Prequalified Bidders must submit evidence of performance surety for themselves as well as all subcontractors.

Substitute subcontractors may be hired by the successful Bidder during the project to perform work, subject, however, to the prior approval of the Township of Lower, the Cape May County Open Space Program, the New Jersey Historic Trust and the Project Architect. Moreover, additional subcontractors may be hired by the successful Bidder during the project to perform work that was not contemplated at the onset of the project and could not be performed by the authorized subcontractors. Similarly, such additional subcontractors would be subject to the prior approval by the Township of Lower, the Cape May County Open Space Program, the New Jersey Historic Trust and the Project Architect

STATEMENT OF BIDDER QUESTIONNAIRE/CRITERIA
FOR EVALUATING BIDDERS

The following six (6) criteria will be used for evaluating the qualifications of potential Bidders. The evaluation will be based on information in the Qualifications Statement provided by prospective Bidders as well as information supplied by the Bidders' references.

1. The prospective Bidder, acting as General Contractor, will be required to demonstrate verifiable, successful experience in Project Supervision and Administration of Historic Preservation Projects including selective demolition, masonry restoration, rough and finished carpentry repairs (including finished carpentry restoration), door and window restoration, wood shingle roof installation, and finish work. This experience shall include two (2) projects involving separate historic buildings or sites and of similar activities and scope of work as the subject project completed in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (revised 2017) within the past five (5) years preceding the date of the execution of this pre-qualifications form. The aggregate construction cost of each previous project must have been a minimum project cost of \$175,000. At least one (1) of the projects must have been reviewed by a State Historic Preservation Office, the New Jersey Historic Trust, or the historic review body of a county or municipal authority.
2. The prospective Bidder's proposed project supervisor will be required to demonstrate verifiable, successful experience in Project Supervision and Administration of Historic Preservation Projects including selective demolition, masonry restoration, rough and finished carpentry repairs (including finished carpentry restoration), door and window restoration, wood shingle roof installation, and finish work. This experience shall include two (2) projects involving separate historic buildings or sites and of similar activities and scope of work as the subject project completed in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (revised 2017) within the past five (5) years preceding the date of the execution of this pre-qualifications form. The aggregate construction cost of each previous project must have been a minimum project cost of \$175,000. At least one (1) of the projects must have been reviewed by a State Historic Preservation Office, the New Jersey Historic Trust, or the historic review body of a county or municipal authority.
3. The prospective Bidder must provide a list of the names, titles and years of experience of all principal members of the prospective bidder's staff who will be available and assigned to this particular project.
4. The prospective Bidder's firm or any predecessor firm must not have wrongfully defaulted on a contract or had work terminated for non-performance within the past five (5) years.
5. The prospective Bidder's firm or any predecessor firm must not have been denied a consent of surety, a bid guarantee, or a performance bond within the past twelve (12) months, based on the bidder's inability to meet the surety's reasonable underwriting standards.
6. The Bidder must demonstrate adequate performance on all projects currently underway in terms of Clients' satisfaction with quality of workmanship, appropriateness of staffing (with respect to the number of staff on the project and competency) and timely progress.

