

**Meeting called to order**

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

**Work Session**

Shared Services Presentation - Manager Jim Ridgway

Proclamation – Drive Sober or Get Pulled Over 2019 Year End Holiday Crackdown

**Consent Agenda**

Approval of Minutes – December 2, 2019

- Res. #2019-370 - Payment of Vouchers \$887,279.94
- Res. #2019-371 - Authorization for the Payout of Accumulated Compensatory Time (A.Micciche \$7,033.43)
- Res. #2019-372- Transfer of 2019 Appropriations
- Res. #2019-373 - Bid Acceptance and Contract Award for Split Rails and Posts for Beach Access Program (\$19,539.52)
- Res. #2019-374 - Renewal of Trailer Park Licenses for the Year 2020 (Broadway Mobile Park/Cape May Landings/Shawcrest Mobile Home Park/Cape May Crossing & Cape Meadows)
- Res. #2019-375- Authorizing Increase in Change Fund for the Construction Office (\$250)
- Res. #2019-376- Authorization to Cancel General Ledger Balances
- Res. #2019-377 - Authorization for the Payout of Accumulated Compensatory Time (E.Coombs \$14,277.84)
- Res. #2019-378 - Authorization to Cancel Resolution #2019-238; Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (DEDR \$31,409)
- Res. #2019-379 - Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Drive Sober or Get Pulled Over \$5,500)
- Res. #2019-380 - Approval of a Shared Services Agreement between the Township of Lower and the Lower Cape May Regional School District for the District to provide Web Design, Hosting and Maintenance Service to the Township of Lower
- Res. #2019-381 - Resolution Approving an Interlocal Services Agreement Between the Township of Lower and Lower Cape May Regional School District (SRO)
- Res. #2019-382 - Authorization for the Payout of Accumulated Sick Time (K.Palek \$12,217.92 to Def Comp)
- Res. #2019-383 - Approval of Change Order #1 to Capri Construction Company to Remove, Dispose of, Prepare and Install New Wetbed in the Lower Township Recreation Center Restrooms (\$5,322.49)
- Res. #2019-384 - A Resolution Approving the Acceptance of and Participation in the State of New Jersey, Department of Law and Public Safety Emergency Management Performance Grant (EMPG) and Emergency Management Agency Assistance (EMAA) Subaward #FY19-EMPG-EMAA-0505
- Res. #2019-385 - Authorizing the Sale of Township of Lower Surplus No Longer Needed for Public Use on Govdeals Online Auction Website
- Res. #2019-386 - Authorizing Competitive Contracting for On-site Subcode Official Inspections Company for the Township of Lower
- Res. #2019-387 - Approval of Change Order #4 (Final) to Agate Construction Company for the Roseann Avenue Roadway and Utility Improvements Project; Authorizing Additional Costs during Bypass Operations: To Reflect As-built Quantities: and to Reflect an Extension to the Contract Period Resulting in a Net Reduction (Net Reduction, \$556,015.53)

**Regular Agenda**

Ordinance #2019-17 - Salary and Benefit Ordinance for the Township of Lower - This is the second reading and public hearing of this Ordinance. This Ordinance has been posted, published and made available to the public.

**Manager's Report**

**Administrative Reports**

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

**Council Comments**

**Call to the Public**

**Closed Session**

Res. #2019-388 - 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. **Contract Negotiations/Possible Litigation/Attorney/Client Privilege**

**Adjournment**

COUNCIL MEETING MINUTES – December 2, 2019

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on December 2, 2019 at 7:00 p.m. in the meeting room of the Township Hall, 2600 Bayshore Road, Villas, New Jersey.

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

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

Councilmember Thomas Conrad  
 Councilmember David Perry  
 Councilmember Roland Roy, Jr.  
 Deputy Mayor Frank Sippel  
 Mayor Erik Simonsen

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

**Work Session**

Alexander Bland – President of CMC Chapter of NAACP

Mayor Simonsen introduced Alexander Bland to speak about the NAACP.

Alexander Bland spoke briefly about the NAACP's mission to educate and provide resources to the community. He invited Mayor and Council to their upcoming meeting and provided applications for anyone interested in joining.

Mayor Simonsen pledged his support and shared his membership history.

**Consent Agenda**

Approval of Minutes/Closed Session Minutes - November 18, 2019

Res. #2019-354 - Payment of Vouchers \$ 432,430.89

Res. #2019-355- A Resolution Requesting Release of A Demolition Bond for Block 53, Lots 1-3, 504 East St. Johns Ave

Res. #2019-356 - Authorization for Refund of Taxes (2 properties)

Res. #2019-357 - A Resolution Approving an Interlocal Services Agreement Between the Township of Lower and Lower Township Fire District #3 (renewal)

Res. #2019-358 - A Resolution Affirming the Execution of an Interlocal Services Agreement for Fire Suppression Services (Borough of WW Crest, WWC Fire Co #1, Twp of Lower & Erma Vol Fire Co)

Res. #2019-359 - Authorization for the Payout of Accumulated Vacation Time (W.Mastriana \$5,994.32)

Res. #2019-360 - Authorization for the Payout of Accumulated Vacation Time (J.Ridgway \$4,826.92)

Res. #2019-361 - Authorization for the Payout of Accumulated Compensatory Time (B.McEwing \$2,529.93)

Res. #2019-362 - Approval for 2019 Christmas Parade (annual)

Res. #2019-363 - Approval of Contribution to the Coast Guard Community Festival (\$1,000 annual)

Res. #2019-364 - Amending Resolution #2019-32, Authorizing Contracts with Certain Approved State Contract Vendors to Add Richard E. Pierson Materials Contract #87741 for Contracting Units Pursuant to N.J.S.A. 40A:11-12a

Res. #2019-365 - Authorization: Determination of Municipal Service Fes for 2020 (annual)

Res. #2019-366 - Renewal of Junk Yard License for Cape May Used Auto Parts for the Year 2020

Res. #2019-367 - Transfer of 2019 Appropriations (\$5,000)

Res. #2019-368 - Authorization for the Payout of Accumulated Sick Time (L.Read \$24,427.57 to Def Comp)

Res. #2019-369 – Appointments to the Recreation Advisory Board (B.McGinn & D. Golden)

Ordinance #2019-17 - Salary and Benefit Ordinance for the Township of Lower - This is the first reading of this Ordinance. The second reading and public hearing has been scheduled for December 16, 2019

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

**Regular Agenda**

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

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

**Engineer's Report**

Shawn Carr, Mott MacDonald, gave an update on the following engineering projects: Roseann Ave Phase 1 and 2, Roseann Ave Phase 3, Rec Center Restrooms Upgrade, Emergency Repair to Pipeline on Clubhouse Dr., Mulligan Field Renovations, Stormwater Pollution Prevention Plan, Beach Access Improvements, and Jonathan Hoffman Park.

Councilmember Perry asked about the timeline for lighting on Roseann Avenue. Mr. Carr explained.

**Administrative Reports**

Monthly – Finance

**Council Comments**

Councilmember Conrad thanked the LT Rotary and Rec Dept. for the Tree Lighting Ceremony and complimented Seashore Church of the Nazarene for the refreshments.

Councilmember Perry – no comments

Councilmember Roy – no comments

Deputy Mayor Sippel echoed comments about the Tree Lighting Ceremony and gave an update on Code Blue.

Mayor Simonsen thanked Seashore Church of the Nazarene and announced the following upcoming events: Rotary Christmas Parade, Ferry Merry Christmas, New Year's Eve Party, Townhall Meeting and Township Council Reorganization Meeting.

**Call to the Public**

**Adjournment**

There being no further business to address, motion to adjourn moved by Councilmember Conrad, seconded by Councilmember Roy. Motion to adjourn was unanimous. Meeting adjourned at 7:18 p.m.

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Mayor

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

Approved:



Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00454 KEVIN LEWIS								
	18-00821	03/27/18	2018 EQUIP. ALLOWANCE	Open	150.00	0.00		
	19-00948	03/29/19	2019 EQUIPMENT ALLOWANCE	Open	<u>51.36</u>	0.00		
					201.36			
00775 CAPRIONI PORTABLE TOILETS, INC*								
	19-03390	12/11/19	MONTHLY-CANAL PARK	Open	264.00	0.00		
00784 CAPE MAY STAR & WAVE								
	19-03341	12/09/19	LEGAL PUBLICATION 11/20/19	Open	71.30	0.00		
00825 COMCAST*								
	19-03294	12/03/19	11/28-12/27/19 INTERNET	Open	117.91	0.00		
01055 ERIC COOMBS								
	18-00809	03/27/18	2018 EQUIP. ALLOWANCE	Open	150.00	0.00		
	19-00935	03/29/19	2019 EQUIPMENT ALLOWANCE	Open	<u>146.00</u>	0.00		B
					296.00			
01075 COPIERS PLUS*								
	19-03284	11/27/19	8/20-11/19/19 COPIER OVERAGES	Open	537.61	0.00		
01170 VERIZON WIRELESS* F/S								
	19-03334	12/09/19	10/27-11/26/19 CELL FIRESAFETY	Open	53.17	0.00		
01171 VERIZON WIRELESS - TOWNHALL								
	19-03308	12/04/19	10/24-11/23/19 CELL PHONE	Open	501.67	0.00		
	19-03321	12/09/19	IPHONE 10/29-11/28/19	Open	<u>907.89</u>	0.00		
					1,409.56			
01200 DELTA DENTAL PLAN OF NJ								
	19-03318	12/04/19	NOV 2019 CLAIMS GROUP# 9427	Open	9,389.80	0.00		
01280 DON DOUGLASS, JR								
	19-03339	12/09/19	CONTRACTUAL REIMBURSEMENT V	Open	735.95	0.00		
01389 EDDIE'S AUTO BODY*								
	19-02861	10/24/19	REPAIR PATROL VEHICLE	Open	5,264.54	0.00		
	19-03172	11/15/19	PATROL VEHICLE REPAIR	Open	1,479.25	0.00		
	19-03185	11/19/19	REPAIR PATROL VEHICLE	Open	<u>176.13</u>	0.00		
					6,919.92			
01530 FIRE DISTRICT #1								
	19-00713	03/08/19	2019 FIRE DISTRICT 1 TAXES	Open	175,843.75	0.00		
01540 FIRE DISTRICT #2								
	19-00174	01/10/19	2019 FIRE TAXES	Open	99,250.00	0.00		
01550 FIRE DISTRICT #3								
	19-00637	03/01/19	2019 FIRE DISTRICT# 3 TAXES	Open	238,791.56	0.00		
01661 GENERAL SALES ADMINISTRATION*								
	19-01811	06/20/19	OUTFITTING PATROL VEHICLES	Open	9,792.11	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
<b>01661 GENERAL SALES ADMINISTRATION* Continued</b>								
	19-03098	11/08/19	NEW VEHICLE OUTFITTING	Open	<u>1,460.94</u>	0.00		
					11,253.05			
<b>01690 GRANTURK EQUIPMENT CO*</b>								
	19-03115	11/12/19	SOUNTY SWEEPER PARTS	Open	3,554.75	0.00		
	19-03274	11/27/19	PARTS/VEHICLE 35	Open	<u>2,077.76</u>	0.00		
					5,632.51			
<b>01805 HERTRICH FLEET SERVICES INC*</b>								
	19-02231	08/07/19	19 DODGE CHARGER PD STATE CONT	Open	21,288.00	0.00		
<b>01806 ANTHONY J HARVATT, II, ESQ</b>								
	19-00800	03/21/19	BOARD SOLICITOR SALARY	Open	625.00	0.00		
	19-03343	12/09/19	11/7 PREP RESOLUTIONS	Open	<u>450.00</u>	0.00		
					1,075.00			
<b>01826 WILLIAM HIENKEL</b>								
	19-03282	11/27/19	CONTRACTUAL REIMBURSEMENT M	Open	810.68	0.00		
<b>01898 HERITAGE BUSINESS SYSTEMS, INC*</b>								
	19-03327	12/09/19	GEORGIA PRINTER REPAIR	Open	185.00	0.00		
	19-03361	12/10/19	MISSED AMOUNT PREVIOUS INV	Open	460.00	0.00		
	19-03371	12/10/19	PRINTER MAINT 12/9-3/8/20	Open	<u>1,922.14</u>	0.00		
					2,567.14			
<b>02025 HUNTER JERSEY PETERBILT*</b>								
	19-03285	12/03/19	EGR VALVE TRUCK 33	Open	736.92	0.00		
<b>02027 JESCO INC*</b>								
	19-03232	11/25/19	WINDSHIELD	Open	464.52	0.00		
	19-03269	11/27/19	FILTERS	Open	<u>107.77</u>	0.00		
					572.29			
<b>02066 DEBORAH A. JOHNS</b>								
	19-03406	12/12/19	CONTRACTUAL REIMBURSEMENT V	Open	55.00	0.00		
<b>02108 KEEN COMPRESSED GAS CO*</b>								
	19-01578	06/04/19	BOTTLED GAS	Open	304.65	0.00		
<b>02331 LOWER TOWNSHIP ROTARY CLUB</b>								
	19-03117	11/12/19	ANNUAL CONTRIBUTION	Open	800.00	0.00		
<b>02334 LOWER TWP CHAMBER OF COMMERCE</b>								
	19-03171	11/15/19	NOV CHAMBER LUNCHEON MTG	Open	25.00	0.00		
<b>02415 STEPHEN FLITCROFT</b>								
	18-00813	03/27/18	2018 EQUIP. ALLOWANCE	Open	150.00	0.00		
	19-00939	03/29/19	2019 EQUIPMENT ALLOWANCE	Open	<u>150.00</u>	0.00		
					300.00			
<b>02443 ALLEN MAGNAVITA</b>								
	19-03372	12/10/19	CONTRACTUAL REIMBURSEMENT V	Open	217.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
02607 MICHAEL MAJANE	18-00823	03/27/18	2018 EQUIP. ALLOWANCE	Open	149.86	0.00		
02677 KAREN F. WOLF	19-03332	12/09/19	CONTRACTUAL REIMBURSEMENT M	Open	89.50	0.00		
	19-03342	12/09/19	CONTRACTUAL REIMBURSEMENT M	Open	<u>59.78</u>	0.00		
					149.28			
02725 THOMAS MILLS	19-03391	12/11/19	12/10/19 410 BAYWYN RD	Open	56.46	0.00		
02810 MOUNT CONSTRUCTION CO*	19-02035	07/16/19	ROSEANN PHASE 3 DNE \$2464865.0	Open	122,783.73	0.00		
03104 NORTHEAST IND.&MARINE SUPPLY*	19-00821	03/21/19	SUPPLIES/MATERIALS/APIIL	Open	62.46	0.00		B
03158 NYSCA*	19-03140	11/13/19	RENEWAL OF COACHES-BASKETBALL	Open	60.00	0.00		
03241 SARGENT OSHEA	19-03331	12/09/19	CONTRACTUAL REIMBURSEMENT M	Open	826.43	0.00		
03350 MICHAEL PERRY	19-03279	11/27/19	REIMBURSEMENT- COACH	Open	15.00	0.00		
03427 POLAR BEAR MECHANICAL SERVICES	19-02926	10/30/19	HVAC MAINTENANCE	Open	476.98	0.00		B
	19-03199	11/20/19	EMERGENCY CALL- BOILER-REC.	Open	<u>147.00</u>	0.00		
					623.98			
03484 LAUREN M. READ	19-03216	11/25/19	TRAVEL REIMBURSEMENT	Open	59.17	0.00		
03495 ELIZABETH BYRNE	19-00640	03/01/19	CONTRACTUAL REIMBURSEMENT M	Open	147.72	0.00		
03518 RIGGINS, INC.*	19-03266	11/27/19	OFF HIGHWAY DIESEL	Open	450.56	0.00		
	19-03365	12/10/19	OFF HIGHWAY DIESEL	Open	<u>505.82</u>	0.00		
					956.38			
03608 SEAWAVE CORPORATION*	19-03239	11/25/19	11/25/19 ADVERTISEMENT 3X3	Open	139.00	0.00		
03790 THE PRESS*	19-03134	11/13/19	LEGAL AD - SEALED PROPOSALS	Open	48.72	0.00		
03799 LINDA THOMAS	19-03293	12/03/19	CONTRACTUAL REIMBURSEMENT V	Open	65.00	0.00		
03820 MUNICIPAL UTILIL. AUTH ON CALL	19-03312	12/04/19	REIMBURSE HALF OF TOTAL BILLIN	Open	368.01	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03844 GIACOMO TROMBETTA	19-03336	12/09/19	CONTRACTUAL REIMBURSEMENT M	Open	124.04	0.00		
03904 LOWE'S HOME CENTER INC*	19-02730	10/07/19	MATERIALS/DPW	Open	188.38	0.00		
03915 TURF EQUIPMENT & SUPPLY CO*	19-03275	11/27/19	PARTS FOR VEHICLES	Open	95.74	0.00		
03958 DEBORAH VAN MOURIK	19-03340	12/09/19	CONTRACTUAL REIMBURSEMENT M	Open	242.64	0.00		
03971 VERIZON WIRELESS MDT POLICE	19-03330	12/09/19	VERIZON WIRELESS	Open	843.33	0.00		
03985 VILLAS NAPA AUTO PARTS	19-02102	07/24/19	RDS/SANT/RECY/DPW/OCT	Open	2,770.48	0.00		
03992 VAL-U AUTO PARTS LLC*	19-01294	05/02/19	RDS/SANT/DPW/JUNE	Open	6,158.29	0.00		
04089 WIZARD'S FESTIVAL OF FUN, INC*	19-02524	09/17/19	FERRY MERRY CHRISTMAS	Open	5,750.00	0.00		
04097 CINTAS FIRST AID AND SAFETY*	19-03405	12/12/19	FIRST AIDE SUPPLIES/DPW	Open	114.70	0.00		
	19-03412	12/12/19	MEDICAL CABINET REFILL	Open	57.42	0.00		
					172.12			
04158 HUFFMAN'S FLOOR COVERING*	19-02924	10/30/19	MOHAWK CARPET TILES- ROOM #2	Open	3,357.80	0.00		
04266 NJ DEPT OF HEALTH&SENIOR SVCS	19-03337	12/09/19	DOG DAMAGE NOVEMBER 2019	Open	71.40	0.00		
04281 CAPRI CONSTRUCTION CO INC*	19-02761	10/09/19	REC.CENTER RESTROMMS UPGRADE	Open	24,539.20	0.00		B
04301 SEASHORE ASPHALT CORPORATION*	19-03160	11/15/19	HP PATCH	Open	245.00	0.00		
2023 ATLANTIC TACTICAL INC*	19-02780	10/11/19	POLICE SUPPLIES	Open	6,100.00	0.00		
	19-03097	11/08/19	FIREARM PARTS	Open	3,319.27	0.00		
					9,419.27			
5032 NORTH WILDWOOD \$ CREST SHIRT*	19-03271	11/27/19	PINNIES - BLUE AND WHITE	Open	358.20	0.00		
6063 CAPE MINING & RECYCLING, LLC*	19-01274	05/02/19	SUPPLIES FOR ROADS	Open	852.20	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
<b>6071 UNITED UNIFORMS LIMITED LIAB*</b>								
	19-02883	10/28/19	POLOS WITH EMBROIDERY 10/21/19	Open	236.97	0.00		
	19-03212	11/21/19	EMBROIDERY FOR UNIFORMS	Open	<u>30.00</u>	0.00		
					266.97			
<b>7079 SUBURBAN PROPANE L P*</b>								
	19-03389	12/11/19	CLEM MULLIGAN PARK	Open	162.08	0.00		
<b>7119 ENGINEERING DESIGN ASSOC*</b>								
	18-03249	12/11/18	VILLAGE ROAD PROJ RES 2018-361	Open	500.42	0.00		B
	19-00359	01/30/19	RES 18-326 SCHELLENGERS LNDG	Open	<u>1,543.10</u>	0.00		B
					2,043.52			
<b>7296 MELISSA O'DONNELL</b>								
	19-03281	11/27/19	REIMBURSEMENT-BASKETBALL COACH	Open	54.05	0.00		
<b>7354 FLEETPRIDE INC.*</b>								
	19-03404	12/12/19	PARTS FOR VEHICLE	Open	339.70	0.00		
<b>7359 ANTHONY MICCICHE</b>								
	19-03265	11/27/19	TRAINING MEALS 11-13,14,15 &18	Open	33.50	0.00		
<b>7386 COREY SCHEID</b>								
	19-03338	12/09/19	12/4-12/6 PARKING CONFERENCE	Open	35.00	0.00		
<b>7457 SERVPRO OF CAPE MAY COUNTY*</b>								
	19-02440	09/04/19	FOSTER HOUSE CLEAN UP	Open	1,282.27	0.00		
<b>7478 WINDSTREAM COMMUNICATION INC*</b>								
	19-03322	12/09/19	11/29/19 PHONE SERVICES	Open	6,686.30	0.00		
<b>7479 BE &amp; ME ENTERTAINMENT LLC*</b>								
	19-03182	11/18/19	MINI ART SESSIONS/FERRY MERRY	Open	500.00	0.00		
<b>7507 STEFANKIEWICZ &amp; BELASCO LLC</b>								
	19-00047	01/04/19	DNE \$97,000 EXPENSES	Open	6,386.98	0.00		
<b>7508 BLANEY &amp; KARAVAN PC*</b>								
	19-00048	01/04/19	LABOR ATT RES#2019-02 DNE 40K	Open	2,632.00	0.00		B
<b>7532 HEATHER MCNULTY*</b>								
	19-03303	12/03/19	HI FIT & SPROUT SPOT NOV 19	Open	275.00	0.00		
<b>7575 CAPE MAY COUNTY COAST GUARD</b>								
	19-03310	12/04/19	2019 CG COMMUNITY FEST CONTR	Open	1,000.00	0.00		
<b>7618 MEGONIGAL ELECTRIC LLC*</b>								
	19-03139	11/13/19	PARKING LOT LIGHTS-BENNETTS	Open	955.00	0.00		
<b>7636 MOTT MACDONALD LLC*</b>								
	19-00165	01/09/19	MULLIGAN FIELD RENOVATIONS	Open	10,362.00	0.00		B
	19-02261	08/12/19	REC BATHROOM CONSDTRUCTION PHA	Open	4,950.00	0.00		B
	19-02854	10/24/19	STAIRS DESIGN	Open	3,956.00	0.00		B

