

# WORK SESSION & REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL

JANUARY 18, 2012 - 7:00 P.M.

## Meeting called to order

Opening Announcement  
Pledge of Allegiance & Moment of Silence  
Roll Call & Determination of Quorum  
Oath of Office - Ward 2 Councilmember

## Work Session

Discussion & review of Planning Board correspondence and draft ordinance re: Outdoor Wood Boilers  
Discussion & review of draft ordinance for revolving loan program  
Review of Consent & Regular Agenda Items

## Consent Agenda

Res. #2012-31 Appointment to Lower Township MUA (5 year term - beginning Feb. 1 - prev. on Jan 4 agenda)  
Res. #2012-34 Payment of Vouchers, \$1,694,808.28  
Res. #2012-35 A Resolution Authorizing and Approving a Shared Services Agreement Between the Township of Lower and the Lower Township Board of Education for Certain Maintenance Items (Twp will maintain Douglass school property and clear parking lot when necessary in return for school maintaining athletic fields at Mitnick school used by Township)  
Res. #2012-36 Resolution Authorizing the Donation of Winter Police Jackets No Longer Needed for Public Use To Lower Cape May Regional High School's School Based Youth Services (Donating 25 jackets to be used for families in need)  
Res. #2012-37 Transfer of Appropriations, \$2,500 (From health insurance to Uniform Fire Safety Act)  
Res. #2012-38 Resolution Approving the Memorandum of Understanding for 2012 for Michael Voll, Manager (MOU updating terms & conditions of employment)  
Res. #2012-39 Authorization for the Payout of Accumulated Sick Time (annual resolution for qualifying employees \$3,248.64)  
Res. #2012-40, Resolution Amending Resolution #2011-01, Entitled Appointment of Municipal solicitor for 2011 Without Public Bidding (Amends 2011 resolution to increase total contract amount by \$7,114.25)  
Res. #2012-41 Payment of Vouchers, \$900.00 (CPR training for Twp. Hall & Annex Employees)  
Ord. #2012-02 An Ordinance Amending Chapter 400 of the Revised General Ordinances of the Township of Lower (1<sup>st</sup> rdg. if approved at Work Session - 2<sup>nd</sup> rdg. Feb 6)  
Approval of Minutes January 4, 2012

## Regular Agenda

### Administrative Reports

Personnel Action Report  
December Reports Animal Control, Construction Official, Dog Licensing, Engineer, Fire Safety, Municipal Clerk, Municipal Court, Tax Collector, Vital Statistics  
2011 Annual Report Tax Collector

## Council Comments

## Call to the Public

## Adjournment

# TOWNSHIP OF LOWER

2600 Bayshore Road  
Villas, New Jersey 08251



Incorporated 1798

(609) 886-2005

October 24, 2011

Mayor Michael Beck &  
Council Members  
2600 Bayshore Road  
Villas, NJ 08251

RE: Outdoor Wood Boilers

Dear Mayor Beck & Council Members:

The Lower Township Planning Board, at a duly held meeting, on October 20, 2011, voted to recommend that Lower Township Council amended the General Ordinance of the Township of Lower to completely ban Outdoor Wood Boilers in all areas of Lower Township.

If you have any questions or comments, please contact me anytime. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "WJG", is written over a faint circular stamp.

William J. Galestok, PP,AICP  
Director of Planning  
Planning Board Secretary

WJG:las

cc: Michael Voll, Twp. Manager  
Claudia Kammer, Twp. Clerk  
Planning Board members

**AN ORDINANCE AMENDING CHAPTER 400 OF THE REVISED GENERAL ORDINANCES OF THE  
TOWNSHIP OF LOWER 2004**

**(Prohibiting Outdoor Wood-Burning Furnaces as a Permitted Use)**

Section 1. Section 400 of the Revised General Ordinances of the Township of Lower is hereby amended as follows:

§ 400-43 Outdoor Wood-Burning Furnaces Not a Permitted Use in Township of Lower

§ 400-43(A) Authority; enforcement.

1. This article is adopted pursuant to the authority of the Mayor and Council of the Township of Lower.
2. The Township of Lower Code Enforcement Officer, or any other person who may hereafter be designated by resolution is hereby authorized in the name and on behalf of the Township of Lower to undertake and prosecute any proceedings necessary or appropriate to enforce compliance with this article.

§ 400-43(B) Purpose.

It is generally recognized that the types of fuel used, and the sale and duration of burning by outdoor wood-burning furnaces, creates noxious and hazardous smoke, soot, fumes, odors and air pollution, can be detrimental to citizens' health, and can deprive neighboring residents of the enjoyment of their property or premises. Therefore, with the adoption of this article, it is the intention of the Township of Lower to establish and impose restrictions upon the construction and operation of outdoor wood-burning furnaces within the limits of the Township of Lower for the purpose of securing and promoting the public health, comfort, convenience, safety, welfare and prosperity of the Township and its inhabitants.

§ 400-43(C) Definitions.

As used in this article, the following terms shall have the meanings indicated:

**FIREWOOD**

Trunks and branches of trees and bushes, but does not include leaves, needles, and vines or brush smaller than three inches in diameter.

**OUTDOOR FURNACE**

Any equipment, device or apparatus, or any part thereof, which is installed, affixed or situated outdoors for the primary purpose of combustion of fuel to produce heat or energy used as a component of a heating system providing heat for any interior space.

**OUTDOOR WOOD-BURNING FURNACE**

An accessory structure, equipment or facility designed and intended, through the burning of wood or any solid fuel, for the purpose of heating the principal structure or any other site, building or structure on the premises. This does not include fireplaces, fire pits, barbecues or similar structures not designed to heat a structure.

**UNTREATED LUMBER**

Dry wood which has been milled and dried but which has not been treated or combined with any petroleum product, chemical, preservative, glue, adhesive, stain, paint or other substance.

**VIOLATOR OR ANY PERSON WHO VIOLATES ANY PROVISION OF THIS ARTICLE**

Any person who owns or occupies the property at the time the outdoor wood-burning furnace has been installed and/or operated.

**§ 400-43(D) Construction and operation prohibited.**

The construction and operation of outdoor wood-burning furnaces are hereby prohibited within the Township of Lower.

**§ 400-43(E) Penalties for offenses.**

1. Any owner, lessee, occupant, builder or other person who shall construct, alter, repair, convert, maintain or use any building, structure or premises in violation of any provision of this article or who shall in any manner violate any such provision shall, upon conviction, be subject for each such offense by imprisonment not to exceed 90 days or by a fine not to exceed \$500 per day, or both.
2. Compliance with this article may also be compelled and violations restrained by injunction of a court of competent jurisdiction. Any person who violates any provision of this article shall also be subject to a civil penalty of not more than \$500, to be recovered by the Township of Lower, in a civil action. Each week's continued violation shall be, for this purpose, a separate and distinct violation.
3. In the event the Township of Lower is required to take legal action to enforce this article, the violator will be responsible for any and all necessary costs incurred by the Township relative thereto, including attorneys' fees, and such amount shall be determined and assessed by the court. If such expense is not paid in full within 30 days from the date it is determined and assessed by the court, such expense shall be charged to the property so affected by including such expense in the next annual Township tax levy against the property.

**§ 400-43(F) Nonconforming uses.**

1. Except as hereinafter provided, the lawful use of any outdoor wood-burning furnace existing at the time of the adoption of this article may be continued, although such use does not conform with the provisions of this article.
2. The only fuels allowed shall be those listed fuels recommended by the manufacturer. The following are prohibited: trash, plastics, gasoline, rubber, naphtha, and household garbage, material treated with petroleum products (particle board, railroad ties and pressure-treated wood), leaves, paper products and cardboard.
3. Users must following the manufacturer's written instructions for recommended loading times and amounts.
4. Lighter fluids, gasoline or chemicals to start the furnace are prohibited.
5. The unit must be located with the consideration to the prevailing wind direction.
6. No outdoor wood-burning furnace existing at the time of the adoption of this article shall thereafter be extended or enlarged.
7. Any outdoor existing wood-burning furnace which is abandoned or discontinued for a period of seven consecutive months shall not be permitted to be reestablished as a nonconforming use, and must be immediately removed by the property owner from the subject premises.
  - a. If the property owner fails to remove the outdoor wood-burning furnace by the end of said seven-consecutive-month period, the Township of Lower Enforcement Officer shall give written notice by certified mail or personal service to the owner of the property upon which the outdoor wood-burning furnace is located. Such notice shall provide that said owner shall remove the outdoor wood-burning furnace within 15 days of the date the notice is either postmarked or personally served upon the owner.

- b. Should the outdoor wood-burning furnace not be removed within the time specified, the Code Enforcement Officer shall take reasonable steps to effect its removal.
- c. The costs incurred by the Township to effectuate said removal (including any attorney fees incurred by the Township to effect the removal), plus an amount equal to 50% of said costs of removal, shall be charged to the owner of said premises. Said expense shall be paid by the owner of the property so affected within 30 days from the date said costs are presented to the owner. If said expense is not paid within said thirty-day time frame, then said expense shall be charged as a municipal charge to the property so affected by including such expense in the next annual Township tax levy against the property.

§ 400-43(F) **Damage to Units.** No existing outdoor wood-burning furnace which has been damaged by any reason to the extent of more than 50% of its assessed value for the Township of Lower tax purposes shall be permitted to be repaired or rebuilt.

Section 2. All Ordinances or parts of Ordinances inconsistent with this Ordinance, to the extent of such inconsistencies only, be and the same are hereby repealed.

Section 3. The Township Clerk shall effectuate all notices required for modification of the Township Zoning Ordinance.

Section 4. This Ordinance shall take effect after final passage and publication as provided by law.

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

\_\_\_\_\_  
, Councilmember

\_\_\_\_\_  
Glenn Douglass, Councilmember

\_\_\_\_\_  
Kevin Lare, Councilmember

\_\_\_\_\_  
Michael Beck, Mayor

Attest: \_\_\_\_\_  
Claudia R. Kammer, Township Clerk

Adopted: \_\_\_\_\_

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

ORDINANCE #2012-

**DRAFT**

**AN ORDINANCE OF THE TOWNSHIP OF LOWER ESTABLISHING THE GUIDELINES OF ECONOMIC DEVELOPMENT REVOLVING LOAN FUND**

WHEREAS, the Township of Lower has received a Small Cities Grant from the State of New Jersey, and

WHEREAS, a Revolving Loan Fund was established by the Grant, funded by interest and principal payments received from outstanding loans, and

WHEREAS, pursuant to the terms of the said Grant contract, the Township may lend monies from the Revolving Fund to other businesses in the Township of Lower, and

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Lower that all new Economic Development loans made by the Township of Lower from funds emanated from the above described Small Cities Grant shall be structured pursuant to the following criteria:

1. All future loans shall not exceed \$130,000 to an eligible small business which may use the loan funds to support its capital purchases and site improvements.
2. An "eligible small business" is a business entity that, at the time of application for participation in the Economic Development loan program, is independently owned and operated; is organized for profit with a place business located in the Township of Lower; operates primarily within the Township of Lower; has less than 100 full-time employees; has not raised \$10,000,000 or more in total equity financing; and has not received \$10,000,000 or more in financing from any source.
3. Each such loan shall be to an existing business or new business provided that same shall commit to increasing its full time employment level within four years by no less than 10 percent of full-time employment, or one full-time employee, whichever is greater, above its full-time employment level at the time of its loan application.
4. The terms of the loans are for ten (10) years; interest to be set at 1% below the Prime Lending Rate, or such rate of interest as set by the Governing Body of the Township by resolution. Interest is to be quarterly with a 1/10<sup>th</sup> reduction of principal annually. The principal reduction is also to be paid quarterly.
5. In the event of a late payment of the quarterly interest and principal reduction, interest shall be charged and paid through the date of payment. The next payment of interest shall be computed from the actual due date and not payment date of the prior payment.
6. All loans will be secured by a first lien on the receivables of the business entity receiving the loan and shall be personally guaranteed by the members of the enterprise.
7. No loans shall be made to any business in financial jeopardy or in bankruptcy.
8. The Township Treasurer shall maintain all books and records in accordance with generally accepted accounting principles. The Treasurer shall issue checks for all loan proceeds, and receive all loan repayments and interest payments.

**DRAFT**

9. All loan documents shall require the payment of all indebtedness to the Township of Lower, with interest, should the applicant sell its business or terminate said business.
10. Any future recipient of a loan pursuant to the terms of this Ordinance shall be responsible to pay all the costs engendered by the said loan, including but not limited to administrative costs, attorney's fees, title searches and any and all other costs which may be accrued by the Township of Lower.

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

SECTION 1. The Township Council hereby approves the terms of the Economic Development Loan Program.

SECTION 2. The Township Treasurer is hereby authorized to enforce the terms of the Economic Development Loan Program.

SECTION 3. All other ordinances in conflict or inconsistent with this Ordinance are hereby repealed to the extent of such conflict or inconsistency.

SECTION 4. Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason, the remaining portions of this Ordinance shall not be affected thereby and shall remain in full force and effect, and to this end the provision of this Ordinance are hereby declared to be severable.

SECTION 5. This Ordinance shall become effective twenty (20) days after final passage and publication, according to law.

