

**WORK SESSION & REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL**  
**September 9, 2020 - 7:00 P.M.**

**Meeting called to order**

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

**Work Session**

Swearing In of Sergeant Michael Majane

**Consent Agenda**

Approval of N.J. State Fireman's Association Membership Application: M. Haibach, Erma Volunteer Fire Co.  
Approval of Minutes – August 17, 2020  
Res. #2020-235 Payment of Vouchers \$ 1,415,764.90  
Res. #2020-236 Bid Acceptance and Contract Award for Jonathan Hoffman Playground Improvements – Mitnick Park (\$384,630.57)  
Res. #2020-237 Under 3% Emergency Resolution (N.J.S.A.40A:4-48) (\$60,000)  
Res. #2020-238 Approval of Change Order #1 for South State Inc - Final As-Built Quantity Adjustments (\$5,607.24 Decrease)  
Res. #2020-239 Annual Renewal of Liquor Licenses for the Year 2020-2021  
Res. #2020-240 Authorization for Refund of Taxes  
Res. #2020-241 A Resolution of the Township of Lower Canceling Certain Taxes per Agreement/Resolution #2013-271 (\$504.03)  
Res. #2020-242 A Resolution Authorizing a Request for Funds from the Lower Township Municipal Utilities Authority (\$160,000)  
Res. #2020-243 Approval of Change Order #1 to South State for 2019 Road Program – Phase 2, Section 1 for Arizona Ave, Capital Lane, Republic Lane, Union Lane and Federal Lane (Net increase of \$39,318.60)  
Res. #2020-244 Approval of Change Order #1 for DeBlasio & Associates for Additional Professional Engineering Services for the 2019 Road Program; Phase 2, Section 1; Resurfacing Portions of Arizona and States Avenue  
Res. #2020-245 Authorization for the Payout of Accumulated Sick Time (W.Priole \$44,532.25 into 457 Plan)  
Res. #2020-246 Authorization for the Payout of Accumulated Sick Time (D.Whitten \$43,207.25 into 457 Plan)

**Regular Agenda**

Res. #2020-247 Authorizing the Payment of Vouchers (L/T Rescue \$10,000)

Ordinance #2020-15 - An Ordinance Enacting Chapter 96, Public Construction Contracts, of the Code of the Township of Lower, Establishing "Responsible Bidder" Requirements with Regards to Public Construction Projects Awarded Throughout the Township –This is the second reading and Public Hearing. This Ordinance has been posted, published and made available to the public.

**Manager's Report**

**Administrative Reports**

Certification of Mailing of Tax Bills  
Monthly Reports – Clerk, Construction, Dog, tax, Vital  
Personnel Action Report

**Council Comments**

**Call to the Public**

**Adjournment**

**This Meeting will be open to the public with a room capacity of 25 persons according to Governor Murphy's Executive Orders. Anyone wishing to participate in this meeting is urged to do so by dialing 1-408-650-3123. Access Code: 125-121-453#.**

**COUNCIL MEETING MINUTES – SEPTEMBER 17, 2020**

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on September 17, 2020 at 5:00 p.m. in the meeting room of the Township Hall, 2600 Bayshore Road, Villas, New Jersey.

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

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

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

Also present: James Ridgway, Township Manager, David Stefankiewicz, Township Solicitor and Amy Belasco, Clerk's office

**Work Session**

**Consent Agenda**

Approval of Minutes/Closed Session Minutes - August 3, 2020

Res. #2020-223 Payment of Vouchers \$ 214,518.16

Res. #2020-224 Authorization for Refund of Taxes (4 Properties)

Res. #2020-225 A Resolution Acknowledging the Award of a 24 Month Contract, Expiring August, 2022, to Constellation Newenergy, Inc and Direct Energy Business, LLC for Electric Generation Supply Services for the Township of Lower and SJPC Cooperative Members

Res. #2020-226 A Resolution Supporting the Proposed Bus Stop Locations Located Along US Route 9 Within the Township of Lower as Recommended by the New Jersey Department of Transportation

Res. #2020-227 Lower Cape Alliance

Res. #2020-228 A Resolution Reappointing Sarah VanSeeters to Serve as Interim Court Administrator for the Township of Lower

Res. #2020-229 Annual Renewal of Liquor Licenses for the Year 2020-2021

Res. #2020-230 Approval of Change Order #1 for Mott MacDonald for Professional Landscape Architecture and Engineering Services for Jonathan Hoffman Park Playground Renovations (\$47,400)

Res. #2020-231 Approving a Professional Service Contract with Mott MacDonald for Professional Engineering Services for the Recreation Center HVAC Project (\$69,950.00)

Res. #2020-232 Approving Change Order #2 for Mott MacDonald for Professional Landscape Architecture and Engineering Services for Clem Mulligan Sports Complex Renovations (\$47,000)

Res. #2020-233 Award National Cooperative Purchasing Agreement with Sourcewell to JESCO for one (1) 2020 John Deere 60G Compact Excavator (\$75,000)

Ordinance #2020-15 - An Ordinance Enacting Chapter 96, Public Construction Contracts, of the Code of the Township of Lower, Establishing "Responsible Bidder" Requirements with Regards to Public Construction Projects Awarded Throughout the Township – this is the first reading of this Ordinance. The second reading and Public Hearing will be scheduled for September 9, 2020

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

**Regular Agenda**

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

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

**Manager's Report**

Manager Jim Ridgway addressed Council and gave an update on Rotary Park stating that as soon as the DEP permits are secured, the project will be ready to go out to bid. He also reminded that the Township has a \$400,000 grant on this project. He gave an updat on the Jonathan Hoffman Park Project stating that a pre-construction meeting has been scheduled. He also gave an update on Roseann Avenue stating that the final payment has been approved and the closeout documents are in hand. Manager Ridgway stated that an Open Space Application has been delivered to the County today. He then spoke on the Township's Recreation programs stating that pre-registration for soccer will begin shortly and that the Township is awaiting the football league's decision.

**Administrative Reports**

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

**Council Comments**

Councilman Conrad questioned the status of the Foster House and Manager Ridgway will get the information to him. Councilman Conrad spoke on the Township's Concert series and then thanked the Department of Public Works for such a great job during the storm and the on-going cleanup.

Councilman Coombs thanked the Lower Township School Districts for all the hard work they have been putting in getting ready for the new school year.

Deputy Mayor Perry spoke about Roseann Avenue being complete.

Mayor Sippel thanked the Department of Public Works for the excellent job they are doing and reminded all residents that they are the same trucks both picking up trash and recycling and doing the storm cleanup. The Mayor also let everyone know that we currently have two football teams, one for 3<sup>rd</sup> and 4<sup>th</sup> grade and one for 5<sup>th</sup> and 6<sup>th</sup> grade.

Mayor Sippel reminded everyone that the next meeting will be Wednesday, September 9, 2020 and will be at 7:00.

**Call to the Public – no comments**

**Adjournment**

There being no further business to address, motion to adjourn moved by Councilmember Coombs, seconded by Councilmember Roy. Motion to adjourn was unanimous. Meeting adjourned at 5:13 p.m.

\_\_\_\_\_  
Mayor

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

Approved:

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

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
<b>00110 ANCO HOME CENTER*</b>								
	20-00804	03/27/20	RDS/IGNS/BLDG/APRIL	Open	250.63	0.00		
	20-01050	04/22/20	SUPPLIES	Open	<u>31.99</u>	0.00		
					282.62			
<b>00153 ATLANTIC CITY ELECTRIC*</b>								
	20-00531	02/25/20	INSTALL 2 STREETLIGHTS	Open	1,000.00	0.00		
	20-02056	09/03/20	AUGUST 2020 ELECTRIC	Open	<u>20,682.29</u>	0.00		
					21,682.29			
<b>00179 AVERY TEITLER*</b>								
	19-01606	06/05/19	LITIGATION FOR PLANNING BOARD	Open	20.00	0.00		B
	20-00904	04/08/20	PLANNING BOARD SOLICITOR	Open	<u>625.00</u>	0.00		
					645.00			
<b>00257 BAYSHORE LANDSCAPING INC*</b>								
	20-01359	06/09/20	LANDSCAPING RES 2020-111	Open	5,628.57	0.00		B
	20-01360	06/09/20	FERTILIZING RES 2020-112	Open	1,885.71	0.00		B
	20-01698	07/16/20	lot clearing 271 arbor	Open	185.00	0.00		
	20-01699	07/16/20	lot clearing 209 breakwater	Open	<u>125.00</u>	0.00		
					7,824.28			
<b>00301 BELMONT AND CRYSTAL SPRINGS*</b>								
	20-01677	07/14/20	WATER DELIVERY - JUNE 2020	Open	7.74	0.00		
	20-01898	08/11/20	COURT WATER DELIVERY - JULY 20	Open	20.37	0.00		
	20-01907	08/12/20	BOTTLED WATER/DPW	Open	<u>15.81</u>	0.00		
					43.92			
<b>00348 BENNETT BATTERIES, LLC*</b>								
	20-00979	04/22/20	RDS/DPS/DPW/MAY	Open	425.00	0.00		
<b>00370 BLUE CROSS/BLUE SHIELD OF NJ</b>								
	20-01986	08/25/20	SEPT 2020	Open	78.84	0.00		
<b>00598 CAPE ATLANTIC CONSERVATION DIS</b>								
	20-01687	07/15/20	SOIL EROSION & SEDIMENT-CLEM	Open	1,855.00	0.00		
<b>00611 COUNTY OF CAPE MAY (FUEL)</b>								
	20-02002	08/27/20	GASOLINE/DIESEL 7/1-7/31/20	Open	15,317.03	0.00		
<b>00650 CAPE MAY COUNTY CLERK'S ASSN</b>								
	20-02044	09/03/20	2020 MINI CONFERENCE	Open	45.00	0.00		
<b>00651 MUNICIPAL UTIL AUTH DUMP FEES</b>								
	20-01967	08/24/20	JULY 2020 TIPPING FEES	Open	98,218.34	0.00		
<b>00775 CAPRIONI PORTABLE TOILETS, INC*</b>								
	20-01289	05/29/20	RENTAL OF DOUBLE TRAILER	Open	1,400.00	0.00		

