

**WORK SESSION & REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL**  
**April 06, 2020 - 7:00 P.M.**

**Meeting called to order**

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

**Work Session**

**Consent Agenda**

Approval of Minutes – March 16, 2020

Res. #2020-123 Payment of Vouchers \$ 708,678.84

Res. #2020-124 Issuance of Ice Cream Peddling and Ice Cream Salesman License for the Year 2020 (Mister Softee)

Res. #2020-125 A Resolution Authorizing the Acceptance of Cops In Shops Funding Summer Shore Initiative 2020 (\$3,520)

Res. #2020-126 Approval of Change Order #1 to Mount Construction Company for Roseann Avenue Roadway and Utility Improvements – Phase 3 (\$48,039.05 plus 141 day extension)

Res. #2020-127 A Resolution Authorizing the Indemnification and Defense of a Lower Township Employee in Accordance With Chapter 25, Defense and Indemnification, of the Code of the Township of Lower (Chief Mastriana)

Res. #2020-128 A Resolution Approving a Professional Service Contract with Remington & Vernick Engineers for Engineering Services for the Reconstruction of Star Avenue From Caroline Avenue to Greenwood Avenue (NTE \$73,770.)

Res. #2020-129 A Resolution To Amend the 2020 Budget

Res. #2020-130 Adoption of 2020 Budget

Res. #2020-131 A Resolution Prohibiting the Use of Online Marketplaces for Arranging or Offering Lodging, and Urging Second Homeowners and Out-Of-County Residents to Refrain From Traveling to the Township of Lower in Light of the Ongoing Coronavirus Public Health Emergency

**Regular Agenda**

**Manager's Report**

**Administrative Reports**

Monthly Reports – Construction, Treasurer

**Council Comments**

**Call to the Public**

**Adjournment**

**Lower Township Council Meeting will be closed to the public due to  
Executive Order No. 104.**

**Those wishing to make public comment can do so by dialing  
1-872-240-3311. Passcode: 607-828-205#.**



Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01608 GEMPLERS	20-00781	03/20/20	TYVEK SUITS XXL 75	Open	648.95	0.00		PC1
01661 GENERAL SALES ADMINISTRATION*	19-01811	06/20/19	OUTFITTING PATROL VEHICLES	Open	11,132.58	0.00		
01685 W.W GRAINGER, INC.*	20-00532	02/25/20	SUPPLIES	Open	5.11	0.00		
01690 GRANTURK EQUIPMENT CO*	19-01910	07/02/19	2020 LEACH 20CU YD REAR LOADER	Open	91,330.80	0.00		
	19-03568	12/31/19	LEAF TRUCK PARTS	Open	3,736.33	0.00		
	20-00110	01/09/20	PARTS FOR RECY/DPW	Open	<u>931.81</u>	0.00		
					95,998.94			
01806 ANTHONY J HARVATT, II, ESQ	20-00611	03/04/20	BOARD SOLICITOR SALARY	Open	625.00	0.00		
01873 HOME DEPOT*	20-00773	03/19/20	GOGGLES	Open	281.85	0.00		PC1
	20-00874	04/02/20	N95 MASKS	Open	<u>293.90</u>	0.00		PC1
					575.75			
02025 HUNTER JERSEY PETERBILT*	19-01909	07/02/19	2020 PETERBILT 348 TANDEM	Open	113,767.00	0.00		
02140 KINDLE FORD LINC/MERC., INC.*	20-00694	03/10/20	POLICE VEHICLES	Open	829.61	0.00		
02223 LANDSMAN UNIFORMS*	20-00379	02/06/20	UNIFORMS	Open	367.50	0.00		
	20-00690	03/10/20	UNIFORMS	Open	<u>179.53</u>	0.00		
					547.03			
02294 MARIE A. LOMONACO	20-00438	02/10/20	CONTRACTUAL REIMBURSEMENT M	Open	223.86	0.00		B
02334 LOWER TWP CHAMBER OF COMMERCE	20-00697	03/10/20	MARCH LUNCHEON MTG	Open	25.00	0.00		
02402 MGL PRINTING SOLUTIONS	20-00654	03/06/20	PURCHASE ORDERS 3000	Open	901.00	0.00		
	20-00779	03/20/20	Homestead Benefit	Open	<u>286.00</u>	0.00		
					1,187.00			
02418 MAJESTIC SEWER AND DRAIN*	20-00706	03/12/20	3/10/20 TOWNHALL MAIN CLOG	Open	215.00	0.00		
02448 JOHN MACCARTER	20-00780	03/20/20	CONTRACTUAL REIMBURSEMENT V	Open	211.00	0.00		
02461 JOHN MAHER	20-00858	03/31/20	CONTRACTUAL REIMBURSEMENT M	Open	2,657.02	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
02538 MARSH & MCLENNAN AGENCY, LLC*	20-00625	03/05/20	DNE \$25K INSURANCE BROKER	Open	2,083.33	0.00		B
02810 MOUNT CONSTRUCTION CO*	19-02035	07/16/19	ROSEANN PHASE 3 DNE \$2464865.0	Open	62,697.02	0.00		
02947 DONALD MURPHY	20-00756	03/18/20	CONTRACTUAL REIMBURSEMENT M	Open	720.00	0.00		
03008 NJ DEPT OF TREASURY/FEES	20-00751	03/17/20	ROSEANN AVE PUMP STATION	Open	3,153.75	0.00		
03026 NJ STATE HEALTH BENEFITS	20-00823	03/27/20	APRIL 2020 ACTIVE MED INS	Open	181,489.58	0.00		
	20-00824	03/27/20	APRIL 2020 RETIRED MED INS	Open	67,221.88	0.00		
					<u>248,711.46</u>			
03280 PARAMOUNT SANITARY SUPPLY*	20-00621	03/04/20	TOILET PAPER & PAPER TOWELS	Open	351.40	0.00		
	20-00686	03/10/20	EMERGENCY SUPPLIES	Open	303.38	0.00		
	20-00754	03/18/20	EMERGENCY SUPPLIES	Open	1,605.31	0.00		
					<u>2,260.09</u>			
03305 PEDRONI FUEL*	20-00833	03/27/20	NO LEAD GAS	Open	237.80	0.00		
03321 PATRICK MARTIN, ESQ	20-00716	03/12/20	CONFLICT PROSECUTOR	Open	500.00	0.00		
03518 RIGGINS, INC.*	20-00798	03/27/20	OFF HIGHWAY DIESEL	Open	255.46	0.00		
03573 SAFETY-KLEEN CORP*	20-00118	01/09/20	EQUIP MAINTENANCE/DPW	Open	483.11	0.00		
03660 SIRCHIE FINGERPRINT LAB. INV.*	20-00819	03/27/20	SINGLE USE FINGERPRINT STRIPS	Open	173.97	0.00		
03683 SNAP-ON TOOLS*	20-00323	01/29/20	REPAIR AIR LUG WRENCH	Open	530.00	0.00		
03692 SOUTH JERSEY GAS CO*	20-00869	04/02/20	2/17-3/18/20 NATURAL GAS	Open	6,279.11	0.00		
03695 SPECIALTY AUTOMOTIVE EQUIP INC*	20-00696	03/10/20	SERVICE CALL	Open	850.00	0.00		
03820 MUNICIPAL UTIL. AUTH ON CALL	20-00752	03/17/20	ONE CALL CONCEPTS	Open	258.86	0.00		
03844 GIACOMO TROMBETTA	20-00837	03/30/20	CONTRACTUAL REIMBURSEMENT	Open	43.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03904 LOWE'S HOME CENTER INC*								
	20-00343	01/31/20	SUPPLIES/MATERIALS/FEB.	Open	482.60	0.00		
	20-00872	04/02/20	NO TOUCH THERMOMETERS	Open	<u>130.81</u>	0.00		PC1
					613.41			
03969 VERIZON								
	20-00852	03/31/20	3/13-4/12/20 LANDLINES	Open	254.33	0.00		
04054 FAMILY DOLLAR								
	20-00734	03/17/20	EMERGENCY SUPPLIES	Open	134.10	0.00		PC1
04097 CINTAS FIRST AID AND SAFETY*								
	20-00795	03/25/20	FACE MASK	Open	48.92	0.00		
04300 W.B MASON CO INC*								
	20-00229	01/22/20	1/22/20 COPY PAPER	Open	101.97	0.00		
	20-00279	01/24/20	PAPER	Open	<u>339.90</u>	0.00		
					441.87			
6018 KENNETH BROWN								
	20-00796	03/27/20	REIMBURSEMENT-COACH	Open	129.05	0.00		
6028 JAMES RIDGEWAY								
	20-00757	03/18/20	CONTRACTUAL REIBURSEMENT V	Open	175.00	0.00		
6059 USABLE LIFE								
	20-00826	03/27/20	APRIL 2020 LIFE INS	Open	585.20	0.00		
6071 UNITED UNIFORMS LIMITED LIAB*								
	20-00475	02/18/20	SHIRTS - MAYOR/DEPUTY	Open	255.84	0.00		
7066 KETCHUM MFG CO INC*								
	20-00666	03/10/20	2020 DOG TAGS	Open	399.79	0.00		
7079 SUBURBAN PROPANE L P*								
	20-00753	03/17/20	PROPANE-FREEMAN DOUGLASS	Open	114.55	0.00		
7098 SHORE VETERINARIAN ANIMAL *								
	20-00159	01/10/20	RES 2020-16 DNE \$56K ANIMAL CO	Open	4,666.67	0.00		B
7119 ENGINEERING DESIGN ASSOC*								
	19-00359	01/30/19	RES 18-326 SCHELLENGERS LNDG	Open	9,439.75	0.00		B
7196 LAUREN HUGGINS SUIT*								
	20-00158	01/10/20	RES 2020-09 PUBLIC INFORMATION	Open	1,075.00	0.00		B
7354 FLEETPRIDE INC.*								
	20-00821	03/27/20	AIR SPRING	Open	427.80	0.00		
7457 SERVPRO OF CAPE MAY COUNTY*								
	20-00718	03/12/20	SERVPRO	Open	340.00	0.00		B