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

\_\_\_\_\_  
, Councilmember

\_\_\_\_\_  
Glenn Douglass, Councilmember

\_\_\_\_\_  
Kevin Lare, Councilmember

\_\_\_\_\_  
Michael Beck, Mayor

Attest: \_\_\_\_\_  
Claudia R. Kammer, Township Clerk

Adopted: \_\_\_\_\_

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

RESOLUTION #2012-31

TITLE: APPOINTMENT TO THE LOWER TOWNSHIP MUA

WHEREAS, the term of Thomas Brown, Regular Member of the LTMUA expires on February 1, 2012,  
and

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

NOW, THEREFORE BE IT RESOLVED, by the Township Council of the Township of Lower that the following appointment is hereby made:

<u>Name</u>	<u>Type</u>	<u>Term Expires</u>
	Regular Member	Feb. 1, 2017

I hereby certify the foregoing resolution was adopted by the Township Council on January 4, 2012.

\_\_\_\_\_  
Claudia R. Kammer, Twp. Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
DOUGLASS						
LARE						
BECK						

**SALVADOR A. RIGGI Jr., CPG**  
**35 EAST MIAMI AVENUE**  
**VILLAS, NEW JERSEY 08251**

**Tel.: (609) 889-2280 \* Fax: (609) 889-2280 \* Cell: (201) 978-3335**  
**email: [sariggi1958@gmail.com](mailto:sariggi1958@gmail.com)**

RECEIVED  
1-6-12

### **SUMMARY OF EXPERIENCE (Since 1980)**

Thirty-One years experience in environmental consulting including Director and Manager of remedial investigations and feasibility studies, risk assessments, site assessments and audits, hydrogeological investigations, groundwater management and conservation, water supply development, design and installation of groundwater monitoring programs, computer modeling, expert testimony, technical management, development of innovative remedial technologies for soil and groundwater, wastewater studies, and business development. I have served as, Regional Technical Manager, Department Director, and Group/Project Manager at various companies with responsibilities for staff ranging from 10 to 100 technicians and professionals. I managed projects with budgets ranging from less than \$100K to over \$100M. Additionally, I am familiar with various environmental regulatory acts, including SDWA, CWA, CERCLA, RCRA, NJPDES, ISRA, UST, WHPA, SRRA, and Brownfields. In 1997 I began working on a privately funded research project developing an innovative remedial technology for remediating chromium from soil and water for which a U.S. Patent was awarded. During the research period I have worked as a freelance consultant for PDM Environmental Services, Inc. through my own company, SAR Environmental Management and Consulting, Inc.

I also have experience in serving on various municipal boards including as a Commissioner on the Jersey City Zoning Board of Adjustment, various municipal advisory boards, and as Chairman of the Jersey City Environmental Commission for over 15 years. I have provided expert testimony before a court of law and before various municipal, county, and state regulatory boards/agencies. I have extensive writing and communication skills, business and financial management experience, and have conducted presentations before various business, government, environmental, and community organizations.

In addition to my professional experience I worked as an adjunct professor in the Geoscience Department at New Jersey City University and in the Geology Department at Kean University from 1986 through 2003. Since 2009 I have been teaching Earth Sciences at Atlantic Cape Community College (ACCC).

In 2009, after semi-retiring from environmental consulting, I accepted a position as Executive Director of the Friends of Cape May Jazz, Inc. (FCMJ). FCMJ is a local non-profit organization responsible for preserving and promoting Jazz and Blues through education programs, two major festivals per year, and various musical events throughout the year. The Cape May Jazz Festival is recognized as one of the largest music festivals throughout the country. While the organization is currently undergoing a major reorganization and restructuring I continue to work in a limited capacity as Executive Director.

## **Salvador A. Riggi Jr., CPG**

### **PROFESSIONAL AFFILIATIONS**

- Association of Groundwater Scientists and Engineers;  
Division of the National Ground Water Association
- New Jersey Association of Environmental Commissioners
- National Registry of Environmental Professionals  
Registered Environmental Professional - REP No. 2785  
Certified Environmental Auditor - CEA No. 600
- Certified Professional Geologist, State of Tennessee - REG. No. TN3061

### **EDUCATION AND TRAINING**

MS, Hydrogeology, Wright State University, 1982  
BA, Geoscience, Jersey City State College, 1980  
40 hour OSHA Hazardous Waste Training  
OSHA Supervisors Training

### **GENERAL EXPERIENCE (1995-Present):**

#### **SAR Environmental Management and Consulting, Inc. (1995-present)**

Provide technical consulting services for private sector clients, small businesses, government agencies, and nonprofit community/environmental organizations. Expert testimony has been presented before a court of law and before various municipal, county, and state regulatory boards/agencies. Additionally, I have presented discussions before various government, business, environmental, and community organizations. Technical consulting services include site investigations, remedial investigations/feasibility studies, risk assessments, groundwater investigations, water supply investigations, environmental impact assessments, environmental audits (Phase I and II), UST investigations and removals, and remediation of soil and groundwater.

#### **Remeditech, Inc. and ENVIREM, LLC. - (2001-Present)**

As a Senior Partner and Vice President of Science and Technology, I am responsible for the research and development of innovative remedial technologies. Research and development of an innovative technology for the remediation of hexavalent chromium from soils is currently ongoing. A U.S. Patent for the developed technology (U.S. Patent No. 5,967,965) was issued in October 1999.

## **Salvador A. Riggi Jr., CPG**

### **PDM Environmental Services Inc. - Sr. Technical Consultant/Sr. Hydrogeologist (1995-present)**

Provide freelance technical consulting services for private sector clients, small businesses, and government agencies. Technical consulting services provided to PDM include site investigations, remedial investigations/feasibility studies, risk assessments, groundwater investigations, water supply investigations, environmental impact assessments, environmental audits (Phase I and II), UST investigations and removals, and remediation of soil and groundwater.

### **ADDITIONAL COMPANIES (1980-1995)**

1. **Oxford Environmental, Inc. - Technical Director/Sr. Hydrogeologist (1993 - 1995)**
2. **APEX ENVIRONMENTAL - Regional Technical Director/Sr. Hydrogeologist (April -September 1993)**
3. **ENVIRONICS - Remediation Manager (1989-1993)**
4. **EBASCO SERVICES, INC. - Senior Hydrogeologist/Remedial Investigation Leader (1986-1989)**
5. **NUS CORPORATION - Hydrogeologist (1984-1986)**
6. **STORCH ENGINEERS - Hydrogeologist/Geologist (1983-1984)**
7. **ERTEC ATLANTIC INC. - Hydrogeologist (1982-1983)**

### **GRADUATE SCHOOL RESEARCH**

#### **WRIGHT STATE UNIVERSITY - Graduate Research Assistant (1980-1982)**

As a member of a research staff I conducted a groundwater quality study for Moraine Township, Ohio and Region V USEPA. My responsibilities included the computer design and simulation of aquifer pumping tests, collection of environmental samples, review of hydrogeologic field data and analytical data. I was also responsible for the development and execution of a two-dimensional solute transport model to characterize plume migration patterns. I also worked on site investigations for Region V USEPA, under a contract between the University and EPA, which involved the installation of groundwater monitoring wells and subsequent sampling.

### **ADDITIONAL EXPERIENCE**

#### **FRIENDS OF CAPE MAY JAZZ, INC. – Executive Director (2009- Present)**

As Executive Director of the Friends of Cape May Jazz, Inc. (FCMJ) I was responsible for overseeing the business and finances of the non-profit organization dedicated to preserving and promoting Jazz and Blues through education programs, two major festivals per year, and various

## **Salvador A. Riggi Jr., CPG**

musical events throughout the year. Responsibilities included budgeting and finances, procurement of private foundation sponsors, procurement of government grants, report preparations, contract negotiations, business management, marketing assistance, web and graphic design, personnel management including payroll, IRS reporting, and employee evaluations, and management and overseeing two major jazz festivals per year. The twice a year Cape May Jazz Festival is recognized throughout the country as one of the largest music festivals along the east coast and draws over 15,000 people a year into Cape May and generates over \$2.5 million dollars annually to the local economy. The organization received the Discover Jersey Arts People's Choice Award for best music festival in New Jersey in 2009 and in 2011.

### **ATLANTIC CAPE COMMUNITY COLLEGE – Science and Mathematics Department (2009 – Present)**

Serve as adjunct professor in the Science and Mathematics Department where I teach Earth Sciences including Geology, Oceanography, Meteorology, and Astronomy.

### **NEW JERSEY CITY UNIVERSITY (Formerly Jersey City State College) - Geoscience Dept. (1985-2003)**

Served as an adjunct professor in the Geoscience Department at New Jersey City University. During my tenure as an adjunct I taught various Geoscience courses including, Hydrogeology I and II, Introduction to Geology, Principles of Earth Science, Science Experience, Introduction to Astronomy, Introduction to Meteorology, Introduction to Oceanography, Observational Astronomy, Human Impact to the Environment, and Introduction to HAZMAT Field Techniques. The Hydrogeology and HAZMAT courses were developed and taught by me.

### **KEAN UNIVERSITY (Formerly Kean State College) - Earth Science Dept. (1998-2003)**

Served as an adjunct professor in the Earth Sciences Department at Kean University. During my tenure as an adjunct I have taught Astronomy Concepts to students enrolled in the University developmental program (EEO), Introduction to Astronomy with laboratory section, Introduction to Oceanography, and Geography of Man.

### **JERSEY CITY ENVIRONMENTAL COMMISSION - (1986 - 2005)**

First appointed as a senior member in June 1986. I was appointed Chairman in 1988 and was re-appointed to the commission as Chairman in 1990, 1993, and 1997 and served through 2003. The commission was responsible for:

- o Advisory commission to the Mayor and City Council
- o Promote public awareness of local environmental issues through public meetings and education
- o Oversee all work being conducted in the City by the USEPA, NJDEP, and PRP's
- o Submit recommendations for contribution to the City's Master Plan
- o Review development site plans for potential environmental impact
- o Prepare solicitations for Green-Acre funding for development of open space

## Salvador A. Riggi Jr., CPG

- o Prepare solicitations for various sources of funding for Environmental Quality Programs for the City such as Clean-Air, Clean Communities, Land Trust, Harbor Estuary Projects, etc..

### **COMPUTER EXPERIENCE**

Extensive background in various computer related activities. This experience includes:

MS Office including Word, Power Point, Excel, and Access  
Geographical Information Systems (GIS)      Computer Aided Design (CAD)  
Graphic Design Programs                              Web Design  
Sound Editing Programs                              Quick Books

I have extensive experience with various Groundwater Modeling Programs including MOC, MODFLOW, AQTESOLV, BIOPLUME, DREAM, MOFAT, and WHPA. I also have an extensive background in statistical programming and groundwater modeling

### **CURRENT RESEARCH PROJECTS:**

In addition to my professional and academic work I am also involved in various independent research projects involving hydrogeologic studies and development of innovative remedial technologies. All of my research activities are performed outside of my professional career and do not interfere with my professional responsibilities. Current research projects include:

#### **Heavy Metal Remediation in Soil and Groundwater**

Inventor, Vice President of Science and Technology, and business partner supervising the development, design, preliminary laboratory bench-scale testing and pilot-scale testing of an innovative process to remediate heavy metals from groundwater and soil. The process uses an innovative design which de-toxifies, fixates, and stabilizes heavy metal contamination in soil and completely removes heavy metals from groundwater. A United States Patent (US Patent #5,967,965) was issued by the United States Patent Office in October 1999 for which I am listed as one of the inventors. The implementation of a field pilot study began in September 2001 and was completed in January 2002. The initial pilot test results report was completed in April 2002. Supplemental tests was conducted in 2004 through 2006 in accordance with recommendations from peer-review comments. Peer-review was conducted by NJIT Center for Hazardous Waste Research and Tetra Tech EM, Inc., from April 2002 through January 2004. The innovative technology was under review by the New Jersey Council for Alternate Technologies (NJCAT) and the New Jersey Department of Environmental Protection (NJDEP). Final certification of our technology was expected by the end of 2006; however, NJDEP concerns regarding the accuracy of current approved analytical methods for hexavalent chromium (USEPA methods 3060a 7196) have delayed all NJCAT and NJDEP technical reviews of chromium technologies until a new analytical method is approved by the NJDEP.

## **Salvador A. Riggi Jr., CPG**

### **Contaminant Transport in Karst Environments**

Work involves development of computer simulation and analysis of contaminant transport in a Karst geologic environment. Detailed interpretation of fracture analysis and hydrogeologic characteristics is also being performed. Data used in research is actual data collected from a site investigation performed at a facility located in a Karst terrain area. Objective of the research is to characterize transport phenomena of dense non-aqueous liquids (DNAPL) in Karst environments.

### **Papers**

"Two-Dimensional Solute Transport Model for a Pollutant Flux in the Vicinity of a Landfill, Dayton, Ohio", Masters Thesis, Wright State University, Dayton, Ohio.

"Groundwater Quality Investigation for the Great Miami Valley Area, Dayton, Ohio", Associate Investigator, Wright State University, Dayton, Ohio.

"Remediation of Hexavalent Chromium in Soil", S. Riggi Jr., et al., (September 2012 anticipated publishing date)

### **Patents**

Method for Treating Soil Contaminated with Heavy Metals, S. Riggi Jr, et al. October 1999  
United States Patent Number: 5,967,965

### **References**

Available upon request.

