

WORK SESSION & REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL
August 5, 2019 - 5:00 P.M.

Meeting called to order

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

Work Session

Proclamation - Sergeant Ed Edwards – Mayor Erik Simonsen
Swearing In – Sergeant Robert Hartman Jr. – Mayor Erik Simonsen

Consent Agenda

Approval of Minutes - July 15, 2019
Approval of Closed Session Minutes - July 15, 2019
Res. #2019-243 Payment of Vouchers \$ 1,394,857.78
Res. #2019-244 Appointment to the Planning Board – Regular Member (R.Crompton moved from Alt to Reg member)
Res. #2019-245 Appointment to the Planning Board (S.Supplee Alt #1)
Res. #2019-246 Authorizing a Professional Service Contract with Blauer Associates for the Application Submission and Administrative Work, if needed, for an ADA Compliance Project for Rotary Park (not to exceed \$17,500)
Res. #2019-247 Approval for a Public Facilities Grant Application in the Amount of \$400,000 for Rotary Park ADA Improvements
Res. #2019-248 Authorization for Refund of Taxes (5 properties)
Res. #2019-249 Authorizing Payout of Terminal Leave (E.Edwards \$18,875.36)
Res. #2019-250 Approval for Good Day for a Run/Run the Vineyards – Down the Shore 5k on September 22, 2019
Res. #2019-251 Approving Change Order #1 to Resolution #2018-248; Approving A Professional Service Contract with Mott MacDonald for Professional Engineering Services for the Recreation Center Restrooms Upgrade Project – Construction Phase (\$30,785)
Res. #2019-252 Authorizing the Sale of Township of Lower Surplus No Longer Needed for Public Use on Gov Deals Online Auction Website (3 vehicles)
Ordinance #2019-12; An Ordinance Authorizing the Township of Lower to Grant a Utility Easement to the Lower Township Municipal Utilities Authority for the Purposes of Constructing a Vacuum Sewer Station in Furtherance of the Current Sewer Expansion Project Over A Portion of the Property Located on a Portion on what was Formerly Called Cresse Lane/Sally Marshall Crossing

Regular Agenda

Ordinance #2019-11; An Ordinance of the Township of Lower Vacating, Surrendering and Extinguishing the Public Rights of a Portion of Cedar Avenue - This is the second reading and public hearing of this Ordinance. This Ordinance has been posted, published and made available to the public.
Res. #2019-253 A Resolution Approving a Shared Service Agreement Between the Township of Lower and the Lower Cape May Regional School District to Permit the Lower Cape May Regional School District to Oversee and Manage the Township of Lower Recreation Department's Seventh and Eighth Grade Football Team
Res. #2019-254 A Resolution Authorizing the Placement of a Non-Binding Referendum on the November 5, 2019 General Election Ballot to Ascertain Whether the Voters of the Township of Lower Support the Construction of a State of the Art Aquatic Center at the Cape May County Airport

Manager's Report

Administrative Reports

Tax - Certification of Mailing of Tax Bills
Finance - 2nd Qtr Report & June, 2019

Council Comments

Call to the Public

Closed Session

Res. #2019-255 Resolution Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12. **Contract /Negotiations Update**

Adjournment

COUNCIL MEETING MINUTES – July 15, 2019

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on July 15, 2019 at 5:00 p.m. in the meeting room of the Township Hall, 2600 Bayshore Road, Villas, New Jersey.

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

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

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

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

Work Session

Consent Agenda

Approval of Minutes – July 1, 2019

Approval of Closed Session Minutes – July 1, 2019

Res. #2019-233 Payment of Vouchers \$ 289,269.45

Res. #2019-234 Requesting Change in Title, Text or Amount of Appropriation; N.J.S.A. 40A:4-85 (Chapter 159, P.L. 1948)

Res. #2019-235 A Resolution Authorizing the Transfer of a Firearm No Longer Needed, to a Licensed Firearms Dealer for Private Sale (J.Boyle \$200.)

Res. #2019-236 Authorization for the Payout of Accumulated Compensatory Time (W.Kocis, \$3,393.54)

Res. #2019-237 Resolution Providing For the Combination of Certain Issues and Determining the Form and Other Details of the Offering of \$7,450,000 General Obligation Bonds, Series 2019 of the Township of Lower in the County of Cape May, State of New Jersey and Providing for the Sale of Such Bonds

Res. #2019-238 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (DEDR \$31,409.)

Res. #2019-239 Re-Appointment to the Zoning Board of Adjustment (R.Basco)

Res. #2019-240 A Resolution Approving Schellenger's Landing Sidewalk Project Maintenance Agreement with the New Jersey Department of Transportation (responsibility for brick pavers)

Res. #2019-241 Resolution Amending the Appropriation Number on Resolution #2019-205 for Mott MacDonald, Change Order #2 Construction Phase of Roseanne Avenue Roadway and Utility Improvements Project Phase III (correct appropriation 55-417-000)

Ordinance #2019-11; An Ordinance of the Township of Lower Vacating, Surrendering and Extinguishing the Public Rights of a Portion of Cedar Avenue - This is the first reading of this Ordinance, the second reading and public hearing has been scheduled for August 5, 2019.

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

Regular Agenda

Manager's Report

Manager Ridgway commented on the Summer Concert Series and informed of an upcoming meeting with DRBA representatives to discuss improvements to the area of Douglass Park. He also announced Mark Sray's transfer and thanked him for his service to the Township.

Engineer's Report

Mark Sray voiced appreciation for the kind words and informed of his availability while continuing his work with Mott MacDonald in Pittsburgh. He gave an update on the current engineering projects in the Township, including: Roseann Avenue Phase 1 and Phase 3, Beach Access Improvements, Recreation Center Restrooms Upgrades, and Mulligan Field Renovations.

Manager Ridgway commented about landscaping on Roseann Avenue and communicated the Township's plan to pursue a grant for improvements to Rotary Park.

Mr. Sray informed of the time frame that the contractor is responsible to maintain the sod.

Councilmember Perry made favorable comments about the transformation on Roseann Avenue.

Administrative Reports

Personnel Action Report

Monthly Reports: Clerk, Construction, Dog, Fire Safety, Tax Collector, Vital Statistics

Council Comments

Councilmember Conrad made a request to Manager Ridgway regarding his meeting with the DRBA. He gave an update from the County regarding flooding in Fishing Creek, and updated on the MUA's progress in Villas East. He also communicated changes to Cape Assist and the Healthy Youth Coalition.

Councilmember Perry commended and thanked Mark Sray for his work for the Township.

Councilmember Roy made favorable comments regarding paving in Erma Park.

Deputy Mayor Sippel thanked all parties involved with the Independence Day Festival and Fireworks and reminded of the upcoming Police Youth Camp.

Mayor Simonsen congratulated Coach Frank Simonsen on his induction into the CAL Youth Football League Hall of Fame and congratulated Joseph Magee, scholarship recipient. He commented on the success of the Independence Day Festival and announced the following upcoming events: Coombs/Douglass Memorial Sunset Bay Run, National Night Out, and the continuation of the Summer Concert Series.

Call to the Public

Cosette Gasser, Bayshore Rd, addressed Council with questions and concerns regarding the community pool. Manager Ridgway agreed to address Ms. Gasser's concerns.

Amy Einhaus, Roseann Ave, thanked Mr. Sray for his work on Roseann Ave. and inquired about street lights and additional paving.

Mr. Sray addressed Ms. Einhaus's concerns.

Levente Peter, Bayshore Rd, addressed Council with suggestions for improvements to bike path infrastructure.

Mayor Simonsen shared information regarding plans for improvements favorable to bikers.

Manager Ridgway pointed out an area of concern and shared his observation of the number of bikers increasing.

Lois Thorn, 128 W Tampa, commented about the bike path and the pool, and inquired about beach access on Tampa Ave, and the missing street sign on W. Tampa and Bayshore Rd.

Councilmember Conrad addressed her concerns.

Bill Greenfield, Villas, inquired about a topic discussed at the last meeting concerning Spicer's Creek.

Manager Ridgway informed Mr. Greenfield that the discussion was concerning the road leading to Utsch's Marina.

Mr. Greenfield also asked about beach access improvements and trash cans.

Councilmember Conrad addressed his questions.

Closed Session

Res. #2019-242 Resolution Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12. **Contract Negotiation Update & Attorney/Client Privilege**

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

Council adjourned to closed session at 5:36 pm.

Council returned to open session at 6:38 pm.

Adjournment

There being no further business to address, motion to adjourn moved by Councilmember Roy, seconded by Deputy Mayor Sippel. Motion to adjourn was unanimous. Meeting adjourned at 6:39 p.m.

Mayor

Township Clerk

Approved:

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00611 COUNTY OF CAPE MAY (FUEL) Continued								
	19-02147	07/29/19	FUEL/DPW 6/1/19-6/30/19	Open	21,726.26	0.00		
					43,804.76			
00651 MUNICIPAL UTIL AUTH DUMP FEES								
	19-02028	07/16/19	TIPPING FEES 6/3-6/29/19	Open	77,650.46	0.00		
00775 CAPRIONI PORTABLE TOILETS, INC*								
	19-01140	04/15/19	RENTAL OF DOUBLE TRAILER	Open	1,700.00	0.00		B
	19-02052	07/18/19	MONTHLY- SUMMER CONCERT-SOUL	Open	120.00	0.00		
	19-02053	07/18/19	MONTHLY- TOILET PAPER DELIVERY	Open	44.82	0.00		
					1,864.82			
00784 CAPE MAY STAR & WAVE								
	19-02071	07/23/19	LEGAL PUBLICATION 7/17/19	Open	30.38	0.00		
00807 CDW-GOVERNMENT INC*								
	19-01954	07/09/19	DET OFFICE DRY ERASE	Open	380.08	0.00		
00825 COMCAST*								
	19-02128	07/26/19	JULY 2019 INTERNET	Open	1,170.63	0.00		PC1
	19-02169	07/31/19	FIRE SAFETY INTERNET 7/28-8/27	Open	157.16	0.00		
					1,327.79			
00852 CHERRY VALLEY TRACTOR CO.*								
	19-01820	06/25/19	NEW HOLLAND BACKHOE FUEL TANK	Open	2,452.00	0.00		
	19-01821	06/25/19	LTPW TACTOR BOOMER PARTS	Open	750.00	0.00		
					3,202.00			
00928 CAPE MAY COUNTY CLERK								
	19-01884	06/28/19	NOTARY SWEARING IN BROWN/BREWS	Open	30.00	0.00		
	19-01944	07/08/19	2019 SAMPLE BALLOTS	Open	6,586.00	0.00		
					6,616.00			
01171 VERIZON WIRELESS - TOWNHALL								
	19-02178	08/01/19	6/24-7/23/19 CELL PHONE	Open	499.86	0.00		
01200 DELTA DENTAL PLAN OF NJ								
	19-02125	07/26/19	JULY 19 ADMIN GR# 9427	Open	1,303.20	0.00		
01201 DELL CORPORATION*								
	19-01903	07/02/19	COMPUTER - CODE ENFORCEMENT	Open	1,140.33	0.00		
01219 CONTRACTOR SERVICE*								
	19-01807	06/20/19	200 TRAFFIC CONES	Open	3,110.00	0.00		
01220 DRAEGER, INC*								
	19-01881	06/28/19	CERT. OF ALCHOTEST PARTS	Open	179.00	0.00		
01389 EDDIE'S AUTO BODY*								
	19-01772	06/13/19	VEHICLE PART	Open	85.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01389 EDDIE'S AUTO BODY*								
	19-01789	06/17/19	VEHICLE T-3	Open	7,096.42	0.00		
					7,181.42			
01499 JOSEPH FAZZIO, INC*								
	19-01713	06/07/19	STEEL FOR TUB GRINDER	Open	225.46	0.00		
01577 MIKE FLINN**								
	19-02181	08/01/19	JUDO SUMMER 19 SESSION	Open	760.00	0.00		
01590 FORD, SCOTT & ASSOCIATES*								
	19-00049	01/04/19	RES2019-03 AUDITOR DNE \$40,000	Open	4,000.00	0.00		
01602 THOMSON WEST*								
	19-02099	07/24/19	2019 PP UPDATE	Open	1,302.00	0.00		
01690 GRANTURK EQUIPMENT CO*								
	19-01956	07/09/19	PARTS FOR RECYCLING TRUCKS	Open	1,246.16	0.00		
01806 ANTHONY J HARVATT, II, ESQ								
	19-02020	07/15/19	PREP RESOLUTIONS 6/6/19	Open	750.00	0.00		
02136 TED KINGSTON INC*								
	19-01968	07/09/19	RADIO MAINT.	Open	125.00	0.00		
02140 KINDLE FORD LINC/MERC., INC.*								
	19-01268	05/02/19	PARTS FOR POLICE VEHICLES/JUNE	Open	870.57	0.00		
	19-01270	05/02/19	PARTS FOR POLICE VEHICLES/JULY	Open	832.60	0.00		
	19-01718	06/07/19	PARTS FOR POLICE VEHICLES/AUG	Open	883.86	0.00		
	19-01961	07/09/19	PARTS FOR POLICE VEHICLES/SEPT	Open	562.72	0.00		
					3,149.75			
02200 KOHLER'S AUTO GLASS*								
	19-02036	07/16/19	REPAIR PD WINDSHIELD	Open	100.00	0.00		
02418 MAJESTIC SEWER AND DRAIN*								
	19-01806	06/20/19	SNAKE DRAIN FOR TOWNSHIP POOL	Open	185.00	0.00		
02538 MARSH & MCLENNAN AGENCY, LLC*								
	19-00052	01/04/19	DNE\$26,674.08 BROKER	Open	2,222.84	0.00		B
02541 ROBERT D. MARTIN, JR								
	19-02011	07/11/19	CONTRACTUAL REIMBURSEMENT M	Open	96.55	0.00		
02585 WILLIAM MASTRIANA								
	19-02018	07/12/19	CONTRACTUAL REIMBURSEMENT V	Open	155.00	0.00		
02787 PHILIP MORSE								
	19-02136	07/29/19	REIMBURSEMENT- COACH	Open	44.05	0.00		
02810 MOUNT CONSTRUCTION CO*								
	19-02035	07/16/19	ROSEANN PHASE 3 DNE \$2464865.0	Open	8,281.00	0.00		

