

**WORK SESSION & REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL**  
**December 17, 2018 - 7:00 P.M.**

**Meeting called to order**

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

**Work Session**

Certificate of Appreciation – Gordon "Flash" Hughes  
Certificate of Appreciation - Mary Calfina

**Consent Agenda**

Approval of Minutes December 3, 2018  
Approval of Closed Session Minutes – December 3, 2018  
Res. #2018-374 Payment of Vouchers \$ 789,889.67  
Res. #2018-375 Authorization for Refund of Taxes (4 properties)  
Res. #2018-376 Amending Resolution #2018-24; Designation of Official Depositories (adding OceanFirst Bank)  
Res. #2018-377 Authorizing Use of Facsimile Signature for Payroll Checking  
Res. #2018-378 Authorizing Use of Facsimile Signature for Council Checking  
Res. #2018-379 Authorization for the Payout of Accumulated Compensatory Time (J.Saini \$4,339.05)  
Res. #2018-380 Transfer of 2018 Appropriations  
Res. #2018-381 A Resolution Consenting to the Lower Township Municipal Utilities Authority Supplying Water to the Del Haven Section of Middle Township  
Res. #2018-382 A Resolution of the Township of Lower Canceling Certain Taxes per Agreement/Resolution #2013-271(\$77.69)  
Res. #2018-383 Approving a Professional Service Contract with Mott MacDonald for Professional Landscape Architecture and Engineering Services for the Mulligan Field Renovations Project (\$34,150)  
Res. #2018-384 A Resolution Authorizing the Transfer of Firearms No Longer Needed By Lower Township Police Department to a Licensed Firearms Dealer for Private Sale  
Res. #2018-385 Approval of Change Order #3 for Marcus Karavan, Esq. (\$3,000)  
Res. #2018-386 Bid Acceptance and Award of One (1) 2019 Ford Explorer XLT 4WD(Kindle Ford \$31,505)  
Res. #2018-387 Approving the Amended Shared Service Agreement Between the Township of Lower and Lower Cape May Regional School District – School Resource Officer (Sick, Vacation, Holiday time)  
Res. #2018-388 Re-Appointment to the Recreation Advisory Board (R.Osborn)  
Res. #2018-389 A Resolution Requesting Release of Performance Guarantee for Harborview Marina; Block 822.03, Lot 8 Escrow #P-01-01-05  
Res. #2018-390 Approving a Partnership Agreement Between the County of Cape May and Strategic Partners for the New Jersey Economic Development Authority (NJEDA) Innovation Challenge Grant  
Res. #2018-391 Authorizing a Shared Service Agreement Between the Township of Lower and the County of Cape May to Develop An Economic Development Plan for the Cape May County Airport and the Surrounding Opportunity Zone

**Regular Agenda**

Res. #2018-392 Authorizing the Payment of Vouchers (D.Perry Contractual Reimbursement \$502.99)

Ordinance #2018-20 - Salary and Benefit Ordinance for the Township of Lower – This is the second reading and public hearing of this Ordinance. This Ordinance has been posted, published and made available to the public.

**Manager's Report**

**Engineer's Report**

**Administrative Reports**

Clerk, Construction, Dog, Fire, Police, Treasurer, Tax, Vital Statistics

**Council Comments**

**Call to the Public**

**Closed Session**

Res. #2018-393 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. **Possible Acquisition of Land**

**Adjournment**

**COUNCIL MEETING MINUTES – DECEMBER 3, 2018**

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on December 3, 2018 at 7:00 p.m. in the meeting room of the Township Hall, 2600 Bayshore Road, Villas, New Jersey.

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

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

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

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

**Work Session**

**Consent Agenda**

Approval of Minutes November 19, 2018

Res. #2018-358 Payment of Vouchers \$ 608,745.63

Res. #2018-359 Resolution Consenting to the Proposed Cape May County Water Quality Management (WQM) Plan Amendment (115 Breakwater)

Res. #2018-360 Re-Appointment of Jennifer Dowe as Community Rating System Coordinator (\$10,000)

Res. #2018-361 Approving a Professional Service Contract with Engineering Design Associates, PA, for Village Road Emergency Vehicle Beach Access Repair (not to exceed \$21,000)

Res. #2018-362 A Resolution Authorizing a Memorandum of Agreement Between the Township of Lower and the County of Cape May to Develop An Economic Development Plan for the Cape May County Airport and the Surrounding Opportunity Zone

Res. #2018-363 Authorizing Competitive Contracting for Microfilm and Electronic Records Data Management System for All Departments in the Township of Lower

Res. #2018-364 Cops in Shops Summer Shore Initiative 2019 (authorizing application)

Res. #2018-365 A Resolution Approving a Shared Service Agreement Between the Township of Lower and Lower Cape May Regional School District – School Resource Officer (Teitelman; 3 yr)

Res. #2018-366 Authorizing the Sale of Township of Lower Surplus No Longer Needed for Public Use on GOVDEALS Online Auction Website (Chair/printer/typewriter)

Res. #2018-367 Resolution Authorizing an Application to the New Jersey Clean Energy Program to Conduct a Local Government Energy Audit (LGEA) Municipal Energy Audit of the Township of Lower – Various Buildings

Ordinance 2018-20 - Salary and Benefit Ordinance for the Township of Lower – This is the first reading of this Ordinance. The second reading and public hearing has been scheduled for December 17, 2018

MOTION TO TABLE Resolution #2018-362 moved by Deputy Mayor Sippel, seconded by Councilman Perry:

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

On the Consent Agenda:

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

**Regular Agenda**

Res. #2018-368 Approval of an Alcoholic Beverage Control License Person-to-Person Transfer – License #0505 33-015-009, From Marie Nicole, Inc to HC Farm, LLC – This transfer has been published and no objections have been filed

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

Res. #2018-369 A Resolution Authorizing an Amendment to the Salary Ordinance

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

Res. #2018-370 Authorization for the Payment of College Credits (23 employees/\$20,810.)

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

Res. #2018-371 Authorization for 2018 Incentive Award for Insurance Waiver (23 employees/\$57,500)

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

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

**Manager's Report**

Manager Ridgway gave a brief update on the Roseann Avenue project and infrastructure improvements to Alabama, Georgia and Main Streets. He also communicated a potential update to the Township's fleet management software.