FOR TOWNSHIP USE ONLY

Res. # \_\_\_\_\_ Board/Comm./Auth. \_\_\_\_\_

Term Exp. \_\_\_\_\_ Replaced \_\_\_\_\_ or Reappointed \_\_\_\_\_

TOWNSHIP OF LOWER  
CITIZEN LEADERSHIP FORM

NAME Thomas M Brown Sr

RECEIVED  
12-14-11

CITY AND STATE Villas NJ

YEARS OF RESIDENCY IN TOWNSHIP 29 OCCUPATION Self Employed CONTRACTOR

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

- |   |   |
|---|---|
| <input type="checkbox"/> Cable Television Advisory Board  | <input checked="" type="checkbox"/> Municipal Utilities Authority |
| <input type="checkbox"/> Environmental Commission         | <input type="checkbox"/> Planning Board                           |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> Recreation Advisory Board                |
| <input type="checkbox"/> Citizen Advisory Board           | <input type="checkbox"/> 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 SERVED 5 YEARS ON THE MUA BOARD AND WOULD LIKE TO BE CONSIDERED REAPPOINTMENT  
I FEEL THERE WERE A LOT OF CHANGES FOR THE BETTER IN MY 5 YEARS AND WOULD LIKE TO CONTINUE TO BE A PART OF MANY MORE. THE TOWNSHIP IS VERY FORTUNATE TO HAVE IT'S OWN MUA, AND BEING AS FRAGILE AS IT IS I WILL MAKE THE RIGHT DECISIONS TO KEEP THE MUA IN TROF.

Date: 12/14/11 Signature: Thomas M Brown Sr (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  
12-12-11

NAME CARL M. DEMARCANTONIO

CITY AND STATE LOWER TOWNSHIP, NJ

YEARS OF RESIDENCY IN TOWNSHIP 3 OCCUPATION RETIRED

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.

SEE RESUME ATTACHED

Date: 12-12-11 Signature: Carl M. De Marcantonio (VALID FOR ONE YEAR FROM DATE OF RECEIPT)

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

## **EXPERIENCE**

### **EXECUTIVE DIRECTOR, March 2008 to March 2011 – Early Retirement**

**Lower Township Municipal Utilities Authority, Villas, NJ 08251**

- CEO of MUA investments, budgeting, purchasing, personnel, procedures, policies, water and sewer treatment, distribution and collection systems, 6,500 water and 12,000 sewer customers, and twenty-two employees. Balanced budget in two and a half years, first time in over a decade
- Responsibilities include fiduciary officer, \$8.0M budget, \$40M assets, staffing, purchasing, project planning/development, contract facilitation, USDA grants, solar projects and resident concerns

### **EXECUTIVE DIRECTOR, August 2004 to June 2008**

**Deptford Township Municipal Utilities Authority, Deptford, NJ 08096**

- CEO of MUA investments, budgeting, purchasing, personnel, procedures and policies, water and sewer distribution and collection systems, 12,000 water and 10,500 sewer customers, and thirty-three employees
- Responsibilities include fiduciary officer, \$8.2M budget, \$50M assets, staffing, purchasing, project planning/development, contract facilitation, state reporting, and resident concerns

### **WASTEWATER MANAGER, Part-time August 2004 to December 2009**

**Woodstown Sewerage Authority, Woodstown, NJ 08098**

- Supervision of wastewater treatment plant, collection system, and five employees
- Responsibilities include budgeting, staffing, purchasing, project planning/development, state reporting, record keeping, and resident concerns

### **WATER/WASTEWATER Licensed Operator, Part-time May 2006 to March 2011**

**Borough of Swedesboro, Swedesboro, NJ 08085**

- Supervision of water and wastewater treatment plants, collection and distribution systems, with five employees
- Responsibilities include budgeting, staffing, project planning/development, state reporting, record keeping and training
- Oversees the water and wastewater treatment plant operations, preventive maintenance and repair scheduling and new equipment installation.

### **WATER & WASTEWATER INSTRUCTOR, Part-time 1997 to 2006**

**Gloucester County Institute of Technology Adult Education, Swell, NJ 08080**

- New Jersey Part-time teaching certificate to instruct NJDEP approved courses, Introduction to Water/Wastewater Treatment, Advanced Wastewater Treatment, Collection Systems and Very Small Water Systems

**SUPERINTENDENT OF PUBLIC WORKS, 1991 to August 2004**

**Borough of Woodstown Public Works Department, Woodstown, NJ 08098**

- Supervision of water and wastewater treatment plants, distribution, collection systems, streets and roads, buildings/grounds, fleet maintenance and eleven employees
- Responsibilities include budgeting, staffing, purchasing, project planning/development, contract facilitation, state reporting, record keeping, building maintenance, fleet repairs and purchases employee safety training, and resident concerns
- Oversees the water and wastewater treatment plants operations, preventative maintenance and repair scheduling, new equipment installation, maintenance of streets, buildings, fleet equipment and educational programs for residents and school students.
- Employee training in water, wastewater treatment and safety operations

**WATER/WASTEWATER MANAGER, 1989 to 1991**

**Borough of Woodstown, Woodstown, NJ 08098**

- Supervision of water and wastewater treatment plants, distribution and collection systems, and five employees
- Responsibilities include budgeting, staffing, purchasing, project planning/development, state reporting, record keeping, employee safety training, and resident concerns
- Oversees the water and wastewater treatment plants operations, preventive maintenance and repair scheduling, new equipment installation, and educational programs for residents and school students.

**ASSISTANT CHIEF OPERATOR, 1973 to 1989**

**Township of Tinicum Wastewater Treatment Plant, Essington, Pa. 19029**

- Supervision of three employees and 1.4 MGD wastewater treatment plant, laboratory testing, preventive maintenance and repairs to pumps, motors, controllers, instrumentation and vehicles
- Repairs to pipelines, operate front-end loaders/backhoe, tractors and snowplows
- Experienced in carpentry, plumbing, masonry and substitute for Chief Operator

**HOME REMODELING, Part-time self-employed, 1975 to 1991**

**CMD Builders, Essington, Pa. 19029**

- Carpentry, remodeling, additions, electrical and plumbing for residential and commercial buildings

**EDUCATION**

**INTERBORO HIGH SCHOOL, Graduated 1971/Honors**

Prospect Park, Pa. 19076

- National Honor Society, awarded keys in Ecology and Industrial Arts

**POST EDUCATION COURSES, 1972 to Present**

Penn State University, Delaware County Community College, Rutgers State University, Rowan College

- Thousands of hours of continual education in the Environmental field

## **LICENSE AND CERTIFICATIONS**

### **THE STATE OF NEW JERSEY**

- Wastewater license S4-23927, C4-22936, Water T4-279722, W4-28593, Certified Public Works Manager CPWM-M0079, Certified Right To Know Trainer, FEMA certified IS-700 & ICS 100, 200 & 300, CDL license class B/tanker, certified in CPR and Advanced First Aid.

### **THE ASSOCIATION OF BOARD OF CERTIFICATION (ABC)**

- Wastewater Treatment Class III (National License)

## **ACCOMPLISHMENTS**

- Project manager of over \$45 million in municipal improvements including water, wastewater infrastructure, treatment plant construction and upgrades and road reconstruction projects
- Obtained \$12 M USDA grant for LTMUA water main installation project, second largest grant in New Jersey history.
- Installed a 1.3 meg PPA solar project for LTMUA at a energy savings of \$30,000/month
- Essington Volunteer Fire Company "Fireman of the Year" 1986
- President of Public Works Association of New Jersey – Region Six (Camden, Gloucester & Salem Counties) 1995 to 1998
- President of the State Public Works Association of New Jersey 2002 & 2003
- Public Works Association of New Jersey "Person of the Year" 1999
- Inducted into Water Environment Federation Quarter Century Club 2003
- Public Works Association of New Jersey "Lifetime Achievement Award" 2006
- New Jersey Department of Environmental Protection "Four Tops Award" 2008

FOR TOWNSHIP USE ONLY

Res. # \_\_\_\_\_ Board/Comm./Auth. \_\_\_\_\_

Term Exp. \_\_\_\_\_ Replaced \_\_\_\_\_ or Reappointed \_\_\_\_\_

TOWNSHIP OF LOWER  
CITIZEN LEADERSHIP FORM

RECEIVED  
11-21-11

NAME Robert S. Pizzo

CITY AND STATE 27 Cormorant Way

YEARS OF RESIDENCY IN TOWNSHIP 11 OCCUPATION Retired

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.

This will be my third year that I have applied to  
serve on the MUA. I currently serve on the Top  
Environment Commission and I am on the B.O.D. of  
Michels Run L.A. All of M. Run is served by Water  
& Sewer. I have attended most if not all of the MUA  
meetings as well as Township Meetings. I have a desire to  
serve on the MUA. It would be an asset to the  
Current Bd.

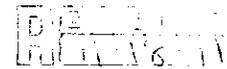
Date: 11/20 Signature: Robert S. Pizzo (VALID FOR ONE YEAR FROM DATE OF RECEIPT)

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

NAME STEPHEN W. SHEFTZ

CITY AND STATE 122 TOWN BANK RD. NORTH CAPE MAY, NJ 08204

YEARS OF RESIDENCY IN TOWNSHIP 45 OCCUPATION ENGINEER

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

- |   |   |
|---|---|
| <input type="checkbox"/> Cable Television Advisory Board  | <u>1</u> Municipal Utilities Authority              |
| <input type="checkbox"/> Environmental Commission         | <u>2</u> Planning Board                             |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> Recreation Advisory Board  |
| <input type="checkbox"/> Citizen Advisory Board           | <input type="checkbox"/> 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.

PLEASE SEE ATTACHED

\*RESUME - SHORT FORM\*

Date: 11/18/2011 Signature: [Signature] (VALID FOR ONE YEAR FROM DATE OF RECEIPT)

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

## RESUME- SHORT FORM

### Education

\*BSCE--Widener University; Additional Studies: \*Penn State, \*Temple,  
\*University City Science Center & Numerous \*AT&T Management Courses, etc.

### Licenses

\*Registered Professional Engineer in New Jersey and Pennsylvania. (⊗)

### Work Experience (Partial List)

\*AT&T, thirty years of meaningful interdepartmental experience.  
\*Cape May County Economic Development Director-(1998-1991).  
\*Lower Township MUA-Chairman (1998-2001); Member (2001-2002).  
\*Various Engineering/Management services for firms in NJ & PA.

### Organizations (Partial List)

\*Coalition of Civic Associations of Cape May County-Past President  
\*Cape May Beach Property Owners Association.- Life Member  
\*Telephone Pioneers of America-Life Member \*Villas Fishing Club  
\*VFW Post #5343-Life Member \*American Legion Post#190  
\*Federation of Senior Citizens of L.T. \*Men of Malvern  
\*Lower Township Community Groups Coordinator

### Awards (Partial List)

\*Americus Council K. of C.- Outstanding Community Leadership-1974  
\*A.T. &T. "EAGLE AWARD"-Outstanding Performance-1983  
\*A.T. &T.- Manager's Award-1984.  
\*Greater Cape May Elks Lodge No.2839- "Accomplishments and Vision of the  
Future of Lower Township"-April 11, 2006.

### Military Service

\*U.S. Navy, June 1948- December 1952.

(⊗) FORTY SEVEN (47) YEARS AS A  
(PROFESSIONAL) ENGINEER

FOR TOWNSHIP USE ONLY

Res. # \_\_\_\_\_

Board/Comm./Auth. \_\_\_\_\_

Term Exp. \_\_\_\_\_

Replaced \_\_\_\_\_ or Reappointed \_\_\_\_\_

5-11-11  
Lower Cape May Regional School Distr  
687 Route 9  
Cape May, NJ 08204-4697

TOWNSHIP OF LOWER  
CITIZEN LEADERSHIP FORM

Thomas A. Frisoli, Jr., C.F.M.  
Supervisor of Buildings & Grounds

NAME THOMAS A. FRISOLI JR.

CELL: (609) 408-5527

Office: (609) 884-3475 ext. 220  
Fax: (609) 898-0647

Pager: (609) 390-68  
Email: [frisoli@lemrschools.c](mailto:frisoli@lemrschools.c)

CITY AND STATE VILLAS, New Jersey

YEARS OF RESIDENCY IN TOWNSHIP 30 + OCCUPATION Certified Facility Manager Supervisor of  
Buildings & Grounds

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.

I have attended all classes associated with & required by NJ DEP for water and waste water. I am knowledgeable in all aspects of Water Allocation, chemical & bacteria parameter limitations. I have been involved with water & wastewater situations since 1981.

I am licensed & certified by New Jersey asn all my completed classes, certifications and copies of my License & classes are on file with the Manager, Mike Voll for your review or concerns.