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02940 MUNICIPAL RECORD SERVICE*								
	19-02017	07/12/19	TRAFFIC TICKETS	Open	411.00	0.00		
03026 NJ STATE HEALTH BENEFITS								
	19-02121	07/26/19	AUGUST 19 BENEFITS ID 024700	Open	64,387.54	0.00		
	19-02122	07/26/19	AUGUST 19 ACTIVE ID 024700	Open	<u>188,322.23</u>	0.00		
					252,709.77			
03104 NORTHEAST IND.&MARINE SUPPLY*								
	19-00849	03/22/19	PARTS/RDS/SANT/RECY/DPW/MARCH	Open	99.56	0.00		
	19-00850	03/22/19	PARTS/RDS/SANT/RECY/APRIL	Open	<u>443.39</u>	0.00		
					542.95			
03226 OLD DOMINION BRUSH CO.*								
	19-02033	07/16/19	18" INTAKE FLANG REMAINDER X1C	Open	262.00	0.00		
03274 P & J GAS SERVICE*								
	19-01908	07/02/19	PROPANE	Open	36.00	0.00		
03280 PARAMOUNT SANITARY SUPPLY*								
	19-02000	07/10/19	TRASH BAGS FOR TOWNSHIP	Open	561.20	0.00		
03293 BLAINE PAYNTER								
	19-02074	07/23/19	CONTRACTUAL REIMBURSEMENT M	Open	40.00	0.00		
03305 PEDRONT FUEL*								
	19-02039	07/16/19	NO LEAD GAS	Open	461.28	0.00		
03427 POLAR BEAR MECHANICAL SERVICES								
	19-01799	06/19/19	PARTS FOR AC UNIT NOT WORKING	Open	1,556.98	0.00		
03460 V.E. RALPH & SON, INC.*								
	19-01768	06/13/19	FLASH LIGHTS	Open	3,166.90	0.00		
03491 RENTAL COUNTRY*								
	19-01984	07/10/19	LAWN CARE ITEMS FOR PARKS	Open	727.88	0.00		
03518 RIGGINS, INC.*								
	19-02006	07/11/19	OFF HIGHWAY DIESEL	Open	672.08	0.00		
	19-02050	07/17/19	OFF HIGHWAY DIESEL 7/12/19	Open	159.33	0.00		
	19-02114	07/25/19	OFF HIGHWAY DIESEL	Open	<u>233.29</u>	0.00		
					1,064.70			
03537 RUTGERS, THE STATE UNIVERSITY*								
	19-01986	07/10/19	CONTINUING ED MARISSA MCCORKEL	Open	781.00	0.00		
03573 SAFETY-KLEEN CORP*								
	19-01284	05/02/19	EQUIP MAINTENCE/JUNE	Open	492.40	0.00		
03611 SERVICE TIRE TRUCK CENTERS*								
	19-01287	05/02/19	TIRES/RDS/SANT/DPW/JUNE	Open	6,475.50	0.00		

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03613 SEA ISLE ICE CO. INC.*								
	19-01825	06/26/19	ICE FOR DPW	Open	207.00	0.00		
	19-01826	06/26/19	ICE FOR DPW	Open	180.00	0.00		
					<u>387.00</u>			
03692 SOUTH JERSEY GAS CO*								
	19-02148	07/29/19	6/17-7/16/19 NATURAL GAS	Open	408.09	0.00		
03820 MUNICIPAL UTILIL. AUTH ON CALL								
	19-02084	07/23/19	ONE CALL CONCEPTS	Open	277.11	0.00		
03954 VAN NOTE-HARVEY ASSOCIATES*								
	17-02751	10/25/17	RES 2017-281 TAX MAP	Open	38,982.01	0.00		B
03969 VERIZON								
	19-02056	07/19/19	7/13-8/12/19 LANDLINES	Open	259.85	0.00		
03971 VERIZON WIRELESS MDT POLICE								
	19-02168	07/31/19	MDT WIRELESS	Open	843.35	0.00		
03985 VILLAS NAPA AUTO PARTS								
	19-01297	05/02/19	RDS/SANT/REDY/JUNE	Open	3,919.06	0.00		
04085 CHRISTOPHER WINTER (EMPLOYEE)								
	19-02124	07/26/19	CONTRACTUAL REIMBURSEMENT M	Open	15.00	0.00		
04097 CINTAS FIRST AID AND SAFETY*								
	19-02105	07/25/19	FIRST AID TOWNHALL 7/24/19	Open	86.93	0.00		
	19-02115	07/25/19	RESTOCK MEDICAL CABINET	Open	28.83	0.00		
	19-02116	07/25/19	FIRST AIS SUPPLIES	Open	62.06	0.00		
					<u>177.82</u>			
04261 STATE OF NEW JERSEY								
	19-02049	07/17/19	2ND QTR UNEMPLOYMENT	Open	13,215.77	0.00		
04301 SEASHORE ASPHALT CORPORATION*								
	19-01286	05/02/19	HP PATCH/JULY	Open	1,108.62	0.00		
	19-01988	07/10/19	HP/PATCH/AUG	Open	533.71	0.00		
					<u>1,642.33</u>			
04445 TRICOMM SERVICES CORP*								
	19-02013	07/12/19	MAIN TELEPHONE BOARD IP500	Open	1,278.50	0.00		
04504 MEDIA FIVE LTD*								
	19-00974	03/29/19	RES 19-66 CONCERT SERIES BANDS	Open	3,500.00	0.00		B
05066 MICHAEL REEB								
	19-02166	07/31/19	DJ COOMB/DOUGLASS RUN 8/4/19	Open	200.00	0.00		
2023 ATLANTIC TACTICAL INC*								
	19-01804	06/19/19	WEAPON LIGHTS	Open	756.00	0.00		

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6049 DONALD MUNNO	19-02127	07/26/19	7/20/19 REFUND TAX B507.05L9	Open	3,123.74	0.00		
6059 USABLE LIFE	19-02126	07/26/19	AUGUST 2019 LIFE INSURANCE	Open	622.60	0.00		
7019 OCEAN VIEW VETERINARY*	19-02010	07/11/19	VET SERVICES 7/1/19	Open	130.00	0.00		
7079 SUBURBAN PROPANE L P*	19-02059	07/19/19	PROPANE- SHUNPIKE	Open	30.37	0.00		
7098 SHORE VETERINARIAN ANIMAL *	19-00053	01/04/19	LOWER ANIMAL CONTROL DNE \$54K	Open	4,500.00	0.00		B
7117 NJLM	19-02097	07/23/19	2019 SALARY REPORT	Open	90.00	0.00		
7196 LAUREN HUGGINS SUIT*	19-00032	01/04/19	2019 DNE 12,900.00	Open	1,075.00	0.00		B
7199 STAPLES CREDIT PLAN-INSTORE PU	19-01780	06/14/19	OFFICE SUPPLIES	Open	315.71	0.00		
	19-01781	06/14/19	OFFICE SUPPLIES	Open	380.92	0.00		
	19-01891	07/01/19	OFFICE SUPPLIES	Open	224.90	0.00		
	19-01892	07/01/19		Open	143.99	0.00		
	19-01943	07/08/19	OFFICE SUPPLIES	Open	119.03	0.00		
	19-02005	07/11/19	OFFICE SUPPLIES	Open	104.43	0.00		
					1,288.98			
7209 FRANK KIELB ENTERTAINMENT INC*	19-00975	03/29/19	CONCERT SERIES - BANDS	Open	4,750.00	0.00		
7251 REIT LUBRICANTS CO*	19-02003	07/11/19	HYDRAULIC OIL/ BULK	Open	1,522.50	0.00		
7310 CORELOGIC REAL ESTATE TAX SER	19-02123	07/26/19	7/23/19 REFUND B496.29 L 91	Open	1,196.52	0.00		
7335 MAIL FINANCE/NEOPOST	19-02051	07/18/19	5/17-8/16/19 POSTAGE MACHINE	Open	1,890.00	0.00		
7354 FLEETPRIDE INC.*	19-02029	07/16/19	USER FRIENDLY FUEL FILTER	Open	296.40	0.00		
7449 JOHN HEARON	19-02135	07/29/19	REIMBURSEMENT-COACH	Open	59.05	0.00		
7475 SUZANNE M SCHEID	19-02140	07/29/19	CONTRACTUAL REIMBURSEMENT M	Open	35.32	0.00		
7507 STEFANKIEWICZ & BELASCO LLC	19-00046	01/04/19	RES 2019-01 DNE 28,000	Open	2,333.33	0.00		B