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00784 CAPE MAY STAR & WAVE	20-02040	09/03/20	Legal Publicaiton - 8/26	Open	60.14	0.00		
00825 COMCAST*	20-01966	08/24/20	AUG 20 INTERENT (ALL)	Open	1,024.58	0.00		
01075 COPIERS PLUS*	20-01962	08/20/20	5/20-8/19/20 COPIER OVERAGES	Open	358.25	0.00		
01132 CUMMINS POWER SYSTEMS, LLC*	20-02003	08/27/20	GENERATOR SERVICE AND INSPECTI	Open	2,174.16	0.00		
01171 VERIZON WIRELESS - TOWNHALL	20-02058	09/03/20	CELL PHONE 7/24-8/23/20	Open	470.83	0.00		
01200 DELTA DENTAL PLAN OF NJ	20-02051	09/03/20	AUGUST 2020 DENTAL ADMIN	Open	1,324.80	0.00		
	20-02055	09/03/20	AUGUST 2020 CLAIMS	Open	<u>6,938.48</u>	0.00		
					8,263.28			
01267 EDWARD DONOHUE	20-02027	09/02/20	CONTRACTUAL REIMBURSMET M	Open	256.34	0.00		
01269 DISCOUNT HYDRAULICS*	20-01940	08/18/20	PRESSURE HYDRAULIC HOSE	Open	315.80	0.00		
01340 EAGLE POINT GUN*	20-01899	08/11/20	AMMUNITION	Open	3,455.00	0.00		
01403 ENFORSYS FIRE SYSTEMS, INC*	20-01918	08/13/20	annual maintenance ESP	Open	1,650.00	0.00		
01602 THOMSON WEST*	20-01720	07/21/20	NJ CRIM JUSTICE/TRAFFIC BOOK	Open	252.00	0.00		
01653 GENTILINI FORD*	20-01441	06/18/20	PARTS FOR VEHICLES	Open	1,499.17	0.00		
	20-01442	06/18/20	PARTS FOR VEHICLES	Open	583.54	0.00		
	20-01462	06/18/20	PARTS FOR TRUCKS	Open	529.75	0.00		
	20-01463	06/18/20	PARTS FOR TRUCKS	Open	1,025.17	0.00		
	20-01464	06/18/20	PARTS FOR TRUCKS	Open	<u>395.06</u>	0.00		
					4,032.69			
01685 W W GRAINGER, INC.*	20-01916	08/13/20	AED PADS	Open	585.48	0.00		
01690 GRANTURK EQUIPMENT CO*	20-01118	05/05/20	CONVEYOR BELT FOR CHIPPER	Open	3,835.45	0.00		
	20-01465	06/18/20	PARTS FOR RECYCLING/JUNE	Open	<u>518.36</u>	0.00		
					4,353.81			
01741 GENTILINI CHEVROLET, LLC*	20-00117	01/09/20	PARTS FOR TRUCK	Open	472.75	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01785 ROBERT HARTMAN SR	20-01956	08/20/20	CONTRACTUAL REIMBURSEMENT M	Open	433.80	0.00		
01806 ANTHONY J HARVATT, II, ESQ	20-00905	04/08/20	ZONING BOARD SOLICITOR SALARY	Open	625.00	0.00		
02027 JESCO INC*	20-01728	07/21/20	30 DAY RENT EXCAVATOR BEACH WK	Open	3,898.50	0.00		
	20-01958	08/20/20	2020 JOHN DEER EXCAVATOR	Open	<u>75,000.00</u>	0.00		
					78,898.50			
02137 CHARLES MARANDINO, LLC*	20-00562	02/28/20	SCHELLENGERS LANDING RES 20-52	Open	9,533.69	0.00		
	20-00701	03/12/20	C/O 1 RES 2020-103	Open	9,486.00	0.00		
	20-01059	04/23/20	C/O 2 RES 2020-121	Open	18,190.00	0.00		
	20-01853	08/07/20	C/O 3 RES#20-139 DNE \$18565.20	Open	18,565.20	0.00		
	20-01854	08/07/20	C/O 4 RES#20-216 DNE \$33351.39	Open	<u>33,351.39</u>	0.00		
					89,126.28			
02183 KLENSWITE POOL SPA SUP.CO INC*	20-01504	06/23/20	CHEMICALS FOR TOWNSHIP POOL	Open	839.00	0.00		
02223 LANDSMAN UNIFORMS*	20-01269	05/28/20	UNIFORMS	Open	483.58	0.00		
	20-01569	06/29/20	UNIFORMS	Open	262.00	0.00		
	20-01791	07/29/20	UNIFORMS	Open	<u>12.00</u>	0.00		
					757.58			
02247 LAWSON PRODUCTS, INC.*	20-01471	06/18/20	DPW/AUG	Open	699.86	0.00		
02334 LOWER TWP CHAMBER OF COMMERCE	20-01832	08/05/20	ANNUAL CONTRIBUTION	Open	3,500.00	0.00		
02402 MGL PRINTING SOLUTIONS	20-01896	08/11/20	#10 WHITE ENVELOPE W/LOGO	Open	225.00	0.00		
02538 MARSH & MCLENNAN AGENCY, LLC*	20-00625	03/05/20	DNE\$25K INSURANCE BROKER 20-62	Open	2,083.33	0.00		B
02541 ROBERT D. MARTIN, JR	20-01935	08/17/20	CONTRACTUAL REIMBURSEMENT M	Open	34.09	0.00		
02775 BARBARA MOORE	20-02024	09/02/20	CONTRACTUAL REIMBURSEMENT M	Open	830.00	0.00		
03026 NJ STATE HEALTH BENEFITS	20-02010	08/28/20	SEPT ACTIVE HEALTH INS	Open	179,340.68	0.00		
	20-02011	08/28/20	SEPT RETIREE HEALTH INS	Open	<u>70,681.30</u>	0.00		
					250,021.98			
03104 NORTHEAST IND.&MARINE SUPPLY*	20-00989	04/22/20	PARTS/RDS/RECY/SANT/MAY	Open	190.90	0.00		

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03104 NORTHEAST IND.&MARINE SUPPLY* Continued	20-01872	08/10/20	PARTS/RDS/RECY/SANT/JULY	Open	<u>50.30</u> 241.20	0.00		
03158 NYSCA*	20-01838	08/05/20	FOOTBALL RENEWAL OF COACHES	Open	120.00	0.00		
03172 OFFICE BUSINESS SYSTEMS INC*	20-01753	07/22/20	FTR CONTRACT 9/2020 - 9/2021	Open	941.00	0.00		
03293 BLAINE PAYNTER	20-02025	09/02/20	CONTRACTUAL REIMBURSEMENT M/V	Open	181.73	0.00		
03305 PEDRONI FUEL*	20-01908	08/12/20	NO LEAD GAS	Open	552.17	0.00		
	20-01988	08/25/20	NO LEAD GAS 8/19/20	Open	<u>296.78</u> 848.95	0.00		
03387 POGUE INC. *	20-01873	08/10/20	SAFETY AND HEALTH CONSORTIUM	Open	416.00	0.00		
03427 POLAR BEAR MECHANICAL SERVICES	20-01818	08/04/20	EMERGENCY CALL-BOILER-REC. CEN	Open	111.25	0.00		
03460 V.E. RALPH & SON, INC.*	20-00725	03/13/20	SUPPLIES	Open	907.20	0.00		
03518 RIGGINS, INC.*	20-01973	08/24/20	OFF HIGHWAY DIESEL	Open	736.18	0.00		
	20-02004	08/27/20	OFF HIGHWAY DIESEL 8/1-8/31/20	Open	<u>646.85</u> 1,383.03	0.00		
03613 SEA ISLE ICE CO. INC.*	20-01938	08/18/20	ICE/DPW	Open	171.00	0.00		
03692 SOUTH JERSEY GAS CO*	20-02057	09/03/20	7/20-8/18/20 NATURAL GAS	Open	1,148.58	0.00		
03695 SPECIALTY AUTOMOTIVE EQUP INC*	20-01914	08/13/20	ANNUAL LIFT SAFETY INSPECTION	Open	750.00	0.00		
03814 UNIVERSAL COMPUTING SERV., INC*	20-01778	07/29/20	MAILERS/DAILY NOTICES	Open	569.32	0.00		
03820 MUNICIPAL UTIL. AUTH ON CALL	20-01939	08/18/20	ONE CALL CONCEPTS	Open	630.44	0.00		
03904 LOWE'S HOME CENTER INC*	20-01473	06/18/20	SUPPLIES/AUG	Open	180.40	0.00		
03915 TURF EQUIPMENT & SUPPLY CO*	20-00992	04/22/20	SUPPLIES FOR MOWERS/MAY	Open	170.84	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03969 VERIZON	20-02001	08/27/20	8/13-9/12/20 LANDLINES	Open	266.54	0.00		
03971 VERIZON WIRELESS MDT POLICE	20-02038	09/03/20	MDT WIRELESS	Open	843.27	0.00		
04075 BARBER CONSULTING SERVICES LLC	20-01991	08/25/20	SONICWALL FIREWALL 250 8/24/20	Open	399.99	0.00		
04085 CHRISTOPHER WINTER (EMPLOYEE)	20-02026	09/02/20	CONTRACTUAL REIMBURSEMENT M	Open	85.39	0.00		
04097 CINTAS FIRST AID AND SAFETY*	20-01959	08/20/20	MEDICAL CABINET REFILL	Open	96.94	0.00		
	20-01961	08/20/20	8/18/20 TOWNHALL FIRST AIDE	Open	42.35	0.00		
	20-01968	08/24/20	FIRST AID/DPW	Open	105.32	0.00		
	20-02028	09/02/20	RE-STOCK COMMUNITY POOL	Open	80.33	0.00		
					<u>324.94</u>			
04261 STATE OF NEW JERSEY	20-01922	08/13/20	2ND QTR UNEMPLOYMENT	Open	23,201.02	0.00		
04266 NJ DEPT OF HEALTH&SENIOR SVCS	20-02062	09/03/20	AUGUST, 2020 DOG DAMAGE	Open	43.20	0.00		
04300 W B MASON CO INC*	20-01754	07/22/20	YOUSIELD DOOR HANDLE DISPENSE	Open	277.70	0.00		
04301 SEASHORE ASPHALT CORPORATION*	20-01476	06/18/20	ASPHALT/PATCH/RDS/JULY	Open	393.75	0.00		
05083 SJSHORE MARKETING LIMITED	20-01931	08/13/20	STICKERS FOR INSPECTORS	Open	300.00	0.00		
6059 USABLE LIFE	20-02050	09/03/20	SEPT LIFE INS	Open	630.30	0.00		
6071 UNITED UNIFORMS LIMITED LIAB*	20-01734	07/22/20	UNIFORMS	Open	194.94	0.00		
	20-01929	08/13/20	ACADEMY UNIFORMS	Open	1,630.47	0.00		
					<u>1,825.41</u>			
7062 LOUIS BARTLESON	19-00929	03/29/19	2019 EQUIPMENT ALLOWANCE	Open	150.00	0.00		
	20-01008	04/22/20	2020 EQUIPMENT ALLOWANCE	Open	150.00	0.00		
					<u>300.00</u>			
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