Date: 5/05/11 Signature: Thomas A. Frisoli, Jr. (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  
MAY 5-10-11

NAME GEORGE LAKEL

CITY AND STATE VIENNA VA 502 SEASIDE RD APT 204 VA 22180

YEARS OF RESIDENCY IN TOWNSHIP 13 OCCUPATION MAINTENANCE

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

- |   |  |
|---|--|
| <input type="checkbox"/> Cable Television Advisory Board  | <u>2</u> Municipal Utilities Authority             |
| <input type="checkbox"/> Environmental Commission         | <u>4</u> Planning Board                            |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> Recreation Advisory Board |
| <u>1</u> Citizen Advisory Board                           | <u>3</u> 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 JUST BASICLY INTERESTED IN HELPING  
LOWER TWP BECOME A MORE DESIREABLE PLACE TO  
LIVE. I HAVE WATCHED PEOPLE LEAVE OUR TOWNSHIP  
FOR VARIOUS REASONS AND I FEEL WE COULD REVERSE THIS  
TREND WITH SOME SIMPLE CHANGES

Date: 5-10-11 Signature: George Lakel (VALID FOR ONE YEAR FROM DATE OF RECEIPT)

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

\*PERSONAL INFORMATION NOT SUBJECT TO PUBLIC DISCLOSURE  
Address of Residence \_\_\_\_\_ Email \_\_\_\_\_

P.O. Type: All  
Range: First to Last  
Format: Condensed

Include Project Line Items: Yes

Open: N Rcvd: Y Paid: N  
Held: Y Aprv: N Void: N  
Bid: Y State: Y Other: Y

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00007 ACME MARKETS, INC.*	11-03520	12/20/11	MISC. ITEMS FOR NEW YEAR'S EVE	Open	300.21	0.00		
00109 ARAWAK PAVING CO., INC.*	11-03395	12/06/11	ASPHALT FOR PAVING/DPW	Open	848.40	0.00		
	11-03438	12/12/11	ASPHALT FOR PAVING/DPW	Open	842.56	0.00		
					1,690.96			
00110 ANCO HOME CENTER*	11-02478	09/08/11	DEC 2011	Open	57.88	0.00		
	11-03262	11/18/11	MISC. SUPPLIES FOR DEC.	Open	204.81	0.00		
	11-03348	12/05/11	SUPPLIES FOR SIGNS/BLDG/DPW	Open	346.70	0.00		
	11-03519	12/20/11	ICE MELT FOR BLDG/GROUNDS	Open	1,279.60	0.00		
	11-03544	12/22/11	CLOTHESLINE WIRE- XMAS TREE	Open	5.49	0.00		
					1,894.48			
00153 ATLANTIC CITY ELECTRIC*	12-00048	01/09/12	DECEMBER STREET LIGHT CHARGES	Open	24,438.33	0.00		
00177 ANACONDA SPORTS INC.*	11-02503	09/12/11	WRESTLING EQUIPMENT	Open	689.50	0.00		
	11-03160	11/09/11	VARIOUS BASKETBALL EQUIP	Open	559.25	0.00		
					1,248.75			
00301 BELMONT AND CRYSTAL SPRINGS*	12-00047	01/09/12	TOWNHALL	Open	26.19	0.00		
	12-00093	01/10/12	WATER FOR MUNICIPAL COURT	Open	4.73	0.00		
					30.92			
00346 BERGEY'S TRUCK CENTERS*	11-03364	12/05/11	PARTS FOR RDS/DPW	Open	699.64	0.00		
00348 BENNETT BATTERIES, LLC*	11-03359	12/05/11	SUPPLIES FOR DPS/RDS/RECY	Open	724.30	0.00		
00443 BSN*	11-03459	12/14/11	#FTAP26 TAPE 2"X60 YD BLUE	Open	195.60	0.00		
00480 BURKE CHEVROLET*	11-03361	12/05/11	PARTS FOR POLICE VEH/DPS	Open	407.14	0.00		
00616 ANIMAL ALLIANCE OF CAPE	12-00106	01/10/12	TNR SPAY/NEUTER PROGRAM	Open	550.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00651 MUNICIPAL UTIL AUTH DUMP FEES	12-00072	01/09/12	DUMPING FEES NOV 2011-DPW	Open	58,792.82	0.00		
00741 CMC CHIEF'S OF POLICE ASSOC.	11-02727	10/04/11	TRAINING	Open	250.00	0.00		
	11-03420	12/08/11	DUES	Open	1,000.00	0.00		
					-----			
					1,250.00			
00807 CDW-GOVERNMENT INC*	11-03390	12/06/11	COMPUTER SUPPLIES	Open	22.00	0.00		
00852 CHERRY VALLEY TRACTOR CO.*	11-03365	12/05/11	PARTS FOR RDS/DPW	Open	74.80	0.00		
00991 COLONIAL ELECTRIC SUPPLY*	11-03561	12/27/11	LIGHTING	Open	67.29	0.00		
01072 WILLIAM CORDES JR	12-00016	01/06/12	MEDICAL CLAIMS	Open	186.00	0.00		
01083 COMTEC SYSTEMS INC*	11-02953	10/28/11	EMERGENCY TELEPHONE POLICE SUB	Open	2,180.10	0.00		
01130 GAYLE HADLEY	11-03593	12/29/11	INSTRUCTOR FOR ZUMBA	Open	85.00	0.00		
01170 VERIZON WIRELESS* F/S	12-00046	01/09/12	CELL SERVICE DECEMBER 2011	Open	79.17	0.00		
01171 VERIZON WIRELESS - TOWNHALL	12-00044	01/09/12	CELL PHONES DEC 2011	Open	1,125.08	0.00		
01245 G & K SERVICES CO*	12-00059	01/09/12	UNIFORM RENTALS -DPW	Open	917.14	0.00		
01269 DISCOUNT HYDRAULICS*	11-03397	12/06/11	PARTS FOR TRASH TRUCK/DPW	Open	399.46	0.00		
01289 ROBERT DOUGLASS	11-03604	12/30/11	VISION CLAIMS	Open	250.00	0.00		
	11-03605	12/30/11	MEDICAL CLAIMS	Open	1,649.50	0.00		
	12-00020	01/06/12	MEDICAL CLAIMS	Open	401.57	0.00		
					-----			
					2,301.07			
01519 TOM FOLS ELECTRICALCONTRACTOR*	11-03559	12/27/11	WIRING FLAGPOLE/ LOWER LIGHTIN	Open	450.00	0.00		
	11-03601	12/29/11	ELECTRICAL	Open	550.00	0.00		
	12-00081	01/10/12	INSTALL & SUPPLY WIRING	Open	190.00	0.00		
					-----			
					1,190.00			

01/11/12  
14:58:39

Lower Township  
Bill List By Vendor Id

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01526 GERALD FINNEGAN	12-00070	01/09/12	SHOW ALLOWANCE FOR 2011-DPW	Open	257.90	0.00		
01601 ORION SAFETY PRODUCTS*	11-03509	12/19/11	ROAD FLARES	Open	779.60	0.00		
01631 FUTURE MINING & RECYCLING*	11-03396	12/06/11	SCREENED TOPSOIL/DPW	Open	332.91	0.00		
01641 GALL'S INC*	11-02945	10/27/11	NEW VEHICLE OUTFITTING	Open	2,101.00	0.00		
	11-03173	11/09/11	TACTICAL SERIES POLOS	Open	204.87	0.00		
					-----			
					2,305.87			
01713 PATRICK GREENE	10-01753	07/06/10	2010 EQUIP ALLOW	Open	131.46	0.00		
01781 HATCH MOTT MACDONALD, LLC*	11-00781	03/25/11	ENGINEERING SERVICES/OUTFALLS	Open	4,059.77	0.00		B
	11-01456	05/20/11	PKG LOT/STATION RD PHASE 3	Open	4,544.89	0.00		
					-----			
					8,604.66			
01820 DARRIN D. HICKOK	11-03545	12/22/11	TRAINING MEALS	Open	73.68	0.00		
01898 HERITAGE BUSINESS SYSTEMS, INC*	11-03523	12/20/11	PRORATED SERVICE INVOICE	Open	17.49	0.00		
02025 HUNTER JERSEY PETERBILT*	11-03363	12/05/11	PARTS FOR TRASH TRUCKS/DPW	Open	170.94	0.00		
02089 K-MART STORE #9133*	11-03575	12/28/11	SUPPLIES FOR OEM	Open	215.92	0.00		
02100 CLAUDIA KAMMER	11-03603	12/30/11	MEDICAL CLAIMS	Open	359.00	0.00		
	11-03610	12/30/11	AFLAC REIMBURSEMENT	Open	360.04	0.00		
					-----			
					719.04			
02108 KEEN COMPRESSED GAS CO*	11-03362	12/05/11	BOTTLED GAS FOR GARAGE/DPW	Open	370.72	0.00		
02140 KINDLE FORD LINC/MERC., INC.*	11-03357	12/05/11	PARTS FOR DPS VEH.	Open	1,042.50	0.00		
02229 CHRISTIAN J. LAMBERT	10-01757	07/06/10	2010 EQUIP ALLOW	Open	150.00	0.00		
02247 LAWSON PRODUCTS, INC.*	11-02179	08/02/11	SUPPLIES FOR GARAGE SHOP/DPW	Open	1,252.10	0.00		

01/11/12  
14:58:39

Lower Township  
Bill List By Vendor Id

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
	11-02566	09/14/11	SUPPLIES FOR GARAGE SHOP/DPW	Open	1,306.75	0.00		
	11-03284	11/28/11	SUPPLIES/PARTS FOR GARAGE/DPW	Open	585.94	0.00		
					-----			
					3,144.79			
02248			LAWMEN SUPPLY*					
	11-02976	11/01/11	VESTS	Open	1,560.00	0.00		
	11-03151	11/09/11	LIGHTS	Open	2,764.50	0.00		
					-----			
					4,324.50			
02292			DONALD LOMBARDO					
	12-00025	01/06/12	MEDICAL CLAIMS	Open	310.04	0.00		
02294			MARIE A. LOMONACO					
	12-00026	01/06/12	MEDICAL CLAIMS	Open	60.00	0.00		
02320			LOWER TOWNSHIP BRD OF EDUCATN					
	12-00033	01/06/12	2012 SCHOOL TAXES DUE 1ST	Open	1,465,932.70	0.00		
02349			ROBERT LUBBERMAN					
	12-00043	01/09/12	1 GAME OFFICIAL FEE	Open	40.00	0.00		
02419			MALL CHEVROLET, INC					
	11-02431	09/01/11	2012 TAHOE 4 X 4 POLICE	Open	29,700.00	0.00		
02443			ALLEN MAGNAVITA					
	12-00071	01/09/12	SHOE ALLOWANCE FOR 2011-DPW	Open	252.00	0.00		
02461			JOHN MAHER					
	12-00023	01/06/12	MEDICAL CLAIMS	Open	363.04	0.00		
02538			MARSH & MCLENNAN AGENCY, LLC*					
	12-00113	01/11/12	2012 RECREATION INSUR	Open	11,463.00	0.00		
02590			ARTHUR MASON					
	12-00019	01/06/12	MEDICAL CLAIMS	Open	88.15	0.00		
02632			N J PLANNING OFFICIALS*					
	11-03404	12/07/11	MEMBERSHIP DUES	Open	306.00	0.00		
02635			ARTHUR MCCLOSKEY					
	12-00074	01/09/12	SHOE ALLOWANCE 2011 DPW	Open	270.40	0.00		
02728			MIDDLE TOWNSHIP RECREATION DPT					
	11-03025	11/07/11	TRAVEL TEAM GAME OFFICIAL FEES	Open	1,000.00	0.00		
	11-03159	11/09/11	LEAGUE FEES	Open	300.00	0.00		
					-----			
					1,300.00			
02968			PATTI'S PARTY WORLD*					
	11-03497	12/16/11	MISC. ITEMS FOR NEW YEAR'S EVE	Open	177.93	0.00		



-----							
Vendor # Name							
PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
-----							
12-00031	01/06/12	STATE PERMIT FEE 10-12/11	Open	6,144.00	0.00		
12-00032	01/06/12	WCM STATE CHARGES 10-12/2011	Open	337.00	0.00		
				-----			
				6,481.00			
03902	DONALD VANAMAN JR						
12-00018	01/06/12	VISION CLAIMS	Open	195.00	0.00		
03917	STATE OF NJ DEPT OF CHILD/FAML						
12-00040	01/06/12	OCT-DEC 2011 MARRIAGE LICENSE	Open	875.00	0.00		
12-00082	01/10/12	3RD QUARTER CIVIL UNION FEES	Open	50.00	0.00		
				-----			
				925.00			
03935	STAPLES BUSINESS ADVANTAGE*						
11-03607	12/30/11	OEM OFFICE SUPPLIES	Open	613.81	0.00		
11-03621	12/30/11	DVD FOR TRAINING VIDEOS	Open	39.19	0.00		
				-----			
				653.00			
03971	VERIZON WIRELESS						
11-03618	12/30/11	MDT WIRELESS	Open	644.12	0.00		
03978	USPS ACCT#48503619						
12-00021	01/06/12	POSTAGE	Open	7,500.00	0.00		
03985	VILLAS NAPA AUTO PARTS						
11-03347	12/05/11	PARTS FOR RDS/SANT/RECY/DPW	Open	2,521.54	0.00		
11-03366	12/05/11	PARTS FOR COUNTY VEH.	Open	368.89	0.00		
				-----			
				2,890.43			
03992	VAL-U AUTO PARTS LLC*						
11-03349	12/05/11	PARTS FOR RDS/SANT/RECY/DPS	Open	2,942.58	0.00		
04075	BARBER CONSULTING SERVICES LLC						
11-03556	12/27/11	REFORMATTING SERVER- EMERGENCY	Open	941.25	0.00		
04089	WIZARD'S FESTIVAL OF FUN, INC*						
11-02979	11/01/11	ENTERTAINMENT FOR NEW YEAR'S	Open	2,650.00	0.00		
04097	CINTAS FIRST AID AND SAFETY*						
12-00045	01/09/12	FIRST AID KIT SUPPLIES	Open	124.39	0.00		
04266	NJ DEPT OF HEALTH&SENIOR SVCS						
12-00014	01/06/12	DECEMBER 2011 DOG LICENSE FEES	Open	8.40	0.00		
04300	W B MASON CO INC*						
11-02903	10/25/11	SUPPLIES	Open	143.63	0.00		
11-03377	12/05/11	HANGING FILE FOLDERS ESS-81615	Open	223.76	0.00		
11-03383	12/06/11	PAPER 8 1/2 X 11 BOCA/TOWNHALL	Open	675.00	0.00		
11-03411	12/07/11	SOAP DISPENSERS	Open	292.05	0.00		
11-03426	12/09/11	OFFICE SUPPLIES	Open	77.74	0.00		

