

Signed Resolutions - August 17, 2015

- Res. #2015-245 Payment of Vouchers \$480,519.42
Res. #2015-246 Authorization for the Payout of Accumulated Compensatory Time (K.Black \$1,696.77)
Res. #2015-247 Resolution Amending Resolution #2015-230; Appointment of a Municipal Prosecutor for the year 2015 (amending to make a professional service contract)
- Res. #2015-248 Insertion of Special Item of Revenue Pursuant to NJSA 40A:4-87, Chapter 159 (\$5,000 Drive Sober or Get Pulled Over)
- Res. #2015-249 Amending Resolution #2015-209; Appointment of Ford Scott and Associates as a Professional Service Contract in Connection with the 2015 Bond Sale (adding \$4,000)
- Res. #2015-250 A Resolution in Support of the New Jersey Department of Transportation Regarding Route NJ109 in the Township of Lower, County of Cape May (No Passing Zone – near M.P. 2.67 Tranquility Drive)
- Res. #2015-251 Adoption of State Model Citizen Participation Plan for DCA Small Cities Program (requirement from the State to apply for a public facilities grant and Housing Rehabilitation loan program)
- Res. #2015-252 Identifying Small Cities Fair Housing Officer (C.Crippen)
Res. #2015-253 Small Cities Housing Rehabilitation Program Policy and Procedural Manual (State requirement)
- Res. #2015-254 Small Cities Housing Rehabilitation Grant Management Plan (State requirement)
Res. #2015-255 Authorization for the Payout of Accumulated Compensatory Time (W.Priole \$9,226.32)
Res. #2015-256 Resolution Increasing the Bid Threshold Pursuant to N.J.S.A. 40A:11-3 (from \$36,000 to \$40,000)
- Res. #2015-257 Authorizing the Payment of Vouchers (\$20,000 L/T Rescue expense pymt #2)

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01201	DELL CORPORATION*							
	15-01874	07/15/15	COMPUTERS - DPS	Open	4,045.60	0.00		
	15-01893	07/17/15	TOWNSHIP SERVER/BACKUP	Open	<u>5,701.01</u>	0.00		
					9,746.61			
01219	CONTRACTOR SERVICE*							
	15-01642	06/18/15	SAW BLADES/DPW	Open	458.31	0.00		
01239	DIANA L DENOTE							
	15-01999	08/04/15	CONTRACTUAL REIMBURSEMENT- M	Open	4,242.71	0.00		
01389	EDDIE'S AUTO BODY*							
	15-01811	07/08/15	PAINT DOORS ON NEW VEHICLE	Open	550.00	0.00		
01502	PAMELA FELDER							
	15-00373	02/05/15	CONTRACT REIMBURSEMENT 2015	Open	34.94	0.00		B
01582	FLAGHOUSE, INC.*							
	15-01878	07/15/15	CHEERLEADING RADIOS	Open	381.80	0.00		
01660	GENERAL SPRING SERVICE*							
	15-01897	07/20/15	REPAIR TRANSMISSION TRK# 38	Open	1,696.26	0.00		
01781	HATCH MOTT MACDONALD, LLC*							
	15-01369	06/02/15	BAYSHORE ESTATES ENGINEERING	Open	9,027.50	0.00		B
	15-01637	06/17/15	RES# 15-189 BIKE TRAIL ENGINR	Open	7,150.00	0.00		B
	15-02067	08/11/15	PROFESSIONAL ENGINEERING	Open	<u>5,662.81</u>	0.00		
					21,840.31			
01782	HEALTH INSURANCE SOLUTIONS INC							
	15-02040	08/07/15	AUGUST 2015 PRESCRIPTION CLAIM	Open	65,000.00	0.00		
01785	ROBERT HARTMAN SR							
	15-02055	08/10/15	CONTRACTUAL REIMBURSEMENT-M	Open	383.44	0.00		
01806	ANTHONY J HARVATT, II, ESQ							
	15-00934	04/24/15	BOARD SOLICITOR SALARY	Open	625.00	0.00		
	15-02066	08/11/15	RESOLUTIONS	Open	<u>300.00</u>	0.00		
					925.00			
01834	RICHARD HOOYMAN							
	15-01998	08/04/15	CONTRACTUAL REIMBURSEMENT- M	Open	160.00	0.00		
01873	HOME DEPOT*							
	15-01902	07/20/15	SUPPLIES FOR REPLACE FENCE	Open	84.38	0.00		
01898	HERITAGE BUSINESS SYSTEMS, INC*							
	15-01888	07/16/15	COPIER SERVICE 7/1/15-10/1/15	Open	83.25	0.00		
01971	IACP, TRAINING KEYS DIVISION*							
	15-00091	01/07/15	TRAINING KEYS 1/1/15-12/31/15	Open	276.00	0.00		

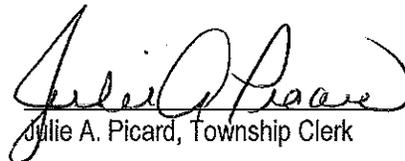
Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
02025 HUNTER JERSEY PETERBILT*	15-01372	06/02/15	PARKS FOR TRUCKS/JULY	Open	2,109.54	0.00		
02223 LANDSMAN UNIFORMS*	15-01607	06/15/15	UNIFORMS	Open	651.50	0.00		
02280 LINDEMOM WINCKELMANN & ASSOC.	13-01475	05/29/13	ADA 1ST\$41227.00/CO#1DNE45727	Open	369.96	0.00		
	15-00398	02/09/15	RES#2015-50 ADA PHASE II REC	Open	<u>1,000.00</u>	0.00		B
					1,369.96			
02615 BRETT MATTHEWS	15-01932	07/22/15	RENEW TWP WEBSITE DOMAIN NAME	Open	14.99	0.00		
02640 FRANK MCCLOSKEY	15-02025	08/05/15	CONTRACTUAL REIMBURSEMENT-V	Open	110.00	0.00		
02677 KAREN F. WOLF	15-02036	08/07/15	CONTRACTUAL REIMBURSEMENT-V	Open	660.00	0.00		
02719 MITCHELL PLENN	15-02000	08/04/15	CONTRACTUAL REIMBURSEMENT- V	Open	172.48	0.00		
03008 NJ DEPT OF TREASURY/FEES	15-01872	07/14/15	PERMIT NJPDES/ANNUAL FEE	Open	1,015.00	0.00		
03109 TRU GREEN CHEMLAWN	15-00684	03/19/15	2015 14096.00 C/O#1 1355.00	Open	1,115.00	0.00		
03258 NANCE M. BERNARD	15-01919	07/21/15	TRANSCRIPT	Open	43.67	0.00		
03274 P & J GAS SERVICE*	15-01899	07/20/15	20# CYL.PROPANE	Open	54.00	0.00		
03280 PARAMOUNT SANITARY SUPPLY*	15-01978	07/30/15	BAYRUN SUPPLIES	Open	54.86	0.00		
03284 STEPHEN H. PARKER(REF FEES)	15-02048	08/10/15	BASKETBALL OFFICIAL	Open	245.00	0.00		
03305 PEDRONI FUEL*	15-02052	08/10/15	NO LEAD GAS	Open	404.98	0.00		
03366 AMERI-GAS*	15-02076	08/11/15	PROPANE-BENNETT'S CROSSING	Open	103.41	0.00		
03466 R & R SPECIALTIES	15-01399	06/04/15	MEMORIAL PLAQUE	Open	270.00	0.00		
	15-02041	08/07/15	1ST,2ND,3RD PLACE MEDALS BAYRU	Open	456.00	0.00		
	15-02077	08/11/15	BAYRUN SPONSOR PLAQUES	Open	<u>247.50</u>	0.00		
					973.50			