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
<b>7199 STAPLES CREDIT PLAN-INSTORE PU</b>								
	20-01735	07/22/20	Office Supplies	Open	207.16	0.00		
	20-01752	07/22/20	OFFICE SUPPLIES	Open	205.91	0.00		
	20-01799	07/29/20	supplies	Open	69.08	0.00		
	20-01859	08/07/20	OFFICE SUPPLIES	Open	107.65	0.00		
	20-01888	08/10/20	Battery back up clerk/tax coll	Open	674.95	0.00		
					<u>1,264.75</u>			
<b>7228 SOUTH STATE INC.*</b>								
	19-00666	03/05/19	19-108 MIRAMAR/FOSTER/IDEL ETC	Open	433,704.00	0.00		
	20-00761	03/18/20	2019 RPP 1/SEC2 RES 20-120	Open	263,593.30	0.00		B
	20-02000	08/27/20	CHANGE ORDER 1 RES #2020-108	Open	31,408.61	0.00		
					<u>728,705.91</u>			
<b>7354 FLEETPRIDE INC.*</b>								
	20-01911	08/12/20	MATERIAL FOR TRUCKS/DPW	Open	2,186.32	0.00		
	20-01941	08/18/20	MATERIALS FOR TRUCKS/DPW	Open	431.84	0.00		
	20-02005	08/27/20	BRAKE DRUM	Open	381.86	0.00		
					<u>3,000.02</u>			
<b>7441 ARCHER &amp; GREINER*</b>								
	20-02037	09/02/20	2020 BOND ORDINANCES	Open	1,450.00	0.00		
<b>7475 SUZANNE M SCHEID</b>								
	20-01934	08/17/20	CONTRACTUAL REIMBURSEMENT M	Open	33.77	0.00		
<b>7507 STEFANKIEWICZ &amp; BELASCO LLC</b>								
	20-00154	01/10/20	RES # 2020-01 DNE \$34K	Open	2,833.33	0.00		
<b>7508 BLANEY &amp; KARAVAN PC*</b>								
	20-00156	01/10/20	RES#2020-04 TAX APPEAL \$10K	Open	843.75	0.00		B
	20-00157	01/10/20	RES2020-05 MONTHLY DNE \$40K	Open	3,333.33	0.00		B
	20-01652	07/08/20	CO1 RES 20-162 MORREL & HANSEN	Open	600.00	0.00		B
					<u>4,777.08</u>			
<b>7556 ATLANTIC ENVELOPE COMP, INC*</b>								
	20-01755	07/22/20	#10 REGULAR ENVELOPES	Open	93.40	0.00		
<b>7577 GARY'S AUTOMOTIVE</b>								
	20-01796	07/29/20	EMISSION SMOKE TEST TR17	Open	203.00	0.00		
<b>7618 MEGONIGAL ELECTRIC LLC*</b>								
	20-00723	03/13/20	INSTALL ELECTRICAL OUTLET -DPS	Open	250.00	0.00		
	20-01904	08/12/20	REC CENTER GYM OUTLETS	Open	775.00	0.00		
					<u>1,025.00</u>			
<b>7636 MOTT MACDONALD LLC*</b>								
	20-01184	05/14/20	ZONING MAP CHANGES	Open	250.00	0.00		
	20-01729	07/21/20	CONSULT TWN BK/NCM BEACH PATH	Open	510.25	0.00		B
	20-01733	07/22/20	CO 1 RES 2020-201 CDBG 20 GRNT	Open	1,361.50	0.00		B
					<u>2,121.75</u>			

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
<b>7747 KENNETH WALKER</b>								
	19-00967	03/29/19	2019 EQUIPMENT ALLOWANCE	Open	101.62	0.00		
	20-01047	04/22/20	EQUIPMENT ALLOWANCE 2020	Open	123.35	0.00		B
					<u>224.97</u>			
<b>7771 CITY OF WILDWOOD</b>								
	20-01831	08/05/20	INTERLOCAL AGREEMENT 2020-44	Open	5,000.00	0.00		
<b>7772 PIONEER ATHLETICS*</b>								
	20-01842	08/05/20	FIELD PAINT	Open	1,077.00	0.00		
<b>7929 AMAZON CAPITAL SERVICES, INC</b>								
	20-01673	07/14/20	RAGS FOR GARAGE	Open	277.15	0.00		
	20-01782	07/29/20	OFFICE SUPPLIES	Open	256.56	0.00		
	20-01804	08/03/20	SUPPLIES	Open	1,073.94	0.00		
	20-01851	08/07/20	SUPPLIES	Open	306.73	0.00		
	20-01852	08/07/20	SUPPLIES	Open	75.99	0.00		
	20-01858	08/07/20	HANGING FILE FOLDERS	Open	22.99	0.00		
	20-01885	08/10/20	ALCOHOL PADS FOR LOCKS	Open	41.94	0.00		
	20-01970	08/24/20	tablet laser measure pens	Open	1,272.25	0.00		
	20-01971	08/24/20	OFFICE SUPPLIES	Open	109.30	0.00		
	20-01974	08/24/20	AIR PURIFIERS FOR TOWNHALL	Open	4,002.60	0.00		
					<u>7,439.45</u>			
<b>7979 TREE BABER TRIMMING AND LAND</b>								
	20-01855	08/07/20	EMERGENCY TREE SERVICE FAY AVE	Open	600.00	0.00		
<b>8072 JOHNSONS CONTROL SECURITY</b>								
	20-00665	03/10/20	MAINTENANCE AGREEMENT	Open	103.16	0.00		B
<b>8099 THOMAS LEANE</b>								
	19-01440	05/17/19	5/17/19 OVERPAYMENT REGISTR	Open	25.00	0.00		
<b>8233 ATLANTICARE REGIONAL MEDICAL</b>								
	20-00268	01/23/20	CPR TRAINING 3/2-3/6/2020	Open	660.00	0.00		
<b>8272 GLOBAL INTERACTIVE SOLUTIONS</b>								
	20-01706	07/16/20	ZOOM PRO ACCOUNT - YEARLY	Open	359.76	0.00		
<b>8323 SCOTT WINTER</b>								
	20-01559	06/26/20	CONT ED 7/22/20 JEN DOWE	Open	225.00	0.00		
	20-01705	07/16/20	IAAO FORUM 932	Open	225.00	0.00		
					<u>450.00</u>			
<b>8332 MICHAEL BARTEL</b>								
	20-01670	07/14/20	7/8/20 REFUND REGISTRATION	Open	125.00	0.00		
<b>8336 NORTHERN SAFETY CO INC</b>								
	20-01702	07/16/20	3m Scott filter cartridges	Open	53.84	0.00		
<b>8343 SAGAR BHIMAVARAPU</b>								
	20-01751	07/22/20	Refund registration fee	Open	125.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
8345 RADWELL INTERNATIONAL INC	20-01762	07/23/20	SENSOR FOR GARAGE DOOR	Open	433.26	0.00		PC1
8346 DANIELLE MORSE	20-02033	09/02/20	REIMBURSEMENT- CHEER	Open	15.00	0.00		
8352 HENRY & JAMI STRONSKI	20-01849	08/06/20	RETURN OF UNUSED ESCROW	Open	721.85	0.00		
8358 JENNIFER HILVERT	20-02053	09/03/20	REFUND-CHEER	Open	10.00	0.00		
8362 ARCHIVESOCIAL	20-01917	08/13/20	ARCHIVE SOCIAL - POLICE/TWP	Open	1,990.00	0.00		
8363 ROSANNA DEPASQUALE	20-01919	08/13/20	registration refund	Open	125.00	0.00		
8364 JAMES SHEA	20-01920	08/13/20	registration refund	Open	125.00	0.00		
8366 CHARLES PRITCHARD	20-01928	08/13/20	duplicate payment refund	Open	125.00	0.00		
8373 MONICA COOMBS	20-02030	09/02/20	REIMBURSEMENT- SOCCER	Open	15.00	0.00		
8374 DORRI DEBONA	20-02031	09/02/20	REIMBURSEMENT-CHEER	Open	20.00	0.00		
8375 MICHELLE STANTON	20-02032	09/02/20	REIMBURSEMENT- CHEER	Open	15.00	0.00		
8376 VINCENT PEREZ	20-02052	09/03/20	REIMBURSEMENT-CHEER	Open	20.00	0.00		
ABBA AABA MEDICAL SUPPLY*	20-01976	08/24/20	2 CASES OF SANI CLOTH WIPES	Open	358.00	0.00		
AUSTI005 AUSTIN PARKER	19-00971	03/29/19	EQUIPMENT ALLOWANCE 2019	Open	141.35	0.00		
DOUGHERT GEORGIA DOUGHERTY	20-02064	09/03/20	CONTRACTUAL REIMBURSMENT M	Open	254.74	0.00		
G-POS POSITIVE PROMOTIONS	20-01298	05/30/20	PROMOTIONAL ITEMS	Open	593.25	0.00		

Total Purchase Orders: 165 Total P.O. Line Items: 0 Total List Amount: 1,413,734.61 Total Void Amount: 0.00

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

RESOLUTION #2020-235

Title: AUTHORIZING THE PAYMENT OF VOUCHERS

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Elizabeth Getz	Refund 3 <sup>rd</sup> Qtr Tax	\$ 1,470.29
Great American Finance	August Lease Payment	\$ 560.00

TOTAL MANUAL CHECKS \$ 2,030.29

TOTAL Computer Generated \$ 1,413,734.61

TOTAL BILL LIST \$ 1,415,764.90

	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 September 9, 2020.