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
<b>7636 MOTT MACDONALD LLC* Continued</b>								
	19-03344	12/09/19	PROFESSIONAL ENGINEERING	Open	7,496.01	0.00		
	19-03345	12/09/19	PROFESSIONAL ENGINEERING	Open	513.88	0.00		
	19-03346	12/09/19	PROFESSIONAL ENGINEERING	Open	38.25	0.00		
	19-03347	12/09/19	PROFESSIONAL ENGINEERING	Open	776.25	0.00		
	19-03348	12/09/19	PROFESSIONAL ENGINEERING	Open	76.50	0.00		
	19-03349	12/09/19	PROFESSIONAL ENGINEERING	Open	191.25	0.00		
	19-03350	12/09/19	PROFESSIONAL ENGINEERING	Open	357.14	0.00		
	19-03351	12/09/19	PROFESSIONAL ENGINEERING	Open	406.56	0.00		
	19-03352	12/09/19	PROFESSIONAL ENGINEERING	Open	218.63	0.00		
	19-03353	12/09/19	PROFESSIONAL ENGINEERING	Open	1,140.73	0.00		
	19-03354	12/09/19	PROFESSIONAL ENGINEERING	Open	1,104.13	0.00		
	19-03355	12/09/19	PROFESSIONAL ENGINEERING	Open	696.14	0.00		
	19-03356	12/09/19	PROFESSIONAL ENGINEERING	Open	792.63	0.00		
	19-03357	12/09/19	PROFESSIONAL ENGINEERING	Open	1,007.38	0.00		
	19-03358	12/09/19	PROFESSIONAL ENGINEERING	Open	69.25	0.00		
	19-03359	12/09/19	PROFESSIONAL ENGINEERING	Open	76.50	0.00		
					<u>34,229.23</u>			
<b>7675 ALICIA MONTGOMERY</b>								
	19-03280	11/27/19	REIMBURSEMENT- COACH	Open	15.00	0.00		
<b>7691 AUDREY DENNY</b>								
	19-03373	12/10/19	CONTRACTUAL REIMBURSEMENT M	Open	794.52	0.00		
<b>7748 JAMES MATHIS</b>								
	18-00825	03/27/18	2018 EQUIP. ALLOWANCE	Open	148.09	0.00		
<b>7798 THE HON COMPANY</b>								
	19-02309	08/19/19	VALIDO LATERAL FILES	Open	1,186.26	0.00		
<b>7819 CHARLES RYAN</b>								
	18-00830	03/27/18	2018 EQUIP. ALLOWANCE	Open	150.00	0.00		
<b>7820 DEBLASIO &amp; ASSOCIATES, P.C*</b>								
	19-02342	08/21/19	2019 ROAD PROGRAM	Open	1,062.50	0.00		B
<b>7833 AARONS MOBILE DETAILING LLC*</b>								
	19-02871	10/24/19	CAR DETAILING	Open	200.00	0.00		
<b>7861 DENNIS TOWNSHIP FOOTBALL</b>								
	19-02963	11/06/19	ROUND ROBIN REGISTRATION FEES	Open	100.00	0.00		
<b>7866 KATHRYN CRECCA</b>								
	19-03283	11/27/19	CONTRACTUAL REIMBURSEMENT V	Open	316.55	0.00		
<b>7876 DAVID DOUGLASS</b>								
	19-03299	12/03/19	REIMBURSEMENT-WRESTLING	Open	25.00	0.00		
<b>7923 THOMAS SHOUGH</b>								
	18-00842	03/27/18	2018 EQUIP. ALLOWANCE	Open	150.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7923 THOMAS SHOUGH								
	19-00963	03/29/19	2019 EQUIPMENT ALLOWANCE	Open	<u>150.00</u>	0.00		
					300.00			
7929 AMAZON CAPITAL SERVICES, INC								
	19-03189	11/19/19	SUPPLIES	Open	165.09	0.00		
	19-03264	11/27/19	DETECTIVE PHONE CASES	Open	23.98	0.00		
	19-03289	12/03/19	SUPPLIES	Open	155.52	0.00		
	19-03314	12/04/19	ALUM STAIR TREADS/ LIGHT BULBS	Open	225.09	0.00		
	19-03320	12/05/19	OFFICE SUPPLIES	Open	202.23	0.00		
	19-03363	12/10/19	SCREEN PROTECTORS	Open	<u>11.99</u>	0.00		
					783.90			
7985 EAW SECURITY								
	19-03231	11/25/19	DOOR CORES FOR CLERKS OFFICE	Open	927.14	0.00		
8001 KEVIN O'BRIEN								
	18-02463	09/18/18	2018 EQUIP. ALLOWANCE	Open	51.78	0.00		
	19-00955	03/29/19	2019 EQUIPMENT ALLOWANCE	Open	<u>130.50</u>	0.00		B
					182.28			
8039 CAPE MAY RUNNING LLC								
	19-03190	11/19/19	RETURN UNUSED ESCROW	Open	362.50	0.00		
8081 UGI ENERGY SERVICES								
	19-03309	12/04/19	NOVEMBER 2019 NATURAL GAS	Open	1,186.43	0.00		
8087 COOL POOLS CONSTRUCTION LLC								
	19-02460	09/05/19	SAFETY POOL COVERS FOR POOL	Open	4,075.00	0.00		
8105 JOSEPH HARRISON								
	19-03298	12/03/19	FALL SOCCER ASSIGNOR FEE	Open	108.00	0.00		
8131 DOCUVAULT SECURE SHREDDING LLC								
	19-03360	12/10/19 11/22/19	SHREDDING	Open	124.00	0.00		
8152 DELMOPRO LLC								
	19-03181	11/15/19	REFUND	Open	48.75	0.00		
8153 7 MILE PUBLISHING & CREATIVE								
	19-02462	09/09/19	INFORMATIONAL AQUATIC PRESENT	Open	4,265.00	0.00		
8154 HUNTER TRUCK SALES & SERVICE								
	19-03286	12/03/19	PARTS FOR COUNTY TRUCK	Open	1,095.66	0.00		
8193 VERONICA GAMBLE								
	19-03267	11/27/19	REIMBURSEMENT- BASKETBALL	Open	20.00	0.00		
8195 JEFFREY LINDSAY								
	19-03278	11/27/19	REIMBURSEMENT- COACH	Open	15.00	0.00		
8196 JOHN ELWELL								
	19-03300	12/03/19	REIMBURSEMENT-REGISTRATION	Open	25.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
8199 VALENTIN LAZAR	19-03335	12/09/19	12/9/19 RELEASE DEMO BOND	Open	500.00	0.00		
8212 MICHAEL CALAFATI ARCHITECT LLC	19-01424	05/15/19	RES 19-163 NATHANIEL HOUSE	Open	6,763.50	0.00		
ALPHACAR ALPHA CARD SYSTEMS*	19-03205	11/21/19	ID PRINTER SUPPLIES	Open	117.15	0.00		
BOSNA KAREN MANETTE BOSNA	19-03302	12/03/19	NOVEMBER 2019 YOGA	Open	105.00	0.00		
Total Purchase Orders: 171 Total P.O. Line Items: 0				Total List Amount:	884,100.43	Total Void Amount:	0.00	

Totals by Year-Fund		Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total
Fund Description	Fund						
	8-01	1,249.73	0.00	1,249.73	0.00	0.00	0.00
	9-01	668,135.98	0.00	668,135.98	0.00	0.00	0.00
	9-12	71.40	0.00	71.40	0.00	0.00	0.00
	9-13	0.00	0.00	0.00	0.00	0.00	15,911.23
	9-16	0.00	0.00	0.00	0.00	0.00	791.25
Year Total:		<u>668,207.38</u>	<u>0.00</u>	<u>668,207.38</u>	<u>0.00</u>	<u>0.00</u>	<u>16,702.48</u>
	C-04	197,940.84	0.00	197,940.84	0.00	0.00	0.00
Total of All Funds:		<u><u>867,397.95</u></u>	<u><u>0.00</u></u>	<u><u>867,397.95</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>16,702.48</u></u>

Project Description	Project No.	Rcvd Total	Held Total	Project Total
CONIFER REALTY 3809 BAYSHORE	05-01-06	1,359.36	0.00	1,359.36
254 FISHING CREEK	12-10-03	406.56	0.00	406.56
WAWA INC 1515 BAYSHORE ROAD	15-01-03	69.25	0.00	69.25
418 PORTSMOUTH RD	16-10-01	150.00	0.00	150.00
SHORE REAL ESTATE DEV	17-11-02	38.25	0.00	38.25
661 ROUTE 9	17-12-03	267.75	0.00	267.75
CELLCO PARTNERSHIP VERIZON	17-12-04	357.14	0.00	357.14
80 MILLMAN LANE	18-10-04	76.50	0.00	76.50
557 NUMMYTOWN RD	18-11-02	8,009.89	0.00	8,009.89
HOBER 505/18.03	18-12-02	1,007.38	0.00	1,007.38
900-906 WISSAHICKON AVE &	19-05-05	792.63	0.00	792.63
1116 SEASHORE RD	19-05-07	776.25	0.00	776.25
5100 LAKE RD	19-06-01	1,800.27	0.00	1,800.27
127 MARYLAND AVE	19-10-01	150.00	0.00	150.00
77 BEACH DR NCM	19-10-02	150.00	0.00	150.00
504 E ST JOHNS AVE DEMO BOND	P VLAZAR	500.00	0.00	500.00
DELMO SPORTS LLC	T 19-08-03	48.75	0.00	48.75
HALLOWED HALF MARATHON	T 19-09-02	362.50	0.00	362.50
HIGH INTENSITY TRAINING	T HIT	275.00	0.00	275.00
TRUST-MISC./COOKING	T MISC	105.00	0.00	105.00
Total of All Projects:		<u>16,702.48</u>	<u>0.00</u>	<u>16,702.48</u>

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

RESOLUTION #2019-370

Title: **AUTHORIZING THE PAYMENT OF VOUCHERS**

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
RUSSELL DOUGLASS	CONTRACTUAL REIMBURSEMENT	\$1900.00
GREAT AMERICAN FINANCIAL	LEASE PAYMENT	\$1219.50
NJ MOTOR VEHICLES	REGISTRATION	\$60.00

TOTAL Manual Checks	\$3179.50
TOTAL Computer Generated	\$884,100.43
TOTAL BILL LIST	\$887,279.94

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on DEC 16, 2019.

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

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

RESOLUTION #2019-371

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

WHEREAS, the employee listed below has accrued compensatory time due from the Township and has requested payment for this time; and

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

WHEREAS, it has been determined by the Township Treasurer as evidenced by her signature \_\_\_\_\_ that adequate funding is available for such payment in the current budget for Salaries and Wages.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to Anthony Micciche in the amount of 7,033.43 is authorized and chargeable to the 2019 Budget account 9-01-25-240-123.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held December 16, 2019.

Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

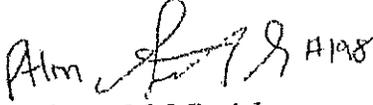
SPECIAL REPORT

TO: CHIEF WILLIAM MASTRIANA  
FROM: PTLM. ANTHONY MICCICHE  
DATE: 12/02/2019  
SUBJECT: COMPENSATORY TIME REQUEST

Sir,

I am respectfully requesting to cash in 250 hours of accumulated compensatory time.  
Thank you for your attention in this matter.

Respectfully Submitted,

  
Anthony M. Micciche  
Patrolman Badge 198

250 x  
28.1337 =  
7,033.425 \*+

C	File	Officer	Comments
	12/2/19	Sgt Ryan 194	
	12-3-19	D. LEWIS	RELIEVED FORWARDED TO CHIEF
	12/3/19	M/S	FWA TO TWP

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

**RESOLUTION #2019-372**

Title: **TRANSFER OF 2019 APPROPRIATIONS**

**WHEREAS**, N.J.S.A. 40A: 4-58 provides for appropriation transfers during the last two months of the current fiscal year when it has been determined that any appropriation is insufficient to pay the claims authorized or incurred during the current year, which are chargeable to said appropriation, and there is an excess in any appropriation over and above the amount deemed to be necessary to fulfill its purpose.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the following transfers totaling \$15,000.00 be made between the 2019 budget appropriations:

LINE ITEM		ACCT. NUMBER	TO	FROM
POLICE	OE	9-01-25-240-200	5,000.00	
MANAGER	S&W	9-01-20-100-100	10,000.00	
GROUP HEALTH INSURANCE	OE	9-01-23-220-400		15,000.00
			15,000.00	15,000.00

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 16, 2019.