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03518 RIGGINS, INC.*	15-02058	08/10/15	OFF HIGHWAY DIESEL	Open	609.04	0.00		
03573 SAFETY-KLEEN CORP*	15-01082	04/29/15	EQUIP MAINTENANCE/MAY	Open	336.93	0.00		
03607 SEASHORE FOOD SUPPLY*	15-01976	07/29/15	BAYRUN SUPPLIES	Open	705.10	0.00		
03611 SERVICE TIRE TRUCK CENTERS*	15-01374	06/02/15	TIRES/RDS/SANT/RECY/DPW/JULY	Open	8,813.92	0.00		
	15-01375	06/02/15	TIRES/RDS/SANT/RECY/DPW/AUG	Open	6,176.47	0.00		
					14,990.39			
03652 FRANK SIPPLE	15-02049	08/10/15	BASKETBALL OFFICIAL	Open	420.00	0.00		
03723 STAPLES, INC.*	15-02001	08/04/15	OFFICE SUPPLIES	Open	221.02	0.00		
03844 GIACOMO TROMBETTA	15-02053	08/10/15	CONTRACTUAL REIMBURSEMENT-M	Open	28.00	0.00		
03904 LOWE'S HOME CENTER INC*	15-01378	06/02/15	SUPPLIES FOR DPW/JULY	Open	495.77	0.00		
03914 ULINE INC*	15-01777	07/07/15	SMOKERS RECEPTICLE	Open	330.00	0.00		
03923 STANDARD AND POOR'S*	15-01951	07/24/15	ANALYTICAL SVCS-BOND SALE	Open	14,000.00	0.00		
03969 VERIZON	15-02070	08/11/15	JUL 20-AUG 19 PHONE-FIRE SAFE	Open	131.32	0.00		
03971 VERIZON WIRELESS MDT POLICE	15-01979	07/31/15	VERIZON - MDT	Open	691.19	0.00		
03985 VILLAS NAPA AUTO PARTS	15-01249	05/19/15	RDS/SANT/RECY/JULY	Open	1,882.71	0.00		
04097 CINTAS FIRST AID AND SAFETY*	15-02068	08/11/15	FIRST AID SUPPLY TOWNHALL	Open	71.00	0.00		
04266 NJ DEPT OF HEALTH&SENIOR SVCS	15-02024	08/05/15	STATE DOG LICENSE FEE-JULY 15	Open	62.40	0.00		
04300 W B MASON CO INC*	15-01238	05/15/15	OFFICE SUPPLIES	Open	1,154.30	0.00		
	15-01877	07/15/15	OFFICE SUPPLIES- FIRE SAFETY	Open	165.03	0.00		
	15-01886	07/16/15	GOJO SOAP	Open	355.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
04300 W B MASON CO INC*				Continued				
	15-01933	07/22/15	COMPOSITION BOOKS	Open	<u>28.20</u> 1,702.53	0.00		
04301 SEASHORE ASPHALT CORPORATION*								
	15-01235	05/15/15	ASPHALT / PAVING	Open	2,665.37	0.00		B
04514 WILLIAM BLANEY*								
	15-00110	01/09/15	2015 LABOR SOLICITOR DNE 50k	Open	637.50	0.00		
4104 DOUGLASS LANDSCAPING LLC*								
	15-00622	03/12/15	2015 LANDSCAPING SERV \$45800.	Open	4,580.00	0.00		B
6061 AMERIHEALTH ADMINISTRATORS								
	15-01997	08/04/15	8/03/15 HEALTH AND RX	Open	66,314.57	0.00		
	15-02065	08/11/15	8/10/15 HEALTH AND RX	Open	<u>165,889.06</u> 232,203.63	0.00		
6071 UNITED UNIFORMS LIMITED LIAB*								
	15-01812	07/08/15	UNIFORMS	Open	1,224.40	0.00		
7019 OCEAN VIEW VETERINARY*								
	15-02060	08/10/15	VET SERVICES: MEDICAL EXPENSE	Open	105.00	0.00		
7091 STEVE SELBY								
	15-02046	08/07/15	BASKET BALL OFFICIAL 8/ 3&4	Open	105.00	0.00		
7142 LINDSAY BECHTLER								
	15-02039	08/07/15	ZUMBA INSTRUCTOR JULY 2015	Open	165.00	0.00		
7146 BEN SHAFFER & ASSOC, INC*								
	15-01651	06/19/15	PARTS FOR SWING REPAIR	Open	1,117.00	0.00		
7181 JENNIFER KELLY, PHD, LLC*								
	15-01918	07/21/15	PRE-EMPLOYMENT EVALUATIONS	Open	1,450.00	0.00		
7196 LAUREN HUGGINS SUIT*								
	15-02005	08/05/15	RES 15-238 8/1-12/31/15DNE 5K	Open	1,000.00	0.00		B
7218 JESSICA IGIELSKI								
	15-02083	08/12/15	REFUND-CHEERLEADING	Open	15.00	0.00		
7221 JB SPORTS TIMING LLC*								
	15-00404	02/09/15	BAY RUN TIMERS	Open	1,500.00	0.00		
7231 MIRSHA GUETA-SERRA								
	15-02037	08/07/15	AQUA ZUMBA INSTRUCTOR AUG '15	Open	40.00	0.00		
7241 SKIP HOPPING								
	15-02047	08/10/15	BASKETBALL OFFICIAL	Open	350.00	0.00		
7262 JAMES GONZALEZ								
	15-02085	08/12/15	REIMBURSEMENT- FOOTBALL	Open	20.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7388 JONATHAN SCHECK	15-01042	04/28/15	2015 EQUIP. ALLOWANCE	Open	141.86	0.00		B
7445 BARBARA HOWELL	15-01987	08/04/15	NATIONAL NIGHT OUT-PONY RIDES	Open	350.00	0.00		
7446 GREGORY MEYER	15-02042	08/07/15	BAYRUN DJ	Open	200.00	0.00		
7449 JOHN HEARON	15-02084	08/12/15	REIMBURSEMENT-FOOTBALL	Open	64.20	0.00		
BLAUE BLAUER ASSOCIATES INC*	15-00280	01/28/15	RES 2015-49 DNE \$16K ADA REC	Open	1,812.50	0.00		B
	15-01940	07/22/15	RES#2015-214 2016 SMALL CITIES	Open	1,500.00	0.00		B
					<u>3,312.50</u>			
BOSNA KAREN MANETTE BOSNA	15-02038	08/07/15	AQUA YOGA PAYMENT JULY 2015	Open	155.00	0.00		
CATHE005 CATHERINE ROMAN	15-02080	08/12/15	WINDOW REPLACEMENT REIMB	Open	921.79	0.00		
G-HOUSEP HOUSE OF PRINT*	15-01896	07/20/15	TWP PHOTOGRAPHS FOR HALL/REC	Open	210.00	0.00		
G-ISL ISLAND TROPHIES	15-01975	07/29/15	PLAQUE	Open	70.00	0.00		
Total Purchase Orders: 105				Total P.O. Line Items: 0	Total List Amount: 480,519.42	Total Void Amount: 0.00		

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on August 17, 2015.


Julie A. Picard, Township Clerk

	MOITON	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD			X			
PERRY			X			
SIMONSEN		X	X			
CLARK	X		X			
BECK			X			

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

RESOLUTION # 2015-246

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

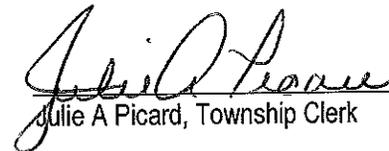
WHEREAS, the employee listed below has accrued compensatory time due from the Township and has requested payment for this time; and

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 Governing Body of the Township of Lower that payment to Kaitlin Black in the amount of \$1696.77 is authorized and chargeable to the 2015 Budget account 5-01-25-240-121.

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on August 17, 2015.


Julie A Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD			X			
PERRY			X			
SIMONSEN		X	X			
CLARK	X		X			
BECK			X			

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief William Mastriana
FROM: Ptl. Kaitlin Black
DATE: 7/27/2015
SUBJECT: Request to Buy Out Comp. Time

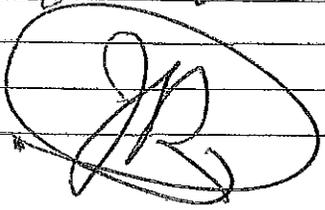
Sir,

I am writing this letter to request a buy out of 75 hours of Comp. Time. I am currently in the process of buying my first house and additional funds are necessary.

Respectfully Submitted,

 #192

Kaitlin Black
Patrolman Badge 192

C	File	Officer	Comments
	7/27/2015	Chief W. Mastriana	forward to township
			

22-6236 X
75 =
1-696-770 *

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

RESOLUTION #2015-247

Title: RESOLUTION AMENDING RESOLUTION #2015-230; APPOINTMENT OF MUNICIPAL PROSECUTOR FOR THE YEAR 2015

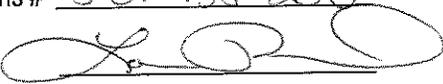
WHEREAS, there exists a need for the service of a Municipal Prosecutor in the Township of Lower, County of Cape May, State of New Jersey; and

WHEREAS, Resolution #2015-230 appointed Frank Guaracini, Esquire as the Municipal Prosecutor as an employee and should have been appointed as a professional service contract to a firm which will provide the Township with a Municipal Prosecutor on an as-needed basis.