**Council Comments**

Councilmember Conrad commented on improvements to Fulling Mill and Bayshore Roads. He also thanked Deputy Mayor Sippel for the Veterans Parade and thanked the Fire Companies for their selfless service.

Councilmember Perry commented on the progress of the Roseann Avenue project.

Councilmember Roy- no comments

Deputy Mayor Sippel thanked Councilmember Conrad for his kind words.

Mayor Simonsen announced upcoming events including Hospitality Day, the Christmas Parade and Ferry Merry Christmas.

**Call to the Public**

Bill Greenfield, Villas, thanked Councilmember Conrad for his prompt attention to a previous matter and inquired about the Beach Access permit.

**Closed Session**

Res. #2018-373 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. **Attorney/Client Privilege – Prof Svc**

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

Council adjourned to Closed Session at 7:13 p.m.

Council returned to open session at: 7:39 p.m.

**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 7:40 p.m.

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Mayor

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

Approved:



Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
<b>01139 CORELOGIC CENTRALIZED REFUNDS</b>								
	18-03168	12/03/18	REFUND DUP PAYMENT B 112 L 5	Open	1,063.42	0.00		
	18-03197	12/04/18	REFUND DUP TAX B 334.14 L 18	Open	<u>548.62</u>	0.00		
					1,612.04			
<b>01170 VERIZON WIRELESS* F/S</b>								
	18-03294	12/13/18	CELL SERVICE FB 10/27-11/26/18	Open	52.64	0.00		
<b>01171 VERIZON WIRELESS - TOWNHALL</b>								
	18-03165	12/03/18	OCT 24-NOV23 622310837 CELL TH	Open	586.08	0.00		
	18-03228	12/10/18	IPHONE 723051842-OCT 29-NOV 28	Open	<u>952.50</u>	0.00		
					1,538.58			
<b>01200 DELTA DENTAL PLAN OF NJ</b>								
	18-03144	11/29/18	NOVEMBER ADMIN GROUP 9427	Open	1,274.40	0.00		
	18-03218	12/07/18	NOV CLAIMS GROUP 9427	Open	<u>6,932.30</u>	0.00		
					8,206.70			
<b>01239 DIANA L DeNOTE</b>								
	18-03282	12/12/18	CONTRACTUAL REIMBURSEMENT M	Open	216.19	0.00		
<b>01251 BRIAN DICKINSON</b>								
	18-03214	12/07/18	CONTRACTUAL REIMBURSEMENT M	Open	2,801.88	0.00		
<b>01265 BRIAN DONAHUE</b>								
	18-03162	11/30/18	CONTRACTUAL REIMBURSEMENT M	Open	1,876.00	0.00		
<b>01294 RUSSELL F. DOUGLASS</b>								
	18-03246	12/10/18	CONTRACTUAL REIMBURSEMENT M	Open	2,551.98	0.00		
<b>01340 EAGLE POINT GUN*</b>								
	18-03093	11/26/18	AMMO	Open	3,417.70	0.00		
<b>01490 ROBERT FESSLER</b>								
	17-00760	03/21/17	2017 EQUIP. ALLOWANCE	Open	87.31	0.00		
	18-00814	03/27/18	2018 EQUIP. ALLOWANCE	Open	29.98	0.00		B
	18-03275	12/12/18	TRAINING MEALS	Open	<u>40.00</u>	0.00		
					157.29			
<b>01530 FIRE DISTRICT #1</b>								
	18-00642	03/12/18	2018 FIRE DISTRCT #1 TAXES	Open	175,574.69	0.00		
<b>01540 FIRE DISTRICT #2</b>								
	18-00641	03/12/18	2018 FIRE DISTRICT #2 TAXES	Open	98,950.00	0.00		
<b>01550 FIRE DISTRICT #3</b>								
	18-00626	03/08/18	2018 FIRE DISTRICT #3 TAXES	Open	237,778.75	0.00		
<b>01577 MIKE FLINN**</b>								
	18-03169	12/03/18	JUDO FALL SESSIONS 2018 33PAR	Open	1,320.00	0.00		
<b>01603 GENERAL CODE PUBLISHERS*</b>								
	18-03179	12/03/18	E CODE MAINT 11/2018-2019	Open	1,195.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01643 WILLIAM GALESTOK	18-03178	12/03/18	CONTRACTUAL REIMBURSEMENT V	Open	110.00	0.00		
01657 GOPHER SPORT*	18-02306	08/28/18	FIRST AID KITS- SOCCER	Open	215.85	0.00		
01703 HARBOR SALES COMPANY*	18-02877	11/13/18	VINYL & CUTTING BLADES	Open	594.29	0.00		
01750 RYAN HANSBERRY	17-00764	03/21/17	2017 EQUIP. ALLOWANCE	Open	150.00	0.00		
01806 ANTHONY J HARVATT, II, ESQ	18-00759	03/21/18	ZBA SOLICITOR SALARY	Open	625.00	0.00		
	18-03221	12/07/18	RESOLUTIONS CONCERNING 12/3/18	Open	300.00	0.00		
					925.00			
01837 ROBERT HODSDEN	18-03230	12/10/18	CONTRACTUAL REIMBURSEMENT M	Open	313.77	0.00		
01898 HERITAGE BUSINESS SYSTEMS, INC*	18-03121	11/27/18	9/9/18-12/8/18 CONTRACT BASE	Open	1,971.82	0.00		
01942 INSTITUTE FOR PROF DEVELOP*	18-03095	11/26/18	SUSAN JACOBUCCI SEMINAR 12-6	Open	95.00	0.00		
02140 KINDLE FORD LINC/MERC., INC.*	18-03058	11/19/18	PARTS FOR VEHICLES	Open	557.72	0.00		
02223 LANDSMAN UNIFORMS*	18-02446	09/17/18	UNIFORMS	Open	2,590.00	0.00		
	18-02448	09/17/18	UNIFORMS	Open	3,368.00	0.00		