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

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

RESOLUTION #2019-373

Title: **BID ACCEPTANCE AND CONTRACT AWARD FOR SPLIT RAILS AND POSTS FOR BEACH ACCESS PROGRAM**

**WHEREAS**, the Township of Lower has a need to acquire Split Rails and Posts for the Beach Access Program; pursuant to the provisions of N.J.S.A. 19:44A-20.4 Fair and Open Process; and

**WHEREAS**, Bid # P2P 2019-24 to purchase Split Rails and Posts was advertised on the Township website on November 24, 2019 and accepted and opened on Thursday December 5, 2019 at 11:00 a.m.; Two (2) Proposals was submitted and reviewed by the QPA; and

**WHEREAS**, the bidder complied with the specifications and supplied all required certifications and bid documents and the CFO has determined sufficient funds are available in the budget as follows:

Appropriation: \_\_\_\_\_

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

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

**AWARD TO:** A. MURPHY & SONS FENCE COMPANY INC.

**TOTAL AWARD:** \$19,539.52  
11" RAIL SPLIT RAIL PER UNIT \$9.52  
6"-2 HOLE SPLIT RAIL PER UNIT \$9.52  
6"-2 HOLE END POST PER UNIT \$9.66

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 16, 2019.

Julie A Picard, Township Clerk

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

RESOLUTION #2019-374

Title: RENEWAL OF TRAILER PARK LICENSES FOR THE YEAR 2020

WHEREAS, the following applicants have submitted applications for renewal of their trailer park licenses for the year 2020; and

WHEREAS, the appropriate license fees have been received and the real estate taxes on subject properties are current.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the renewal of the following trailer park licenses for the year 2020 are hereby approved:

<u>NAME</u>	<u>LOCATION</u>
Patricia Major t/a Broadway Mobile Park	901 Broadway
William Herker t/a Cape May Landing	755 Route 9
Inter Coastal Enterprises, Inc. t/a Shawcrest Mobile Home Park	5200 Shawcrest Road
National RV Communities t/a Cape May Crossing	878 Route 109 South
William Herker t/a Cape Meadows	306 Route 9

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 16, 2019.

Julie A Picard, Township Clerk

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

RESOLUTION #2019-375

Title: AUTHORIZING INCREASE IN CHANGE FUND FOR THE CONSTRUCTION OFFICE

WHEREAS, the Construction Office is required to make change from time to time for cash payments; and

WHEREAS, the Construction Code Official (CCO) has submitted a request to increase the change fund in his office from \$100.00 to \$250.00 to address the increasing number of permits issued and usage of cash payments for said permits; and

WHEREAS, New Jersey State regulations allow change funds to be established by an initial resolution and to continue from year to year without additional governing body action until such time as they take action to have the funds returned.

NOW, THEREFORE BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the change fund in the Construction office be increased from \$100.00 to \$250.00 and charged to the 2019 budget as follows:

Appropriation: 9-01-22-195-299

CFO Signature certifying sufficient funding:

\_\_\_\_\_  
Lauren Read, CFO

BE IT FURTHER RESOLVED, that said change fund be used to make change only and will not be used for the purchase of goods and/or services of any kind; and

BE IT FURTHER RESOLVED, said change fund be safeguarded and that the proper internal controls applied to ensure the security of the fund.

BE IT FINALLY RESOLVED, that the Lower Township Treasurer is hereby authorized to issue the increase to the respective change fund in the amount of \$150 to use as set forth in this resolution.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 16, 2019.

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

jpocard

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**From:** lread  
**Sent:** Monday, December 09, 2019 10:18 AM  
**To:** jpocard  
**Subject:** FW: Change fund  
**Attachments:** 19-375 Increase change fund for BOCA.doc

Julie

Attached is the resolution and Gary's request for the increase.

*Lauren Read*

CFO, Township of Lower  
2600 Bayshore Road  
Villas, NJ 08251  
609-886-2005 (ext. 125)  
[lread@townshipoflower.org](mailto:lread@townshipoflower.org)

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**From:** gplayford  
**Sent:** Monday, December 9, 2019 10:05 AM  
**To:** lread  
**Subject:** Change fund

Morning Lauren

I'm asking if you would increase our change fund from 100.00 dollars to 250.00 ....Due to the fact these days we are getting a lot of cash payments and it would help to have smaller bills on hand... Thanks for your anticipated cooperation in this matter.... Gary

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

**RESOLUTION #2019-376**

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

**WHEREAS**, it has been determined that there are appropriated and receivable balances in the general ledger of the current and the federal and state grant funds that are no longer viable; and

**WHEREAS**, it has been determined by an internal audit that these balances totaling \$19,798.67 should be cancelled to properly reflect the financial position of the Township; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council that the following cancellation is authorized to the corresponding Receivable and Appropriated General Ledger Balances:

G/L DESCRIPTION		G/L NUMBER	DEBIT	CREDIT
APPROPRIATED	JIF	9-02-203-40-300-304	50.24	
APPROPRIATED	DISTRACTED DRIVING	9-02-203-40-300-316	3,300.00	
APPROPRIATED	MUNICIPAL ALLIANCE	9-02-203-40-300-307	7,617.97	
APPROPRIATED	COASTAL RESILIENCE	9-02-203-40-300-427	1,416.08	
APPROPRIATED	COPS IN SHOPS	9-02-203-40-300-314	958.52	
RECEIVABLE	RECEIVABLE JIF	9-02-104-03-700-011	249.46	
RECEIVABLE	DISTRACTED DRIVING	9-02-104-03-700-011		3,300.00
RECEIVABLE	BODY ARMOR	9-02-104-03-700-011		156.22
RECEIVABLE	COASTAL RESILIENCE	9-02-104-03-700-011		1,416.08
RECEIVABLE	CLICK IT OR TICKET	9-02-104-03-700-011		5,000.00
RECEIVABLE	CIS	9-02-104-03-700-011		100.00
RECEIVABLE	EMAA	9-02-104-03-700-011	600.00	
RECEIVABLE	MUNICIPAL ALLIANCE	9-02-104-03-700-011		9,826.37
FUND BALANCE		9-01-400-65-900-011	5,606.40	
			<b>19,798.67</b>	<b>19,798.67</b>

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 16, 2019.

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

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

RESOLUTION # 2019-377

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

WHEREAS, the employee listed below has accrued compensatory time due from the Township and has requested payment for this time; and

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

WHEREAS, it has been determined by the Township Treasurer as evidenced by her signature \_\_\_\_\_ that adequate funding is available for such payment in the current budget for Salaries and Wages.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to Eric Coombs in the amount of \$ 14,277.84 is authorized and chargeable to the 2019 Budget account 9-01-25-240-127.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held December 16, 2019.

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

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: CHIEF WILLIAM MASTRIANA

FROM: SRO ERIC S. COOMBS

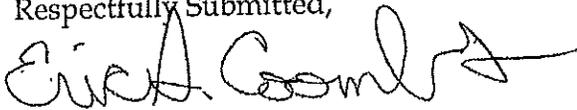
DATE: December 9, 2019

SUBJECT: COMP TIME SELL BACK

SIR,

I WOULD LIKE TO SELL BACK 300 HOURS OF MY ACCUMULATED COMP TIME

Respectfully Submitted,



ERIC S. COOMBS  
Patrolman Badge 177

300 x  
47.5928 =  
14,277.840 \*+  
000.....  
0.000 \*+

C	File	Officer	Comments
Date	12/9/19	MS	Received Fwd To Temp

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

RESOLUTION #2019-378

Title: AUTHORIZATION TO CANCEL RESOLUTION #2019-238: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A: 4-87, CHAPTER 159 (DEDR \$31,409)

WHEREAS, it has been determined by the CFO that Municipal Alliance Grant funds were authorized and booked twice; once in the 2019 Budget and once through Chapter 159 Resolution #2019-238; and

WHEREAS, it has been determined that the proper course of action to correct is to cancel Resolution #2019-238, Chapter 159 (DEDR \$31,409) and corresponding Resolution #2019-234 Requesting Change in Title, Text or Amount for the local match amount \$7,852; and

WHEREAS, it is the recommendation of the CFO that these resolutions be cancelled and a certified copy of this Resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Resolution #2019-238 and corresponding Resolution #2019-234 are hereby cancelled.

BE IT FURTHER RESOLVED that the CFO is authorized to forward this resolution and any supporting documentation to the Division of Local Government Services, New Jersey Department of Community Affairs.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 16, 2019.

Julie A Picard, Township Clerk

# TOWNSHIP OF LOWER

2600 Bayshore Road  
Villas, New Jersey 08251



Incorporated 1798

(609) 886-2005

December 9, 2019

To Lower Township Manager, Mayor and Council,

While completing the annual year-end reconciliation of the Federal and State Grant Fund, it was discovered that the Municipal Alliance appropriation had been booked twice. The State portion of \$31,409 and the Township portion of \$7,852 were included in both the 2019 Budget and also in Resolution #2019-238: Chapter 159 (DEDR \$31,409) and in Resolution #2019-234: Change in Title, Text or Amount of Appropriation (\$7,852), both passed at a meeting held on July 15, 2019.

I called Jorge Carmona at NJDCA for guidance and was instructed to cancel the resolution authorizing its inclusion into the 2019 Budget and email same to his attention.

My error was due to a misread of the award year which changed from a calendar to a fiscal year a few years back.

I apologize for the error and can assure the Manager, Mayor and Council that it will not be repeated.

Lauren Read  
CFO, Township of Lower

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

RESOLUTION #2019-379

Title: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount,

SECTION 1.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of \$5,500.00 for an item of revenue in the budget of the year 2019 as follows:

Miscellaneous Revenues -	
Revenue Offset with Appropriations -	Drive Sober or Get Pulled Over
Total with increase to be -	\$ 5,500.00

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$5,500.00 be and the same is hereby appropriated under the caption of:

General Appropriations -	
Public & Private Programs Offset by Revenues -	Drive Sober or Get Pulled Over
State/Federal Share	\$ 5,500.00
Non State Share	\$
Total with increase to be	\$ 5,500.00

FURTHER RESOLVED that a certified copy of this Resolution shall be electronically filed with the State of New Jersey, Division of Local Government Services.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 16, 2019.

Julie A Picard, Township Clerk



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Document Information: [MOB-YEHDS-2019-Lower Township-00007](#)

[Details](#)

**GRANT SNAPSHOT**

<b>Grant #:</b>	EA-20-45-01-MH-42
<b>Status:</b>	Grant Agreement Executed
<b>Project Title:</b>	2019 Drive Sober or Get Pulled Over Year End Holiday Crackdown
<b>Grantee/Organization Name:</b>	Lower Township
<b>Project Period:</b>	From: 12/6/2019 To: 1/1/2020
<b>Total Grant Award:</b>	\$5,500.00

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

RESOLUTION #2019-380

Title: APPROVAL OF A SHARED SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT FOR THE DISTRICT TO PROVIDE WEB DESIGN, HOSTING AND MAINTENANCE SERVICE TO THE TOWNSHIP OF LOWER

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 *et seq.* (the "Act"), authorizes local units of this State to enter into agreements with any other local unit or units in order to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive within its own jurisdiction; and

WHEREAS, the Township currently operates a municipal website located at <http://www.townshipoflower.org> which sets forth various functions and services provided by the Township and which also provides general information to Township residents and visitors alike; and

WHEREAS, the District is the entity which initially created and developed said website for the Township, and the District is also responsible for hosting, updating, and maintaining said website on behalf of the Township, pursuant to a verbal agreement entered into between the parties; and

WHEREAS, in an effort to ensure that the expectations of the parties relative to the operation, maintenance, design, and development of said website, and the rights and obligations of the parties are acknowledged and understood, the parties have elected to reduce same in the form of this written Agreement; and

WHEREAS, in the spirit of interlocal cooperation, and in furtherance of the principals underlying the Act, the Township and the District have negotiated an Agreement and deem it necessary and proper to memorialize these terms in order to outline their respective rights and responsibilities for the benefit of both parties.

NOW THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the attached Agreement outlining the rights and responsibilities in order for the District to provide website design, hosting, and maintenance services to the Township of Lower, is hereby approved and the Mayor and Clerk are hereby directed to execute said Agreement.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 16, 2019.

Julie A. Picard, Township Clerk

**SHARED SERVICES AGREEMENT**

BY AND BETWEEN

**THE TOWNSHIP OF LOWER**

AND

**THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT**

DATED

---

AN AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND THE LOWER CAPE MAY REGIONAL  
SCHOOL DISTRICT FOR THE DISTRICT TO PROVIDE WEBSITE DESIGN, HOSTING, AND  
MAINTENANCE SERVICES TO THE TOWNSHIP

**A SHARED SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT FOR THE DISTRICT TO PROVIDE WEBSITE DESIGN, HOSTING, AND MAINTENANCE SERVICES TO THE TOWNSHIP**

**THIS SHARED SERVICES AGREEMENT** is made this \_\_\_\_ day of \_\_\_\_\_, 2019 by and between the **TOWNSHIP OF LOWER** ("Township"), a municipal corporation of the State of New Jersey whose administrative offices are located at 2600 Bayshore Road, Villas, New Jersey 08251 and the **LOWER CAPE MAY REGIONAL SCHOOL DISTRICT** ("District"), a local municipal board of education whose administrative offices are located at 687 Route 9, Cape May, New Jersey 08204, and who may collectively be denominated as the "Parties" in this Agreement, and each may be called, separately, a "Party."

**WITNESSETH:**

**WHEREAS**, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 *et seq.* (the "Act"), authorizes local units of this State to enter into agreements with any other local unit or units in order to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive within its own jurisdiction; and

**WHEREAS**, the Township currently operates a municipal website located at <http://www.townshipoflower.org> which sets forth various functions and services provided by the Township and which also provides general information to Township residents and visitors alike; and

**WHEREAS**, the District is the entity which initially created and developed said website for the Township, and the District is also responsible for hosting, updating, and maintaining said website on behalf of the Township, pursuant to a verbal agreement entered into between the parties; and

**WHEREAS**, in an effort to ensure that the expectations of the parties relative to the operation, maintenance, design, and development of said website, and the rights and obligations of the parties are acknowledged and understood, the parties have elected to reduce same in the form of this written agreement;

**WHEREAS**, in the spirit of interlocal cooperation, and in furtherance of the principals underlying the Act, the Township and the District have negotiated an Agreement and deem it necessary and proper to memorialize these terms, as set forth below, in order to outline their respective rights and responsibilities for the benefit of both parties.

**NOW THEREFORE**, the Parties hereto, intending to be legally bound, do hereby adopt and endorse the following agreement to outline their rights and responsibilities in order for the District to provide website design, hosting, and maintenance services to the Township:

1. **PREAMBLE:** All of the Statements of the Preamble to this Agreement are repeated and incorporated herein by reference as if set forth in full.

2. **TERM OF THE AGREEMENT:** This Agreement shall take effect January 1, 2020, for a term of one (1) year, through December 31, 2020. This Agreement shall automatically renew for additional terms of one (1) year unless either party provides the other with written notice of intent to terminate this Agreement within thirty (30) days prior to the end of the given term.

3. **TOWNSHIP RESPONSIBILITIES:**

- A. The Township specifically agrees to grant the District the exclusive right during the term of this Agreement to host, design, and maintain its website located at <http://www.townshipoflower.org>.
- B. The Township will be responsible for uploading relevant content, information, and documentation to said website. The parties acknowledge and agree that the website itself and any and all content uploaded to same is understood to be the exclusive property of the Township.
- C. The Township shall pay the District a one-time fee of **FOUR THOUSAND FIVE HUNDRED (\$4,500.00) DOLLARS** for its initial services associated with creating, developing and building the Township's website. In addition to the aforementioned one-time fee, the Township shall pay the District an annual fee of **ONE THOUSAND (\$1,000.00) DOLLARS** in connection with website security, server hosting, and maintenance. In the event maintenance or enhancement costs will exceed the annual fee set forth herein, the District will advise the Township of said fees and obtain its written consent prior to providing any additional services which are not encompassed within the annual fee set forth herein. The District will provide the requisite voucher to the Township for payment of the fees set forth herein.

4. **DISTRICT RESPONSIBILITIES:**

- A. The District is granted the exclusive right during the term of this Agreement to host, design, and maintain the Township's website located at <http://www.townshipoflower.org>.
- B. The District shall, on an as needed basis, provide the Township with the following website design and security services:
  - 1) Web Design and related services;
  - 2) Site lock web security;
  - 3) Host the server and satisfy required maintenance fees;
- C. The District represents and warrants to the Township that it has the necessary expertise and trained personnel to provide the specified website services outlined herein. The District will ensure that all services which it provides in connection with this Agreement are supervised and overseen by Ms. Christine Teeney, Director of Curriculum and Instruction.

5. **TERMINATION:** Notwithstanding the foregoing, this Agreement may be terminated, on one (1) month written notice to the other party, for any reason or no reason, or if a provision of the Agreement is breached by the non-breaching party by notifying the breaching party, in writing, of the grounds associated with the alleged breach. The breaching party shall have fifteen (15) days in which to answer and cure said breach. If the breach is not adequately cured within that time, the non-breaching party shall have the immediate option to declare this Agreement terminated.