NOW, THEREFORE, BE IT RESOLVED that Frank Guaracini, Esquire of the Blaney & Donohue Law Firm is hereby appointed by the Township Council of the Township of Lower as the Lower Township Municipal Prosecutor for the term of July 20, 2015, continuing until December 31, 2015.

BE IT FURTHER RESOLVED that Frank Guaracini, Esquire of the Blaney & Donohue Law Firm as the Lower Township Municipal Prosecutor shall be paid a salary of \$23,000.00 without benefits, payable monthly on the first Council meeting of every month and CFO has determined sufficient funds will be available in the current budget as follows:

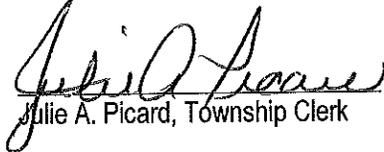
Appropriations # 5-01-155-200

Signature: 

BE IT FURTHER RESOLVED that Blaney & Donohue has completed and submitted a Business Entity Disclosure Certification which certifies that Blaney & Donohue has not made any reportable contributions to a political or candidate committee in the Township of Lower in the previous one year, and that the contract will prohibit Blaney & Donohue from making any reportable contributions through the term of the appointment.

BE IT FURTHER RESOLVED that any notice of this Resolution that may be required pursuant to the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., be duly published in the Township's official newspaper.

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on August 17, 2015.


Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD	X		X			
PERRY			X			
SIMONSEN		X	X			
CLARK				X		
BECK						

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

RESOLUTION #2015-248

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 of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of \$5,000.00 for an item of revenue in the budget of the year 2015 as follows:

Miscellaneous Revenues –
 Revenue Offset with Appropriations - Drive Sober or Get Pulled Over
 Total with increase to be \$5,000.00

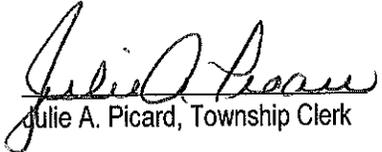
SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$5,000.00 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 \$ 5,000.00
 Non State Share \$
 Total with increase to be \$ 5,000.00

FURTHER RESOLVED that two certified copies of this resolution with a copy of the appropriate documentation be forwarded to the Division of Local Government Services.

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on August 17, 2015.


 Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD			X			
PERRY			X			
SIMONSEN		X	X			
CLARK	X		X			
BECK			X			

MEMORANDUM
NEW JERSEY DIVISION OF
HIGHWAY TRAFFIC SAFETY
1-800-422-3750
FAX: (609) 633-9020

TO: 2015 *DRIVE SOBER OR GET PULLED OVER* CRACKDOWN GRANTEEES
RE: GRANT ACTIVITY AND REPORTING ON *SAGE*
FROM: RAY REEVE, SOUTHERN REGION SUPERVISOR
DATE: 7/28/15

Your agency is approved by DHTS for the 2015 Drive Sober or Get Pulled Over Statewide Labor Day Crackdown Grant (\$5,000). The approved project period for your grant begins August 21, 2015 and ends September 7, 2015.

If you have not done so already, you must EXECUTE your grant to formally activate it:
*To execute your grant, please log in to your grant in SAGE and check the box to "agree" to the terms on the "Contract Agreement" page.
*NOTE: Only the SAGE "Agency Administrator" for the grant can execute the grant.
*Be sure to then SAVE the page.
*Then go back to the application menu screen of the grant (the screen with all of the grant pages aka FORMS running down the right hand side, you can get there by clicking "Application Menu" at the top of the page) and click the "change status" bar within the Status Management area to move the grant to "Grant Agreement Executed".
*FYI the "Contract Agreement" page is your grant approval, which you can print if needed. No other grant approval documentation will be sent.

FOUR additional documents are provided at this time:

1. Officer Daily Report Form

*Please print the Daily Report Form and make enough copies to use during the campaign.
*Make sure each Daily Report Form is properly filled in and signed by the officer(s) working the overtime detail and signed and approved by a different, supervising officer at the bottom of the form. Make sure that the name of your agency, and the DATE of the detail, is listed on the top line of the form.
* NOTE, these forms will have to be SCANNED and attached to your reimbursement requests, using the BROWSE button on the appropriate reimbursement form on *SAGE*.

*****PLEASE TAKE CARE DURING THE CAMPAIGN TO MAKE SURE THESE DAILY REPORT FORMS ARE FILLED OUT CONSISTENTLY AND PROPERLY WITH ALL NECESSARY INFORMATION AND SIGNATURES. MANY GRANT

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

RESOLUTION #2015-249

TITLE: AMENDING RESOLUTION #2015-209; APPOINTMENT OF FORD SCOTT AND ASSOCIATES AS A PROFESSIONAL SERVICE CONTRACT IN CONNECTION WITH THE 2015 BOND SALE

WHEREAS, the Township of Lower via Resolution #2015-209 appointed Ford Scott and Associates as the Township's Auditor in relation to the 2015 Bond Sale at a price of not to exceed \$6,000.00; and

WHEREAS, the amount needs to be amended from \$6,000 to \$10,000; and

WHEREAS, the term of this contract has not changed and remains *until completion of the 2015 Bond Sale*; and the CFO has determined sufficient funds will be available in the current budget as follows:

Appropriation # C-04-55-395-910 - Section 20 Costs

Signature 

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

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

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on August 17, 2015.


Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD			X			
PERRY			X			
SIMONSEN		X	X			
CLARK	X		X			
BECK			X			

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

RESOLUTION #2015-250

TITLE: A RESOLUTION IN SUPPORT OF THE NEW JERSEY DEPARTMENT OF TRANSPORTATION REGARDING ROUTE NJ 109 IN THE TOWNSHIP OF LOWER, COUNTY OF CAPE MAY

WHEREAS, the New Jersey Department of Transportation (NJDOT) recently completed a traffic investigation on Route NJ 109 in Lower Township; and

WHEREAS, NJDOT recommends a revision to the centerline pavement markings on Route NJ 109 to create a "No Passing Zone" in the vicinity of M.P. 2.67 (Tranquility Drive) for safety reasons; and

WHEREAS, this project will create safer driving conditions in this area of Route NJ109.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that it supports the use of a "No Passing Zone" on Route NJ 109 in Lower Township as recommended by NJDOT.

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be forwarded to NJDOT as requested.

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on August 17, 2015.


Julie A Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD			X			
PERRY			X			
SIMONSEN		X	X			
CLARK	X		X			
BECK			X			



State of New Jersey

DEPARTMENT OF TRANSPORTATION
P.O. Box 600
Trenton, New Jersey 08625-0600

RECEIVED
8-4-15

CHRIS CHRISTIE
Governor

JAMIE FOX
Commissioner

KIM GUADAGNO
Lt. Governor

July 23, 2015

Julie A. Picard, Clerk
2600 Bayshore Road
Villas, New Jersey 08251-1399

No Passing Zone
Route NJ 109
Lower Township
Cape May County

Dear Ms. Picard:

This is in reference to an investigation by the New Jersey Department of Transportation to inventory the existing centerline markings along Route NJ 109, in the Township of Lower, County of Cape May.

Staff of the Bureau of Traffic Engineering (BTE) has completed an investigation. Based on this investigation, it has been recommended to revise the centerline pavement markings to a "No Passing Zone" along Route NJ 109 in the vicinity of M.P. 2.67 (Tranquility Drive).

In order to legally establish the "No Passing Zones," the New Jersey Department of Transportation is required to promulgate a Traffic Regulation Order. (TRO). An initial step in the TRO process is to receive a Resolution of Support (Concurrence) from the municipal governing body. The New Jersey Department of Transportation now requests that the Resolution of Concurrence be submitted *within 90 days*. Enclosed is a sample for your use.

Once this office is in receipt of the certified adopted Resolution of Concurrence from the Lower Township governing body, a Traffic Regulation Order will be promulgated. The centerline markings will then be revised by the NJDOT to reflect the "No Passing Zones."