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

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

**RESOLUTION #2020-236**

Title: **BID ACCEPTANCE AND CONTRACT AWARD FOR JONATHAN HOFFMAN PLAYGROUND IMPROVEMENTS – MITNICK PARK**

**WHEREAS**, the Notice to Bidders for the Jonathan Hoffman Playground Improvements – Mitnick Park was advertised on July 8, 2020 and accepted on August 5, 2020 at 10:00 a.m. prevailing time; and

**WHEREAS**, six (6) sealed bids were submitted and reviewed by the QPA, the Engineer and Mitch Plenn, Recreation Superintendent; and

**WHEREAS**, Z Tech Contracting was the lowest qualified bidder; complied with the specifications; supplied all required bid documents and the CFO has certified the availability of funds as evidenced by her signature below:

Appropriation:	C-04-55-425-641	\$340,000.00
	C-04-55-415-680	44,630.57

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the following contract is hereby awarded

<b>AWARD TO:</b>	<b>Z Tech Contracting, LLC</b>
Base Bid	\$ 369,769.59
Supp Bid #1	\$ 5,943.66
Supp Bid #2	\$ 5,943.66
Supp Bid #3	\$ 2,973.66

**TOTAL AMOUNT:        \$ 384,630.57**

**BE IT FURTHER REOLVED**, upon approval of the resolution, the fully executed Purchase Order together with the official bid documents shall serve as the Contract for the Award of the bid. The Superintendent of Parks and Recreation shall be the official sign-off on the Purchase Order.

	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 September 9, 2020.

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



Mr. James Ridgway  
Township Manager  
Township of Lower  
2600 Bayshore Road  
Villas, NJ 08251

Via email at [manager@townshipoflower.org](mailto:manager@townshipoflower.org)

**Your Reference**  
Jonathan Hoffman  
Playground Improvements –  
Mitnick Park, Contract M-15  
REBID

**Report on Bids**  
**Jonathan Hoffman Playground Improvements – Mitnick Park**  
**Contract No. M-15 REBID**

**Our Reference**  
507405951-004

August 11, 2020

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

Dear Mr. Ridgway:

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

On August 5, 2020 at 10:00 a.m. sealed bids were received for the above referenced project. Eight (8) contractors picked up bid documents during the bidding period, six (6) of which submitted a bid for the project.

The bids are summarized below from the lowest to the highest total bid:

Bidder's Name	Base Bid Amount	Supp. Bid S1	Supp. Bid S2	Supp. Bid S3	Total Bid
Z Tech Contracting, LLC	\$369,769.59	\$5,943.66	\$5,943.66	\$2,973.66	\$384,630.57
West Bay Construction, Inc.	\$376,800.00	\$7,700.00	\$7,700.00	\$4,600.00	\$396,800.00
Command Co., Inc.	\$420,152.00	\$5,00.00	\$5,00.00	\$5,00.00	\$435,152.00
Byler Builders, LLC	\$419,308.00	\$6,800.00	\$6,800.00	\$3,700.00	\$436,608.00
Whirl Corp., Inc.	\$442,268.00	\$7,195.00	\$7,195.00	\$3,745.00	\$460,403.00
MJJ Construction	\$463,365.00	\$6,800.00	\$6,800.00	\$4,600.00	\$481,565.00

The lowest bid, submitted by Z Tech Contracting, LLC, including the base bid and three supplemental bid items totals \$384,630.57 and is within the Township's budget. The number of bidders and the close range of the bids indicate that the bid was competitive and is favorable to the Township.

The Township's Qualified Purchasing Agent has reviewed the bid for compliance with Local Public Contracts Law, has contacted the Contractor's references, and has indicated the Township can move forward with the award of the Contract. Therefore, we recommend that the Township award the contract to Z Tech Contracting, LLC of Mountainside, New Jersey, including the base bid and supplemental bid items 1 through 3 in the amount of **\$384,630.57**.



Should you have any questions or require additional information, please do not hesitate to contact this office.

Very truly yours,

**Mott MacDonald, LLC**

A handwritten signature in black ink, appearing to read 'Shawn A. Carr'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Shawn A. Carr, PE, CME  
Associate  
T 609.465.9377  
F 609.465.5270  
shawn.carr@mottmac.com

cc: Julie Picard, RMC, Clerk (via email)  
Margaret A. Vitelli, RPPS, QPA, Purchasing Agent (via email)  
Mitchell Plenn, Superintendent of Parks and Recreation (via email)  
Jeffrey Betz, PE, Senior Project Manager (via email)  
Jason Harkins, LLA, Senior Project Landscape Architect (via email)

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

RESOLUTION #2020-237

Title: UNDER 3% EMERGENCY RESOLUTION (N.J.S.A. 40A:4-48)

WHEREAS, an emergency has arisen with respect to Legal Expenses associated with the Township Solicitor, Township Labor Counsel, Township Tax Counsel, Township Conflict Counsel and other engaged outside counsel which, due to the 2020 coronavirus pandemic, are higher than average and no adequate provision was made in the 2020 budget for said purpose; and

WHEREAS, the total amount of emergency appropriations created including this appropriation to be created by this resolution is \$60,000 and three (3) percent of the total operations in the budget for the year 2019 is \$728,629.

WHEREAS, the foregoing appropriation together with prior appropriations does not exceed three (3) percent of the total operating appropriations in the budget for 2020.

NOW, THEREFORE BE IT RESOLVED by the Township Council of the Township of Lower in the County of Cape May (not less than two thirds of all members thereof affirmatively concurring) that in accordance with N.J.S.A. 40A:4-48 that:

1. An emergency appropriation be and the same is hereby made for:  
GENERAL APPROPRIATIONS:  
(A) Operations within CAPS  
General Government:  
Solicitor Other Expenses \$60,000
2. That said emergency appropriation shall be provided in full in the 2021 budget.
3. That the Chief Financial Officer has certified that the expenditures to be financed through this resolution are related to the aforementioned emergency.
4. That two (2) certified copies of this resolution be filed with the Director of Local Government Services.

	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 September 9, 2020.

Julie A Picard, Township Clerk

CERTIFICATION FOR EMERGENCY APPROPRIATION FORM

CHIEF FINANCIAL OFFICER

**Purpose of Emergency Appropriation:**

On 3/9/2020, a State of Emergency was declared by NJ Governor Phil Murphy to strengthen State preparedness to contain the spread of COVID-19. Throughout 2020 our legal professionals have worked diligently with Township Officials to navigate this unprecedented emergency to maintain the health, safety and welfare of our residents. In doing so, costs were incurred that could not have been anticipated when the 2020 budget was prepared. In August, it became apparent that the Solicitor Other Expenses line would be insufficient to continue payment for work being performed until November, when we will legally be allowed to transfer funds from other budget lines. This emergency appropriation will provide sufficient funding to allow the Township to continue to pay our professionals in a timely manner.

Date of Happening: August 2020

Have any contracts been awarded or purchase orders placed in connection with this emergency appropriation? N/A – this is funding for professional contracts currently in place.

Signed \_\_\_\_\_  
Lauren Read

Title \_\_\_\_\_  
CFO, Township of Lower

Dated \_\_\_\_\_  
8/14/2020

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

RESOLUTION #2020-238

Title: APPROVAL OF CHANGE ORDER #1 FOR SOUTH STATE, INC - FINAL AS-BUILT QUANTITY ADJUSTMENTS

WHEREAS, South State Inc. was awarded a contract in the amount of \$274,580.00 on March 16, 2020 by Resolution #2020-120 for the 2019 Road Program Phase 1 for Kechemeche Street, Pakahake Street, Pontaxit Avenue and Mathemek Street; and

WHEREAS, DeBlasio & Associates have provided a Final As-Built Quantity Adjustments from South State, Inc, showing a decrease of \$5,607.24 to the original contract price; and

WHEREAS, the Township Council desires to approve Change Order #1.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that Change Order #1 attached hereto in the amount of \$ 5,607.24 DECREASE to South State Inc. is hereby approved and the contract total is now **\$268,972.76**.

	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 September 9, 2020.

Julie A Picard, Township Clerk

# DEBLASIO & ASSOCIATES

CONSULTING ENGINEERS AND PLANNERS

#2620-120

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260      PHONE: 609-854-3311 • FAX: 609-854-4323

August 17, 2020

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

**Re:      Township of Lower, Cape May County, NJ  
         2019 Road Program – Phase 1 Section 2  
         D&A File #: LT-C-012**

Dear Ms. Picard:

Enclosed please find four (4) copies of **CHANGE ORDER NO. 1-Final** regarding the above referenced project for review and approval. Upon execution, please return three (3) copies to our office.

Please note that this change order reflects the following work:

1. Final As-Built Quantity Adjustments.

Please note this change order will result in a decrease of \$5,607.24 to the original contract amount of \$274,580.00 for a final contract amount of \$268,972.76.

Should you have any questions or require any additional information, please do not hesitate to contact me at our office.

Very truly yours,  
DeBlasio & Associates, P.C.



Marc DeBlasio, P.E., P.P., C.M.E.  
President  
T: 609-854-3311  
Marc@deblasioassoc.com

cc:      Jim Ridgway, Manager (via email w/encl.)  
         Margaret Vitelli, QPA, Purchasing Agent (via email w/encl.)  
         Gary Douglass, Public Works Superintendent (via email w/encl.)  
         South State, Inc. (via email w/encl.)