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7457 SERVPRO OF CAPE MAY COUNTY* Continued	20-00820	03/27/20	BIO HAZZARD CLEAN UP CAR123	Open	<u>340.00</u> 680.00	0.00		
7475 SUZANNE M SCHEID	20-00825	03/27/20	CONTRACT REIMB 3-27-20	Open	58.69	0.00		
7478 WINDSTREAM COMMUNICATION INC*	20-00790	03/20/20	PHONE SERVICE 3/8/20	Open	46.90	0.00		
7507 STEFANKIEWICZ & BELASCO LLC	20-00154	01/10/20	RES # 2020-01 DNE \$34K	Open	2,833.33	0.00		
7508 BLANEY & KARAVAN PC*	20-00157	01/10/20	RES2020-05 MONTHLY DNE \$40K	Open	3,333.33	0.00		B
7649 RICHARD E. PIERSON MATERIALS*	19-03407	12/12/19	GRAVEL & SAND-BEACH ACCESS	Open	2,503.71	0.00		
7687 ENHANCED WEB SERVICES*	20-00794	03/25/20	QPA/GRANTS/MANAGER	Open	89.85	0.00		
7772 PIONEER ATHLETICS*	19-02823	10/21/19	LACROSSE GOALS (PAIR)	Open	910.00	0.00		
7929 AMAZON CAPITAL SERVICES, INC	20-00649	03/06/20	SUPPLIES	Open	835.91	0.00		
	20-00713	03/12/20	10 USER BUISNESS PRIME 3/20/20	Open	499.00	0.00		
	20-00714	03/12/20	OFFICE SUPPLIES	Open	33.39	0.00		
	20-00719	03/12/20	SUPPLIES	Open	<u>107.05</u> 1,475.35	0.00		
8088 PATRICIA CALFINA	20-00854	03/31/20	CONTRACTUAL REIMBURSEMENT M	Open	720.00	0.00		
8131 DOCUVault SECURE SHREDDING LLC	20-00851	03/31/20	3/16/20 SHREDDING	Open	96.00	0.00		
8146 IAAO	20-00517	02/21/20	ASSOCIATION DUES	Open	440.00	0.00		
8197 GREAT AMERICAN FINANCIAL SERV	20-00856	03/31/20	3/16/20 LEASE PAYMENT	Open	560.00	0.00		
8228 CAPE MAY SPIRITS LLC	20-00218	01/16/20	RETURN UNUSED ESCROW	Open	145.00	0.00		
8250 ALL PARTITIONS AND PARTS LLC	20-00545	02/26/20	CHAIR GLIDES	Open	14.12	0.00		
	20-00663	03/10/20	CHAIR GLIDES	Open	<u>14.12</u> 28.24	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
8261 WEBSTAIRANTSTORE	20-00729	03/14/20	COVID-19 SUPPLIES CONST GEAR	Open	1,421.92	0.00		PC1
8262 WALGREENS	20-00775	03/19/20	EMERGENCY SUPPLIES	Open	28.99	0.00		PC1
8264 JOSIE DELINSKI	20-00867	04/01/20	REGISTRATION REFUND	Open	15.00	0.00		
8265 HEATHER ROTH	20-00866	04/01/20	LACROSSE COACH	Open	39.05	0.00		
8266 WALMART INC.	20-00871	04/02/20	5 LAPTOPS CORVIN 19 REMOTE ACC	Open	2,510.34	0.00		PC1
8655 DOLLAR GENERAL	20-00774	03/19/20	EMERGENCY SUPPLIES	Open	42.25	0.00		PC1
8656 BIO BLASTING LLC*	20-00791	03/20/20	BIO BLASTING C-100 SPRAYER 2	Open	1,180.00	0.00		
	20-00859	04/01/20	5 CASE DISINFECT SPRAY	Open	1,951.25	0.00		
					3,131.25			
ABBA ABBA MEDICAL SUPPLY*	20-00730	03/14/20	COVID-19 EMERGENCY SUPPLIES	Open	1,661.46	0.00		
ROMANOW FRED ROMANOWSKI	20-00620	03/04/20	LACROSSE ASSIGNOR FEE	Open	100.00	0.00		

Total Purchase Orders: 103 Total P.O. Line Items: 0 Total List Amount: 708,476.73 Total Void Amount: 0.00

Vendor	Description	Amount
DIVISION OF PENSION	OCTOBER CORRECTION	\$202.11
	TOTAL Manual Checks	\$202.11
	TOTAL Computer Generated	\$708,476.73
	TOTAL BILL LIST	\$708,678.84

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on April 6, 2020.

Julie A Picard, Township Clerk

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

RESOLUTION #2020-124

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

WHEREAS, James Brown t/a Mister Softee has submitted an application for an Ice Cream Peddling and Ice Cream Salesman License for the year 2020; and

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

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

Ice Cream Peddling Salesman License

James Brown

Ice Cream Peddling Business License

2011 Workhorse Vin #5B4KFD2D0B3444064

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on April 6, 2020.

Julie A Picard, Township Clerk

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

RESOLUTION #2020-126

Title: APPROVAL OF CHANGE ORDER #1 TO MOUNT CONSTRUCTION COMPANY FOR ROSEANN AVENUE ROADWAY AND UTILITY IMPROVEMENTS PHASE 3

WHEREAS, Mount Construction was awarded on June 10, 2019 by Resolution #2019-210 the Roseann Avenue Roadway and Utility Improvements Phase 3 in the amount of \$2,464,865.00; and

WHEREAS, Mount Construction has provided a proposal for additional costs incurred by the Contractor, through no fault of their own, for additional costs for additional services, and a time extension resulting in a net increase of \$48,039.05 and an extension to the contract period of 141 calendar days; and

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

Appropriation: Ord # 18-05 C-04-55-421-100

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Change Order #1 attached hereto in the net increase amount of \$48,039.05 bringing the total contract amount to \$2,512,904.05, and the revised Contract Completion Date will be May 8, 2020 is hereby approved.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on April 6, 2020.

\_\_\_\_\_  
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,  
Phase 3, Contract M-13

**Change Order No. 1**  
**Roseann Avenue Roadway and Utility Improvements, Phase 3**  
**Contract M-13**  
**Township of Lower, Cape May County**

**Our Reference**  
398225

March 23, 2020

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

Dear Mr. Douglass:

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

As previously discussed, we are submitting a change order from Mount Construction Co., Inc. for additional costs and time extension for twelve (12) separate additional work efforts (CO-1.1 thru CO-1.12) that were required to address changed/unforeseen conditions that were above and beyond the scope of contract work. 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 to remove and replace the storm main and support the water main due to the variation in location (plan to field) of the existing water main and its actual location on top of the storm main. Work commenced on 9/26/19.
- CO-1.2: Additional costs incurred by the Contractor to remove and replace the storm main and support the water main due to the variation in location (plan to field) of the existing water main and its actual location on top of the storm main. Work commenced on 10/17/19.
- CO-1.3: Additional costs incurred for downtime associated with the presence of an unmarked high voltage electric cable within the shoring limits of the proposed grit chamber. Downtime was spent in identifying ownership of the utility cable and establishing whether it was live/active or dead/abandoned. Downtime experienced on 11/4/19.
- CO-1.4: Additional costs incurred to isolate and remove the existing water main due to the variation in location (plan to field) of the existing water main and its actual location within the shoring limits of the proposed grit chamber. Work included the removal of approximately



35 linear feet of 8-inch PVC water main. Work commenced on 11/4/19.