Should you have any questions, please feel free to contact Robert Smetanka, Principal Traffic Investigator, at 609-530-2657.

Sincerely,

Michael E. Mihalic
Supervisor, Traffic Investigations
Bureau of Traffic Engineering

Enc

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

RESOLUTION #2015-251

TITLE: ADOPTION OF STATE MODEL CITIZEN PARTICIPATION PLAN FOR DCA SMALL CITIES PROGRAM

WHEREAS, the Township of Lower is an applicant for Department of Community Affairs Fiscal Year 2016 funds for approximately \$400,000 to carry out a Public Facilities project to improve road conditions on Roseann Avenue and \$200,000 for a Housing Rehabilitation loan program for low and moderate income residents; and

WHEREAS the Township will enter into grant agreement(s) for said grant(s) if approved; and

WHEREAS, that grant agreement(s) will require the Township of Lower to comply with all federal regulations with respect to citizen participation; and

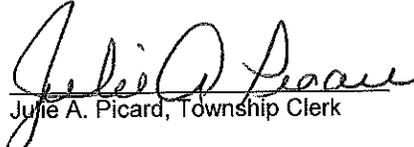
WHEREAS, the Township of Lower has reviewed the State Model Citizen Participation Plan prepared for Small Cities CDBG grantees.

NOW, THEREFORE BE IT RESOLVED by the Mayor and the Township Council of the Township of Lower, County of Cape May and State of New Jersey, that;

The State Model Citizen Participation Plan developed by the New Jersey Department of Community Affairs, Small Cities Community Development Block Grant program is adopted by the Township of Lower; and

The Township of Lower will follow all regulations set forth in that document throughout the term of the grant agreement cited above.

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on August 17, 2015.


Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD			X			
PERRY			X			
SIMONSEN		X	X			
CLARK	X		X			
BECK			X			

SMALL CITIES PROGRAM

CITIZEN PARTICIPATION PLAN

I. Purpose

The federal Housing and Community Development Act of 1974, as amended, requires that all recipients of Small Cities funds certify that they are following a detailed Citizen Participation Plan (CPP). By choosing to participate in this program, the State of New Jersey has certified that it will comply with the law by preparing a CPP that identifies those tasks that units of local government receiving Small Cities funds must perform.

It is the State's responsibility to assist participating units of local government in complying with the law and in documenting such compliance. It is the responsibility of all grantees to certify to the State that they will manage their Small Cities program in accordance with the State's CPP. Grantees will provide documentation demonstrating such compliance.

In the following sections, basic requirements of the law will be presented and methods of satisfying these requirements discussed. Please read this material carefully and thoroughly. If you have any questions, contact your Small Cities Program Representative. It is essential that each grantee complies with these requirements, since no Small Cities funds will be disbursed until compliance is certified by the grantee and approved by the Department.

II. Statutory Requirements

Each recipient of Small Cities Community Development Block Grant (CDBG) funds must certify that it is following a detailed Citizen Participation Plan that --

- (A) encourages citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of areas in which CDBG Funds are proposed to be used, and in the case of a grantee described in Section 106(a) of the Act, provides for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction;
- (B) provides citizens with reasonable and timely access to local meetings, information, and records relating the grantee's proposed and actual use of funds under this program;
- (C) provides for technical assistance to groups representative of persons of low and moderate income who request assistance in developing proposals with the level and type of assistance to be determined by the grantee;
- (D) provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program including at least the development of needs, the review of proposed activities, and review of program performance. Hearings shall be held after adequate notice at times and locations

convenient to potential or actual beneficiaries and with accommodation for the handicapped;

- (E) provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and
- (F) identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

The provision and implementation of a CPP may not be construed to restrict the responsibility or authority of the grantee for the development and execution of its community development program.

All grantees must adopt the CPP and provide documentation of compliance throughout the term of the grant agreement. The components of the Plan and the kind of information necessary to document compliance are discussed in the following section.

Timetable For Public Hearings

A. Application Design Phase

- Step 1 -** Notice of First Public Hearing published as a display advertisement in the non-legal section of a newspaper of general circulation in the municipality at least seven days prior to Step 2. (See Application Instructions for Sample Hearing Notice.)
- Step 2 -** First Public Hearing convened prior to submitting an application for CDBG funds. The focus of this hearing is to review the applicant's community development and housing needs, to describe the variety of activities that may be assisted with CDBG funds, to assess the applicant's past performance (if applicable) in the CDBG program, and to facilitate public review of and comment on any proposal to apply for CDBG funds. This hearing must be held at least twenty days prior to the date the application is submitted to the Department. In addition, copies of each published notice and proof of publication and hearing minutes must be included as part of the application package.

B. Implementation Phase (At least 50% of project completed)

- Step 1 -** Notice of Second Public Hearing published in accordance with A, Step 1 above at least seven days prior to Step 2.
- Step 2 -** Second Public Hearing convened to discuss program progress, changes, and to identify future CD activities.

Note

The location and time of the public hearings are critical to a successful and meaningful citizen participation process. The location of the hearings must be convenient to potential program beneficiaries and low and moderate income populations, and must be capable of accommodating the handicapped. The time of the hearing must be appropriate to facilitate citizen involvement.

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

RESOLUTION #2015-252

TITLE: IDENTIFYING SMALL CITIES FAIR HOUSING OFFICER

WHEREAS, the Township of Lower is applying for a Fiscal Year 2016 Small Cities Community Development Block Grant for approximately \$400,000 to carry out a Public Facilities project to improve road conditions on Roseann Avenue and a \$200,000 grant for Housing Rehabilitation funds for low and moderate income homeowners; and

WHEREAS, the Township of Lower must make efforts to affirmatively further fair housing; and

WHEREAS, the Township of Lower has reviewed various actions that would be acceptable to the New Jersey State Department of Community Affairs and the U.S. Department of Housing and Urban Development; and

WHEREAS, the Township of Lower has made assurances in the grant agreement that;

1. It will comply with the Housing and Community Development Act of 1974, as amended, and regulations issues thereto; and
2. It will comply with the Civil Rights Act of 1964, and the regulations issued thereto it; and
3. It will comply with the Fair Housing Act of 1968 and will affirmatively further fair housing; and
4. It will comply with the Age Discrimination Act of 1975 and with the Rehabilitation Act of 1973.

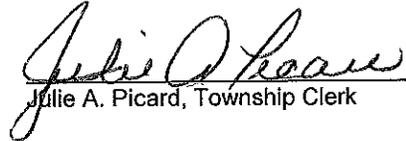
NOW, THEREFORE, BE IT RESOLVED that Colleen Crippen shall be designated as the Small Cities Program Fair Housing Officer for the Township of Lower; and

BE IT FURTHER RESOLVED that the Fair Housing Officer shall contact the USHUD Regional Office of Housing and Equal Opportunity and the NJ Division on Civil Rights to inform those agencies of her appointment as Fair Housing Officer and request Fair Housing Information; and

BE IT FURTHER RESOLVED, that the Fair Housing Officer shall provide fair housing advisory services and assistance and referral advice to persons requesting such assistance from the Township of Lower; and

BE IT FURTHER RESOLVED, that the Township of Lower will publish in the local newspaper of record and post at the Township Municipal Building a public notice announcing the appointment of the Fair Housing Officer and the availability of local fair housing advisory services.

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on August 17, 2015.


Julie A. Picard, Township Clerk

	MOITON	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD			X			
PERRY			X			
SIMONSEN		X	X			
CLARK	X		X			
BECK			X			

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

RESOLUTION #2015-253

TITLE: SMALL CITIES HOUSING REHABILITATION PROGRAM POLICY AND PROCEDURAL MANUAL

WHEREAS, the Township of Lower by resolution authorized the Mayor to apply for a Small Cities Housing Rehabilitation CDBG from the Department of Community Affairs; and

WHEREAS, as a condition of that grant the Department of Community Affairs requires the Township of Lower to develop a policy and procedural manual that will delineate the activities of the program and will describe the manner in which the grant funds are to be expended; and

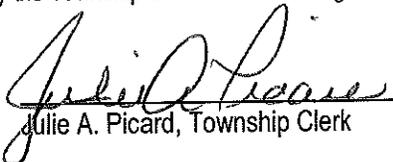
WHEREAS, approval of the governing body is required for final approval of the policy and procedural manual by the Department of Community Affairs; and

WHEREAS, final approval of said policy and procedural manual will permit the Grants Office of the Township of Lower to proceed with the required activities to fulfill the stipulations of the Department of Community Affairs Small Cities Housing Rehabilitation Program grant.