	18-02500	09/21/18	UNIFORMS	Open	3,242.50	0.00		
	18-02501	09/21/18	UNIFORMS	Open	1,521.50	0.00		
	18-02835	10/31/18	UNIFORM	Open	175.00	0.00		
	18-03029	11/15/18	POLICE EQUIPMENT	Open	603.00	0.00		
					11,500.00			
02607 MICHAEL MAJANE	17-00769	03/21/17	2017 EQUIP. ALLOWANCE	Open	120.59	0.00		B
03072 NJ STATE LEAGUE OF MUNICIPALIT*	18-02624	10/09/18	REGISTRATION	Open	65.00	0.00		
03321 PATRICK MARTIN, ESQ	18-03084	11/20/18	CONFLICT PROSECUTOR 11/13/18	Open	300.00	0.00		
03350 MICHAEL PERRY	17-00774	03/21/17	2017 EQUIP. ALLOWANCE	Open	25.42	0.00		
03427 POLAR BEAR MECHANICAL SERVICES	18-03020	11/15/18	CHECK LEAKY PUMPS- REC. DEPT.	Open	147.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03449 EUROFINS QC INC*	18-01264	05/07/18	2018 SEASONAL CONTRACT/POOL	Open	1,475.00	0.00		
03466 R & R SPECIALTIES	18-03152	11/29/18	4 X 10 ETCHED PLAQUE HOMMEL	Open	270.00	0.00		
03518 RIGGINS, INC.*	18-03268	12/12/18	OFF HIGHWAY DIESEL	Open	563.76	0.00		
03583 ROBERT SMITH JR	18-00834	03/27/18	2018 EQUIP. ALLOWANCE	Open	150.00	0.00		
03692 SOUTH JERSEY GAS CO*	18-03166	12/03/18	OCT 17 -NOV 15 2018 SJG	Open	1,547.27	0.00		
03844 GIACOMO TROMBETTA	18-03248	12/10/18	CONTRACTUAL REIMBURSEMENT M	Open	571.05	0.00		
03902 DONALD VANAMAN JR	17-00781	03/21/17	2017 EQUIP. ALLOWANCE	Open	150.00	0.00		
	18-00836	03/27/18	2018 EQUIP. ALLOWANCE	Open	45.00	0.00		B
					195.00			
03954 VAN NOTE-HARVEY ASSOCIATES*	17-02751	10/25/17	RES 2017-281 TAX MAP	Open	30,813.25	0.00		B
03971 VERIZON WIRELESS MDT POLICE	18-03238	12/10/18	VERIZON MDT	Open	843.47	0.00		
03992 VAL-U AUTO PARTS LLC*	18-02099	07/31/18	RDS/SANT/RECY/DPW/OCT	Open	2,748.33	0.00		
03994 MARGARET VITELLI	18-03271	12/12/18	TRAINING REIMBURSEMENT NEPTUNE	Open	175.24	0.00		
04037 DOUGLASS WHITTEN	17-00782	03/21/17	2017 EQUIP. ALLOWANCE	Open	150.00	0.00		
04075 BARBER CONSULTING SERVICES LLC	18-03235	12/10/18	24-PORT SWITCH SERVER	Open	224.99	0.00		
04089 WIZARD'S FESTIVAL OF FUN, INC*	18-02473	09/19/18	FERRY MERRY CHRISTMAS	Open	5,750.00	0.00		
04097 CINTAS FIRST AID AND SAFETY*	18-03253	12/11/18	TOWNHALL MED CABINET REFILL	Open	142.39	0.00		
	18-03272	12/12/18	MEDICINE CABINET REFILL	Open	65.57	0.00		
	18-03292	12/13/18	SUPPLIES FOR LOCATIONS	Open	398.98	0.00		
					606.94			
04266 NJ DEPT OF HEALTH&SENIOR SVCS	18-03283	12/12/18	DOG DAMAGE NOVEMBER	Open	114.60	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
<b>05083 SJSORE MARKETING LIMITED</b>								
	18-03008	11/13/18	4 CANVAS WRAP PICTURES	Open	264.54	0.00		
	18-03046	11/16/18	BANNER FOR ELKS	Open	83.82	0.00		
					<u>348.36</u>			
<b>5032 NORTH WILDWOOD \$ CREST SHIRT*</b>								
	18-03257	12/11/18	SPORT TEK PINNIES BLK/WHTE	Open	59.70	0.00		
<b>5054 KEVIN BOYLE JR</b>								
	17-00753	03/21/17	2017 EQUIP. ALLOWANCE	Open	23.00	0.00		
	18-00807	03/27/18	2018 EQUIP. ALLOWANCE	Open	150.00	0.00		
					<u>173.00</u>			
<b>5055 MATTHEW GAMBLE</b>								
	17-00762	03/21/17	2017 EQUIP. ALLOWANCE	Open	150.00	0.00		
<b>6063 CAPE MINING &amp; RECYCLING, LLC*</b>								
	18-02855	11/08/18	ASPHALT/ 1-5 RECYCLED CONCRETE	Open	665.25	0.00		
<b>6071 UNITED UNIFORMS LIMITED LIAB*</b>								
	18-02751	10/22/18	UNIFORMS	Open	3,335.76	0.00		
	18-02834	10/31/18	UNIFORM	Open	92.00	0.00		
	18-03028	11/15/18	UNIFORMS	Open	299.88	0.00		
	18-03131	11/28/18	ADMIN UNIFORMS	Open	3,462.28	0.00		
					<u>7,189.92</u>			
<b>7062 LOUIS BARTLESON</b>								
	17-00748	03/21/17	2017 EQUIP. ALLOWANCE	Open	150.00	0.00		
<b>7079 SUBURBAN PROPANE L P*</b>								
	18-03141	11/29/18	PROPANE- CLEM MULLIGAN FIELD	Open	89.57	0.00		
<b>7091 STEVE SELBY</b>								
	18-03167	12/03/18	SOCCER OFFICIAL	Open	150.00	0.00		
<b>7160 MICHAEL NUSCIS</b>								
	17-00773	03/21/17	2017 EQUIP. ALLOWANCE	Open	22.79	0.00		
	18-00828	03/27/18	2018 EQUIP. ALLOWANCE	Open	150.00	0.00		
					<u>172.79</u>			
<b>7181 JENNIFER KELLY, PHD, LLC*</b>								
	18-03072	11/20/18	PRE-EMPLOYMENT EVALUATIONS	Open	1,200.00	0.00		
	18-03092	11/26/18	PRE-EMPLOYMENT Eva	Open	1,200.00	0.00		
					<u>2,400.00</u>			
<b>7333 JOSEPH WAREHAM</b>								
	18-03149	11/29/18	REIMBURSEMENT-COACH	Open	20.00	0.00		
<b>7354 FLEETPRIDE INC.*</b>								
	18-03159	11/30/18	PRESSURE SWITCH	Open	187.50	0.00		
	18-03203	12/07/18	MATERIAL/DPW	Open	1,330.94	0.00		
					<u>1,518.44</u>			