- CO-1.5: Additional costs incurred to isolate and remove an existing water main stub at Sta. 24+98 that was not shown on the plans or reflected in the water main as-builts provided by the LTMUA. Work commenced on 11/6/19.
- CO-1.6: Additional costs incurred by the Contractor to install a horizontal support (kicker) on the existing water main as directed by the LTMUA. Work commenced on 11/6/19.
- CO-1.7: Additional costs incurred to de-ice and re-prime dewatering pumps. Due to the conflict with the high voltage electric cable and the proposed grit chamber, pumps were shut down for an extended period time while the conflict was being resolved. This shutdown caused the pumps to freeze up and required additional work to de-ice and re-prime pumps to restart dewatering operations required for the grit chamber installation. Work commenced on 1/21/20.
- CO-1.8: Additional costs incurred to seal the existing 30-inch tee in the 60-inch storm main that fell outside of the easterly side of the proposed grit chamber location. Work included patching and sealing of the 30-inch opening and backfilling the repair with flowable fill. Work commenced on 1/23/20.
- CO-1.9: Additional costs incurred to isolate and remove the existing water main due to the variation in location (plan to field) of the existing water main and its actual location within the limits of storm main removal. Work included the temporary removal of 120 linear feet of 8-inch water main and various services. Work commenced on 1/27/20.
- CO-1.10: Additional costs incurred by the Contractor to connect existing corrugated metal pipe with proposed ductile iron pipe at the grit chamber location along Bayshore Road in lieu of construction a precast concrete manhole. Work commenced on 2/4/20.
- CO-1.11: Additional costs incurred to install and test 108 linear feet of 8-inch water main and appurtenant connections. This pipe was temporarily removed due to its conflict with the storm main and grit chamber installation. Work commenced on 2/5/20.
- CO-1.12: Additional costs incurred by the Contractor to excavate a temporary service saddle and shutoff and to reconnect to water main. Work commenced on 2/10/20.

This change order (Change Order No. 1) results in a net increase to the Contract Price of \$48,039.05 and an extension to the contract period of one hundred forty-one (141) calendar days.

Upon execution of this change order the revised Contract Price will be \$2,512,904.05, the revised Contract Period will be three hundred twenty-one (321) calendar days and the revised Contract Completion Date will be May 8, 2020.

Once signatures have been obtained please return two (2) copies of Change Order No. 1 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', written in a cursive style.

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)  
Bob Mainberger, PE, Mott MacDonald (via email)  
Tim Clarke, Mott MacDonald (via email)  
Mike Mazarella, VP, Mount Construction Co., Inc. (via email)  
Shawn Carr, PE, CME, Mott MacDonald (via email)

PW398225\Construction\Change Order\No. 1M-13-gd0323.20 Change Order No. 1.docx

**CONTRACT CHANGE ORDER**

CHANGE ORDER NO.: 1	DATE: March 23, 2020
<u>Project Description</u> Roseann Avenue Roadway and Utility Improvements, Phase 3 Contract No. M-13 Township of Lower, Cape May County	

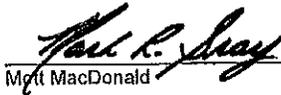
REASON FOR CHANGE ORDER: See Below.					
Item No.	Description	Quantity	Unit Price	Additions	Deductions
CO-1.1	Additional costs to remove existing storm sewer due to the location of the existing water main on top. Work commenced on 9/26/19. See attached.	1	Lump Sum	\$3,588.32	
CO-1.2	Additional costs to remove existing storm sewer due to the location of the existing water main on top. Work commenced on 10/17/19. See attached.	1	Lump Sum	\$7,446.90	
CO-1.3	Additional downtime costs due to location of an unmarked electric primary cable in the footprint of Grit Chamber No. 3. Downtime occurred on 11/4/19. See attached.	1	Lump Sum	\$2,859.51	
CO-1.4	Additional costs to isolate and remove existing watermain at the proposed grit chamber location. Work commenced on 11/4/19. See attached.	1	Lump Sum	\$4,765.85	
CO-1.5	Additional costs to isolate and remove existing watermain stub at Station 24+98. Work commenced on 11/6/19. See attached.	1	Lump Sum	\$953.17	
CO-1.6	Additional costs to install kicker on watermain. Work commenced on 11/6/19. See attached.	1	Lump Sum	\$952.01	
CO-1.7	Additional costs to de-ice and re-prime dewatering pumps that were shut down during conflict resolution with the unmarked electric primary cable. Work commenced on 1/21/20. See attached.	1	Lump Sum	\$3,805.58	
CO-1.8	Additional costs to seal existing 30-inch tee in stormwater main that was to remain in place west of the proposed grit chamber. Work commenced on 1/23/20. See attached.	1	Lump Sum	\$7,203.92	
CO-1.9	Additional costs to remove existing water main due to its location above the existing storm water main to be removed. Work commenced on 1/27/20. See attached.	1	Lump Sum	\$7,595.93	
CO-1.10	Additional costs to connect existing CMP pipe with proposed ductile iron pipe in lieu of a precast concrete manhole. Work commenced on 2/4/20. See attached.	1	Lump Sum	\$3,188.61	
CO-1.11	Additional costs to install and test 108 linear feet of 8-inch PVC water main and appurtenant connections. Work commenced on 2/5/20. See attached.	1	Lump Sum	\$4,732.71	
CO-1.12	Additional costs to excavate temporary service saddle and shutoff on water main. Work commenced on 2/10/20. See attached.	1	Lump Sum	\$946.54	
Sub-Total:				\$48,039.05	
<b>Total Change Order No. 1 Value:</b>				<b>\$48,039.05</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 same, and no further claims related to the work associated with this change order will be forthcoming in the future.

ACCEPTED:

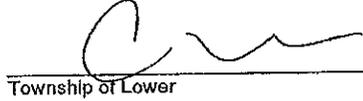
Digitally signed by Michael Mazzarella  
DN: cn=Michael Mazzarella, o=Mount Construction  
Co., Inc., email=m.mazzarella@mountconstruction.com,  
c=US, postalCode=11754, postalCodeExt=0452  
Michael Mazzarella  
\_\_\_\_\_  
Mount Construction Co., Inc. Date

APPROVAL RECOMMENDED:

  
\_\_\_\_\_  
Mott MacDonald 3/23/20  
Date

  
\_\_\_\_\_  
Mott MacDonald 3/23/20  
Date

APPROVED:

  
\_\_\_\_\_  
Township of Lower 3/23/2020  
Date

ORIGINAL CONTRACT BID PRICE:

\$2,464,865.00

ORIGINAL CONTRACT PERIOD:

180 Calendar Days

ORIGINAL CONTRACT COMPLETION DATE:

December 19, 2019

CHANGE ORDER:

NO. 1: +141 Calendar Days & \$48,039.05

REVISED CONTRACT PRICE AND  
COMPLETION DATE INCLUDING CHANGE  
ORDER NO. 1

\$2,512,904.05

REVISED CONTRACT PERIOD:

321 Calendar Days

REVISED CONTRACT COMPLETION DATE:

May 8, 2020

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

RESOLUTION #2020-127

Title: **A RESOLUTION AUTHORIZING THE INDEMNIFICATION AND DEFENSE OF A LOWER TOWNSHIP EMPLOYEE IN ACCORDANCE WITH CHAPTER 25, DEFENSE AND INDEMNIFICATION, OF THE CODE OF THE TOWNSHIP OF LOWER**

**WHEREAS**, the Township of Lower has been formally served with a Civil Complaint filed in the Cape May County Superior Court, Docket Number CPM-L-000088-20 (hereinafter the "Lawsuit"), naming the Township of Lower (hereinafter the "Township") and an individual employed by the Township as Defendants; and

**WHEREAS**, the individual named in the Civil Complaint as a defendant in his individual and official capacity is Chief of Police William Mastriana (hereinafter the "Individual Defendant"); and

**WHEREAS**, pursuant to N.J.S.A. 59:10-4 and Chapter 25, Defense and Indemnification, of the Code of the Township of Lower (the "Township Code"), the Township will indemnify and hold harmless its present and former employees, appointees, and elected officials from any liability arising out of acts performed by them, or any of them, during the ordinary course of their duties and within the scope of their employment or authority; and

**WHEREAS**, the Township Council of the Township of Lower determines that it is in the best interests of the Township to indemnify and hold harmless the Individual Defendant, Chief of Police William Mastriana, in accordance with and subject to the terms and provisions of the Township Code, against any and all claims and damages, including punitive damages, as the alleged acts do not constitute actual fraud, actual malice, willful misconduct or an intentional wrong doing as provided for in the New Jersey Tort Claims Act, N.J.S.A. 59:10-1 et seq.

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

1. That the Individual Defendant, Chief of Police William Mastriana, shall be indemnified and held harmless in accordance with the Township Code and above recital paragraphs which are incorporated herein by reference.
2. The Township Solicitor, Township Labor Counsel, and/or special appointed counsel are hereby authorized to defend the Individual Defendant in connection with the Litigation.
3. This Resolution shall take effect immediately.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on April 6, 2020.