BIDDER'S QUESTIONNAIRE PACKAGE

FOR

IMPROVEMENTS TO THE JUDGE NATHANIEL FOSTER HOUSE

1649 Bayshore Road, Villas, New Jersey 08251

TOWNSHIP OF LOWER, OWNER

Project Location Map/ North Top of Page

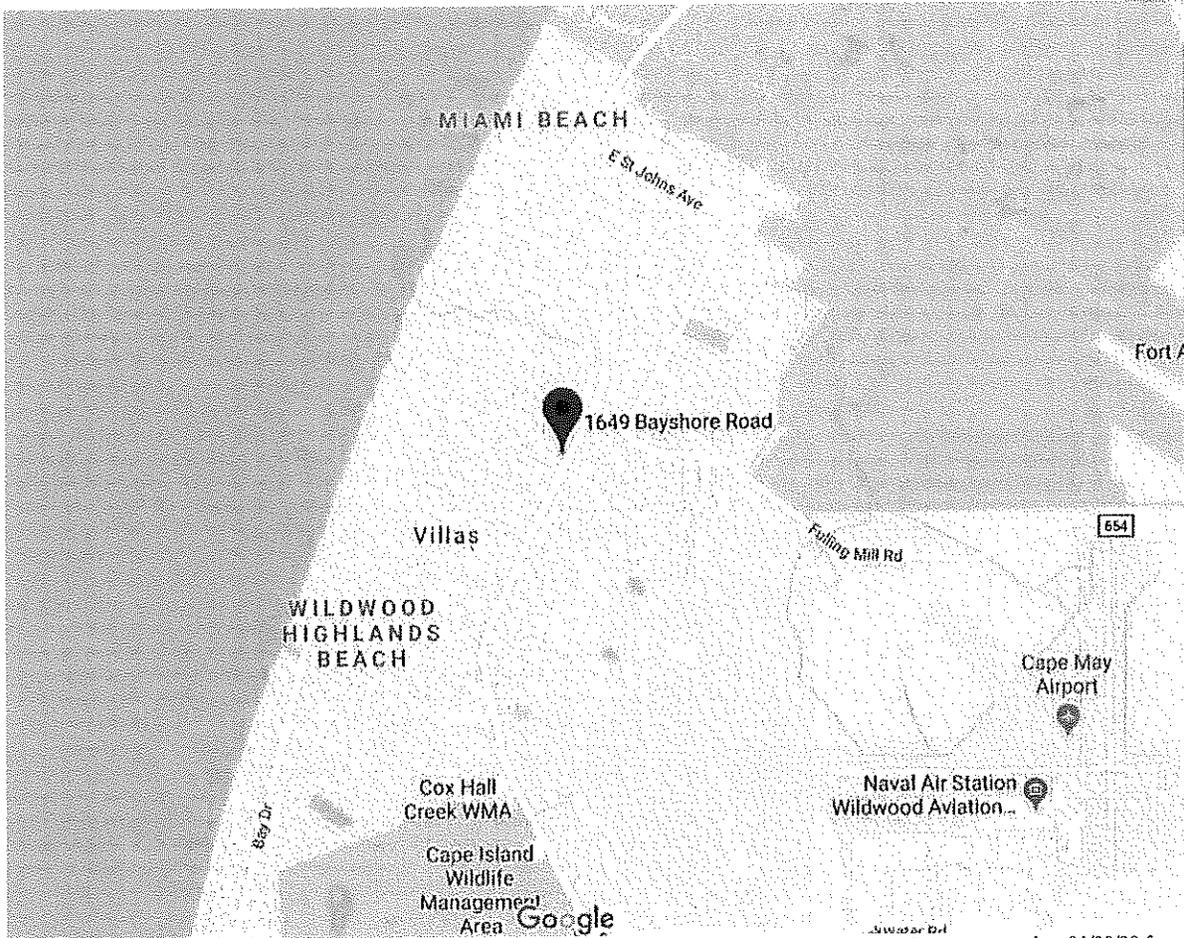


Image accessed on 01/30/20 from:
<https://www.google.com/maps/place/1649+Bayshore+Rd,+Villas,+NJ+08251/@39.0204029,-74.9527795,14z/data=!4m5!3m4!1s0x89c0aaecfdaf177:0x83c9e1f986106d5c!8m2!3d39.0204029!4d-74.93527>

COMPLETE AND RETURN THIS 7-PAGE FORM

**BIDDER'S QUALIFICATIONS STATEMENT
IMPROVEMENTS TO THE JUDGE NATHANIEL FOSTER HOUSE
1649 BAYSHORE ROAD, VILLAS, NEW JERSEY 08251**

This form must be completed and submitted by prospective Bidders who wish to be considered for this work. Failure to complete the Bidder's Qualifications Statement shall result in disqualification of the prospective Bidder. Except where required below to complete this submission, attachments to this form will not be considered.

Do not write *See Attached* in lieu of completing this form. Do not leave entries blank. This 7-page form must be completed in full. Not completing this form in full shall be grounds for rejection.

1. Name and Address of Firm: _____

a. Under what other name (s) has your business operated? _____

b. Business form (corporation, partnership, etc.) _____

Date of formation: _____

Principal location: _____

Names of Officers of Corporation, or Partners: _____

2. Provide a list of the names, titles and years of experience of all principal members of the prospective bidder's staff who will be available and assigned to this particular project. Properly label and identify the attachment covering this item.