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<b>7359 ANTHONY MICCICHE</b>								
	17-00772	03/21/17	2017 EQUIP. ALLOWANCE	Open	114.14	0.00		
	18-00827	03/27/18	2018 EQUIP. ALLOWANCE	Open	<u>130.03</u>	0.00		B
					244.17			
<b>7384 JORDAN SAINI</b>								
	17-00776	03/21/17	2017 EQUIP. ALLOWANCE	Open	150.00	0.00		
<b>7475 SUZANNE M SCHEID</b>								
	18-03154	11/29/18	CONTRACTUAL REIMBURSEMENT M	Open	161.97	0.00		
<b>7478 WINDSTREAM COMMUNICATION INC*</b>								
	18-03236	12/10/18	PHONE SERVICE NOV 29TH	Open	2,523.63	0.00		
<b>7507 STEFANKIEWICZ &amp; BELASCO LLC</b>								
	18-00127	01/11/18	RES 2018-01 DNE \$125,000	Open	28,000.00	0.00		
<b>7508 BLANEY &amp; KARAVAN PC*</b>								
	18-00129	01/11/18	LABOR ATTORNEY DNE \$25K R 18-2	Open	1,537.50	0.00		B
<b>7532 HEATHER MCNULTY*</b>								
	18-03170	12/03/18	NOV 2018 SPROUT 51PARTICIPANTS	Open	255.00	0.00		
	18-03171	12/03/18	NOV HIT FIT 51 PARTICIPANTS	Open	<u>270.00</u>	0.00		
					525.00			
<b>7544 DAVE FAIRMAN</b>								
	18-03150	11/29/18	REIMBURSEMENT-COACH	Open	15.00	0.00		
<b>7618 MEGONIGAL ELECTRIC LLC*</b>								
	18-03077	11/20/18	ELECTRIC SERVICE CALL	Open	100.00	0.00		
<b>7622 USA FOOTBALL</b>								
	18-02821	10/30/18	FOOTBALL CERTIFICATIONS/COACHE	Open	200.00	0.00		
<b>7636 MOTT MACDONALD LLC*</b>								
	16-02312	08/29/16	ENGINEERING FOR ROSEANN AVE	Open	23,126.25	0.00		B
	18-01691	06/11/18	ROSEANN AVE/BAYSHORE ESTATES	Open	8,259.40	0.00		B
	18-02192	08/10/18	REC CENTER BATHROOM	Open	11,135.00	0.00		B
	18-02467	09/18/18	EMERGENCY REPAIR TO PIPE LINE	Open	2,915.80	0.00		B
	18-03222	12/07/18	PRO ENGINEERING 351299CM16	Open	346.25	0.00		
	18-03223	12/07/18	PRO ENGINEERING 380640ZB11	Open	198.85	0.00		
	18-03224	12/07/18	PRO ENGINEERING 380640ZB03	Open	492.75	0.00		
	18-03225	12/07/18	PRO ENGINEERING 380640ZB14	Open	<u>332.46</u>	0.00		
					46,806.76			
<b>7691 AUDREY DENNY</b>								
	18-03215	12/07/18	CONTRACTUAL REIMBURSEMENT M	Open	532.16	0.00		
<b>7728 SOUTH JERSEY ENERGY</b>								
	18-03142	11/29/18	SJ ENERGY 10/16-11/15/18	Open	1,422.99	0.00		
<b>7734 SUSAN WILSON</b>								
	18-03274	12/12/18	TRAINING MEALS	Open	19.49	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
<b>7747 KENNETH WALKER</b>								
	17-00836	03/27/17	2017 EQUIPMENT ALLOWANCE	Open	142.62	0.00		
	18-00837	03/27/18	2018 EQUIP. ALLOWANCE	Open	150.00	0.00		
	18-03250	12/11/18	CONTRACTUAL REIMBURSEMENT V	Open	155.00	0.00		
	18-03273	12/12/18	PARKING	Open	<u>10.00</u>	0.00		
					457.62			
<b>7759 DOG WASTE DEPOT*</b>								
	18-03037	11/16/18	DOGGIE BAGS FOR TOWNSHIP	Open	398.97	0.00		
<b>7820 DEBLASIO &amp; ASSOCIATES, P.C*</b>								
	18-01963	07/18/18	C/O 1 NJDOT RECONSTRUCTION	Open	3,420.00	0.00		B
	18-02869	11/09/18	RES 18-345 ENG DPW BUILDING	Open	<u>2,100.00</u>	0.00		B
					5,520.00			
<b>7879 SNAP BOLT*</b>								
	18-02856	11/08/18	PHOTO BOOTH - FERRY MERRY	Open	450.00	0.00		
<b>7929 AMAZON CAPITAL SERVICES, INC</b>								
	18-03181	12/04/18	DETECTIVE EQUIPMENT	Open	29.97	0.00		
<b>7937 TONI WALLACE</b>								
	18-03216	12/07/18	TIMESNAP REIMBURSEMENT	Open	129.99	0.00		
<b>7959 ALL PRO TEAM SPORTS</b>								
	18-03081	11/20/18	ADDITIONAL BASKETBALL UNIFORMS	Open	560.00	0.00		
<b>8023 CONSTELLATION NEW ENERGY INC</b>								
	18-03177	12/03/18	OCT /NOV 2018	Open	8,166.31	0.00		
<b>8031 DAVID WILLIAMS</b>								
	18-03151	11/29/18	REIMBURSEMENT-COACH	Open	76.41	0.00		
<b>8032 GEORGE &amp; TRACEY RENHART</b>								
	18-03198	12/04/18	REFUND DUP TAX B 554 L 52	Open	1,015.82	0.00		
<b>8033 STACIE COOPER</b>								
	18-03200	12/05/18	REFUND FOR BASKETBALL	Open	15.00	0.00		
<b>8037 GINA BRONSON</b>								
	18-03287	12/13/18	INSTRUCTOR PAYMENT FILM CLUB	Open	1,375.00	0.00		
<b>8038 LISA JUREWICZ</b>								
	18-03288	12/13/18	INSTRUCTOR PAYMENT MUSIC PROGR	Open	2,500.00	0.00		
<b>ANZE JENNIFER ANZELONE</b>								
	17-00745	03/21/17	2017 EQUIP. ALLOWANCE	Open	80.75	0.00		
	18-00800	03/27/18	2018 EQUIP. ALLOWANCE	Open	<u>76.04</u>	0.00		B
					156.79			
<b>BLAUE BLAUER ASSOCIATES INC*</b>								
	15-01940	07/22/15	RES#2015-214 2016 SMALL CITIES	Open	625.00	0.00		B