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7507 STEFANKIEWICZ & BELASCO LLC Continued								
	19-00047	01/04/19	DNE \$97,000 EXPENSES	Open	<u>5,506.00</u>	0.00		
					7,839.33			
7508 BLANEY & KARAVAN PC*								
	19-00050	01/04/19	RES#2019-05 PROSECUTOR DNE\$40K	Open	3,333.33	0.00		B
	19-01518	05/29/19	RES 2019-180 DNE 14K	Open	<u>1,187.50</u>	0.00		B
					4,520.83			
7532 HEATHER MCNULTY*								
	19-02179	08/01/19	JULY 2019 HIFITNESS	Open	415.00	0.00		
	19-02180	08/01/19	JULY 2019 SPROUT SPOT	Open	<u>115.00</u>	0.00		
					530.00			
7534 ADAM HEGARTY								
	19-00945	03/29/19	2019 EQUIPMENT ALLOWANCE	Open	150.00	0.00		
7577 GARY'S AUTOMOTIVE								
	19-01904	07/02/19	EMISSION TEST TRK 17	Open	101.50	0.00		
7581 ASSOC OF STATE FLOODPLAIN								
	19-01831	06/26/19	ASFPM ASSOCIATION DUES MARISSA	Open	160.00	0.00		
7618 MEGONIGAL ELECTRIC LLC*								
	19-02002	07/11/19	EMERGENCY WORK-NO POWER-TRAILE	Open	450.00	0.00		
7636 MOTT MACDONALD LLC*								
	18-01767	06/20/18	RES 18-214 BEACH ACCESS IMPROV	Open	2,700.00	0.00		B
	19-00165	01/09/19	MULLIGAN FIELD RENOVATIONS	Open	9,476.00	0.00		B
	19-02021	07/15/19	PROFESSIONAL ENGINEERING	Open	1,422.38	0.00		
	19-02022	07/15/19	PROFESSIONAL ENGINEERING	Open	2,753.65	0.00		
	19-02023	07/15/19	PROFESSIONAL ENGINEERING	Open	637.10	0.00		
	19-02024	07/15/19	PROFESSIONAL ENGINEERING	Open	782.31	0.00		
	19-02025	07/15/19	PROFESSIONAL ENGINEERING	Open	176.56	0.00		
	19-02026	07/15/19	PROFESSIONAL ENGINEERING	Open	412.00	0.00		
	19-02075	07/23/19	PROFESSIONAL ENGINEERING	Open	41.55	0.00		
	19-02076	07/23/19	PROFESSIONAL ENGINEERING	Open	382.33	0.00		
	19-02077	07/23/19	PROFESSIONAL ENGINEERING	Open	65.75	0.00		
	19-02078	07/23/19	PROFESSIONAL REIMBURSEMENT	Open	2,922.87	0.00		
	19-02079	07/23/19	PROFESSIONAL ENGINEERING	Open	346.25	0.00		
	19-02080	07/23/19	PROFESSIONAL ENGINEERING	Open	<u>732.02</u>	0.00		
					22,850.77			
7739 CHRISTOPHER KERVAN								
	19-02072	07/23/19	CONTRACTUAL REMIBRSEMENT V	Open	143.04	0.00		
7747 KENNETH WALKER								
	19-02146	07/29/19	TRAINING MEALS	Open	16.99	0.00		
7759 DOG WASTE DEPOT*								
	19-01985	07/10/19	TRASH CANS AND LINERS	Open	719.93	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7841 ISIGN*								
	19-01786	06/17/19	ROOM IDENTIFICATION SIGNS	Open	260.00	0.00		
7929 AMAZON CAPITAL SERVICES, INC								
	19-01893	07/01/19	OFFICE SUPPLIES	Open	127.98	0.00		
	19-01929	07/05/19	OFFICE SUPPLIES	Open	369.09	0.00		
	19-02004	07/11/19	OFFICE SUPPLIES	Open	308.04	0.00		
	19-02046	07/16/19	RE-ORDER DAMAGED SUPPLIES	Open	84.80	0.00		
	19-02060	07/19/19		Open	99.49	0.00		
	19-02063	07/19/19	IPHONE CHARGER CORD	Open	11.89	0.00		
	19-02068	07/23/19	HP 305X TONER FIRE SAFETY	Open	108.99	0.00		
	19-02134	07/29/19		Open	15.99	0.00		
	19-02143	07/29/19	SUPPLIES	Open	903.37	0.00		
					<u>2,029.64</u>			
8011 SCOTT WHITE								
	19-02138	07/29/19	REIMBURSEMENT-COACH	Open	20.00	0.00		
8023 CONSTELLATION NEW ENERGY INC								
	19-02149	07/29/19	6/18/7/17/19 ELECTRIC SUPPLY	Open	5,885.28	0.00		
8026 JAY & SUSAN SUTCLIFFE								
	19-02100	07/24/19	RETURN UNUSED ESCROW 7/24/19	Open	150.00	0.00		
8117 ADAPT PHARMA INC								
	19-01810	06/20/19	NALOXONE	Open	1,800.00	0.00		
8119 WHOOSTER INC								
	19-01920	07/02/19	COMPUTER PROGRAM	Open	238.00	0.00		
8120 GARDEN STATE GENERAL CONST								
	19-01953	07/09/19	RETURN OF ESCROW - T-19-04-01	Open	502.50	0.00		
8121 JAMES CELLA								
	19-02027	07/16/19	FINGERPRINT REIMBURSEMENT	Open	56.05	0.00		
8122 JOE JOYCE								
	19-02034	07/16/19	REFUND MERCHANTILE LICENSE FEE	Open	75.00	0.00		
8123 ROBERT WILLIAMS								
	19-02120	07/26/19	REFUND TAX 7/20/19 2019-248	Open	2,230.59	0.00		
8124 WILLIAM FENNIMORE								
	19-02137	07/29/19	REIMBURSEMENT-COACH	Open	20.00	0.00		
8125 JOHN MCGAFFNEY								
	19-02139	07/29/19	REIMBURSEMENT- COACH	Open	41.91	0.00		
8126 CYNTHIA BALDACCHINI								
	19-02162	07/30/19	7/29/19 OVERPAYMENT B750 L9.02	Open	2,169.56	0.00		
8127 CLAUDIA WEBER								
	19-02163	07/30/19	7/20/19 TAX EXEMPT B510 L24.22	Open	1,851.58	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
8128 SCOTT FIORE	19-02161	07/30/19	LIFEGUARD COURSE	Open	200.00	0.00		
8129 ELISE FIORE	19-02160	07/30/19	LIFEGUARD COURSE	Open	200.00	0.00		
8132 DELAWARE DEPT OF TRANS	19-02186	08/01/19	TOLL BY PLATE INVOICE	Open	10.80	0.00		
8211 CONFIRE FIRE PROT SERV LLC*	19-01942	07/08/19		Open	313.50	0.00		
BOSNA KAREN MANETTE BOSNA	19-02182	08/01/19	JULY 2019 AQUA FITNESS	Open	70.00	0.00		
	19-02183	08/01/19	JULY 2019 AQUA YOGA	Open	195.00	0.00		
					265.00			
SEAGE SEAGEAR MARINE SUPPLY*	19-01987	07/10/19	SUPPLIES/DPW	Open	304.30	0.00		
STEPHEN STEPHEN LEWIS	19-02159	07/30/19	REIMBURSEMENT-FOOTBALL COACH	Open	74.05	0.00		
<hr/> Total Purchase Orders: 174 Total P.O. Line Items: 0 Total List Amount: 1,394,857.78 Total Void Amount: 0.00								

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 5, 2019.

Julie A Picard, Township Clerk

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

RESOLUTION #2019-244

Title: APPOINTMENT TO THE PLANNING BOARD – REGULAR MEMBER

WHEREAS, Robert Crompton was re-appointed to the Planning Board on June 3, 2019 as Alternate #2 with a term expiring June 30, 2021; and

WHEREAS, an opening now exists for the position of a Regular Board Member and the Planning Board has requested Mr. Crompton be moved from the position of Alternate #2 to this position.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the following change be made :

<u>NAME</u>	<u>TYPE</u>	<u>TERM EXP</u>
Robert Crompton	Regular Member	June 30, 2023

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 5, 2019

Julie A Picard, Township Clerk

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

RESOLUTION #2019-245

Title: APPOINTMENT TO THE PLANNING BOARD

WHEREAS, An Opening exists on the Planning Board, Alternate Member #1; and

WHEREAS, Council has reviewed the applications currently on file in the Clerk's office.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the following appointment be made:

<u>NAME</u>	<u>TYPE</u>	<u>TERM EXP</u>
Scott J. Supplee	Alt Member #1	June 30, 2021

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 5, 2019

Julie A Picard, Township Clerk

FOR TOWNSHIP USE ONLY

Res. # _____

Board/Comm./Auth. _____

Term Exp. _____

Replaced _____ or Reappointed

TOWNSHIP OF LOWER
CITIZEN LEADERSHIP FORM

NAME SCOTT J. SUPPLOCZ

CITY AND STATE 160 BRIMWOOD DR., CAPE MAY, NJ, 08204

RCVD JUN 28 '19

YEARS OF RESIDENCY IN TOWNSHIP 1 1/2 OCCUPATION CARPENTER

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

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

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

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

MIDDLE TOWNSHIP HS - 1988

LOCAL UNION 255 APPRENTICESHIP + JOURNEYMAN

HANDICAP RAMP VOLUNTEER BUILDS

USCG AUXILIARY MEMBER

Date: 6/29/19 Signature: [Signature] (VALID FOR ONE YEAR FROM DATE OF RECEIPT)

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

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

RESOLUTION #2019-246

Title: **AUTHORIZING A PROFESSIONAL SERVICE CONTRACT WITH BLAUER ASSOCIATES FOR THE APPLICATION SUBMISSION AND ADMINISTRATIVE WORK, IF NEEDED, FOR AN ADA COMPLIANCE PROJECT FOR ROTARY PARK**

WHEREAS, the Township of Lower is given authority by N.J.S.A 40A:11-5(a)(i) 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, Blauer Associates have provided a proposal for the application of a 2020 Small Cities ADA Compliance Project for Rotary Park, and administration, if needed; and

WHEREAS, the contract amount for the grant application for a 2020 Small Cities ADA Compliance Project for Rotary Park is One Thousand Five Hundred Dollars (\$1,500.00) and the amount for the administration, if needed, is Sixteen Thousand Dollars (\$16,000) and funds are available as evidenced by the Chief Financial Officer's Certification & signature below:

Budget Account: C-04-55-422-910

CFO Signature: _____
Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that a contract without public bidding be awarded to Blauer Associates to provide the attached stated services at a fee of not to exceed \$17,500.00.

BE IT FURTHER RESOLVED that a notice of Award of Professional Service Contract for the above award shall be published in the Township's Official paper.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 5, 2019.

Julie A Picard, Township Clerk



BLAUER ASSOCIATES



P.O. Box 363, Nescopeck, Pa. 18635

Tel: 570.379.2552

mblauer@evenlink.com

June 25, 2019

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

Re: DCA FY 2020 Project

Dear Colleen;

I am enclosing two copies of my firm's proposal to assist the Township with a Fiscal Year 2020 Small Cities project. The ADA compliance project for Rotary Park would be a competitive successor to last year's approved Clem Mulligan Park project.

The fee for application submission will again be \$1,500. Post approval administrative work would again be applicable only if the grant is approved. The contract notes that administrative work is not to exceed \$16,000 charged at the rate of \$150 per hour for professional time.

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

Sincerely,

Mark Blauer
President

Enclosures

AGREEMENT

BETWEEN

TOWNSHIP OF LOWER, NEW JERSEY

AND

MARK BLAUER, DBA BLAUER ASSOCIATES

This agreement entered into this _____ day of _____ 2019, by and between the Township of Lower, New Jersey, hereinafter called the "Municipality" and Mark Blauer, an individual doing business as Blauer Associates, hereinafter called the "Service Provider".

Whereas, the Municipality desires to engage the Service Provider to assist the Municipality in developing an application for assistance under the Fiscal Year 2020 New Jersey Small Cities Community Development Block Grant (CDBG) program and in administering such project, the following shall apply;

ARTICLE I: SCOPE OF SERVICES

Section A - Activities Prior to Application Submission

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

Section B - Application Services

Based upon the results of Section A of Article I above, the Service Provider will prepare the required application for funds from the state's Public Facilities Fund, in cooperation with the appropriate Municipal staff or its assigns, in accordance with the State's Fiscal Year 2020 Application Guide.

Section C - Post Approval Advisory and Monitoring
Administrative Assistance

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

Item 1 - Environmental Review Record

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

Such services will include:

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

Item 2 - Accounting System

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

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

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

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

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

Item 4 - Professional Contractor Selection

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

Item 7 - Assistance in Performance Reporting

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

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

Item 8 - DCA Monitoring Sessions

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

Item 9 - Grant Close-out Procedures

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

ARTICLE II: PAYMENT FOR ARTICLE I SERVICES

The Municipality agrees to pay the Service Provider a fee of \$1,500.00 for Article I, Section A and B services. Such fee is due upon execution of this agreement.

Services under Article I, Section C shall be compensated upon the basis of invoices submitted monthly describing the services performed and the hourly rate and number of hours taken to perform the service. Invoices will list an hourly fee of \$150.00 for professional time.

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

ARTICLE III: TERM OF SERVICE

The termination date of this agreement will coincide with the Department of Community Affairs's grant agreement with the Municipality ending date or March 31, 2022, whichever date is later.

ARTICLE IV: TERMINATION OF SERVICE FOR CAUSE

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

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

TOWNSHIP OF LOWER, NEW JERSEY
MUNICIPALITY

BY: _____
Erik Simonsen, Mayor

WITNESS:

MARK BLAUER, dba BLAUER ASSOCIATES
SERVICE PROVIDER

BY: Mark Blauer
Mark Blauer, President

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

RESOLUTION #2019-247

Title: APPROVAL FOR A PUBLIC FACILITIES GRANT APPLICATION IN THE AMOUNT OF \$400,000 FOR ROTARY PARK ADA IMPROVEMENTS

WHEREAS, the Township of Lower desires to apply for and obtain a grant from the New Jersey Department of Community Affairs Small Cities CDGB Public Facilities Program for approximately \$400,000, for Rotary Park ADA Improvements.

NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of Lower, County of Cape May, State of New Jersey does hereby authorize the application for such a grant; and, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of the agreement; and also, upon receipt of the fully executed agreement form the Department, does further authorize the expenditure of funds pursuant to the terms of said agreement between the Township of Lower and the New Jersey Department of Community Affairs.

BE IT FURTHER RESOLVED, that the persons whose names, titles, and signatures appear below are authorized to sign the application, the agreement, and any other documents in connection therewith:

Erik Simonsen, Mayor

James Ridgway, Township Manager

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held August 5, 2019.

Julie A Picard, Township Clerk

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

RESOLUTION #2019-248

Title: AUTHORIZATION FOR REFUND OF TAXES

WHEREAS, the Township Tax Collector has certified an overpayment due to the reasons listed below;
and

WHEREAS, a refund is due.

NOW, THEREFORE BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the CFO/Treasurer be and the same is authorized and directed to refund the overpayments according to the Tax Collector's certification on file with the CFO/Treasurer.

<u>Block</u>	<u>Lot</u>	<u>Refund To</u>	<u>Reason</u>	<u>Tax</u>
496.29	91	Core Logic 10 Widgeon Way	Exempt Property as of 1/1/2019	\$ 1,196.52
496.21	1	Robert Williams 1 Cape Woods Road	Exempt Veteran as of 2/5/2019	\$ 2,230.59
507.02	9	Donald Munno 981 Tecumseh Road	Exempt Veteran as of 1/11/2019	\$ 3,123.74
510	24.22	Claudia Weber 1 Eagle Court	Exempt Veteran as of 5/6/2019	\$ 1,851.58
750	9.02	Cynthia Baldacchini 1082 Shunpike Road	Paid Twice	\$ 2,169.56

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 5, 2019.

Julie A Picard, Township Clerk

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

RESOLUTION # 2019-249

Title: AUTHORIZING PAYOUT OF TERMINAL LEAVE

WHEREAS, the employee listed below has retired from the Township and is entitled to payment for accumulated vacation, sick, compensatory and personal 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 accumulated time in the dedicated line item "Reserved for Accumulated Absences".

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that a payment due to Edward Edwards in the amount of \$ 18,875.36 is authorized and chargeable to the Reserve for Accumulated Absences.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 5, 2019.

Julie A Picard, Township Clerk

TOWNSHIP OF LOWER
 RETIREMENT PAYOUT ANALYSIS
 DATE:

EMPLOYEE: Edwards, Edward
 DATE OF RETIREMENT 8/1/2019
 DATE OF PAYMENT: 8/8/2019
 RESOLUTION #:

Annual Salary:	\$116,882.57
Hourly Rate:	\$53.5177

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	(0.75)	53.52	(40.14)
Personal	0.00	53.52	0.00
Sick	332.35	53.52	17,786.59
Vacation	(20.25)	53.52	(1,083.73)
Holiday	32.00	53.52	1,712.64
College Credits			500.00
Terminal Leave Payout			\$18,875.36

	(A)	(B)	(C)	(B * C)	(E)	A + D - E	
	Carryover	Annual	13 weeks / 52 weeks	Prorated Time Due	Time Used	Hours to be paid	
Comp	30.75	16.50		0.00	48.00	(0.75)	
Personal	0.00	48.00	0.25	12.00	12.00	0.00	contract max 1440 hours
Sick	1,027.35	128.00	0.25	32.00	727.00	332.35	
Vacation	1.75	200.00	0.25	50.00	72.00	(20.25)	
Holidays						32.00	
Total	1,059.85	392.50	0.75	94.00	859.00	311.35	

Accrual and time used are current to 7/18/19 subject to change if time is used or not currently reported.

Employee Signature: _____

Date: _____

Treasurer's Signature: _____

Date: _____

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

RESOLUTION #2019-250

Title: APPROVAL FOR GOOD DAY FOR A RUN /RUN THE VINEYARDS – DOWN THE SHORE
5K ON SEPTEMBER 22, 2019

WHEREAS, Good Day For A Run, LLC has requested permission to host Run The Vineyards – Down the Shore 5K on Sunday, September 22, 2019; and

WHEREAS, Good Day for A Run, LLC has provided proof of the proper insurance and the attached permission required from the Cape May County Board of Chosen Freeholders to close a portion of Townbank Road (CR648) and Shunpike Road (CR644) from 9am until 10:30am on September 22, 2019; and

WHEREAS, Good Day For A Run, LLC has provided a copy of the Police Service Agreement for the event.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that permission is hereby granted for the above stated event to take place.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 5, 2019.

Julie A Picard, Township Clerk

**BOARD OF CHOSEN FREEHOLDERS
CAPE MAY COUNTY, NEW JERSEY
RESOLUTION**

No. 531-19

**RESOLUTION AUTHORIZING AN INDEMNIFICATION AGREEMENT WITH
GOOD DAY FOR A RUN FOR THEIR EVENT RUN THE VINEYARDS- DOWN
THE SHORE 5K ON SEPTEMBER 22, 2019**

WHEREAS, Good Day for a Run seeks authorization and permission to conduct Run the Vineyards – Down the Shore 5K on Townbank Road (County Road No. 648) and Shunpike Road (County Road No. 644) in the Township of Lower on Sunday, September 22, 2019; and

WHEREAS, a request has been made to close a portions of Townbank Road (CR648) and Shunpike Road (CR644) from 9:00 a.m. until 10:30 a.m.; and

WHEREAS, in consideration for said authorization and permission, Good Day for a Run executed an Indemnification Agreement in favor of the County of Cape May and submitted the required Certificate of Insurance.

NOW, THEREFORE, BE IT RESOLVED by the Cape May County Board of Chosen Freeholders that permission is hereby granted to Good Day for a Run to conduct its event on Townbank Road (CR648) and Shunpike Road (CR644) on Sunday, September 22, 2019 from 9:00 a.m. until 10:30 a.m.; and

BE IT FURTHER RESOLVED that permission is conditional for the Good Day for a Run and providing to the County:

1. A duly executed Promise of Indemnification in a form acceptable to County Counsel.
2. A Certificate of Insurance naming the County of Cape May, their officers and employees as additional insured for the scheduled event.
3. A letter from the Lower Township Police Department indicating that they are aware of the event and have approved the traffic control plan for the event.

STATEMENT

This Resolution gives permission to Good Day for a Run to utilize County roads for a triathlon.

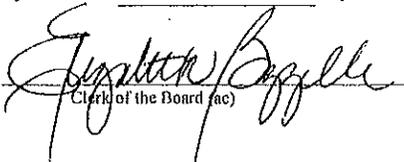
cc: County Engineer Lower Township
Lower Township Police Department County Counsel
County Road Department File: Indemnification Agreements

STATE OF NEW JERSEY) ss.:
COUNTY OF CAPE MAY)

I, Elizabeth Bozzelli, Clerk of the Board of Chosen Freeholders of the County of Cape May, State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Board at a meeting duly held on the _____ 9th day of

July _____ 20 19

Signed,


Clerk of the Board (ac)

RECORD OF VOTE						
Freeholders	Ayes	Nays	Abstain	Absent	Moved	Second
Mr. Desiderio	✓					
Ms. Hayes	✓					
Mr. Morey	✓				✓	
Mr. Pierson	✓					✓
Mr. Thornton	✓					

V - Indicates Vote Moved-Resolution Offered Second-Resolution Scconded

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

RESOLUTION #2019-251

Title: **APPROVING CHANGE ORDER #1 TO RESOLUTION #2018-248; APPROVING A PROFESSIONAL SERVICE CONTRACT WITH MOTT MACDONALD FOR PROFESSIONAL ENGINEERING SERVICES FOR THE RECREATION CENTER RESTROOMS UPGRADE PROJECT – CONSTRUCTION PHASE**

WHEREAS, Mott MacDonald has been approved by Resolution #2018-248 on August 6, 2018 to provide Professional Engineering Services for the Recreation Center Restrooms Upgrade Project in an amount of \$32,750.00; and

WHEREAS, Mott MacDonald has provided a proposal for professional engineering services for the Construction Phase of the Recreation Center Restrooms Upgrade Project in an amount of \$30,785.00 broken down as follows:

Task 1 – Bid Phase Services	\$ 4,950.
Task 2 – Construction Administration Services	\$ 13,560.
Task 3 – Construction Observation Inspections	\$ 12,275.

TOTAL Construction Phase \$ 30,785.

Making the new total contract price \$ 63,535; and

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

Appropriation: Ord #13-10 C-04-55-414-910

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 is awarded as follows:

1. Change Order #1 in the form of the Project Proposal between Mott MacDonald and the Township of Lower, attached hereto as **EXHIBIT A**, for an additional amount of \$30,785.00; making the total project \$63,535.00 is hereby approved.
2. The purchase order sign-off will be under the direction of the Recreation Director

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 5, 2019.

Julie A Picard, Township Clerk



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

Via email at recreation@townshipoflower.org

Your Reference
Recreation Center Restrooms
Upgrade

**Professional Engineering Services Proposal – Construction Phase
Recreation Center Restrooms Upgrade
Township of Lower, Cape May County, New Jersey**

Our Reference
400651

July 29, 2019

211 Bayberry Drive
Suite 1A
Cape May Court House NJ
08210
United States of America

Dear Mr. Plenn:

As per your request, please find enclosed herewith our proposal for construction phase services for the above referenced project.

T +1 (609) 465 9377
F +1 (609) 465 5270
www.mottmac.com

Task 1

Bid Phase Services

Mott MacDonald will provide the following services under Task 1:

- Finalize Bid Documents for public bidding and assist the Township with the bidding process. It is assumed that the Township will advertise and assume advertising costs for the notice to bidders;
- Respond to potential questions and requests for additional information from Contractors bidding on the project;
- Prepare any addenda or clarification memos resulting from bidders' inquiries during the bidding phase. Report to the Township when clarifications and interpretations of the Contract Documents are needed and transmit to the Township clarifications and interpretations to be issued to prospective bidders;
- Attend the bid opening;
- Furnish a Bid Report that summarizes the information in the bids received and provide recommendations for the award of the Contract based upon input received from references and review of bid forms. (It is assumed the Township will contact Contractors' references and perform a legal review of the bidder's documents – bonds, technical completeness, compliance with public bidding laws, etc.).



Mott MacDonald's proposal for Bid Phase Services is based upon one round of bidding. If for any reason, other than an error on the part of Mott MacDonald, additional round(s) of bidding are required, those additional services will be considered beyond our original scope of services.

We propose to complete the scope of work outlined above for the lump sum amount of **\$4,950**.

Task 2 **Construction Administration Services**

Mott MacDonald will provide the following services under Task 2:

- Following Bid and Award Mott MacDonald will revise the contract bid documents (plans, contract documents and specifications) to incorporate all clarifications and addendum details issued during the bidding process;
- Prepare Pre-Construction meeting agenda, coordinate and attend pre-construction meeting and prepare meeting minutes;
- Perform shop drawing review of construction materials to be submitted by Contractor;
- Prepare Contractor's applications for payment and potential change orders;
- Provision of contract and construction oversight by the Project Manager and other licensed engineers in the various disciplines required.

We propose to complete the scope of work outlined above for the lump sum amount of **\$13,560**.

Task 3 **Construction Observation Inspections**

Mott MacDonald will provide the following services under Task 3:

- Limited inspection of the construction to be performed. The construction contract period for this project will be two hundred seventy (270) calendar days. As discussed with the Township it is our understanding that Township staff will be performing the daily inspection of the work being performed by the Contractor and coordinating with the Project Architect directly. As requested, we have included 20 hours of inspection time in this Task for our local office inspection staff to inspect the construction work (4 site visits) and coordinate the Contractor's progress and schedule with the Project Architect.