**Client:** Township of Lower  
**Date:** 8/13/2020  
**Project Name:** 2019 Road Program-Phase 1 Section 2  
**D&A Project #:** LT-C-012

**Contractor:** South State, Inc.  
P.O. Box 68  
Bridgeton, NJ 08302

**A. Supplementals**

Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
S1	Concrete Rolled Curb (Unit Price Decrease)	L.F.	508	-\$1.60	-\$812.80
Subtotal:					-\$812.80

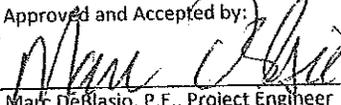
**B. Reductions**

Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
3	Fuel Price Adjustment	Dollar	-2.57524	\$1,200.00	-\$3,090.29
4	Asphalt Price Adjustment	Dollar	-1.96265	\$2,700.00	-\$5,299.16
5	HMA Milling 3" Thick	S.Y.	-400	\$5.55	-\$2,220.00
6	HMA Surface Course, Mix 9.5M64, 3" Thick	TON	-38	\$70.00	-\$2,660.00
8	Bicycle Safe Grates	UNIT	-1	\$400.00	-\$400.00
10	Roadway Excavation, Unclassified	C.Y.	-17	\$25.00	-\$425.00
11	DGA Base Course, 6" Thick	S.Y.	-100	\$7.00	-\$700.00
13	Inlet Filters, Type 1	S.F.	-200	\$2.00	-\$400.00
Subtotal:					-\$15,194.44

**C. Extras**

Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
7	Concrete Rolled Curb	L.F.	208	\$50.00	\$10,400.00
Subtotal:					\$10,400.00

Net Contract Change: **-\$5,607.24**  
Original Contract Amount: **\$274,580.00**  
Contract Percentage Change (%): **-2.04**  
Final Contract Amount: **\$268,972.76**

Approved and Accepted by:  
  
Marc DeBlasio, P.E., Project Engineer

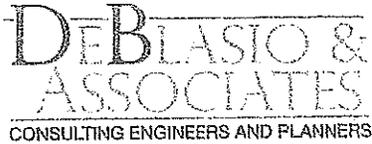
8/13/20  
Date

  
Tyler Lawlor  
South State, Inc.

8/13/20  
Date

Township of Lower

Date



Change Order #1-Final

Client: Township of Lower  
Date: 8/13/2020  
Project Name: 2019 Road Program-Phase 1 Section 2  
D&A Project #: LT-C-012

Contractor: South State, Inc.  
P.O. Box 68  
Bridgeton, NJ 08302

A. Supplementals

Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
S1	Concrete Rolled Curb (Unit Price Decrease)	L.F.	508	-\$1.60	-\$812.80
Subtotal:					-\$812.80

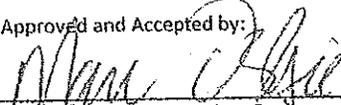
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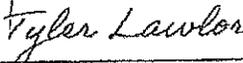
C. Extras

Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
7	Concrete Rolled Curb	L.F.	208	\$50.00	\$10,400.00
Subtotal:					\$10,400.00

Net Contract Change: -\$5,607.24  
Original Contract Amount: \$274,580.00  
Contract Percentage Change (%): -2.04  
Final Contract Amount: \$268,972.76

Approved and Accepted by:  
  
Marc DeBlasio, P.E., Project Engineer

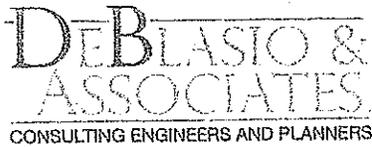
8/13/20  
Date

  
Tyler Lawlor  
South State, Inc.

8/13/20  
Date

Township of Lower

Date



Change Order #1-Final

Client: Township of Lower  
 Date: 8/13/2020  
 Project Name: 2019 Road Program-Phase 1 Section 2  
 D&A Project #: LT-C-012

Contractor: South State, Inc.  
 P.O. Box 68  
 Bridgeton, NJ 08302

A. Supplementals

Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
51	Concrete Rolled Curb (Unit Price Decrease)	L.F.	508	-\$1.60	-\$812.80
Subtotal:					-\$812.80

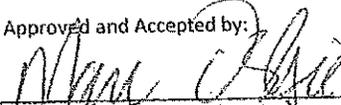
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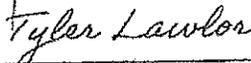
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Net Contract Change: -\$5,607.24  
 Original Contract Amount: \$274,580.00  
 Contract Percentage Change (%): -2.04  
 Final Contract Amount: \$268,972.76

Approved and Accepted by:  
  
 Marc DeBlasio, P.E., Project Engineer

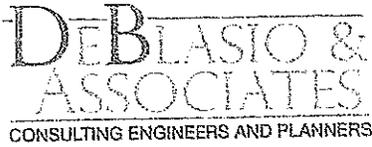
8/13/20  
 Date

  
 South State, Inc.

8/13/20  
 Date

Township of Lower

Date



Change Order #1-Final

Client: Township of Lower  
Date: 8/13/2020  
Project Name: 2019 Road Program-Phase 1 Section 2  
D&A Project #: LT-C-012

Contractor: South State, Inc.  
P.O. Box 68  
Bridgeton, NJ 08302

**A. Supplementals**

Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
S1	Concrete Rolled Curb (Unit Price Decrease)	L.F.	508	-\$1.60	-\$812.80
Subtotal:					-\$812.80

**B. Reductions**

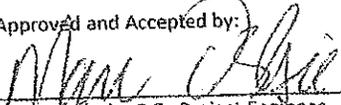
Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
3	Fuel Price Adjustment	Dollar	-2.57524	\$1,200.00	-\$3,090.29
4	Asphalt Price Adjustment	Dollar	-1.96265	\$2,700.00	-\$5,299.16
5	HMA Milling 3" Thick	S.Y.	-400	\$5.55	-\$2,220.00
6	HMA Surface Course, Mix 9.5M64, 3" Thick	TON	-38	\$70.00	-\$2,660.00
8	Bicycle Safe Grates	UNIT	-1	\$400.00	-\$400.00
10	Roadway Excavation, Unclassified	C.Y.	-17	\$25.00	-\$425.00
11	DGA Base Course, 6" Thick	S.Y.	-100	\$7.00	-\$700.00
13	Inlet Filters, Type 1	S.F.	-200	\$2.00	-\$400.00
Subtotal:					-\$15,194.44

**C. Extras**

Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
7	Concrete Rolled Curb	L.F.	208	\$50.00	\$10,400.00
Subtotal:					\$10,400.00

Net Contract Change           -\$5,607.24  
Original Contract Amount:   \$274,580.00  
Contract Percentage Change (%):   -2.04  
Final Contract Amount:       \$268,972.76

Approved and Accepted by:

  
\_\_\_\_\_  
Marc DeBlasio, P.E., Project Engineer

8/13/20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Tyler Lawlor  
South State, Inc.

8/13/20  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Township of Lower

\_\_\_\_\_  
Date

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

RESOLUTION #2020-239

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

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

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

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

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on September 9, 2020

Julie A Picard, Township Clerk

**SCHEDULE "A"**

<u>Number</u>	<u>Name &amp; Address</u>	<u>Type</u>	<u>Amount</u>
0505-31-029-001	Diamond Beach Beach Club 600 E. Raleigh Avenue Wildwood Crest, NJ 08260 t/a Diamond Beach Beach Club	Club	\$150.00
0505-33-010-009	PM Properties Management Corp 3729 Bayshore Road N. Cape May, NJ 08204 t/a 5 West Bar & Grille	PRC	\$2,000.00
<b>Special Conditions</b>	<b>The patio area may be open only for the hours of 12:00 noon until 10:00 p.m.</b>		
0505-33-005-005	Cape May Pub Inc Rt. 9 Florence Avenue Cape May, NJ 08204 t/a Cape May National Golf Club	PRC	\$2,000.00
0505-44-013-006	Matteras Liquor 908 Route 109 Cape May, NJ 08204 t/a Joe Canal's Discount Liquor of Cape May	PRD	\$1,000.00
0505-33-003-008	Buttonwood Manor Inc. 3832 Bayshore Road N. Cape May, NJ 08204 t/a Red Brick Ale House	PRC	\$2,000.00
0505-33-019-010	Panicos Secondo, LLC 9901 Ocean Drive, Lower Township Cape May, NJ 08204 t/a Panicos Secondo	PRC	\$2,000.00

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

**RESOLUTION #2020-240**

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>
762	34	Core Logic: E.Melega 1099 Seashore Rd	100% Exempt Vet 7/23/20	\$ 718.28
235	11	Rosemary Smith 213 Rose Lane.	Pd on WIPP – when it was down	\$ 630.20
557.01	1	Michael & Linda Winn 156 New Jersey Ave	Paid Erroneously	\$ 968.48
741.03	11.07	Core Logic: Higman 5 Leigh Court	Paid on wrong property	\$ 2,565.95
753.17	10	Elizabeth Getz 403 Portsmouth Road	3 <sup>rd</sup> Qtr – Paid Twice	\$ 1,470.29
334.07	7	Core Logic/Hoover 209 Arizona Avenue	Paid Erroneously	\$ 891.30
494.02	2.08	Robert Coleman 2729 Bay Drive	Sold Property/Did not stop ACH	\$ 5,752.30

	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 September 9, 2020.

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

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

RESOLUTION #2020-241

Title: A RESOLUTION OF THE TOWNSHIP OF LOWER CANCELING CERTAIN TAXES  
PER AGREEMENT/RESOLUTION #2013-271

WHEREAS, the tax status of the DRBA is governed by the Delaware-New Jersey Compact, as set forth in N.J.S.A. 32:11E-1; and

WHEREAS, the Compact provides that one essential governmental function of the DRBA is to promote economic development; and

WHEREAS, by attempting to lease the Property to tenants the DRBA is promoting economic development; and

WHEREAS, certain taxes became due on the properties listed below after the DRBA began attempting to lease the Property to tenants, and per Agreement and Resolution #2013-271, the DRBA is not responsible for said tax.