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
BOSNA KAREN MANETTE BOSNA	18-03172	12/03/18	YOGA NOVEMBER 18/ 19 PAR	Open	95.00	0.00		
BRUNNER JOHN BRUNNER	18-03148	11/29/18	REIMBURSEMENT- COACH	Open	20.00	0.00		
DOUGHERT GEORGIA DOUGHERTY	18-03281	12/12/18	REIMBURSEMENT CANDY FOR PARADE	Open	84.00	0.00		
	18-03286	12/13/18	CONTRACTUAL REIMBURSEMENT M/V	Open	684.46	0.00		
					768.46			
FOURNIER KAREN FOURNIER	18-03217	12/07/18	CONTRACTUAL REIMBURSEMENT V	Open	385.00	0.00		
WELLSF WELLS FARGO REAL ESTATE TAX	18-03201	12/05/18	REFUND TAX 3RD/4TH	Open	2,055.08	0.00		
Total Purchase Orders:		150	Total P.O. Line Items:	0	Total List Amount:	788,362.47	Total Void Amount:	0.00

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

RESOLUTION #2018-374

Title: AUTHORIZING THE PAYMENT OF VOUCHERS

Vendor	Description	CK #	Amount
Guardian Safety & Supply	Fentanyl Responder Kit	63699	\$ 1,527.20
	Total Manual Checks		\$ 1,527.20
	Total Computer Generated		\$ 788,362.47

TOTAL Bill List \$ 789,889.67

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 17, 2018.

Julie A Picard, Township Clerk

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

**RESOLUTION #2018-375**

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>
112	5	Core Logic	Paid by Surety Title & Core Logic	\$ 1,063.42
554	52	George & Tracey Reinhart	4 <sup>th</sup> Qtr Paid Twice	\$ 1,015.82
334.14	18	Core Logic	4 <sup>th</sup> Qtr Paid Twice	\$ 548.62
741.04	17.07	Wells Fargo	Exempt Veteran as of 9/10/18	\$ 2,055.08

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 17, 2018.

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

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

RESOLUTION #2018-376

Title: AMENDING RESOLUTION 2018-24 DESIGNATION OF OFFICIAL DEPOSITORIES

NOW THEREFORE BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the official depositories for the Township funds shall be amended to include: OceanFirst Bank.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 17, 2018.

Julie A Picard, Township Clerk

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

RESOLUTION #2018-377

Title: AUTHORIZING USE OF FACSIMILE SIGNATURE FOR PAYROLL CHECKING

WHEREAS, The undersigned hereby certifies as the Township Clerk of the Township of Lower that the following is a true and correct copy of certain resolutions of the Township Council duly adopted at a meeting held on December 17, 2018, which are still in effect and that the same are in conformity with the original documents of the Township; and

WHEREAS, the Township, for its own conveniences, desires to have its checks, drafts or other orders for the payment or withdrawal of money, up to a maximum amount of \$UNLIMITED, signed with facsimile signatures; and

WHEREAS, the Township realizes that it is impossible for OceanFirst Bank (hereinafter referred to as the "Bank") to determine whether or not a genuine facsimile signature has been affixed by an authorized person or means;

NOW, THEREFORE BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the Bank, as a designated depository of this Corporation, is hereby requested, authorized and directed to honor any and all checks, drafts, or other orders for the payment or withdrawal of money, up to a maximum amount of \$UNLIMITED, drawn in the name of the Township, including those drawn to the individual order of any person or persons whose name or names appear thereon as a signer or signers thereof, when bearing the facsimile signature(s) made by machine or other mechanical device: Lauren Read, Julie Picard (See Attached)

FURTHER RESOLVED, that the Bank shall be entitled to pay and charge to the account of this Corporation any and all such checks, drafts, wire transfers or other orders, up to a maximum amount of \$UNLIMITED, regardless of by whom or by what means the above facsimile signature(s) thereon may have been affixed thereto.

FURTHER RESOLVED, that the Township assumes full responsibility for all payments make be the Bank in good faith in reliance upon the above facsimile signature(s) of such person or person(s) and agrees to indemnify and hold harmless the Bank, its successors, agents and successors, agents and employees for any loss which may result in connection with transactions made by use of facsimile signatures, due to unauthorized use of the facsimile signature or otherwise, where such transactions were handled by the Bank without negligence.

FURTHER RESOLVED, that the Municipal Clerk is hereby authorized and directed to furnish to the Bank the above specimen(s) of the facsimile signature(s).

FURTHER RESOLVED, that these resolutions shall continue and remain in full force and effect until notice of their revocation by further resolution of the Township Council has been received in writing by the Bank.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 17, 2018.

Julie A Picard, Township Clerk

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

RESOLUTION #2018-378

Title: AUTHORIZING USE OF FACSIMILE SIGNATURE FOR COUNCIL CHECKING

WHEREAS, The undersigned hereby certifies as the Township Clerk of the Township of Lower that the following is a true and correct copy of certain resolutions of the Township Council duly adopted at a meeting held on December 17, 2018, which are still in effect and that the same are in conformity with the original documents of the Township; and

WHEREAS, the Township, for its own conveniences, desires to have its checks, drafts or other orders for the payment or withdrawal of money, up to a maximum amount of \$UNLIMITED, signed with facsimile signatures; and

WHEREAS, the Township realizes that it is impossible for OceanFirst Bank (hereinafter referred to as the "Bank") to determine whether or not a genuine facsimile signature has been affixed by an authorized person or means;

NOW, THEREFORE BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the Bank, as a designated depository of this Corporation, is hereby requested, authorized and directed to honor any and all checks, drafts, or other orders for the payment or withdrawal of money, up to a maximum amount of \$UNLIMITED, drawn in the name of the Township, including those drawn to the individual order of any person or persons whose name or names appear thereon as a signer or signers thereof, when bearing the facsimile signature(s) made by machine or other mechanical device: **Erik Simonsen, Julie Picard** (See Attached)

FURTHER RESOLVED, that the Bank shall be entitled to pay and charge to the account of this Corporation any and all such checks, drafts, wire transfers or other orders, up to a maximum amount of \$UNLIMITED, regardless of by whom or by what means the above facsimile signature(s) thereon may have been affixed thereto.

