

JULY 16, 2012 - 6:00 P.M.

Meeting called to order.

Opening Announcement
Pledge of Allegiance & Moment of Silence
Roll Call & Determination of Quorum
Certificate of Recognition - Gale Crookston

Work Session

Presentation - Paul Miola - Atlantic County Municipal Joint Insurance Fund Membership Renewal
Presentation - Public Safety Building Committee
Review of Consent & Regular Agenda Items

Consent Agenda

Approval of Minutes July 2, 2012
Res. #2012-181 Renewal of Membership in the Atlantic County Municipal Joint Insurance Fund (3 yr membership)
Res. #2012-182 Appointment of Blauer Associates Without Public Bidding (Grant Consultant)
Res. #2012-183 Certification to Local Finance Board of Receipt and Review of Audit Sections General Comments & Recommendations (Annual audit certification)
Res. #2012-184 Appointment to the Recreation Advisory Board (1 Reg. Member vacancy of J. Ridgeway)
Res. #2012-185 Appointment of Julie Picard As Municipal Clerk, Effective September 1, 2012
Ord. #2012-18 An Ordinance Authorizing Acceptance of Title to the Brandywine Shoal Light Station and Approving the Leasing Thereof to the Cape May Maritime Museum and Education Center, Inc. - 1st reading (2nd reading & public hearing will be Aug 6, 2012)

Regular Agenda

Res. #2012-180 *Payment of Vouchers, \$ 1,726,117.96**
Ord. #2012-16 Bond Ordinance Providing for the Acquisition of property in and by the Township of Lower, In the County of Cape May, New Jersey Appropriating \$210,000 Therefore and Authorizing the Issuance of \$200,000 Bonds or Notes of the Township to Finance Part of the Cost Thereof, (Acquisition of real property) 2nd rdg. & public hearing
Ord. #2012-17 An Ordinance Authorizing the Acquisition of the Fee Simple Interest in Real Property Owned by Carmen R. Manzoni and Joyce R. Vitale, Known As Block 410.01, Lot 63.02 on the Tax Map of the Township of Lower and also Known and Designated as 2610 Bayshore Road, Villas, New Jersey
2nd reading & public hearing

Administrative Reports

Personnel Action Report
Department Reports June - Animal Control, Dog Licensing, Engineer, Fire Safety, Municipal Clerk, Police, Tax Collector, Vital Statistics
*Tax Collector Certification of Mailing of Tax Bills & Copies**

Council Comments

Call to the Public

Closed Session

Res. #2012-186 Resolution Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12." (Labor Relations - Supervisor's Union Update; Possible Litigation Township Right-Of-Way Issues)

Adjournment

PUBLIC INFORMATION

LOWER TOWNSHIP FARMERS MARKET - Fridays- 4:30 to 8:00 – Music, Food, Vendors & fun for the family – Fridays in July and August

FREE CONCERT AT FISHING CREEK SCHOOL - Friday July 20th 5-7pm - Music of the Big Bands and World War II – Music, Food & Fun

FREE CONCERT AT THE FERRY - Wednesday, July 25th 5:15pm BStreets - A Bruce Springsteen Tribute Band. Concert will be held on the "green" - bring your own chair or blanket.

NATIONAL NIGHT OUT - Tuesday, August 7, 2012 7-9 pm Lower Cape May Regional High School

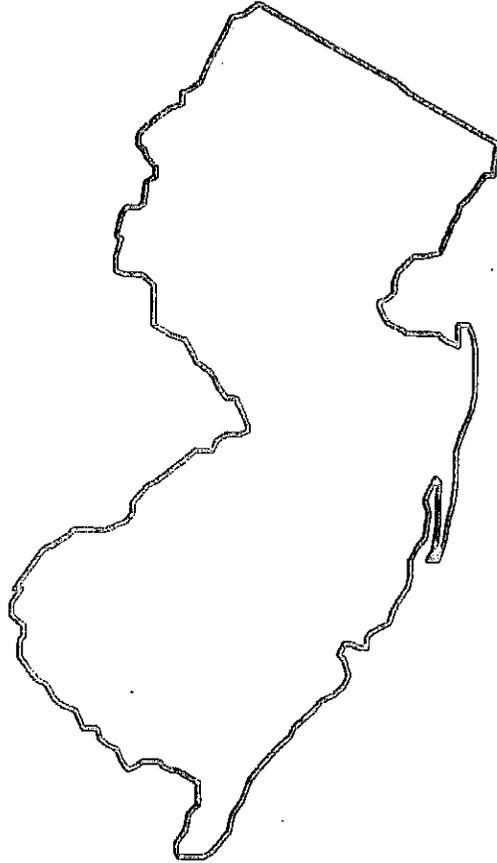
BLOOD DRIVE - Tuesday, August 21st 10 - 3 at Township Hall. Sign up at Township Hall.

AFTER AUGUST 31ST CREDIT CARD PAYMENTS FOR TAXES WILL NO LONGER BE ACCEPTED AT THE TAX OFFICE WINDOW. Residents can continue to pay by credit card online through the Township's website or sign up for automatic withdrawals from their checking account.

ANNUAL DOG LICENSES DUE. Any dog over 6 months, must be licensed. Proof of rabies vaccination required. If spayed/neutered, vet certificate required. Fee \$7.20 if not spayed/neutered and \$4.20 if spayed/neutered

YARD SALE LICENSES - Required for all yard, sales, attic sales, garage sales etc. Permit fee \$5.00 for two consecutive days and choice of rain date. Three permits permitted per year to a residence/person.

ALL RENTAL PROPERTIES REQUIRE LICENSE AND FIRE INSPECTION - All rentals, commercial or residential, whether yearly or seasonal require a mercantile license and a fire inspection and real estate taxes must be current. Applications for both the required fire inspection and the mercantile license are available at the Municipal Building, 2600 Bayshore Road, Villas and on the Township's website - www.townshipoflower.org, under Form Center.



Space Utilization

A Report for the Township of Lower

Prepared by

VHE Group, Inc.

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A Report to
TOWNSHIP OF LOWER
NEW JERSEY

A
SPACE UTILIZATION ANALYSIS

Presented to:
Mayor and Township Council
Lower Township
December 2004

Study of Lower Township's Public Safety Building Pertaining to Appropriate Space Utilization

An Overview

To properly appreciate Lower Township's unique setting in Cape May County, New Jersey, it is helpful to recognize the various communities that make up this relatively quiet township just north of Cape May. The center of government, the municipal building, or city hall is located at 2600 Bayshore Rd. in the Villas section. It is the center of the bay front area situated next to the Delaware Bay and represents some of the more established families living in the township. To the south of the Villas is North Cape May also located along the Delaware Bay, which is currently experiencing a renaissance of re-development and increased population. This area has its own business district and is also more commonly known as "Town Bank" where it actually touches the shoreline of the bay. In addition to these two sections of the township, there is also the community of Erma just off US Route 9 following Railroad Avenue with plenty of trees and gardens with various churches mixed in including Tabernacle United Methodist Church, church campgrounds, and the Historic Cold Springs Village with railroad access to Cape May. Finally, Lower Township presents Diamond Beach, a section of the township located directly on the Atlantic Ocean featuring some of the finest beaches anywhere along the coast.

This short overview introduces one to a diverse community located in a county experiencing rapid growth and development. All areas of the community are changing with a demonstrated need for additional services. They also boast areas of attraction such as the Cape May Lewes Ferry, the fishing community, Higbee Beach, and the State Park. With this backdrop, we enter a township that has moved the bulk of its public safety features and primarily its police to the Cape May County Airport located at 1389 Langley Road. The airport complex is now under management control of the Delaware River Bay Authority. This authority also controls the Millville Municipal Airport, in Cumberland County and another much larger airport in Delaware.

Of particular interest and we believe great significance which we will expand upon later, is that the immediate area where city hall is located seems to have either by design or accident become a center of municipal and county government services. In addition to city hall, which provides the customary services, located within a "stone's throw" is a library, a community center, a school, a park/recreation area, and a senior center. Parking for these services is adjacent to the areas.

The governing body of this township of some 23,000 residents covering approximately 28 square miles made a decision about 8 years ago to relocate its police department, and municipal court function, some 3-4 miles from city hall to the Cape May County Airport. The building that was chosen to house these functions is a massive structure of some 50,000 square feet. Since the township acquired it, it has required over \$4 million of community financing to meet the demands of its occupants. This is a significant amount of public money for a township of this size. It should be noted that additional funds are

contemplated to continue to upgrade and maintain the building. In addition to the direct township functions of the police and municipal court, this building also houses ancillary government but not direct township functions of fire inspectors, and township Emergency Medical Services, (EMS).

The Federal Aviation Authority must approve all development contiguous to the airport; therefore, very limited and controlled residential or commercial development is expected in the immediate area. However, there remains on the airport itself several vacant or under utilized industrial or commercial buildings. Additionally, land is available on the airport grounds upon which air related businesses could build facilities. It is our understanding that the Delaware River Bay Authority (DRBA) is attempting to stimulate economic activity and growth at the airport with a recently undertaken aggressive marketing effort.

Prior to 1995, police functions were housed in a one-story brick building of about 4,200 square feet adjacent to the municipal building with parking located directly behind the structure. Following the relocation of these services to the airport, the township utilized the former police facility by moving the construction official, sub-code officials, code enforcement, planning, and zoning functions into the former police facility. While the administrative function of these offices were moved the public meetings for planning and zoning continue to be held in city hall. Even though some relatively minor renovations have been done to accommodate these functions, many of the former police areas remain fully intact and could easily be utilized. During our review, it became apparent that the space now allocated to construction and code enforcement could be considered excessive given the fact that in many similar municipalities 1,000 square feet or less is directly allocated to this function.

The two buildings are not physically connected, but are separated by close to 10' of open space. This separation, while only a short distance, inhibits the free flow of traffic between the two buildings by the public and employees of the township. By its very nature, this separation impacts negatively upon efficiency of township personnel.

Recommendation:

Notwithstanding any other recommendations, the township should consider constructing a direct access between the two buildings. Doing this should enhance staff efficiency by allowing personnel to move freely and directly between other municipal offices and the public meeting room during planning/zoning meetings. It will further allow management and supervisory personnel to access the "annex" on a regular basis.

Current Usage of the Public Safety Building

Police

The Public Safety Building is a massive structure particularly for a community of 23,000 people. The structure contains some 50,000 square feet of which approximately 39,600 square feet or a little of over three quarters (77.18%) of the Public Safety building is directly dedicated to police functions. Located about 3-4 miles from the center of the Villas, the building is identified at the entrance to the airport and by various smaller signs placed throughout the Villas and along Bayshore Road. However, a newcomer or stranger to the community would initially have difficulty locating it. It should also be pointed out that while perhaps not unheard of, it is uncommon for a community's police department or other government administrative buildings to be located at an airport.

Upon entering the complex, public parking is located on the side of the structure in close proximity to the entrance to the municipal court. Signs on the side of the building direct the public to available parking and to the location of the police entrance. The main entrance to the police department does not have convenient public parking in front of or in close proximity of the building. Instead this area is restricted to only police vehicles. This arrangement makes the building somewhat unfriendly to the first time visitor.

A small annex very close to the entrance houses an emergency generator that provides power in the event of a loss of electricity. An interior garage, with its main entrance next to the main public entrance to the police department, runs the entire length of the building. This garage consumes 14,750 + square feet including a small storage area for the S.W.A.T. (Special Weapons and Tactics) team as well as a booking area with short term holding cells. During several visits we observed that with the exception of one or two marked police cars and some recovered property such as bicycles, this area was empty and not being utilized for any specific purpose.

Inside the public entrance to the police department there is a reception room equipped with a telephone connected to dispatch and a window behind which clerical records personnel are available during normal business hours. Anyone needing to contact the police in an emergency or attempting to meet with a police officer are advised an officer will be brought back to the station to meet with them. Records information and requests are addressed by the clerical support. In general, the building is laid out behind the reception area as follows:

- 10-Interview rooms
- 1-Family waiting/interview rooms
- 5-Squad rooms and locker rooms
- 4-Sergeant offices
- 7-Conference rooms
- 1-Communications
- 3-Storage and evidence area
- 1-Clergy room (staffed one hour per week)

- 16-Additional conference rooms and offices
- 1-Computer room
- 4-Additional administrative offices including Lieutenant, Captain, and Chief
- 12-Detective area including juvenile, interview, and back entrances

Since the study involves direct relationships to police functions, the following observations were made. The Police Detectives occupied their own personal offices, but had access to at least six additional offices surrounding their work area. The specific purpose for which the additional office space is used could not be accurately ascertained. This additional space is only utilized sporadically at best, given the manner in which equipment was spread out among an overabundance of office space training rooms and storage areas. During several visits to the area we never observed anyone using this excess space for any purpose. At the time of our analysis, the Detective Bureau had a Detective Sergeant and four officers assigned to the Detective Bureau. These officers occupied a rear area of the building with doors leading directly to the parking area immediately outside the back of the building. One of these doors was equipped for public access.

Located in an area in front of the detectives was an administrative area with support provided to the Chief, Captain, and Lieutenant. Fifteen offices were situated around the Chief's office including a line-up room, training facilities, or classrooms, and small offices used primarily for storage and some equipment. The Chief's office was located near the back of the building making it difficult for a member of the public to visit. According to policy, public access to the administrative offices was restricted, and required an escort. Essentially all police contact with the public was achieved through communications, in most cases, referring all matters to a corporal who was assigned to patrol in one of the township zones. This officer, as mentioned earlier, then had to return to the building to meet with the person requiring assistance.

The communications center is located midway through the building and is a large well equipped area. Adjacent to the communications center are approximately five offices including a small office used by the civilian supervisor of communications personnel. The communication center was operating in an efficient manner during our visits. The area dedicated to this function was adequate and not excessive given the size of the department and the area served. In addition to the five offices mentioned above, another three or four offices are adjacent to this area. These are not directly connected to the communication function but were said to be used by emergency management.

The squad area is comprised of approximately nine offices with locker rooms, computer report writing areas, and various other offices dedicated to storage, uniforms, training, and conferencing. Close to the squad room off the same hall are offices for the Sergeants (3 areas), a chapel which we were advised was staffed one hour per week by a volunteer Chaplin, evidence storage and control, and additional storage.

The area contiguous to the main public entrance houses an area dedicated to clerical space and files for police records. A supervisor and a booking area are located just off

the garage. This area alone has approximately eight distinct office spaces dedicated to records, computer functions, booking requirements, holding cells, and a small area connecting the garage to the offices.

Overall, the building has two primary hallways that run essentially the length of the structure. These are accessed through electronic devices and/or key access only. According to police information, the building floor plan design was accomplished internally by using police personnel, public works, and a small number of private contractors. The township did not engage any outside professional individuals with expertise in public safety to offer an assessment of proper space utilization or design. An examination of the structure revealed that interior walls within the building do not appear to be load bearing. This would facilitate the reconfiguration of the interior of the structure should that be deemed appropriate.

Rooms within the police portion of the building have little access to outside light. In fact, the only offices with access to the outside are located either with the records clerks or the detectives. The building is single story constructed on a concrete slab with no basement. It should be mentioned that the garage area has open space to the roof requiring major heating fans to insure that the fire suppression water lines and lavatory supply lines do not freeze during the winter. Although not a two-story building, the ceiling height in the garage could easily accommodate a loft type storage area or mechanical shop.

During several visits to the structure, we were struck by the amount of storage space available to and utilized by the police department. There were so many different areas dedicated to equipment storage that it begged the question about how anyone could keep track of what was stored where.

While this study is underway to determine proper space allocation, a discussion of the department make-up is essential. For that purpose, we will identify personnel in the following chart:

	Police	Civilian	Dispatch	Class II Spl's	Total
Chief	1				1
Captain	1 (2)				1
Lieutenant	2				2
Sergeant	6				6
Patrolman	31			6	37
Detective	4				4
Principal Clerk		1			1
Clerk		5			5
Supervisor			1		1
Operator FT			7		7
Operator PT			7		7
Custodial		1			1
Total	45 46	7	15	6	73

The staffing chart above indicates that there are 71 people assigned to the police department. However, of this number less than twenty could be reasonably expected to physically occupy the building at any one time. A survey of Cape May County police departments found that no other department occupied this kind of space anywhere in the county. The next largest that we are aware of is Ocean City which occupies a converted school. The total size of that building devoted to police use in Ocean City is some 20,000 square feet less than Lower Township and the size of the department is substantially larger. With the township's population at 23,000 and a possible summer increase to 60,000, Lower Township cannot compare to Ocean City with a summer population of 200,000 plus on many weekends. Another department that we are familiar with in South Jersey occupies a four-story building with approximately 9,000 square feet devoted exclusively to the police function. Of the 9,000 square feet about 1,500 square feet are devoted to an indoor sally port. Therefore the net space actually amounts to 7,500 square feet. This department has 73 sworn officers and 13 full time civilian support staff. This other community provides services to about 27,000 people and covers 44.5 square miles. Many departments share space in city hall of a total square footage less than ten percent of the amount utilized by Lower Township.

Interviews held with various levels of Lower Township police personnel indicate that most police are in the field nearly 90% of the time. The exceptions include the Chief, the Captain, one Lieutenant, and to some extent some of the detectives. We found this activity to conform to most police departments throughout the county and speaks well for direct supervision and public safety in general.