**6. INSURANCE AND INDEMNIFICATION:** The parties represent that each is insured for liability purposes and agree to remain insured so long as this Agreement remains in effect. The parties agree, to the extent possible under the terms of their respective insurance coverages, to name each other as additional insured on such policies of insurances to protect against liability arising from the provision of services under this Agreement, and to maintain such coverages throughout the duration of this Agreement.

The parties hereby agree to mutually indemnify, defend and hold one another harmless from any and all claims, demands, liabilities, causes of action, complaints, suits (at law or in equity), damages, penalties, fines, judgments, losses, costs and expenses (including without limitation reasonable attorneys' fees, court costs, consultants' and experts' fees, and the cost of enforcing this agreement) (collectively "claims"), arising out of the sole negligence, criminal acts and/or intentional conduct of either the Township or District or any employees, agents or officers thereof or acting on that Party's behalf, related to, either directly or indirectly, the performance by such Party contemplated by this Agreement.

The Parties agree to submit a copy of this Shared Services Agreement to their respective insurance carriers prior to the execution of same. The Parties agree that during the term of this Agreement they shall keep in force a policy of general and comprehensive liability insurance that will insure each party against any claims for any actions or omissions charged against either or both parties during the term of this Agreement. Each Party agrees to cooperate with the other in the defense of any claim or claims assessed against either or both parties arising out of the rendering or non-rendering of services contemplated by this Agreement.

**7. ADDITIONAL SERVICES:** In the event additional services associated with this Agreement are required and/or deemed necessary, which are not specifically set forth within this Agreement, the parties are free to enter into additional written agreements in order to effectuate the intent and purposes of this Agreement, without the need for official authorization from the parties. The parties expressly understand and agree that any fees associated with additional services must be negotiated and agreed upon in advance prior to undertaking said services and prior to requesting payment in connection with same.

**8. ASSIGNMENT:** The rights and the obligations under this Agreement shall not be assigned by either party without the express written consent of the other.

**9. APPLICABLE LAW:** This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

**10. ENTIRE AGREEMENT:** This Agreement represents the entire Agreement between the parties and may not be changed orally, and may only be modified or amended by a written statement signed by both parties.

**11. SEVERABILITY:** If any part of this Agreement shall be held unenforceable or invalid, the remainder of the Agreement shall nevertheless remain in full force and effect.

**12. WAIVER:** Failure to insist upon strict compliance with any of the terms, covenants or conditions of this Agreement at any one time shall not be deemed a waiver of such term, covenant or condition at any one time nor shall any waiver or relinquishment of any right or power herein at any time be deemed a waiver of relinquishment of the same or any other right or power at any other time.

**13. AUTHORIZATION OF OFFICIALS; COUNSEL APPROVAL:** The parties acknowledge that this Agreement has been executed and sealed by officials authorized and directed to execute same on behalf of the respective Parties by duly adopted resolutions for such purposes.

[SIGNATURES BEGIN ON THE NEXT PAGE]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement the date first above written.

ATTEST:

TOWNSHIP OF LOWER

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

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

ATTEST:

THE LOWER CAPE MAY REGIONAL  
SCHOOL DISTRICT

\_\_\_\_\_

\_\_\_\_\_  
Joseph Castelluci, Superintendent

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

RESOLUTION #2019-381

Title: RESOLUTION APPROVING AN INTERLOCAL SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND LOWER CAPE MAY REGIONAL SCHOOL DISTRICT

WHEREAS, the Township of Lower (the "Township") operates a Police Department within the Township; and

WHEREAS, the Lower Cape May Regional School District operates secondary schools (collectively, the "Schools") within the Township; and

WHEREAS, the Lower Cape May Regional School District and the Township desire to enter an agreement whereby the Township shall make a police officer available to the Board for the purpose of providing security at the School upon the terms and conditions set forth in the attached Interlocal agreement (the "Agreement"); and

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, in the County of Cape May, State of New Jersey, that the Mayor and Township Clerk are hereby authorized and directed to execute an Interlocal Agreement with the Lower Cape May Regional School District, a copy of which is attached hereto as Exhibit A.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 16, 2019

Julie A Picard, Township Clerk

**SHARED SERVICE AGREEMENT**

BY AND BETWEEN

**THE TOWNSHIP OF LOWER**

AND

**THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT**

DATED

---

AN AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND THE LOWER CAPE MAY  
REGIONAL SCHOOL DISTRICT FOR THE PLACEMENT OF A SCHOOL RESOURCE OFFICER  
WITHIN THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT

**A SHARED SERVICE AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND  
THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT FOR THE PLACEMENT  
OF A SCHOOL RESOURCE OFFICER WITHIN THE LOWER CAPE MAY  
REGIONAL SCHOOL DISTRICT**

THIS SHARED SERVICE AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2019 by and between the TOWNSHIP OF LOWER (“Township”), a municipal corporation of the State of New Jersey whose administrative offices are located at 2600 Bayshore Road, Villas, New Jersey 08251 and the LOWER CAPE MAY REGIONAL SCHOOL DISTRICT (“District”), a local municipal board of education whose administrative offices located at 687 Route 9, Cape May, New Jersey 08204, and who may collectively be denominated as the “Parties” in this Agreement, and each may be called, separately, a “Party.”

*WITNESSETH:*

**WHEREAS**, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. (the “Act”), authorizes local units of this State to enter into agreements with any other local unit or units in order to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive within its own jurisdiction; and

**WHEREAS**, the Township has, over the course of the past several years pursuant to a Shared Service Agreement which expires December 31, 2019, provided the District a School Resource Officer (hereinafter “SRO”), a police officer employed, managed, and overseen by the Lower Township Police Department (hereinafter the “Police Department”) to be located at the Lower Cape May Regional High School, the cost of which has been shared equally (50/50) by and between the Township and the District; and

**WHEREAS**, the Township and the District are seeking to renew the terms and conditions of the expiring Shared Service Agreement and desire to memorialize in this Shared Service Agreement, the specific terms and conditions of the services to be performed and provided by the School Resource Office; and

**WHEREAS**, in the spirit of interlocal cooperation, and in furtherance of the principals underlying the Act, the Township and the District have negotiated an Agreement and deem it necessary and proper to memorialize these terms, as set forth below, in order to outline their respective rights and responsibilities for the benefit of both parties.

**NOW THEREFORE**, the Parties hereto, intending to be legally bound, do hereby adopt and endorse the following agreement to outline their rights and responsibilities in connection with the Township providing a school resource officer for the District:

1. **PREAMBLE:** All of the Statements of the Preamble to this Agreement are repeated and incorporated herein by reference as if set forth in full.

**2. TERM OF THE AGREEMENT.**

- A. This Agreement shall take effect January 1, 2020, for a term of one (1) year, through December 31, 2020.
- B. This agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated unless it is extended in writing.
- C. The District and The Township agree that meetings to initiate a successor agreement and modifying, amending, or altering the terms of this agreement shall commence no later than ninety (90) days prior to the expiration of this agreement.
- D. The District and the Township agree that the parties may choose not to enter into a successor agreement if they determine that doing so would not be in their best interest.
- E. Either the District or the Township may choose to cancel this agreement with thirty (30) days written notice.

**3. GOALS AND OBJECTIVES.** It is understood and agreed that the District and the Township share the following goals and objectives with regard to the SRO Program in the schools:

- A. To foster educational programs and activities that will increase student's knowledge of and respect for the law and the function of law enforcement agencies.
- B. To encourage the SRO to attend extra-curricular activities held at schools, while on duty, such as PTA meetings, athletic events and concerts.
- C. To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school, such as: disorderly conduct by trespassers, the possession and use of weapons on campus, the illegal sale and/or distribution of controlled dangerous substances, and riots.
- D. To report serious crimes that occur on campus and to cooperate with law enforcement officials in their investigation of crimes that occur at school.
- E. To cooperate with law enforcement officials in their investigations of criminal offenses which occur off campus.

**4. EMPLOYMENT AND ASSIGNMENT OF SRO.**

- A. The Township agrees to assign one (1) full-time SRO during the term of this agreement to the District. The SRO shall be an employee of the Township and shall be subject to the administration, supervision and control of the Police Department.
- B. The Township agrees to provide and pay the SRO's salary and employee benefits in accordance with applicable salary schedules and employment practices of the Police Department, including but not necessarily limited to: sick leave, annual leave, retirement compensation, disability salary compensation, disability salary continuation, workers compensation, unemployment compensation, life insurance, dental insurance, and medical hospitalization insurance. The SRO shall be subject to all other personnel policies and practices of the Police Department.
- C. The District agrees to pay the Township in accordance with the payment schedule outlined below:

DISTRICT School Year Obligation Payment Due:

**Year 2020**

\$ 45,217.99 due on or before June 30, 2020

\$ 45,217.99 due on or before December 31, 2020

- D. The Police Department, in its sole discretion, shall have the power and authority to hire, discharge, assign and discipline the SRO. The District reserves the right to request an alternate SRO from the Police Department in the event the SRO's job performance is contrary to Police Department policies and the Code of Conduct applicable to police employees. The decision to grant or deny this request shall be the responsibility of the Chief of Police, after receiving input from Township's Mayor and/or Manager.

**5. BASIC QUALIFICATIONS OF A SCHOOL RESOURCE OFFICER (SRO).**

The Police Department represents that the SRO assigned to District shall meet all of the following qualifications:

- A. Shall be a commissioned officer and should have three (3) years of law enforcement experience;

- B. Shall possess a sufficient knowledge of the applicable Federal and State laws, TOWNSHIP and County ordinances, and Board of Education policies and regulations;
- C. Shall be capable of conducting in depth criminal investigations;
- D. Shall possess even temperament and set a good example for students; and
- E. Shall possess communication skills that would enable the officer to function effectively within the school environment.

**6. DUTIES OF THE SCHOOL RESOURCE OFFICER.** The SRO shall be expected to work a forty-two (42) hour work week; and shall perform such duties as are assigned to him by the Chief of Police in consultation with the District Superintendent. During the time school is in session from September through June, the SRO shall work full time at District, except in the case of an emergency as directed by the Chief of Police. During vacation periods when school is not in session, the SRO shall report to the Chief of Police. In addition to rules and responsibilities listed in the Police Department Rules and Regulations, the following rules and responsibilities shall apply:

- A. To protect lives and property for the citizens and public school students of the Township;
- B. To enforce Federal, State and Local criminal laws and ordinances, and to assist school officials with the enforcement of District Policies and administrative regulations regarding student conduct;
- C. To investigate criminal activity committed on or adjacent to school property;
- D. To counsel public school students in special situations, such as students suspected of engaging in criminal misconduct, when requested by the principal or the principal's designee or by the parents of the student;
- E. To answer questions that students may have about police enforcement of New Jersey Law and Municipal Laws;
- F. To assist other law enforcement officers with outside investigations concerning students attending the school(s) to which the SRO is assigned; and
- G. To provide periodic traffic control at the school.

**7. CHAIN OF COMMAND.**

- A. As employees of the Police Department, the SRO shall follow the chain of command set forth in the Police Department Policies and Procedures Manual;
- B. In the performance of their duties, the SRO shall coordinate and communicate with the Superintendent and the Principals or the Principals' designee of each of District's schools;
- C. The District Superintendent shall periodically report to the Chief of Police as to the work efforts of this SRO.

**8. TRAINING/BRIEFING.**

- A. The SRO shall be required by the Police Department to complete the 40-hour Basic Course for School Resource Officers and School Administrators, as well as attend periodic seminars, recertification and in-service training sessions, as directed by the Chief of Police. All efforts will be made to coordinate this training to avoid its interfering with the SRO's responsibilities at the school, and District shall be provided with reasonable advanced notice of such training so it may anticipate the SRO's absence. The Police Department shall provide a replacement police officer if the SRO will be absent due to training.
- B. The SRO must attend periodic briefings and meetings at Police Department. All efforts will be made to coordinate this training to avoid its interfering with the SRO's responsibilities at the school, and District shall be provided with reasonable advanced notice of such briefings and meetings so it may anticipate the SRO's absence. The Police Department shall provide a replacement police officer if the SRO will be absent due to briefings and meetings.

**9. DRESS CODE.** The SRO shall wear the departmental uniform with an option to wear plain and/or tactical clothes in special situations when approved by the Chief of Police.

**10. SUPPLIES AND EQUIPMENT.** The Police Department will provide all equipment issued to the SRO as agreed to in their collective bargaining agreement between P.B.A. Local #59 and the Township Policies and Procedures.

**11. TRANSPORTING STUDENTS.**

- A. It is agreed that an SRO shall not transport students in their vehicles except:

1) When the students are a victim of a crime, under arrest, or some other emergency circumstances exist; and

2) When students are suspended and sent home from school pursuant to school disciplinary actions if the student's parent or guardian has refused or is unable to pick-up the child within a reasonable time period and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel.

B. If circumstances require that the SRO transport a student, to a location other than the police station or other criminal justice facility, the school official must provide a school official or employee of the same gender of the student to be transported, to accompany the officer in the vehicle.

C. The SRO shall notify the school principal before removing a student from campus.

## 12. MISCELLANEOUS.

### A. Representatives:

1) Each Party agrees that, to the fullest extent permitted by Applicable Law, it shall at all times during the term of this Agreement be organized and structured in a manner such that it can be bound with respect to any matter affecting this Agreement by the signature of one individual acting as such Party's representative. Upon any Party's request made from time to time by notice to another Party, such Party shall within ten days provide the other Party with notice of the name and address of such Party's representative. Each Party agrees that its representative will be reasonably available as needed to enable such Party to perform its obligations under this Agreement and that, to the extent permitted by Applicable Law; such Party's representative will have full power to bind such party as to any matter relating to this Agreement.

2) Nothing in this Section shall be deemed to prevent a Party from replacing such Party's representative from time to time, by written notice to the other Parties.

3) Representatives of the Parties:

- a. The Township designates the following individual as its initial representative for purposes of this Agreement:

Chief William Mastriana  
Township of Lower Police Department  
405 Breakwater Rd, Cape May, NJ 08204  
Cape May, NJ 08204

- b. The District designates the following individual as its initial representative for purposes of this Agreement:

Superintendent  
Lower Cape May Regional School District  
687 Route 9  
Cape May, NJ 08204

**13. INSURANCE AND INDEMNIFICATION.** The parties represent that each is insured for liability purposes and agree to remain insured by for so long as this Agreement remains in effect. The parties agree, to the extent possible under the terms of their respective insurance coverages, to name each other as additional insured on such policies of insurances to protect against liability arising from the provision of services under this Agreement, and to maintain such coverages throughout the duration of this Agreement.

The parties hereby agree to mutually indemnify, defend and hold one another harmless from any and all claims, demands, liabilities, causes of action, complaints, suits (at law or in equity), damages, penalties, fines, judgments, losses, costs and expenses (including without limitation reasonable attorneys' fees, court costs, consultants' and experts' fees, and the cost of enforcing this agreement) (collectively "claims"), arising out of the sole negligence, criminal acts and/or intentional conduct of either the Township or District or any employees, agents or officers thereof or acting on that Party's behalf, related to, either directly or indirectly, the performance by such Party contemplated by this Agreement.

The Parties agree to submit a copy of this Shared Services Agreement to their respective insurance carriers prior to the execution of same. The Parties agree that during the term of this Agreement they shall keep in force a policy of general and comprehensive liability insurance that will insure each party against any claims for any actions or omissions charged against either or both parties during the term of this Agreement. Each Party agrees to cooperate with the other in the defense of any claim or claims assessed against either or both parties arising out of the rendering or non-rendering of services contemplated by this Agreement.

**14. ASSIGNMENT.** The rights and the obligations under this Agreement shall not be assigned by either party without the express written consent of the other.

**15. APPLICABLE LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

**16. ENTIRE AGREEMENT.** This Agreement represents the entire Agreement between the parties and may not be changed orally, and may only be modified or amended by a written statement signed by both parties.

**17. SEVERABILITY.** If any part of this Agreement shall be held to unenforceable or invalid the remainder of the Agreement shall nevertheless remain in full force and effect.

**18. WAIVER.** Failure to insist upon strict compliance with any of the terms, covenants or conditions of this Agreement at any one time shall not be deemed a waiver of such term, covenant or condition at any one time nor shall any waiver or relinquishment of any right or power herein at any time be deemed a waiver of relinquishment of the same or any other right or power at any other time.

**19. AUTHORIZATION OF OFFICIALS; COUNSEL APPROVAL.** The parties acknowledge that this Agreement has been executed and sealed by officials authorized and directed to execute same on behalf of the respective Parties by duly adopted resolutions for such purposes.

[SIGNATURES BEGIN ON THE NEXT PAGE]

**LOWER CAPE MAY REGIONAL  
SCHOOL DISTRICT**

Date: \_\_\_\_\_

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

Attest: \_\_\_\_\_

**TOWNSHIP OF LOWER**

Date: \_\_\_\_\_

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

Attest: \_\_\_\_\_

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

RESOLUTION # 2019-382

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED SICK TIME

WHEREAS, the employee listed below has accrued sick time due from the Township and has requested payment for this time; and

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

WHEREAS, it has been determined by the Township Treasurer as evidenced by her signature \_\_\_\_\_ that adequate funding is available for such payment in the current budget as Reserve for Accumulated Absences.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to Keith Palek in the amount of \$12,217.92 is authorized and chargeable to the Reserve for Accumulated Absences.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held December 16, 2019.