FURTHER RESOLVED, that the Township assumes full responsibility for all payments made by the Bank in good faith in reliance upon the above facsimile signature(s) of such person or person(s) and agrees to indemnify and hold harmless the Bank, its successors, agents and employees for any loss which may result in connection with transactions made by use of facsimile signatures, due to unauthorized use of the facsimile signature or otherwise, where such transactions were handled by the Bank without negligence.

FURTHER RESOLVED, that the Municipal Clerk is hereby authorized and directed to furnish to the Bank the above specimen(s) of the facsimile signature(s).

FURTHER RESOLVED, that these resolutions shall continue and remain in full force and effect until notice of their revocation by further resolution of the Township Council has been received in writing by the Bank.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 17, 2018.

Julie A Picard, Township Clerk

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

RESOLUTION # 2018-379

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to Jordan Saini in the amount of \$4,339.05 is authorized and chargeable to the 2018 Budget account 8-01-25-240-121.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held December 17, 2018.

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

LOWER TOWNSHIP POLICE DEPARTMENT

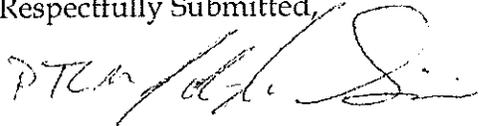
SPECIAL REPORT

TO: Chief William Mastriana  
THRU: SGT Edwards  
FROM: Patrolman Jordan C. Saini  
DATE: 12-5-2018  
SUBJECT: Comp Time buy out

Sir,

I am respectfully requesting to submit this letter to payroll requesting a buy out of 165 hours accrued comp time. Thank you for your time and consideration in this matter.

Respectfully Submitted,

 #196  
Jordan C. Saini  
Patrolman Badge 196

0\* \*

165\* x  
26\*2970 =  
4,339\*005 \*+

000.....

0\*000 \*+

C	File	Officer	Comments
Date	12/6/18	MCS	FWD TO Township

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

**RESOLUTION #2018-380**

Title: **TRANSFER OF 2018 APPROPRIATIONS**

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

**NOW, THEREFORE BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the following transfers totaling \$114,000 be made between

<u>LINE ITEM</u>		<u>ACCT. NUMBER</u>	<u>TO</u>	<u>FROM</u>
PLANNING	S&W	8-01-20-170-100	4,000.00	
BUILDINGS & GROUNDS	S&W	8-01-20-310-100	3,000.00	
POLICE	S&W	8-01-25-240-100	60,000.00	
RECREATION	S&W	8-01-28-370-100	7,000.00	
SOLID WASTE	OE	8-01-32-465-600	40,000.00	
HEALTH INSURANCE	OE	8-01-23-220-400		114,000.00
			114,000.00	114,000.00

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 17, 2018.

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

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

RESOLUTION #2018-381

Title: **A RESOLUTION CONSENTING TO THE LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY SUPPLYING WATER TO THE DEL HAVEN SECTION OF MIDDLE TOWNSHIP**

**WHEREAS**, the Lower Township Municipal Utilities Authority ("MUA") is a local sewer and water utilities authority, duly formed, organized and existing in accordance with the Municipal and Counties Utilities Authorities Law, N.J.S.A. 40:14B-1, *et. seq.*, and the ordinances of the Township of Lower; and

**WHEREAS**, the governing body of Middle Township has determined that the private wells in the Del Haven section of Middle Township are failing, and, in an effort to protect the health, safety and general welfare of all currently occupied properties and all residential properties that may be developed in the Del Haven section of Middle Township in the future, these properties must be connected to a public water system, and, as a consequence, Middle Township officials have initiated discussions with the MUA regarding construction of a water system to serve the Del Haven section of Middle Township; and

**WHEREAS**, N.J.S.A. 40:14B-20(6) provides that the MUA may "produce, develop, purchase, accumulate, distribute and sell water and water services, facilities and products within or without the district, provided that no water may be sold at retail in any municipality . . . without the district unless the governing body of such municipality . . . shall have adopted a resolution requesting the municipal authority to sell water at retail in such municipality . . . and the board of public utility commissioners shall have approved such resolution as necessary and proper for the public convenience;" and

**WHEREAS**, pursuant to N.J.S.A. 40:14B-20(6), the governing body of Middle Township has adopted a resolution requesting that the MUA sell water at retail in Middle Township and has presented that resolution to the MUA; and

**WHEREAS**, the MUA and Lower Township are parties to a November 19, 1968 Service Agreement; and

**WHEREAS**, Section 411 of the November 19, 1968 Service Agreement provides that "the Authority will not permit any property located outside [Lower] Township to be connected with [the MUA's Water] System for the purpose of securing water from the System . . . or supply water to . . . any person or property outside of the Township unless written consent thereto shall have previously been given by or on behalf of the Township;" and

**WHEREAS**, Section 408 of the November 19, 1968 Service Agreement provides that whenever Lower Township "is authorized to give its written consent, such consent may be given and shall be conclusively evidenced by a copy, certified by its Township Clerk and under its seal, of a resolution purportedly to have been adopted by the Governing Body and purporting to give such consent;" and

**WHEREAS**, Mayor and Council have reviewed with the MUA a proposed Water Supply and Distribution Agreement under the terms of which the MUA would expand its existing water supply system into the Del Haven section of Middle Township and would supply potable water to the Del Haven section of Middle Township; and

**WHEREAS**, the term of the proposed Water Supply and Distribution Agreement is 40 years with two 20 year options; and

**WHEREAS**, Mayor and Council are satisfied that extension of the MUA's water system into the Del Haven section of Middle Township and the distribution of water by the MUA to the Del Haven section of Middle Township pursuant to the proposed Water Supply and Distribution Agreement can be accomplished without a diminution in service levels to the MUA's existing customers in Lower Township, will not result in an inability to further expand the water system within Lower Township to residents who are not currently served by the MUA's water system, and can be accomplished without rate increases that otherwise would not occur within the MUA's normal course of business;

**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) All of the statements of the preamble are repeated and are incorporated herein and made a part hereof by this reference thereto.
- 2) Consent is given to the Lower Township Municipal Utilities Authority to expand its water supply and distribution system into the Del Haven section of Middle Township and for properties in the Del Haven section of Middle Township to connect to the MUA's water supply and distribution system for the purpose of the MUA supplying persons and property in the Del Haven section of Middle Township with potable water pursuant to a Water Supply and Distribution Agreement for a term of 40 years with two 20 year renewal options and is otherwise substantially similar to the Water Supply and Distribution Agreement that the MUA has supplied to and reviewed by Mayor and Council.
- 3) This Resolution is intended to evidence compliance with Sections 411 and 408 of the November 19, 1968 Service Agreement to which Lower Township and the MUA are parties.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 17, 2018.