Interviews revealed that officers are assigned to three Zones. These zones include Yellow for the Villas, Orange for North Cape May, and Green for Diamond Beach, Erma, and Shawcrest. The police are organized into four squads, a Detective Bureau, a school resource squad, and on occasion an officer assigned to the county prosecutor. These zones cover the entire 28 sq. miles. It should be mentioned that the Diamond Beach area is accessible only by bridge and can cross other jurisdictions some distance from the department headquarters. However, due to policy and procedure, police are available in all zones 24 hours a day and spend less than 1 hour in the police building unless they are attached to the detective bureau or administration. Certain transitional police coverage under unusual circumstances during shift change does occasionally cause an officer or Sergeant to be held over to complete reports or assignments during a rotation of shifts, but we feel this represents the unusual rather than the norm. In addition, the department has purchased mobile computer units to help with report writing and further reduce time required in the building. It would appear that there are usually no more than eight officers in the building during a shift of 12 hours, and in many cases at night that number could be reduced to one or two. Since record clerks usually end their day at approximately 4:30 p.m., it could be said that the police portion of the building may have only six people located in the building on any particular night in a building with 40,000 square feet used exclusively for police and support staff.

Since much of the police discussion will involve location and response to calls for service, we requested and obtained information from the department relating to calls for service in specific zones over a 2-month period during a 2-year span. Enclosed are some of the data we received to attempt to identify areas of frequent contact. A synopsis of this information reveals the following types of service calls:

Police Activity – July, August 2003

Activity Description	Yellow Villas	Orange N. Cape May	Green Diamond Beach, Erma, Shawcrest
Alarms	44	53	55
Burglary	10	6	6
Theft	28	28	18
Criminal Mischief	54	31	36
Domestic Offenses	55	26	18
Disorderly Conduct	121	88	75
Death or Suicide	4	5	2
Traffic Enforce.	344	433	691
Public Service	321	323	304
Agency Assist	130	118	186
Warrants	95	58	60
Departmental Svs.	15	10	80
Community Policing Contacts	42	2	16
<u>Totals</u>	<u>1263</u>	<u>1181</u>	<u>1547</u>

The table above does not represent all activity for this period, but it does represent a sizable portion of the calls for service in some of the most significant areas. If one were to eliminate the traffic calls from the Green Zone, the numbers would be very close in all areas. It should be pointed out that these statistics reflect the busy summer months especially in the beach and back-bay area of the community. The following chart reveals police calls for service during the winter months of 2004.

Police Activity – January, February 2004

Activity Description	Yellow Villas	Orange N. Cape May	Green Diamond Beach, Erma, Shawcrest
Alarms	23	44	59
Burglary	5	5	1
Theft	31	25	14
Criminal Mischief	49	37	7
Domestic Offenses	38	14	9
Disorderly Conduct	60	28	18
Death or Suicide	7	5	1
Traffic Enforcement	57	39	75
Public Service	306	267	263
Agency Assist	105	68	87
Warrants	86	55	47
Departmental Svs.	6	1	42
Community Policing Contacts	33	0	24
Totals	806	588	647

Winter totals seem to reflect more permanent housing patterns and citizen population centers outside the busy summer months. Results from both charts indicate most service calls come from the green zone with 2,194 calls, the yellow zone in second place with 1,910 calls, and the orange zone with 1,769 calls. Absent the traffic enforcement numbers during the summer months, the Villas carry the most calls and also have more calls for sexual assault, homicide, and aggravated assault which were not included in the chart.

Almost all service calls were routinely responded to in less than 10 minutes and many within 5 minutes in all zones due to the practice of keeping adequate coverage in all zones at all times.

The present headquarters has no direct public transportation. Cape May County can provide transportation on an appointment basis, but will not wait for your return from the facility. They will return on a phone call basis. We found very few homes within walking distance of the structure in the airport. Therefore, nearly all visits to the police department are accomplished by car or taxi. We did find parking to be adequate at the center, but not necessarily public friendly. The closest parking is reserved for immediate

police officers and their private cars. Signage is acceptable and directs the public to the correct areas for both parking and service. Signage in the community of the Villas is weak and needs improvement. The ability to meet an officer in all 3 zones is not enhanced by sub-stations in any zone. According to a police inventory, the department is currently responsible for 37 vehicles assigned to the police department. Although as many as 5 to 8 were viewed in the police garage, most visits to the department found almost all vehicles on the road and not in the police garage or parking area. An impound lot located at the airport behind the police building is enclosed with a chain link fence and was approximately half full during our tour of the facility.

Recommendations regarding the building and its usage will be held until the end of the report, but we found the building to be under utilized and very expensive to maintain as we point out utility costs later in the report. In general, the structure is poorly designed on the interior and is very "public unfriendly". This is further exacerbated by distancing the chief administrative officers from the reception area and causing a lengthy walk to the rear of the facility. The fact that most citizens are not permitted to enter the facility is of little relief, and actually brings into question the use of a corporal to return to the building during a citizen complaint. Assuming all staff could be moved forward in the building, we believe that less than 10,000 sq. ft. would be sufficient to meet the needs of this department rather than nearly 39,000 square feet and would more realistically resemble the other departments in Cape May County, and Southern New Jersey.

Court Functions

Approximately 3,000 sq. ft. or just under 6% of the building is used to house court personnel, the courtroom, judge's chambers, the prosecutor's offices, the public defender, and a public access area. The building itself has an entrance or portico extending lengthwise along the side of the building with public parking about 30 yards in front of the entrance. Since the court functions are within the public safety area, the same access issues apply. There is limited public access except by car, taxi, or fare free transportation by appointment.

Court is currently scheduled Tuesday all day. There are no evening sessions. While summer court sessions frequently may run into the early evening, most other sessions during the year run between 9:00 a.m. and 5:00 p.m. There are three full time and one part time court employees including the court administrator, the deputy court administrator, a violations clerk, and a clerk typist. These employees occupy the building during normal business hours Monday through Friday. There is a court attendant that provides security and a court liaison officer assigned by the police department. According to court personnel, it is not unusual for the public to have to stand during court sessions.

Since the courtroom and police department occupy the same building, issues of security and public separation have already been addressed. All entrances from the police side of the building are secured with bathroom facilities for both the employees and the public.

Discussions with both the court administrator and officials of the municipality were consistent about who prepared the floor plan. We were advised that no court personnel participated in the design of the floor plan of the court section. It was indicated that the exterior and interior layout and design was provided through the police department only. As we found with the rest of the building, the partitions and walls do not appear to be load bearing and could be reconfigured for future usage if the need arose.

It is not uncommon for municipalities to hold only day sessions and only one session per week. However, experience has taught us that not everyone that is in attendance at court proceeding is a so-called "bad person". Attendees at court proceedings include the innocent victim(s), family members, and witnesses that were totally uninvolved in an incident except for being in the right place at the right time. In order to prosecute cases, the courts need and require these types of individuals to be present. With this in mind, we should also be mindful that these people must more often than not give up a day or more of work and, therefore, wages in order to fulfill their civic duty and responsibility for no compensation. We should also be aware that public employees exist to provide services to the public.

In this light, we attempted to discuss alternative court dates with the administrator to lessen the burden on the room and some personnel. This included adding an evening session that would prove more convenient. These discussions were unproductive and indicated some inflexibility with current administrators. We also discussed the possibility of a second station at the municipal complex designed to pay fines and reduce travel issues. These discussions could possibly go further if computer and State issues can be resolved.

Recommendation:

An additional court session should be given serious consideration to in order to provide a higher level of service to the public. This higher level of service could include an additional day session or evening session. An evening session would be most advantageous to the public by providing a session where the least economic harm would be felt by participating parties.

Fire Inspection

Two Fire Inspectors use approximately 925 sq. ft. or 1.6% of the building. These two individuals actually are employees of the Fire Districts, but the municipality has agreed to house them and act as a conduit for their compensation. An agreement with the Fire Districts results in some rent reimbursement to the municipality. Since Fire Commissioners are independent authorities in jurisdictions throughout New Jersey, we did not attempt to interview these individuals or their supervisors.

This function agreed to by the township could be easily reviewed to acquire space in one of their existing facilities; therefore, we found this usage to be incidental to the outcome of the study.

Ambulance Services (EMS)

The Lower Township Rescue Squad also occupies a portion of the building, specifically about 7,000 sq. ft. or 15.6%. The non-profit squad rents the building space for \$1 a year. These covenants hold harmless the Township while providing Emergency Medical Services to the entire township for a period of up to 10 years subsequent to the year 2000.

We did not attempt to interview members of the non-profit corporation since it appears their lease will remain intact whatever the use of the building. It might be pointed out, however, there were numerous offices (as many as 10) supplied to the organization. In addition, maintenance, utilities, heating and air conditioning are costs borne by the township. The configuration of the building provided separate entrances for both vehicles and personnel assigned to EMS.

A cursory review of fire stations located throughout Lower Township suggests that these services (EMS) could be housed in other areas should the township seek to reallocate space and use of the building.

The Township Administrator indicated payments in support of the rescue squad were re-defined following placement into the Public Safety Building lowering some costs.

Financial Considerations

The Township was able to purchase the Public Safety Building in 1995 from Cape May County for \$100,000, and leases the land for \$1 per year. The Delaware River Bay Authority currently controls the land, which is responsible for the 800-acre airport tract. Federal Aviation Authority directives can affect usage of the airport and certainly development, although this is not considered likely to have any impact upon the building in question. Following purchase of the property, the Township issued bonds totaling \$2.832 million to upgrade the building and its adjacent facilities. Financing costs have brought the total cost to nearly \$3.8 million. The township has also financed additional capital improvements to the building through the budgetary appropriation process. These have come through capital appropriations and/or operating expense.

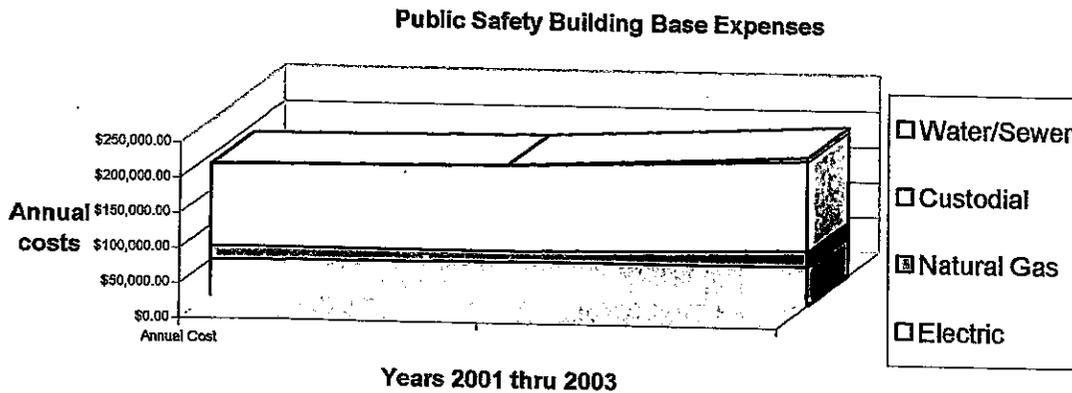
Current electric utility bills alone can run as much as \$6,000 a month to operate the facility plus additional costs for insurance, computer upgrades, communication improvements, electronic security repairs, and various pieces of equipment. The garage area alone occupies over 15,000 plus square feet that must be heated during the winter with no full time usage planned.

The following chart reflects the utility costs for the public safety building from 2001 to the present.

Public Safety Building Expenses 2001 to 2004

Building Expenses	2001	2002	2003	2004 (3months only)
Electric	\$50,761.71	\$54,452.83	\$54,617.98	\$15,809.73
Natural Gas	\$19,770.45	\$15,046.17	\$23,030.77	\$19,505.38
Water/Sewer	\$1,046.19	\$591.00	\$1,434.55	\$252.00
Custodial	\$44,986.86	\$52,388.21	\$48,044.10	\$15,052.52
Totals	\$116,565.21	\$122,478.21	\$127,127.40	\$50,619.63

The above information appears graphically below:



Although not mentioned in the police section of this report, twelve bathrooms are found inside the building to service no more that twenty full time employees found inside the building on a regular basis.

Even as the report is being prepared, additional requests for further upgrades and improvements have been submitted to the administration.

This study acknowledges the need to respond to taxpayer concerns regarding the outlay of current taxpayer dollars and certainly realizes that any change in the building usage must account for these expenditures. Therefore, all potential recommendations must

address these costs and their consideration. Simply to move or enhance the location of these functions without an appropriate use of the building is unacceptable.

Recommendations

Option 1

City Hall Annex (former Police Headquarters)

The "annex" is located immediately next to the Municipal building. The "annex" is flanked on the opposite side by a commercial structure currently being used as a real estate office.

During the course of our review, we had an engineer perform a casual review of the original plans of the "annex". It was his opinion based only upon a plan review that the foundation was capable of being engineered for a second floor. However, the cost of adding a second floor adds significantly to the cost given handicap accessibility issues such as an elevator. Consequently, we are not recommending the construction of a second floor. The building, however, is certainly a viable candidate to be outfitted with a one-story addition. It is interesting to note, as alluded to earlier, that the general area is publicly owned by the township and/or the county or the school district. In effect what has occurred by accident or design is the creation of a government complex. The only exception to this is the location of the small real estate office mentioned above.

Prior to 1995, the "annex" housed the police department, an unenclosed "sally port", and a fueling facility. Parking currently exists behind the facility and easily accommodates the current employee structure. Holding cells and the secured electronic entrance are still in place although some interior re-design has taken place.

The building currently houses the Construction Official, a plumbing sub-code official, an electrical sub-code official, a fire sub-code official, and a building sub-code official (building inspector). All sub-codes are under the supervision of the Construction Official. Also located in this structure and under the supervision of the Construction Official is the township's property maintenance code enforcement function with one full time and one part time inspector. Two full time clerks and one full time secretary provide clerical support

The Director of Planning and the Zoning Officer also occupy the building. However, individual boards continue to meet in council chambers.

Storage of township records is a major issue and consumes all unused space in accordance with regulations promulgated by the Custodian of Records guidance from the State of New Jersey.

There are major questions facing our review of space utilization, the current public safety building, and the annex, which include the following concerns:

- Is the current space in the township used efficiently?
- Are the citizens served by location and availability?
- Do the statistics support its current location (township facility and public safety building)?
- Are the taxpayers paying for space that is under utilized?
- Would the safety of the township residents be jeopardized by any change of location?
- Would the police department be able to function successfully in a smaller venue?
- Do growth projections affect any long-term changes?

As we study the old annex and the current public safety building, two overriding features seem to be present in all discussions – that of accessibility by the public (those that we serve) and under utilized space at the airport location **and** in the former police headquarters. In this regard, we are referring to the use of the annex for storage of records.

Based on previous analysis, it is obvious the public safety building does not have a current residential or business location inside one of three police zones or in the midst of future development. It is not easily accessible to either police traffic or court traffic, and requires residents to drive to the facility at most times. Space allocations at the airport facility are, in many cases, unidentified and highly underutilized. It is apparent that in the planning process an attempt was made to make use of space regardless of need. The purchase price for the property was remarkably low. However, a bargain is not a bargain unless you are in a position to fully utilize the facility. We speculate that the purchase price for such a large building became the driving force behind the purchase rather than logic. A significant error at the time was two fold. First, the township did not conduct a use analysis of the building before it concluded the transaction. Second, based upon interviews with staff, the township did not utilize a professional in designing the layout of the facility. In short, professional design, implementation, and coordination with other agencies was lacking, incomplete or poorly thought out. We do, however, believe the mission of the police department has been uncompromised by the facility. However, overall it has impacted negatively upon the finances of the township and makes it difficult for the average citizen to feel connected to the department as a whole.

The former police headquarters provided direct access to the citizens for police issues and municipal court functions in the middle of one of its busiest zones. Being located adjacent to city hall, essentially all city services were available to a township resident in one compact location.

As we review this first option, it is safe to conclude that we believe the re-engineering of the old annex prior to 1995 was a very viable solution to the space issue in the police

department. We also currently believe that its return to this location is in the best interest of the community, its citizens, and public safety. We do believe, however, that given the amount of public funds already spent, the use or disposition of the current public safety building must be accounted for to the taxpayer and presents some of the most serious decisions to be made by city council.

Our study concludes that the annex should be extended to the end of the current parking lot or the end of the municipal building to incorporate an additional approximately 9,500 square feet and adjoin the municipal building via a connection as recommended earlier to provide easy access to its council chambers and provide a safe and secure entrance into court. Due to issues of handicap accessibility and cost, we believe that the facility should remain as a one-floor building. This would result in a structure that at its maximum would total about 13,700 square feet. One may then ask, is that enough to ensure the ability of the police department to operate effectively? It is our opinion that this is actually more than sufficient. In fact we believe that 10,000 square feet would more than adequately serve a department the size of Lower Township. Remember our earlier reference to a department of 73 sworn officers and 13 civilian staff working out of 7,500 square feet. This would allow for about 3,700 square feet for other uses or future expansion.