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

December 6, 2019

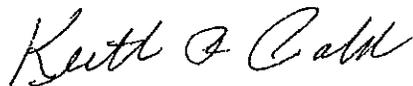
TO: Mr. Jim Ridgway, Township Manager

FROM: Keith Palek

RE: Request to Purchase Sick Time for 457 Contribution

I am requesting the purchase of up to 480 hours of my sick time for the purpose of contributing to my 457 account. The number of hours purchased would be deducted from my terminal leave allotted time (960 hours).

Thank you for your consideration.



Keith Palek

0° \*

480° x

25°454 =

12,217°920 \*+

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

RESOLUTION #2019-383

Title: APPROVAL OF CHANGE ORDER #1 TO CAPRI CONSTRUCTION COMPANY TO REMOVE, DISPOSE OF, PREPARE AND INSTALL NEW WETBED IN THE LOWER TOWNSHIP RECREATION CENTER RESTROOMS

WHEREAS, Capri Construction was awarded on October 7, 2019 by Resolution #2019-299 to Upgrade the Restrooms in the Lower Township Recreation Center; and

WHEREAS, Capri Construction has provided a proposal for an additional expense of \$5,322.49 to include removal, disposal, preparation and installation of a new wetbed; and

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

Appropriation: Ord #18-07 C-04-55-422-661

Signature: Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Change Order #1 attached hereto in the amount of \$5,322.49 for Capri Construction Company is hereby approved and the contract total is now increased to \$84,329.49.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 16, 2019.

Julie A Picard, Township Clerk



Mitchell Plenn  
Superintendent of Parks and Recreation  
Township of Lower  
2800 Bayshore Road  
Villas, NJ 08251

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

**Your Reference**  
Recreation Center Restrooms  
Upgrades, Contract M-14

**Our Reference**  
400651

111 Wood Avenue South  
Suite 102  
Iselin, NJ 08830

T +1 (201) 499 1199  
[www.mottmac.com](http://www.mottmac.com)

**Change Order No. 1**  
**Recreation Center Restrooms Upgrades**  
**Contract M-14**  
**Township of Lower, Cape May County**

December 12, 2019

Dear Mr. Plenn:

Please find enclosed herewith one (1) signed copy of Change Order No. 1 for the above referenced project.

As previously discussed, we are submitting a change order from Capri Construction Co. for additional costs for work that is required to repair unanticipated existing damage encountered during demolition in the existing concrete floor slab. It also includes a credit for work made unnecessary due to this change. We have reviewed Change Order No. 1, discussed with the contractor and the Township, and authorized the contractor to proceed, as the changes were necessary to complete the project work.

This change order includes the following additional work items:

CO-1.1: Additional costs incurred by the Contractor for the removal and disposal of the existing wetbed under the existing floor tile.

CO-1.2: Additional costs incurred by the Contractor for preparing and installing the new wetbed, including wire mesh reinforcement.

CO-1.3: Credit for the elimination of the tile crack isolation joints and membrane work made unnecessary due to this change.

CO-1.4: Credit for existing slab/wetbed removal work already completed under this contract.

Change Order No. 1 includes a net increase to the contract price of **\$5,322.49**. Upon execution of this change order the revised Contract Price will be \$84,329.49. The Contract Period will remain at two hundred seventy (270) calendar days and the Contract Completion Date will remain at July 6, 2020.



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

Very truly yours,

**Mott MacDonald, LLC**

A handwritten signature in black ink that reads 'Danielle Richter'. The signature is written in a cursive, flowing style.

Danielle M. Richter, AIA  
Architect  
T 201.499.1199  
danielle.richter@mottmac.com

Encl.

cc: Jim Ridgway, Manager (via email)  
Julie Picard, RMC, Municipal Clerk (via email)  
Margaret Vitelli, RPPS, QPA, Purchasing Agent (via email)  
Gary Playford, Construction Official (via email)  
Robert Fritz, AIA, Sr. Vice President, Mott MacDonald (via email)  
Art Capriotti, Capri Construction., Inc. (via email)

PW400851C-Construction\Pay Applications\No. 1M-14-mp11--19 Pay No. 1.docx

# AIA<sup>®</sup> Document G701<sup>™</sup> - 2017

## Change Order

<b>PROJECT: (name and address)</b> Recreation Center Restrooms Upgrades 2600 Bayshore Road #1 Villas, NJ 08251	<b>CONTRACT INFORMATION:</b> Contract For: \$79,007.00 Date: 10/07/2019	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 1 Date: 12/04/2019
<b>OWNER: (name and address)</b> Township of Lower Department of Parks and Recreation Cape May County, New Jersey	<b>ARCHITECT: (name and address)</b> Mott Macdonald 111 Wood Avenue South Iselin, NJ 08830-4112	<b>CONTRACTOR: (name and address)</b> Capri Construction Company, Inc. 4268 Post Road Vineland, NJ 08360

**THE CONTRACT IS CHANGED AS FOLLOWS:**

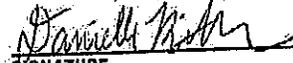
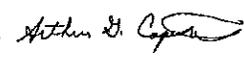
*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Remove and dispose of existing wetbed. Prepare and install new wetbed, including wire mesh reinforcement. This change also includes a credit for the membrane as well as a credit for slab removal.

The original (Contract Sum) (Guaranteed Maximum Price) was	\$	<u>79,007.00</u>
The net change by previously authorized Change Orders	\$	<u>0.00</u>
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	<u>79,007.00</u>
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$	<u>5,322.49</u>
The new (Contract Sum) (Guaranteed Maximum Price), including this Change Order, will be	\$	<u>84,329.49</u>
The Contract Time will be (increased) (decreased) (unchanged) by		( 0 ) days.
The new date of Substantial Completion will be		07/05/2020

*NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.*

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Mott MacDonald ARCHITECT (Firm name)	Capri Construction Company, Inc. CONTRACTOR (Firm name)	_____ OWNER (Firm name)
 SIGNATURE	 SIGNATURE	_____ SIGNATURE
Danielle M. Richter, AIA PRINTED NAME AND TITLE	Arthur G. Capriotti, President PRINTED NAME AND TITLE	_____ PRINTED NAME AND TITLE
12/06/2019 DATE	12/04/2019 DATE	_____ DATE

**Lower Township Recreation Center Restroom  
Upgrades Change Order #1**

Description	Quantity	Units	\$/Unit	Material Total	Man Hours	Labor/Hour	Labor Total	Total
Demo Wetbed					6	\$94.61	\$567.66	\$567.66
Tools (See rental rates)	1	#	\$239.00	\$239.00			\$0.00	\$239.00
Credit back for slab removal	18	sf	\$3.00	\$54.00			\$0.00	-\$54.00
CAPRI OVERHEAD	10.00%							\$75.27
CAPRI PROFIT	10.00%							\$82.79
BOND	2.00%							\$18.21
								\$928.93

Subcontractor Labor								\$2,946.59
Subcontractor Material								\$309.20
Subcontractor OH&P								\$651.16
CAPRI OVERHEAD	5.00%							\$195.35
CAPRI PROFIT	5.00%							\$205.11
BOND	2.00%							\$86.15
								\$4,393.56

**TOTAL \$5,322.49**

# Change Order

## Fioresi Tile

361 Garrison Rd.  
Millville, NJ 08332  
Phone 856-362-1617

C.O. # 001

Date: 12-2-2019

Capri Construction  
4266 Post Road  
Vineland, NJ 08360

Location of Work: Lower TWP Recreation Center

Description:	Amount
Installation of wet bed with wire mesh - 1 finisher@101.70 & 3 setters@119.23 for 8 hours	\$3,675.12
Materials: (sand, cement, galvanized wire) - \$3.80 per sq. ft.	\$760.00
Fioresi Tile profit (10%) add overhead (10%)	\$887.02
Installation of Mapei Mapeguard - 1 setter@119.23 for 4.5 hours	-\$536.54
Materials: (Mapei Mapeguard ST & 2) -\$1.75 per sq ft	-\$350.00
Fioresi Tile profit (10%) add overhead (10%)	-\$177.31
Installation of Schluter Dilex wall corner edge - 1 setter@119.23 for 1.25 hours	-\$149.04
Materials: (Schluter Dilex EX) -\$1.80 per lf	-\$64.80
Fioresi Tile profit (10%) add overhead (10%)	-\$42.77
Installation of caulk in wall corners - 1 finisher@101.70 for .75 hours	\$76.28
Materials: (Schluter Dilex BWS)	\$12.00
Fioresi Tile profit (10%) add overhead (10%)	\$17.66
Installation of Schluter Dilex floor edge - 1 setter@119.23 for 1 hour	-\$119.23
Materials: (Schluter Dilex BWS) -\$2.00 per lf	-\$48.00
Fioresi Tile profit (10%) add overhead (10%)	-\$33.45

# Labor Rates

## **Fioresi Tile**

361 Garrison Rd.  
Millville, NJ 08332  
Phone 856-362-1617

<b>Tile Finisher</b>	<b>Amount</b>
Base Rate	\$41.15
Fringe Benefits	\$27.63
Payroll Taxes	\$16.46
Insurance Costs	\$16.46
<b>Total</b>	<b>\$101.70</b>

<b>Tile Setter</b>	<b>Amount</b>
Base Rate	\$47.79
Fringe Benefits	\$33.20
Payroll Taxes	\$19.12
Insurance Costs	\$19.12
<b>Total</b>	<b>\$119.23</b>

**NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
PREVAILING WAGE RATE DETERMINATION**

County - CAPE MAY

Craft: Tile Worker

**PREVAILING WAGE RATE**

	06/03/19	12/02/19
<b>Finisher</b>	W40.81 B27.47 T68.28	W41.15 B27.63 T68.78
<b>Setter</b>	W47.32 B33.09 T80.41	W47.79 B33.20 T80.99

Craft: Tile Worker

**APPRENTICE RATE SCHEDULE**

INTERVAL	PERIOD AND RATES									
	40%	45%	50%	55%	60%	65%	70%	75%	80%	90%
750 Hours										

Ratio of Apprentices to Journeymen - 1:4

Craft: Tile Worker

**COMMENTS/NOTES**

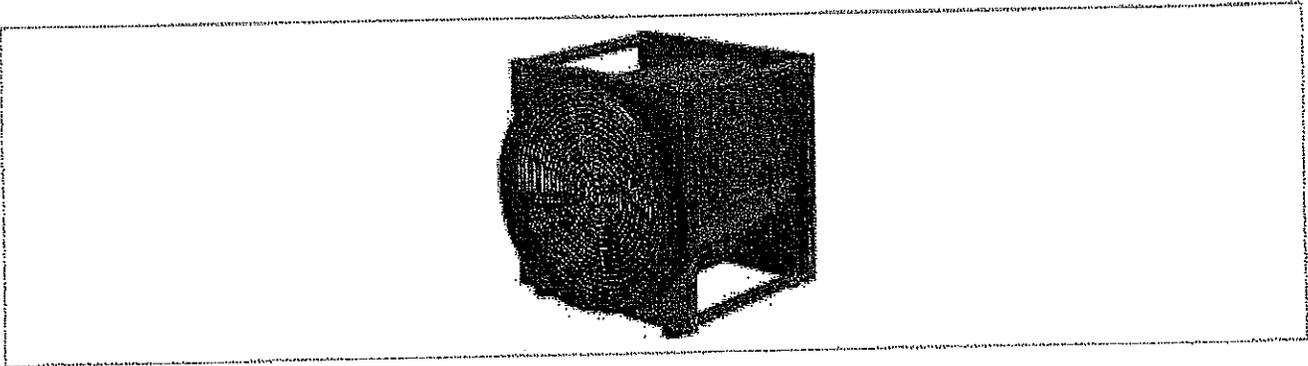
NOTE: These rates also apply to Terrazzo and Marble work.

**OVERTIME:**

Hours in excess of 8 per day, Monday through Friday, and the first 10 hours on Saturdays shall be paid at time and one half the regular rate, inclusive of benefits. Hours in excess of 10 on Saturdays, and all hours on Sundays and holidays shall be paid at double the regular rate, inclusive of benefits.

**RECOGNIZED HOLIDAYS:**

New Year's Day, Presidents' Day, Memorial Day, July 4th, Labor Day, Veterans' Day, Thanksgiving Day and Christmas Day. Sunday holidays shall be observed the following Monday.



CAT. CLASS CODE: 250-1013

## Blower Axial 20" Electric

### Pricing

**WEB RATE**

Daily	Weekly	Monthly
\$65 x1	\$144	\$342

You are viewing equipment rates for Vineland, NJ 08360

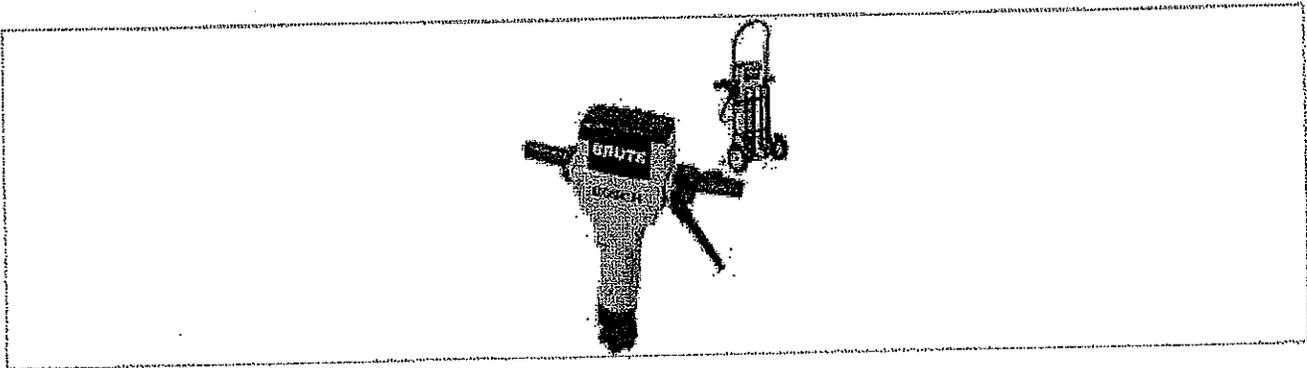
Sign in to view account pricing and jobsites.

Start Date

End Date

Quantity

**Add to Cart**



CAT. CLASS CODE: 190-2200

### Demo Hammer, 60 lbs., Electric

Designed for breaking concrete slabs, floors, walls, sidewalks, stones, brickwork, frozen ground, heavy clay and asphalt. These Breakers do not need a compressor. Vibration dampened for easy operation. Direct impact on the tool creates high breaking performance. Quick change tool holder accepts standard 1-1/8" hex x 6" shank.

- High breaking performance
- Quick change tool holder accepts standard 1-1/8" hex
- Vibration dampened controls for easy operation

### Pricing

**WEB RATE**

Daily	x2	Weekly	Monthly
\$87		\$263	\$630

You are viewing equipment rates for [Vineland, NJ 08360](#)

Sign in to view account pricing and jobsites.

Start Date

End Date





GENERAL CONTRACTOR  
DESIGN-BUILD CONTRACTOR



**Description**

**Regular**

**Laborer -- Class B**

Base Rate	\$33.55
Fringe Benefits	\$29.52
Payroll Taxes (25%)	\$15.77
Insurance Costs (25%)	\$15.77
<b>Total Hourly Rate</b>	<b>\$94.61</b>

**NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
PREVAILING WAGE RATE DETERMINATION**

County - CAPE MAY

**Craft: Laborer - Building**

**PREVAILING WAGE RATE**

	05/01/19	05/01/20
Class A Journeyman	W34.05 B29.52 T63.57	W0.00 B0.00 T64.87
Class B Journeyman	W33.55 B29.52 T63.07	W0.00 B0.00 T64.37
Class C Journeyman	W28.52 B29.52 T58.04	W0.00 B0.00 T59.34
Foreman	W38.31 B29.52 T67.83	W0.00 B0.00 T69.13
General Foreman	W42.56 B29.52 T72.08	W0.00 B0.00 T73.38

**Craft: Laborer - Building**

**APPRENTICE RATE SCHEDULE**

INTERVAL	PERIOD AND RATES									
	60%	70%	80%	90%						
6 Months										
Benefit	26.27	26.27	26.27	26.27						

**Ratio of Apprentices to Journeymen - \***

\* Ratio of apprentices to journeymen shall not be more than one apprentice for the first journeyman and no more than one (1) apprentice for each additional three (3) journeymen.

**Craft: Laborer - Building**

**COMMENTS/NOTES**

CLASS A: Specialist laborer including mason tender or concrete pour crew; scaffold builder (scaffolds up to 14 feet in height); operator of forklifts, Bobcats (or equivalent machinery), jack hammers, tampers, motorized tampers and compactors, vibrators, street cleaning machines, hydro demolition equipment, riding motor buggies, conveyors, burners; and nozzlemen on gunite work.

CLASS B: Basic laborer - includes all laborer work not listed in Class A or Class C.

CLASS C: Janitorial-type light clean-up work associated with the TURNOVER of a project, or part of a project, to the owner. All other clean-up work is Class B.