3. Has your firm or any predecessor firm defaulted on a contract or had work terminated for non-performance within the last five (5) years? If so, on a separate sheet describe the project, owner, date and circumstances/reasons.

4. Has your firm or any predecessor firm been denied a consent of surety, a bid guarantee, or a performance bond within the past twelve (12) months? If so, on a separate sheet describe the circumstances/ reasons.

5. GENERAL CONTRACTOR:

Provide evidence of successful experience on two (2) projects involving separate historic buildings or sites and of similar activities and scope as the subject work completed in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (revised 2017) within the past five (5) years preceding the date of the execution of this pre-qualification form. At least one of these projects must have been reviewed by a State Historic Preservation Office, the New Jersey Historic Trust or the historic review body of a county or municipal authority. Each project must have an aggregate construction cost of at least \$175,000.

Project #1

Project Name: _____

Approximate Construction Date of Historic Building (Structure or Site): _____

Location: _____

Construction Cost: _____

Completion Date: _____

Project Supervisor: _____

Scope of Work and Nature of Project: _____

Owner: _____

Owner's Contact Person: _____

Phone: _____ Email: _____

Architect: _____

Architect's Contact Person: _____

Phone: _____ Email: _____

Historic Review Agency: _____

Project #2

Project Name: _____

Approximate Construction Date of Historic Building (Structure or Site): _____

Location: _____

Construction Cost: _____

Completion Date: _____

Project Supervisor: _____

Scope of Work and Nature of Project: _____

Owner: _____

Owner's Contact Person: _____

Phone: _____ Email: _____

Architect: _____

Architect's Contact Person: _____

Phone: _____ Email: _____

Historic Review Agency: _____

6. **PROPOSED PROJECT SUPERVISOR:**

Provide evidence of successful experience on two (2) projects involving separate historic buildings or sites and of similar activities and scope as the subject work completed in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (revised 2017) within the past five (5) years preceding the date of the execution of this pre-qualification form. At least one of these projects must have been reviewed by a State Historic Preservation Office, the New Jersey Historic Trust or the historic review body of a county or municipal authority. Each project must have an aggregate construction cost of at least \$175,000.

Name and Address of Project Supervisor who worked on the following two projects that meet the above requirements (list only one individual):

Years of Experience: _____

With Whom (Company Name): _____

Project #1

Project Name: _____

Approximate Construction Date of Historic Building (Structure or Site): _____

Location: _____

Construction Cost: _____

Completion Date: _____

Scope of Work and Nature of Project: _____

Owner: _____

Owner's Contact Person: _____

Phone: _____ Email: _____

Architect: _____

Architect's Contact Person: _____

Phone: _____ Email: _____

Historic Review Agency: _____

Project #2

Project Name: _____

Approximate Construction Date of Historic Building (Structure or Site): _____

Location: _____

Construction Cost: _____

Completion Date: _____

Scope of Work and Nature of Project: _____

Owner: _____

Owner's Contact Person: _____

Phone: _____ Email: _____

Architect: _____

Architect's Contact Person: _____

Phone: _____ Email: _____

Historic Review Agency: _____

7. GENERAL CONTRACTOR:

Provide the following information on all current projects in progress.

Project Name: _____

Location: _____

Contract Amount: _____

Scheduled Completion Date: _____

Owner: _____

Owner's Contact Person: _____

Phone: _____ Email: _____

Architect: _____

Architect's Contact Person: _____

Phone: _____ Email: _____

Project Name: _____

Location: _____

Contract Amount: _____

Scheduled Completion Date: _____

Owner: _____

Owner's Contact Person: _____

Phone: _____ Email: _____

Architect: _____

Architect's Contact Person: _____

Phone: _____ Email: _____

Attach additional pages if necessary to indicate current projects using the same format as above.

CERTIFICATION

I (We) the undersigned certify the truth and correctness of all statements and answers contained herein.