We have also included hours in the Task for Mott MacDonald's attendance at four (4) site progress meetings by our architectural staff during the course of the project;

- Prepare a list of required shop drawings and submittals and review /coordinate all shop drawing submittals;

- Inspect contractor's work on a part-time/limited basis as indicated above, ensure compliance with materials being incorporated into the project, and verify that construction practices comply with requirements of specifications and plans. Keep representatives of the Township informed of progress and potential issues;
- Maintain project documentation. Keep contract diary and author inspection reports;
- During construction: take appropriate progress photographs to document conditions and issues. Review monthly, contractor submitted work schedules and provide comments to the Township. Monitor work to ensure that work progresses in agreement with staging plans, work schedules and overall contract requirements;
- Verify that materials and construction techniques comply with contract requirements;
- Review monthly pay requisition quantities. Verify requisition forms, quantities and payment applications for timely submission to the Township for processing;
- Monitor work progress. Record any changes in contract conditions and advise owner. Keep records of potential extra work/claim situations and/or contract reductions/credits. Prepare periodic change orders and justification thereto;
- Review and prepare all change orders either resulting from unforeseen circumstances (Contractor change notices) or owner initiated prior to submission for approval by the Township;
- Review Contractor's O&M manual;
- Perform final inspection and prepare punch list of items requiring attention for contract closeout;
- Perform project closeout services.

The scope of work for Tasks 2 and 3 has been based on a two hundred seventy (270) calendar day construction contract with an anticipated four (4) site visits by our local inspection staff and four (4) site progress meetings by our architectural staff.

However, we have no control over the contractor's performance of the construction work and we will notify the Township when billings for this task reach 80 percent of the construction observation budget and advise on whether the remaining funds are adequate to complete the work and, if not, how much additional funds will be necessary to complete the work.

Based on the anticipated construction period and the assumptions identified above, we anticipate a budget of \$12,275 for (Task 3) will be required for construction inspection services and direct expenses incurred during the construction of the project.

FEE SUMMARY

<u>Scope of Work</u>	<u>Description</u>	<u>Payment Method</u>	<u>Cost</u>
Task 1	Bid Phase Services	Lump Sum	\$4,950
Task 2	Construction Administration Services	Lump Sum	\$13,560
Task 3	Construction Observation Inspections	Reimbursable (as incurred)	\$12,275
TOTAL			\$30,785

Contract: Mott MacDonald will perform this work under our 2019 "Agreement for Professional Engineering Services" with the Township of Lower.

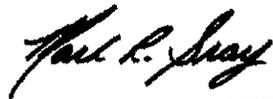
Invoicing: Compensation for Tasks 1 & 2 of this project shall be on a lump sum basis and the Township shall be invoiced on a percent complete basis.

Compensation for Task 3 of this project shall be based upon a reimbursable method of compensation for direct expenses in accordance with our current rate schedule.

We thank you for the opportunity to provide this scope of work for engineering services for the construction phase of the Rec Center Restrooms Upgrade project. Should you have any questions regarding the above information or should you wish to discuss this proposal in more detail, please do not hesitate to contact this office.

Very truly yours,

Mott MacDonald, LLC



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



Shawn A. Carr, PE, CME
 Associate
 T 609.465.9377
 shawn.carr@mottmac.com

cc: Jim Ridgway, Township Manager (via email)
 Julie Picard, RMC, Township Clerk (via email)
 Margaret Vitelli, RPPS, QPA, Township Purchasing Agent (via email)
 Cathleen Marcelli, PE, CME, Sr. Vice President, Mott MacDonald (via email)
 Robert Fritz, AIA, Sr. Vice President, Mott MacDonald (via email)

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

RESOLUTION #2019-252

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

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

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

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

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

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 5, 2019.

Julie A Picard, Township Clerk

GOV DEALS 2019-

YEAR/MODEL	VIN#	COLOR	DEPARTMENT
2012 FORD FOCUS	1FAHP3E22CL322920	GREY	REC
2012 FORD FOCUS	1FAHP3E24CL285546	WHITE	BOCA
2012 FORD FOCUS	1FAHP3E2XCL291125	WHITE	BOCA

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

ORDINANCE #2019-11

Title: AN ORDINANCE OF THE TOWNSHIP OF LOWER VACATING, SURRENDERING, AND EXTINGUISHING THE PUBLIC RIGHTS OF A PORTION OF CEDAR AVENUE

WHEREAS, pursuant to N.J.S.A. 40:67-1(b) and N.J.S.A. 40:67-19, the Township Council of the Township of Lower may, by ordinance, vacate any public street or a portion thereof, dedicated to the Township for public use, but not accepted by the Township, whether or not said street, or any part thereof, has been opened and/or improved; and

WHEREAS, the owners of the property located at 161 Fishing Creek Road, also known as Block416 , Lot 3, have requested that the Township of Lower vacate a portion of Cedar Avenue, described in **Schedule A** which is attached hereto, located in the Township of Lower; and

WHEREAS, Cedar Avenue is an unimproved paper street which has been dedicated for public use but which has not been opened and/or improved by the Township of Lower; and

WHEREAS, the Township Council has determined that the portion of Cedar Avenue requested to be vacated is unnecessary for public use; and

WHEREAS, the Lower Township Public Works Department, Police Department, MUA, Assessor, and Planning Department have indicated that they have no objections to the requested street vacation.

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

Section 1. The public right, title and interest in the property described within the attached **Schedule A** is hereby vacated, surrendered, and extinguished.

Section 2. Nothing contained herein shall be deemed to vacate, surrender or extinguish any right or privilege of the Township of Lower to any easements which it has, whether or not of record, or of any public utility, as defined in N.J.S.A. 48:2-13, and any cable television company, as defined in N.J.S.A. 48:5A-1, et seq., to maintain, repair and replace their existing facilities in, adjacent to, over and under the street herein vacated, or any part or parts thereof.

Section 3. At least one (1) week prior to such time fixed for further consideration for final passage of such ordinance, a copy thereof, together with a notice of the introduction thereof, and the time and place when and where the ordinance will be further considered for final passage, shall be mailed to every person whose lands may be affected by the ordinance or any assessment which may be made in pursuance thereof, so far as the same may be ascertained, directed to his or her last known post-office address in accordance with the provisions of N.J.S.A. 40:49-6.

Section 4. The Township Clerk shall, within sixty (60) days of the effective date of this Ordinance, file a copy of this Ordinance, certified by her, under the seal of the municipality, to be a true copy of this Ordinance, together with a copy of the proof of publication thereof, in the office of the Clerk of the County of Cape May in accordance with N.J.S.A. 40:67-21.

Section 5. It shall be the responsibility of the requestor to ensure that the Cape May County Clerk's Office records the vacation set forth herein.

Section 6. All other Ordinances that in conflict or are inconsistent with this Ordinance are hereby repealed, to the extent of such inconsistency.

Section 7. Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason, the remaining portions of this Ordinance shall not be affected

thereby and shall remain in full force and effect, and to this end the provisions of this Ordinance are hereby declared to be severable.

Section 8. This Ordinance shall take effect twenty (20) days after final passage and publication as provided by law.

Erik Simonsen, Mayor

Frank Sippel, Deputy Mayor

Thomas Conrad, Councilmember

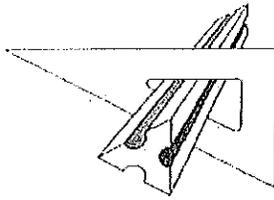
David Perry, Councilmember

Roland Roy, Jr., Councilmember

First Reading: July 15, 2019

Adopted:

Attest: _____
Julie A Picard, Township Clerk



Dante Guzzi Engineering Associates, L.L.C.

CIVIL	SURVEY	MUNICIPAL	ENVIRONMENTAL
<input type="checkbox"/> 418 Stokes Road • Medford, New Jersey 08055 • (609) 654-4440 • Fax: (609) 654-7792			
<input type="checkbox"/> 203 South Main Street • Cape May Court House, NJ 08210 • (609) 465-3333 • Fax: (609) 465-3357			

**DEED VACATING
NORTHERLY ONE HALF of CEDAR AVENUE
TOWNSHIP of LOWER, CAPE MAY COUNTY, NEW JERSEY**

ALL THAT CERTAIN tract or parcel of land situate in the Township of Lower, County of Cape May, State of New Jersey, shown as Cedar Avenue on the Tax Map of the Township of Lower, Cape May County, New Jersey, more particularly described as follows:

BEGINNING at the point of intersection of the northeasterly side of Fishing Creek (40 feet wide) Road with the centerline of Cedar (35 feet wide) Road, unimproved; thence

1. Along the northeasterly side of Fishing Creek Road, North 33 degrees 00 minutes 00 seconds West, a distance of 17.58 feet to a point, the intersection of the northeasterly side of Fishing Creek Road with the northwesterly side of Cedar Avenue, a corner to Lot 3, Block 416; thence

2. Along the lands of Lot 3, Block 416, and the northwesterly side of Cedar Avenue, North 51 degrees 30 minutes 00 seconds East, a distance of 211.57 feet to a point, a corner to Lot 1, Block 419; thence

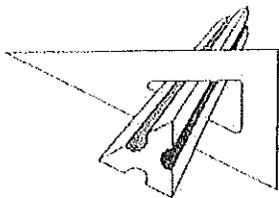
3. Through the existing right-of-way of Cedar Avenue, South 33 degrees 00 minutes 00 seconds East, a distance of 17.58 feet to a point on the centerline of Cedar Avenue; thence

4. Along the centerline of Cedar Avenue, South 51 degrees 30 minutes 00 seconds West, a distance of 211.57 feet to the northeasterly side of Fishing Creek Road and the point of Beginning.

CONTAINING 3,702 Square Feet of land.

BEING the northerly one half of Cedar Avenue, unimproved, abutting and to become a part of Block 416 Lot 3 on the current Tax Maps of the Township of Lower.

Steven C. Woodrow
Professional Land Surveyor
NJ License No. 27514
(October 10,2018)
DGEA Proj# C-18-015



Dante Guzzi Engineering Associates, L.L.C.

CIVIL SURVEY MUNICIPAL ENVIRONMENTAL

418 Stokes Road • Medford, New Jersey 08055 • (609) 654-4440 • Fax: (609) 654-7792
 203 South Main Street • Cape May Court House, NJ 08210 • (609) 465-3333 • Fax: (609) 465-3357

DEED VACATING SOUTHERLY ONE HALF of CEDAR AVENUE TOWNSHIP of LOWER, CAPE MAY COUNTY, NEW JERSEY

ALL THAT CERTAIN tract or parcel of land situate in the Township of Lower, County of Cape May, State of New Jersey, shown as Cedar Avenue on the Tax Map of the Township of Lower, Cape May County, New Jersey, more particularly described as follows:

BEGINNING at the point of intersection of the northeasterly side of Fishing Creek (40 feet wide) Road with the centerline of Cedar (35 feet wide) Road, unimproved; thence

1. Along the centerline of Cedar Avenue, North 51 degrees 30 minutes 00 seconds East, a distance of 212.61 feet to a point; thence
2. Still along the centerline of Cedar Road, North 55 degrees 43 minutes 45 seconds East, a distance of 21.60 feet to a point; thence
3. Through the existing right-of-way of Cedar Avenue, South 34 degrees 58 minutes 15 seconds East, a distance of 17.50 feet to a point on the southeasterly side of Cedar Road, unimproved, and a corner to Lots 1 and 3.05, Block 417; thence
4. Along the lands of Lot 1, Block 417, and the southeasterly side of Cedar Avenue, South 55 degrees 43 minutes 45 seconds West, a distance of 21.16 feet to a point; thence
5. Still along the lands of Lot 1, Block 417 and the southeasterly side of Cedar Road, South 51 degrees 30 minutes 00 seconds West, a distance of 213.65 feet to a point on the northeasterly side of Fishing Creek Road and a corner to Lot 1, Block 417; thence
6. Along the northeasterly side of Fishing Creek Road, North 33 degrees 00 minutes 00 seconds West, a distance of 17.58 feet the centerline of Cedar Avenue and the point of Beginning

CONTAINING 4,102 Square Feet of land.

BEING the southerly one half of Cedar Avenue, unimproved, abutting and to become a part of Block 417 Lot 1 on the current Tax Maps of the Township of Lower.