-----									
Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
-----									
11-03503	12/16/11	FILE FOLDERS	Open	17.38	0.00				
11-03514	12/19/11	OFFICE SUPPLIES	Open	31.96	0.00				
				-----					
				1,461.52					
5004	MICHAEL MATTHEWS								
11-03494	12/16/11	DJ FOR NEW YEAR'S EVE PARTY	Open	300.00	0.00				
5005	THE MASTERS OF MAGIC AND FUN								
11-03495	12/16/11	FACE PAINTER FOR NEW YEAR'S	Open	300.00	0.00				
BOSNA	KAREN MANETTE BOSNA								
11-03592	12/29/11	YOGA CLASS INSTRUCTOR	Open	80.00	0.00				
LOFTUS	KAITLYN LOFTUS								
12-00052	01/09/12	REIMBURSEMENT FOR BACKGROUND	Open	51.25	0.00				
MOLLIN	WALTER R MOLLINEAUX - CHAIR								
11-02663	09/27/11	CONFERENCE	Open	50.00	0.00				
TOOGOOD	ANDREW & CATHERINE TOOGOOD								
12-00039	01/06/12	RETURN OF UNUSED ESCROW	Open	32.50	0.00				
TOWNS	BOBBIE TOWNSEND								
11-03589	12/29/11	SOCCER REFUND FOR SHANE/DEVON	Open	25.00	0.00				
VKLINE	VERNON KLINE								
12-00036	01/06/12	REIMBURSEMENT FOR ITEMS	Open	18.20	0.00				
-----									
Total Purchase Orders:	122	Total P.O. Line Items:	333	Total List Amount:	1,678,595.46	Total Void Amount:	0.00	-----	

**RESOLUTION # 2012-34  
Lower Township  
Bill List  
January 18, 2012**

<u>Vendor</u>	<u>PO #</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
Lower Township BOE	12-00033	2012 School Taxes	046685	01/06/12	\$14371.90
Wawa Inc	11-03602	Safety Incentive Cards	046610	12/29/11	\$ 90.00
Magellan Hill	12-00028	Telephone	046686	01/11/12	\$ 1750.92
Total Manual Checks					\$ 16,212.82
Total brought forward from computer generated bill list					\$ 1,678,595.46
<b><i>TOTAL BILL LIST</i></b>					<b><u>\$ 1,694,808.28</u></b>

I certify the foregoing to be a Resolution adopted by the Township Council on January 18, 2012

\_\_\_\_\_  
Claudia R. Kammer, RMC, Township Clerk

	<b>Motion</b>	<b>Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
<b>Conrad</b>						
<b>Douglass</b>						
<b>Lare</b>						
<b>Beck</b>						

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

RESOLUTION #2012-35

**TITLE: A RESOLUTION AUTHORIZING AND APPROVING A SHARED SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND THE LOWER TOWNSHIP BOARD OF EDUCATION FOR CERTAIN MAINTENANCE ITEMS**

WHEREAS, the Township of Lower desires to contract with the Lower Township Board of Education in order to share certain maintenance items in the interest of minimizing costs for the citizens of the Township of Lower; and

WHEREAS, the Board of Education has proposed to take responsibility for the maintenance of the athletic fields at the Mitnick School, which had previously been handled by the Township; in exchange, the Township will maintain the landscaping and lawns of the Douglas Memorial School and will handle the plowing of snow at the parking lot of the Douglas Memorial School; and

WHEREAS, such agreements are authorized pursuant to N.J.S.A. 40A:65-1 et seq.; and

WHEREAS, this contract is in the best interest of the Township of Lower; and

WHEREAS, the Chief Financial Officer has provided a Certification of Funds for the provision of such services by the Township;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Township of Lower, in the County of Cape May and State of New Jersey, that the shared services contract between the Township of Lower and the Lower Township Board of Education be and is hereby authorized and accepted and that the proper officials of the Township of Lower are authorized to execute said contract; and

BE IT FURTHER RESOLVED, that the contract shall take effect upon the adoption of the appropriate resolution by the Lower Township Board of Education and the execution of the contract by the parties in accordance with N.J.S.A. 40A:65-1 et seq.

I hereby certify the foregoing to be a resolution adopted by the Township Council at a meeting held on January 18, 2012.

\_\_\_\_\_  
Claudia R. Kammer, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
DOUGLASS						
LARE						
BECK						

SHARED SERVICES AGREEMENT  
BY AND BETWEEN THE TOWNSHIP OF LOWER  
AND  
THE LOWER TOWNSHIP BOARD OF EDUCATION

The Township of Lower and the Lower Township Board of Education are authorized pursuant to N.J.S.A. 40A:65-1 et seq. to enter into certain Shared Services Agreements.

For several years, the Township and the Board have cooperated in the maintenance of certain grounds belonging to the Board and utilized by the Township. The Board and the Township are desirous of formalizing such arrangements by way of this Shared Services Agreement.

By way of this agreement, the Board of Education has proposed to take responsibility for the maintenance of the athletic fields at the Mitnick School, which had previously been handled by the Township; in exchange, the Township will maintain the landscaping and lawns of the Douglas Memorial School and will handle the plowing of snow at the parking lot of the Douglas Memorial School.

The Township shall bear the cost of the items related to the maintenance of the items at the Douglas Memorial School in consideration of the continuing cooperation between the Board and the Township for the occasional use of school facilities by the Township and this is deemed by both parties to be full, fair and adequate consideration for this agreement.

Intending to be bound by the provisions hereof, the authorized parties have set their signatures herein below. This agreement shall be effective upon the date of the full execution of same.

For the Township of Lower:

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Witness: Claudia Kammer, Clerk

\_\_\_\_\_  
By: Michael Beck, Mayor

For the Lower Township Board of Education

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Witness:

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

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

RESOLUTION #2012-36

**TITLE: RESOLUTION AUTHORIZING THE DONATION OF WINTER POLICE JACKETS NO LONGER NEEDED FOR PUBLIC USE TO LOWER CAPE MAY REGIONAL HIGH SCHOOL'S SCHOOL BASED YOUTH SERVICES**

WHEREAS, Chief Brian Marker of the Lower Township Police Department currently has winter police jackets deemed are no longer needed for public use and which are of minimal monetary value, and,

WHEREAS, Lower Cape May Regional High School, through the school nurse and the School Based Youth Services has a program to assist local residents and children in need, and

WHEREAS, Lower Township would like to participate in this worthwhile objective to assist our local residents and children, through Bonnie Walker the Regional High School Nurse and the School Based Youth Services.

NOW, THEREFORE, BE IT RESOLVED by the Township Council that the winter jackets from the Lower Township Police Department are hereby authorized to be donated to Lower Cape May Regional High School to be distributed to those in need through the School Based Youth Service program.

I hereby certify the foregoing to be a resolution adopted by the Township Council at a meeting held on January 18 , 2012.

\_\_\_\_\_  
Claudia R. Kammer, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
DOUGLASS						
LARE						
BECK						

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

**RESOLUTION #2012-37**

**Title: TRANSFER OF 2011 APPROPRIATIONS**

WHEREAS, N.J.S.A. 40A: 4-59 provides for appropriation transfers during the first three months of the succeeding year when it has been determined that any appropriation reserve for the immediately preceding fiscal year is insufficient to pay the claims authorized or incurred during the preceding year, which were chargeable to said appropriation, and there is an excess in any appropriation reserve over and above the amount deemed to be necessary to fulfill its purpose.

NOW, THEREFORE BE IT RESOLVED by the Township Council of the Township of Lower, State of New Jersey that the following transfers, and totaling \$2,500.00 be made between the 2011 budget appropriation reserves.

<u>LINE ITEM</u>		<u>ACCT. NUMBER</u>	<u>TO</u>	<u>FROM</u>
HEALTH INSURANCE	S&W	1-01-27-340-101	2,500.00	
UFSA	OE	1-01-25-265-299		2,500.00
			<u>2,500.00</u>	<u>2,500.00</u>

**I hereby certify the foregoing to be a resolution adopted by the Township Council on January 18, 2011.**

\_\_\_\_\_  
Claudia R. Kammer, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
DOUGLASS						
LARE						
BECK						

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

RESOLUTION #2012-38

**TITLE: RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING FOR 2012 FOR MICHAEL VOLL, MANAGER**

WHEREAS, Michael Voll was appointed Township Manager by the Township Council on January 3, 2011 in accordance with N.J.S.A. 40:69A-93 by Resolution #2011-29 which established the initial terms and conditions of employment, and

WHEREAS, Council is in agreement to amend certain terms & conditions as originally stated in Res. #2011-29, and

WHEREAS, this Resolution, to the extent of any conflict, shall supersede and replace the provisions of any prior Resolution and the provisions of this Resolution shall control.

NOW, THEREFORE BE IT RESOLVED, the attached Memorandum of Understanding is hereby approved and ratified.

I hereby certify the foregoing to be a resolution adopted by the Township Council at a meeting held on January 18 , 2012.

\_\_\_\_\_  
Claudia R. Kammer, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
DOUGLASS						
LARE						
BECK						

**MEMORANDUM OF UNDERSTANDING BETWEEN MICHAEL VOLL AND THE TOWNSHIP OF LOWER**

Res. 2011-29 shall be amended as follows:

**VACATION, PERSONAL, SICK & FUNERAL LEAVE**

Annually

Vacation - 25 days

Personal - 4 days

Sick - 15 days

Funeral Leave - 5 days (immediate family)

**VEHICLE USE**

The Township agrees to supply the Manager with a vehicle to be used on Township business and when necessary during the course of employment duties for limited personal use.

**COMPENSATION**

2012 Annual salary - \$92,500

2013 Annual salary - \$100,000

**WORK WEEK**

It is understood that the Manager will dedicated himself to performing his duties as in accordance with NJSA 40:69A-95, however the Manager shall work an average of 40 hours per work week with time requirements for optimal job performance varying based on specific assignments, emergencies, seasonal demands and other unexpected factors. All parties endorse a policy of flexibility which will allow the Manager to adjust normal working hours as conditions require for the duties of his office and to perform special duties, attend meetings and work hours as required in order to properly represent the Township. All other terms and conditions not specifically outlined above are governed by the employee manual.

**HEALTH BENEFITS**

The Manager shall receive from the township as all other employees dental, vision and life insurance coverage.

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

**RESOLUTION # 2012-39**

**Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED SICK TIME**

WHEREAS, the employees listed on the attached schedule have accrued sick time due from the Township and per union contract the Township will at the employees request, annually buy back five (5) days of unused sick leave in December of any year, from employees who have not used more than five (5) sick days that calendar year.

WHEREAS, it is necessary to obtain authorization for any salary and wage disbursement to a Township employee that is not specified in the salary ordinance, and

WHEREAS, it has been determined by the Assistant Township Treasurer as evidenced by signature *Cullen Cooper* that adequate funding is available for such payment in the 2011 budget for Salaries and Wages

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Lower that payment to the employees listed on the attached schedule not to exceed the amount of \$3,248.64 is authorized and chargeable to the 2011 Budget:

**I hereby certify the foregoing to be a resolution adopted by the Township Council on \_\_\_\_\_.**

\_\_\_\_\_  
Claudia R. Kammer, RMC, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CONRAD						
DOUGLASS						
LARE						
BECK						



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

RESOLUTION #2012-40

**TITLE: RESOLUTION AMENDING RESOLUTION 2011-01, ENTITLED APPOINTMENT OF MUNICIPAL SOLICITOR FOR 2011 WITHOUT PUBLIC BIDDING**

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

WHEREAS, Resolution #2011-01 adopted on January 3, 2011 appointing the Solicitor for the year stated the anticipated amount of the contract for 2011 would not exceed Ninety Thousand Dollars (\$90,000), and

WHEREAS, during the course of the year additional services requiring legal advice and expertise were necessary which created additional billing that exceeded the original contract amount, and

WHEREAS, the additional amount necessary to pay for the services rendered in 2011 is Seven Thousand One Hundred Fourteen Dollars and Twenty-Five Cents (\$7,114.25) which funds are certified by the CFO as listed below:

1-01-20-155-200

  
Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Lower hereby amends Res. #2011-01 as noted above.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Township Council at a meeting held on January 18, 2012.

Claudia R. Kammer, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
DOUGLASS						
LARE						
BECK						

RESOLUTION # 2012- 41  
 LOWER TOWNSHIP  
 BILL LIST II  
 JANUARY 18, 2012

<u>VENDOR</u>	<u>PO#</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Lower Twp Rescue Squad	11-03577	CPR Training	\$ 900.00
<b>TOTAL BILL LIST</b>			<b><u>\$ 900.00</u></b>

I certify the foregoing to be a Resolution adopted by the Lower Township Council on January 18, 2012

\_\_\_\_\_  
 Claudia R. Kammer, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
DOUGLASS						
LARE						
BECK						

## Regular & Work Session Meeting Minutes - January 4, 2012

The regular meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on January 4, 2012 at 7:00 p.m. in the meeting room of the Township Hall, 2600 Bayshore Road, Villas, New Jersey.

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

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

Councilmember Thomas Conrad

Councilmember Glenn Douglass

Deputy Mayor Kevin Lare

Mayor Michael Beck

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

Trevor Crookston lead the Pledge of Allegiance. Mayor Beck and Councilman Conrad attended the Eagle Scout Board of Honor for Trevor last week and congratulated Trevor on his accomplishment.

### **Nomination to fill Ward 2 vacancy -**

Mayor Beck opened the floor for nominations to fill the vacancy in Ward 2.