The regular workday shall be 8 hours between 6:00 AM and 6:00 PM.

**SHIFT DIFFERENTIALS:**

- Shift work must run for a minimum of 5 consecutive workdays.

- When a 2-shift schedule is worked, including a day shift, both shifts shall be established on the basis of 8 hours pay for 8 hours worked. The second shift shall receive the regular rate plus an additional 10%.

- When a 3-shift schedule is worked, the day shift shall be established on the basis of 8 hours pay for 8 hours worked, the second shift shall be established on the basis of 8 hours pay for 7.5 hours worked, and the third shift shall be established



Mitchell Plenn  
Superintendent of Parks and Recreation  
Township of Lower  
2600 Bayshore Road  
Villas, NJ 08251

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

**Your Reference**  
Recreation Center Restrooms  
Upgrades, Contract M-14

**Our Reference**  
400651

111 Wood Avenue South  
Suite 102  
Iselin, NJ 08830

T +1 (201) 499 1199  
[www.mottmac.com](http://www.mottmac.com)

**Payment Application No. 2**  
**Recreation Center Restrooms Upgrades**  
**Contract M-14**  
**Township of Lower, Cape May County**

December 12, 2019

Dear Mr. Plenn:

Please find enclosed herewith one (1) signed copy of Payment Application No. 2 for the above referenced project. The attached indicates the work completed by Capri Construction Co., Inc. for the above referenced project, which is valued at \$79,007.00. Following deduction of 2% retainage, the amount due the contractor at this time for Application No. 2 is **\$19,639.20**. Once approved, please return one (1) copy of the approved Payment Application to our office via email.

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

Very truly yours,

**Mott MacDonald, LLC**

A handwritten signature in cursive script that reads 'Danielle Richter'.

Danielle M. Richter, AIA  
Architect  
T 201.499.1199  
[danielle.richter@mottmac.com](mailto:danielle.richter@mottmac.com)

Encl.

cc: Jim Ridgway, Manager (via email)  
Julie Picard, RMC, Municipal Clerk (via email)  
Margaret Vitelli, RPPS, QPA, Purchasing Agent (via email)  
Gary Playford, Construction Official (via email)  
Robert Fritz, AIA, Sr. Vice President, Mott MacDonald (via email)  
Art Capriotti, Capri Construction., Inc. (via email)

**APPLICATION AND CERTIFICATION FOR PAYMENT**

TO: Township of Lower  
2600 Bayside Road  
Villas, NJ 08251

PROJECT: Township of Lower  
Recreation Center Restroom Upgrades

APPLICATION NO: 2

PERIOD TO:

CONTRACT DATE:

FROM: Capri Construction Co., Inc.  
4266 Post Road  
Vineland, NJ 08360

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM \$ 79,007.00

2. Net change by Change Orders \$

3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 79,007.00

4. TOTAL COMPLETED & STORED TO DATE \$ 25,040.00  
(Column G on G703)

5. RETAINAGE:

a. 2 % of Completed Work \$ 500.80  
(Column D + E on G703)

b. % of Stored Material \$  
(Column F on G703)

Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 500.80

6. TOTAL EARNED LESS RETAINAGE \$ 24,539.20  
(Line 4 Less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ \$ 4,900.00

8. CURRENT PAYMENT DUE \$ 19,639.20

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 54,467.80  
(Line 3 less Line 6)

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Capri Construction Co., Inc.

By: *[Signature]* Date: 12/5/19

State of: New Jersey

Subscribed and sworn to before me this 5th day of December 2019

Notary Public: *[Signature]* My Commission expires: 4/8/2020

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 19,639.20

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: *[Signature]* Date: 12-12-2019

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

CONTINUATION SHEET

APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.  
In tabulations below, amounts are stated to the nearest dollar.

PAGE

PAGES

APPLICATION NO.:

2

PROJECT: Township of Lower Recreation Center Restroom Upgrades

PERIOD TO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C-G)	I RETAINAGE
			D FROM PREVIOUS APPLICATION (D+E)	E THIS PERIOD		% (G+C)	% (G+C)		
1	General Conditions	\$ 1,000.00		\$ 1,000.00		\$ 1,000.00	100%	\$ -	\$ 20.00
2	Insurance/Bond	\$ 5,000.00	\$ 5,000.00			\$ 5,000.00	100%	\$ -	\$ 100.00
3	Demolition - Labor	\$ 8,550.00		\$ 8,550.00		\$ 8,550.00	100%	\$ -	\$ 171.00
4	Demolition - Material	\$ 240.00		\$ 240.00		\$ 240.00	100%	\$ -	\$ 4.80
5	Masonry - Labor	\$ 2,120.00		\$ 2,120.00		\$ 2,120.00	100%	\$ -	\$ 42.40
6	Masonry - Material	\$ 480.00		\$ 480.00		\$ 480.00	100%	\$ -	\$ 9.60
7	Concrete - Labor	\$ 2,140.00		\$ 2,140.00		\$ 2,140.00	100%	\$ -	\$ 42.80
8	Concrete - Material	\$ 510.00		\$ 510.00		\$ 510.00	100%	\$ -	\$ 10.20
9	Ceramic Tile - Labor	\$ 9,340.00				\$ -	0%	\$ 9,340.00	\$ -
10	Ceramic Tile - Material	\$ 6,460.00				\$ -	0%	\$ 6,460.00	\$ -
11	Toilet Partitions - Labor	\$ 3,160.00				\$ -	0%	\$ 3,160.00	\$ -
12	Toilet Partitions - Material	\$ 1,580.00				\$ -	0%	\$ 1,580.00	\$ -
13	Toilet Accessories - Labor	\$ 1,420.00				\$ -	0%	\$ 1,420.00	\$ -
14	Toilet Accessories - Material	\$ 3,100.00				\$ -	0%	\$ 3,100.00	\$ -
15	Mechanical - Labor	\$ 4,674.25				\$ -	0%	\$ 4,674.25	\$ -
16	Mechanical - Material	\$ 2,324.25				\$ -	0%	\$ 2,324.25	\$ -
17	Plumbing - Labor	\$ 9,324.25		\$ 4,000.00		\$ 4,000.00	43%	\$ 5,324.25	\$ 800.00
18	Plumbing - Material	\$ 3,324.25		\$ 1,000.00		\$ 1,000.00	30%	\$ 2,324.25	\$ 200.00
19	Electrical - Labor	\$ 6,200.00				\$ -	0%	\$ 6,200.00	\$ -
20	Electrical - Material	\$ 3,320.00				\$ -	0%	\$ 3,320.00	\$ -
21	Painting - Labor	\$ 2,020.00				\$ -	0%	\$ 2,020.00	\$ -
22	Painting - Material	\$ 580.00				\$ -	0%	\$ 580.00	\$ -
23	Acoustical Ceiling - Labor	\$ 1,028.00				\$ -	0%	\$ 1,028.00	\$ -
24	Acoustical Ceiling - Material	\$ 1,112.00				\$ -	0%	\$ 1,112.00	\$ -
25						\$ -	#####	\$ -	\$ -
26						\$ -	#####	\$ -	\$ -
27						\$ -	#####	\$ -	\$ -
28						\$ -	#####	\$ -	\$ -
29						\$ -	#####	\$ -	\$ -
30						\$ -	#####	\$ -	\$ -
31						\$ -	#####	\$ -	\$ -
32						\$ -	#####	\$ -	\$ -
33						\$ -	#####	\$ -	\$ -
34						\$ -	#####	\$ -	\$ -
SUBTOTALS		\$ 79,007.00	\$ 5,000.00	\$ 20,040.00	\$ -	\$ 25,040.00	32%	\$ 53,967.00	\$ 508.80

CONTINUATION SHEET

APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached. In tabulations below, amounts are stated to the nearest dollar.

PAGE

PAGES

APPLICATION NO.:

2

PROJECT: Township of Lower Recreation Center Restroom Upgrades

PERIOD TO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C - G)	I RETAINAGE
			D FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD		G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
35				\$ -		\$ -	#####	\$ -	\$ -
36						\$ -	#####	\$ -	\$ -
37						\$ -	#####	\$ -	\$ -
38						\$ -	#####	\$ -	\$ -
39						\$ -	#####	\$ -	\$ -
40						\$ -	#####	\$ -	\$ -
41						\$ -	#####	\$ -	\$ -
42						\$ -	#####	\$ -	\$ -
43						\$ -	#####	\$ -	\$ -
44						\$ -	#####	\$ -	\$ -
45						\$ -	#####	\$ -	\$ -
46						\$ -	#####	\$ -	\$ -
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54						\$ -	#####	\$ -	\$ -
55						\$ -	#####	\$ -	\$ -
56						\$ -	#####	\$ -	\$ -
57						\$ -	#####	\$ -	\$ -
<b>SUBTOTALS</b>		\$ -	\$ -	\$ -	\$ -	\$ -	#####	\$ -	\$ -
<b>GRAND TOTALS</b>		\$ 79,007.00	\$ 5,000.00	\$ 20,040.00	\$ -	\$ 25,040.00	32%	\$ 53,967.00	\$ 500.80

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

RESOLUTION #2019-384

Title:

**A RESOLUTION APPROVING THE ACCEPTANCE OF AND PARTICIPATION  
IN THE STATE OF NEW JERSEY, DEPARTMENT OF LAW AND PUBLIC  
SAFETY EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)  
AND EMERGENCY MANAGEMENT AGENCY ASSISTANCE (EMAA)  
SUBAWARD #FY19-EMPG-EMAA-0505**

WHEREAS, the Township of Lower office of Emergency Management has applied for and been awarded a State Homeland Security Grant Program Sub-grant **CFDA #97.042**, Subaward **#FY19-EMPG-EMAA-0505** from New Jersey State Police Office of Emergency Management. The Subaward, consisting of a total amount of \$10,000.00 for the purpose of enhancing Lower Township's ability to prevent, protect against, respond to and recover from acts of terrorism, natural disasters and other catastrophic events and emergencies; and

WHEREAS, the Township of Lower, as the sub-recipient, by virtue of this Resolution, is authorizing the acceptance of the award; and

WHEREAS, the Subaward period is effective from July 1, 2019 through June 30, 2020; and

WHEREAS, the Township of Lower certifies that the funds will be used for Emergency Management purposes; and

WHEREAS, the Township of Lower further certifies that use of specific grant money is for the specific purpose as set forth in the application and the Emergency Management Performance Grant Award Conditions.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that State Homeland Security Grant Program Sub-grant **CFDA #97.042**, Subaward **#FY19-EMPG-EMAA-0505** from New Jersey State Police Office of Emergency Management is hereby approved.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 16, 2019

Julie A Picard, Township Clerk

**NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY  
OFFICE OF THE ATTORNEY GENERAL  
SUBAWARD**

<b>FY AND GRANT NAME</b> FY19 EMPG	<b>SUBAWARD AMOUNT</b>
<b>PROJECT TITLE</b> Emergency Management Agency Assistance (EMAA)	Federal \$ 10,000.00 Match Total \$ 10,000.00 Subrecipient Indirect Cost Rate (ICR) N/A
<b>SUBRECIPIENT</b> Lower Township Office of Emergency Management  <b>DUNS NO.</b> 004227872	<b>CFDA NO.</b> 97.042 <b>CFDA AMOUNT</b> \$ 350,100,000.00
<b>FEDERAL AWARD IDENTIFICATION NO.</b> EMN-2019-EP-00003 <b>FEDERAL AWARING AGENCY</b> FEMA	<b>FEDERAL AWARD DATE</b> 10/1/2019 <b>FEDERAL AWARD AMOUNT</b> \$ 8,281,372.00 L&PS ICR N/A
<b>STATE ACCOUNT NO.</b> 17-100-066-1200-726	<b>DATE OF AWARD</b> 10/1/2019

In accordance with the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. §§ 5121 et seq.) as amended, the Department of Law and Public Safety hereby awards to the above named Subrecipient a subaward in the amount specified for the purposes set forth in the approved application. An in-kind match will be provided to compensate OEM Staff to complete the tasks listed on the FY19 work plan.

This subaward is subject to the requirements set forth in the appropriate Federal Regulations, the General Conditions for subawards promulgated by the Department of Law and Public Safety, all applicable Statutes of the State of New Jersey and the requirements of the State of New Jersey for State and local financial accounting including the filing of single audits as required under 2 C.F.R. Part 200, Subpart F, Audit Requirements (2 C.F.R. §200.500, et seq.) and/or State Circular Letters 15-08-OMB and 07-05-OMB (if applicable). It is subject also to any general conditions and assurances, approved budget, application authorization, certifications, and special conditions attached to this program.

This subaward incorporates all conditions and representations contained or made in the application and notice of award (if applicable).

FOR THE SUBRECIPIENT:

FOR THE STATE OF NEW JERSEY  
DEPARTMENT OF LAW AND PUBLIC SAFETY

\_\_\_\_\_  
Signature of Authorizing Official

\_\_\_\_\_  
Attorney General or Designee

Erik Simonsen, Mayor

\_\_\_\_\_  
Typed Name of Official and Title

\_\_\_\_\_  
Date

12/17/2019

\_\_\_\_\_  
Date

Subaward Number: FY19-EMPG-EMAA-0505

Division Contact

Name: SFC Deborah Coutts

Title: EMAA Grant Manager

Subaward Period: 7/1/19-6/30/20

Email: lpp6309@gw.njsp.org

Subrecipient Fiscal Year Start Date: 01/01

Phone Number: (609) 963-6996

**CERTIFICATION**

I certify that the programs proposed in my application meet all the requirements of the State of New Jersey, Department of Law and Public Safety, Office of the Attorney General, FY17 EMPG Program, that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that I will comply with the provisions of the federal grant program, these conditions, and all other applicable federal and state laws, regulations, and guidelines.

Lower Township OEM  
\_\_\_\_\_  
**Subrecipient**

FY-19-EMPG-EMAA-0505  
\_\_\_\_\_  
**Subaward #**

\_\_\_\_\_  
**Signature of Authorized Official**

Mayor  
\_\_\_\_\_  
**Title**

Erik Simonsen  
\_\_\_\_\_  
**Printed Name of Authorized Official**

12/17/19  
\_\_\_\_\_  
**Date**

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

RESOLUTION #2019-385

Title: AUTHORIZING THE SALE OF TOWNSHIP OF LOWER SURPLUS NO LONGER NEEDED FOR PUBLIC USE ON GOVDEALS ONLINE AUCTION WEBSITE

WHEREAS, the Township of Lower has determined that the property described on Schedule A attached hereto is no longer needed for public use; and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) authorizes the sale of surplus personal property no longer needed for public use through the use of an online auction service; and

WHEREAS, the Township of Lower intends to utilize the online auction services of GovDeals located at www.govdeals.com; and sell the Township surplus property.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the Township of Lower is hereby authorized to utilize the online auction services of GovDeals located at www.govdeals.com; and sell the surplus property as indicated on Schedule A on an online auction website.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 16, 2019.

Julie A Picard, Township Clerk

<b>Gov Deals 2019-385</b>	<b>12/13/2019</b>	
Description	location	Fixed assest #
1998 FORD RANGER / Vin# 1FTYR14C3WTA62406	DPW YARD	N/A
VARIOUS BIKES	PD	N/A
SKATEBOARD	PD	N/A
CAR JACK	PD	N/A
AMERICAN FLAG	PD	N/A
CHAIN SAW	PD	N/A
2/ METAL LADDERS	PD	N/A
COOPER PIPE	PD	N/A

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

RESOLUTION # 2019-386

Title: **AUTHORIZING COMPETITIVE CONTRACTING FOR ON-SITE SUBCODE OFFICIAL INSPECTIONS COMPANY FOR THE TOWNSHIP OF LOWER**

**WHEREAS**, PL 1999 c440 amended the Local Public Contract Law creating the category of contracting called Competitive Contracting; and N.J.S.A. 40A:11-4.3(a) requires that in order to initiate competitive contracting, the governing body shall pass a resolution authorizing the use of competitive contracting each time specialized goods or services enumerated in 40A-4.1 are desired to be contracted; and

**WHEREAS**, 40A: 11 -4.3(a) requires that the competitive contracting process shall be administered by the purchasing agent qualified pursuant to 40A: 11-9, or by legal counsel of the contracting unit, or by an administrator of the contracting unit;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the Purchasing Agent is hereby authorized to initiate competitive contracting for On-Site Subcode Official Inspections Company for the Township of Lower.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 16, 2019.