Steven C. Woodrow
Professional Land Surveyor
NJ License No. 27514
(October 10, 2018)
DGEA Proj# C-18-015

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

RESOLUTION #2019-253

Title: **A RESOLUTION APPROVING A SHARED SERVICE AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT TO PERMIT THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT TO OVERSEE AND MANAGE THE TOWNSHIP OF LOWER RECREATION DEPARTMENT'S SEVENTH AND EIGHTH GRADE FOOTBALL TEAM**

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

WHEREAS, Lower Township Recreation Department currently operates a youth football program for children in grades first through eighth, with teams separated by grade level, which participates in a competitive developmental league known as the Cape Atlantic Junior Football League ("CAJFL"); and

WHEREAS, the District does not currently operate or maintain a football program for its seventh and eighth grade students; however, junior varsity and varsity football teams are provided and maintained by the Lower Cape May Regional High School; and

WHEREAS, in an effort to ensure continuity and competitiveness for both the Township's seventh and eighth grade recreation department football team and the District's junior varsity and varsity football teams, the parties are in agreement that the District should takeover, oversee, and manage the Township Recreation Department's seventh and eighth grade football team, and also seek to enroll the seventh and eighth grade football team in the Ocean County Junior High Football League ("OCJHFL") while also maintaining its partial involvement in the CAJFL; and

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

NOW THEREFORE, BE IT RESOLVED that the Township Council of the Township of Lower, County of Cape May, State of New Jersey, does hereby adopt and endorse the attached agreement to permit the Lower Cape May Regional School District to oversee and manage the Township of Lower Recreation Department's seventh and eighth grade football team and authorizes the Mayor and Clerk to sign said agreement, term of agreement beginning date of final execution through December 31, 2029.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 5, 2019.

Julie A. Picard, Township Clerk

SHARED SERVICE AGREEMENT

BY AND BETWEEN

THE TOWNSHIP OF LOWER

AND

THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT

DATED

AN AGREEMENT TO PERMIT THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT TO
OVERSEE AND MANAGE THE TOWNSHIP OF LOWER RECREATION DEPARTMENT'S SEVENTH
AND EIGHTH GRADE FOOTBALL TEAM

SHARED SERVICE AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT TO PERMIT THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT TO OVERSEE AND MANAGE THE TOWNSHIP OF LOWER RECREATION DEPARTMENT'S SEVENTH AND EIGHTH GRADE RECREATION DEPARTMENT FOOTBALL TEAM

THIS SHARED SERVICE AGREEMENT is made this _____ day of _____, 2019 by and between the Township of Lower ("Township"), a municipal corporation of the State of New Jersey whose administrative offices are located at 2600 Bayshore Road, Villas, New Jersey 08251 and the LOWER CAPE MAY REGIONAL SCHOOL DISTRICT ("District"), a local municipal board of education whose administrative offices located at 687 Route 9, Cape May, New Jersey 08204, and who may collectively be referred to herein as the "Parties."

WITNESSETH:

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

WHEREAS, the Township Recreation Department currently operates a youth football program for children in grades first through eighth, with teams separated by grade level, which participates in a competitive developmental league known as the Cape Atlantic Junior Football League ("CAJFL"); and

WHEREAS, the District does not currently operate or maintain a football program for its seventh and eighth grade students; however, junior varsity and varsity football teams are provided and maintained by the Lower Cape May Regional High School; and

WHEREAS, in an effort to ensure continuity and competitiveness for both the Township's seventh and eighth grade recreation department football team and the District's junior varsity and varsity football teams, the parties are in agreement that the District should takeover, oversee, and manage the Township Recreation Department's seventh and eighth grade football team, and also seek to enroll the seventh and eighth grade football team in the Ocean County Junior High Football League ("OCJHFL") while also maintaining its partial involvement in the CAJFL;

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

NOW THEREFORE, the Parties hereto, intending to be legally bound, do hereby adopt and endorse the following agreement to permit the Lower Cape May Regional School District to oversee and manage the Township of Lower Recreation Department's seventh and eighth grade football team:

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

2. **TERM OF THE AGREEMENT:** This Agreement shall take effect on the date on which the last of the parties executes same, and shall continue for a period of ten (10) years through December 31, 2029.

3. **TOWNSHIP RESPONSIBILITIES:**

A. The Township specifically agrees to turn over the operation and management of its seventh and eighth grade recreation department football team to the District.

B. In connection with this arrangement the Township will donate no more than forty (40) sets of equipment to the District in order to facilitate the District's management and oversight of the seventh and eighth grade football team, more specifically:

- i. Helmets;
- ii. Shoulder Pads;
- iii. Rib Vests;
- iv. Pants; and
- v. Protective Padding.

C. During year one (1), and only year one (1), of this Agreement, the Township will assist the District with league fees associated with the CAJFL and referee fees, if the need arises, provided that the seventh and eighth grade football team remains a participating team in the CAJFL. The parties recognize and acknowledge that the goal of this Agreement is to transition the seventh and eighth grade football team to be an exclusive participant of the OCJHFL; however, it is also acknowledged that a split schedule between both leagues is possible.

D. The Township will contribute \$3,000 to the District to be used by the District in furtherance of its football program.

4. **DISTRICT RESPONSIBILITIES:**

A. The District shall be solely and exclusively responsible for hiring, interviewing, and compensating, if necessary, coaching and/or training staff, including medical personnel and/or trainers, in connection with the seventh and eighth grade football team.

B. The District shall be solely and exclusively responsible for any and all transportation costs, including procuring said transportation, incurred in connection with transporting the seventh and eighth grade football team to and from league games played in either the OCJHFL or the CAJFL.

C. The District shall be solely and exclusively responsible for procuring uniforms for the seventh and eighth grade football team, and satisfying any expenses incurred in connection with same with no contribution from the Township.

5. TERMINATION: Notwithstanding the foregoing, this Agreement may be terminated, on nine (9) months written notice to the other party, for any reason or no reason, or if a provision of the Agreement is breached by the non-breaching party notifying the breaching party, in writing, of the grounds associated with the alleged breach. The breaching party shall have thirty (30) days in which to answer and cure said breach. If the breach is not adequately cured within that time, the non-breaching party shall have the immediate option to declare this Agreement terminated.

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

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

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

7. **ADDITIONAL SERVICES:** In the event additional services associated with the football program are required or necessary, which are not specifically set forth within this Agreement, the parties are free to enter into additional written agreements in order to effectuate the intent and purposes of this Agreement, without the need for official authorization from the parties.

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

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

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

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

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

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

[SIGNATURES BEGIN ON THE NEXT PAGE]

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

ATTEST:

TOWNSHIP OF LOWER

Julie Picard, Township Clerk

Erik Simonsen, Mayor

ATTEST:

THE LOWER CAPE MAY REGIONAL
SCHOOL DISTRICT

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

RESOLUTION #2019-254

Title: **A RESOLUTION AUTHORIZING THE PLACEMENT OF A NON-BINDING REFERENDUM ON THE NOVEMBER 5, 2019 GENERAL ELECTION BALLOT TO ASCERTAIN WHETHER THE VOTERS OF THE TOWNSHIP OF LOWER SUPPORT THE CONSTRUCTION OF A STATE OF THE ART AQUATIC CENTER AT THE CAPE MAY COUNTY AIRPORT**

WHEREAS, in accordance with N.J.S.A. 19:37-1, the Township of Lower "may adopt at any regular meeting an ordinance or a resolution requesting that the Clerk of the County to print upon the official ballots to be used at the next ensuing general election a certain proposition to be formulated and expressed in the ordinance or resolution in concise form" in order to ascertain voter sentiment in relation to any question of policy pertinent to the government; and

WHEREAS, the Township previously retained the services of Lan Associates, LLC who conducted a feasibility study in relation to the potential construction of a state of the art Aquatic Center at the Cape May County Airport which outlined projected costs and opportunities associated with the project; and

WHEREAS, upon receipt of the aforementioned report the Township pursued funding through the Cape May County Open Space Review Board seeking an award of open space funds to offset the cost associated with the construction of said Aquatic Center and has thus far been awarded approximately \$2,500,000.00 towards the construction of said Aquatic Center; and

WHEREAS, prior to moving forward with the construction of the proposed Aquatic Center, the Township Council of the Township of Lower desires to ascertain the sentiment of Lower Township voters at the upcoming November 5, 2019 general election, in relation to the following non-binding Public Question, and associated Interpretive Statement:

Public Question

Do you support the construction of a proposed \$10.5 million dollar state of the art Aquatic Center in Lower Township at the Cape May County Airport with the understanding that the Township's projected financial contribution would not exceed \$8.5 million dollars and would not require a tax increase?

Interpretive Statement

In the event that this non-binding referendum is approved by the voters of the Township of Lower, the Township may move forward with the construction of a state of the art Aquatic Center at the Cape May County Airport provided project will not result in a tax increase to the residents of Lower Township. In the event the Township's financial obligation associated with this project would exceed the projected \$8.5 million dollars, or should same require a tax increase to the residents of the Township of Lower, the Township would not move forward with the construction of said Aquatic Center. Lower Township anticipates receiving approximately \$2.5 million dollars in funds towards said project from the Cape May County Open Space Review Board. The remaining amount would be satisfied by the Township through bonds which would not result in a tax increase to the residents of the Township. The purpose of this non-binding referendum is to gauge voter sentiment in connection with the proposition to construct said Aquatic Center.

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 a copy of this Resolution be delivered to the Clerk of the County of Cape May with a request that the Question and Interpretative Statement be placed on the November 5, 2019 general election ballot.
2. That a copy of this Resolution be delivered to the Clerk of the Cape May County Freeholder Board.
3. That this Question and Interpretative Statement be placed on the November 5, 2019 general election ballot.

4. That the Resolution shall take effect immediately.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 5, 2019.

Julie A Picard, Township Clerk

TOWNSHIP OF LOWER

2600 Bayshore Road
Villas, New Jersey 08251



Incorporated 1798

(609) 886-2005

July 23, 2019

Certification of Mailing of Tax Bills

I do hereby certify as follows:

I am the Tax Collector of Township of Lower, in the County of Cape May, State of NJ.

The mailing of or other delivery of all original tax bills for the third and fourth installments of 2019 and the first and second installments of 2020 was completed on July 23, 2019

Pursuant to N.J.S.A. 54:4-66 et seq.; payment on the third installment will bear no interest if received by August 20, 2019. After August 20th all receipts shall be deemed delinquent, with interest accruing from August 1, 2019.

Kathy Brown, Tax Collector

CTC#8103

GENERAL REVENUES		FCOA	Anticipated 2019	Realized in Cash in 2019	Excess/ (Shortfall)	Notes
1. Surplus Anticipated		08-101	2,500,000.00	2,500,000.00	-	
2. Surplus Anticipated With Consent of Director of Local Gov't Services		08-102				
Total Surplus Anticipated		08-100	2,500,000.00	2,500,000.00	-	
3. Miscellaneous Revenues - Section A: Local Revenues		XXXXXX				
Licenses:		XXXXXX				
Alcoholic Beverages		08-103	35,000.00	38,200.00	3,200.00	
Other (Mercantile, campground, ice cream peddling, bingo, gravel pit)		08-104	115,000.00	119,639.90	4,639.90	
Fees and Permits (Yard sale, copying fees, street opening, taxi cab, municipal fees)		08-105	72,200.00	76,184.34	3,984.34	
Fines and Costs:		XXXXXX				
Municipal Court		08-110	101,500.00	58,183.38	(43,316.62)	
Interest and Costs on Taxes		08-112	150,000.00	97,945.59	(52,054.41)	
Interest on Investments and Deposits		08-113	52,300.00	200,432.02	148,132.02	
Recreation Fees		08-105	40,000.00	23,432.00	(16,568.00)	
Payments in Lieu of Taxes - Conifer		08-105	30,000.00	20,097.42	(9,902.58)	
Payments in Lieu of Taxes - Yorkshire Place		08-105	15,000.00	19,015.20	4,015.20	
Payments in Lieu of Taxes - Haven House		08-105	25,000.00	20,509.80	(4,490.20)	
Bulk Trash Receipts		08-105	65,000.00	34,888.60	(30,111.40)	
Amt. Anticipated from LTMUA		08-114	150,000.00	0.00	(150,000.00)	
Cable Franchise Fees		08-105	125,000.00	129,461.03	4,461.03	
Total Section A: Local Revenue		08-001	976,000.00	837,989.28	(138,010.72)	
3. Miscellaneous Revenues - Section B: State Aid Without Offsetting Appropriations		XXXXXX	XXXXXX	XXXXXX		
Consolidated Municipal Property Tax Relief Aid		09-200	14,218.00		(14,218.00)	
Energy Receipts (PL 1997, Chapters 162 & 167)		09-202	1,461,573.00	0.00	(1,461,573.00)	Will receive by 12/1/19
Garden State Trust		09-207	87,437.00	0.00	(87,437.00)	
Total Section B: State Aid Without Offsetting Appropriations		09-001	1,563,228.00	0.00	(1,563,228.00)	
3. Miscellaneous Revenues - Section C: Dedicated Uniform Construction Code Fees		XXXXXX	XXXXXX	XXXXXX		
Offset with Appropriations (NJSA 40A: 4-36 and NJAC 5:23-4.17)		08-160	420,000.00	316,659.00	(103,341.00)	
Uniform Construction Code Fees		08-002	420,000.00	316,659.00	(103,341.00)	
3. Miscellaneous Revenues - Section D: Special Items of General Revenue Anticipated With Prior Written Consent of the Director of Local Government Services - Interlocal Municipal Service Agreements Offset With Appropriations:		XXXXXX	XXXXXX	XXXXXX		
Boards of Education - Special Police		08-105	87,562.72	0.00	(87,562.72)	\$43,781.36 received in July
County Interlocal - Garage Services		08-105	49,971.20	49,971.20	0.00	
Total Section D: Interlocal Municipal Service Agreements Offset With Appropriations		11-001	137,533.92	49,971.20	(87,562.72)	
3. Miscellaneous Revenues - Section E: Special Items of General Revenue Anticipated With Prior Written Consent of the Director of Local Government Services - Additional Revenues Offset with Appropriations (N.J.S. 40A:4-45.3h)						
Total Section E: Interlocal Municipal Service Agreements Offset With Appropriations		08-003	0.00	0.00	0.00	