Julie A Picard, Township Clerk

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

RESOLUTION #2018-382

Title: A RESOLUTION OF THE TOWNSHIP OF LOWER CANCELING CERTAIN TAXES  
PER AGREEMENT/RESOLUTION #2013-271

WHEREAS, the tax status of the DRBA is governed by the Delaware-New Jersey Compact, as set forth in N.J.S.A. 32:11E-1; and

WHEREAS, the Compact provides that one essential governmental function of the DRBA is to promote economic development; and

WHEREAS, by attempting to lease the Property to tenants the DRBA is promoting economic development; and

WHEREAS, certain taxes became due on the properties listed below after the DRBA began attempting to lease the Property to tenants, and per Agreement and Resolution #2013-271, the DRBA is not responsible for said tax.

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 property tax be cancelled and the Tax Collector is hereby directed to cancel the following tax:

<u>Block</u>	<u>Lot</u>	<u>Reason</u>	<u>Amount</u>
410.01	36.3	Cancel 1 Month Tax per DRBA Agreement	\$ 77.69

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 17, 2018.

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

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

**RESOLUTION #2018-383**

**Title: APPROVING A PROFESSIONAL SERVICE CONTRACT WITH MOTT MACDONALD FOR PROFESSIONAL LANDSCAPE ARCHITECTURE AND ENGINEERING SERVICES FOR THE MULLIGAN FIELD RENOVATIONS PROJECT**

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

**WHEREAS**, Mott MacDonald has provided a proposal for Professional Landscape Architecture and Engineering Services for the Mulligan Field Renovations Project in an amount of \$34,150.00; and

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

Appropriation:

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 Professional Service Contract without public bidding is awarded as follows:

1. The Project Proposal between Mott MacDonald and the Township of Lower, in the form attached hereto as EXHIBIT A, in the amount of \$34,150.00 is hereby approved.

Task 1	Site Investigations	\$ 16,900
Task 2	Detailed Master Plan Development	\$ 15,250
Task 3	Reimbursable Services & Direct Expenses	\$ 2,000
	<b>TOTAL</b>	<b><u>\$ 34,150</u></b>

**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 December 17, 2018.

\_\_\_\_\_  
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](mailto:recreation@townshipoflower.org)

**Your Reference**  
Mulligan Field Renovations

**Our Reference**  
402390

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

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

**Professional Landscape Architecture and Engineering Services Proposal  
Mulligan Field Renovations  
Detailed Master Plan  
Township of Lower, Cape May County, New Jersey**

October 9, 2018

Dear Mr. Plenn:

Mott MacDonald is pleased to provide herewith this formal proposal for Landscape Architecture and Engineering Services for the preparation of an Existing Conditions Plan and a detailed master plan for the proposed renovations to Mulligan Field.

The Mott MacDonald team understands the contributions that parks and open green spaces make to the ecological, social and economic vitality, and public health of a community. Parks, especially, provide playfields and opportunities for exercise; are places for hosting community events, educating children and adults about ecology and environmental issues; provide habitat and food opportunities for wildlife; mitigate flood waters through infiltration into the soil and absorption and transpiration by plants; and provide an opportunity for rest, relaxation, and recreation.

Based upon our on-site meeting with you we understand the proposed improvements for Mulligan Field to include:

- Reconfiguration of the ballfields to provide one multipurpose space that can be used for both baseball/softball and soccer.
- Relocation/replacement of the existing hockey rink within the park.
- Renovation of or replacement of the existing field house, to provide an ADA complaint building that best serves Lower Township's needs.
- Pathway System Replacement.
- Perimeter Fencing around the park with gates for both pedestrian and Township maintenance vehicle access.

- Replacement of the existing playground and swings with ADA complaint equipment and associated pathway improvements for ADA compliance.
- Sports Lighting.

We have developed the following scope of services for the preparation of the detailed master plan for the above improvements.

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**Task 1** **Site Investigations**

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Mott MacDonald will provide the following services under Task 1:

Task 1.1 – Survey Services

- Establish survey control with swing-ties and coordinates for the project. The horizontal datum for the project will be NAD83, and the vertical datum will be NAVD88;
- Perform a topographic survey of the project area as required to complete the detailed master plan and future design efforts. The topographic survey will include one-foot contours and spot elevations;
- Locate existing surface utility features and structures within the project area, including any visible utility mark-out paint and/or flags;
- Prepare base mapping for the project area. The plan will be prepared using AutoCAD incorporating the above information on 24" x 36" drawing sheets;

Task 1.2 – Site Analysis

Mott MacDonald's team of landscape architects and engineers will develop a site analysis of the existing conditions through site visits and review of the survey information prepared as part of task 1.1 and any record maps/information provided by the Township. The goal of this subtask will be to identify opportunities and constraints that the site presents for utilization in developing the detailed master plan for Mulligan Field.

We propose to complete the scope of work outlined above (**Task 1**) for the lump sum amount of **\$16,900**. This scope of work includes a topographic survey of the project area only. It is assumed that the property is owned by the Township and that a boundary survey of the property is not required.

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**Task 2** **Detailed Master Plan Development**

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Mott MacDonald will provide the following services under Task 2:

Mott MacDonald will prepare a detailed master plan based upon the established list of program elements finalized at the beginning of this task, along with field and site information compiled during Task 1. Mott MacDonald will develop two (2) conceptual design options for the layout of the proposed improvements for presentation to the project stakeholders for discussion and evaluation. Input gathered will be synthesized into the final Detailed Master Plan.