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 property tax be cancelled and the Tax Collector is hereby directed to cancel the following tax:

<u>Block</u>	<u>Lot</u>	<u>Reason</u>	<u>Amount</u>
410.011	36.24	Cancel Tax per DRBA Agreement Tenant moved out 06/01/2020 DTECH Marvin Crisp	\$ 504.03

	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 September 9, 2020.

Julie A Picard, Township Clerk

**jpocard**

---

**From:** kbrown  
**Sent:** Tuesday, August 25, 2020 1:36 PM  
**To:** jpocard  
**Subject:** CANCEL 3RD & 4TH Q 2020 TAXES  
**Attachments:** DTECH.pdf

Julie,

Please make a Resolution to cancel 3<sup>rd</sup> & 4<sup>th</sup> quarter 2020 taxes due to tenant moving out per DRBA Agreement. Tenant moved out June 1, 2020.

Block 410.01  
Lot 36.24  
Owner Cape May County @ DTECH Marvin Crisp  
Amount \$504.03

Thank you,

*Kathy Brown*  
Tax Collector  
Township of Lower  
2600 Bayshore Road  
Villas, NJ 08251  
609-886-2005 ext 118  
[kbrown@townshipoflower.org](mailto:kbrown@townshipoflower.org)

BLQ: 410.01 36.24 Tax Year: 2020 to 2021  
Owner Name: CAPE MAY CNTY @ D-TECH MARVIN CRISP Property Location: 251 RANGER ROAD UNIT 1

Tax Year: 2020	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	238.77	238.76	245.92	258.11	981.56
Payments:	238.77	238.76	0.00	0.00	477.53
Balance:	0.00	0.00	245.92	258.11	504.03

Date	Qtr	Type	Code	Check No	Mthd	Reference	Batch Id	Principal	Interest	2020 Prin Balance
										981.56
										Original Billed
01/27/20	1	Payment	001	1559	CK	28909	55 SDS	238.77	0.00	742.79
05/06/20	2	Payment	001	1566	CK	29362	35 MAB	238.76	0.00	504.03

Tax Year: 2021	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	245.39	245.39	0.00	0.00	490.78
Payments:	0.00	0.00	0.00	0.00	0.00
Balance:	245.39	245.39	0.00	0.00	490.78

Date	Qtr	Type	Code	Check No	Mthd	Reference	Batch Id	Principal	Interest	2021 Prin Balance
										490.78
										Original Billed

Total Principal Balance for Tax Years in Range: 994.81

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

RESOLUTION #2020-242

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

**WHEREAS**, the Lower Township Municipal Utilities Authority (MUA) budget for Fiscal Year December 1, 2019 through November 30, 2020 for both water and sewer contains a line item entitled Maximum Allowable for Appropriation to Municipality/County; and

**WHEREAS**, the amount listed on the Supplement Schedule as Maximum Allowable for Appropriation to Municipality/County in the sewer budget is \$187,783.95 and the amount listed in the water budget is \$139,302.20 for a maximum allowable total of \$327,086.15; and

**WHEREAS**, Council would like to officially request a portion of the allowable appropriation totaling \$160,000.00 be appropriated to the Township.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Lower Township Council hereby requests the Lower Township MUA appropriate a portion of the amounts listed in the Maximum Allowable for Appropriation to Municipality/County as listed in the Supplemental Schedules from the sewer & water budgets to the Township of Lower in the total amount of \$160,000.00.

	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 September 9, 2020.

Julie A Picard, Township Clerk

## Appropriations Schedule

Lower Township Municipal Utilities Authority  
For the Period December 1, 2019 to November 30, 2020

	<b>FY 2020 Proposed Budget</b>						<b>FY 2019 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>	
	Sewer	Water	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations	
<b>OPERATING APPROPRIATIONS</b>										
<i>Administration - Personnel</i>										
Salary & Wages	\$ 229,000	\$ 229,000					\$ 458,000	\$ 382,000	\$ 76,000	19.9%
Fringe Benefits	152,000	147,000					299,000	343,000	(44,000)	-12.8%
Total Administration - Personnel	381,000	376,000					757,000	725,000	32,000	4.4%
<i>Administration - Other (List)</i>										
See Attached Schedule	294,100	283,400					577,500	652,500	(75,000)	-11.5%
Type in Description										#DIV/0!
Type in Description										#DIV/0!
Type in Description										#DIV/0!
Miscellaneous Administration*										#DIV/0!
Total Administration - Other	294,100	283,400					577,500	652,500	(75,000)	-11.5%
Total Administration	675,100	659,400					1,334,500	1,377,500	(43,000)	-3.1%
<i>Cost of Providing Services - Personnel</i>										
Salary & Wages	709,000	524,000					1,233,000	1,250,000	(17,000)	-1.4%
Fringe Benefits	430,000	327,000					757,000	891,500	(134,500)	-15.1%
Total COPS - Personnel	1,139,000	851,000					1,990,000	2,141,500	(151,500)	-7.1%
<i>Cost of Providing Services - Other (List)</i>										
See Attached Schedule	1,880,529	935,000					2,815,529	2,417,000	398,529	16.5%
Type in Description										#DIV/0!
Type in Description										#DIV/0!
Type in Description										#DIV/0!
Miscellaneous COPS*										#DIV/0!
Total COPS - Other	1,880,529	935,000					2,815,529	2,417,000	398,529	16.5%
Total Cost of Providing Services	3,019,529	1,786,000					4,805,529	4,558,500	247,029	5.4%
<i>Total Principal Payments on Debt Service in Lieu of Depreciation</i>										
	61,050	340,644					401,694	391,233	10,461	2.7%
Total Operating Appropriations	3,755,679	2,786,044					6,541,723	6,327,233	214,490	3.4%
<b>OPERATING APPROPRIATIONS</b>										
Interest Payments on Debt	32,621	348,688					381,309	391,131	(9,822)	-2.5%
Operations & Maintenance Reserve										#DIV/0!
Renewal & Replacement Reserve	1,420,000	1,626,500					3,046,500	1,972,436	1,074,064	54.5%
Municipality/County Appropriation	80,000	80,000					160,000	150,000	10,000	6.7%
Other Reserves										#DIV/0!
Total Non-Operating Appropriations	1,532,621	2,055,188					3,587,809	2,513,567	1,074,242	42.7%
<b>TOTAL APPROPRIATIONS</b>	<b>5,288,300</b>	<b>4,841,232</b>					<b>10,129,532</b>	<b>8,840,800</b>	<b>1,288,732</b>	<b>14.6%</b>
<b>ACCUMULATED DEFICIT</b>										
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>5,288,300</b>	<b>4,841,232</b>					<b>10,129,532</b>	<b>8,840,800</b>	<b>1,288,732</b>	<b>14.6%</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>										
Municipality/County Appropriation	80,000	80,000					160,000	150,000	10,000	6.7%
Other	184,000	957,732					1,141,732	-	1,141,732	#DIV/0!
Total Unrestricted Net Position Utilized	264,000	1,037,732					1,301,732	150,000	1,151,732	767.8%
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 5,024,300</b>	<b>\$ 3,803,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,827,800</b>	<b>\$ 8,690,800</b>	<b>\$ 137,000</b>	<b>1.6%</b>

\* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations    \$ 187,783.95    \$ 139,302.20    \$ -    \$ -    \$ -    \$ -    \$ -    \$ 327,086.15

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

RESOLUTION #2020-243

Title: APPROVAL OF CHANGE ORDER #1 TO SOUTH STATE INC FOR 2019 ROAD PROGRAM – PHASE 2 SECTION 1 FOR ARIZONA AVENUE, CAPITAL LANE, REPUBLIC LANE, UNION LANE AND FEDERAL LANE

WHEREAS, South State, Inc was awarded on June 1, 2020 by Resolution #2020-171 for the 2019 Road Program Phase 1 – Section 2 for Arizona Avenue, Capital Lane, Republic Lane, Union Lane and Federal Lane in the amount of 396,300.00; and

WHEREAS, South State Inc has provided Change Order #1 for additional services the Resurfacing of Arizona Avenue from Capital Lane to Republic Lane and from Republic Lane to Union Lane resulting in an Increase of \$46,400.00 and a Reduction of \$7,081.40 resulting in a Net Increase to the original contract of \$39,318.60; and

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

Appropriation: Ord #2019-05 C-04-55-424-100

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Change Order #1 attached hereto in the net increase amount of \$39,318.60 to South State, Inc is hereby approved and the contract total is now increased to \$435,618.60.

	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 September 9, 2020.

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

# DEBLASIO & ASSOCIATES

CONSULTING ENGINEERS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

PHONE: 609-854-3311 • FAX: 609-854-4323

September 1, 2020

VIA EMAIL & REGULAR MAIL

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

Re: Township of Lower, Cape May County, NJ  
2019 Road Program – Phase 2 Section 1  
D&A File #: LT-C-012

Dear Ms. Picard:

Enclosed please find four (4) copies of **CHANGE ORDER NO. 1** regarding the above referenced project for review and approval. Upon execution, please return three (3) copies to our office.

Please note that this change order reflects the following additional work items requested by the Township:

1. Resurfacing of Arizona Avenue from Capital Lane to Republic Lane and from Republic Lane to Union Lane.

Please note this change order will result in an increase of \$39,318.60 to the original contract amount of \$396,300.00 for an amended contract amount of \$435,618.60.

Should you have any questions or require any additional information, please do not hesitate to contact me at our office.

Very truly yours,  
DeBlasio & Associates, P.C.