Planning, zoning, and support staff currently using the complex would need to be relocated. A property currently located next to the annex has been offered to the township in prior years. We believe this property should be purchased and added to the overall county/municipal complex to provide as many government services in as compact an area as possible. This property would add nearly half an acre to the municipal facility and provide space for planning and zoning following some upgrades in this older building. The building would replace approximately 15-20 lost parking spaces (behind the annex) and provide public parking both in the front and rear of the facility. Current traffic engineering plans already suggest additional public parking in front of the annex, and we indeed support this idea for additional public parking. Parking for police employees would need to be developed behind the new facility in a street currently providing access to the school and recreational facilities. We do believe diagonal space parking could incorporate those needs and offer some space to unused police vehicles.

Court personnel could be returned to their original offices in the municipal building, or with the consent of the administrative office of the courts could use some of the excess space referred to in the addition to the annex. The mayor's office could remain untouched as well as the office housing the deputy mayor. We do believe other areas selectively designed to offer space to individual council members should be consolidated in a conference room or caucus facility giving enough space to court personnel to function effectively. This includes space for the judge, prosecutor, and public defender.

Estimated costs for the entire project including the purchase of the adjacent property, its upgrades, moving, construction, re-wiring, and security installations are difficult to accurately estimate without specifications but could be in the area of 2.5 million dollars. Construction costs are estimated at \$2 million. Purchase of the adjoining property is

estimated at \$275,000 based on appraisals. An additional \$300,000 is estimated for moving, building upgrades, and security features.

This option then becomes almost totally dependent on finding a use or uses for the current public safety building. We believe that a viable and realistic option is the use of the structure by both school districts located in the community. We suggest that both boards consider moving their administrative offices to this site and selling their current facilities or reintroduce them into a classroom setting. They could even give serious consideration to a genuine consolidation or merger of both districts into one. A concept whose time has not only come but should be actively pursued by many districts statewide. It eliminates duplication of administration, introduces economies of scale, reduces taxpayer costs and provides a higher level of and more efficient service to the taxpayer. At this point, we recommend the continued use of the building for the ambulance service, a new arrangement with the fire inspectors, and the continued use of, or expansion of the communications center by the police department. We also recommend the use of the garage to house school bus maintenance and the adjoining impound lot to be used for both police and the school boards after discussions with the DRBA. During the course of the review, we arranged a tour of the facility with representatives of one the school districts receiving a positive response on a preliminary basis. A quarter of the building would remain in some fashion the same with EMS, fire inspections, and communications still located at the complex. However, the garage facility of approximately 15, 000 sq. ft. would become fully utilized under this plan.

Additional discussions with the Regional School Board indicated a possible interest in providing an alternative school site. Any such decision would easily fill the remaining square feet and provide additional services to the township's families and children while taking advantage of some of the buildings upgrades and parking advantages.

The districts would naturally be required to contribute to the cost of operation and amortization of the facility relieving the township of the burden of this. What the township would provide would be developed through the negotiation process.

This scenario would require a great deal of township vision, leadership, commitment, coordination, negotiation, and widespread community support. Imagine the notoriety and publicity that this would bring to the township. Lower Township would become the leader in consolidation and demonstrated visionary leadership. This arrangement would bring public safety back to one of its core locations and re-introduce a police presence in the middle of the Villas. We do not believe public safety has been compromised by its present location, but we certainly do believe it has become extremely expensive and very inaccessible.

Option 1 Total Costs Excluding additional costs to School Budgets or the selling of properties --- \$2.5 million.

Option 2

As was discussed during previous sections, we believe that the use of the new public safety building is paramount to any move of the police department back to the Lower Township Municipal Complex.

This option continues to return the department to the downtown Villas, but presents a second scenario for use of the public safety building.

Currently Cape May County is one of only a couple of South Jersey counties that has not centralized their communications. Although a few towns have inter-local service agreements to provide some dispatch services throughout the county, most communities are faced with communication upgrades and budget increases each year to provide these services. In addition, portions of Cape May County are dispatched centrally already via the New Jersey State Police from the Buena facility.

Centralized communications out of one structure with one supervisor in one building offer various benefits, which include:

- Budgeting and taxpayer costs kept to minimum by inclusion of all towns to provide at least some degree of emergency dispatch in a county with water on three sides.
- Establish a degree of coordination in service among all departments
- Provide upgrades by spreading out the burden to the entire county
- Provide centralized study of new improvements
- Provide the very best coordination of personnel and potentially reduce dispatch cost by combining some services
- Taking advantage of a building already upgraded in many phases of public safety
- Centralize county emergency management and facilities in this structure
- Organize county supervision to reduce the need for individual police supervision and permitting those officers to return to direct police functions.

This study recognizes the need for the county to take the lead role in this operation, and it has not to date. However, a cursory review by those in authority would reveal the advances made by counties that are currently pursuing a degree of centralized dispatch. These counties include Burlington County, Camden County, Gloucester County, and Cumberland County. If you add the overwhelming possibility of potential storm damage in Cape May County, one might believe that this county should be in the lead to provide top rated central services to its citizens.

Recently, the State has made available 3 types of grants to help jurisdictions pursue consolidated services. These include an implementation grant, a feasibility study grant, and a regional coordination grant. We would suggest Lower Township pursue this area with the county and other neighboring communities to bring centralized emergency communications to Cape May County as soon as possible. As an alternative, we suggest

Lower Township discuss the possibility of providing those services to other communities in this facility under its supervision or that of another community.

Option 3

This alternative suggests the building incorporate zone heating and air conditioning with water and sewer connections to be re-engineered throughout the building leaving approximately 15,000 sq. ft. dedicated to police only. This does not include the garage area, the courts, fire, or rescue. The unused space would be downgraded to custodial record collection as determined by the State. All services to this part of the building would be reassessed and undertaken after studies are complete to determine record storage concerns.

The building would be redesigned to bring administration forward and return the rear of the building to deliveries and warehousing.

We propose the township take the lead through the Chief and Mayor to establish a county S.W.A.T. team with headquarters and training facilitated in the garage area after some re-building in the facility itself. It is our intention to have the county or the police chief's association determine a proper supervisory function under the proper agency, but have the county directly responsible for this part of the building only.

We believe that the township could lower its utility costs significantly in contrast to its current outlay. Under this scenario the township could also pursue the various grants for consolidation as spelled out in the new SHARE Program.

Option 4

With the help of a consultant and/or the DRBA, move to have the building placed under possible State control or private control to provide a regional state service or provide a tourist support function under a private/public partnership.

Lower Township can provide a range of support facilities on the mainland that could greatly benefit many of the barrier island communities, and offer those services at a lower price for land usage. Travel to and from Philadelphia can become cumbersome, and this facility has the potential to offer lower transportation costs and more immediate access to restaurants, hotels, and tourist related attractions.

As the last option selected, we are aware that the township is nearly at the end of the Garden State Parkway and does not offer additional destinations to its south so we believe this alternative is the least attractive and offers the greatest amount of difficulty.

Conclusion

In summary of the recommendations, we believe the ability of the township to locate another government entity in the building is absolutely its most important feature and will dictate the future use of the public safety building. We do not believe that the re-location of the entire municipal complex to the airport is either feasible or in the best interest of its daily customers. We do, however, believe that its citizens would be well served by returning the police to the township complex and create a government-centralized zone of services with only Public Works in another area of the community.

Keep in mind that in pondering the above options, one is not bound by the parameters set forth in any one of the options presented. One option could be chosen or a combination of two or more could be pursued. In any of the chosen options favorable financial terms and conditions must be set in place. We are absolutely convinced that viable cost effective alternatives are available to Lower Township. The key to the future of this issue is visionary leadership, commitment to future for the residents of Lower Township and determination.

<u>2011 Utilities</u>	<u>DPS Bldg</u>	<u>Townhall</u>	<u>Annex</u>	<u>Recreation</u>	<u>Millman</u>
Electric	\$ 83,373.64	\$ 26,498.00	\$ 8,498.00	\$ 29,095.00	\$ 8,551.00
Gas	\$ 15,247.00	\$ -	\$ 1,125.00	\$ 4,827.00	\$ 1,433.00
Sewer/Water	\$ 1,750.00	\$ 4,419.00	\$ -	\$ 2,029.00	\$ 1,474.00
Phone	\$ 16,452.00	\$ 19,941.00	In Townhall	In Townhall	\$ 377.00
fuel Oil					
<u>TOTALS</u>	<u>\$ 116,822.64</u>	<u>\$ 50,858.00</u>	<u>\$ 9,623.00</u>	<u>\$ 35,951.00</u>	<u>\$ 11,835.00</u>

<u>2010 Utilities</u>	<u>DPS Bldg</u>	<u>Townhall</u>	<u>Annex</u>	<u>Recreation</u>	<u>Millman</u>
Electric	\$ 72,043.00	\$ 20,578.94	\$ 10,628.88	\$ 32,068.15	\$ 10,253.00
Gas	\$ 22,667.00	\$ -	\$ -	\$ -	\$ -
Sewer/Water	\$ 1,750.00	\$ 1,920.00	In Townhall	\$ 1,572.41	\$ 1,175.13
Phone	\$ 13,798.00	\$ 14,563.24	\$ 368.49	\$ 731.97	\$ 665.77
fuel Oil					\$ 12,093.90
<u>TOTALS</u>	<u>\$ 110,258.00</u>	<u>\$ 37,062.18</u>	<u>\$ 10,997.37</u>	<u>\$ 34,372.53</u>	<u>\$ 24,187.80</u>

LOWER TOWNSHIP PUBLIC SAFETY BUILDING REPORT

July 11, 2012

TOWNSHIP OF LOWER

2600 Bayshore Road

Villas NJ 08251

Public Safety Building Committee Report

The Public Safety Building Committee was authorized by council at the December 5th, 2011 meeting, and appointments to the board were made at the January 4th, 2012 meeting.

The PSB committee was formed to effectively assess the continued use of the Public Safety Building or to examine alternatives to the building. It is strictly an advisory committee, and tasked to report to council with a recommendation as to the continued use of the Public Safety Building (PSB) and alternatives. Only the township council has the ability to authorize funding.

Committee Members

Mayor Michael Beck

Deputy Mayor Kevin Lare

Scott Stewart

Daniel Shousky

John Armbruster

John Lauderback

Eric Simonsen

Non-voting Members

Michael Voll

Chief Brian Marker

Gary Playford, Construction Office

Art McCloskey, Public Works

Meetings began on January 23 and the last meeting was held on June 7th. There were a total of seven meetings.

Public Safety Building (PSB)

The PSB was acquired from Cape May County in 1993 for \$100,000. The township leased the ground from the county for \$1.00 per year. In the intervening years, approximately \$4,000,000 has been spent to renovate what initially seemed to be a bargain, but has in reality become an underused drain on township resources. The township is at a crossroads with the PSB. It will require major capital improvements over the next few years, including but not limited to a costly roof replacement. The decision was made to examine if it is advisable to continue forward and make the forthcoming investment and repairs, or to go in another direction, and determine whether to abandon the PSB as a police installation and locate the department elsewhere.

Summary and Building Review

A. Summary:

The committee makes the following recommendations:

1. Terminate any current or planned Township expenditures for any repairs, renovations or other costs on the existing Public Safety Building (PSB).
2. Relocate the Police Department and Municipal Court to the existing Township Complex located on Bayshore Road in the Villas. Renovate and expand the former Police Department Building (currently utilized as the construction, zoning and planning offices) to accommodate a permanent and modern/energy efficient police facility. The construction, zoning and planning offices would be relocated to the existing municipal building. It

should be noted that in addition to a unanimous committee decision to relocate, this return to the township complex is supported by both Chief Marker and Manager Voll.

- a) Renovate and utilize the existing council meeting room for municipal court and continued use as council and other meeting functions. Construct a physical connection between the Police Department Building and council/municipal court as a new entry into that portion of the building.
 - b) Existing accessibility deficiencies within the existing building would be identified and corrected as part of the proposed renovations.
 - c) The preliminary projected construction cost for the Villas location is estimated at \$2,500,000 to \$2,800,000. The estimated renovation/roof construction costs for the PSB is \$2,000,000.
3. Endeavor to have a new facility that utilizes “off the grid” energy technology including solar and geothermal that will minimize energy costs to the Township.
 4. Acquire the adjacent “Manzoni” property and demolish the existing building. Utilize the parcel for police vehicle parking and access, and as a bore field for a geothermal energy system for the police facility, an important part of reducing energy costs in the new facility. Over the life-cycle of the building, the cost savings brought about by a geothermal system will more than offset the cost of acquiring the property. Also, any existing parking that may be removed by a building addition to the police facility will be compensated by the available parking on the “Manzoni” tract.
 5. Re-use of the PSB for other purposes were not pinpointed, but some possibilities that were discussed include the following:
 - a) Partial demolition, use by the Township.
 - b) Complete demolition
 - c) Offer of sale or use by another government entity

In accordance with the lease agreement for the facility with Cape May County, any use other than the current use requires the County's approval.

B. Public Safety Building (PSB) Review:

1. Existing building construction:

The PSB is comprised of an original World War II era building (center section) with numerous additions. The type of construction of the original structure appears to be a combination of wood/steel frame (the structure is concealed within later construction). The EMS and vehicle storage are steel frame with masonry exterior walls. The buildings were designed for industrial use and not specifically for their current use as a Public Safety Building.

In terms of building code compliance, because of their age the buildings were not designed to meet current, modern code regulations, specifically the requirement for use as an "essential facility" outlined in the following item #2.

2. Evaluation of building meeting code standards for an "essential facility."

The consideration for use of the PSB as an emergency evacuation facility for Lower Township, emergency command center during a storm evacuation or other crisis, police department and EMS would characterize the building as an "essential facility." Buildings that are considered as "essential facilities" include police stations, emergency vehicle garages, ambulance stations, fire stations, emergency shelters, emergency preparedness centers, emergency operations centers, emergency communication centers and other similar functions. Essential facilities are buildings that must remain operational in order to serve its community in the event of extreme environmental conditions. The design of an essential facility is complex due to many considerations imposed by the applicable codes which need to be addressed in the facility's design. The major considerations to be addressed are structural framing and foundation design, lowest floor elevation and secondary provisions for the operation of the facility's systems.

In general, the structural framing and foundations for essential facilities are designed to accommodate increased loads. The loads are increased by 15% to 25% to resist additional wind forces and lateral seismic forces. The structural framing and foundations for existing buildings should be evaluated to determine if the members can safely support the increased loads if the building's use is changed to an essential facility. There were no records found to indicate if an evaluation was performed at the time that the PSB was renovated and its' use changed to accommodate the municipal police department and other uses qualifying as an "essential facility."

Also, essential facilities are designed so that the lowest occupied floor is placed at an elevation that is two-feet above the base flood elevation, or design flood elevation, in order to assure that the facility can remain operational in the event of flooding. Essential facilities that have their lowest floors beneath the required elevation can be dry flood-proofed, but the design of dry flood-proofing would have to be carefully considered. Exterior walls would be subjected to lateral forces due to pressure exerted by water, doors would require floodgates that do not impair the occupants' ability to utilize the exterior doors, wall penetrations within the flood proofing would require removal, and other design considerations. It has not been determined if the existing floor elevation of the PSB is constructed two-feet above the base flood elevation.

Electrical, communications and HVAC systems of essential facilities shall remain in operation in the event of primary power loss to the building. Secondary power is provided by emergency power generation systems. Power generation systems are required to be designed to assure that critical systems can remain operational during extended periods of primary power failure. Systems should remain operational until primary power systems can be suitably repaired. Emergency power generation systems are designed to maximize its effectiveness in providing power for essential communications, HVAC, computer systems and other life-safety systems of the building.

The other considerations for use of the PSB as an emergency shelter would be adequate toilet room facilities, showers, food preparation areas and storage for personal items of temporary residents

3. Other regulatory agencies having jurisdiction on design and operation.

The police and court facility are also required to be in compliance with the following regulations:

- *County Superior Court*
- *New Jersey Administrative Office of the Courts*
- *New Jersey Department of Corrections*

In addition to the items mentioned in the VHE Group report, it was noted that the existing courtroom and related facilities are not designed to maximize utilization of space; the courtroom is undersized in terms of capacity, lacks adequate public waiting area and is poorly designed in general.

4. Police Department size and layout/general observations.

The existing layout comprises an area of approximately 18,650 square-feet not including approximately 2,000 square-feet of storage. Dimensionally, it is 102-feet wide and extends the length of the building at 260-feet. The size and dimensions make it virtually impossible to manage staff and communicate effectively. An evaluation of actual space requirements determined that the Police Department requires approximately 10,000 to 12,000 square-feet to satisfy the staffing and related spaces to operate effectively.

5. Other building deficiencies observed.

- a) The PSB has a total of eighteen (18) restrooms (men's and ladies including shower facilities) with a total of fifty-three (53) plumbing fixtures, none of which were observed to be water-conserving devices.
- b) There are approximately seventeen (17) roof-top HVAC units serving the building. The units require constant maintenance (adding foot traffic to the roof which accelerates deterioration and damage to the roof membrane) and provide/cause the greatest potential for water

infiltration (and subsequent mold growth) into the building. There are no existing available air duct supply drawings to determine if adequate air supply/exchange was installed and operating in accordance with code regulations and industry practice. The system is not equipped with energy management system devices that allow for efficient operation during peak and off-peak hours.