DATE: _____

NAME OF POTENTIAL
BIDDER: _____

ADDRESS OF POTENTIAL
BIDDER: _____

TELEPHONE OF
POTENTIAL BIDDER: _____

EMAIL ADDRESS OF
POTENTIAL BIDDER: _____

BY (sign name, no stamp): _____

(Print/type name and title) _____

WITNESSED: (If a Corporation, by the secretary of the corporation)

BY (sign name, no stamp): _____

(Print/type name and title) _____

Subscribed and sworn to before me
this day of 2020

Notary Public of the State of

My commission expires

(Seal) _____

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

RESOLUTION # 2020-103

Title: APPROVAL OF CHANGE ORDER #1 TO CHARLES MARANDINO LLC FOR THE SCHELLENGERS LANDING SAFETY IMPROVEMENTS AND IDENTIFICATION PROGRAM FOR ADDITIONAL CONCRETE

WHEREAS, Charles Marandino LLC was awarded on January 6, 2020 by Resolution #2020-52 the Schellengers Landing Safety Improvements and Identification Program; and

WHEREAS, Charles Marandino LLC has provide a proposal of \$9,486.00 to add additional concrete steps, wing walls and concrete apron; and

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

Appropriation Ord #19-06 C-04-55-427-000

CFO Signature _____

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Change Order #1 for \$9,486.00 to Charles Marandino LLC is hereby approved to increase the contract total to \$1,250,211.00.

	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 March 2, 2020.

Julie A Picard, Township Clerk

Margaret Cell

CHARLES MARANDINO, LLC
CONCRETE CONTRACTOR

PO Box 20
Milmay, NJ 08340
Phone: 856.691.9963
Fax: 856.691.5195
Cell: 856.982.6433

PROPOSAL

DATE: February 20, 2020

TO: EDA

RE: Schellengers Landing Improvements
Lower Township, Cae May County

ATTN: Joe Maffei

ITEM	DESCRIPTION	UNIT PRICE	QTY	TOTAL COST
X-2	100 SF 6" Reinforced Drive	\$9,486.00	1 each	\$ 9,486.00
	Steps to include 2 Risers 7" x 6.5' length			\$ -
	2 Cheeck Walls, 6" Wide x 2' Return			\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

PROPOSAL TOTAL \$ 9,486.00

NOTE: Prices quoted this date may be subject to change (higher/lower) depending on Project Start Date

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

RESOLUTION #2020-104

Title: APPROVAL FOR BUS STOP TO BE LOCATED ON HORNET ROAD

BE IT RESOLVED by the Mayor and Council of the Township of Lower, County of Cape May, and State of New Jersey.

That pursuant to N.J.S.A. 39:4-8(e) the following described location is designated as a bus stop:

ADDED BUS STOP:

County Road

1. Along Hornet Road, northbound, on the easterly side thereof at:

Ranger Road – near side
Beginning at the southerly curb line of Ranger Road and extending 105 feet southerly therefrom.

BE IT FURTHER RESOLVED That the Mayor and Council of the Township of Lower will enforce the needed traffic regulations governing the aforementioned bus stop location and provide the necessary police security to ensure the safety of the traveling public.

	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 March 2, 2020.

Julie A Picard, Township Clerk

Mayor Frank Sippel March 2, 2020

Municipal Clerk, March 2, 2020

(Chairman, Cape May County Board of Freeholders)

(County Clerk, Cape May County) (Date)

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

RESOLUTION #2020-105

Title: APPROVAL OF AN ALCOHOLIC BEVERAGE CONTROL PLENARY RETAIL CONSUMPTION LICENSE - PERSON TO PERSON TRANSFER - LICENSE #0505-33-011-005, FROM FIVE P'S INC TO SPYGLASS OF CAPE MAY, LLC

WHEREAS, an application has been filed for a person to person transfer of Plenary Retail Consumption License 0505-33-011-005, heretofore issued to Spyglass of Cape May, LLC as a "POCKET LICENSE"; and

WHEREAS, the submitted application form is complete in all respects, the transfer fees have been paid, and the license has been properly renewed for the current license term; and

WHEREAS, the applicant is qualified to be licensed according to all standards established by Title 33 of the New Jersey Statutes, regulations promulgated thereunder, as well as pertinent local Ordinances and conditions consistent with Title 33; and

WHEREAS, the applicant has disclosed and the issuing authority reviewed the source of all funds used in the purchase of the license and all additional financing obtained in connection with the license.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Lower Township Council does hereby approve effective Wednesday, February 19, 2020 at 8:00pm, the transfer of the aforesaid Plenary Retail Consumption License to Spyglass of Cape May, LLC and does hereby direct the Township Clerk to endorse the License Certificate to the New Ownership as follows: "This License, subject to all of its terms and conditions, is hereby transferred, effective 8:00 pm March 2, 2020 to Spyglass of Cape May, LLC as a "Pocket License".