Julie A Picard, Township Clerk

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

RESOLUTION #2020-128

Title: **A RESOLUTION APPROVING A PROFESSIONAL SERVICE CONTRACT WITH REMINGTON & VERNICK ENGINEERS FOR ENGINEERING SERVICES FOR THE RECONSTRUCTION OF STAR AVENUE FROM CAROLINE AVENUE TO GREENWOOD AVENUE**

WHEREAS, the Township of Lower is given authority by N.J.S.A. 40A:11-1 *et seq.* to enter into contracts for "Professional Services" without competitive bidding, when the need arises, so long as the award of such contract is made public by a Resolution of the Governing Body and satisfies the requirements of the New Jersey Pay-to-Play law; and

WHEREAS, Remington & Vernick Engineers have provide a proposal for engineering services for the Reconstruction of Star Avenue from Caroline Avenue to Greenwood Avenue in the amount of NOT TO EXCEED \$73,770.00 consisting of the following services and the purchase order sign-off will be under the direction of the Gary Douglass, Superintendent of Public Works; and

- Survey, Drafting and Engineering Design
- Street Coring for Pavement Design
- Preparation of Contract Documents
- Public Bidding and Award Phase Services
- Permitting Applications – Soil Erosion Control

TOTAL PROPOSAL NOT TO EXCEED **\$73,770.00**

WHEREAS, the Township Council desires to approve the attached proposal and the CFO has certified the availability of funds by her signature in the budget as follows:

Appropriation: C-04-55-413-110 Ord #12-19

CFO Signature: \_\_\_\_\_

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Proposal in the form attached hereto in the amount of Not To Exceed \$73,770.00 to Remington Verick Engineering Services is hereby approved.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on April 6, 2020.

Julie A Picard, Township Clerk



REMINGTON  
& VERNICK  
ENGINEERS

4907 New Jersey Avenue  
Wildwood, NJ 08260  
O: (609) 522-5150  
F: (609) 522-5313

Revised March 27, 2020  
VIA EMAIL ONLY

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

**Subj: Township of Lower  
FY2020 NJDOT State Aid Reconstruction of Star Avenue  
(Caroline Avenue to Greenwood Avenue)  
M2020-087**

Dear Mr. Douglass:

It was a pleasure meeting with you on March 16, 2020 to review the project scope. We have reviewed the NJDOT application documents, conducted a site inspection and reviewed the construction cost estimate provided. The estimate, as submitted to the NJDOT, was in the amount of \$807,614.75 and it is our understanding that the Township has received \$185,000.00 in grant funding from NJDOT for 2020. It is our further understanding that the Township will proceed with the entire length of the project at this time.

The proposed project includes the Reconstruction of Star Avenue from Caroline Avenue to Greenwood Avenue, approximately 3,600' or 0.68 miles. The street is an old "oil and stone" type surface, in "poor" condition, is relatively flat, has minimal cross slope, exhibits areas of ponding, and is in need of reconstruction. The LTMUA has water and sewer in the street, and RVE will coordinate with the LTMUA and all Utility Companies as to the condition of their infrastructure. The scope of work of the project will include:

- Full depth reconstruction of the street
- Regrading of the street where possible to minimize or eliminate street ponding
- Reshaping of the cross section where possible to create a "crown" in the cross section
- The cross slope in the street section North of Fulling Mill road shall be maintained
- Limited storm drainage improvements may be required at East Drumbed Road and East Wilde, pending further investigation. We would suggest that the Township video the existing pipe in this area to confirm the condition. It is our understanding the Township and the LTMUA have the equipment and capability to perform this video work. We would also request that the Township provide any as-built information of the existing storm drainage
- Driveways, walks and street side improvements impacted by the work will be restored
- Striping and stop bars will be replaced

The goals of the project will be to greatly improve the rideability for vehicles and bicycles, improve the walkability for pedestrians, reduce or eliminate street ponding, and provide a much-improved street for years to come.

Remington & Vernick Engineers is pleased to submit this scope of work and budget to perform the surveying, engineering and bidding services for the Township of Lower for the above-referenced project.

**Engineering Services**

- Survey, Drafting and Engineering Design
- Street Coring for Pavement Design
- Preparation of Contract Documents
- Public Bidding and Award Phase Services
- Permitting Applications – Soil Erosion Control

**TOTAL ESTIMATED FEE-**

**TIME AND MATERIALS NOT TO EXCEED**

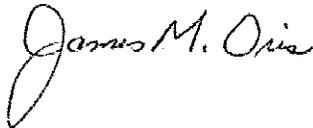
**\$ 73,770.00**

We propose to provide these services on a Time and Materials (Hourly) Not to Exceed Fee Basis. We have also included our Hourly Rate Sheet, for your use and information. Work outside of the above scope of services will be provided, only with Owner's prior consent, to be determined at such time. We have excluded any work associated with utility company improvements, other than coordination. In addition, if road opening permits are required by Cape May County, these permits will be applied for and issued to the contractor awarded the project. Lastly, we have excluded any application fees associated with permits. For your easy reference, we have included our Construction Cost Estimate dated March 24, 2020 in the amount \$ 985,292.00 inclusive of a 10% Construction Contingency. Please note this estimate is a more detailed estimate and is higher than the previously prepared estimate. Per your request, RVE will provide a scope and budget letter for construction phase services, following completion of the design and bidding phase. Upon authorization from the Township, we are prepared to begin work immediately.

Thank you for the opportunity to submit this scope and budget letter and we look forward to working with you on this worthwhile project. Should you have any questions or require additional information, please do not hesitate to contact me in our Wildwood office at (609) 522-5150.

Sincerely,

**REMINGTON & VERNICK ENGINEERS, INC.**



James M. Oris, P.E., P.P., C.M.E., C.F.M., C.P.W.M.

Regional Manager

JMO/nab

Enclosure

cc: James Ridgway, Administrator  
Mayor and Council  
Julie Picard, RMC, Township Clerk  
Ray Roberts, RVE  
Charles Adamson, RVE  
Edward Dennis, Jr., RVE  
Tina Marie Scott, RVE

# SCHEDULE OF BILLABLE HOURLY RATES

2020

*It has always been the firm's policy to encourage clients to contact our staff with questions or problems that need to be discussed. No fees are incurred each time the telephone is answered or a meeting is held on-site. Clients are free to discuss various projects without fear of incurring a consulting expense. Fees are all project-related, established at the initiation of the project or as the scope of the project can be defined. Prior to client authorization, a detailed proposal, including a scope of services, will be prepared for all Capital Projects. All proposals are subject to negotiation and approval.*

## ENGINEERING

Regional Engineer/Manager	\$165
Engineering Department Head	\$160
Project Manager, LSRP	\$160
Project Manager/Engineer	\$155
Project Engineer	\$150
Senior Engineering Technician	\$120
Engineering Technician	\$95
Technical Aide	\$65

## PLANNING

Planning Manager	\$160
Project Planner	\$155
Senior Landscape Architect/Planner	\$140
Landscape Architect/Planner	\$120

Principal	\$175
-----------	-------

Mileage Commensurate in accordance with IRS Regulations

## CONSTRUCTION MANAGEMENT & OBSERVATION

CM & Observation Department Head	\$140
----------------------------------	-------

### Construction Management Personnel

Project Manager	\$130
Construction Manager	\$115

### Observer Personnel

Observer Supervisor	\$130
Resident Observer NICET IV	\$127
Observer NICET III/III	\$120
Observer	\$115
Contract Administrator	\$110

## SURVEY, CADD & GIS

### Field Personnel

Surveyor	\$105
Party Chief	\$100
Transit/Rod Person	\$95

### Office Personnel

Survey/CADD Department Head	\$140
Survey Manager	\$135

CADD/GIS Manager	\$135
Senior CADD/GIS Technician	\$120
CADD/GIS Technician	\$105

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY  
RESOLUTION #2020-129 TO AMEND BUDGET

WHEREAS, the local municipal budget for the year 2020 was approved on the 3rd day of February, 2020; and WHEREAS, the public hearing on said budget and amendment have been held as advertised; and WHEREAS, it is desired to amend said approved budget; now THEREFORE BE IT RESOLVED, by the Township council of the Township of Lower, County of Cape May that the following amendments to the approved budget of 2020 be made:

Recorded Vote	Ayes	Nays	Abstained	Absent
Conrad				
Coombs				
Roy				
Sippel				
Perry				

CURRENT FUND:			
ANTICIPATED REVENUES:		FROM	TO
1. Surplus Anticipated	\$ 4,233,800.00		\$ 4,186,359.00
Total Surplus Anticipated			
3. Miscellaneous Revenues			
Section B: State Aid Without Offsetting Appropriations			
Garden State Trust	\$ 87,437.00		\$ 134,878.00
TOTAL SECTION B: State Aid Without Offsetting Appropriations	\$ 1,563,228.00		\$ 1,610,669.00
3. Total Miscellaneous Revenues	\$ 4,276,213.50		\$ 4,323,654.50
7. Total General Revenues	<u>\$ 30,495,199.69</u>		<u>\$ 30,495,199.69</u>

BE IT FURTHER RESOLVED, that two certified copies of this resolution be filed forthwith in the office of the Director of Local Government Services for his certification of the local municipal budget so amended.