- c) There are no exterior windows in the building that allow natural light and ventilation, reduction in energy use, and promoting a positive working environment. In addition, the location and clarity of a public entrance is at best unidentifiable and inefficient.
- d) Due to the various design inefficiencies along with the size and layout, the PSB requires the Township expenditure of over \$100,000 (\$109,826.47 in 2011 according to the Township records provided) per year in energy costs. A facility designed and constructed to promote energy efficiency will reduce these costs in a range of 50%.
- e) Roof areas:

Due to the fact that the PSB was constructed in various phases, methods and heights, the building roof area connections were constructed in a manner that adds to maintenance and influence possible water infiltration. Furthermore, it was not determined if any roof insulation (or adequate and proper type of insulation and anchoring methods were used) was installed in combination with the roofing. Absence of insulation or inadequate amount in a roof surface has the greatest influence on energy use. This facet alone with an inordinate amount of roof-top equipment, vents and other penetrations, poorly devised drainage, lack of properly installed flashings and copings, add to the cost of roof maintenance and replacement. The roof area in size is approximately 48,000 square feet which is greater than one-acre. A replacement cost estimate for the entire roof area was developed. The replacement cost was based upon constructing a sloped roof structure over the existing building's flat roof areas in order to provide a permanent solution to the inherent problems of the existing flat roof areas. The cost was estimated in the

range of \$1,800,000. An alternative estimate for a flat roof replacement was in the range of \$800,000. This alternative was viewed as a short term solution and not a viable answer to a long term and permanent/low maintenance installation.

f) Accessibility, on-going building repairs:

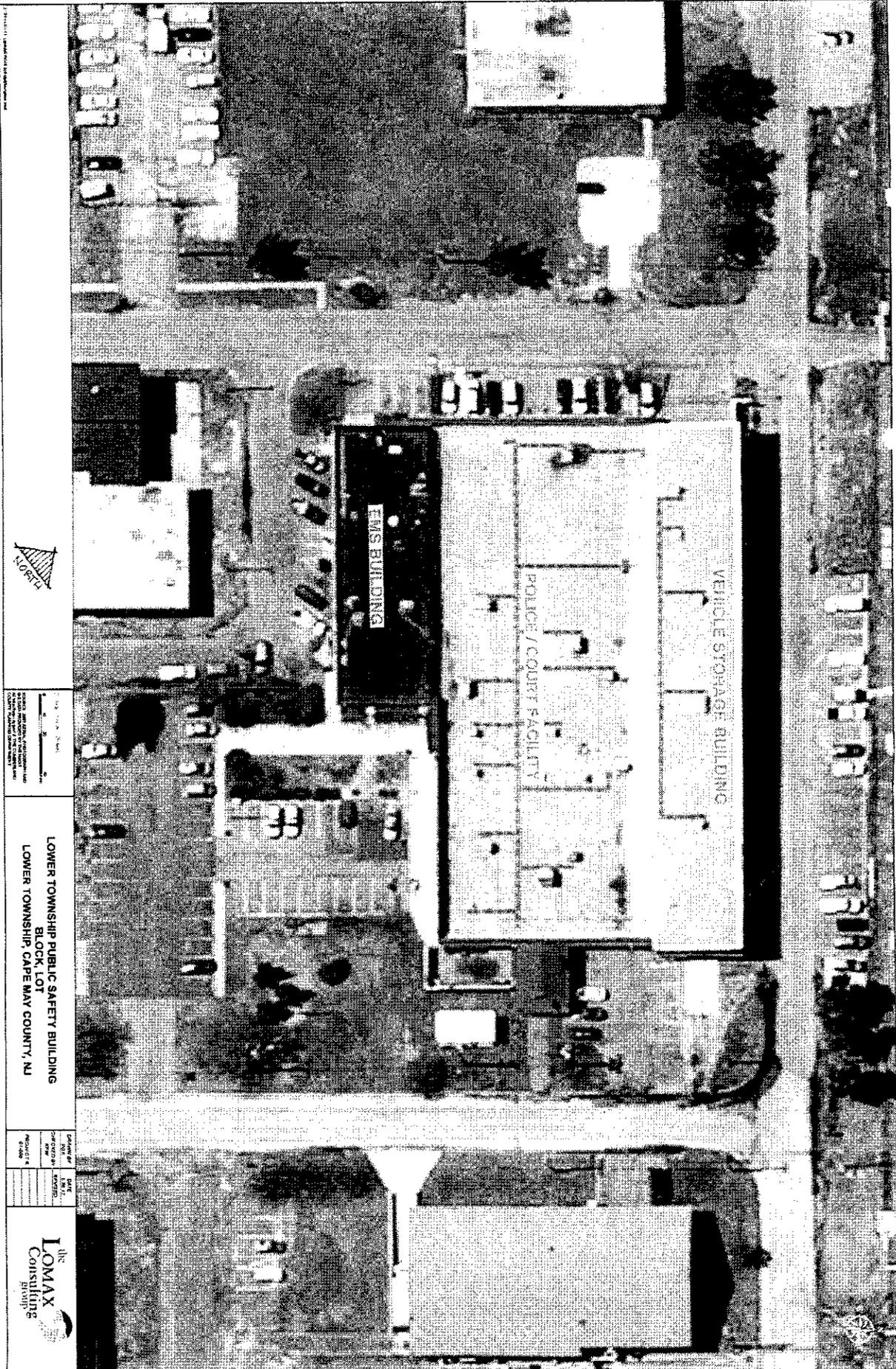
All public buildings (as well as any building except single family residences) are required to be accessible to persons with disabilities and design in accordance with accessibility regulations. The PSB building would not meet the standards required in terms of door clearance and door hardware, turning radii in restrooms and other rooms, electrical devices and other areas. In addition, on-going maintenance and repairs to the building have added yearly costs above normal building operating expenses and energy costs. These costs will increase over time due to the age and deficiencies in the building and its various systems.

g) Site area:

The existing surrounding site is lacking in any type of safe levels of lighting, no landscaping, poorly paved roadways, parking areas, handicapped accessibility, signage, and is generally outdated. The site and building do not provide an image or appearance of a modern Township police facility.

Conclusion

This report is not meant to indicate that a return of the police department to the township annex must be done immediately. On the contrary, this move should be made at the township's convenience with due consideration to all factors, especially economic. The reality is that eventually the township will have to spend money, whether to repair an aging, inefficient and poorly located building, or to relocate to the township complex for virtually the same cost. We feel that when that day comes, a return to the township complex would be in the best interest of the residents.



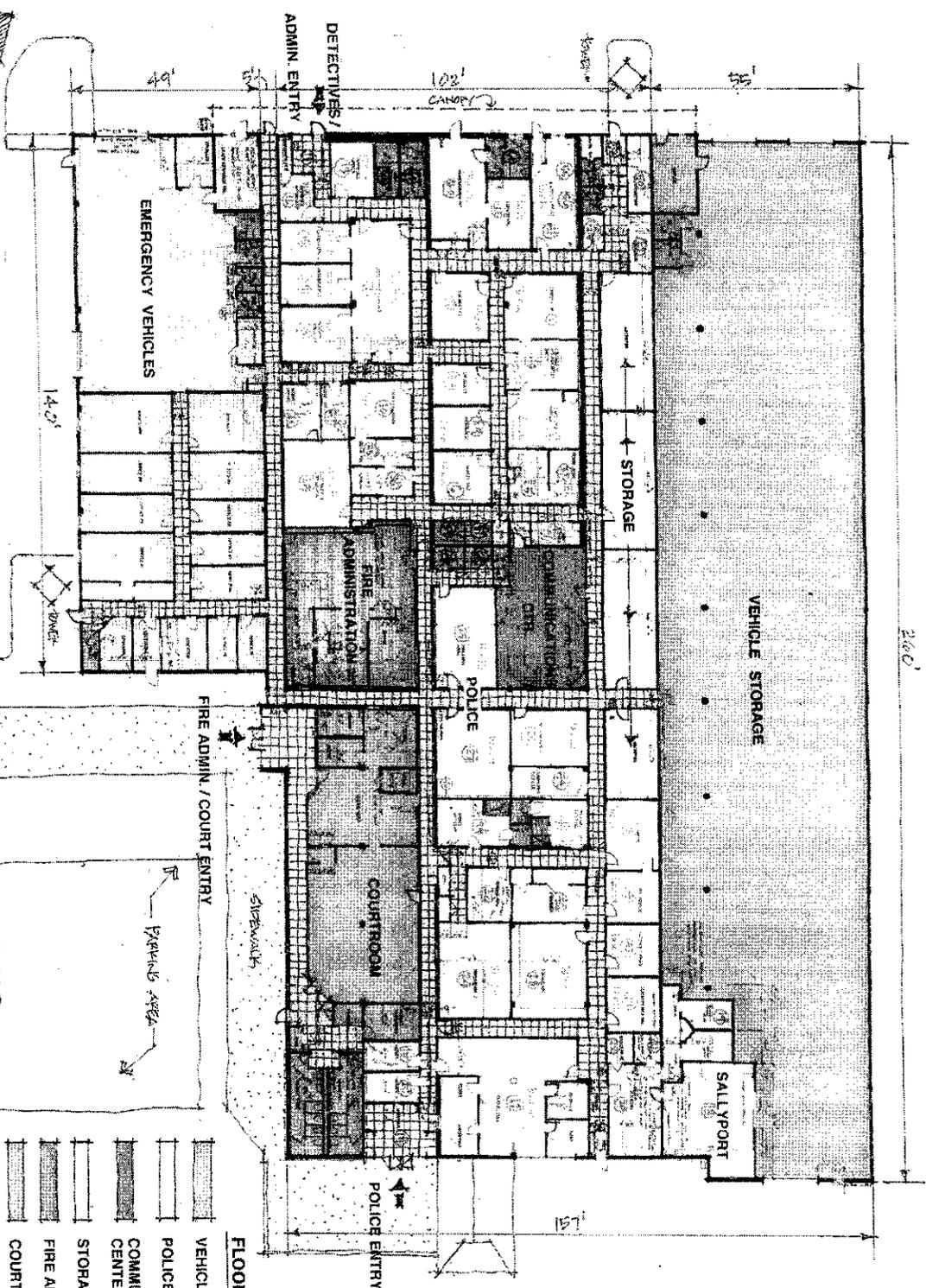
LOWER TOWNSHIP PUBLIC SAFETY BUILDING
 BLOCK, LOT
 LOWER TOWNSHIP, CAPE MAY COUNTY, NJ

OWNER	DATE
PROJECT #	PROJECT #
PROJECT #	PROJECT #

the LOMAX
 Consulting Group



LOWER TOWNSHIP MUNICIPAL PUBLIC SAFETY BUILDING



FLOOR PLAN LEGEND

	VEHICLE STORAGE	: 14,750 SQ. FT.
	POLICE DEPARTMENT	: 18,660
	COMMUNICATIONS CENTER	: 1,000
	STORAGE AREAS	: 2,000
	FIRE ADMINISTRATION	: 1,600
	COURT FACILITY	: 3,000
	EMS	: 7,000

TOTAL BUILDING AREA : 48,000 SQ. FT.

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Public Safety Building Committee Vote

June 7, 2012

Resolution #1

Resolved, it is recommended that the Township should discontinue the use of the Public Safety Building as a police headquarters, at a time of choosing by the township council.

Yes vote 5-0

John Armbruster
John Lauderback
Scott Stewart
Daniel Shousky
Michael Beck

Absent

Kevin Lare
Eric Simonsen

Resolution #2

Resolved, the township should relocate the police department to a newly constructed annex encompassing the old police station at the townhall complex.

Yes vote 5-0

John Armbruster
John Lauderback
Scott Stewart
Daniel Shousky
Michael Beck

Absent

Kevin Lare
Eric Simonsen

Resolution #3

Resolved, as part of the relocation to townhall described in Resolution #2, it is recommended that the township take steps to place the “Manzoni” building adjacent to townhall under contract to facilitate this plan.

Yes Vote 4-0

John Armbruster
John Lauderback
Daniel Shousky
Michael Beck

Absent

Kevin Lare
Eric Simonsen

Abstain

Scott Stewart

Regular & Work Session Meeting Minutes - July 2, 2012

The regular meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on July 2, 2012 at 600 p.m. in the meeting room of the Township Hall, 2600 Bayshore Road, Villas, New Jersey.

The deputy 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 Pledge of Allegiance was led by Girl Scout Troop #43966.

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

Councilmember Thomas Conrad
Councilmember Wal Craig
Councilmember Glenn Douglass
Deputy Mayor Kevin Lare
Mayor Michael Beck

Also present: Bill Blaney, Solicitor, Michael Voll, Manager and Asst. Clerk Picard

WORK SESSION

Certificate of Recognition - South Jersey Hurricanes

Mayor Beck and Council presented the South Jersey Hurricanes, a deck surface hockey team for 10-12 year olds, with a certificate of Recognition for their first place victory as National Champs. Stig Bloomquest, former Councilmember and coach, introduced Joe Hill as the coach of the Beaver Team. Mayor Beck and Council also presented the 13-15 year olds with a certificate for their first place victory. Mr. Bloomquest stated how well the young men conduct themselves and thanked the parents who participate. Without the parents, it would be impossible to do any of this.

Certificate of Recognition - Girl Scout Troop #43966

Mayor Beck and Council presented Girl Scout Troop 43966 with a certificate of Recognition for their work in Rotary Park. Tiffany Hutchinson, troop leader, stated that the troop is 2 years old and the girls project this year was to spruce up Rotary Park by the MUA. The girls made and hung 30-40 bird houses, did a rain barrel for water conservation, planted snowball bushes and fixed the roof of the gazebo.

Oath of Office - Kevin Boyle, Jr. - Police Officer

Chief Brian Marker stated we have come here tonight to celebrate the swearing in of Officer Joe Boyle. Officer Boyle was a Class II officer with the Township since 2009, he then left to become a correction officer and then passed the police officer test and the Township is now able to hire him as a full time Police Officer. The State allowed the Township to use his former training, so the Township has been able to utilize Officer Boyle right away. Chief Marker stated he is very proud of Officer Boyle and has known his family for many years. Chief Marker introduced Director Saduca from the Cape May County Police Academy who then told the audience how the Cape May County Police Academy is the second in the state

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when it comes to the number of trained officers. He stated the Academy is so successful because of its trainers and all the help received from the municipalities in the County and other agencies. The academy has a full time staff of two and two part-timers and operates 24 hours a day most of the year. Police agencies throughout the county provide instructors and support. Director Saduca stated some of the finest training officers come from Lower Township and Director Saduca thanked Lower Township for their support. He congratulated Officer Boyle and stated Officer Boyle was one of the finest recruits. Director Saduca stated an candidate undergoes approximately 250 hours of training for a Class II Officer. Chief Marker stated he looks forward to sending new officers to the academy. Mayor Beck swore in Officer Kevin Boyle Jr. Kevin's mother held the Bible and his father pinned on his badge. Chief Marker presented Officer Boyle with an award from the Police Department.

Work Session

NJ DEP Map Revision - Bill Galestok, Planning Director

Bill Galestok addressed Council and stated it should be no surprise that the DEP changed the map again. It is basically the same map except for all the environmentally sensitive areas have been removed. Mayor Beck requested the Township put the map on line. Mr. Galestok stated this should be the final map and once it is filed with the County, tax payers will have the opportunity to discuss it.

John Barron, Cape May County MUA Single Stream Recycling

John Barron, Cape May County Municipal Utilities Authority addressed Council regarding changing to a single stream recycling program. He stated the County has been looking into this for a while and was waiting for several factors before getting this done. He stated the technical advances have gotten to the point where it would be viable to go to a single stream method. Mr. Barron stated there would not be any difference in marketing. He stated that the last major modification to the plant was done about 8 years ago and the next update will cost several millions of dollars. The study which was performed showed that the money could be re-cooped in the additional recycling which will take place. Lower Township receives one of the largest recycling rebates in the County. Cape May County does a decent job of recycling compared to Counties in the North but, it is believed we will see an increase in recycling by going to a single stream. The County believes this is an important decision and wants all the municipalities to have an input in the decision process. Mayor Beck questioned if most counties have already switched and if all municipalities in this county have approved. Mr. Barron replied 8 of 16 have. Mayor Beck stressed the importance of education and the impact it has on recycling. Deputy Mayor Lare questioned the target date. Mr. Barron replied they will try to implement it by next year. Councilman Conrad questioned if new equipment, trucks, will have to be purchased. Manager Voll replied no, we will be able to use the equipment we now have. Mayor Beck thanked Mr. Barron for his presentation.

Update from Citizen's Advisory Board

Mr. Will Marsden and Mr. Robert Olivio addressed Council and gave a update on the Citizens Advisory Board whose goal it is to bring ideas, solutions, projects and suggestions to Council. The board would like to put together a plan that would allow businesses and community organizations to adopt a gateway to

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our Township. The Board would also like to see a dog park in the Township. Cape May seems to have a very successful one and with the combined efforts of the Rotary Club, girl scouts ect, we could also have a successful park. Mr. Olivio stated these suggestions are just that, we are at the beginning of the projects and wanted to get Council's input, to see if Council would endorse any of the ideas, if so, the board will gather all the pertinent information and return to Council.