Councilman Douglass stated he believes the replacement of the Ward 2 Councilperson should come from the voters of Ward 2, and it will come to that. He stated he received a call from a concerned citizen wanting to know if there was a conflict with Councilman Conrad voting tonight, being a member of the committee who is passing the names to the Council. Solicitor Donohue replied Mr. Conrad abstained at that vote, which would remove him from that process. Councilmember Douglass stated this vote is covered under the Statute and requested the Solicitor explain the process to the public. Councilman Douglass stated he has a concern with a phone call he received from the solicitor today regarding the vote tonight. He stated the solicitor explained that he, the solicitor, was not a part of the replacement process, but one of the names of the committee person which was passed on was brought up. Councilmember Douglass stated he had a difficult time with the phone call today and wanted it known. Solicitor Donohue explained the process is triggered by a vacancy. Because we are a partisan town, it goes back to the local party that the candidate was elected from. The committee sends three (3) names to the governing body for consideration. The governing body has thirty (30) days in which to act - to choose one of the three (3) nominations. If one is chosen, they are sworn in and take their seat. If the governing body can not agree on one of the three (3) then the matter returns to the Committee at the end of the thirty (30) days and the committee would then select a person who will be sworn in and take the seat. Deputy Mayor Lare questioned Councilman Douglass if he has a problem with the process, is he going to abstain, is he asking for a special election, what exactly is the situation. Councilmember Douglass replied he wanted the public to understand where he stands on the issue. He stated he understands we are under statute and that is the way we will go. Councilmember Conrad stated at the Committee meeting, at which he abstained his vote, he stated he would support who ever the committee did. As Councilman Douglass has stated, this is a Ward 2 decision, he is Ward 1. Councilmember Conrad stated the only vote which included Ward 2 voters was at the Committee meeting. The high vote getter was Walt Craig, so I nominate Walt Craig. Deputy Mayor Lare seconded the nomination and stated his position has been consistent all along - which is who ever came out of the committee with the most votes, would receive his

Regular & Work Session Meeting Minutes - January 4, 2012

support. He stated all three candidates are worthy candidates, and has no problem serving with any of them and if they don't get seated tonight, he wished them all luck in the follow up process. Mayor Beck wished all the candidates luck and stated he will do what he believes is best for the Township.

On the nomination of Walt Craig

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

On the nomination of John Rechner

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

On the nomination of Edie Kopsitz

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

Mayor Beck stated if anyone on Council changes their mind, Council would have until January 14<sup>th</sup> to hold a special meeting. If not, the list will revert back to the committee and they would have 15 days to appoint.

**Work Session**

Discussion - draft amendment to Code & Council Policy for email, education, attendance etc.

Councilmember Conrad questioned the training policy - getting notice of the classes is very difficult and most

## Regular & Work Session Meeting Minutes - January 4, 2012

classes are prior to our election. Mayor Beck stated although classes are available to all members, this is mainly for newly elected officials. This is to follow up on our "best practice list".

### Discussion - correspondence and draft legislation for financial disclosure forms & closed session

Mayor Beck stated we received a letter from an "open government" activist stating that we have a number of members on our boards who failed to file their financial disclosure forms. This individual recommends that we pass a resolution if someone does not file the form when it is due, that we take them off the board. Mayor Beck stated he believes we need to correct the situation internally and make sure the Council and manager is notified if a form is not filed on time. The other issue deals with closed session resolutions. He is requesting more information be placed on the resolution - which we have been doing. There is a fine line between what we can give the public without jeopardizing the Township. Councilmember Conrad stated a member had 60 days to fill out the form but as to the closed session, I would like to hear what the Solicitor has to say. Solicitor Donohue stated he has been discussing this with the Clerk and we talked about adding exactly what the issue is. Instead of just litigation - it states "Government Records Council Matters". We have tried and we continue to try to make sure we have identifying information for each matter as we move forward. Mayor Beck stated Council thanks our board members for their dedicated service, but we as a Council have to answer for these situations. We will put a mechanism in that will make sure the situation does not happen again.

### Review of Correspondence from Planning Board re: Water Quality Management Plan Map; Proposed Sewer Service Area

Bill Galestok addressed Council and stated this dates back to late 1970. In 2007 the office of Watershed Management decided we needed to have 10 acres zoning and to re-do our sewer service area. Council passed a resolution and we came up with this map which was denied by the State and we were given an extension which will expire in 2013. We are working on the map, we are working with a county consultant and the MUA. Council may want to add or delete anything from this map but there is no guarantee that it will be approved by the State. Councilman Douglass requested the MUA representative and Bill return to the next meeting for additional public input. Mayor Beck stated it would be a good thing to have the public involvement and look further into this at the next meeting.

### Review & Discussion of Township's Existing Revolving Loan Program - Mayor

Mayor Beck stated we have had this program for a while and was last updated in 1985 and last used it in 2003 and we currently have about \$300,000.00 in the program. We are trying to mimic Senate Bill 3052 which is so much more business friendly. The old program was unrealistic. We have a few businesses in the Township who have expressed interest in the program. We need to take the money that is sitting there and make it available for economic development. Any Councilmember with any questions or concerns can forward the information to Manager Voll.

### Review of Consent & Regular Agenda Items

#### **Council Comments -**

Councilmember Douglass requested to have Resolution 2012-31 moved to the regular agenda.

Councilmember Conrad requested Resolution 2012-02 moved to regular agenda.

#### **Public Comment on Consent Agenda - none**

## Regular & Work Session Meeting Minutes - January 4, 2012

### Consent Agenda

- Resolution #2012-03 Appointment of Municipal Auditor for the Year 2012 Without Public Bidding (reappointment Ford Scott Seidenburg & Kennedy)
- Resolution #2012-04 Appointment of Bond Counsel for the Year 2012 Without Public Bidding (reappointment of Mc Manimon & Scotland )
- Resolution #2012-05 Appointment of Municipal Prosecutor for the Year 2012 (reappointment of Ron Gelzunas)
- Resolution #2012-06 Appointment of Municipal Public Defender for the Year 2012 (Reappointment of J. Chris Gibson)
- Resolution #2012-07 Appointment of Emergency Management Council for the Year 2012 (Annual Required Appointments)
- Resolution #2012-08 Appointment of Class III Member to the Planning Board (reappointment Kevin Lare)
- Resolution #2012-09 Appointment of Officials for Joint Insurance Fund and Municipal Excess Liability Fund (Annual Resolution required by Joint Insurance Fund)
- Resolution #2012-10 Appointment of JIF Risk Management Consultant (Barbara Weigand, Marsh & McLennan Agency )
- Resolution #2012-11 Establishment of Council Meeting Dates and Times (1<sup>st</sup> & 3<sup>rd</sup> Mondays except holidays)
- Resolution #2012-12 Setting the Interest Rate for Delinquent Taxes (Statutorily regulated)
- Resolution #2012-13 Designation of Official Depositories (annual resolution listing authorized depositories & officials for signing)
- Resolution #2012-14 Designation Of Official Newspapers for Legal Advertising for the Year 2012 (Star & Wave & Herald)
- Resolution #2012-15 Authorizing Payment of 2012 Debt Service (annual resolution authorizing required debt service payments for 2012)
- Resolution #2012-16 Annual Approval of Petty Cash Funds (Police Dept. & Treasurer's Office)
- Resolution #2012-17 Adopting Cash Management Plan (annual required resolution)
- Resolution #2012-18 Resolution to Defer The Regional School Tax (annual resolution)
- Resolution #2012-19 Adopting 2012 Temporary Current Budget (annual resolution for authorizing temporary budget to be used until final adopted budget)
- Resolution #2012-20 Approving 2012 Contract with Cape Assist (Annual Renewal of EAP Program)
- Resolution #2012-21 Authorizing Clerk to Issue Bingo & Raffle Licenses Throughout the Year to Qualified Organizations
- Resolution #2012-22 Designation of Public Agency Compliance Officer for the Township of Lower (annual resolution)
- Resolution #2012-23 Authorization for Public Bidding (Annual resolution for bidding throughout the year)
- Resolution #2012-24 Transfer of 2011 Appropriations, \$6000.02 (from Animal Control, DCRP, Pub. Defender, UFSA, Solicitor to Health Insurance)
- Resolution #2012-25 Authorization for the Payout of Accumulated Sick Leave (annual resolution pursuant to contract for qualifying employees - total \$20,098.50)
- Resolution #2012-26 Payment of 2011 Vouchers \$344,384.31
- Resolution #2012-27 Payment of 2012 Vouchers, \$2,880,967.87
- Resolution #2012-28 Authorization for the Payout of Accumulated Compensatory Time (\$24,104.52 T. Beeby)
- Resolution #2012-29 Resolution Approving the Special Advisory Committee for Review of Issues Related to the Public Safety Building (Confirmation of Councilmember appointees and officials to PSB Committee)
- Resolution #2012-30, A Resolution of the Township of Lower Approving an Agreement with S. Vitale Pyrotechnic Industries, Inc. To Provide Fireworks Display (S. Vitale Pyrotechnic Industries, Inc. \$40,000 - July 3rd)

Regular & Work Session Meeting Minutes - January 4, 2012

Ordinance #2012-01 An Ordinance Amending Chapter 3, Administration of Government, of the Code of the Township of Lower (Amendment to include policies on meeting attendance, training and email communications) 1<sup>st</sup> rdg. if approved at work session - 2<sup>nd</sup> rdg & public hearing

Approval of Minutes Dec. 19 & Dec . 21

Motion to approve consent agenda moved by Councilmember Conrad, seconded by Councilmember Douglass

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

Resolution #2012-02 Appointment of Acting Municipal Engineer for the Year 2012 Without Public Bidding (Appointment of Hatch Mott McDonald Engineers for six months)

Mayor Beck stated nothing personal to Hatch Mott MacDonald but he has been looking towards hiring an in-house engineer because of financial issues. This is not a decision which will be made tonight, it is simply looking into the feasibility of an in-house engineer, therefore, only appointing Hatch Mott for a six (6) month period while it is being investigated. Mayor Beck stated with our inter-local agreement and with the engineer in charge of the MUA, we would actually have two (2) engineers. Mayor Beck stated he is requesting Council look into it. Last year we spent \$239,999.99 on engineer service. Councilman Conrad requested if Hatch Mott has agreed to a six month deal. Mayor Beck stated this an opportunity to possible make a break and possible save money. We will just be looking into the situation and if at the end we will not save any money, then give them the remaining six (6) months, but if we can save money, that is what we are supposed to do. Mayor Beck stated we would hire an unclassified position for a couple years to make sure they work out. If this is not viable, then we won't do it. Councilman Douglass stated he reviewed the numbers and over the last few years, we had some very costly projects. He stated he thinks Hatch Mott has done a good job and believes we should go ahead and do a one (1) year contract while we are looking into the feasibility of an in-house engineer. Deputy Mayor Lare stated he agrees with Councilman Douglass but believes it is a false premise to think that with hiring an in-house engineer the need to hire an outside engineer will disappear. The MUA is the living proof of that. The County has three or four in-house engineers and every project they do goes to an RFP. We currently have a massive drainage issue that they have been working on and is in mid-stream and by giving them a six month contract will put that project in jeopardy. Deputy Mayor Lare stated when you hire the engineer, you do not only get the engineer, you get environmental engineers, environmental consultants, inspectors, surveyors, designers, geologists, architects ,, you get all of that when you pay for the outside engineering firm. In addition to that, there will be substantial start up cost. He stated he is skeptical and does not think the appointment should be for six months. Mayor Beck stated he is asking council to look into the issue, not to vote on it tonight. The question is where are we headed from this. Mayor Beck stated there needs to be an analysis done. There is a consensus to look into the matter and pass the resolution for a 1 year contract with Hatch Mott.

**Public Comment on Resolution 2012-02**

Steve Sheftz, Townbank addressed Council and stated the idea is good but does not go far enough. Matt Ecker is

Regular & Work Session Meeting Minutes - January 4, 2012

more than just an engineer. Mr. Sheftz stated he has previously prepared a cost analysis on engineering services and a copy is available to Council if they wish to see it.

Motion to adopt Resolution 2012-02 - to appoint Hatch Mott Engineering for One (1) Year moved by Mr. Conrad seconded by Mr. Douglass.

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

Resolution #2012-01 Appointment of Municipal Solicitor for 2012 Without Public Bidding (Reappointment Michael Donohue of Blaney & Donohue

Council Comments - None

Public Comments -

Joe Winters, Scott Ave, addressed Council and stated on the Business Entity Disclosure form, there is not a corporation seal and it is not notarize. Solicitor Donohue replied he is an attorney, a sworn officer of the court and signs under oath.

Jack Sparks, North Cape May, addressed Council and stated Councilman Douglass stated he received a phone call today that he felt very un-easy about, is he un-easy enough to let that come out? Councilman Douglass replied it was a very uncomfortable phone call regarding a serious issue here tonight and would rather leave it at that right now.

Motion to approve moved by Councilmember Conrad, seconded by Deputy Mayor Lare

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

Mayor Beck questioned Solicitor Donohue regarding a temporary appointment. Solicitor Donohue Donohue replied if you take the Resolution and strike out the third where-as and then " Now Therefore, Be it Resolved that the Township Council of the Township of Lower hereby appoints Michael Donohue as Acting Solicitor until re-

Regular & Work Session Meeting Minutes - January 4, 2012

appointment or a successor is named". Mayor beck questioned if Council wishes the manager to reach out to any law firms. Deputy Mayor Lare replied it should be re-visited when the full body of Council is in place. Councilmember Douglass stated that would be the process. Mayor Beck stated he is just questioning if Council wants to get bids or solicit information from other law firms. I understand that a member is missing, I am only saying in case we have a member who votes no, we will at least have some information from another firm that is willing to take the job. Mayor Beck stated his no vote - as it was last year - is predicated upon the situation with the chairman of the Republican organization. During the day he is my solicitor, at night he is not. We have talked and I do not have any problems with him as an individual, but especially going into an election year. Deputy Mayor Lare questioned if the no vote is political or based on the job performance. Mayor Beck replied "based upon my belief that there is a conflict there" if it is a conflict, it is job performance. Mayor Beck stated another issues is back in March when members of Council received an e-mail on a Sunday night that he did not receive until just before the meeting. Motion moved by Mayor Beck to reach out and find out if any other solicitor is interested in the position. Motion seconded by Councilmember Douglass.