Julie A Picard, Township Clerk

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

RESOLUTION #2019-387

Title: APPROVAL OF CHANGE ORDER #4 (FINAL) TO AGATE CONSTRUCTION COMPANY FOR THE ROSEANN AVENUE ROADWAY AND UTILITY IMPROVEMENTS PROJECT; AUTHORIZING ADDITIONAL COSTS DURING BYPASS OPERATIONS; TO REFLECT AS-BUILT QUANTITIES; AND TO REFLECT AN EXTENTION TO THE CONTRACT PERIOD RESULTING IN A NET REDUCTION

WHEREAS, Agate Construction Company, Inc. was awarded the bid for the Roseann Avenue Roadway and Utility Improvements Project on May 7, 2018 by Resolution #2018-162, in the amount of \$7,026,450.00; and on May 6, 2019 Change Order #1 was approved by Resolution #2019-166 for \$30,000.00; and on June 3, 2019 Change Order # 2 was approved by Resolution #2019-202 for \$80,353.52; and on October 7, Change Order #3 was approved by Resolution #2019-300 bringing the total project cost to \$7,168,785.51; and

WHEREAS, Agate Construction Company, Inc. has provided a final breakdown showing additional costs for the unforeseen miscellaneous debris during the bypass operation in a lump sum amount of \$73,530.79 and a deduction for the credit of as-built quantities attached hereto as an Exhibit making this Change Order #4 in the amount of a net decrease of \$556,015.53; and

WHEREAS, the Township Council desires to approve the above change order and the CFO has certified the availability of funds as evidenced by her signature below:

Appropriation: \_\_\_\_\_

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Change Order #4 attached hereto in the amount of (\$556,015.53) for Agate Construction Company, Inc. is hereby approved and the contract total is now \$6,612,769.98.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 16, 2019.

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



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

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

**Your Reference**  
Roseann Avenue Roadway  
and Utility Improvements,  
Contract M-10 Rebid

**Our Reference**  
364711

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

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

**Change Order No. 4  
Roseann Avenue Roadway and Utility Improvements  
Contract M-10 Rebid  
Township of Lower, Cape May County**

December 13, 2019

Dear Mr. Douglass:

Please find enclosed herewith three (3) signed copies of Change Order No. 4 for the above referenced project.

As previously discussed, we are submitting a final change order (attached herewith for reference) for the project which includes the following:

CO-4.1: Additional costs incurred by the Contractor to handle unforeseen miscellaneous debris within the existing stormwater system during bypass operations.

CO-4.2: To reflect as-built quantities (Items 1-46).

This change order results in a net reduction to the Contract Price of \$556,015.53 and an extension to the contract period of one hundred seventy-five (175) calendar days. Upon execution of this change order the revised (Final) Contract Price will be \$6,612,769.98, the revised Contract Period will be five hundred fifty-one (551) calendar days and the revised Contract Completion Date will be December 13, 2019.

Once signatures have been obtained please return two (2) copies of Change Order No. 4 to our office.



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

Very truly yours,

**Mott MacDonald, LLC**

A handwritten signature in black ink, appearing to read 'Mark R. Sray'. The signature is written in a cursive style with a prominent 'M' and 'S'.

Mark R. Sray, PE, CME  
Senior Associate  
T 609.465.9377  
mark.sray@mottmac.com

Encl.

cc: Jim Ridgway, Manager (via email)  
Julie Picard, RMC, Municipal Clerk (via email)  
Margaret Vitelli, RPPS, QPA, Purchasing Agent (via email)  
Colleen Crippen, Coordinator of Federal & State Aid (via email)  
Mark Blauer, Blauer & Associates (via email)  
Bob Mainberger, PE, Mott MacDonald (via email)  
Shawn Carr, PE, CME, Mott MacDonald (via email)  
Tim Clarke, Mott MacDonald (via email)  
Greg Scott, PE, Agate Construction Co., Inc. (via email)

PW364711\Construction\Change Orders\No. 4M-10-gd1213.19 Change Order No. 4.docx

**CONTRACT CHANGE ORDER**

CHANGE ORDER NO.: 4      DATE: December 13, 2019

Project Description  
 Roseann Avenue Roadway and Utility Improvements  
 Contract No. M-10 (Re-Bid)  
 Township of Lower, Cape May County

REASON FOR CHANGE ORDER: See Below.

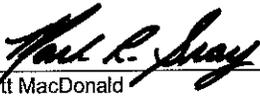
Item No.	Description	Quantity	Unit Price	Additions	Deductions
CO-4.1	Additional costs to handle unforeseen miscellaneous debris during bypass pumping operations. See attached.	1	Lump Sum	\$73,530.79	
CO-4.2	To reflect as-built quantities (Items 1-46). See attached "Quantity Additions and Deletion."	See Attach.	See Attach.	\$57,518.60	(\$687,064.92)
Sub-Total:				\$131,049.39	(\$687,064.92)
<b>Total Change Order No. 4 Value:</b>					<b>(\$556,015.53)</b>

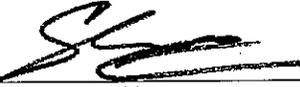
The undersigned certifies that execution of this change order and receipt of indicated payments fully satisfies all claims for additional work and contract delays associated with this project, and no further claims related to the work associated with this project will be forthcoming in the future from either the Contractor or the Owner.

ACCEPTED:

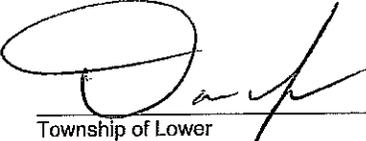
  
 Agate Construction Co., Inc.      12/13/19  
 Date

APPROVAL RECOMMENDED:

  
 Mott MacDonald      12/13/19  
 Date

  
 Mott MacDonald      12/13/19  
 Date

APPROVED:

  
 Township of Lower      12/13/19  
 Date

ORIGINAL CONTRACT BID PRICE:

\$7,026,450.00

ORIGINAL CONTRACT PERIOD:

360 Calendar Days

ORIGINAL CONTRACT COMPLETION DATE:

June 5, 2019

**CHANGE ORDER:**

NO. 1: +6 Calendar Days & \$30,000.00

NO. 2: +10 Calendar Days & \$80,353.52

NO. 3: \$31,981.99

NO. 4: +175 Calendar Days & (\$556,015.53)

**REVISED CONTRACT PRICE AND  
 COMPLETION DATE INCLUDING CHANGE  
 ORDER NOS. 1-4**

**\$6,612,769.98**

**REVISED CONTRACT PERIOD:**

**551 Calendar Days**

**REVISED CONTRACT COMPLETION DATE:**

**December 13, 2019**

CO-4.1 - Additional costs to handle unforeseen miscellaneous debris during bypass pumping operations.

18396 Roseann Ave CN#01 Storm Water Debris

LABOR - All wages per contract prevailing wage rates

Date	Foreman Hours	Rate	Operator Hours	Rate	Laborer Hours	Rate	Cat 416D	Rate	Cost	Notes
10/12/2018	8	\$ 69.78	9	\$ 113.86	8	\$ 67.23	9	\$ 44.19	\$ 2,518.53	Clogged Pump Flooding Event
11/9/2018	4	\$ 89.91	4	\$ 81.12	0		4	\$ 44.19	\$ 860.86	Clearing Pumps of Debris
11/17/2018	3	\$ 69.78	3	\$ 87.97	0		3	\$ 44.19	\$ 605.82	Clearing Pumps of Debris
11/15/2018	5	\$ 90.28	5	\$ 113.86	5	\$ 87.58	5	\$ 44.19	\$ 1,679.53	Clearing Pumps of Debris
11/24/2018	10.5	\$ 91.41	10.5	\$ 113.86	21	\$ 92.43	10.5	\$ 44.19	\$ 4,560.21	Clogged Pump Flooding Event
11/26/2018	3	\$ 69.78	3	\$ 81.12	3	\$ 67.23	3	\$ 44.19	\$ 786.96	Clearing Pumps of Debris
11/27/2018	3	\$ 69.78	3	\$ 81.12	3	\$ 67.23	3	\$ 44.19	\$ 786.96	Clearing Pumps of Debris
11/28/2018	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Clearing Pumps of Debris
11/29/2018	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Clearing Pumps of Debris
11/30/2018	10	\$ 91.41	10	\$ 113.86	20	\$ 92.43	10	\$ 44.19	\$ 4,343.20	Reconfigured Pump Pit with Multiple Screens
12/1/2018	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Bypass Screen Cleaning
12/3/2018	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Bypass Screen Cleaning
12/4/2018	2	\$ 69.78	4	\$ 81.12	4	\$ 67.23	4	\$ 44.19	\$ 909.72	Bypass Screen Cleaning
12/5/2018	1	\$ 69.78	0	\$ 81.12	3	\$ 67.23	0	\$ 44.19	\$ 271.47	Bypass Screen Cleaning
12/8/2018	0	\$ 69.78	0	\$ 81.12	4	\$ 67.23	0	\$ 44.19	\$ 268.92	Bypass Screen Cleaning
12/10/2018	2	\$ 69.78	0	\$ 81.12	4	\$ 67.23	0	\$ 44.19	\$ 408.48	Bypass Screen Cleaning
12/13/2018	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Bypass Screen Cleaning
12/14/2018	4	\$ 69.78	4	\$ 81.12	4	\$ 67.23	4	\$ 44.19	\$ 1,049.28	Bypass Screen Cleaning
12/15/2018	5	\$ 69.78	5	\$ 81.12	5	\$ 67.23	5	\$ 44.19	\$ 1,311.60	Bypass Screen Cleaning
12/16/2018	0	\$ 69.78	7	\$ 81.12	0	\$ 67.23	7	\$ 44.19	\$ 877.17	Bypass Screen Cleaning
12/17/2018	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Bypass Screen Cleaning
12/18/2018	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$ 44.19	\$ 262.32	Bypass Screen Cleaning
12/19/2018	0	\$ 69.78	0	\$ 81.12	2	\$ 67.23	0	\$ 44.19	\$ 134.46	Bypass Screen Cleaning
12/20/2018	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Bypass Screen Cleaning
12/24/2018	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Bypass Screen Cleaning
12/26/2018	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$ 44.19	\$ 262.32	Bypass Screen Cleaning
12/27/2018	3	\$ 69.78	3	\$ 81.12	3	\$ 67.23	3	\$ 44.19	\$ 786.96	Bypass Screen Cleaning
12/28/2018	3	\$ 69.78	3	\$ 81.12	3	\$ 67.23	3	\$ 44.19	\$ 786.96	Bypass Screen Cleaning
12/29/2018	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Bypass Screen Cleaning
12/31/2018	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$ 44.19	\$ 262.32	Bypass Screen Cleaning
1/2/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Bypass Screen Cleaning
1/3/2019	1	\$ 69.78	0	\$ 81.12	1	\$ 67.23	0	\$ 44.19	\$ 137.01	Bypass Screen Cleaning
1/4/2019	1	\$ 69.78	0	\$ 81.12	1	\$ 67.23	0	\$ 44.19	\$ 137.01	Bypass Screen Cleaning
1/7/2019	1	\$ 69.78	0	\$ 81.12	2	\$ 67.23	0	\$ 44.19	\$ 204.24	Bypass Screen Cleaning
1/8/2019	1	\$ 69.78	0	\$ 81.12	2	\$ 67.23	0	\$ 44.19	\$ 204.24	Bypass Screen Cleaning
1/9/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Bypass Screen Cleaning
1/10/2019	4	\$ 69.78	4	\$ 81.12	4	\$ 67.23	4	\$ 44.19	\$ 1,049.28	Bypass Screen Cleaning
1/11/2019	2	\$ 69.78	0	\$ 81.12	2	\$ 67.23	0	\$ 44.19	\$ 274.02	Bypass Screen Cleaning
1/14/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Bypass Screen Cleaning
1/15/2019	0	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 385.08	Bypass Screen Cleaning
1/16/2019	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$ 44.19	\$ 262.32	Bypass Screen Cleaning
1/17/2019	1	\$ 69.78	0	\$ 81.12	2	\$ 67.23	0	\$ 44.19	\$ 204.24	Bypass Screen Cleaning
1/18/2019	1	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 454.86	Bypass Screen Cleaning
1/20/2019	4	\$ 69.78	0	\$ 81.12	0	\$ 67.23	0	\$ 44.19	\$ 279.12	Bypass Screen Cleaning
1/21/2019	1	\$ 69.78	0	\$ 81.12	1	\$ 67.23	0	\$ 44.19	\$ 137.01	Bypass Screen Cleaning
1/22/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Bypass Screen Cleaning
1/23/2019	1	\$ 69.78	0	\$ 81.12	1	\$ 67.23	0	\$ 44.19	\$ 137.01	Bypass Screen Cleaning
1/24/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Bypass Screen Cleaning
1/25/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Bypass Screen Cleaning
1/28/2019	0	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 385.08	Bypass Screen Cleaning
2/1/2019	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$ 44.19	\$ 262.32	Bypass Screen Cleaning
2/4/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Bypass Screen Cleaning
2/5/2019	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$ 44.19	\$ 262.32	Bypass Screen Cleaning
2/6/2019	0	\$ 69.78	1	\$ 81.12	2	\$ 67.23	1	\$ 44.19	\$ 259.77	Bypass Screen Cleaning
2/7/2019	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$ 44.19	\$ 262.32	Bypass Screen Cleaning
2/8/2019	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$ 44.19	\$ 262.32	Bypass Screen Cleaning
2/11/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Bypass Screen Cleaning
2/12/2019	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$ 44.19	\$ 262.32	Bypass Screen Cleaning
2/13/2019	0	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 385.08	Bypass Screen Cleaning
2/14/2019	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$ 44.19	\$ 262.32	Bypass Screen Cleaning
2/15/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Bypass Screen Cleaning
2/18/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Bypass Screen Cleaning
2/19/2019	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$ 44.19	\$ 262.32	Bypass Screen Cleaning
2/20/2019	2	\$ 69.78	2	\$ 81.12	0	\$ 67.23	2	\$ 44.19	\$ 390.18	Bypass Screen Cleaning
2/21/2019	2	\$ 69.78	0	\$ 81.12	2	\$ 67.23	0	\$ 44.19	\$ 274.02	Bypass Screen Cleaning
2/22/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Bypass Screen Cleaning
2/25/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Bypass Screen Cleaning
2/26/2019	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$ 44.19	\$ 262.32	Bypass Screen Cleaning
2/27/2019	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$ 44.19	\$ 262.32	Bypass Screen Cleaning
2/28/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Bypass Screen Cleaning
3/1/2019	3	\$ 69.78	3	\$ 81.12	3	\$ 67.23	3	\$ 44.19	\$ 786.96	Bypass Screen Cleaning
3/3/2019	6	\$ 69.78	9	\$ 81.12	10	\$ 67.23	9	\$ 44.19	\$ 2,218.77	Pump Clogged, Flooding Averted
3/4/2019	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$ 44.19	\$ 262.32	Bypass Screen Cleaning
3/5/2019	2	\$ 69.78	0	\$ 81.12	2	\$ 67.23	0	\$ 44.19	\$ 274.02	Bypass Screen Cleaning
3/6/2019	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$ 44.19	\$ 262.32	Bypass Screen Cleaning
3/7/2019	1	\$ 69.78	0	\$ 81.12	1	\$ 67.23	0	\$ 44.19	\$ 137.01	Bypass Screen Cleaning
3/8/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$ 44.19	\$ 524.64	Bypass Screen Cleaning
3/11/2019	3	\$ 69.78	3	\$ 81.12	3	\$ 67.23	3	\$ 44.19	\$ 786.96	Bypass Screen Cleaning