Review of Consent & Regular Agenda Items

Councilman Conrad stated that Resolution 2012-121 is a six cylinder truck.

Public Comment on Consent Agenda

Ed Butler addressed Council and questioned Resolution #2012-166, the capitol budget amendment. Manager Voll replied it this resolution is required as part of the Bond Ordinance adopted on April 2nd.

Debbie Johns addressed Council regarding Resolution #2012-178 and stated the committee needs to move to the next level, to get some drawings and soft costs approved.

Bob Olivio addressed Council and stated this pier is a huge undertaking but is very beneficial for the entire Township. He stated there is a need to get started on the archeological and engineering information. He stated there is a need for a professional plan to be submitted in order to be eligible for the funding that may be available down the line.

Donna Nicholas addressed Council regarding the Fishing Pier and stated she is a resident on Beach Drive at Lincoln and questioned if any other areas have been looked at and what revenue the Township thinks it will receive from this. Mayor Beck stated as part of the Beach Access Plan, this area was looked at, as well as the area where piers were located in prior years. Mayor Beck invited Ms. Nicholas to attend a meeting and assured her all her concerns would be addressed. Ms. Nicholas stated she is not against a pier, just the location.

Consent Agenda

Approval of Minutes	June 18, 2012
Res. #2012-162	Payment of Vouchers, \$1,503,083.46
Res. #2012-163	Issuance of a New Taxi License to Robert White
Res. #2012-164	Issuance of a Duplicate Tax Sale Certificate (original lost)
Res. #2012-165	Renewal of Commercial Excavation (Gravel Pit) Licenses for Thomas F. Brodsesser, Jr.(annual renewal)
Res. #2012-166	Capital Budget Amendment (Required as part of bond ordinances adopted April, 2 nd)
Res. #2012-167	Authorization to Cancel General Ledger Balances (\$167,847.69 Anticipated

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- revenues not used/needed)
- Res. #2012-168 Approving Project Proposal Between Hatch Mott MacDonald And The Township of Lower For Engineering Services Related to 2011 Delaware Bay Shore Outfall Extensions (\$38,100.00)
- Res. #2012-169 Resolution of the Township of Lower Endorsing the CMCMUA Proposed Switch of the Cape May County Intermediate Processing Facility to Single Stream Recycling (Supporting change to single stream recycling which will end separating paper from the other recyclables)
- Res. #2012-170 Award of One (1) 2013 Ford Escape (Construction)
- Res. # 2012-171 Award of One (1) 2012 Chevy Colorado Puck-Up Truck Regular Cab 2 Wheel Drive (Recreation)
- Res. #2012-172 Award of Two (2) 2012 Ford Focus's (Construction)
- Res. #2012-173 Authorizing Pay Out of Terminal Leave (C. Petronzi \$840.06)
- Res. #2012-174 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (\$1,525.JIF Award)
- Res. #2012-175 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (\$2,000.JIF Safety Budget)
- Res. #2012-176 Authorizing Pay Out of Terminal Leave (T. Mills \$6,756.10)
- Res. #2012-177 Awarding An Economic Development Loan To Jan & Elizabeth Rupinski (Anco Ace Hardware & Snippers Salon)
- Res. #2012-178 Resolution Creating A Special Committee to Determine the Feasibility of Construction Of A Delaware Bay-Front Fishing Pier In The Township of Lower

Motion to adopt consent agenda moved by Councilmember Douglass, seconded by Councilmember Conrad.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD		X	X			
CRAIG			X			
DOUGLASS	X		X			
LARE			X			
BECK			X			

Regular Agenda

Ord. #2012-11A

An Ordinance Amending Chapter 400 of the Revised General Ordinances of the Township of Lower 2012 (Establishing guidelines for Beekeeping in Lower Twp.) 2nd reading & public hearing - Copies of the ordinance have ben made available to the public and was posted on the bulletin board at Township Hall

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Council Comments -

Councilmember Conrad stated this Ordinance has been kicked around for a long time. It is not perfect, but should be passed and if changes are needed, they can be addressed in the future.

Councilmember Craig stated he believes it is time to move on this Ordinance. Council has received a lot of information on the issue over the past few weeks and feels this Ordinance is a good compromise.

Councilmember Douglass stated he concurs.

Deputy Mayor Lare stated he is ok with the Ordinance.

Mayor Beck stated he believes the Ordinance is a good compromise.

Public Comment -

Bill Eisley, president of the Jersey State Bee Keepers Association, commended Council for taking positive action on honey bee control. He stated he is not in total agreement with the Ordinance, but applauds Council's actions in supporting bee keepers.

Ed Butler addressed Council and questioned the validity of the Ordinance, questioning if it is the first or second reading. Clerk Kammer replied the Ordinance was voted on AS AMENDED for first reading at the June 18th meeting. The Ordinance was advertised as Amended Ordinance # 2012-11A, posted on the board and made available to the public. This meeting is the second reading and public hearing on this Ordinance.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD	X		X			
CRAIG		X	X			
DOUGLASS			X			
LARE			X			
BECK			X			

Ord. #2012-15

An Ordinance Granting Renewal of Municipal Consent to Comcast of Wildwood, LLC to Construct, Connect, Operate and Maintain a Cable Television and Communications System in Lower Township, New Jersey (Cable franchise agreement -15 years) 2nd rdg & public hearing Copies of this ordinance have been made available to the public and was posted on the bulletin board at Township Hall

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Motion to adopt moved by Councilmember Douglass, seconded by Councilmember Craig.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD			X			
CRAIG		X	X			
DOUGLASS	X		X			
LARE			X			
BECK			X			

Administrative Reports

Personnel Action Report

Council Comments

Councilmember Conrad wished everyone a healthy and safe Fourth of July and congratulated our local little league champs.

Deputy Mayor Lare reminded everyone of our hallmark event along the Bayfront on Tuesday, July 3rd and reminded all that the fireworks will begin promptly at 9:15. He noted that this event wouldn't take place if not for the generosity and support of the private business community. Over \$70,000.00 has been contributed over the past 3 years and we owe a debt of thanks to all who have supported the event.

Mayor Beck read a few announcements including the following:

- Township Pool open from 10AM to 6PM daily
- July 3rd Festival - Bayfront 5-9pm Beach Drive
- July 25th, Free concert at the Ferry - Bstreet band

Call to the Public

Helen Thompson addressed Council and questioned what the Animal Control Officer's job is. The Mayor replied to enforce the Township's Ordinances regarding animals. Ms. Thompson went on to speak of a situation where she believes the officer did not promptly handle the situation. Manager Voll stated he believes our Animal Control Officers do the very best they can and assured Ms. Thompson he was aware of the situation she was speaking of and will continue to monitor the situation.

Betty Somers addressed Council and showed the newspaper article regarding the pier in Ocean City. She stated she remembers dancing on the former piers and had great fun on them. The piers never bothered anyone.

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Closed Session

Res. #2012-179

Resolution Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12.”

(Acquisition of Property, Litigation -Stango v.Township of Lower et al; Possible Litigation - Neighborhood Dispute - Glenwood Place - Right of Way)

Motion to approve moved by Councilmember Douglass, seconded by Councilmember Conrad.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD		X	X			
CRAIG			X			
DOUGLASS	X		X			
LARE			X			
BECK			X			

Council adjourned to Closed Session at 7:30p.m.

Council returned to open session at 7:58 p.m.

Return to Open Session

Ord. #2012-16

Bond Ordinance Providing for the Acquisition of property in and by the Township of Lower, In the County of Cape May, New Jersey Appropriating \$210,000 Therefore and Authorizing the Issuance of \$200,000 Bonds or Notes of the Township to Finance Part of the Cost Thereof, (possible 1st rdg.) (Acquisition of real property) 2nd rdg. and Public Hearing July 16

Motion to approve moved by Councilmember Conrad seconded by Councilmember Douglass

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD	X		X			
CRAIG					X	
DOUGLASS		X	X			
LARE			X			
BECK			X			

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Ord. #2012-17 An Ordinance Authorizing the Acquisition of the Fee Simple Interest in Real Property Owned by Carmen R. Manzoni and Joyce R. Vitale, Known As Block 410.01, Lot 63.02 on the Tax Map of the Township of Lower and also Known and Designated as 2610 Bayshore Road, Villas, New Jersey 1st reading - 2nd rdg & public hearing July 16, 2012

Motion to adopt moved by Councilmember Douglass, seconded by Councilmember Conrad

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD		X	X			
CRAIG						X
DOUGLASS	X		X			
LARE			X			
BECK			X			

Adjournment

There being no further business, motion to adjourn moved by Councilmember Douglass, seconded by Councilmember Conrad. Meeting adjourned at 8:00p.m. by verbal "ayes".

Mayor

Township Clerk

Approved:

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00825 COMCAST*	12-01883	07/10/12	TOWNHALL INTERNET 7/15-8/14/12	Open	95.18	0.00		
00928 CAPE MAY COUNTY CLERK	12-01766	06/26/12	2012 PRIMARY ELECTION COSTS	Open	6,812.19	0.00		
00991 COLONIAL ELECTRIC SUPPLY*	12-00765	03/21/12	EMERGENCY LIGHT - BENNETTS	Open	83.33	0.00		
01055 ERIC COOMBS	12-01669	06/15/12	UNIFORMS	Open	199.00	0.00		
01170 VERIZON WIRELESS* F/S	12-01868	07/06/12	CELL FIRE SAFETY 5/27-6/26/12	Open	74.25	0.00		
01171 VERIZON WIRELESS - TOWNHALL	12-01375	05/24/12	PHONES - DPS	Open	1,290.79	0.00		
	12-01857	07/06/12	CELL BILL 05/24-06/23/12	Open	458.68	0.00		
					<u>1,749.47</u>			
01365 GARY DOUGLASS	12-01833	07/02/12	MEDICAL CLAIMS	Open	137.70	0.00		
01416 BRUSH WORKS PAINTING INC*	12-00531	02/24/12	PAINT REC. HALLWAYS AND GYM	Open	4,350.00	0.00		
01502 PAMELA FELDER	12-01820	06/28/12	MEDICAL CLAIMS	Open	39.00	0.00		
01598 DEARBORN NATIONAL	12-01760	06/25/12	JULY 2012 LIFE INSURANCE	Open	517.50	0.00		
01781 HATCH MOTT MACDONALD, LLC*	11-00781	03/25/11	ENGINEERING SERVICES/OUTFALLS	Open	1,810.88	0.00		
	11-02505	09/12/11	DRAINAGE INVESTIGATION/	Open	184.50	0.00		B
	11-02875	10/19/11	ENGINEER SERVICE/DELBAY OUTFAL	Open	2,500.00	0.00		
	11-03226	11/16/11	2011-294 BAYSHORE ESTATE \$26k	Open	2,925.60	0.00		
	12-01709	06/20/12	ENG. SERV. DE BAY OUTFALL EXT.	Open	1,209.12	0.00		
	12-01733	06/22/12	PROFESSIONAL ENGINEERING SERV	Open	476.00	0.00		
	12-01854	07/06/12	PROFESSIONAL ENGINEERING SERV	Open	1,320.00	0.00		
	12-01855	07/06/12	PROFESSIONAL ENGINEERING SERV	Open	69.00	0.00		
					<u>10,495.10</u>			
01806 ANTHONY J HARVATT, II, ESQ	12-00985	04/17/12	BOARD SOLICITOR SALARY	Open	466.66	0.00		
	12-01856	07/06/12	O'NEILL RESOLUTION	Open	150.00	0.00		
					<u>616.66</u>			
01820 DARRIN D. HICKOK	11-01374	05/16/11	2011 EQUIP. ALLOWANCE	Open	150.00	0.00		
	12-01299	05/16/12	2012 EQUIP. ALLOWANCE	Open	19.55	0.00		B
					<u>169.55</u>			

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01834 RICHARD HOOYMAN	12-01842	07/03/12	MEDICAL CLAIMS	Open	88.00	0.00		
01859 HESS CORPORATION	12-01826	07/02/12	ELECTRICITY 5/16-6/15/12	Open	8,698.46	0.00		
02005 JUST SPORTS INC.*	12-01672	06/15/12	WILSON FOOTBALLS	Open	1,182.72	0.00		
02018 JAMAR TECHNOLOGIES, INC.*	12-01749	06/22/12	RADAR RECORDER UNIT	Open	7,856.00	0.00		
02065 S. VITALE PYROTECNICO IND CORP	12-01356	05/21/12	FIREWORKS DISPLAY 7/03/12	Open	40,000.00	0.00		
02108 KEEN COMPRESSED GAS CO*	12-01757	06/25/12	HAZMAT /COMPLY/RECOVER COST	Open	118.00	0.00		
02125 KDI*	12-01762	06/26/12	OVERAGE BILL 11/01/11-01/31/12	Open	114.61	0.00		
02136 TED KINGSTON INC*	12-01832	07/02/12	NEW VEHICLE INSTALL	Open	697.85	0.00		
02140 KINDLE FORD LINC/MERC., INC.*	12-01457	06/04/12	PARTS FOR POLICE VEH.	Open	1,250.44	0.00		
02183 KLENSWITE POOL SPA SUP.CO INC*	12-01692	06/20/12	VALVES FOR SWIMMING POOL	Open	248.85	0.00		
02200 KOHLER'S AUTO GLASS*	12-01800	06/28/12	REPLACE WINDSHIELD #6500	Open	235.00	0.00		
02292 DONALD LOMBARDO	12-01834	07/02/12	MEDICAL CLAIMS	Open	697.45	0.00		
	12-01835	07/02/12	MEDICAL CLAIMS	Open	37.00	0.00		
					<u>734.45</u>			
02294 MARIE A. LOMONACO	12-01929	07/12/12	MEDICAL CLAIMS	Open	15.00	0.00		
02320 LOWER TOWNSHIP BRD OF EDUCATN	12-00968	04/11/12	2012 SCHOOL TAX 7/01-12/2012	Open	1,495,251.40	0.00		B
02333 LOWER TWNSP RESCUE SQUAD, INC.	12-01403	05/30/12	2012 EXPENSE RESCUE	Open	25,972.96	0.00		B
02461 JOHN MAHER	12-01819	06/28/12	MEDICAL CLAIMS	Open	842.21	0.00		
02541 ROBERT D. MARTIN, JR	12-01866	07/06/12	MEDICAL CLAIMS	Open	101.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
02715 MODERN HANDLING EQUIP CO*	12-01675	06/15/12	PARTS FOR MOWER	Open	632.55	0.00		
02732 LAURA MILBRANDT	12-01764	06/26/12	REIMBURSEMENT FOR MEETING	Open	30.00	0.00		
03086 NJ STATE ASSN CHIEFS OF POL*	12-01206	05/10/12	TRAINING	Open	250.00	0.00		
03104 NORTHEAST IND.&MARINE SUPPLY*	12-01682	06/18/12	PARTS FOR COUNTY MOWER	Open	1,394.39	0.00		
03279 PARDO'S TRUCK PARTS WHSE*	12-01459	06/04/12	PARTS FOR RDS/SANT/RECY/DPW	Open	103.81	0.00		
03280 PARAMOUNT SANITARY SUPPLY*	12-01684	06/18/12	2 PLY TOILET TISSUE	Open	38.00	0.00		
03293 BLAINE PAYNTER	12-01873	07/06/12	MEDICAL CLAIMS	Open	118.00	0.00		
03305 PEDRONI FUEL*	12-01811	06/28/12	NO LEAD GAS/DPW	Open	794.18	0.00		
03347 DAVID PERRY	12-01822	06/28/12	6' FOLDING TABLE & CHAIRS	Open	89.85	0.00		
03491 RENTAL COUNTRY*	12-01816	06/28/12	GENERATORS	Open	201.67	0.00		
03495 ELIZABETH BYRNE	12-01763	06/26/12	REIMBURSEMENT FOR MEETING	Open	30.00	0.00		
03608 SEAWAVE CORPORATION*	12-01850	07/05/12	LEGAL NOTICE	Open	12.15	0.00		
03814 UNIVERSAL COMPUTING SERV., INC*	12-01687	06/18/12	MAILERS	Open	371.10	0.00		
03821 TRANS AXLE*	12-01666	06/14/12	PTO FOR TRUCK 38	Open	599.22	0.00		
03834 CAPE MAY COUNTY TREASURER/HAVE	12-01499	06/08/12	HAVEN HSE IN LIEU-DUE COUNTY	Open	980.30	0.00		
03848 TREASURER STATE OF NEW JERSEY	12-01701	06/20/12	NEW JERSEY CONSTRUCTION CODE	Open	65.00	0.00		
03863 TREASURER, STATE OF NEW JERSEY	12-01848	07/05/12	STATE SURCHARGE 2ND QUARTER	Open	4,006.00	0.00		
	12-01849	07/05/12	STATE SURCHARGE 2ND QUARTER	Open	354.00	0.00		
					<u>4,360.00</u>			