It is hereby certified that all additions and math in this amendment are correct.

Lauren Read, CFO, Township of Lower

It is hereby certified that this is a true copy of a resolution amending the budget, adopted by the governing body on the 6th day of April, 2020.

Julie A. Picard, RMC  
Township Clerk, Township of Lower

RESOLUTION #2020-130

TOWNSHIP OF LOWER  
2020 BUDGET

COMPARISON OF REVENUES & APPROPRIATIONS

	2020	2019	CHANGE	%
<b>REVENUES</b>	<b>BUDGET YEAR</b>	<b>PRIOR YEAR</b>	<b>CHANGE</b>	<b>%</b>
Surplus	4,186,359.00	2,500,000.00	1,686,359.00	67.45%
Local	2,483,792.58	1,931,346.60	552,445.98	28.60%
State Aid	1,610,669.00	1,563,228.00	47,441.00	3.03%
State & Federal Grants	229,192.92	622,675.71	(393,482.79)	-63.19%
Delinquent Tax	650,000.00	790,000.00	(140,000.00)	-17.72%
Local Purpose Tax	21,335,186.19	21,252,363.05	82,823.14	0.39%
<b>TOTAL REVENUE</b>	<b>30,495,199.69</b>	<b>28,659,613.36</b>	<b>1,835,586.33</b>	<b>6.4048%</b>

	2020	2019	CHANGE	%
<b>APPROPRIATIONS</b>	<b>BUDGET YEAR</b>	<b>PRIOR YEAR</b>	<b>CHANGE</b>	<b>%</b>
Salaries & Wages	11,187,273.00	10,910,678.91	276,594.09	2.54%
Other Expenses	9,256,163.96	9,176,178.39	79,985.57	0.87%
Statutory & Deferred Charges	4,443,000.00	3,259,421.00	1,183,579.00	36.31%
State & Federal Grants	245,209.92	638,692.71	(393,482.79)	-61.61%
Capital (without grants)	250,000.00	250,000.00	0.00	0.00%
Debt Service	3,223,000.00	2,545,000.00	678,000.00	26.64%
Reserve for Uncollected Taxes	1,890,552.81	1,879,642.35	10,910.46	0.58%
<b>TOTAL APPROPRIATIONS</b>	<b>30,495,199.69</b>	<b>28,659,613.36</b>	<b>1,835,586.33</b>	
Adopted Emergencies	0.00	-	-	-

CONDITION OF SURPLUS

	BUDGET YEAR	PRIOR YEAR	CHANGE
Available *	8,493,797.69	6,780,560.11	1,713,237.58
Used to Fund Budget	4,186,359.00	2,500,000.00	1,686,359.00
Remaining Balance	4,307,438.69	4,280,560.11	46,878.58

LOCAL TAX LEVY AND ASSESSED VALUES

	2020	2019	CHANGE	%
Local Purpose Tax Levy (only)	21,335,186.19	21,252,363.05	82,823.14	0.39%
Local Tax Rate (note)	0.58936	0.58936	0.000	0.00%
Assessed Valuation	3,655,712,129	3,641,658,746	14,053,383	0.39%

STATUS OF SPENDING "CAPS"

	CAP at 2.50%	CAP COLA	2% LEVY CAP
CAP Base from Prior Year	22,445,344.38	22,445,344.38	23,380,499.90 MAX
Rate Applied	2.50%	3.50%	21,335,186.19 ACTUAL
Allowable CAP	23,006,477.99	23,230,931.43	(2,045,312.77) + OR ( )
Additions:			
See 3b	1,222,982.20	1,222,982.20	
Total CAP Allowable	24,229,460.19	24,453,913.63	Must be zero or ( ) to
Budget Expenditures Sheet 19	22,875,367.38	22,875,367.38	introduce budget.
Remaining or (Excess)	1,354,092.81	1,578,546.25	

% OF TAX COLLECTION

	CURRENT	PRIOR
Actual Percentage of Collection	98.98%	98.68%
Used for Reserve for Taxes	97.15%	97.15%
Remaining	1.83%	1.53%

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

**CERTIFICATION OF APPROVED BUDGET**

It is hereby certified that the Approved Budget complies with the requirements of law and approval is given pursuant to N.J.S.A. 40A: 4-78(b) and N.J.A.C. 5: 30-7.

Dated: 4/6/2020

By:   
Lauren Read  
CFO, Township of Lower

This certification form and resolution of the governing body executing such certification should be annexed to the adopted budget (N.J.A.C. 5: 30-7.6 (e))

# 2020 MUNICIPAL DATA SHEET

(MUST ACCOMPANY 2020 BUDGET)

**CAP**

MUNICIPALITY: \_\_\_\_\_ TOWNSHIP OF LOWER \_\_\_\_\_ COUNTY: \_\_\_\_\_ CAPE MAY \_\_\_\_\_

_____ Mayor's Name	_____ December 31, 2020 Term Expires
-----------------------	--

Municipal Officials	
_____ Julie Picard Municipal Clerk	_____ 9/1/2012 Date of Orig. Appt.
_____ Kathy Brown Tax Collector	_____ 1673 Cert. No.
_____ Lauren Read Chief Financial Officer	_____ T-8103 Cert. No.
_____ Leon Costello, CPA, RMA Registered Municipal Accountant	_____ N-0423 Cert. No.
_____ David A. Stefanekwicz Municipal Attorney	_____ 393 Lic. No.
_____ James Ridgway - Township Manager	

Official Mailing Address of Municipality

Township Hall Municipal Building  
 2600 Bayshore Road  
 Villas, NJ 08251

Fax #: \_\_\_\_\_ (609) 886-4962

Governing Body Members	Term Expires
_____ Name	_____
_____ David Perry	_____ 12/31/2020
_____ Roland Roy	_____ 12/31/2022
_____ Thomas Conrad	_____ 12/31/2022
_____ Kevin Coombs	_____ 12/31/2022
_____	_____
_____	_____
_____	_____

Sheet A

Adoption

# 2020 MUNICIPAL BUDGET

Municipal Budget of the TOWNSHIP of LOWER County of CAPE MAY for the Fiscal Year 2020.

It is hereby certified that the Budget and Capital Budget annexed hereto and hereby made a part hereof is a true copy of the Budget and Capital Budget approved by resolution of the Governing Body on the

3rd day of February, 2020 and that public advertisement will be made in accordance with the provisions of N.J.S.A. 40A:4-6 and N.J.A.C. 5:30-4.4(d).

Certified by me, this 3rd day of February, 2020

Julie Piccard  
Clerk

2600 Bayshore Road  
Address

Villas, NJ 08251  
Address

(609) 886-2005  
Phone Number

It is hereby certified that the approved Budget annexed hereto and hereby made a part is an exact copy of the original on file with the Clerk of the Governing Body, that all additions are correct, all statements contained herein are in proof, and the total of anticipated revenues equals the total of appropriations.

Certified by me, this 3rd day of February, 2020

Leon Costello

Registered Municipal Accountant

Ocean City, NJ 08226  
Address

Address

1535 Haven Ave  
Address

Address

609-399-6333  
Phone Number

Phone Number

It is hereby certified that the approved Budget annexed hereto and hereby made a part is an exact copy of the original on file with the Clerk of the Governing Body, that all additions are correct, all statements contained herein are in proof, the total of anticipated revenues equals the total of appropriations and the budget is in full compliance with the Local Budget Law, N.J.S.A. 40A:4-1 et seq.

Certified by me, this 3rd day of February, 2020

Lauren Read

Chief Financial Officer

DO NOT USE THESE SPACES

## CERTIFICATION OF ADOPTED BUDGET

*(Do not advertise this Certification form)*

It is hereby certified that the amounts to be raised by taxation for local purposes has been compared with the approved Budget previously certified by me and any changes required as a condition to such approval have been made. The adopted budget is certified with respect to the foregoing only.

STATE OF NEW JERSEY  
Department of Community Affairs  
Director of the Division of Local Government Services

Dated: \_\_\_\_\_, 2020

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

## CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the Approved Budget made part hereof complies with the requirements of law, and approval is given pursuant to N.J.S.A. 40A:4-79.