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

Deputy Mayor Lare offered an amendment to the Resolution - "that we revisit the solicitor position when the next councilperson is seated. If there is not a majority of support, then we RFP it."

Motion to change and approve Resolution 2012-01 " Temporary Appointment of Michael Donohue as Acting Solicitor Until the Governing Body Determines to Re-appoint Michael Donohue or Appoint a Solicitor" Solicitor Donohue stated he will not take the Resolution tonight to name him in an acting capacity to somehow trigger the statutory one year period for a solicitor. Motion seconded by Deputy Mayor Lare.

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

Regular & Work Session Meeting Minutes - January 4, 2012

Resolution 2012-31 Appointment to Lower MUA (5 year term beginning February 1, 2012)

Councilmember Douglass requested the record reflect that Edie Kopsitz withdrew her application. Motion moved by Deputy Mayor Lare to table until there is a fifth Councilmember seated. Seconded by Councilmember Conrad.

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

Mayor Beck stated people came here expressly for the MUA appointment.

**Public Comment**

Joe Winters, Scott Ave addressed Council and questioned who the nominees are. Clerk Kammer and Mayor Beck replied: Tom Brown, Mr. DeMarcantonio, George Douerty, Bob Rizzo, Steve Sheftz, Tom Frisoli and Edie withdrew her name.

David Brand, Erma, addressed Council and stated this Council was elected to run this government and make some hard decisions, not keep passing everything off. This Council is representing all the voters in the town. It is time to quit playing games and do the peoples business.

Joe Winters, Scott Ave, addressed Council and stated that with Mr. DeMarcantonio's credentials, he has to be the best candidate for the job. Mr. DeMarcantonio's knowledge, the balanced budget, the workers seem satisfied, the solar fields, they saved over \$450,000.00. Compare the candidates, not personalities.

Robert Rizzo, Mickels Run, addressed Council and stated because Mr. DeMarcantonio has applied for the position, Mr. Rizzo would like to withdraw his name. Mr. Rizzo stated Mr. DeMarcantonio is the man for the job.

Bob Webber, Cardinal Ave, addressed Council and stated Mr. DeMarcantonio is obviously qualified for the job and there is no better candidate.

Nells Johnson, chairman of LTMUA Board addressed Council and requested Council appoint Mr. DeMarcantonio to the board. Mr. Johnson stated how Mr. DeMarcantonio was instrumental in wholesale changes which turned the MUA into a thriving and profitable entity. Mr. Johnson cited the following qualities that he stated more than qualifies Mr. DeMarcantonio for the position including working with Council for mandatory water connection, balanced budget, replaced all non working fire hydrants, disposed of all surplus equipment, hired in house licensed electrician , joint purchase with Lower Township, inter-local agreement of 911, construction of Villas water tank and 400 new water hook ups, second largest US grant loan in States history, two solar projects..... Mr. Johnson stated the bottom line is that Mr. DeMarcantonio is more qualified than any other candidate to sit on this board and requested Council appoint him.

John Ambrewster, Erma, addressed Council and stated what Mr. Johnson neglected to mention was that Mr. DeMarcantonio put local people out of work and brought in out-of-towners.

Regular & Work Session Meeting Minutes - January 4, 2012

Steve Sheftz, Town Bank, addressed Council and stated Mr. DeMarcantonio is an outstanding person and wished Mr. DeMarcantonio was on the board when he was the chairman. Mr. Sheftz withdrew his name for consideration as a nominee.

Joe Mento, Townbank, addressed Council and stated he is one of the directors at the MUA and highly recommended Mr. DeMarcantonio for the position.

Ted Mann, Lower Township addressed Council and stated he also sits on the board of the MUA and would agree that Mr. DeMarcantonio is the most qualified person but Mr. Matt Ecker is there now. Mr. DeMarcantonio retired from the MUA and he should enjoy retirement. It has been nice for two years. He stated "I can go into some specific things that have happened over there that I know that no one else knows, no one else knows, and he is not quite on the up-and-up on everything as everyone else wants to explain it to you. I would not recommend Mr. DeMarcantonio".

Mayor Beck questioned if any Councilmember has a nomination. Mayor Beck stated Mr. DeMarcantonio inherited the situation and took an agency that needed a lot of help and provided it. Mayor Beck stated there are rules of what board members can and can not do. They can not run the day-to-day operations. When You look at Mr. DeMarcantonio's resume, it is huge. Mayor Beck stated he supports Mr. DeMarcantonio in his endeavor. Councilmember Conrad stated he likes Mr. DeMarcantonio, but his issue is that it is less than one year since Mr. DeMarcantonio left office. Councilmember Conrad believes it should be at least one year from him leaving, he just left. He is a good man and did a good job, but he should be out of the office at least one year before he comes back. Motion moved by Mayor Beck to appoint Mr. DeMarcantonio to the MUA Board - motion failed without a second.

Councilman Conrad nominated Tom Frisoli . Mayor Beck stated that Mr. Frisoli came before council a year ago and stated "to the victor goes the spoils". Mayor Beck questioned if the MUA pick is part of the spoils. Deputy Mayor Lare stated one of the last people nominated for the MUA board was Ed Butler, who said that "our local school boards are a farce, out teachers are getting rich and our kids aren't learning anything" and the Mayor nominated him without condemning his statement. Mayor Beck read the response to that issue from previous minutes and newspaper articles and stated he never supported his remarks. A lengthy discussion ensued. Motion seconded by Deputy Mayor Lare.

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

**Resolution #2012-32** Resolution Designating the Lower Township Rescue Squad, Inc. as the Provider of Emergency Medical Services in Lower Township (Annual resolution - sets contribution amounts & dates for payment)

Regular & Work Session Meeting Minutes - January 4, 2012

Council Comments - none

Public Comments - none

Motion to adopt Resolution 2012-32 moved by Councilmember Douglass, seconded by Deputy Mayor Lare

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

**Administrative Reports**

Personnel Action Report

**Council Comments**

Councilmember Conrad wished everyone a Happy New Year and stated he was glad to see a large crowd at the meeting. He also congratulated Trevor Crookston on his accomplishments as an Eagle Scout.

Councilmember Douglass wish everyone a Happy New Year and a safe and prosperous one.

Deputy Mayor Lare wished everyone a Happy New Year.

Mayor Beck wished everyone a Happy New Year.

**Call to the Public**

Eric Simonsen, Lower Township, addressed Council and suggested the Mayor and Council look at the Statute for filling a council seat because it is not working. Mr. Simonsen questioned when the Resolution regarding the appointment of the Solicitor and Town Manager will be discussed. Mr. Simonsen stated he had put a lot of time and effort into writing a Resolution that has still has not been even introduced. Mayor Beck stated if Council consents, we will take a look at it.

Steve Sheftz addressed Council and suggested that when someone applies for a position, the resume becomes public.

Sal Riggy, Lower Twp, addressed Council and questioned how an individual puts their name in for nomination. Mayor Beck replied you give the resume to the Clerk.

Joe Winters, Scott Ave, addressed Council and stated the resumes and applications are on record or you can file an OPRA form. Mr. Winters stated you really have to realistically look at one set of credential against another. Mr.

Regular & Work Session Meeting Minutes - January 4, 2012

Winters stated he is giving the resumes to the news papers.

Eileen Kreis stated the 253<sup>rd</sup> landed in New Jersey yesterday and a welcome home party will be planned.

**Closed Session**

Res. #2012-33

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." (Employment Relationship - MOU M. Voll & Litigation - O'Callaghan vs Lower Twp. Police Dept. - Government Records

Motion to adopt Resolution 2012-33 moved by Councilmember Conrad, seconded by Councilmember Douglass.

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

Council returned to open session and there being no further comment, motion to adjourn moved by Mayor Beck, seconded by Councilmember Conrad. Meeting adjourned at 9:03pm by verbal "ayes".

\_\_\_\_\_  
Mayor

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

Approved:

# ANIMAL CONTROL MONTHLY REPORT

MONTH OF December 202011

stephen parker ac-2 DATE 12/31/2011

	<b>DOGS</b>	<b>CATS</b>	<b>WILDLIFE</b>
<b>TOTAL CALLS</b>	8	0	1
<b>TO SHELTER</b>	2	0	0
<b>RETURNED</b>	2	0	0
<b>TO VET</b>	0	0	0
<b>DOA</b>	0	0	0
<b>WARNINGS</b>	0	0	0
<b>TICKETS</b>	0	0	0
<b>BITES</b>	0	0	0
<b>QUARANTINES</b>	0	0	0
<b>OTHER</b>	0	0	0

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

**Additional Comments**

## ANIMAL CONTROL MONTHLY REPORT

MONTH OF December 2011

ACO Steve Flitcroft DATE 12/30/2011

	<b>DOGS</b>	<b>CATS</b>	<b>WILDLIFE</b>
<b>TOTAL CALLS</b>	61	31	45
<b>TO SHELTER</b>	1	5	0
<b>RETURNED</b>	22	4	18
<b>TO VET</b>	0	2	0
<b>DOA</b>	0	4	17
<b>WARNINGS</b>	3	0	0
<b>TICKETS</b>	0	0	0
<b>BITES</b>	1	0	0
<b>QUARANTINES</b>	1	0	0
<b>OTHER</b>	33	16	10

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

**Additional Comments**

Township of Lower  
 2600 Bayshore Road  
 Villas, NJ 08251  
 609-886-1455

**OFFICE OF CONSTRUCTION OFFICIAL**

**Construction Permit Activity Report**

RANGE: 12/01/2011 To 12/31/2011

January 06 , 2012 3:13:50PM

**SUMMARY**

**CONSTRUCTION COSTS**

**COUNT**

Cost Of Construction:	\$1,169,130.00	Cubic Footage:	197138 Cu.ft	Permit Issued:	96
Cost Of Alteration:	\$425,703.00	Square Footage:	17697 Sq.ft	Updates Issued:	5
Cost Of Demolition:	\$4,800.00			All Fees Waived:	0
Total Cost:	\$1,599,633.00			Municipal Fees Waived:	0

**PERMIT FEES**

**ADMIN FEES**

**WAIVED FEES**

**TOTAL FEES**

Building:	\$14,700.00	Building:	\$0.00	Building:	\$0.00	Building Fees:	\$14,700.00
Electrical:	\$4,418.00	Electrical:	\$0.00	Electrical:	\$0.00	Electrical Fees:	\$4,418.00
Fire :	\$3,450.00	Fire :	\$0.00	Fire :	\$0.00	Fire Fees:	\$3,450.00
Plumbing:	\$5,087.00	Plumbing:	\$0.00	Plumbing:	\$0.00	Plumbing Fees:	\$5,087.00
Elevator:	\$0.00	Elevator:	\$0.00	Elevator:	\$0.00	Elevator Fees:	\$0.00
Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical Fees:	\$0.00
				Total Waived:	\$0.00	Technical Fees:	\$27,655.00

**DCA**

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$659.00	\$0.00	\$659.00
Alteration Training Fee:	\$726.00	\$0.00	\$726.00
DCA Minimum Fee:	\$8.00	\$0.00	\$8.00
Sub total Training Fee:	\$1,393.00	\$0.00	\$1,393.00

**TECHNICAL ISSUES**

Building Technical:	55
Electrical Technical:	53
Fire Protection Technical:	40
Plumbing Technical:	49
Elevator Technical:	
Mechanical Technical:	

**CERTIFICATE ISSUES**

Certificate of Occupancy:	6
Certificate of Approval:	58
Certificate of Continued Occupancy:	1

Certificate of Occupancy Fee:	\$1,399.00
Waived Certificate Fees:	\$0.00
Sub Total Certificate Fees:	\$1,399.00

PERMIT FEES:	\$27,655.00
DCA FEES:	\$1,393.00
CERTIFICATE FEES:	\$1,399.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$30,447.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$151.00
OTHER FEES:	\$100.00
GRAND TOTAL FEES:	\$30,698.00

OFFICE OF THE CONSTRUCTION OFFICIAL

Account Summation-Summary

Report Run from 12/01/2011 To 12/31/2011

January 6, 2012 2:54:08PM

ACCOUNT:		Cash Amount	Check Amount	Credit Card Amount	Total Fee
PERMIT FEES	Sub Totals:	\$563.00	\$29,984.00	\$0.00	\$30,547.00
CCO FEES	Sub Totals:	\$0.00	\$151.00	\$0.00	\$151.00
homeowner license	Sub Totals:	\$0.00	\$50.00	\$0.00	\$50.00
LICENSE FEES	Sub Totals:	\$0.00	\$600.00	\$0.00	\$600.00
<b>GRAND TOTALS:</b>		\$563.00	\$30,785.00	\$0.00	\$31,348.00

BOROUGH OF WEST CAPE MAY

2600 Bayshore Road

Borough of West Cape May, NJ 08251

609-886-1455

**OFFICE OF CONSTRUCTION OFFICIAL**

**Construction Permit Activity Report**

RANGE: 12/01/2011 To 12/31/2011

January 06 , 2012 2:54:53PM

**SUMMARY**

CONSTRUCTION COSTS

COUNT

Cost Of Construction:	\$135,750.00	Cubic Footage:	65330 Cu.ft	Permit Issued:	17
Cost Of Alteration:	\$45,250.00	Square Footage:	6116 Sq.ft	Updates Issued:	0
Cost Of Demolition:	\$0.00			All Fees Waived:	0
Total Cost:	\$181,000.00			Municipal Fees Waived:	0