NOW THEREFORE, BE IT RESOLVED, by the Township of Lower Council that they reviewed the particulars of the policy and procedural manual of said grant; and

BE IT FURTHER RESOLVED that the said policy and procedural manual is approved to be enacted by the Township Council of the Township of Lower, New Jersey.

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on August 17, 2015.


Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD			X			
PERRY			X			
SIMONSEN		X	X			
CLARK	X		X			
BECK			X			

TOWNSHIP OF LOWER

**NJ DEPARTMENT OF COMMUNITY AFFAIRS
SMALL CITIES COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**

HOMEOWNER-BASED REHABILITATION

POLICY AND PROCEDURAL MANUAL

AUGUST 2015

INTRODUCTION

Purpose

The purpose of this document is to provide the Guidelines and Administrative Procedures by which the Housing Rehabilitation Grant Project will be carried out in Township of Lower, Cape May County. This manual is intended to be used by Township officials in administering the program, by applicants participating in the program, and by the NJ Department of Community Affairs (DCA) staff in evaluating program performance. This document will give all program participants a clear understanding of the program and how it will operate.

Legal Authority

The Townships of Lower Rehabilitation Grant Program was established, and is being carried out, under the following legal authority:

Title I, Housing and Community Development Act of 1974 (42 U.S.C. 5301, et seq.);

Title I, Housing and Community Development Act of 1977 (Pub. Law 95-128);

Section 7 (d), Department of Housing and Urban Development Act(42 U.S.C. 3535 (d));

Housing and Urban-Rural Recovery Act of 1983 (Pub. Law 98-181).

By resolution, the lead applicant the Township of Lower authorized an application to be submitted to the NJ Department of Community Affairs to participate in the Small Cities Community Development Block Grant Program and to specifically apply for aid for home rehabilitation assistance.

Description of Program

The Township has elected to employ its existing staff to operate this project. The program will be operated within Lower Township. The area is shown on the map included in Attachment E.

The project is designed to address substantial code deficiencies in homes owned by low and moderate income persons. An estimated 10 families will be provided assistance to correct dangerous conditions, code violations, and reverse blight in these neighborhoods. Funds will be used to repair mechanical systems, structural deficiencies, exterior deterioration, and improve energy conservation.

No-interest, deferred loans will be made available to owner occupants determined to have incomes qualifying them as low and moderate income. Those income levels are defined for the Township by the U.S. Department of HUD.

1. The Conditions Of Eligibility For Financial Assistance

- a. Applicant must reside, year-round, in Lower Township.
- b. Applicant must have title to the property in which he resides, as evidenced by property deed.
- c. Applicant's property taxes must be paid up-to-date.
- d. Applicant must have homeowners insurance on property.
- e. Applicant must have flood insurance, if applicable.
- f. Applicant's property must have serious code deficiencies.
- g. Applicant's total household income must be under the applicable ceilings set forth on the following table. (HUD Income Guidelines are effective as of FY 2015. Guidelines may change annually).^{*1}

HOUSEHOLD SIZE	LOW INCOME (50%)	MODERATE INCOME (80%)
1	26,350	42,150
2	30,100	48,150
3	33,850	54,150
4	37,600	60,150
5	40,650	65,000
6	43,650	69,800
7	46,650	74,600
8	49,650	79,400

Low and Moderate Income Households are funded on a first-come, first-served basis. The loan must be repaid if the homeowner(s) intends to profit from the increased equity in the home, sells the property, or title is transferred because of the death of all the owners.

¹ Attachment A

2. Criteria Which Will Govern The Manner In Which Rehabilitation Will Be Undertaken

The primary purpose of the Community Development funds as part of the Neighborhood Revitalization Program is to arrest the spread of physical decline of owner-occupied properties within the designated target neighborhood. Therefore, Small Cities Community Development Neighborhood Revitalization Funds will be available to correct existing and incipient code violations and weatherization deficiencies.

In order to determine the extent of code and weatherization deficiencies, the Township will perform an inspection of the applicant's property and will prepare a detailed Work Write-Up and Cost Estimate. The Work Write-Up and Cost Estimate will serve as a basis for monitoring rehabilitation construction activities and issuance of a Certificate of Completion for disbursement of Small Cities funds.

3. The Establishment Of A Revolving Loan Fund

Any loans that are recovered by the Township in accordance with the terms specified in the grant contract will be placed in a single Revolving Loan Account. Funds will be retained by Lower Township in an interest-bearing account for reuse in assisting qualified owner occupants of one to four family dwelling units within the Township with emergency problems. The criteria established in this procedural manual would continue to apply to those funds, which are recaptured and placed in the Revolving Loan Account, including meeting one of the national objectives of the CDBG Program.

The emergency loans for low/moderate income residents will be no-interest loans, and repayment terms, depending on income levels, will either be monthly or payable upon death from the estate. Any repayment adjustments are subject to Council approval.

The Lower Township's Grants Coordinator will administer the Revolving Loan Account. Program goals and objectives will be adhered to and loan funds will be disbursed in accordance with this procedural manual. An annual report will be prepared and submitted to NJDCA on or before August 1 of each year. This report will include, but not limited to, the activities supported with revolving loan funds, amount of funds disbursed, amounts of repayment received, activities proposed for coming year, etc.

4. Manner In Which Cost Estimates Will Be Developed

A Building Inspector will contract to perform technical services. Services will include preparation of a detailed Work Write-Up and Cost Estimate that will serve as a basis for receipt of rehabilitation bids. Interim and final inspections of the property will be undertaken in order to verify that work is completed in accordance with applicable Codes and Construction Standards.

5. The Procedures For Selecting Rehabilitation Contractors

All contractors participating in the program are required to register with the Lower Township Grants Office. All contractors are required to be licensed, insured. Contractors who work in a home with a lead environment are required to complete a HUD approved course about "Safe Work Practices" and "Interim Controls". Contractors must also comply with the EPA's Renovation, Repair and Painting (RRP) Rule. Whereas, the contractor must have a certified renovator available to be on site and the business is required to be registered with the EPA.

The Township of Lower, on behalf of property owners, will solicit bids from licensed and approved Rehabilitation Contractors. Bids will be received on a date and at a time specified, in the Lower Township Clerk's Office, publicly opened, and dutifully recorded and certified. Bids will usually be solicited in batches of 6 or more projects at a time.

The Township of Lower will review the proposals and recommend awards to the responsible low bidders. Cost will be the primary factor considered, with the ability of the Contractor to perform the designated tasks within a reasonable period of time, as is specified in the Contract Documents, as a secondary factor.

Upon determination of the responsible low bidder by the Township of Lower, the property owner will be notified but will given an opportunity to select a responsible bidder with a higher quotation, so long as the differential in cost between the responsible low bidder and the Contractor selected is borne by the homeowner. The homeowner will be required to execute the Contract Documents with the Contractor.

It should be noted that the Township of Lower will consult the Debarred Contractors list provided by the State of New Jersey, Department of Community Affairs, prior to final recommendation of a responsible low bidder.

No more than two (2) contracts may be awarded to any single contractor newly participating in the Program from one bid batch, and the Township of Lower reserves the right to limit that to one (1), if there is reason to suggest caution.

No Contracts will be awarded to any successful low-bid Contractors unless all contracts previously awarded to him have been completed as of a given bid-opening date. The Township of Lower reserves the right to determine which three- (3) contracts will be so awarded, and whether the successful low bidder can reasonably assume the workload of three contracts.

6. Manner In Which The Township of Lower Inspects And Monitors Rehabilitation Construction

The Township will perform interim inspections of the work performed by Contractors and will be responsible for issuing a Certificate of Completion as a result of a satisfactory final inspection.

7. Manner In Which The Township of Lower Will Insure The Repayment Of Loans Provided Under This Agreement Through Appropriate Security Devices

The Township of Lower will enter into an Agreement with the borrower that specifies the purpose for the Funds to be made available through the Loan Program, including reference to a Work Write-Up and Cost Estimate, which will be attached and made part of the Borrower's Agreement. Embodied in the Borrower's Agreement will be the requirement that the Borrower sign a Note and a Mortgage, which will be recorded with the Clerk of Cape May County. The Homeowner will enter into a contract between said homeowner and contractor which will embody the work write-up and contractor bid.