STATE OF NEW JERSEY  
Department of Community Affairs  
Director of the Division of Local Government Services

Dated: \_\_\_\_\_, 2020

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

Sheet 1

## MUNICIPAL BUDGET NOTICE

**Section 1.**

Municipal Budget of the \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ of \_\_\_\_\_ LOWER \_\_\_\_\_, County of \_\_\_\_\_ CAPE MAY \_\_\_\_\_ for the Fiscal Year 2020

Be it Resolved, that the following statements of revenues and appropriations shall constitute the Municipal Budget for the year 2020;

Be it Further Resolved, that said Budget be published in the \_\_\_\_\_ Cape May Star and Wave \_\_\_\_\_

in the issue of \_\_\_\_\_ February 12th \_\_\_\_\_, 2020

The Governing Body of the \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ of \_\_\_\_\_ LOWER \_\_\_\_\_ does hereby approve the following as the Budget for the year 2020:

**RECORDED VOTE**  
(insert last name)

Ayes	Nays	Abstained	Absent
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Sippel</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Perry</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Conrad</div> <div style="border: 1px solid black; padding: 5px;">Roy</div>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>

Notice is hereby given that the Budget and Tax Resolution was approved by the \_\_\_\_\_ COUNCIL MEMBERS \_\_\_\_\_ of the \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ of \_\_\_\_\_ LOWER \_\_\_\_\_, County of \_\_\_\_\_ CAPE MAY \_\_\_\_\_, on \_\_\_\_\_ February 3rd \_\_\_\_\_, 2020. A Hearing on the Budget and Tax Resolution will be held at \_\_\_\_\_ Township Hall Municipal Building \_\_\_\_\_, on \_\_\_\_\_ March 2nd \_\_\_\_\_, 2020 at \_\_\_\_\_ 7:00 pm o'clock \_\_\_\_\_ PM \_\_\_\_\_ at which time and place objections to said Budget and Tax Resolution for the year 2020 may be presented by taxpayers or other interested persons.



EXPLANATORY STATEMENT - (Continued)

SUMMARY OF 2019 APPROPRIATIONS EXPENDED AND CANCELED

	General Budget	Utility	Utility	Utility	Utility	Utility	Utility
Budget Appropriations - Adopted Budget	29,774,678.01	-	-	-	-	-	-
Budget Appropriations Added by N.J.S.A. 40A:4-87							
Emergency Appropriations	-	-	-	-	-	-	-
Total Appropriations	29,774,678.01	-	-	-	-	-	-
Expenditures:							
Paid or Charged (Including Reserve for Uncollected Taxes)	28,068,502.08	-	-	-	-	-	-
Reserved	1,620,414.81	-	-	-	-	-	-
Unexpended Balances Canceled	85,761.12	-	-	-	-	-	-
Total Expenditures and Unexpended Balances Canceled	29,774,678.01	-	-	-	-	-	-
Overexpenditures *	-	-	-	-	-	-	-

EXPLANATORY STATEMENT - (Continued)

BUDGET MESSAGE

CAP CALCULATION		CAP CALCULATION	
Total General Appropriations for 2019	28,659,613.36	Allowable Operating Appropriations before	23,006,477.99
Cap Base Adjustment:	(111,000.00)	Additional Exceptions per (N.J.S.A. 40A:4-45.3)	
Subtotal	28,548,613.36		
Exceptions Less:		Additions:	
Total Other Operations		New Construction (Assessor Certification)	89,165.70
Total Uniform Construction Code	137,533.92	2018 Cap Bank	342,742.38
Total Interlocal Service Agreement		2019 Cap Bank	791,074.12
Total Additional Appropriations	250,000.00		
Total Capital Improvements	2,545,000.00	Total Additions	1,222,982.20
Total Debt Service			
Transferred to Board of Education		Maximum Appropriations within "CAPS" Sheet 19 @	24,229,460.19
Type I School Debt	638,692.71		
Total Public & Private Programs	652,400.00	Additional Increase to COLA rate.	3.5%
Judgements		Amount of Increase allowable.	1.0%
Total Deferred Charges	1,879,642.35		
Cash Deficit	6,103,268.98	Maximum Appropriations within "CAPS" Sheet 19 @	3.5%
Reserve for Uncollected Taxes	22,445,344.38		
Total Exceptions	561,133.61		
Amount on Which CAP is Applied	22,445,344.38		
2.5% CAP	561,133.61		
Allowable Operating Appropriations before			
Additional Exceptions per (N.J.S.A. 40A:4-45.3)	23,006,477.99		

NOTE:

MANDATORY MINIMUM BUDGET MESSAGE MUST INCLUDE A SUMMARY OF:

1. HOW THE "CAP" WAS CALCULATED. (Explain in words what the "CAPS" mean and show the figures.)
2. A SUMMARY BY FUNCTION OF THE APPROPRIATIONS THAT ARE SPREAD AMONG MORE THAN ONE OFFICIAL LINE ITEM (e.g. if Police S & W appears in the regular section and also under "Operation Excluded from "CAPS" section, combine the figures for purposes of citizen understanding.)

Sheet 3b

EXPLANATORY STATEMENT - (Continued)

BUDGET MESSAGE

RECAP OF GROUP INSURANCE APPROPRIATION

Following is a recap of the City's Employee Group Insurance

Estimated Group Insurance Costs - 2020 \$ 3,917,135.00

Estimated Amounts to be Contributed by Employees:

Contribution from all eligible emp. 340,000.00

340,000.00

Budgeted Group Insurance - Inside CAP 3,577,135.00

Budgeted Group Insurance - Utilities

Budgeted Group Insurance - Outside CAP

TOTAL

3,577,135.00

Instead of receiving Health Benefits, \_\_\_\_\_ City employees have elected an opt-out for 2020. This opt-out amount\* is budgeted separately.

Health Benefits Waiver

Salaries and Wages

\$ 140,000.00

Sheet 3b (2)

EXPLANATORY STATEMENT - (Continued)  
BUDGET MESSAGE

**NEW JERSEY 2010 LOCAL UNIT LEVY CAP LAW**

P. L. 2007, c. 62, was amended by P. L. 2008 c. 6 and P. L. 2010 c. 44 (S-29 R1). The last amendment reduces the 4% to 2% and modifies some of the exceptions and exclusions. It also removes the LFB waiver. The voter referendum now requires a vote in excess of only 50% which is reduced from the original 60% in P. L. 2007, c. 62.

**SUMMARY LEVY CAP CALCULATION**

**LEVY CAP CALCULATION**

Prior Year Amount to be Raised by Taxation	21,252,363.05
Less:	
Less: Prior Year Deferred Charges to Future Taxation Unfunded	506,200.00
Less: Prior Year Deferred Charges: Emergencies	
Less: Prior Year Recycling Tax	
Less:	
Net Prior Year Tax Levy for Municipal Purpose Tax for CAP Calculation	<u>20,746,163.05</u>
Plus 2% CAP Increase	414,923.26
<b>ADJUSTED TAX LEVY</b>	<u>21,161,086.31</u>
Plus: Assumption of Service/FUNCTION	
<b>ADJUSTED TAX LEVY PRIOR TO EXCLUSIONS</b>	<u>21,161,086.31</u>

**ADJUSTED TAX LEVY PRIOR TO EXCLUSIONS**

21,161,086.31

Exclusions:

Allowable Shared Service Agreements Increase	
Allowable Health Insurance Costs Increase	
Allowable Pension Obligations Increases	38,447.00
Allowable LOSAP Increase	
Allowable Capital Improvements Increase	
Allowable Debt Service and Capital Leases Inc.	538,761.00
Recycling Tax appropriation	
Deferred Charge to Future Taxation Unfunded	1,638,800.00
Current Year Deferred Charges: Emergencies	
Add Total Exclusions	<u>2,216,008.00</u>
Less Cancelled or Unexpended Waivers	
Less Cancelled or Unexpended Exclusions	85,761.12

**ADJUSTED TAX LEVY**

23,291,333.19

Additions:

New Ratables - Increase for new construction	15,268,100
Prior Year's Local Purpose Tax Rate (per \$100)	0.584
New Ratable Adjustment to Levy	
Amounts approved by Referendum	89,165.70
Levy CAP Bank Applied	

**MAXIMUM ALLOWABLE AMOUNT TO BE RAISED BY TAXATION**

23,380,498.90

**AMOUNT TO BE RAISED BY TAXATION FOR MUNICIPAL PURPOSES**

21,335,186.19

**OVER OR (UNDER) 2% LEVY CAP**

(2,045,312.71)

(must be equal or under for introduction)

**Sheet 3 - Levy CAP**

EXPLANATORY STATEMENT - (Continued)

BUDGET MESSAGE

**"2010" LEVY CAP BANKS:**

2017	Maximum Allowable Amount to be Raised by Taxation Amount to be Raised by Taxation for Municipal Purpose Available for Banking (CY 2020) Amount Used in 2020 Balance to Expire	<u>158,968</u>
2018	Maximum Allowable Amount to be Raised by Taxation Amount to be Raised by Taxation for Municipal Purpose Available for Banking (CY 2020 - CY 2021) Amount Used in 2020 Balance to Carry Forward (CY 2021)	<u>635,148</u> <u>635,148</u>
2019	Maximum Allowable Amount to be Raised by Taxation Amount to be Raised by Taxation for Municipal Purpose Available for Banking (CY 2020 - CY 2022) Amount Used in 2020 Balance to Carry Forward (CY 2021 - CY2022)	<u>21,619,478</u> <u>21,252,363</u> <u>367,115</u> <u>367,115</u>
2020	Maximum Allowable Amount to be Raised by Taxation Amount to be Raised by Taxation for Municipal Purpose Available for Banking (CY 2021 - CY 2023)	<u>23,380,499</u> <u>21,335,186</u> <u>2,045,313</u>
	Total Levy CAP Bank	<u><u>3,047,576</u></u>

Sheet 3d

2020  
CAPITAL BUDGET AND CAPITAL IMPROVEMENT PROGRAM

This section is included with the Annual Budget pursuant to N.J.A.C. 5:30-4. It does not in itself confer any authorization to raise or expend funds. Rather it is a document used as part of the local unit's planning and management program. Specific authorization to expend funds for purposes described in this section must be granted elsewhere, by a separate bond ordinance, by inclusion of a line item in the Capital Improvement Section of this budget, by an ordinance taking the money from the Capital Improvement Fund, or other lawful means.