3/12/2019	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$44.19	\$ 262.32	Bypass Screen Cleaning
3/13/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$44.19	\$ 524.64	Bypass Screen Cleaning
3/14/2019	1	\$ 69.78	0	\$ 81.12	1	\$ 67.23	0	\$44.19	\$ 137.01	Bypass Screen Cleaning
3/15/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$44.19	\$ 524.64	Bypass Screen Cleaning
3/18/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$44.19	\$ 524.64	Bypass Screen Cleaning
3/19/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$44.19	\$ 524.64	Bypass Screen Cleaning
3/20/2019	1	\$ 69.78	0	\$ 81.12	1	\$ 67.23	0	\$44.19	\$ 137.01	Bypass Screen Cleaning
3/21/2019	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$44.19	\$ 262.32	Bypass Screen Cleaning
3/22/2019	3	\$ 69.78	3	\$ 81.12	3	\$ 67.23	3	\$44.19	\$ 786.96	Bypass Screen Cleaning
3/25/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$44.19	\$ 524.64	Bypass Screen Cleaning
3/26/2019	1	\$ 69.78	0	\$ 81.12	1	\$ 67.23	0	\$44.19	\$ 137.01	Bypass Screen Cleaning
3/27/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$44.19	\$ 524.64	Bypass Screen Cleaning
3/28/2019	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$44.19	\$ 262.32	Bypass Screen Cleaning
3/29/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$44.19	\$ 524.64	Bypass Screen Cleaning
4/1/2019	3	\$ 69.78	6	\$ 81.12	3	\$ 67.23	6	\$44.19	\$ 1,162.89	Pump Clogged
4/2/2019	1	\$ 69.78	0	\$ 81.12	1	\$ 67.23	0	\$44.19	\$ 137.01	Bypass Screen Cleaning
4/3/2019	1	\$ 69.78	0	\$ 81.12	2	\$ 67.23	0	\$44.19	\$ 204.24	Bypass Screen Cleaning
4/4/2019	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$44.19	\$ 262.32	Bypass Screen Cleaning
4/5/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$44.19	\$ 524.64	Bypass Screen Cleaning
4/8/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$44.19	\$ 524.64	Bypass Screen Cleaning
4/9/2019	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$44.19	\$ 262.32	Bypass Screen Cleaning
4/10/2019	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$44.19	\$ 262.32	Bypass Screen Cleaning
4/11/2019	1	\$ 69.78	0	\$ 81.12	2	\$ 67.23	0	\$44.19	\$ 204.24	Bypass Screen Cleaning
4/12/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$44.19	\$ 524.64	Bypass Screen Cleaning
4/15/2019	3	\$ 69.78	3	\$ 81.12	6	\$ 67.23	3	\$44.19	\$ 988.65	Excessive Debris Cleanout
4/16/2019	1	\$ 69.78	0	\$ 81.12	1	\$ 67.23	0	\$44.19	\$ 137.01	Bypass Screen Cleaning
4/17/2019	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$44.19	\$ 262.32	Bypass Screen Cleaning
4/18/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$44.19	\$ 524.64	Bypass Screen Cleaning
4/19/2019	1	\$ 69.78	1	\$ 81.12	1	\$ 67.23	1	\$44.19	\$ 262.32	Bypass Screen Cleaning
4/22/2019	2	\$ 69.78	2	\$ 81.12	2	\$ 67.23	2	\$44.19	\$ 524.64	Bypass Screen Cleaning
4/23/2019	0	\$ 69.78	0	\$ 81.12	0	\$ 67.23	0	\$44.19	\$ -	Permanent Screen Installed in Grit Chamber 2 (Change Order)
4/25/2019	1	\$ 69.78	1	\$ 81.12	2	\$ 67.23	1	\$44.19	\$ 329.55	GC2 Screen Cleaning
4/26/2019	4	\$ 91.41	4	\$ 113.86	8	\$ 87.58	4	\$44.19	\$ 1,698.48	Pump Clogged, Plastic Toy & Debris
5/3/2019	2	\$ 69.78	0	\$ 81.12	2	\$ 67.23	0	\$44.19	\$ 274.02	GC2 Screen Cleaning
5/11/2019	2	\$ 69.78	0	\$ 81.12	2	\$ 67.23	0	\$44.19	\$ 274.02	GC2 Screen Cleaning
5/20/2019	2	\$ 69.78	0	\$ 81.12	2	\$ 67.23	0	\$44.19	\$ 274.02	GC2 Screen Cleaning
5/24/2019	2	\$ 69.78	0	\$ 81.12	2	\$ 67.23	0	\$44.19	\$ 274.02	GC2 Screen Cleaning
5/27/2019	4	\$ 69.78	0	\$ 81.12	0	\$ 67.23	0	\$44.19	\$ 279.12	Pump Clog During Rain Event, Pump Broken
5/28/2019	2	\$ 69.78	0	\$ 81.12	2	\$ 67.23	0	\$44.19	\$ 274.02	GC2 Screen Cleaning
5/29/2019	8	\$ 69.78	8	\$ 81.12	8	\$ 67.23	0	\$44.19	\$ 1,745.04	Changed Broken Pump with Crane
6/3/2019	2	\$ 69.78	0	\$ 81.12	2	\$ 67.23	0	\$44.19	\$ 274.02	GC2 Screen Cleaning
6/11/2019	2	\$ 69.78	0	\$ 81.12	2	\$ 67.23	0	\$44.19	\$ 274.02	GC2 Screen Cleaning
6/13/2019	0	\$ 69.78	0	\$ 81.12	0	\$ 67.23	0	\$44.19	\$ -	Gravity Flow Through Pump Station, Pumps Out of Service
Foreman Hours:	243.5							Total:	\$ 66,846.17	

Additional Costs \$ 66,846.17  
10% Overhead \$ 6,684.62  
Total \$ 73,530.79

**CONTRACT M-10 (REBID)**  
**QUANTITY ADDITIONS AND DELETIONS**  
 (Attachment to Change Order No. 4 - CO-4.2)

**ADDITIONS IN WORK**

Item	Description	Est. Contract		Quantity	Quantity	Unit Price	Amount
		Quantity	Unit	Completed	Added		
7	Excavation, Unclassified	2,520	CY	2,951.04	431.04	\$ 32.50	\$ 14,008.80
25	Inlet, Type "E"	7	UNIT	8.00	1.00	\$ 7,300.00	\$ 7,300.00
26	Reset Inlet or Manhole Casting	4	UNIT	5.00	1.00	\$ 637.00	\$ 637.00
30	Conc. Driveway Apron, 6" Thick, Reinforced	800	SY	998.93	198.93	\$ 120.00	\$ 23,871.60
36	Regulatory Signs	25	SF	116.75	91.75	\$ 30.00	\$ 2,752.50
37	Topssoiling, 4" Thick	1,600	SY	2,102.15	502.15	\$ 12.00	\$ 6,025.80
38	Sodding	1,600	SY	2,087.15	487.15	\$ 6.00	\$ 2,922.90
<b>Total Addition</b>							<b>\$ 57,518.60</b>

**REDUCTIONS IN WORK**

Item	Description	Est. Contract		Quantity	Quantity	Unit Price	Amount
		Quantity	Unit	Completed	Reduced		
4	Fuel Price Adjustment Allowance	10,000	Dollar	2,449.07	7,550.93	\$ 1.00	\$ 7,550.93
5	Asphalt Price Adjustment Allowance	10,000	Dollar	7,442.09	2,557.91	\$ 1.00	\$ 2,557.91
6	Excavation, Test Pit, I&W	20	UNIT	17.00	3.00	\$ 2,000.00	\$ 6,000.00
8	NJDOT 57 Stone, I&W	200	CY	4.75	195.25	\$ 140.00	\$ 27,335.00
9	Type "G" Fill, Var. Thk., I&W	400	CY	0.00	400.00	\$ 105.00	\$ 42,000.00
10	SABC, Type I-5, Var. Thk., I&W	50	CY	0.00	50.00	\$ 65.00	\$ 3,250.00
11	DGA Base Course, 6" Thick	6,400	SY	6,378.00	22.00	\$ 11.60	\$ 255.20
12	Roadway Stab. Non-Woven Geotextile	6,400	SY	6,378.00	22.00	\$ 3.00	\$ 66.00
13	HMA 19M64 Base Course, 3" Thick	1,350	TON	1,158.06	191.94	\$ 80.00	\$ 15,355.20
14	HMA 9.5M64 Surface Course, 2" Thick	950	TON	802.21	147.79	\$ 95.00	\$ 14,040.05
15	Underdrain	3,200	LF	3,186.00	14.00	\$ 28.35	\$ 396.90
16	12" Ø Ductile Iron Pipe, Class 56	40	LF	27.00	13.00	\$ 216.00	\$ 2,808.00
17	16" & 18" Ø Ductile Iron Pipe, Class 56	40	LF	20.00	20.00	\$ 249.00	\$ 4,980.00
18	24" Ø Ductile Iron Pipe, Class 56	30	LF	24.00	6.00	\$ 283.00	\$ 1,698.00
19	15" & 18" Ø Corrugated Steel Pipe	140	LF	120.00	20.00	\$ 252.00	\$ 5,040.00
20	24" Ø Corrugated Steel Pipe	50	LF	47.25	2.75	\$ 290.00	\$ 797.50
21	30" Ø Corrugated Steel Pipe	80	LF	33.50	46.50	\$ 376.00	\$ 17,484.00
22	66" x 51" Corrugated Steel Arch Pipe	1,770	LF	1,756.00	14.00	\$ 615.00	\$ 8,610.00
27	Reset Utility Box or Valve Box	20	UNIT	10.00	10.00	\$ 112.00	\$ 1,120.00
28	Concrete Gutter, 6" Thick	560	SY	546.41	13.59	\$ 116.00	\$ 1,576.44
29	Concrete Sidewalk, 4" Thick	1,500	SY	1,481.82	18.18	\$ 60.50	\$ 1,099.89
32	8" x 16" Concrete Vertical Curb	3,800	LF	3,744.00	56.00	\$ 21.50	\$ 1,204.00
33	Traffic Stripes, LI Epoxy Resin, 4" Wide	300	LF	0.00	300.00	\$ 3.80	\$ 1,140.00
34	Temp. Latex Safety Stripe, 6" Wide, I&W	3,800	LF	0.00	3,800.00	\$ 0.30	\$ 1,140.00
35	Traffic Markings, Thermoplastic	800	SF	691.00	109.00	\$ 3.10	\$ 337.90
39	Landscaping Stone - Truck Measure, I&W	25	TON	0.00	25.00	\$ 100.00	\$ 2,500.00
40	Catch Basin Filter	20	UNIT	15.00	5.00	\$ 1,225.00	\$ 6,125.00
43	Project Allowance	25,000	Dollar	7,286.00	17,714.00	\$ 1.00	\$ 17,714.00
44	Allowance for Traffic Directors, Police	15,000	Dollar	0.00	15,000.00	\$ 1.00	\$ 15,000.00
45	Allowance for Utility Work	120,000	Dollar	92,117.00	27,883.00	\$ 1.00	\$ 27,883.00
46	Allowance for LTMUA Tipping Fees	900,000	Dollar	450,000.00	450,000.00	\$ 1.00	\$ 450,000.00
<b>Total Reduction</b>							<b>\$ 687,064.92</b>

Extra Work (+)	\$ 57,518.60
Reduction in Work (-)	\$ 687,064.92
<b>Net Change in Work (CO-4.2)</b>	<b>\$ (629,546.32)</b>

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

ORDINANCE #2019 -17

SALARY AND BENEFIT ORDINANCE FOR THE TOWNSHIP OF LOWER

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

TOWNSHIP COUNCIL

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

NON-UNION ADMINISTRATIVE/MANAGEMENT PERSONNEL

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

NON-UNION POLICE PERSONNEL

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

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

SUPERVISORS UNION

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

AFSCME

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

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

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

OTHER EMPLOYEES

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

HOURLY EMPLOYEES

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

BUREAU OF FIRE SAFETY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

First Reading: December 2, 2019

Adoption:

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

# Clerks Report November 2019

## Register Report - Last month

11/1/2019 through 11/30/2019

12/3/2019

Page 1

Account	Description	Memo	Category	Amount
				4,630.00
<b>INCOME</b>				
	Business Mercantil 2019-2020			225.00
	Campgrounds & Trailers			100.00
	Junk Yard Lic			150.00
	Licenses & Permits			390.00
	Precious Metals			500.00
	Rental 2019-2020			75.00
	Street Openings			670.00
	Vac Prop Reg			2,500.00
	Yard Sale Permit			20.00
	<b>TRANSFERS</b>			-4,630.00
	Council Checking			-4,630.00
				<hr/>
	<b>OVERALL TOTAL</b>			0.00

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

**OFFICE OF CONSTRUCTION OFFICIAL**

**Construction Permit Activity Report**

RANGE: 11/01/2019 To 11/30/2019

December 03, 2019 9:52:44AM

**SUMMARY**

**CONSTRUCTION COSTS**

**COUNT**

Cost Of Construction:	\$560,048.00	Cubic Footage:	164532 Cu.ft	Permit Issued:	110
Cost Of Alteration:	\$941,394.00	Square Footage:	15479 Sq.ft	Updates Issued:	14
Cost Of Demolition:	\$30,970.00			All Fees Waived:	2
Total Cost:	\$1,532,412.00			Municipal Fees Waived:	0

<b><u>PERMIT FEES</u></b>		<b><u>ADMIN FEES</u></b>		<b><u>WAIVED FEES</u></b>		<b><u>TOTAL FEES</u></b>	
Building:	\$18,573.00	Building:	\$0.00	Building:	\$1,645.00	Building Fees:	\$16,928.00
Electrical:	\$11,331.00	Electrical:	\$0.00	Electrical:	\$168.00	Electrical Fees:	\$11,163.00
Fire :	\$2,600.00	Fire :	\$0.00	Fire :	\$50.00	Fire Fees:	\$2,550.00
Plumbing:	\$5,930.00	Plumbing:	\$0.00	Plumbing:	\$277.00	Plumbing Fees:	\$5,653.00
Elevator:	\$0.00	Elevator:	\$0.00	Elevator:	\$0.00	Elevator Fees:	\$0.00
Mechanical:	\$3,495.00	Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical Fees:	\$3,495.00
				* Total Waived:	\$2,140.00	Technical Fees:	\$39,789.00

**DCA**

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$610.00	\$0.00	\$610.00
Alteration Training Fee:	\$1,781.00	\$172.00	\$1,609.00
DCA Minimum Fee:	\$17.00	\$0.00	\$17.00
Sub total Training Fee:	\$2,408.00	\$172.00	\$2,236.00

**TECHNICAL ISSUES**

Building Technical:	53
Electrical Technical:	87
Fire Protection Technical:	14
Plumbing Technical:	32
Elevator Technical:	
Mechanical Technical:	39

**CERTIFICATE ISSUES**

Certificate of Occupancy:	5
Certificate of Approval:	22
Certificate of Continued Occupancy:	0

Certificate of Occupancy Fee:	\$2,377.00
Waived Certificate Fees:	\$0.00
Sub Total Certificate Fees:	\$2,377.00
PERMIT FEES:	\$39,789.00
DCA FEES:	\$2,236.00
CERTIFICATE FEES:	\$2,377.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$44,402.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$44,402.00

\* By State law (see N.J.S. 52:27D-126c): \$2,140.00

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

OFFICE OF THE CONSTRUCTION OFFICIAL

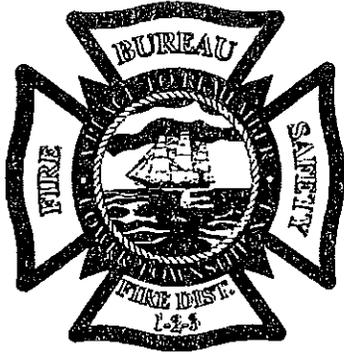
Account Summation-Summary

Report Run from 11/01/2019 To 11/30/2019

December 3, 2019 9:53:14AM

ACCOUNT:		Cash Amount	Check Amount	Credit Card Amount	Total Fee
PERMIT FEES	Sub Totals:	\$1,993.00	\$42,409.00	\$0.00	\$44,402.00
DUMPSTER	Sub Totals:	\$0.00	\$20.00	\$0.00	\$20.00
LICENSE FEE	Sub Totals:	\$0.00	\$700.00	\$0.00	\$700.00
<b>GRAND TOTALS:</b>		\$1,993.00	\$43,129.00	\$0.00	\$45,122.00





## BUREAU OF FIRE SAFETY - TOWNSHIP OF LOWER

Lower Township Public Safety Building  
1389 Langley Road  
Cape May Airport  
Erma, NJ 08204  
Phone: (609) 889-0404  
Fax: (609) 889-8876

Mailing Address:  
407 Breakwater Road  
Erma, NJ 08204  
LTBFS@COMCAST.NET

For the month of NOVEMBER 2019, the Lower Township  
Bureau of Fire Safety made deposits of \$25,827.37 in the  
Lower Township Tax office.

Sincerely,

**Donna Blackley**  
Fire Official

cc: file  
Board Members  
Lauren Read  
James Ridgway

**2019 CASH RECEIPTS  
NOVEMBER**

Township of Lower  
Office of the Tax Collector

	MONTH TO DATE	YEAR TO DATE
<b>Receipts</b>		
Preliminary Tax Year (2020)	78,599.02	931,525.56
Current year taxes (2019)	9,766,030.24	62,134,133.21
Prior year taxes (2018)		790,541.41
Prior year taxes (2017)	-	0.00
Previously exempt property		0.00
State Audit Pay Back		5,000.00
Municipal Lien		28,735.22
Recording		55.00
Bankruptcy		0.00
6% Penalty		3,430.10
Municipal Service Fees		70,183.49
Tax Search Fees		20.00
Interest	15,450.73	181,463.87
Lot clearing	1,625.00	6,975.00
Returned Check Fees*	120.00	700.00
Duplicate Bills	145.00	875.00
Trash	252.00	42,592.75
Tax Sale Costs		4,311.14
MUA		40,812.87
<b>TOTAL DEPOSITS</b>	<b>9,862,221.99</b>	<b>64,241,354.62</b>
<b>DEPOSITED TO COUNCIL CHECK</b>	<b>9,224,333.37</b>	<b>59,667,728.98</b>
<b>DEPOSITED TO WIPP ACCOUNT</b>	<b>637,888.62</b>	<b>4,573,625.64</b>
<b>TOTAL DEPOSITS</b>	<b>9,862,221.99</b>	<b>64,241,354.62</b>
NSF Reversals *	21,745.49	71,883.52
WIPP NSF Reversals	3,915.35	38,450.42
NSF Fee Reversal (20.00)*		0.00
<b>TOTAL NSF</b>	<b>25,660.84</b>	<b>110,333.94</b>
<b>TOTAL</b>	<b>9,836,561.15</b>	<b>64,130,552.68</b>

Prepared by Kathy Brown

## 2019 NOVEMBER VITAL STATISTICS

Marriages,Civil Unions	6
Domestic Partners	0
Certified Copies	112
Certified Copies EDRS	0
Burial Permits	0
Marriages, Civil Unions State	\$150.00
Domestic Partners State	\$0.00
Marriages, Civil Unions Twp	\$18.00
Domestic Partners Twp	\$0.00
Certified Copies	\$1,120.00
Certified Copies EDRS	\$0.00
Burial Permits	\$0.00
<b>TOTAL</b>	<b>\$1,288.00</b>

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

RESOLUTION # 2019-387

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

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

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

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

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

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

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

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

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, assembled in public session on December 16, 2019 that an Executive Session closed to the public shall be held on this date at approximately \_\_\_\_\_ P.M. in the Conference Room of the Township Hall, 2600 Bayshore Road, Villas for the discussion of matters relating to the specific items designated above.

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

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 16, 2019

Julie A Picard, Township Clerk