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03904	LOWE'S HOME CENTER INC*							
	12-01875	07/09/12	SHUNPIKE TOWER AIR	Open	464.55	0.00		
03971	VERIZON WIRELESS							
	12-01362	05/23/12	IPHONE	Open	398.99	0.00		
03985	VILLAS NAPA AUTO PARTS							
	12-01460	06/04/12	PARTS FOR RDS/SANT/RECY	Open	3,327.25	0.00		
03992	VAL-U AUTO PARTS LLC*							
	12-01452	06/04/12	PARTS FOR RDS/SANT/RECY/DPW	Open	5,494.16	0.00		
03995	VITAL COMMUNICATIONS, INC.*							
	12-01674	06/15/12	MODIV UPDATE 2012 EXTENDED DUP	Open	100.00	0.00		
04059	THOMAS WILL							
	12-01821	06/28/12	MEDICAL CLAIMS	Open	235.65	0.00		
04085	CHRISTOPHER WINTER							
	12-01843	07/03/12	MEDICAL CLAIMS	Open	15.00	0.00		
04089	WIZARD'S FESTIVAL OF FUN, INC*							
	12-00904	04/04/12	TRILBY STRING BAND	Open	2,600.00	0.00		
	12-01246	05/16/12	CONCESSION FOR RIDES 2012	Open	<u>12,500.00</u>	0.00		
					15,100.00			
04097	CINTAS FIRST AID AND SAFETY*							
	12-00931	04/09/12	REFILL MEDICAL KITS	Open	596.73	0.00		
04105	PITNEY BOWES GLOBAL FINANCIAL							
	12-01761	06/25/12	EQUIP LEASE 5/30-6/30/12	Open	451.00	0.00		
04266	NJ DEPT OF HEALTH&SENIOR SVCS							
	12-01884	07/10/12	STATE DOG LICENSE FEES 06/2012	Open	106.20	0.00		
04300	W B MASON CO INC*							
	12-01326	05/18/12	OFFICE SUPPLIES	Open	193.77	0.00		
04301	SEASHORE ASPHALT CORPORATION*							
	12-01433	05/30/12	PATCH FOR RDS/DPW	Open	146.30	0.00		
04320	PREMIER OFFICE SUPPLY*							
	12-01717	06/21/12	OFFICE SUPPLIES	Open	206.53	0.00		
04502	TODD LALIBERTE							
	12-01806	06/28/12	LACROSSE REFEREE	Open	120.00	0.00		
04504	MEDIA FIVE LTD*							
	12-01748	06/22/12	JULY 25,2012 CONCERT	Open	3,500.00	0.00		
	12-01886	07/10/12	7/27 FARMERS MARKET CROBOT	Open	700.00	0.00		
	12-01887	07/10/12	7/13 FARMER MARKET LECOMPT	Open	700.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
04504 MEDIA FIVE LTD* 12-01888 07/10/12 7/20 FARMER MARKET THE NEXT				Open	700.00 5,600.00	0.00		
4104 DOUGLASS LANDSCAPING LLC* 12-00687 03/09/12 LANDSCAPING/MAINTENANCE				Open	6,490.63	0.00		B
BLAUE BLAUER ASSOCIATES INC* 10-02446 09/29/10 SCPF APPLICATION & ADMIN				Open	1,650.00	0.00		B
HOLTJ AL HOLTJE 12-01691 06/20/12 LACROSSE REFEREE				Open	60.00	0.00		
NARY DAVE NARY 12-01700 06/20/12 LACROSSE REFEREE				Open	56.00	0.00		
RICHARDS JAMES RICHARDSON 12-01227 05/14/12 4/27/2012 REF 1/2 GIRLS GAME				Open	30.00	0.00		
SCHILI JANET SCHILLIG 12-01699 06/20/12 LACROSSE REFEREE				Open	90.00	0.00		

<u>Vendor</u>	<u>PO #</u>	<u>Description</u>	<u>Amount</u>
NJ DIVISION OF MOTOR VEH	12-01907	TITLE 2- 2012 FORD FOCUS	\$ 120.00
JAMES QUINN	12-01824	JULY 3 BAND OLD SCHOOL	\$ 600.00
MEDIA FIVE ENTERTAINMENT	12-01753 12-01772	JULY 3 BAND BACK 2 LIFE JULY 3 BAND COCONUTZ	\$ 700.00 \$2,000.00
TOTAL BILL LIST			<u>\$1,726,117.96</u>

I hereby certify the foregoing to be a resolution adopted by the Township Council at a meeting held on July 16, 2012.

Claudia R. Kammer, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
CRAIG						
DOUGLASS						
LARE						
BECK						

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

RESOLUTION #2012-181

TITLE: RENEWAL OF MEMBERSHIP IN THE ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

WHEREAS, the Township of Lower is a member of the Atlantic County Joint Insurance Fund (herein the "FUND"); and

WHEREAS, said membership terminates as of January 1, 2013 unless earlier renewed by agreement between the municipality and the FUND; and

WHEREAS, the Township of Lower desires to renew said membership.

NOW, THEREFORE BE IT RESOLVED as follows:

1. The Township of Lower agrees to renew its membership in the FUND and to be subject to the Bylaws, Rules and Regulations, coverages and operating procedures thereof as presently existing or as modified from time to time by lawful act of the FUND.

2. The Township of Lower's Fund Commissioner shall be and hereby is authorized to execute the "Agreement to Renew Membership" annexed hereto and made a part hereof and to deliver same to the FUND evidencing Lower Township's intention to renew its membership.

I hereby certify the foregoing to be a resolution adopted by the Township council at a meeting held on July 16, 2012.

Claudia R. Kammer, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
CRAIG						
DOUGLASS						
LARE						
BECK						

**AGREEMENT TO RENEW MEMBERSHIP TO THE
ATLANTIC COUNTY MUNICIPALJOINT INSURANCE FUND**

WHEREAS, the Atlantic County Municipal Joint Insurance Fund (hereinafter the "FUND") is a duly chartered Municipal Joint Insurance Fund as authorized by NJSA 40A: 10-36 et seq., and;

WHEREAS, the Township of Lower is currently a member of said FUND, and;

WHEREAS, effective January 1, 2013, said membership will expire unless earlier renewed, and;

WHEREAS, the Governing Body of the Township of Lower has resolved to renew said membership;

NOW, THEREFORE, it is agreed as follows:

1. Township of Lower hereby renews its membership in the FUND for a three (3) year period, beginning January 1, 2013 and ending January 1, 2016.
2. The Township of Lower hereby ratifies and reaffirms the Indemnity and Trust Agreement, Bylaws and other organizational and operating documents of the FUND as from time to time amended and altered by the Department of Insurance in accordance with the applicable statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.
3. Township of Lower agrees to be a participating member of the FUND for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. In consideration of the continuing membership of Township of Lower in the FUND, the FUND agrees, subject to the continuing approval of the Commissioner of Insurance to accept the renewal application of the Township of Lower.
5. Executed this 16th day of July 2012 as the lawful and binding act and deed of the Township of Lower which execution has been duly authorized by public vote of the governing body.

(Municipal Official)

Attest:

Date:

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

RESOLUTION #2012- 182

TITLE: APPOINTMENT OF BLAUER ASSOCIATES WITHOUT PUBLIC BIDDING

WHEREAS, the Township of Lower ("Township") has a need to acquire a Grant Consultant as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

WHEREAS, the Township has determined and certified in writing that the value of administration will be \$16,000, and Blauer Associates has submitted a proposal indicating that they will provide the goods or services described above for a price not to exceed \$16,000; and

WHEREAS, the anticipated term of this contract is until the completion of the Small Cities Public Facilities (ADA Improvements) project; and

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

Appropriation # All Administrative Costs Are Borne By Grant

Signature 

WHEREAS, Blauer Associates has completed and submitted a Business Entity Disclosure Certification which certifies that Blauer Associates has not made any reportable contributions to a political or candidate committee in the Township of Lower in the previous one year, and that the contract will prohibit the Blauer Associates from making any reportable contributions through the term of the contract.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Lower hereby approves a contract with Blauer Associates for the goods and services herein described and that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution and that a notice of Award of Professional Contract for the above appointment shall be published in the Township's Official paper.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Township Council at a meeting held on July 16, 2012.

Claudia R. Kammer, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
CRAIG						
DOUGLASS						
LARE						
BECK						



BLAUER ASSOCIATES



P.O. Box 363, Nescopeck, Pa. 18635
Tel: 570.379.2552 Fax: 570.379.2006
mblauer@evenlink.com

June 22, 2012

Ms. Colleen Crippen
Grants Coordinator
Lower Township
2600 Bay Shore Road
Villas, NJ 08251-1399

Re: DCA 2013 Project

Dear Colleen;

I am enclosing two copies of my firm's proposal to assist the Township with a Fiscal Year 2013 Small Cities project to improve community facilities to comply with ADA.

In my opinion the ADA compliance application submitted last year is worth resubmitting. It is likely that it will be better received since previously approved projects are being drawn down.

The fee for application submission will be \$1. Post approval administrative work would again be applicable only if the grant is approved. The contract notes that administrative work is not to exceed \$16,000.

Contact my office if you have any questions on my contract proposal. If it is satisfactory please return one signed copy.

Sincerely,

Mark Blauer
President

Enclosures

AGREEMENT

BETWEEN

TOWNSHIP OF LOWER, NEW JERSEY

AND

MARK BLAUER, DBA BLAUER ASSOCIATES

This agreement entered into this _____ day of _____ 2012, by and between the Township of Lower, New Jersey, hereinafter called the "Municipality" and Mark Blauer, an individual doing business as Blauer Associates, hereinafter called the "Service Provider".

Whereas, the Municipality desires to engage the Service Provider to assist the Municipality in developing an application for assistance under the Fiscal Year 2013 New Jersey Small Cities Community Development Block Grant (CDBG) program and in administering such project, the following shall apply;

ARTICLE I: SCOPE OF SERVICES

Section A - Activities Prior to Application Submission

The Service Provider will assist the Municipality in conducting an analysis of local needs to determine which of several funds the Municipality should address its application. The analysis will seek to examine the Municipality's relative strengths and weaknesses under the review criteria which have been developed and made public as a document entitled "Final Statement For New Jersey's Administration of the Small Cities Community Development Block Grant Program". Based upon this analysis, the Service Provider will make its recommendations to the Municipality as to the type of application it should submit.

Section B - Application Services

Based upon the results of Section A of Article I above, the Service Provider will prepare the required application for funds from the state's Public Facilities Fund, in cooperation with the appropriate Municipal staff or its assigns, in accordance with the State's Fiscal Year 2013 Application Guide.

Section C - Post Approval Advisory and Monitoring
Administrative Assistance

The Service Provider will perform the following services, contingent only upon the approval of the Small Cities Program application by the Department of Community Affairs.

Item 1 - Environmental Review Record

The Service Provider will conduct an Environmental Assessment process necessary to comply with the National Environmental Policy Act (NEPA).

Such services will include:

- a. Researching local environmental conditions with respect to the CDBG project;
- b. Conducting an Environmental Impact Assessment in accordance with regulations implementing NEPA established by HUD or DCA, as appropriate;
- c. Discussing possible project modifications, where appropriate, with the Municipality so as to minimize potentially adverse environmental impacts;
- d. Making the appropriate level of clearance finding;
- e. Preparing the written Environmental Review Record to document the level of clearance finding;
- f. Where the level of clearance finding does not require an Environmental Impact Statement, the Service Provider may prepare newspaper notices and HUD "Request for Release of Funds and Certification Form" and assist in the publication and distribution of same;
- g. Environmental review services do not include completion of Environmental Impact Statements as may be required by NEPA or by State regulations such as those of CAFRA.

Item 2 - Accounting System

The Service Provider will assist in establishing an accounting system in accordance with Federal and State standards.

Item 3 - Construction Contractor Selection and Labor Standards Compliance (applicable to Public Facilities Fund projects):

The Service Provider will assist the Municipality in the following areas:

- a. Assistance in coordination activity with the local engineer for preparation of bid specifications;

- b. Assistance in examining the proposed bid specifications to determine that language complies with all required Federal and State statutes;
- c. Assistance in preparing and publishing the proper legal advertising;
- d. Assistance in securing DCA approval of selected contractor(s);
- e. Assistance in the arranging and conducting of preconstruction conferences including preparation of preconstruction minutes;
- f. Assistance securing labor standards and equal opportunity documentation from contractor(s);
- g. Assistance in maintaining construction records including the following:
 - I. Contractors Certification with respect to Davis-Bacon, Equal Opportunity, and other Federal Statutory requirements;
 - ii. Payroll Compliance forms;
 - iii. Employee Interview forms;
 - iv. Copies of inspection reports from the Construction Inspector;
 - v. Labor Officer Reports;
 - vi. Correspondence with respect to violation of standards.
- h. As required, supply the Municipality with appropriate labor standards and equal opportunity forms, posters, etc.
- I. Assistance in monitoring the compliance of contractors with respect to the following:
 - I. Davis-Bacon Act;
 - ii. Contract Work Hours and Safety Standards Act;
 - iii. Copeland Act;
 - iv. Section 3 of the Housing and Urban Development Act of 1968;
 - v. Executive Order 11246.

Item 4 - Professional Contractor Selection

The Service Provider will assist the Municipality in the selection of professional service contractors in accordance with OMB Circular A-102, Attachment "O".

Item 7 - Assistance in Performance Reporting

The Service Provider will assist the Municipality in the research for and preparation of grant performance reports as may be required by the Department of HUD or DCA. These reports will include but are not limited to the following:

- Monthly Fiscal Monitoring Report
- Monthly Program Progress Report
- Monthly Matching Funds Report
- Monthly Contract and Subcontract Activity Report
- Monthly Fiscal Monitoring Report/Payment Voucher

Item 8 - DCA Monitoring Sessions

The Service Provider will assist the Municipality at monitoring visits and attend meetings with DCA staff at Trenton as necessary.

Item 9 - Grant Close-out Procedures

The Service Provider will coordinate the Activity necessary to accomplish the audit upon completion of the project and also prepare the necessary project completion forms.

ARTICLE II: PAYMENT FOR ARTICLE I SERVICES

The Municipality agrees to pay the Service Provider a fee of \$1,000 for Article I, Section A and B services. Such fee is due upon execution of this agreement.

Services under Article I, Section C shall be compensated upon the basis of invoices submitted monthly describing the services performed and the hourly rate and number of hours taken to perform the service. Invoices will list an hourly fee of \$100.00 for professional time.

It is understood and agreed that total compensation for Article I, Section C services shall not exceed \$16,000.00 per approved DCA grant project.

ARTICLE III: TERM OF SERVICE

The termination date of this agreement will coincide with the Department of Community Affairs's grant agreement with the Municipality ending date or March 31, 2015, whichever date is later.

ARTICLE IV: TERMINATION OF SERVICE FOR CAUSE

If, through any cause, the Service Provider shall fail to fulfill in a timely and proper manner his obligations under this agreement, or if the Service Provider shall violate any of the covenants, agreements, or stipulations of this agreement the Municipality shall, thereupon, have the right to modify, suspend or terminate this agreement by giving written notice to the Service Provider and specifying the effective date thereof, at least five days before the effective date of such suspension, modification, or termination.

Exhibit A, Mandatory Equal Employment Opportunity Language is part of this Agreement.

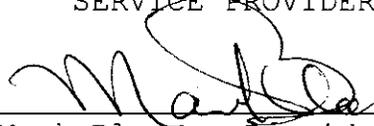
IN WITNESS THEREOF, the parties hereto executed this agreement on the day and year first written above.

TOWNSHIP OF LOWER, NEW JERSEY
MUNICIPALITY

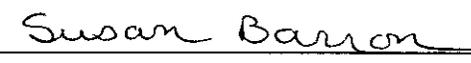
BY: _____
Michael Beck, Mayor

WITNESS:

MARK BLAUER, dba BLAUER ASSOCIATES
SERVICE PROVIDER

BY:  _____
Mark Blauer, President

WITNESS:

 _____

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

RESOLUTION #2012-183

**TITLE: CERTIFICATION TO LOCAL FINANCE BOARD OF RECEIPT AND REVIEW OF AUDIT SECTIONS
GENERAL COMMENTS & RECOMMENDATIONS**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2011 has been filed by a Registered Municipal Accountant with the Township Clerk as per the requirements of N.J.S. 40A:5-6, and a copy has been received by each member of the governing body, and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34, and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall be resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled:

**GENERAL COMMENTS
RECOMMENDATIONS**

and

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

**GENERAL COMMENTS
RECOMMENDATIONS**

as evidenced by the group affidavit form of the governing body, and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, as per the regulations of the Local Finance Board, and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 to wit:

R.S. 52:27BB-52 - "A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director, under the provisions of this Article, Shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000) or imprisoned for not more than one year, or both, in addition shall forfeit his office."

NOW, THEREFORE BE IT RESOLVED that the Township Council governing body of the Township of Lower hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I hereby certify the foregoing to be a resolution adopted by the Township Council on July 16, 2012.

Claudia R. Kammer, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
CRAIG						
DOUGLASS						
LARE						
BECK						

TOWNSHIP OF LOWER

2600 Bayshore Road
Villas, New Jersey 08251



Incorporated 1798

(609) 886-2005

TOWNSHIP OF LOWER
COUNTY OF CAPE MAY
CORRECTIVE ACTION PLAN: 2011 AUDIT RECOMMENDATIONS

Prior Year Audit Findings (2010)

THERE WERE NO AUDIT RECOMMENDATIONS IN 2010.