CAPITAL BUDGET

- A plan for all capital expenditures for the current fiscal year.  
If no Capital Budget is included, check the reason why:

Total capital expenditures this year do not exceed \$25,000, including appropriations for Capital Improvement Fund, Capital Line Items and Down Payments on Improvements.

No bond ordinances are planned this year.

CAPITAL IMPROVEMENT PROGRAM

- A multi-year list of planned capital projects, including the current year.  
Check appropriate box for number of years covered, including current year:

3 years. (Population under 10,000)

6 years. (Over 10,000 and all county governments)

years exceeding minimum time period.

Check if municipality is under 10,000, has not expended more than \$25,000 annually for capital purposes in immediately previous three years, and is not adopting CIP.

TOWNSHIP OF LOWER  
NARRATIVE FOR CAPITAL IMPROVEMENT PROGRAM

--

Sheet 40a

C - 2

4/6/2020

Adoption

Township of Lower













## SUMMARY OF APPROPRIATIONS

5. GENERAL APPROPRIATIONS:			
<u>Within "CAPS"</u>		XXXXXX	XXXXXXXXXXXXXXXXXX
(a & b) Operations Including Contingent		XXXXXX	XXXXXXXXXXXXXXXXXX
(e) Deferred Charges and Statutory Expenditures - Municipal		34-201	\$ 20,217,967.38
(g) Cash Deficit		34-209	\$ 2,658,000.00
<u>Excluded from "CAPS"</u>		46-865	\$ -
(a) Operations - Total Operations Excluded from "CAPS"		XXXXXX	XXXXXXXXXXXXXXXXXX
(c) Capital Improvements		34-305	\$ 286,279.50
(d) Municipal Debt Service		44-999	\$ 435,000.00
(e) Deferred Charges - Municipal		46-999	\$ 3,223,000.00
(f) Judgments		46-999	\$ 1,785,000.00
(n) Transferred to Board of Education for Use of Local Schools (N.J.S.A. 40:48-17.1 & 17.3)		37-480	\$ -
(g) Cash Deficit		28-406	\$ -
(k) For Local District School Purposes		46-865	\$ -
(m) Reserve for Uncollected Taxes		29-410	\$ -
6. SCHOOL APPROPRIATIONS - TYPE I SCHOOL DISTRICT ONLY (N.J.S.A. 40A:4-13)		50-899	\$ 1,890,552.81
<u>Total Appropriations</u>		07-195	\$ -
<u>Total Appropriations</u>		34-499	\$ 30,495,199.69

It is hereby certified that the within budget is a true copy of the budget finally adopted by resolution of the Governing Body on the \_\_\_\_\_ 6th day of \_\_\_\_\_, 2020. It is further certified that each item of revenue and appropriation is set forth in the same amount and by the same title as appeared in the 2020 approved budget and all amendments thereto, if any, which have been previously approved by the Director of Local Government Services.

Certified by me this \_\_\_\_\_ day of \_\_\_\_\_, 2020, \_\_\_\_\_, Clerk

Sheet 42

Adoption

Township of Lower



Annual List of Change Orders Approved  
Pursuant to N.J.A.C. 5:30-11

Contracting Unit: TOWNSHIP OF LOWER

Year Ending: December 31, 2019

The following is a complete list of all change orders which caused the originally awarded contract price to be exceeded by more than 20 percent. For regulatory details please consult N.J.A.C. 5:30-11.1 et seq. Please identify each change order by name of the project.

- 1.
- 2.
- 3.
- 4.

For each change order listed above, submit with introduced budget a copy of the governing body resolution authorizing the change order and an Affidavit of Publication for the newspaper notice required by N.J.A.C. 5:30-11.9(d). (Affidavit must include a copy of the newspaper notice.)  
If you have not had a change order exceeding the 20 percent threshold for the year indicated above, please check here  and certify below.

Date \_\_\_\_\_

\_\_\_\_\_  
Clerk of the Governing Body

Sheet 44

4/6/2020

Adoption

Township of Lower

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

RESOLUTION #2020-131

Title: **A RESOLUTION PROHIBITING THE USE OF ONLINE MARKETPLACES FOR ARRANGING OR OFFERING LODGING, AND URGING SECOND HOMEOWNERS AND OUT-OF-COUNTY RESIDENTS TO REFRAIN FROM TRAVELING TO THE TOWNSHIP OF LOWER IN LIGHT OF THE ONGOING CORONAVIRUS PUBLIC HEALTH EMERGENCY**

**WHEREAS**, in or about December of 2019, the emergence of the novel Coronavirus (Covid-19) was first discovered in the City of Wuhan, Hubei Province, People's Republic of China, and it was recognized to be a severe, potentially fatal, highly infectious respiratory illness that was suspected of human-to-human transmission; and

**WHEREAS**, on January 30, 2020, the World Health Organization declared the outbreak of the novel Coronavirus (Covid-19) to be a Public Health Emergency of International Concern as human-to-human transmission of the Coronavirus was confirmed, and outbreaks the Coronavirus began to spread to numerous other countries throughout the world; and

**WHEREAS**, on January 31, 2020, the United States Department of Health and Human Services Secretary declared the novel Coronavirus to be a United States Public Health Emergency

**WHEREAS**, on February 3, 2020, New Jersey's Governor, Philip D. Murphy, issued Executive Order 102 establishing the New Jersey Coronavirus Task Force in an effort to monitor the spread of the Coronavirus within the State of New Jersey, the United States of America, and the entire world in order to facilitate necessary and appropriate action to ensure the safety and security of the residents of the State of New Jersey; and

**WHEREAS**, on March 4, 2020, the State of New Jersey reported the first confirmed positive case of Coronavirus throughout the State; and

**WHEREAS**, on March 9, 2020, Governor Murphy issued Executive Order 103 declaring a State of Emergency and a Public Health Emergency in response to the outbreak of the novel Coronavirus within the State of New Jersey; and

**WHEREAS**, on March 13, 2020, the President of the United States of America formally declared the outbreak of the novel Coronavirus to constitute a National Emergency pursuant to the National Emergencies Act (50 U.S.C. § 1601, et seq.); and

**WHEREAS**, on March 16, 2020, Governor Murphy issued Executive Order 104 enacting several "social distancing" regulations, including but not limited to, limiting public gatherings to no more 50 people, closing educational facilities, closing various recreation and entertainment based businesses, imposed restrictions on scope of service and hours of operation for other non-essential retail, recreational, restaurant/bars and entertainment businesses; and

**WHEREAS**, on March 21, 2020, Governor Murphy issued Executive Order 107 which expanded the social distancing regulations set forth within Executive Order 104, including but not limited to, directing all New Jersey residents to remain in their home or place of residence with specific limited exceptions, prohibited gatherings of any size, closed all non-essential retail businesses and identified essential businesses permitted to continue to operate subject to specific limitations, and reiterated and strengthened social distancing requirements when in public; and

**WHEREAS**, on March 21, 2020, Governor Murphy also issued Executive Order 108 which specifically voided and precluded County and Municipal Governments from imposing or enforcing any restrictions/regulations that in any way would or might conflict with any of the provisions of Executive Order 107, with the exception of regulating online marketplaces for arranging or offering lodging, municipal or county parks, and beaches and boardwalks; and

**WHEREAS**, on March 28, 2020, the United States Centers for Disease Control and Prevention issued a domestic travel advisory for New Jersey, New York, and Connecticut urging residents to refrain from non-essential domestic travel for a period of 14 days; and

**WHEREAS**, on March 28, 2020, the United States Centers for Disease Control and Prevention issued a domestic travel advisory for New Jersey, New York, and Connecticut urging residents to refrain from non-essential domestic travel for a period of 14 days; and

**WHEREAS**, in light of the social distancing regulations enacted by Governor Murphy, Cape May County Freeholder Director Gerald Thornton released a statement on March 17, 2020 urging visitors and second homeowners to refrain from travelling to the County of Cape May in response to the ongoing novel Coronavirus Outbreak and to reduce the strain that an increase in population would have on local resources, and on March 30, 2020, all 16 local municipalities released a joint statement urging the elimination of short-term rentals and urging visitors and second homeowners to refrain from travelling to the County of Cape May until the Governor rescinds the Executive Orders referenced herein; and

**WHEREAS**, the Township Council of the Township of Lower recognizes the dangers and severity of the ongoing novel Coronavirus outbreak and the impact that it has and continues to have on the Township of Lower and its local resources; and

**WHEREAS**, in an effort to ensure compliance with the regulations and restrictions set forth within the Executive Orders issued by Governor Murphy, the Township Council of the Township of Lower finds that it is necessary and appropriate to enact restrictions on the use of online marketplaces for arranging or offering lodging within the Township of Lower.