Copies of the Borrower's Agreement, Homeowner/Contractor Contract and Form of Mortgage and Note to be used in implementing the Program are attached and made part of this procedural manual.²

8. Manner In Which Appraisals Of The Properties May Be Undertaken

In determining whether the rehabilitation work on a particular structure will cost 75% or more of the value of the structure after rehabilitation, the services of the Township of Lower Tax Assessor may be utilized.

9. Servicing Of Loans

This Section is not applicable because any transfer of title triggers loan repayment.

10. Establishment Of A Ratio Of Private Funds To Small Cities Funds

This section is not applicable, as the Township will provide loans directly to the property owners, without need for additional private financing. This strategy was established in the application, due to the fact that the low income of residents would likely discourage that participation of private lenders in financing of some or the entire project.

11. Manner In Which The Township Will Maintain Its Books And Records

The Township of Lower shall maintain its books and records in a manner that is consistent with the requirements set forth in the New Jersey Small Cities Community Development Block Grant Program Handbook. All records will be maintained in the office of the Lower Township Grants Coordinator. All payments will be made utilizing the Township's current financial procedures, as approved by the State of New Jersey. All Rehabilitation Loans will be issued through Township Checks, which will be approved by the Lower Township Grants Coordinator and Lower Township Treasurer. The same principles will apply for all other payments.

² Attachment B

12. Manner In Which The Township Will Insure That Each Loan Will Be Repaid In Full Should The Borrower Sell His Residence Prior To The Final Scheduled Payment Of The Loan

The Note and Mortgage provide for repayment of the loan upon sale or transfer of title. The repayment is activated as a result of transfer of title or sale of the property. The issuance of a Mortgage and recording of same in the County records will insure that the Township is aware of said transactions and will be able to exercise the provisions of the Mortgage and Note which are required to be executed by the Borrower at the time of closing. The mortgage will name the Township as the secured party for this loan transaction.

13. Manner In Which Applications For Assistance Under The Rehabilitation Program Are To Be Received, Evaluated, Approved Or Disproved

Prior to initiating the Neighborhood Revitalization Program in the target neighborhood, the Township will provide notification to residents within the target area of the availability of financial assistance for housing rehabilitation. Written notification will be given to those on the Township waiting list. The information provided will apprise residents that applications for financial assistance are available at the Township Offices.

The Grants Coordinator whose Office is located in the township building, will receive applications on a first-come, first-served basis, and will process applications in the order received. Each application will be evaluated in order to establish eligibility, including ownership status, occupancy of the property, satisfaction of township obligations, and income.

Once an application is approved, the owner will be notified and an inspection ordered on the property, in order to determine the total cost of improvements required. Subsequently, a fund reservation will be made for the approved applicant.

The Lower Township Council will be apprised on a monthly basis of the status of Grant Application received and processed. At such time that rehabilitation work is completed, and a certification of completion is issued, the Grants Coordinator and the Township Treasurer will approve a voucher for payment of loan proceeds to the contractor.

The Townships will maintain a record that indicates the date applications are received and approved for final processing. This record will be open to the public and available for review by the public upon request.

In event that an application is reviewed by the Township and is subsequently disapproved, the Township will provide in writing a letter to the applicant, stating the reason for disapproval. In the event that the applicant wishes to challenge the determination of the Grants Coordinator, the applicant will be given opportunity to approach the Township Manager who will evaluate and make a final determination on the issues in question.

14. Manner In Which The Township Will Insure The Value Of Real Property Being Provided As Security

This section is not applicable, as the Township's primary objective in executing a security instrument is to deter spendthrift actions on the part of the applicant. The Township's position is subordinate to other encumbrances. The program's primary intent is to rehabilitate homes of low and moderate income residents.

15. Manner In Which The Disbursement Of Funds And The Payment For Work Performed By The Contractor Is To Be Made

Funds will be disbursed to Contractors upon conclusion of all rehabilitation work on the property. Contractor will be required to sign a release of liens form. The Building Inspector will issue a certificate of completion, and the homeowner will be requested to sign a statement of satisfaction with regard to the work performed on his/her property. In this way, the Township will be insured that the work was performed in accordance with local codes and weatherization standards, and, furthermore, that the property improvements meet with the satisfaction of the homeowner who is borrowing funds to effect the rehabilitation. Therefore, funds will be disbursed on a lump sum basis.

Exceptions to this rule will apply to those instances where the amount of work required to be performed is of a significant dollar value, which without interim payments would create a severe hardship to the Contractor. An additional exception would permit a progress payment to the Contractor if it can be demonstrated that certain material required to complete the project would not be available for an extended period of time and would cause a financial hardship to the contractor who has performed a majority of the improvements called for in a timely manner. Other exceptions will be considered on a case-by-case basis.

16. Manner In Which The Township Will Monitor Rental Levels And Income Levels Of Occupants Of Rental Units.

This Section is not applicable. Program funds are available only to owner occupants.

17. Manner In Which The Township Will Advertise And Otherwise Disseminate Information As To The Availability Of Loans And Grants.

The Township will advertise this program by fliers in the project neighborhood and (if necessary) newspapers of general local circulation using ads and feature articles.

Area residents are already aware of the program, as a result of a waiting list compiled from requests for grants/loans from homeowners who did not qualify at the time of their inquiry, (either there were no funds available or they were not located in a specific target area). The Grants Office plans to notify the residents on the waiting list by direct mail.

Bid advertising will be through legal ads and via direct mail to interested contractors.

18. A. Definition Of Applicable Terminology

1. Low/Moderate Household: A household whose income is less than 80% of the median income of the MSA and which is classified in accordance with HUD published Section 8 Income Guidelines, as determined by family size.
2. HUD: The United States Department of Housing and Urban Development.
3. EPA: The United States Environmental Protection Agency
4. Rehabilitation: The repair of housing units according to published program specifications in order to comply with current housing, health and safety codes.
5. The Township: The Township of Lower, Cape May County, New Jersey.

B. Description Of Manner In Which Program Will Be Administered

Project Director

Michael Voll, Township of Lower Manager, will act as the Project Director. He will be responsible for overseeing all grant activities and will certify that the monthly fiscal and program progress reports are accurate.

Project Coordinator

The Township of Lower Grants Coordinator, Colleen Crippen, will act as the Project Coordinator. Ms. Crippen will be the person directly responsible for the implementing and administrating this project, including record keeping, compliance with Federal requirements and regular project oversight. Ms. Crippen handles all citizen inquiries, is responsible for the Citizen Participation Plan, has been appointed the Fair Housing Officer and is the project liaison for the Council and Township Manager.

Ms. Crippen will intake applications for Lower Township, process and certify completeness of all applications, contact homeowners, solicit contractors, prepare bid packages, monitor projects, obtain all sign-offs from inspectors, homeowners and contractors, prepare final invoices, complete fiscal monitoring reports and program progress reports, and maintain all records. Ms. Crippen anticipates spending 33% of her time on this project.

Fiscal Management

Lower Township's Chief Financial Officer, Lauren Read, will be responsible for the fiscal management and maintaining financial records of the Grant Program. While

Ms. Crippen will prepare all disbursement reports, Ms. Read will control the record keeping as a separate project and certify the in-kind salary reports. Ms. Read is responsible for signing the state invoice.

Inspector

This project will retain Michael Reardon as its program inspector for Lower Township. He will be responsible for initial inspections, specification preparation, interim inspections during construction, and a final inspection. In addition, Mr. Reardon will provide a written Certificate of Completion, Payment Request, proof of permit approvals, and a signed owner's approval. Mr. Reardon is an independent inspector who also works with Middle Township's rehabilitation program.

Lead Inspections

Lead Inspections, risk assessments and clearance will be performed by Cyrus Environmental Consultants, PO Box 28, Pomona, NJ 08240-0028.

C. A Copy Of All Forms Applicable To The Program

Attached to this procedural manual are all applicable forms, i.e. application form³ borrower's agreement, note, mortgage, etc.

19. Adjustments To The Maximum Loan

The maximum loan allowed under the Small Cities Program is \$24,999. During the implementation of the Rehabilitation Program and the rehabilitation construction activities on individual properties, unforeseen conditions may be discovered. When the inspector identifies such conditions and are deemed necessary to be corrected, the Grants Coordinator will, with the advice of the Township Building Inspector, prepare a change order to identify the additional improvements, which are necessary to correct previously unforeseen deficiencies.