TOWNSHIP OF LOWER

2600 Bayshore Road
Villas, New Jersey 08251



Incorporated 1798

(609) 886-2005

TOWNSHIP OF LOWER
COUNTY OF CAPE MAY
CORRECTIVE ACTION PLAN: 2011 AUDIT RECOMMENDATIONS

Current Year Audit Findings (2011)

THERE WERE NO AUDIT RECOMMENDATIONS IN 2011.

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

RESOLUTION #2012-184

TITLE: APPOINTMENT TO THE RECREATION ADVISORY BOARD

WHEREAS, James Ridgeway, Regular Member resigned from the Recreation Board in order to avoid any conflict of interest with his new position as Assistant Superintendent of Recreation, and

WHEREAS, his resignation created a vacancy for a regular member, and

WHEREAS, Council has reviewed the applications on file with the Clerk.

NOW, THEREFORE, BE IT RESOLVED the following appointment to the Recreation Advisory Board be made as noted below:

<u>Name</u>	<u>Type</u>	<u>Term Exp.</u>
	Regular Member (Replaced J. Ridgeway)	December 31, 2013

I hereby certify the foregoing to be a resolution adopted by the Township Council at a meeting held on July 16, 2012.

Claudia R. Kammer, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
CRAIG						
DOUGLASS						
LARE						
BECK						

FOR TOWNSHIP USE ONLY

Res. # _____ Board/Comm./Auth. _____

Term Exp. _____ Replaced _____ or Reappointed

TOWNSHIP OF LOWER
CITIZEN LEADERSHIP FORM

NAME Eileen Kreis

CITY AND STATE Villas, NJ

YEARS OF RESIDENCY IN TOWNSHIP 16 OCCUPATION CONFIDENTIAL SECRETARY

Please number in order of preference which ones you wish to be considered for.

- Cable Television Advisory Board
- Environmental Commission
- Historic Preservation Commission
- Citizen Advisory Board

- Municipal Utilities Authority
- Planning Board
- Recreation Advisory Board
- Zoning Board of Adjustment

I hereby apply to perform public service on the following municipal authority, boards or commissions. List any education, prior volunteer experience or work related experience, or other civic involvement which could be of use to the authority, board or commission you have listed above.

I AM AN EMPLOYEE OF LOWER TWP. - RAN MOVIES IN THE PARK FOR 8 YEARS. WORKED WITH NEIGHBORHOOD IN THE NPP PROGRAM. ORGANIZED COMMUNITY WIDE YARD SALE - RAN SKATE PARTY IN THE PARK AT MULLIGAN FIELD. HELPED ORGANIZE + RUN "LOWER TWP YOU'VE GOT TALENT" SHOWS. ORGANIZED MULTIPLE EVENTS FOR VETS VOLUNTEER FOR COOMBS/DOUGLASS RUN - VOLUNTEER FOR HAUNTED MARIJUANA RIDE FOR 14 YEARS

Date: 7-9-12 Signature: Eileen Kreis (VALID FOR ONE YEAR FROM DATE OF RECEIPT)

Return to: Clerk's Office, 2600 Bayshore Road, Villas, NJ 08251

FOR TOWNSHIP USE ONLY

Res. # _____

Board/Comm./Auth. _____

Term Exp. _____

Replaced _____ or Reappointed

TOWNSHIP OF LOWER
CITIZEN LEADERSHIP FORM

RECEIVED
7/20/11

NAME Robert Lamoreux

CITY AND STATE North Cape May, NJ

YEARS OF RESIDENCY IN TOWNSHIP 9 OCCUPATION Teacher

Please number in order of preference which ones you wish to be considered for.

- Citizen Advisory Board
- Environmental Commission
- Municipal Utilities Authority

- Planning Board
- Recreation Advisory Board
- Zoning Board of Adjustment

I hereby apply to perform public service on the following municipal authority, boards or commissions. List any education, prior volunteer experience or work related experience, or other civic involvement which could be of use to the authority, board or commission you have listed above.

- Teacher for 24 years
- High School Football Coach (ASST)
- " " Golf Coach (HEAD)
- " " Track Coach (ASST)
- " " Basketball Coach (ASST)
- Volunteer Coach Rec Basketball and Football

Date: 7/20/11 Signature: [Signature] (VALID FOR ONE YEAR FROM DATE OF RECEIPT)

Return to: Clerk's Office, 2600 Bayshore Road, Villas, NJ 08251

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

RESOLUTION #2012-185

TITLE: APPOINTMENT OF JULIE PICARD AS MUNICIPAL CLERK, EFFECTIVE SEPTEMBER 1, 2012

WHEREAS, Julie, prior to moving to Lower Township worked for the Borough of Norristown, PA beginning part time while she was still in high school, and rose through the ranks serving in several positions in Norristown, culminating with the Clerk of Council until her family moved to Lower Township, and

WHEREAS, Julie began her employment with Lower Township in 2004 in the Finance Office until her move to the Municipal Clerk's Office and the Deputy Clerk position, and

WHEREAS, Julie has successfully completed all five required Rutgers courses, passing each with a grade of not less than 95 and

WHEREAS, Julie successfully passed the State exam for Municipal Clerk on April 11, 2012, and

WHEREAS, Registered Municipal Clerk, Claudia R. Kammer, will be retiring after 37 years with the Township on August 31, 2012.

NOW, THEREFORE, BE IT RESOLVED by the Township Council, pursuant to NJSA 40A:9-133 that Julie Picard is hereby appointed as Municipal Clerk, for a three year term effective September 1, 2012.

I hereby certify the foregoing to be a resolution adopted by the Township Council at a meeting held on July 16, 2012.

Claudia R. Kammer, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
CRAIG						
DOUGLASS						
LARE						
BECK						

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

ORDINANCE 2012-18

AN ORDINANCE AUTHORIZING ACCEPTANCE OF TITLE TO THE BRANDYWINE SHOAL LIGHT STATION AND APPROVING THE LEASING THEREOF TO THE CAPE MAY MARITIME MUSEUM AND EDUCATION CENTER, INC.

Section 1. PREAMBLE

WHEREAS, the Township of Lower in the County of Cape May and State of New Jersey, after presentation at a public meeting by the Cape May Maritime Museum and Education Center, Inc., ("Maritime Museum") has expressed its interest in acquiring title to the Brandywine Shoal Light Station, as well as a lease of said property to the Maritime Museum for the purposes hereinafter set forth; and

WHEREAS, in accordance with the provisions of the National Historic Lighthouse Preservation Act of 2000 (NHLPA), certain historic lighthouse properties are available for title transfer under a no-cost upfront commitment. The Act allows no-cost transference of a lighthouse to another government agency (federal, state, or local level) or to a non-profit organization for the purposes of historic preservation, education, cultural, resource, or park use, with reasonable public access. In accordance with the NHLPA process, the Maritime Museum submitted a letter of interest (LOI) for the Brandywine Shoal Light Station lighthouse property. In response, the National Park Service (NPS) forwarded a formal NHLPA application package to the Maritime Museum. On September 27, 2011, the Maritime Museum and Duffield Associates Engineering inspected the Brandywine Shoal Light Station to pursue an application for stewardship of the historic structure through the NHLPA process; and

WHEREAS, the Township recognizes the rich Maritime History of the Township of Lower; coupled with the positive experience of the Cape May Lighthouse located within the Township and the close proximity of the Historic Brandywine Light to the Township; the parties agreed that although the Maritime Museum would develop the NHLPA application, it would identify the Township of Lower as its partner in the application, indicating that the title/deed to the lighthouse shall be given to the Township in case of a winning application; and

WHEREAS, the Township acknowledges the lighthouse knowledge and expertise of the Maritime Museum and its Partners that include the Hereford Lighthouse and the Delaware Bay Lighthouse Keepers Association, the parties also agreed that the Township of Lower would enter into a long-term lease agreement with the Maritime Museum for all aspects of the planning, preservation, restoration, and operations of the lighthouse in compliance and accordance with the Application; and

WHEREAS, the intention of this ordinance is to create a public-private partnership between Township of Lower and the Maritime Museum, bringing together the strengths and capabilities of each for the benefit of the preservation, restoration, and public use of the historic lighthouse property.

NOW, THEREFORE, BE IT ORDAINED by the Township Council of the Township of Lower, as follows:

Section 2. The preamble of this ordinance is hereby incorporated by reference as if set forth here at length as the findings and determinations of the Township of Lower;

Section 3. LEGAL AUTHORITY

The Township of Lower is authorized to accept title under the provisions of N.J.S.A. 40:60-25. The Township is authorized to lease the property without public bidding to the a non-profit entity for the purposes of historic programs or activities and to promote the general welfare of the community though such efforts. The Township of Lower finds and determines that the acquisition of title to the Brandywine Shoal Light Station and the leasing of the property to the non-profit entity , the Cape May Maritime Museum and Education Center, Inc., serves these purposes and is expressly of historic interest and promotes the general welfare of the community at large.

Accordingly, this Ordinance shall serve as the approved lease agreement with the Maritime Museum for the purposes aforesaid. Good and sufficient consideration for the mutual terms hereof are acknowledged by the Township and the Maritime Museum based upon the several rights and duties conferred upon and owing from each of the parties hereto. This entire ordinance and the lease elements approved hereby shall be considered the lease agreement by and between the Township and the Maritime Museum and the parties thereto shall execute a signature page evincing their acceptance and acknowledgment of such terms.

Section 4. APPROVED LEASE ELEMENTS

1. If the Township of Lower is given title to the Brandywine Shoal Light Station property by the federal government, the Township gives the Maritime Museum all and exclusive rights to plan, preserve, restore, maintain, and operate Brandywine Shoal Light Station in accordance with the NHLPA application submitted to the federal government, hereafter referred to as the "Application". Since the Application becomes the legally binding document between the federal government and the entity to which it transfers title, i.e., the Township of Lower, it similarly codifies the scope of all of the activities to be performed by the Maritime Museum, as the operations agent of the owner.
2. All management, insurance, and financial arrangements are also codified in the Application. This is a no-cost lease from the Township to the Maritime Museum i.e., there is no lease payment from the Maritime Museum to the Township.
3. The Maritime Museum, as the lessee and lighthouse operations agent, will normally receive all income associated with Brandywine Shoal Light Station (e.g., fund-raising from donors, operating income from tours). Similarly, the Maritime Museum will normally pay for all expenses associated with the lighthouse from this income. Actual and projected income & expenses will be identified in an annual Financial Report.
4. The Township and the Maritime Museum agree that any and all funds that are raised for the preservation, restoration, maintenance and operation of the lighthouse will be used only for those purposes, i.e., funds could not be withdrawn from one of the partners for other general purposes not having to do with the preservation, restoration, maintenance, and operation of the Brandywine Shoal Light Station. If and when the revenues from all sources far exceeds all projected expenditures on a regular basis and an appropriate management reserve has been built up, the Township and the Maritime Museum may choose to pursue potential exceptions to this stipulation (i.e., use excess income for purposes other than the lighthouse) via the Changes clause of this lease, as long as the proposed uses are not in non-compliance with the NHLPA.
5. Township will not impose any further requirements on the Maritime Museum beyond what is documented in the Application. Maritime Museum will not conduct any activities that are not identified in the Application.
6. Similarly, neither the Township or the Maritime Museum can enter into any agreements regarding Brandywine Shoal Light Station with other parties that are not identified in the Application or enter into any agreements that are inconsistent with the intent of the Application; any proposed agreements with additional parties not identified in the Application will require mutual prior approval from both the Township and the Maritime Museum.
7. In accordance with N.J.S.A. 40A:12-15, the term of this lease from the Township to the Maritime Museum is thirty (30) years plus two options of twenty-five (25) years each. At the end of each twenty-five (25) year lease period, the Township and the Maritime Museum will review the lease and make any mutually agreeable changes. Thereafter, the new lease shall be approved by Ordinance of the Township Council as required by law. The Township may reject any option extending the lease if it can be demonstrated that the Maritime Museum has not complied with the NHLPA and/or the Application, in accordance with the Termination clause of this lease.
8. The Township shall have no initial financial obligation. In the event that financing of any aspect of the Maritime Museum's stewardship of the lighthouse is requested, such financing shall be subject to the

financial policies of the Township, the law of the State of New Jersey and subsequent approval by the governing body of the Township of Lower.

9. The lease shall be governed by the laws of the State of New Jersey and any applicable federal law, to include state and federal regulatory provisions, and any dispute brought to a court hereunder shall be venued in the Superior Court of the State of New Jersey in the County of Cape May.
10. Changes: Changes to this lease may be made by mutual written agreement of the Township and the Maritime Museum, as long as the proposed changes are compliant with the NHLPA and the Application and are approved by the governing body of the Township of Lower.
11. Termination:
 - a. The Township can terminate this lease with the Maritime Museum only if Maritime Museum does not abide by its commitments in the Application, therefore jeopardizing the Township's ownership of Brandywine Shoal Light Station. The Township will give the Maritime Museum three months to rectify any deviations from the Application and if not corrected, it will give the Maritime Museum (30) days written notice of termination of lease.
 - b. The Maritime Museum can terminate the lease if it finds that it can no longer abide by the Application. It will give the Township three months written notice so that Township can take appropriate action with the federal government, if needed.

12. This shall be the entire agreement between the parties which may not be modified by any other document(s) or oral communication(s).

Section 5. SEVERABILITY.

The sections of this Ordinance are individually and severally adopted hereby and shall be severable. In the event that any portion of this Ordinance shall be deemed ineffective or unenforceable as a matter of law by a court of competent jurisdiction, the surviving portions shall remain in full force and effect.

Section 6. EXECUTION OF LEASE AGREEMENT AUTHORIZED

Upon final adoption of this Ordinance in accordance with law, the Mayor and Clerk shall be and are authorized and directed to execute the aforementioned signature page on behalf of the Township of Lower, binding the Township for the purposes aforesaid.

Section 7. This ordinance shall be published by the Clerk in accordance with law and shall take effect after final passage and the expiration of 20 days from the date thereof.

Thomas Conrad, Councilmember

Walt Craig, Councilmember

Glenn Douglass, Councilmember

Kevin Lare, Council At Large

Adopted: _____

Attest: _____
Claudia R. Kammer, Township Clerk

Michael E. Beck, Mayor

1st Rdg. 7-2-12

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

ORDINANCE #2012-16

BOND ORDINANCE PROVIDING FOR THE ACQUISITION OF PROPERTY IN AND BY THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, NEW JERSEY, APPROPRIATING \$210,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$200,000 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COST THEREOF.

BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The improvement described in Section 3(a) of this bond ordinance is hereby authorized to be undertaken by the Township of Lower, in the County of Cape May, New Jersey (the "Township") as a general improvement. For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$210,000, including the sum of \$10,000 as the down payment required by the Local Bond Law. The down payment is now available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the improvement or purpose not covered by application of the down payment, negotiable bonds are hereby authorized to be issued in the principal amount of \$200,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is the acquisition of property located at 2610 Bayshore Road, Villas, New Jersey, also known and designated as Block 410.01, Lot 63.02 on the official tax map of the Township, including all related costs and expenditures incidental thereto.

(b) The estimated maximum amount of bonds or notes to be issued for the improvement or purpose is as stated in Section 2 hereof.

(c) The estimated cost of the improvement or purpose is equal to the amount of the appropriation herein made therefor.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no note shall mature later than one year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with notes issued pursuant to this ordinance, and the chief financial officer's signature upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law. The chief financial officer is hereby authorized to sell part or all of the notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the notes sold, the price obtained and the name of the purchaser.

Section 5. The Township hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvement or purpose described in Section 3(a) of this bond ordinance is not a current expense. It is an improvement or purpose that the Township may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this ordinance, is 40 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Township as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$200,000, and the issuance of the obligations authorized herein is permitted by the exception to the debt limitation authorized by N.J.S.A. 40A:2-7(d).

(d) An aggregate amount not exceeding \$10,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

Section 7. The Township hereby declares the intent of the Township to issue bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use the proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3(a) of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of Treasury Regulations.

Section 8. Any grant moneys received for the purpose described in Section 3(a) hereof shall be applied either to direct payment of the cost of the improvement or to payment of the obligations issued pursuant to this ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 9. The chief financial officer of the Township is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Township and to execute such disclosure document on behalf of the Township. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Township pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Township and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Township fails to comply with its undertaking, the Township shall

not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 10. The full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Township for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 11. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

THOMAS CONRAD, COUNCILMEMBER

WALT CRAIG, COUNCILMEMBER

GLENN DOUGLASS, COUNCILMEMBER

KEVIN LARE, DEPUTY MAYOR

MICHAEL E. BECK, MAYOR

ATTEST: _____

ADOPTED: _____

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

ORDINANCE #2012-17

AN ORDINANCE AUTHORIZING THE ACQUISITION OF THE FEE SIMPLE INTEREST IN REAL PROPERTY OWNED BY CARMEN R. MANZONI AND JOYCE R. VITALE, KNOWN AS BLOCK 410.01, LOT 63.02 ON THE TAX MAP OF THE TOWNSHIP OF LOWER AND ALSO KNOWN AND DESIGNATED AS 2610 BAYSHORE ROAD, VILLAS, NEW JERSEY.