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

1. The utilization of any and all online marketplaces utilized to arrange or offer short-term rentals within the Township of Lower are hereby prohibited for a period of thirty (30) days, or pending further resolution.
2. Real Estate Agencies and Private Homeowners are strongly urged to refrain from offering short-term rentals within the Township of Lower for a period of thirty (30) days.
3. This Resolution shall take effect immediately.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on April 6, 2020.

Julie A Picard, Township Clerk

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

**OFFICE OF CONSTRUCTION OFFICIAL**

**Construction Permit Activity Report**

RANGE: 03/01/2020 To 03/31/2020

April 01, 2020 12:09:22PM

**SUMMARY**

<u>CONSTRUCTION COSTS</u>		<u>COUNT</u>			
Cost Of Construction:	\$544,076.00	Cubic Footage:	110895 Cu.ft	Permit Issued:	74
Cost Of Alteration:	\$1,125,871.00	Square Footage:	9259 Sq.ft	Updates Issued:	13
Cost Of Demolition:	\$30,000.00			All Fees Waived:	5
Total Cost:	\$1,699,947.00			Municipal Fees Waived:	0

<u>PERMIT FEES</u>	<u>ADMIN FEES</u>	<u>WAIVED FEES</u>	<u>TOTAL FEES</u>
Building: \$24,777.00	Building: \$0.00	Building: \$1,140.00	Building Fees: \$23,637.00
Electrical: \$6,874.00	Electrical: \$0.00	Electrical: \$0.00	Electrical Fees: \$6,874.00
Fire : \$4,420.00	Fire : \$0.00	Fire : \$0.00	Fire Fees: \$4,420.00
Plumbing: \$2,461.00	Plumbing: \$0.00	Plumbing: \$0.00	Plumbing Fees: \$2,461.00
Elevator: \$374.00	Elevator: \$0.00	Elevator: \$374.00	Elevator Fees: \$0.00
Mechanical: \$1,680.00	Mechanical: \$0.00	Mechanical: \$0.00	Mechanical Fees: \$1,680.00
		* Total Waived: \$1,514.00	Technical Fees: \$39,072.00

**DCA**

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$411.00	\$0.00	\$411.00
Alteration Training Fee:	\$2,140.00	\$63.00	\$2,077.00
DCA Minimum Fee:	\$10.00	\$1.00	\$9.00
Sub total Training Fee:	\$2,561.00	\$64.00	\$2,497.00

**TECHNICAL ISSUES**

Building Technical:	45
Electrical Technical:	58
Fire Protection Technical:	13
Plumbing Technical:	23
Elevator Technical:	2
Mechanical Technical:	19

**CERTIFICATE ISSUES**

Certificate of Occupancy:	4
Certificate of Approval:	12
Certificate of Continued Occupancy:	2

Certificate of Occupancy Fee:	\$1,257.00
Waived Certificate Fees:	\$0.00
Sub Total Certificate Fees:	\$1,257.00
PERMIT FEES:	\$39,072.00
DCA FBES:	\$2,497.00
CERTIFICATE FEES:	\$1,257.00
MIN FBES:	\$0.00
NET TOTAL FBES:	\$42,826.00
PENALTIES COLLECTED:	\$0.00
CCO FBES:	\$151.00
OTHER FBES:	\$0.00
GRAND TOTAL FEES:	\$42,977.00

\* By State law (see N.J.S. 52:27D-126c): \$1,514.00

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

**OFFICE OF THE CONSTRUCTION OFFICIAL**

Account Summation-Summary

Report Run from 03/01/2020 To 03/31/2020

April 1, 2020 12:08:32PM

ACCOUNT:		Cash Amount	Check Amount	Credit Card Amount	Total Fee
PERMIT FEES	Sub Totals:	\$1,580.00	\$41,246.00	\$0.00	\$42,826.00
CCO FEES	Sub Totals:	\$151.00	\$0.00	\$0.00	\$151.00
Copies	Sub Totals:	\$1.00	\$0.00	\$0.00	\$1.00
CONTRACTOR LICENSE	Sub Totals:	\$0.00	\$600.00	\$0.00	\$600.00
DUMPSTER	Sub Totals:	\$0.00	\$10.00	\$0.00	\$10.00
REIMBURSEMENT	Sub Totals:	\$0.00	\$-1,074.00	\$0.00	\$-1,074.00
<b>GRAND TOTALS:</b>		\$1,732.00	\$40,782.00	\$0.00	\$42,514.00

	<u>Total</u>	<u>Jan</u>	<u>Feb</u>
<b>BEG. BAL. JAN. 1, 2020</b>	<b>11,511,731.60</b>	<b>11,511,731.60</b>	<b>14,275,807.61</b>
<b>RECEIPTS:</b>			
<b>Per Revenue Status</b>	15,801,202.01	10,001,975.80	5,799,226.21
Interest due from Escrow	(1,631.24)	(850.01)	(781.23)
	<b>15,799,570.77</b>	<b>10,001,125.79</b>	<b>5,798,444.98</b>
<b>Grants Received:</b>			
BODY ARMOR \$ RECD	4,696.73	4,696.73	
BUSINESS DEV \$ RECD	25,000.00		25,000.00
JIF \$ Recd	725.00	725.00	
30,421.73			
<b>TOTAL RECEIPTS:</b>	<b>15,829,992.50</b>	<b>10,006,547.52</b>	<b>5,823,444.98</b>
<b>DISBURSEMENTS:</b>			
2019 Reserves	547,922.94	401,310.51	146,612.43
2020 Current	12,465,279.99	6,501,909.49	5,963,370.50
2020 Capital	792,788.85	440,047.04	352,741.81
<b>Appropriation Refunds:</b>	(234,125.61)	(100,795.53)	(133,330.08)
<b>TOTAL DISBURSEMENTS</b>	<b>13,571,866.17</b>	<b>7,242,471.51</b>	<b>6,329,394.66</b>
<b>END. BAL. DEC. 31, 2020</b>	<b>13,769,857.93</b>	<b>14,275,807.61</b>	<b>13,769,857.93</b>
Total Appropriation Refunds	(234,125.61)	(100,795.53)	(133,330.08)

<b>Bank Balance</b>		
Checking-Ocean First	13,752,727.14	13,113,556.09
Online Payment Acct	309,014.37	623,280.17
Total Bank Balance	14,061,741.51	13,736,836.26
ADD: Deposits in Transit	330,346.34	43,873.58
LESS: Outstanding Checks	(116,280.24)	(10,851.91)
<b>Adjusted Bank Balance</b>	<b>14,275,807.61</b>	<b>13,769,857.93</b>
	0.00	0.00

Monthly Interest Received-Current Fund	91,610.46	42,915.20	48,695.26
Interest Rate		2.00%	2.00%

## CASH RECONCILIATION FEBRUARY 29, 2020

	Cash		Less Checks Outstanding	Cash Book Balance
	*On Hand	On Deposit		
Current	667,753.75	13,860,648.26	748,370.53	13,780,031.48
Trust - Assessment				
Trust - Dog License	90.00	13,270.90	1,377.20	11,983.70
Trust - Other	1,415.00	3,478,288.79	28,360.67	3,451,343.12
Capital - General	0.00	12,917,125.21	0.00	12,917,125.21
Water - Operating				0.00
Water - Capital				0.00
Assessment Utility Trust				0.00
Public Assistance**				0.00
Garbage District				0.00
Grant Fund				0.00
<b>Total</b>	<b>669,258.75</b>	<b>30,269,333.16</b>	<b>778,108.40</b>	<b>30,160,483.51</b>

\*Include Deposits In Transit (and change funds)

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

**REQUIRED CERTIFICATION**

I hereby certify that all amounts shown in the "Cash on Deposit" column on Sheet 9 and 9(a) have been verified with the applicable bank statements, certificates, agreements or passbooks at 29-Feb-20

I also certify that all amounts, if any, shown for Investments in Savings and Loan Association on any trial balance have been verified with the applicable passbook at 29-Feb-20

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

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

Signature:

*Lauren Reed*

Title: CFO, Township of Lower