The change order will attempt to delete other improvements of a lesser priority, which have not been constructed. If, however, it is determined that all improvements identified in the Work Write-Up are required, or if a majority of the improvements have been completed to the extent that there are no alternatives but to increase the scope of work, then the Grants Coordinator will have the opportunity to review on a case-by-case basis the need to exceed the maximum loan by not more than 20%. This action will only be taken where it is deemed necessary to remove serious code deficiencies from an eligible property. The Grants Coordinator will report to the Township Manager the actions required, and will document the Community Development file for the individual property.

³ Attachment C

20. Emergency Procedures

The Program Administrator shall determine that an emergency situation exists based on the following:

- The repair problem is an immediate and serious threat to the health and safety of the building's residents;
- The problem has been inspected and the threat verified by the appropriate local construction and/or health official; and
- The building is owner occupied and the residents are determined to be income eligible.

All income qualified home-owners of the municipality are eligible for this assistance. Only those repairs necessary to correct the emergency situation are eligible for this priority assistance.

Examples of emergency conditions that may arise include failure of a heating system, deteriorated leaking roofs, hazardous electrical systems, non-functioning plumbing systems, collapsing roofs or porches or foundation damage. This list is provided as examples of the types of conditions that would be life or health threatening to the occupants of the property, but is not considered all-inclusive.

21. Delineation Of The Primary Target Areas

The primary target area is all of Lower Township.

22. Unfeasibility Of Rehabilitation

In the event that the property inspection reveals an extraordinary degree of property deficiencies and weatherization deficiencies that are of a serious nature, an evaluation will be made as to the feasibility of investing Small Cities Community Development Funds into the property, in light of the relative impact of the improvements when measured against the total deficiencies in the structure and value of the structure after rehabilitation. In the event that this evaluation reveals that the amount of rehabilitation required on the property exceeds 75% of the value of the property after rehabilitation, the Program Director will have the discretion to disqualify the applicant, and, therefore, target limited Small Cities resources to other qualified properties.

This determination is based on the criteria established in the Environmental Review Regulations. The Township will receive a release of funds for implementation of rehabilitation activities on the premise that the cost of rehabilitation of qualified properties will not exceed 75% of the property value after rehabilitation. To fund a project of this nature would, therefore, be in violation of the findings and conclusions established in the environmental assessment. Furthermore, the project is designed to rehabilitate existing structurally sound properties and is not designed to reconstruct substandard properties.

23. Management of Disputes

Should any dispute arise respecting the true meaning of the Work Write-Up, or should any dispute arise respecting the true value of the extra work or the work omitted, or of improper workmanship or materials, or of any loss sustained by the Owner, the Owner may request a hearing before the Townships. Such request must be made in writing and shall state the nature of the dispute. All parties to the dispute shall be notified in writing of the date and location of the hearing. The Townships representative, (Colleen Crippen), shall appoint an arbitration committee, consisting of three Township Officials. The ultimate decision rests with the arbitration committee, with no further recourse on the part of the property owner.

24. Lead Compliance

In accordance with HUD regulations 24 CFR Part 35, and the EPA Lead-Based Paint Renovation, Repair and Painting Program (RRP), See attached "Small Entity Compliance Guide to Renovate Right" for EPA's Lead-Based Paint Renovation, Repair and Painting Program guidelines. All Program assisted homes constructed prior to 1978 will be tested for lead based paint, and if applicable, be inspected by a risk assessor.

Housing rehabilitation exemptions from lead based paint regulations are as follows:

- Residential structures built after January 1, 1978
- Properties found not to have lead-based paint during earlier testing that meets the requirements of prior evaluations
- Properties where all lead-based paint has been identified and removed using approved methods
- Rehabilitation that does not disturb paint

At the appropriate time, the Program will provide homeowner with copies of the following:

- Lead Hazard Information Pamphlet
- Homeowner signed confirmation of receipt of lead pamphlet.
- Property Owner Disclosure (distributed to owners of a unit known to contain lead-based paint or lead based paint hazards for disclosure to tenants or prospective purchasers)
- Notice of Lead Hazard Evaluation
- Notice of Lead Hazard Reduction Activity
- Clearance Test
- Notice of Clearance

Both Notices of Lead Hazard Evaluation and Lead Hazard Reduction will be provided to the occupants within 15 calendar days of the date the Program receives the evaluation report or the date the lead hazard reduction work is completed. The type of evaluation and reduction activities required depends on the level of Federal assistance as defined by Federal regulations for HUD programs and the . The level is determined by taking the lower of the per unit rehabilitation hard costs or the per unit Federal assistance. Once calculated, the cost determines the level of assistance as exhibited in the table below.

HUD Regulations 24 CFR Part 35 Subpart J : Required Housing Rehabilitation Activities

Amount of Program Assistance	< \$5,000	> \$5,000 < \$25,000	> \$25,000
Approach to Lead Hazard Evaluation and Reduction	Do no harm	Identify and control lead hazards	Identify and abate lead hazards
Notification	Yes	Yes	Yes
Lead Hazard Evaluation	Paint Testing of surfaces to be disturbed by rehabilitation and a Risk Assessment of entire unit including maintenance plan	Paint Testing of surfaces to be disturbed by rehabilitation and a Risk Assessment of entire unit including maintenance plan	Paint Testing of surfaces to be disturbed by rehabilitation and a Risk Assessment of entire unit including maintenance plan
Lead Hazard Reduction	Repair surfaces disturbed during rehabilitation. Safe work practices Clearance of work site	Interim Controls Safe work practices Clearance of unit	Abatement Safe work practices Clearance of unit

Note: The amounts in the table above refer only to the amount of rehabilitation and do not include lead work.

A lead hazard evaluation will consist of one or more of the following:

- Visual Assessment performed by a HQS Inspector
- Paint Testing performed by a Certified Inspector
- Risk Assessment performed by a Certified Risk Assessor
- Maintenance plan

The lead hazard reduction will always include safe work practices and clearance and will also include one or more of the following:

- Paint Stabilization
- Interim Controls (or Standard Treatment)
- Abatement

The appropriate professional to identify and evaluate lead hazards will inspect any properties not inclusive of the aforementioned exemptions and applying for program assistance. If hazards are identified, the program will then determine the following:

- Required level of lead hazard reduction
- What methods will be used to reduce or eliminate the hazards
- Whether or not relocation of occupants is necessary

The occupants will be notified of the Program's determination. The decision to relocate occupants during work construction is determined by the extent of the rehabilitation and lead hazard reduction work as outlined in HUD Regulations 24 CFR Part 35.1345 under Subpart R. The HUD Handbook 1378 requirements apply for any occupants who are to be temporarily relocated during the construction period.

Prior to the rehabilitation and lead based paint hazard work going out to bid, the Program will determine the type of contractor needed to complete the work required. The Program staff, homeowner and contractor(s) awarded the job will review the key aspects of the lead hazard reduction during the pre-construction conference. Only State certified lead abatement contractors shall conduct abatement.

The awarded contractor(s) will perform safe work practices at all times which includes but is not limited to:

- Occupant protection
- Worksite preparation
- Daily cleanup
- Safe work practices
- Worker protection

Occupants will be notified of any lead-hazard reduction measures that were taken. Subsequent to the program's final inspection, the Lead Based Paint Inspector will conduct a clearance examination including dust samples to confirm the unit is safe for occupancy and that lead hazard reduction was performed according to the Program's work specifications. Notice will be provided to the homeowner within 72 hours of the lead clearance test.

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

RESOLUTION #2015-254

TITLE: SMALL CITIES HOUSING REHABILITATION GRANT MANAGEMENT PLAN

WHEREAS, the Township of Lower will apply for approximately \$200,000 to carry out a NJDCA Fiscal Year 2016 Small Cities CDBG Housing Rehabilitation project to provide housing rehabilitation loans to low and moderate income residents; and

WHEREAS, the NJ Department of Community Affairs requires the Township of Lower to prepare a Grant Management Plan to define project staffing and project activities; and

WHEREAS, the NJ Department of Community Affairs requires the Township of Lower to officially adopt its Grant Management Plan; and

WHEREAS, the Township of Lower has prepared a Grant Management Plan for its Fiscal Year 2016 Housing Rehabilitation project.