PERMIT FEES

ADMIN FEES

WAIVED FEES

TOTAL FEES

Building:	\$2,462.00	Building:	\$0.00	Building:	\$0.00	Building Fees:	\$2,462.00
Electrical:	\$650.00	Electrical:	\$0.00	Electrical:	\$0.00	Electrical Fees:	\$650.00
Fire :	\$1,356.00	Fire :	\$0.00	Fire :	\$0.00	Fire Fees:	\$1,356.00
Plumbing:	\$1,851.00	Plumbing:	\$0.00	Plumbing:	\$0.00	Plumbing Fees:	\$1,851.00
Elevator:	\$0.00	Elevator:	\$0.00	Elevator:	\$0.00	Elevator Fees:	\$0.00
Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical Fees:	\$0.00
				Total Waived:	\$0.00	Technical Fees:	\$6,319.00

DCA

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$218.00	\$0.00	\$218.00
Alteration Training Fee:	\$77.00	\$0.00	\$77.00
DCA Minimum Fee:	\$1.00	\$0.00	\$1.00
Sub total Training Fee:	\$296.00	\$0.00	\$296.00

TECHNICAL ISSUES

Building Technical:	4
Electrical Technical:	6
Fire Protection Technical:	12
Plumbing Technical:	15
Elevator Technical:	
Mechanical Technical:	

CERTIFICATE ISSUES

Certificate of Occupancy:	0
Certificate of Approval:	8
Certificate of Continued Occupancy:	0

Certificate of Occupancy Fee:	\$392.00
Waived Certificate Fees:	\$0.00
Sub Total Certificate Fees:	\$392.00

PERMIT FEES:	\$6,319.00
FEES:	\$296.00
CERTIFICATE FEES:	\$392.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$7,007.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$7,007.00

**OFFICE OF THE CONSTRUCTION OFFICIAL**

**Account Summation-Summary**

Report Run from 12/01/2011 To 12/31/2011

January 6, 2012 2:55:25PM

ACCOUNT:		Cash Amount	Check Amount	Credit Card Amount	Total Fee
PERMIT FEES	Sub Totals:	\$0.00	\$7,007.00	\$0.00	\$7,007.00
<b>GRAND TOTALS:</b>		\$0.00	\$7,007.00	\$0.00	\$7,007.00

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: 1/2/2012

**B: LICENSE DATA**

1. Period Covered	From: 12/01/2011	To: 12/31/2011
2. First License # of this report .....	1710	
3. Last License # of this report .....	1711	
4. Last License # of last report .....	1709	
5. Total Licenses issued this report ....	2	

**C: LICENSES ISSUED FOR WHICH NO MONEY IS SUBMITTED**

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

**D: PILOT CLINIC FUND**

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

Numbers: 2 Amount : \$0.40

**E: ANIMAL POPULATION CONTROL FUND**

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

Number: 2 Amount: \$6.00

**F: FEE DATA**

1. Total licenses reported with registration fee :	\$2.00
2. Total Amount due for pilot clinic fund ( sec. D) :	\$0.40
3. Total Amount due for Animal population control fund ( sec. E) :	\$6.00
4. Total Amount due for this report :	\$8.40

**G: CERTIFICATION**

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

Officer Name : Claudia R Kammer

Title : Township Clerk

Signature : *Claudia R Kammer*

Date: 1/3/11

Phone : 609-886-2005





## TOWNSHIP OF LOWER

### Engineer's Report

Meeting Date: January 19, 2012

➤ Lower Township Recreation Center Roof Replacement

The Contractor has exceeded the extended contract period. HMM notified the Contractor they are subject to liquidated damages until completion of the Contract. The new scupper boxes have been installed and two ongoing leaks were last repaired on 12/30/11. The second manufacturer's warranty inspection and a punch-list inspection are tentatively being scheduled for the week of January 16<sup>th</sup>.

➤ 2011 Delaware Bay Shore Outfalls

The USACE permit was issued 12/21/11.

The NJDEP application 30-day public comment period ended January 7, 2012. HMM is awaiting comments from the NJDEP for Final Review of the application. An access easement for the Tweed property required to complete the NJDEP CAFRA/WFD and Tidelands applications is in the process of being acquired by the Township.

➤ Bayshore West Stormwater Management Improvements

On August 18, 2011 HMM, along with Township Public Works, performed a preliminary site investigation at the Roseanne Avenue outfall to determine the stormwater pipe size, material and invert elevation. Due to conflicting information regarding the size and composition of the existing stormwater infrastructure in the area, HMM is coordinating additional investigations of the upstream infrastructure in support of the design of a replacement system to relieve local flooding issues in the community. HMM is currently coordinating with the diving contractor to perform the underwater evaluation this month.



**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

**For the month of December 2011, the Lower Township  
Bureau of Fire Safety made deposits of \$35,193.55 in the  
Lower Township Tax office.**

**Sincerely,**

**David P. Perry  
Fire Official**

**cc: file  
Board Members  
Lauren Read  
Mike Voll**

Municipal Clerk's  
Register Report

12/1/2011 Through 12/31/2011

1/4/2012

Page 1

Account	Description	Memo	Category	Amount
<b>INCOME</b>				
	TOTAL Business Mercantile 2011-2012			275.00
	TOTAL Campgrounds & Trailers			120.00
	TOTAL Ice Cream License	pre-paid 2012		315.00
	TOTAL Licenses & Permits			165.00
	TOTAL Precious Metals			50.00
	TOTAL Rental Merc 2011-2012			750.00
	TOTAL Searches			10.00
	TOTAL Street Openings			350.00
	TOTAL Taxi & Limo	pre-paid 2012		1,970.00
	TOTAL Towing	pre-paid 2012		600.00
	TOTAL Yard Sales			5.00
	<b>TOTAL INCOME</b>			<b>4,610.00</b>
<b>TRANSFERS</b>				
	TOTAL Council Checking			-4,610.00
	<b>TOTAL TRANSFERS</b>			<b>-4,610.00</b>
			<b>OVERALL TOTAL</b>	<b>0.00</b>

**LOWER TOWNSHIP MUNICIPAL COURT  
MONTHLY DISBURSEMENTS**

<b>TRAFFIC (All fines split w/ County)</b>	<b>\$ 1,570.50</b>
<b>TRAFFIC COSTS (We receive all costs)</b>	<b>\$ 1,205.91</b>
<b>CRIMINAL FINES (We receive both Criminal &amp; Local Ordinance fines)</b>	<b>\$ 1,448.00</b>
<b>CRIMINAL COSTS</b>	<b>\$ 346.00</b>
<b>REINSTATED BAILS</b>	<b>\$ -</b>
<b>LOCAL PARKING</b>	
<b>CONTEMPT CHARGES</b>	<b>\$ 50.00</b>
<b>PUBLIC DEFENDER FEES</b>	<b>\$ 20.00</b>
<b>MISCELLANEOUS FEES (Spinal &amp; Overpayments)</b>	<b>\$ 0.86</b>
<b>DWI SURCHARGE</b>	<b>\$ 99.23</b>

**DECEMBER 2011 DISBURSEMENTS**

<b>DECEMBER 2011 COMPLAINTS ISSUED</b>	<b>CRIMINAL IND.</b>	<b>CRIMINAL DP</b>	<b>TRAFFIC</b>	<b>DUI</b>	<b>TOTAL</b>
	10	52	70	1	133

<b>TOTAL RECEIPTS</b>	<b>TOWNSHIP SHARE</b>
<b>\$14,969.29</b>	<b>\$6,740.50</b>

<b>COMPLAINTS IN WARRANT STATUS</b>	<b>CRIMINAL</b>	<b>TRAFFIC</b>	<b>TOTAL</b>
	198	134	332

**2011 CASH RECEIPTS  
DECEMBER**

Township of Lower  
Office of the Tax Collector

	<b>MONTH TO DATE</b>	<b>YEAR TO DATE</b>
<b>Receipts</b>		
Preliminary (2012)	255,170.60	853,274.83
Current year taxes (2011)	892,381.63	52,540,537.33
Prior year taxes (2010)	250.00	1,190,303.69
ARREARS (2009)		19,233.17
BANKRUPTCY (2010)		2,380.21
BANKRUPTCY (2009)		4,760.41
BANKRUPTCY (2007)		2,524.12
BANKRUPTCY (2006)		60.95
6% Penalty		6,683.79
Tax Search Fees	20.00	230.00
Interest	27,237.37	208,593.91
MUNICIPAL LIEN		641.56
MUNICIPAL RECORDING		32.00
DEMOLITIONS		9,085.50
Lot clearing	645.00	20,777.82
Returned Check Fees	20.00	400.00
Duplicate Bills	5.00	1,385.00
Tax Sale Costs		17,909.83
Municipal Service Fees	6,810.00	66,720.00
SEWER/WATER		177,870.29
Trash	156.00	64,962.25
<b>DEPOSITED COUNCIL CHECKING</b>	<b>1,182,695.60</b>	<b>55,188,366.66</b>
<b>PREMIUM ACCOUNT</b>		<b>217,100.00</b>
<b>TOTAL DEPOSITS</b>	<b>1,182,695.60</b>	<b>55,405,466.66</b>
NSF Reversals	(2,678.11)	-37,968.00
<b>TOTAL</b>	<b>1,180,017.49</b>	<b>55,367,498.66</b>

Prepared by Susan Jackson

VITAL STATISTICS  
DECEMBER DEPOSIT  
2011

COPY

Marriage License Total	6
C.U. Lic. Total	0
D.P. Lic. Total	0
Total Burial Permits	0

State Marriage Fee	\$ 150.00
Twp. Marriage Fee	\$ 18.00
State C.U. Fee	\$ -
Twp. C.U. Fee	\$ -
State D.P. Fee	\$ -
Twp. D.P. Fee	\$ -
State Burial Permit Fee	\$ -
Twp. Burial Permit Fee	\$ -
Twp. Cert. Copy Fee	\$ 1,420.00

<b>TOTAL</b>	<b>\$ 1,588.00</b>
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**2011**

**TAX COLLECTOR'S ANNUAL REPORT**

SUBMITTED BY: SUSAN JACKSON  
TAX COLLECTOR

TOWNSHIP OF LOWER  
CAPE MAY COUNTY

This report is submitted in compliance with N.J.S.A. 54:4-91---Collector's Annual Statement of Receipts.  
This report is filed with the CFO/Treasurer and the Governing Body as prescribed by statute.

## 2011 CASH RECEIPTS

Township of Lower  
Office of the Tax Collector

### Receipts

Preliminary (2012)	853,274.83
Current year taxes (2011)	52,540,537.33
Prior year taxes (2010)	1,190,303.69
ARREARS (2009)	19,233.17
BANKRUPTCY (2010)	2,380.21
BANKRUPTCY (2009)	4,760.41
BANKRUPTCY (2007)	2,524.12
BANKRUPTCY (2006)	60.95
6% Penalty	6,683.79
Tax Search Fees	230.00
Interest	208,593.91
MUNICIPAL LIEN	641.56
MUNICIPAL RECORDING	32.00
DEMOLITIONS	9,085.50
Lot clearing	20,777.82
Returned Check Fees	400.00
Duplicate Bills	1,385.00
Tax Sale Costs	17,909.83
Municipal Service Fees	66,720.00
SEWER/WATER	177,870.29
Trash	64,962.25
<b>DEPOSITED COUNCIL CHECKING</b>	<b>55,188,366.66</b>
<b>PREMIUM ACCOUNT</b>	<b>217,100.00</b>
<b>TOTAL DEPOSITS</b>	<b>55,405,466.66</b>
NSF Reversals	-37,968.00
<b>TOTAL</b>	<b>55,367,498.66</b>

Prepared by Susan Jackson

**CURRENT YEAR TAXES 2011**

Current year tax levy	54,919,700.90	
Added & Omitted Taxes	<u>187,499.94</u>	
		55,107,200.84

**Increased by:**

Returned checks	33,250.60	
Adjustments	<u>48,447.56</u>	
		81,698.16

**Decreased by:**

Payments	53,341,232.19	
homestead	642,437.83	
Transfer to lien	17,739.48	
Adjustments	<u>105,785.59</u>	
		54,107,195.09

Balance as of 12/31/11		<u>1,081,703.91</u>
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**DELINQUENT TAXES 2010**

Balance as of 12/31/2010		1,184,416.07
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**Increased by:**

Returned checks	4,086.43	
Adjustments	<u>12,400.29</u>	
		16,486.72

**Decreased by:**

Payments	1,196,987.48	
Adjustments	614.25	
Transferred to lien	787.60	
Transferred to arrears		
		<u>1,198,389.33</u>

Balance as of 12/31/2011		<u>2,513.46</u>
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**ARREARS**

Balance as of 12/31/2010		
Bankruptcy		9,725.69
2009 tax		19,233.17

**Increased by:**

Transfers from 2009 tax	2,675.91	
		2,675.91

**Decreased by:**

Payments	<u>28,958.86</u>	
		28,958.86

Balance as of 12/31/2011 2,675.91

**Tax Title Liens**

Balance as of 12/31/2010 124,124.85  
MUA Charges 7,848.36  
Township Charges 116,276.49  
124,124.85

**Increased by:**

2011 taxes 17,739.48  
Tax Sale 957.59  
18,697.07

**Decreased by:**

Redemptions 641.56  
641.56

Balance 12/31/11 142,180.36  
MUA Charges 7,848.36  
Township Charges 134,332.00  
142,180.36