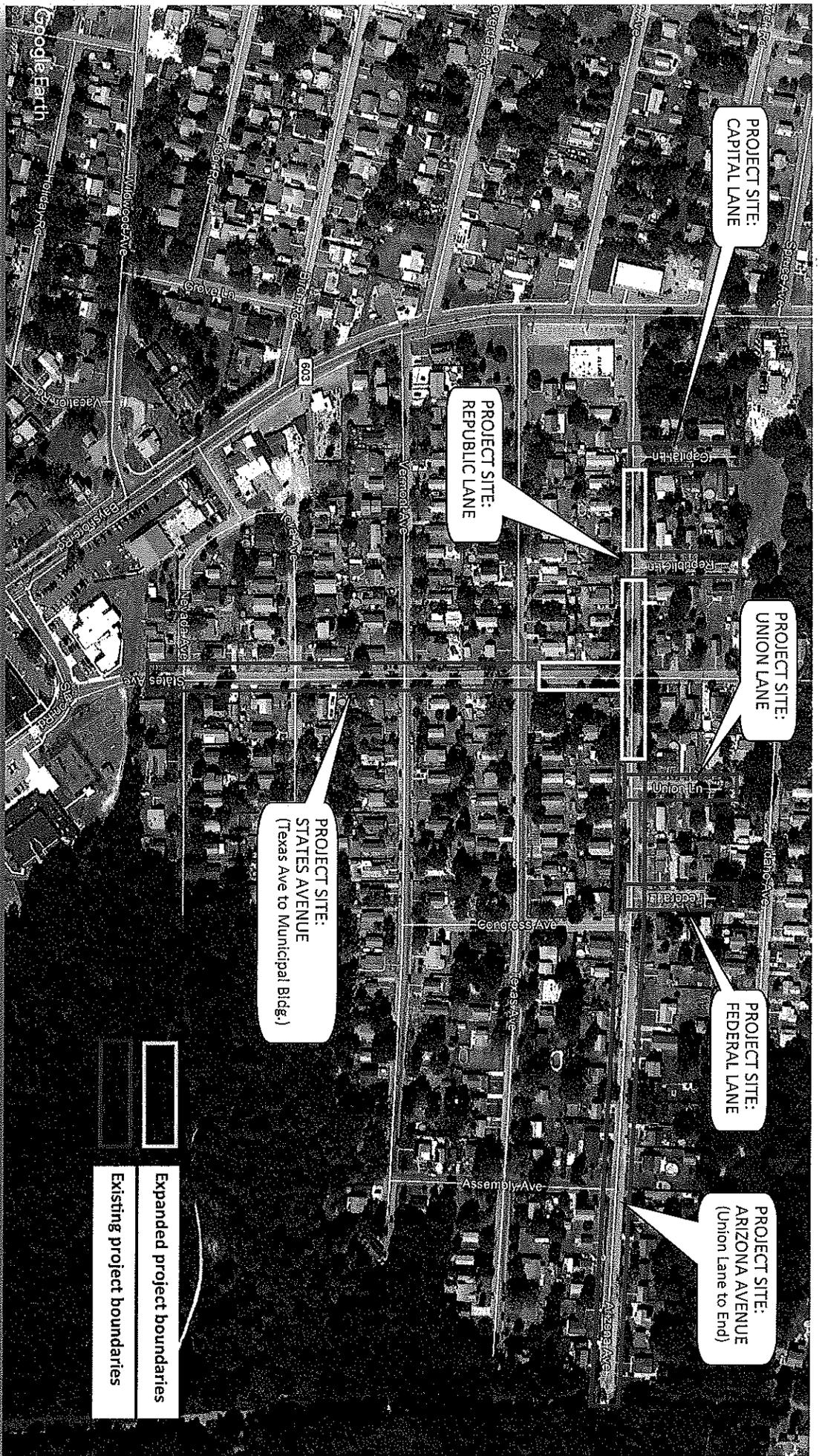


Marc DeBlasio, P.E., P.P., C.M.E.  
President  
T: 609-854-3311  
Marc@deblasioassoc.com

cc: Jim Ridgway, Manager (via email w/encl.)  
Margaret Vitelli, QPA, Purchasing Agent (via email w/encl.)  
Gary Douglass, Public Works Superintendent (via email w/encl.)  
South State, Inc. (via email w/encl.)

[WWW.DEBLASIOASSOC.COM](http://WWW.DEBLASIOASSOC.COM)





**PROJECT LOCATION MAP**

**2019 ROAD PROGRAM and RESURFACING OF STATES AVENUE**  
 Township of Lower, Cape May County, New Jersey

Date: 9/1/2020

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

RESOLUTION #2020-244

Title: **APPROVAL OF CHANGE ORDER #1 FOR DEBLASIO & ASSOCIATES FOR ADDITIONAL PROFESSIONAL ENGINEERING SERVICES FOR THE 2019 ROAD PROGRAM PHASE 2 SECTION 1 RESURFACING PORTIONS OF ARIZONA & STATES AVENUES**

**WHEREAS**, DeBlasio & Associates were awarded a professional service contract in the amount of \$19,000.00 on June 1, 2020 by Resolution #2020-170 to provide Professional Engineer Services for the 2019 Road Program – Phase 2, Secton 1; and

**WHEREAS**, DeBlasio & Associates have provided a quote, attached hereto, for additional services including the Resurfacing of Arizona Avenue and the Resurfacing of States Avenue; Arizona Ave to Texas Ave in the amount of Not To Exceed \$9,750.00

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

Appropriation: C-04-55-418-910

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that Change Order #1 attached hereto in the amount of \$9,750.00 for DeBlasio & Associates is hereby approved and the contract total is now increased to **\$28,750.00**.

	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 September 9, 2020.

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

# DEBLASIO & ASSOCIATES

CONSULTING ENGINEERS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

PHONE: 609-854-3311 • FAX: 609-854-4323

September 2, 2020

VIA EMAIL & REGULAR MAIL

Gary Douglass, Superintendent  
Township of Lower Public Works Department  
2600 Bayshore Road  
Villas, NJ 08251

**Re: Township of Lower, Cape May County, NJ  
2019 Road Program – *Additional Services: Arizona and States Avenue*  
D&A File #: LT-C-012**

Dear Mr. Douglass:

DeBlasio & Associates, P.C. is pleased to provide this proposal to provide our professional engineering services for the **2019 Road Program – *Additional Services: Arizona and States Avenue***. As a follow up to our conversations and meetings, it is our understanding that the **2019 Road Program– *Additional Services: Arizona and States Avenue*** shall consist of the following additional work:

**A. Resurfacing of Arizona Avenue**

1. Capital Lane to Republic Lane
2. Republic Lane to Union Lane

**B. Resurfacing of States Avenue**

1. Arizona Avenue to Texas Avenue

➤ <b>Engineering and Construction Phase Cost:</b>	<b>\$9,750.00</b>
• Survey and Base Mapping	
• Design Plans and Specifications	
• Preparation and Submission of Change Order	
• Contract Administration	
• Part Time Construction Observation	

**Total Professional Service Fee                      \$9,750.00**

Enclosed please find one (1) copy of the project location map for your reference.

Upon your authorization, we are prepared to begin work immediately on the Township's **2019 Road Program- Additional Services: Arizona and States Avenue**. Should you have any questions or require any additional information, please do not hesitate to contact me at our office. Thank you for the opportunity to submit this proposal.

Very truly yours,  
**DeBlasio & Associates, P.C.**



Marc DeBlasio, P.E., P.P., C.M.E.

President

T: 609-854-3311

Marc@deblasioassoc.com

cc: Jim Ridgway, Manager (via email)  
Margaret Vitelli, QPA (via email)  
Julie Picard, Clerk (via email)

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

RESOLUTION # 2020-245

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 "Reserved for Accumulated Absences" .

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 Priole in the amount of \$44,532.25 is authorized and chargeable to the Reserve for Accumulated Absences.

	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 September 9, 2020.

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

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief William Mastriana  
FROM: Captain William Priole  
DATE: September 2, 2020  
SUBJECT: Request to cash out sick time

As I near my retirement date, I respectfully request the Township consider a request to cash out a portion of my sick time prior to my retirement to utilize the catchup provision of the 457 plan that allows additional monies to be contributed in the in the three years prior to retirement. In 2020, the maximum is \$39,000. I would request to cash out an amount of time equivalent to reach this maximum figure. I am one of the handful of officers still permitted to cash out 1440 hours upon retirement.

If granted permission to do this, it would allow me to make these contributions in a manner that would minimize the tax burden that would otherwise all be due in the year of retirement when I would receive all of these monies at once in a lump sum. This would also allow the Township to buy back the time at a lower rate and to stretch this out over a longer period if they agreed to allow this as they did in 2019.

Respectfully Submitted,

William Priole  
Captain #139

C File

Date

Officer

Comments

Sept 2, 2020 Chief W. Mastriana Forward to Township for review.

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

RESOLUTION # 2020-246

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 Reserve for Accumulated Absences.

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 Douglass Whitten in the amount of \$43,207.25 is authorized and chargeable to the Reserve for Accumulated Absences.

	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 September 9, 2020.

Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief William Mastriana  
FROM: Lt. Douglas Whitten  
DATE: August 12, 2020  
SUBJECT: Accumulated Sick Time payout / 457 Plan

Sir,

I am requesting the Township consider allowing me the opportunity to cash out a portion of my accumulated sick time prior to my retirement. I am over the age of 50 and plan to retire from the Police Department within the next 3 years. I would like to utilize the catch-up provision of the Deferred Comp 457 Plan that allows for contributions of up to \$38,000 a year prior to retirement.

I am one of the only remaining officers that would be allowed, by contract, to cash out up to 1,440 hours of accumulated sick time.

If my request is granted, it would allow me to make these contributions in a manner that would minimize my tax burden, which would otherwise be due in the year of actual retirement. The Township would also benefit by buying the time back at a lower rate and extending the payments over several years. Mr. Craig Reed, a retirement planning specialist with AXA Advisors, who services the Township's Deferred Comp. Plan, advised the Township benefits by avoiding payment of the payroll tax as well, if they were to agree to my request.

I am submitting this Special Report to your office in the hopes of you forwarding it on to the Township for further consideration.

Respectfully Submitted,



Douglas Whitten  
Lieutenant Badge 152

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

RESOLUTION #2020-247

Title: **AUTHORIZING THE PAYMENT OF VOUCHERS**

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Lower Township Rescue Squad	Expenses	\$ 10,000.00

**TOTAL BILL LIST**                      \$ 10,000.00

	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 September 9, 2020.