NOW, THEREFORE BE IT RESOLVED, that the Township Council of the Township of Lower adopts the Grant Management Plan prepared by Colleen Crippen for the Fiscal Year 2016 Housing Rehabilitation project.

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on August 17, 2015.


Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD			X			
PERRY			X			
SIMONSEN		X	X			
CLARK	X		X			
BECK			X			

GRANT MANAGEMENT PLAN TOWNSHIP OF LOWER FY 2016 SMALL CITIES HOUSING REHABILITATION

August 2015

Project Staff

James Ridgway, Township of Lower Manager, will act as the Project Director. He will be responsible for overseeing all grant activities and will certify that quarterly fiscal and program progress reports are accurate.

James Ridgway
Township of Lower
Township Building
2600 Bayshore Road
Villas, NJ 08251-1399
(609) 886-2005 & (609) 886-1232 (fax)
jridgway@townshipoflower.org

Project Coordinator functions are handled by Ms. Colleen Crippen, Township Grants Coordinator. Ms. Crippen has experience in implementing 19 DCA Small Cities projects including nine public facilities projects. In addition she has administered Neighborhood Preservation and Safe Housing projects. She is a full-time employee of the Township. The address and phone number for Ms. Crippen are:

Colleen Crippen, Grants Coordinator
Township of Lower
Township Building
2600 Bayshore Road Villas, NJ 08251-1399
(609) 886-2005 & (609) 886-2305 (fax)
ccrippen@townshipoflower.org

Fiscal management will be handled by Township CFO/Treasurer, Ms. Lauren Read. The address and phone number for Ms. Read are shown below:

Lauren Read, CFO/Treasurer
Township of Lower
Township Building 2600 Bayshore Road Villas, NJ 08251-1399
(609) 886-2005 & (609) 886-1694 (fax)
lread@townshlpoflower.org

This project will retain Michael Reardon as its program inspector for Lower Township. He will be responsible for initial inspections, specification preparation, interim inspections during construction, and a final inspection. In addition, Mr. Reardon will provide a written Certificate of Completion, Payment Request, proof of permit approvals, and a signed owner's approval.

Michael Reardon
 PO BOX 513
 CMCH, NJ 08210
 (609) 425-8425
 mreardon13@comcast.net

Cyrus Environmental Consultants will perform lead inspections, risk assessments and clearance.

Cyrus Environmental Consultants
 P.O. Box 328
 Pomona, NJ 08240-0028
 Phone: (609) 652-5074 Fax: (609) 652-6754

Administrative Tasks Necessary to Implement the Grant

- | | |
|--|----------------------|
| • Preparation of Community Development Needs Statement | Colleen Crippen |
| • Preparation of Environmental Review Record | Colleen Crippen |
| • Preparation of Grant Management Plan | Colleen Crippen |
| • Fair Housing Compliance | Colleen Crippen |
| • Historic preservation clearance | Colleen Crippen |
| • Program record keeping | Colleen Crippen |
| • Work Write Ups/Cost Estimates | Michael Reardon |
| • Lead inspection & Risk Assessment | Cyrus Environmental |
| • Preparation of bid package and bidding | Colleen Crippen |
| • M8E & WBE contractor outreach | Colleen Crippen |
| • Preparation of construction contract | Colleen Crippen |
| • Citizen participation compliance | Colleen Crippen |
| • Construction inspection | Michael Reardon |
| • Lead Clearance | Cyrus Environmental |
| • Review and approval of construction invoices | Colleen Crippen |
| • Preparation of FSR and FMR reports | Colleen Crippen |
| • Submission of FSR and FMR reports | C. Crippen / L. Read |
| • Processing of payment requests from contractor | Lauren Read |
| • Coordination with NJDCA staff | Colleen Crippen |
| • Attendance of NJDCA monitoring visits | Colleen Crippen |
| • Program closeout | Colleen Crippen |

Project Schedule

- | | |
|--|-----------|
| • Preparation of Community Development Needs Statement | Completed |
| • Preparation of Environmental Review Record | Completed |
| • Preparation of Grant Management Plan | Completed |

- Fair Housing Compliance
- Historic preservation clearance
- Program record keeping
- Preparation of bid package and bidding
- MBE & WBE contractor outreach
- Preparation of construction contract
- Citizen participation compliance
- Construction inspection
- Review and approval of construction invoices
- Preparation of FSR and FMR reports
- Submission of FSR and FMR reports
- Processing of payment requests from contractor
- Coordination with NJDCA staff
- Program closeout

Completed
 Pending/Letter sent
 October 2015 – February 2016
 Upon Release of Funds
 Upon Release of Funds
 Upon Release of Funds
 October 2015 – February 2016
 January 2016 – February 2017
 October 2015 – February 2017
 February 2017

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

RESOLUTION # 2015-255

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

WHEREAS, the employee listed below has accrued compensatory time due from the Township and because of his recent promotion, must be paid for his 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 Governing Body of the Township of Lower that payment to William Priole in the amount of \$9,226.32 is authorized and chargeable to the 2015 Budget account 5-01-25-240-120.

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on August 17, 2015.


Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD			X			
PERRY			X			
SIMONSEN		X	X			
CLARK	X		X			
BECK			X			

E Employee Maintenance - General Data

Add Edit Close Delete << >> Detail Notes Letter

Employee Id: **ES10R01** Previous Next Go To: General Data

First Name: **WILLIAM** Middle Init: **C** Last Name: **BRTOLE** Suffix: Notes Exist

Main Classification Dates Salary/Rates Hrs/Days Pension Emergency Demographics

Accrual/Carryover Id: **PSA** **PSA**

	Last Used	Carryover	YTD Accrued	YTD Used	Available	Max Allowed	Payroll YTD Hours Used
Sick (Hours):	05/12/15	1,493.50	128.00	12.00	1,609.50	.00	.00
Vacation (Hours):	07/24/15	239.00	320.00	230.00	329.00	.00	.00
Admin (Hours):	02/04/15	.00	48.00	12.00	36.00	.00	.00
Comp (Hours):	05/09/15	296.75	38.25	165.00	170.00	.00	.00
Other (Hours):	/ /	.00	.00	.00	.00	.00	.00

Note: This tab reflects time up to and including 12/31/15.

54-2725 x
170-00 =
9-226-325

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

RESOLUTION # 2015-256

TITLE: RESOLUTION INCREASING THE BID THRESHOLD PURSUANT TO N.J.S.A. 40A:11-3

WHEREAS, recent changes to the Local Public contracts Law give local contracting units the ability to increase their bid threshold; and

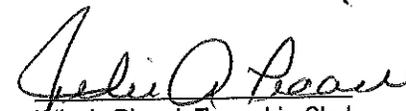
WHEREAS, pursuant to N.J.S.A. 40A:11-3, the State Treasurer has increased the minimum bid threshold from \$36,000 to \$40,000 for entities subject to the Local Public Contracts Law whose purchasing agents possess a Qualified Purchasing Agent (QPA) certificate awarded by the Division of Local Government Services. As such, the new quote threshold for local units with QPAs is \$6,000 (15% of the \$40,000 QPA bid threshold); and

WHEREAS, the Township has appointed Margaret Vitelli as the Township's Qualified Purchasing Agent (QPA).

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Township of Lower, County of Cape May, State of New Jersey hereby re-establishes its bid threshold to \$40,000.00 as permitted by N.J.S.A. 40A:11-3.

BE IT FURTHER RESOLVED the Lower Township Bid Quotation threshold shall not exceed \$6,000.00 with the amount to be established by a directive from the Township Manager on an annual basis.

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on August 3, 2015.


 Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD			X			
PERRY			X			
SIMONSEN		X	X			
CLARK	X		X			
BECK			X			

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

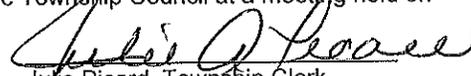
RESOLUTION #2015- 257

TITLE: AUTHORIZING THE PAYMENT OF VOUCHERS

<u>Vendor</u>	<u>PO #</u>	<u>Description</u>	<u>CK</u>	<u>Amount</u>
Lower Township Rescue	15-01321	Expenses- 2 nd Payment		\$ 20,000.00

Total Bill List \$ 20,000.00

I hereby certify the foregoing to be a resolution adopted by the Township Council at a meeting held on August 17, 2015


Julie Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD					X	
PERRY			X			
SIMONSEN	X		X			
CLARK		X	X			
BECK			X			