GENERAL REVENUES		FCOA	Anticipated 2019	Realized in Cash in 2019	Excess/ (Shortfall)
3	Miscellaneous Revenues - Section F: Special Items of General Revenue Anticipated With Prior Written Consent of the Director of Local Government Services - Public and Private Revenues Offset with Appropriations:				
	NJ Transportation Trust Fund Authority Act	XXXXXX	XXXXXX	XXXXXX	
	Recycling Tonnage Grant	10-865	160,000.00	160,000.00	0.00
	Drunk Driving Enforcement Fund	10-701	45,397.48	45,397.48	0.00
	Clean Communities Program	10-745	7,066.23	7,066.23	0.00
	Alcohol Education and Rehabilitation Fund	10-770	82,353.43	82,353.43	0.00
	Municipal Alliance on Alcoholism and Drug Abuse	10-702	1,848.62	1,848.62	0.00
	Over the Limit Under Arrest	10-703	31,409.00	31,409.00	0.00
	Cape May County Warming Center	10-720		0.00	0.00
	Small Cities Grant	10-707	538,000.00	538,000.00	0.00
	Distracted Driving		5,500.00	5,500.00	0.00
	Body Armor Grant	10-713	11,167.44	11,167.44	0.00
	Open Space		749,689.43	749,689.43	0.00
	Coastal Resiliency	10-774		0.00	0.00
	Atlantic County JIF	10-714	6,475.00	6,475.00	0.00
	EMS Homeland	10-735		0.00	0.00
	Cops in Shops	10-717	2,740.00	2,740.00	0.00
	Body Cameras			0.00	0.00
	Click it or Ticket	10-716	38,850.00	38,850.00	0.00
	Emergency Management Assistance	10-731	10,000.00	10,000.00	0.00
	Green Communities	10-729		0.00	0.00
	Rural Business Development	10-719		0.00	0.00
		10-773		0.00	0.00
	Total Section F: Special Items of General Revenue Anticipated w/Prior Written Consent of the Director of Local Government Services-Public and Private Revenues	10-001	1,710,496.63	1,710,496.63	0.00

0.00

3.	Miscellaneous Revenues - Section G: Special Items of General Revenue Anticipated With Prior Written Consent of the Director of Local Government Services - Other Special Items:	XXXXXX	XXXXXX	XXXXXX	
	Uniform Fire Safety Act	08-106	295,812.68	243,456.74	(52,355.94)
	Fire District Contributions	08-105	102,000.00	0.00	(102,000.00)
	Capital Fund - Reserve for Debt Service	08-109	0.00	0.00	0.00
	Total Section G: Special Items of General Revenue Anticipated w/Prior Written Consent of the Director of Local Government Services - Other Special Items	08-004	397,812.68	243,456.74	(154,355.94)

GENERAL REVENUES					Excess/ (Shortfall)
	FCOA	Anticipated 2019	Realized in Cash in 2019		
Summary of Revenues					
1. Surplus Anticipated	XXXXXX	XXXXXXX	XXXXXXX		
2. Surplus Anticipated With Consent of Director of Local Govt Services	08-101	2,500,000.00	2,500,000.00	0.00	0.00
3. Miscellaneous Revenues:	08-102	0.00	0.00		
Total Section A: Local Revenues	08-001	976,000.00	837,989.28		(138,010.72)
Total Section B: State Aid Without Offsetting Appropriations	09-001	1,563,228.00	0.00		(1,563,228.00)
Total Section C: Dedicated Uniform Construction Code Fees Offset with Appropriations	08-002	420,000.00	316,659.00		(103,341.00)
Total Section D: Interlocal Municipal Service Agreements	11-001	137,533.92	49,971.20		(87,562.72)
Total Section E: Public and Private Revenues	10-001	1,710,496.63	1,710,496.63		0.00
Total Section G: Other Special Items	08-004	397,812.68	243,456.74		(154,355.94)
Total Miscellaneous Revenues	13-099	5,205,071.23	3,158,572.85		(2,046,498.38)
4. Receipts from Delinquent Taxes		790,000.00	573,173.32		(216,826.68)
5. Subtotal General Revenues (Items 1, 2, 3 and 4)		8,495,071.23	6,231,746.17		(2,263,325.06)
6. Amount to be Raised by Taxes for Support of Municipal Budget:	XXXXXX				
a) Local Tax for Municipal Purposes Including Reserve for Uncollected Taxes	07-190	21,252,363.05	XXXXXXX		
b) Addition to Local District School Tax	07-191				
Total Amount to be Raised by Taxes for Support of Municipal Budget (Quarterly reports include the tax liability to County, Schools and Fire Districts less tax revenues received)	07-199	21,252,363.05	(10,761,782.02)		(32,014,145.07)
7. Total General Revenues	13-299	29,747,434.28	(4,530,035.85)		(34,277,470.13)
Add back: Replenish fund balance					(2,500,000.00)
Total Revenues needed to balance budget & replenish surplus					(36,777,470.13)
Tax collections needed by 12/31. Taxes for County, Schools and Fire Districts are credited first.					Total Revenues needed
					Add: Surplus

8. GENERAL APPROPRIATIONS	FCOA	Appropriated		Expended 2019		
		2019	for 2019 by Emergency Appropriation	Total for 2019 as Modified by all Transfers	Paid or Charged	Reserved
(A) Operations - within "CAPS"						
GENERAL GOVERNMENT:						
Office of the Township Council	20-110					
Salaries and Wages	20-110-1	90,500.00		90,500.00	45,250.14	45,249.86
Other Expenses	20-110-2	20,700.00		20,700.00	10,644.20	10,055.80
Office of the Township Clerk	20-120					
Salaries and Wages	20-120-1	187,300.00		187,300.00	94,972.91	92,327.09
Other Expenses	20-120-2	8,350.00		8,350.00	3,903.64	4,446.36
Elections	20-120-2	7,000.00		7,000.00	0.00	7,000.00
Office of Township Solicitor	20-155					
Other Expenses	20-155-2	216,000.00		216,000.00	215,848.06	151.94
Office of the Township Manager	20-100					
Salaries and Wages	20-100-1	190,000.00		190,000.00	100,372.26	89,627.74
Other Expenses	20-100-2	15,500.00		15,500.00	13,333.99	2,166.01
Department of Revenue and Finance	20-130					
Salaries and Wages	20-130-1	341,000.00		341,000.00	166,443.25	174,556.75
Other Expenses	20-130-2	41,150.00		41,150.00	32,736.80	8,413.20
Audit Services	20-135					
Other Expenses	20-135-2	32,800.00		32,800.00	32,800.00	0.00
Tax Assessor						
Salaries and Wages	20-150-1	139,500.00		139,500.00	64,948.59	74,551.41
Other Expenses	20-150-2	15,900.00		15,900.00	5,491.26	10,408.74

8. GENERAL APPROPRIATIONS	FCOA	Appropriated		Expended 2019		
		2019	for 2019 by Emergency Appropriation	Total for 2019 as Modified by all Transfers	Paid or Charged	Reserved
(A) Operations - within "CAPS"						
GENERAL GOVERNMENT:						
Division of Taxation	20-145					
Salaries and Wages	20-145-1	175,000.00		175,000.00	83,280.84	91,719.16
Other Expenses:						
Liquidation of Tax Title Liens	20-145-2	1,000.00		1,000.00	0.00	1,000.00
Miscellaneous Other Expenses	20-145-2	9,725.00		9,725.00	4,900.75	4,824.25
Department of Planning and Development	20-170					
Salaries and Wages	20-170-1	158,000.00		158,000.00	80,122.69	77,877.31
Other Expenses	20-170-2	6,615.50		6,615.50	2,725.53	3,889.97
Engineering Services and Costs	20-165					
Other Expenses	20-165-2	12,000.00		12,000.00	0.00	12,000.00
Department of Parks and Recreation	28-370					
Salaries and Wages	28-370-1	303,500.00		303,500.00	127,955.18	175,544.82
Other Expenses	28-370-2	172,923.75		172,923.75	110,888.36	62,035.39
Department of Public Works	26-305					
Salaries and Wages	26-305-1	2,845,000.00		2,845,000.00	1,287,208.15	1,557,791.85
Other Expenses:	26-305-2					
Sanitary Landfill	26-305-2	780,000.00		780,000.00	357,271.04	422,728.96
Miscellaneous Other Expenses	26-305-2	280,245.00		280,245.00	227,477.88	52,767.12
Public Buildings and Grounds	20-310					
Salaries and Wages	20-310-1	151,000.00		151,000.00	76,867.29	74,132.71
Other Expenses	20-310-2	120,280.00		120,280.00	66,185.41	54,094.59

8. GENERAL APPROPRIATIONS	FCOA	Appropriated		Expended 2019		
		2019	for 2019 by Emergency Appropriation	Total for 2019 as Modified by all Transfers	Paid or Charged	Reserved
(A) Operations - within "CAPS"						
PUBLIC SAFETY:						
Department of Public Safety	25-240					
Salaries and Wages	25-240-1	4,872,437.28		4,872,437.28	2,309,727.49	2,562,709.79
Other Expenses	25-240-2	254,333.11		254,333.11	186,010.99	98,322.12
DPS Building Lease	25-245-2	167,431.26		167,431.26	0.00	167,431.26
Police 911 Dispatchers	25-250					
Other Expenses	25-250-2	600,000.00		600,000.00	300,000.00	300,000.00
Uniform Fire Safety Act (P.L. 1983, Ch. 383)	25-265					
Salaries and Wages	25-265-1	189,812.68		189,812.68	91,002.22	98,810.46
Other Expenses	25-265-1	208,000.00		208,000.00	26,499.40	181,500.60
Emergency Management Services	25-252					
Salaries and Wages	25-252-1	20,000.00		20,000.00	(8,799.88)	28,799.88
Other Expenses	25-252-2	10,000.00		10,000.00	5,230.00	4,770.00
Contributions to Rescue	25-260-2	105,000.00		105,000.00	105,000.00	0.00
Interlocal Agreement - Fire District #3	25-263-2	23,750.00		23,750.00	18,750.00	5,000.00
Interlocal Agreement - Wildwood First Response	25-263-2					
Demolition	22-195					
Other Expenses	22-195-2	14,000.00		14,000.00	375.00	13,625.00
OFFICE OF NON-DEPARTMENTAL BOARDS, AUTHORITIES AND AGENCIES:						
Municipal Land Use Law (N.J.S.A. 40: 55 D-1)						
Planning Board	21-180					
Other Expenses	21-180-2	7,950.00		7,950.00	7,500.00	450.00
Zoning Board of Adjustments	21-185					
Other Expenses	21-185-2	7,950.00		7,950.00	7,500.00	450.00
Animal Regulation	27-340					
Other Expenses						
Contractual	27-340-2	169,752.00		169,752.00	110,935.00	58,817.00
Miscellaneous Other Expenses	27-340-2	17,828.00		17,828.00	17,828.00	0.00