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

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

ORDINANCE #2020-15

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**96-1 Findings**

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

**96-2 Definitions**

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

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

#### FINANCIAL ASSISTANCE

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

#### PUBLIC CONSTRUCTION CONTRACT

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

#### **96-3 Purposes**

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

#### **96-4 Responsible Contractor Requirements**

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

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

#### 96-5 Contractor Responsibility Certification Requirements

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

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

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

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

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

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

\_\_\_\_\_  
Kevin Coombs, Councilmember

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

\_\_\_\_\_  
David Perry, Deputy Mayor

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

First Reading: August 17, 2020

Adopted:

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

# TOWNSHIP OF LOWER

2600 Bayshore Road  
Villas, New Jersey 08251



Incorporated 1798

(609) 886-2005

August 25, 2020

## Certification of Mailing of Tax Bills

I do hereby certify as follows:

I am the Tax Collector of Township of Lower, in the County of Cape May, State of NJ.

The mailing of or other delivery of all original tax bills for the final bill of 2020 and the first and second installments of 2021 was completed on August 19, 2020

Pursuant to N.J.S.A. 54:4-66 et seq; payment on the fourth installment will bear no interest if received by November 10, 2010. After November 10<sup>th</sup> all receipts shall be deemed delinquent, with interest accruing from November 1, 2020.

\*Third quarter estimated bills were mailed on June 12, 2020 with a due date of August 1, 2020 and a 10 day grace period.

Kathy Brown,

Tax Collector  
CTC#8103

# Clerk Report August 2020

## Register Report - Last month

8/1/2020 through 8/31/2020

9/2/2020

Page 1

Account	Description	Memo	Category	Amount
	INCOME			27,929.90
	Business Mercantile 2020-2021			7,964.90
	Liquor Licenses			13,750.00
	Rental Merc 2020-2021			1,650.00
	Rental Misc			450.00
	Street Openings			480.00
	Vac Prop Reg			3,500.00
	Yard Sale Permit			135.00
	TRANSFERS			-27,929.90
	Council Checking			-27,929.90
			<u>OVERALL TOTAL</u>	<u>0.00</u>

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

**OFFICE OF CONSTRUCTION OFFICIAL**

**Construction Permit Activity Report**

RANGE: 08/01/2020 To 08/31/2020

September 03, 2020 4:09:26PM

**SUMMARY**

**CONSTRUCTION COSTS**

**COUNT**

Cost Of Construction:	\$730,350.00	Cubic Footage:	187396 Cu.ft	Permit Issued:	107
Cost Of Alteration:	\$680,805.00	Square Footage:	12687 Sq.ft	Updates Issued:	9
Cost Of Demolition:	\$18,000.00			All Fees Waived:	3
Total Cost:	\$1,429,155.00			Municipal Fees Waived:	0

<b><u>PERMIT FEES</u></b>		<b><u>ADMIN FEES</u></b>		<b><u>WAIVED FEES</u></b>		<b><u>TOTAL FEES</u></b>	
Building:	\$15,951.00	Building:	\$0.00	Building:	\$0.00	Building Fees:	\$15,951.00
Electrical:	\$8,739.00	Electrical:	\$0.00	Electrical:	\$400.00	Electrical Fees:	\$8,339.00
Fire :	\$1,840.00	Fire :	\$0.00	Fire :	\$60.00	Fire Fees:	\$1,780.00
Plumbing:	\$4,959.00	Plumbing:	\$0.00	Plumbing:	\$0.00	Plumbing Fees:	\$4,959.00
Elevator:	\$0.00	Elevator:	\$0.00	Elevator:	\$0.00	Elevator Fees:	\$0.00
Mechanical:	\$3,150.00	Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical Fees:	\$3,150.00
				* Total Waived:	\$460.00	Technical Fees:	\$34,179.00

**DCA**

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$695.00	\$0.00	\$695.00
Alteration Training Fee:	\$1,299.00	\$6.00	\$1,293.00
DCA Minimum Fee:	\$13.00	\$2.00	\$11.00
Sub total Training Fee:	\$2,007.00	\$8.00	\$1,999.00

**TECHNICAL ISSUES**

Building Technical:	43
Electrical Technical:	80
Fire Protection Technical:	14
Plumbing Technical:	34
Elevator Technical:	
Mechanical Technical:	38

**CERTIFICATE ISSUES**

Certificate of Occupancy:	5
Certificate of Approval:	12
Certificate of Continued Occupancy:	0

Certificate of Occupancy Fee:	\$2,042.00
Waived Certificate Fees:	\$0.00
Sub Total Certificate Fees:	\$2,042.00
PERMIT FEES:	\$34,179.00
DCA FEES:	\$1,999.00
CERTIFICATE FEES:	\$2,042.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$38,220.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$38,220.00

\* By State law (see N.J.S. 52:27D-126c): \$460.00

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

OFFICE OF THE CONSTRUCTION OFFICIAL

Account Summation-Summary

Report Run from 08/01/2020 To 08/31/2020

September 3, 2020 4:10:31PM

ACCOUNT:		Cash Amount	Check Amount	Credit Card Amount	Total Fee
PERMIT FEES	Sub Totals:	\$1,730.00	\$36,490.00	\$0.00	\$38,220.00
LICENSE FEES	Sub Totals:	\$0.00	\$700.00	\$0.00	\$700.00
<b>GRAND TOTALS:</b>		\$1,730.00	\$37,190.00	\$0.00	\$38,920.00



**2020 CASH RECEIPTS  
AUGUST**

Township of Lower  
Office of the Tax Collector

	MONTH TO DATE	YEAR TO DATE
<b>Receipts</b>		
Preliminary Tax Year (2021)	<u>349,479.41</u>	365,681.55
Current Tax Year (2020)	<u>5,964,167.77</u>	<u>47,593,201.40</u>
Current year taxes (2019)	<u>17,338.85</u>	<u>512,790.84</u>
Prior year taxes (2018)	<u>-</u>	<u>5,892.91</u>
Prior year taxes (2017)	<u>-</u>	<u>1,527.00</u>
Previously exempt property	<u>-</u>	<u>0.00</u>
State Audit Pay Back	<u>-</u>	<u>500.00</u>
Municipal Lien	<u>-</u>	<u>6,896.85</u>
Recording	<u>-</u>	<u>50.00</u>
Bankruptcy	<u>-</u>	<u>0.00</u>
6% Penalty	<u>-</u>	<u>1,550.72</u>
Municipal Service Fees	<u>840.00</u>	<u>46,380.00</u>
Tax Search Fees	<u>10.00</u>	<u>30.00</u>
Interest	<u>16,677.28</u>	<u>96,494.03</u>
Lot clearing	<u>-</u>	<u>2,485.00</u>
Returned Check Fees*	<u>20.00</u>	<u>260.00</u>
Duplicate Bills	<u>205.00</u>	<u>665.00</u>
Trash	<u>1,161.00</u>	<u>29,602.50</u>
Tax Sale Cost	<u>454.91</u>	<u>454.91</u>
MUA	<u>3,805.84</u>	<u>3,805.84</u>
<b>TOTAL DEPOSITS</b>	<u><b>6,354,160.06</b></u>	<u><b>48,668,268.55</b></u>
<b>DEPOSITED TO COUNCIL CHECK</b>	<u><b>5,605,041.26</b></u>	<u><b>44,480,139.40</b></u>
<b>DEPOSITED TO WIPP ACCOUNT</b>	<u><b>749,118.80</b></u>	<u><b>4,188,125.14</b></u>
<b>TOTAL DEPOSITS</b>	<u><b>6,354,160.06</b></u>	<u><b>48,668,264.54</b></u>
NSF Reversals *	<u>1,661.38</u>	78,657.02
WIPP NSF Reversals	<u>11,876.52</u>	57,059.01
NSF Fee Reversal (20.00)*	<u>-</u>	<u>-</u>
<b>TOTAL NSF</b>	<u><b>13,537.90</b></u>	<u><b>135,716.03</b></u>
<b>TOTAL</b>	<u><b>6,340,622.16</b></u>	<u><b>48,532,548.51</b></u>

Prepared by Kathy Brown

**AUGUST 2020  
VITAL STATISTICS**

Marriages,Civil Unions	21
Domestic Partners	0
Ceritified Copies	176
Certified Copies EDRS	0
Burial Permits	0
Marriages, Civil Unions State	\$525.00
Domestic Partners State	\$0.00
Marriages, Civil Unions Twp	\$63.00
Domestic Partners Twp	\$0.00
Certified Copies	\$1,760.00
Certified Copies EDRS	\$0.00
Burial Permits	\$0.00
<b>TOTAL</b>	<b>\$2,348.00</b>

# PERSONNEL ACTIONS

Report for Council Meeting of 09/09/2020

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<u>Department</u>	<u>Name</u>	<u>Eff. Date</u>	<u>Replaces</u>	<u>Action</u>	<u>Title</u>	<u>Budgeted Item</u>
Assessor	McCorkel, Marissa	01/01/2020		Promotion	Sr Clk Typist	Yes
Public Safety	Ryan, Charles J.	09/08/2020	Lewis, Kevin	Prov.Promotion	Police Lt.	Yes
Public Safety	Majane, Michael	09/09/2020	Ryan, Charles J	Promotion	Police Sgt.	Yes
Public Safety	Marroquin, Antonio	08/25/2020		New Hire	Police Officer	Yes
Public Safety	Dunn, Patrick	08/25/2020		New Hire	Police Officer	Yes
Public Safety	Vassar, Christopher	08/25/2020		New Hire	Police Officer	Yes
DPW	Bailey, Robert	08/03/2020		Promotion	Diesel Mechanic	Yes
DPW	Thomas, Robert III	08/03/2020		Promotion	Diesel Mechanic	Yes
DPW	Thomas, Robert Jr.	08/03/2020		Promotion	Spvg. Diesel Mechanic	Yes

Date of report: 09/04/2020

c: Manager  
Clerk