WHEREAS, CARMEN R. MANZONI AND JOYCE R. VITALE ("Sellers") are the owners of lands located at Lot 63.02, in Block 410.01 (the "Property") in the TOWNSHIP OF LOWER, County of Cape May, New Jersey; and

WHEREAS, pursuant to N.J.S.A. 40A:12-4, the Township Council of the TOWNSHIP OF LOWER has determined that it is in the best interests of the Township to acquire the fee simple interest in said Property at the purchase price of \$200,000.00, based on the assessed value of said Property, information provided by the Tax Assessor and other factors being considered; and

WHEREAS, Sellers have agreed to convey the fee simple interest in said lands to the TOWNSHIP OF LOWER at the stated purchase price of \$200,000.00 in accordance with the terms of a Real Estate Agreement of Sale between the parties, a copy of which is attached hereto as Exhibit "A"; and

WHEREAS, the Township Chief Financial Officer of the TOWNSHIP OF LOWER has determined that sufficient funds will be available to acquire said interests in the aforesaid Property upon the final adoption in accordance with law of Bond Ordinance # 2012-17.

NOW, THEREFORE, BE IT ORDAINED, by the Township Council of the TOWNSHIP OF LOWER, Cape May County, New Jersey, duly assembled in public session this 2nd day of July, 2012, as follows:

Section 1:

The Township Council hereby authorizes and approves the acquisition of the fee simple interest for the purchase price of \$200,000.00, from Carmen R. Manzoni and Joyce R. Vitale, the property known as block 410.01, lot 63.02 on the tax map of the Township of Lower and also known and designated as 2610 Bayshore Road, Villas, New Jersey.

Section 2:

The Mayor and Clerk are hereby authorized and directed to execute the aforementioned Real Estate Agreement of Sale with the Sellers, with this Ordinance being specifically considered a contract document and creating as a condition for closing the availability of funds for said purchase from the proceeds of Bond Ordinance #2012-16. A specific written acknowledgment of this ordinance and this provision by Sellers shall be obtained by the Township Manager prior to the execution of the Real Estate Agreement of Sale by the Mayor and Clerk.

Section 3:

In the event that Bond Ordinance #2012-16 does not achieve final passage or is otherwise deemed ineffective under the provisions of NJSA 40:49-27, then the Real Estate Agreement of Sale shall be deemed null and void for failure of the funding contingency contained herein. A specific written acknowledgment of this ordinance and this provision by Sellers shall be obtained by the Township Manager prior to the execution of the Real Estate Agreement of Sale by the Mayor and Clerk.

Section 4:

The appropriate Township officials are hereby authorized to take all necessary and proper steps to effectuate and finalize the acquisition, including but not limited to preparation of a metes and bounds description, acquisition of title commitment and preparation of all necessary closing documents, all such costs to be paid out of the proceeds of Bond Ordinance #2012-16 as allowed by law.

Section 3:

This Ordinance shall take effect at the expiration of 20 days after final passage and publication in accordance with law.

SO ORDAINED.

Thomas Conrad, Councilmember

Walter Craig, Councilmember

Glenn Douglass, Councilmember

Kevin Lare, Councilmember

Michael Beck, Mayor

Attest: _____
Claudia R. Kammer, Township Clerk

Adopted: _____

PERSONNEL ACTIONS

Report for Council Meeting of 7/16/2012

<u>Department</u>	<u>Name</u>	<u>Eff. Date</u>	<u>Replaces</u>	<u>Action</u>	<u>Title</u>	<u>Budgeted Item</u>
DPW	Marker, Brian Jr.	7/09/2012	Thomas Will	new hire	Clerk Typist	yes
DPW	McCloskey, Arthur	1/01/2012		promotion	Sr. Maint. Repairer	yes
DPW	Dougherty, Edward	7/2/2012		new hire	Temp Laborer	yes
Clerk	Fournier, Karen	7/3/2012	Patricia Harbora	new hire	Clerk Typist	yes

Date of report 7/12/12

c: Manager
Clerk
Payroll
Asst. Treasurer
Personnel Director
Bulletin Board
File

ANIMAL CONTROL MONTHLY REPORT

MONTH OF June 202012

ACO steve parker DATE 6/30/2012

	DOGS	CATS	WILDLIFE
TOTAL CALLS	17	6	7
TO SHELTER	4	2	
RETURNED	4	0	
TO VET	0	1	
DOA	0	0	1
WARNINGS	0	0	
TICKETS	0	0	0
BITES	1	0	
QUARANTINES	1	0	
OTHER	1	0	

*OTHER includes complaints of barking dogs ,dogs left outside too long ,other disturbances and reports of animal abuse or neglect.

Additional Comments

New Jersey State Department of Health and Senior Services
 Infectious and Zoonotic Disease Program
 PO Box 369
 Trenton, New Jersey 08625-0360

FOR STATE USE ONLY	
Check # _____	Amount _____
Date of check _____	
Trans. Number _____	
Date of Trans. _____	

Monthly Dog License Report

A: IDENTIFICATION

Municipality : TOWNSHIP OF LOWER County: CAPE MAY Date: 7/6/2012

B: LICENSE DATA

1. Period Covered	From: 06/01/2012	To: 06/30/2012
2. First License # of this report	1520	
3. Last License # of this report	1576	
4. Last License # of last report	1519	
5. Total Licenses issued this report	57	

C: LICENSES ISSUED FOR WHICH NO MONEY IS SUBMITTED

List individually all licenses issued for which no fee is submitted.

Replace License # 1077 [1528]

D: PILOT CLINIC FUND

Surcharge for all licenses issued except for seeing eye & hearing ear .

Numbers: 56 Amount : \$11.20

E: ANIMAL POPULATION CONTROL FUND

Additional surcharge for licenses issued for non-spayed & non-neutered dogs except for seeing eye and hearing ear.

Number: 13 Amount: \$39.00

F: FEE DATA

1. Total licenses reported with registration fee :	\$56.00
2. Total Amount due for pilot clinic fund (sec. D) :	\$11.20
3. Total Amount due for Animal population control fund (sec. E) :	\$39.00
4. Total Amount due for this report :	\$106.20

G: CERTIFICATION

I certify this report is a true and complete statement of licenses issued during the period indicated above.

Officer Name : Claudia Kammer

Title : Clerk

Signature : *Claudia R Kammer*

Date : 7/6/12

Phone : 609-886-2005



TOWNSHIP OF LOWER

Engineer's Report

Meeting Date: July 16, 2012

➤ 2011 Delaware Bay Shore Outfalls

The USACE permit was issued 12/21/11. The NJDEP permits were issued 3/30/12 and received by our office on 4/11/12.

Subsequent to the initial Tidelands license application for this project the Bureau of Tidelands Management recently revised its regulations to authorize a Tidelands Grant for Municipal outfalls in lieu of its previous Tidelands Licenses for these structures. As an opportunity to realize a great savings to the Township HMM pursued an application for the new Grant.

The NJDEP Bureau of Tidelands Management has since determined that the size of the proposed outfalls exceed the eligibility requirements for the new Tidelands Grants. Therefore a License is required. The NJDEP will issue a single license that will cover all of the outfalls. The license is pending final review by the NJDEP and is expected to be issued this month.

The Delaware Bay Shore Outfall project was advertised on July 11, 2012 with bids to be received on August 8, 2012.

➤ Bayshore West Stormwater Management Improvements

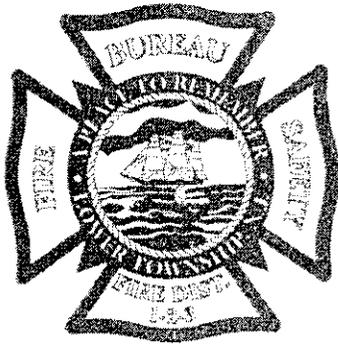
The diving contractor completed the underwater evaluation of the main storm sewer line in Roseann Avenue at the end of February/beginning of March. HMM presented the findings of the underwater evaluation to the Township at the June 4th Council meeting. As per the Township's request HMM is preparing a proposal to map and evaluate the existing drainage system in the Bayshore Estates and Schooner Landing developments, perform a hydraulic study of the contributory watershed to the Roseann Avenue outfall to determine alternatives to alleviate the flooding and perform material testing of the sediment within the stormwater trunk line.

➤ Lower Township UST Compliance Assistance

HMM has reviewed existing UST closure documents for two sites as requested by the Township in response to recent correspondence from the NJDEP. Initial forms have been completed and submitted to the NJDEP. Initial site investigations at the Township's Department of Public Works and the former Police Station sites have been completed and copies of the NJDEP files for both projects have been requested.

➤ Beach Drive Access Improvements

HMM has completed the field survey of the project area and base mapping of the project is currently being prepared.



BUREAU OF FIRE SAFETY - TOWNSHIP OF LOWER

Public Safety Building
1389 Langley Road
Cape May County Airport
Phone: (609) 889-0404
Fax: (609) 889-8876

Mailing Address:
407 Breakwater Road
Erma, NJ 08204

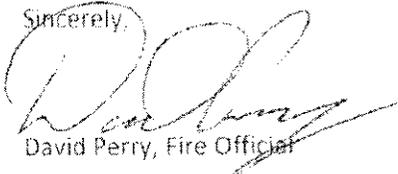
July 11, 2012

Dear Board Members:

For the month of June 2012 the Bureau of Fire Safety conducted 586 inspections, the following is a breakdown of Bureau activities: 20 Life hazard use inspections, 20 Life hazard use re-inspections, 48 non-life hazard use inspections, 29 non-life hazard use re-inspections, 139 rental property inspections, 138 rental property re-inspections, 28 sale of property inspections, 21 sale of property re-inspections and 5 complaint inspection. The Bureau of Fire Safety also responded to one fire call.

For the, month of June 2012 the Bureau of Fire Safety received the following in fees: \$ 2,750.00 for yearly rental inspections, \$ 8,030.00 for seasonal rental inspections, \$ 3,300.00 for sale of property inspections, \$ 7,812.50 for non-life hazard use inspections, \$ 2,640.00 for permits, \$ 4,350.00 for penalties, \$ 6,294.91 from the State for Life Hazard Use rebate for the 3rd quarter, \$ 1,250.00 for misc., for a total of \$ 36,427.41.

Sincerely,



David Perry, Fire Official

C: file

Board Members

Municipal Clerk's
Register Report
6/1/2012 Through 6/30/2012

7/6/2012

Page 1

Account	Description	Memo	Category	Amount
INCOME				
	TOTAL Business Mercantile 2012-2013			9,502.00
	TOTAL Business Mercantile One Day Event			420.00
	TOTAL Campgrounds & Trailers			112.00
	TOTAL Copies & Postage			0.35
	TOTAL Gravel Pit			300.00
	TOTAL Liquor Licenses			6,000.00
	TOTAL Rental Merc 2011-2012			25.00
	TOTAL Rental Merc 2012-2013			50,575.00
	TOTAL Street Openings			480.00
	TOTAL Yard Sales			560.00
	TOTAL INCOME			67,974.35
TRANSFERS				
	TOTAL Council Checking			-67,974.35
	TOTAL TRANSFERS			-67,974.35
			OVERALL TOTAL	0.00



**Lower Township Police Department
Monthly Activity Report**

2012

	June	Total:
General Complaints and Service Calls	3135	14816
Emergency Medical Calls with L. T. Rescue	194	1011
Fire Alarm Call Outs (Total)	41	272
Villas Fire Company	11	89
Town Bank Fire Company	15	97
Erma Fire Company	15	86
Assaults	9	47
Robbery	0	3
Domestic Violence Complaints	24	185
Domestic Violence with Assaults	5	49
Motor Vehicle Accidents	58	241
Traffic Warnings	28	194
Traffic Summons	182	749
Motor Vehicle Stops	462	2029
Local Ordinance Warnings	2	29
Local Ordinance Complaints	8	22
Assaults on Police Officers (UCR Report Return "A")	0	5
Residential and Commercial Alarm Calls	79	371
Property Checks	919	5370
Death Investigations	1	10
Burglaries	19	98
Thefts	58	307
Criminal Mischief Complaints	32	224
Disorderly Conduct Complaints	90	409
Animal Control Complaints	351	1777
Adult Arrests (UCR Report Return "A")	45	289
Juvenile Arrests (UCR Report Return "A")	3	47
D.W.I. Arrests (UCR Report JV & Adult Arrests Combined)	7	24
Drug Possession Arrests (UCR Report JV & Adult Arrests Combined)	6	40
Investigation Reports Completed	78	630
Supplemental Investigation Reports Completed	30	231
Total Value Property Stolen (UCR Report Return "A")	\$41,956.00	\$209,378.00
Total Value Property Recovered (UCR Report Return "A")	\$5,040.00	\$51,841.00



**Lower Township Police Department
Monthly Activity Report**

2012

	June	Total:
Man Power Loss in Hours		
Union	0	0
Suspended	252	824
Vacation	1087	4608.5
Personal	136	446
Comp Hours	36	374
Sick Hours	393.5	1481.5
Injury Hours	0	0
Training Hours	248	3040
Military Training	96	1644
Police Department Overtime in Hours		
Operations Overtime	223.75	1087.5
Operations Comp Time	71.5	539
Investigation Division Overtime	14.5	230.5
Investigation Division Comp Time	10	78.25
Court Overtime	23.5	138.5
Court Comp Time	0	0
Holiday Overtime	11	475.5
Holiday Comp Time	0	86
Government/Grant Funding Overtime in Hours		
Click It or Ticket	16	92
Cops n Shops	0	0
JV Curfew	0	0
DWI Patrol	0	0
Other	10	22
Private Funding Overtime in Hours		
Special Detail	18	841.75

Prepared by:

Chief Brian Q. Marker

Date: 7/11/2012

**2012 CASH RECEIPTS
JUNE**

Township of Lower
Office of the Tax Collector

	MONTH TO DATE	YEAR TO DATE
Receipts		
Current year taxes (2012)	638,351.88	24,856,222.54
Prior year taxes (2011)	4.89	1,083,171.06
Arrears (2010)		1,468.08
6% Penalty		5,370.98
Municipal Service Fees	6,810.00	42,900.00
Tax Search Fees	20.00	40.00
Interest	10,012.57	115,986.09
Lot clearing		5,236.70
Returned Check Fees	20.00	240.00
Duplicate Bills	30.00	345.00
Trash	9,333.00	49,228.25
Tax Sale Cost		15,878.79
MUA		143,466.56
PREMIUM		261,400.00
TOTAL	664,582.34	26,580,954.05
DEPOSITED COUNCIL CHECKING	643,114.64	26,211,120.75
DEPOSITED TO WIPP ACCOUNT	21,467.70	108,433.30
PREMIUM ACCOUNT		261,400.00
TOTAL DEPOSITS	664,582.34	26,580,954.05
NSF Reversals	(2,654.61)	-16,611.04
TOTAL	661,927.73	26,564,343.01

Prepared by Susan Jackson

VITAL STATISTICS MONTHLY REPORT --- JUNE, 2012

Marriage/CU License Total	12
D.P. License Total	
Certified Copies	174
Burial Permits	1
Twp. Certified Copy Fee	\$ 1,740.00
State Marriage Lic Fee	300.00
Twp Marriage Fee	36.00
State D.P. Fee	
Twp D.P. Fee	
State Burial Permit Fee	
Twp Burial Permit Fee	5.00

TOTAL: **\$ 2,081.00**

July 16, 2012

New Jersey Department of Community Affairs
Division of Local Government Services
101 South Broad Street
P.O. Box 803
Trenton, NJ 08625-0803

Certification of Mailing of Tax Bills

I do hereby certify as follows:

1. I am the Tax Collector of the Township of Lower, in the County of Cape May, State of New Jersey.
2. The mailing or other delivery of all original tax bills for the third and fourth installments for the year 2012 was completed on July 13, 2012.
3. Pursuant to N.J.S.A.54:4-66 et seq., payment of the third installment will bear no interest if received by August 10, 2012. After August 10th all receipts shall be deemed delinquent, with interest accruing from August 1, 2012.



Susan Jackson, Tax Collector
CTC #1395

cc: Township Clerk
File

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

RESOLUTION # 2012- 186

TITLE: A RESOLUTION PROVIDING FOR A MEETING NOT OPEN TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-12.”

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

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

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

- _____ (1) Matters Required by Law to be Confidential: Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- _____ (2) Matters Where the Release of Information Would Impair the Right to Receive Funds: Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
- _____ (3) Matters Involving Individual Privacy: Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information, relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.
- X (4) Matters Relating to Collective Bargaining Agreement: Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body. (Supervisor's Collective Agr.)
- _____ (5) Matters Relating to the Purchase, Lease of Acquisition of Real Property or the Investment of Public Funds: Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.
- _____ (6) Matters relating to Public Safety and Property: Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations of possible violations of the law.
- X (7) Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege: any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer. (Potential litigation issue regarding Township right-of-way)

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township council of the Township of Lower, assembled in public session on July 16, 2012 that an Executive Session closed to the public shall be held on this date at approximately _____ P.M. in the Conference Room of the Township Hall, 2600 Bayshore Road, Villas for the discussion of matters relating to the specific items designated above.

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

I hereby certify the foregoing to be a resolution adopted by the Township Council on July 16, 2012.

Claudia R. Kammer, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
CRAIG						
DOUGLASS						
LARE						
BECK						