8. GENERAL APPROPRIATIONS	FCOA	Appropriated			Expended 2019	
		2019	for 2019 by Emergency Appropriation	Total for 2019 as Modified by all Transfers	Paid or Charged	Reserved
(A) Operations - within "CAPS"						
UNCLASSIFIED:						
OTHER COMMON OPERATING FUNCTIONS						
UTILITY EXPENSES AND BULK PURCHASES:						
Electricity	31-430-2	200,000.00		200,000.00	63,368.80	136,631.20
Street Lighting	31-435-2	395,000.00		395,000.00	155,539.93	239,460.07
Telephone	31-440-2	95,000.00		95,000.00	35,497.67	59,502.33
Water	31-445-2	13,900.00		13,900.00	7,457.74	6,442.26
Natural Gas	31-446-2	50,000.00		50,000.00	34,082.58	15,917.42
Heating Oil	31-447-2	13,000.00		13,000.00	1,806.29	11,193.71
Gasoline	31-460-2	300,000.00		300,000.00	79,425.44	220,574.56
Total Operations within "CAPS"		19,956,994.58	0.00	19,956,994.58	10,124,078.01	9,832,916.57
B. Contingent	35-470	300.00		300.00		300.00
Total Operations Including Contingent - within "CAPS"		19,957,294.58	0.00	19,957,294.58	10,124,078.01	9,833,216.57
Detail:						
Salaries and Wages	34-201-1	10,296,049.96		10,296,049.96	4,820,428.29	5,401,488.96
Other Expenses	34-201-2	9,661,244.62		9,661,244.62	5,303,649.72	4,431,727.61
E. Deferred Charges and Statutory Expenditures - Municipal within "CAPS"						
(1) DEFERRED CHARGES						
Capital Authorization funding	46-870					0.00
(2) STATUTORY EXPENDITURES:						
Public Employees' Retirement System	36-471	644,126.00		644,126.00	644,126.00	0.00
Social Security System (O.A.S.I)	36-472	820,000.00		820,000.00	390,341.34	429,658.66
Police and Firemen's Retirement System of NJ	36-473	1,082,895.00		1,082,895.00	1,082,895.00	0.00
Defined Contribution Retirement Program	36-476	10,000.00		10,000.00	1,618.45	8,381.55
Unemployment Compensation Insurance (N.J.S.A. 43:21-3 et seq.)	23-225	50,000.00		50,000.00	48,279.50	1,720.50
Total Deferred Charges and Statutory Expenditures - Municipal within "CAPS"		2,607,021.00	0.00	2,607,021.00	2,167,260.29	439,760.71
(C) Cash Deficit of Preceding Year	46-855					
(H-1) Total General Appropriations for Municipal Purposes within "CAPS"	34-299	22,564,315.58	0.00	22,564,315.58	12,291,338.30	10,272,977.28

8. GENERAL APPROPRIATIONS	FCOA	Appropriated for 2019 by Emergency Appropriation		Total for 2019 as Modified by all Transfers	Expended 2019	
		2019			Paid or Charged	Reserved
(A) Operations - Excluded from "CAPS"						
Interlocal Municipal Service Agreements						
Cape May County Interlocal Garage Services	26-305	42,000.00		42,000.00	42,000.00	0.00
Special Resource Police	25-240					
Salaries and Wages	25-240-1	87,562.72		87,562.72	87,562.72	0.00
Total Interlocal Municipal Service Agreements	42-999	129,562.72	0.00	129,562.72	129,562.72	0.00
Public and Private Programs Offset by Revenues						
Recycling Tonnage Grant	41-701	45,397.48		45,397.48	45,397.48	0.00
Alcohol Education and Rehabilitation Fund	41-702	1,848.62		1,848.62	1,848.62	0.00
Drunk Driving Enforcement Fund						
Salaries and Wages	41-745	7,066.23		7,066.23	7,066.23	0.00
Cape May County Municipal Alliance Funds						
State Share	41-703	31,409.00		31,409.00	31,409.00	0.00
Local Share	41-703	7,852.00		7,852.00	7,852.00	0.00
Open Space		749,689.43		749,689.43	749,689.43	0.00
Body Armor Grant	41-713	11,167.44		11,167.44	11,167.44	0.00
Cape May County Warming Center		20,000.00		20,000.00	20,000.00	0.00
Clean Communities Program	41-770	82,353.43		82,353.43	82,353.43	0.00
Atlantic County JIF	41-714	6,475.00		6,475.00	6,475.00	0.00
NJ Transportation Trust Fund Authority Act	41-744	160,000.00		160,000.00	160,000.00	0.00
Emergency Management Assistance	41-718	10,000.00		10,000.00	10,000.00	0.00
Click it or Ticket	41-716	38,850.00		38,850.00	38,850.00	0.00
Small Cities Grant	41-707	538,000.00		538,000.00	538,000.00	0.00
Distracted Driving	41-711	5,500.00		5,500.00	5,500.00	0.00
Cops in Shops	41-717	2,740.00		2,740.00	2,740.00	0.00
8. GENERAL APPROPRIATIONS						
			Appropriated for 2019 by Emergency Appropriation	Total for 2019 as Modified by all Transfers	Paid or Charged	Reserved
(A) Operations - Excluded from "CAPS"	FCOA	2019				
Public and Private Programs Offset by Revenues						
SFSP-Fire Districts	41-725	8,165.00		8,165.00	3,918.72	4,246.28
Total Public and Private Programs Offset by Revenues	40-999	1,726,513.63		1,726,513.63	1,722,267.95	4,246.28
Total Operations - Excluded form "CAPS"	34-305	1,856,076.35	0.00	1,856,076.35	1,851,830.07	4,246.28
Detail:						
Salaries and Wages		94,628.95		94,628.95	94,628.95	0.00
Other Expenses		1,761,447.40		1,761,447.40	1,757,201.12	4,246.28

8. GENERAL APPROPRIATIONS	FCOA	Appropriated		Expended 2019		
		2019	for 2019 by Emergency Appropriation	Total for 2019 as Modified by all Transfers	Paid or Charged	Reserved
(A) Operations - Excluded from "CAPS"						
(C) Capital Improvements - Excluded from "CAPS"						
Capital Improvement Fund	44-901	250,000.00		250,000.00	250,000.00	0.00
New Jersey Transportation Trust Fund Authority Act	41-865					0.00
Total Capital Improvements Excluded from "CAPS"		250,000.00	0.00	250,000.00	250,000.00	0.00
(D) Municipal Debt Service - Excluded from "CAPS"						
Payment of Bond Principal	45-920	1,765,000.00		1,765,000.00	0.00	XXXXXXXX
Payment of Bond Anticipation Notes and Capital Notes	45-925	0.00			0.00	XXXXXXXX
Interest on Bonds	45-930	650,000.00		650,000.00	310,697.50	XXXXXXXX
Interest on Notes	45-935	0.00		0.00	0.00	XXXXXXXX
Green Trust Loan Program:						
Loan Repayments for Principal and Interest	45-940	130,000.00		130,000.00	62,183.20	XXXXXXXX
Total Municipal Debt Service Excluded from "CAPS"	45-999	2,545,000.00	0.00	2,545,000.00	372,880.70	XXXXXXXX

8. GENERAL APPROPRIATIONS	FCOA	Appropriated		Expended 2019		
		2019	for 2019 by Emergency Appropriation	Total for 2019 as Modified by all Transfers	Paid or Charged	Reserved
(E) Deferred Charges - Municipal - Excluded from "CAPS"						
(1) DEFERRED CHARGES:						
Deferred Charges - Pay down Ord 18-07	46-870	506,200.00		506,200.00	506,200.00	XXXXXX
Special Emergency Authorization - 5 Years (N.J.S.A. 40A: 4-55)	46-875	146,200.00		146,200.00	146,200.00	XXXXXX
Total Deferred Charges - Municipal - Excluded from "CAPS"	46-999	652,400.00	0.00	652,400.00	652,400.00	0.00
(H-2) Total General Appropriations for Municipal Purposes Excluded from "CAPS"	34-309	5,303,476.35	0.00	5,303,476.35	3,127,110.77	4,246.28
(L) Subtotal General Appropriations	34-400	27,867,791.93	0.00	27,867,791.93	15,418,449.07	10,277,223.56
(M) Reserve for Uncollected Taxes	50-899	1,879,642.35	0.00	1,879,642.35	1,879,642.35	XXXXXX
9. Total General Appropriations	34-499	29,747,434.28	0.00	29,747,434.28	17,298,091.42	10,277,223.56
Summary of Appropriations						
(A) Operations: (a & b) Within "CAPS" - Including Contingent	34-299	22,564,315.58	0.00	22,564,315.58	12,291,338.30	10,272,977.28
Other Operations	34-300	0.00		0.00	0.00	0.00
Interlocal Municipal Service Agreements	42-999	129,562.72		129,562.72	129,562.72	0.00
Public & Private Programs Offset by Revenues	40-999	1,726,513.63		1,726,513.63	1,722,267.35	4,246.28
Total Operations Excluded from "CAPS"	34-305	1,856,076.35	0.00	1,856,076.35	1,851,830.07	4,246.28
(C) Capital Improvements	44-999	250,000.00		250,000.00	250,000.00	0.00
(D) Municipal Debt Service	45-999	2,545,000.00		2,545,000.00	372,880.70	
(E) Deferred Charges - Excluded from "CAPS"	46-999	652,400.00	0.00	652,400.00	652,400.00	0.00
(F) Judgments	37-480					0.00
(G) Cash Deficit	46-885					0.00
(K) Local District School Purposes	29-410					0.00
(N) Transferred to Bd of Education	29-405					0.00
(M) Reserve for Uncollected Taxes	50-899	1,879,642.35		1,879,642.35	1,879,642.35	0.00
Total General Appropriations	34-499	29,747,434.28	0.00	29,747,434.28	17,298,091.42	10,277,223.56
						10,277,223.56
						0.00

CASH RECONCILIATION JUNE 30, 2019

	Cash		Less Checks Outstanding	Cash Book Balance
	*On Hand	On Deposit		
Current	161,163.92	7,823,934.38	318,099.05	7,666,999.25
Trust - Assessment				
Trust - Dog License	40.00	12,984.52	258.00	12,766.52
Trust - Other	0.00	3,508,666.81	26,870.82	3,481,795.99
Capital - General	0.00	8,477,951.09	0.00	8,477,951.09
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
Total	161,203.92	19,823,536.80	345,227.87	19,639,512.85

*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 30-Jun-19

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 30-Jun-19

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

OUTSTANDING CHECKS

JUNE 2019

PRIOR

63401	80.00	sturdy
63442	107.92	sturdy
64092	50.00	
64663	2.00	
64674	2.00	
64809	1,200.00	

1,441.92

Prepared by Lauren Read 7/26/2019

Treasurer's Report

64946	90.00
64991	250.00
64996	687.00
65006	142.52
65012	39.06
65017	736.40
65019	211.85
65020	150.00
65030	225.00
65033	225.00
65034	200.00
65037	1,200.00
65051	450.00
65070	200.00
65072	200.00
65078	200.00
65085	200.00
65086	225.00
65094	200.00
65118	200.00
65135	200.00
65139	200.00
65140	225.00
65149	225.00
65153	200.00
65156	225.00
65158	200.00
65162	200.00
65163	847.48
DUE DOG	40.00
JUNE O/S	8,594.31

10,036.23

3,593.25	ONLINE TAX
770.53	ONLINE TAX
3,919.40	ONLINE TAX
2,907.83	
200.00	
2,280.00	
25.00	
260.00	
10.00	
84.00	
450.00	due from payroll
7,267.50	due from trust-poc

21,767.51

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

RESOLUTION # 2019-255

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

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

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

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

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

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

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, assembled in public session on August 5, 2019, that an Executive Session closed to the public shall be held on this date at approximately _____ P.M. in the Conference Room of the Township Hall, 2600 Bayshore Road, Villas for the discussion of matters relating to the specific items designated above.

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

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 5, 2019

Julie A Picard, Township Clerk