	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 March 2, 2020.

Julie A Picard, Township Clerk

	Total	Jan
BEG. BAL. JAN. 1, 2020	11,511,731.60	11,511,731.60
RECEIPTS:		
Per Revenue Status	10,002,000.80	10,002,000.80
Interest due from Escrow	(850.01)	(850.01)
	10,001,150.79	10,001,150.79
Grants Received:		
Recycling Tonnage \$ Recd	0.00	
JIF \$ Recd	725.00	725.00
BODY ARMOR \$ RECD	4,696.73	4,696.73
5,421.73		
TOTAL RECEIPTS:	10,006,572.52	10,006,572.52
DISBURSEMENTS:		
2019 Reserves	401,310.51	401,310.51
2020 Current	6,501,909.49	6,501,909.49
2020 Capital	440,047.04	440,047.04
Appropriation Refunds:	(100,795.53)	(100,795.53)
TOTAL DISBURSEMENTS	7,242,471.51	7,242,471.51
END. BAL. DEC. 31, 2020	14,275,832.61	14,275,832.61
Total Appropriation Refunds	(100,795.53)	(100,795.53)

Bank Balance	
Checking-Ocean First	13,752,727.14
Online Payment Acct	309,014.37
Total Bank Balance	14,061,741.51
ADD: Deposits in Transit	330,346.34
LESS: Outstanding Checks	(116,255.24)
Adjusted Bank Balance	14,275,832.61
	0.00

Monthly Interest Received-Current Fund	42,915.20	42,915.20
Interest Rate		2.00%

CASH RECONCILIATION JANUARY 31, 2020

	Cash		Less Checks Outstanding	Cash Book Balance
	*On Hand	On Deposit		
Current	639,960.71	14,110,384.29	466,068.96	14,284,276.04
Trust - Assessment				
Trust - Dog License	180.00	11,695.84	10.00	11,865.84
Trust - Other	23,426.30	3,774,364.90	210,351.01	3,587,440.19
Capital - General	0.00	12,917,125.21	0.00	12,917,125.21
Water - Operating				0.00
Water - Capital				0.00
Assessment Utility Trust				0.00
Public Assistance**				0.00
Garbage District				0.00
Grant Fund				0.00
Total	663,567.01	30,813,570.24	676,429.97	30,800,707.28

*Include Deposits In Transit (and change funds)

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

REQUIRED CERTIFICATION

I hereby certify that all amounts shown in the "Cash on Deposit" column on Sheet 9 and 9(a) have been verified with the applicable bank statements, certificates, agreements or passbooks at 30-Jan-20

I also certify that all amounts, if any, shown for investments in Savings and Loan Association on any trial balance have been verified with the applicable passbook at 30-Jan-20

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

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

Signature:

Lauren Read

Title: CFO, Township of Lower

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

RESOLUTION #2020 -106

Title: **A 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**

WHEREAS, the Township Council of the Township of Lower is subject to certain requirements of the Open Public Meetings Act, N.J.S.A 10:4-6, et seq.; and

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

WHEREAS, it is necessary for the Township Council of the Township of Lower to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

_____ (1) Matters Required by Law to be Confidential: Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.

_____ (2) Matters Where the Release of Information Would Impair the Right to Receive Funds: Any matter in which the release of information would impair a right to receive funds from the Government of the United States.

_____ (3) Matters Involving Individual Privacy: Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information, relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.

_____ (4) Matters Relating to Collective Bargaining Agreement: Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.

_____ (5) Matters Relating to the Purchase, Lease or Acquisition of Real Property or the Investment of Public Funds: Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.

_____ (6) Matters relating to Public Safety and Property: Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.

_____ (7) Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege: any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.

 X (8) Matters Relating to the Employment Relationship: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance or promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting. **Personnel**

_____ (9) Matters Relating to the Potential Imposition of a Penalty: Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss if a license or permit belonging to the responding party bears responsibility.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, assembled in public session on March 2, 2020 that an Executive Session closed to the public shall be held on this date at approximately _____ P.M. in the Conference Room of the Township Hall, 2600 Bayshore Road, Villas for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Township Council that the public interest will no longer be served by such confidentiality.

	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 March 2, 2020.

Julie A Picard, Township Clerk