The detailed Master Plan will illustrate the following:

- Spatial relationship of the proposed improvements;
- Identification of potential materials;
- Site improvement elements;
- New storage/concession/restroom building;
- Conceptual grading;
- Conceptual level stormwater/utility design/sizing; and
- Highlighting of any site conflicts.

The proposed master plan will be represented in renderings/3D still image visualizations/details.

During this task Mott MacDonald will prepare an order of magnitude construction cost estimate for the improvements included in the master plan.

We propose to complete the scope of work outlined above (**Task 2**) for the lump sum amount of **\$15,250**.

### **Task 3 Reimbursable & Direct Expenses**

---

The scope of work under this section includes the following direct expenses not specifically identified in Tasks 1 and 2.

- Travel & Postage
- Reproduction of Plans
- Additional Meetings with Stakeholders (two meetings have been included in Task 2)

For budgeting purposes we estimate that direct expenses will total approximately **\$2,000**. We propose to perform the work under Task 3 based upon a reimbursable method of compensation in accordance with our authorized rate schedule.

### **DELIVERABLES**

- Meeting Minutes;
- Topographic Survey/Base Map;
- Draft and final "approved" detailed Master Plan design plans;
- One (1) final color rendered conceptual site design plan of the entire site, and two (2) detailed site plan renderings; and
- Order or Magnitude (OOM) Construction Cost Estimate.

The product of these tasks will be the final "approved" detailed Master Plan. This Plan will illustrate the horizontal location of all proposed improvements and the spatial relationship of those improvements to one another, existing site features and improvements, and adjacent properties. Preliminary material and equipment selections will be included in the final "approved" detailed master plan. The final "approved" detailed Master Plan can then be utilized for progressing through Design Development and construction documents preparation as part of future tasks.

### **PRELIMINARY PROJECT SCHEDULE**

Please see the below project schedule, which is started from the date of official authorization to proceed by the Township:



<u>Project Activity</u>	<u>Days to Complete</u>	<u>Days from Authorization</u>
Project Award to Mott MacDonald	-	-
Site Investigations	21	21
Detailed Master Plan Development	60	81

**FEE SUMMARY**

<u>Scope of Work</u>	<u>Description</u>	<u>Payment Method</u>	<u>Cost</u>
Task 1	Site Investigations	Lump Sum	\$16,900
Task 2	Detailed Master Plan Development	Lump Sum	\$15,250
Task 3	Reimbursable Services and Direct Expenses	Reimbursable (not to exceed)	\$2,000
<b>TOTAL</b>			<b>\$34,150</b>

We trust that the above scope of services and method of reimbursement meet with your approval and look forward to your authorization on this project.

Contract: Mott MacDonald will perform this work under our 2018 "Agreement for Professional Engineering Services" with the Township of Lower.

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

We thank you for the opportunity to provide this Scope of Work for the Mulligan Field Renovations – Detailed Master Plan. 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

Encl.

cc: Jim Ridgway, Township Manager (via email)  
 Julie Picard, Township Clerk (via email)  
 Margaret Vitelli, RPPS, QPA (via email)  
 Jason Harkins, LLA, RLA, Mott MacDonald (via email)

P:\402390-Mulligan Sports Complex\Proposal\mp1009.18-Proposal-Mulligan Sports Complex.docx

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

RESOLUTION #2018-384

Title: **A RESOLUTION AUTHORIZING THE TRANSFER OF FIREARMS NO LONGER NEEDED BY LOWER TOWNSHIP POLICE DEPARTMENT TO A LICENSED FIREARMS DEALER FOR PRIVATE SALE**

**WHEREAS**, the Township of Lower has determined that three (3) Remington Model 700 .308 caliber bolt action rifles are no longer needed for public use by the Lower Township Police Department; and

**WHEREAS**, the Township has requested and obtained an estimate as to the fair market value of the weapons from United Uniforms, an authorized firearms dealer, located in Rio Grande, New Jersey; and

**WHEREAS**, N.J.S.A 40A:11-36 permits a municipality to sell, by private sale, personal property no longer needed for public use, when the fair value of the property to be sold does not exceed the applicable bid threshold; and

**WHEREAS**, N.J.S.A. 2C:58-2 regulates the sale of the firearms within the State of New Jersey and requires that firearms be sold exclusively through a licensed gun dealer; and

**WHEREAS**, in order to facilitate the sale of (1) One Remington Model 700 .308 caliber bolt action rifle, Serial #G6400295, Fixed Asset #1959, to retired Lower Township Police Officer William Hienkel, for the estimated value of \$200.00, the firearm will be transferred to United Uniforms and the Township will receive a credit in the amount of \$200 on its Police Department Equipment Account; and

**WHEREAS**, the Township is also transferring Two (2) additional Remington Model 700 .308 caliber bolt action rifles, Serial #D6252152, Fixed Asset #1289, and Serial #C6862596, Fixed Asset #3276, for \$100.00 each, which it will also be credited to its Police Department Equipment Account.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the transfer of the firearms identified herein to United Uniforms, and the sale of the firearm identified by Serial #G6400295, Fixed Asset #1959 to retired Police Officer William Hienkel for the amount of Two Hundred (\$200.00) Dollars, to be received in the form of a credit of \$200.00, for a total credit of \$400.00, is hereby authorized.

**BE IT FURTHER RESOLVED** that said weapons; fixed asset #1289/1959/3276 will be removed from the Lower Township Fixed Asset Inventory.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 17, 2018.

Julie A Picard, Township Clerk

----- Estimate -----

1050 Route 47  
Rio Grande, NJ 08242  
(609) 849-9347  
[www.uniteduniformsnj.com](http://www.uniteduniformsnj.com)

Estimate #: 2107  
Date: 12/05/2018  
Exp. Date: \$400.00

-----  
Address:

-----

Activity	Qty	Rate	Amount
Sales	1	200.00	200.00
Sales	1	100.00	100.00
Sales	1	100.00	100.00
-----			
Total:			\$400.00

Rifle Purchases

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

RESOLUTION # 2018-385

Title: APPROVAL OF CHANGE ORDER #3 FOR MARCUS KARAVAN, ESQ

WHEREAS, Marcus Karavan, Esq was awarded a Professional Service Contract by Resolution # 2018-10 on January 3, 2018 as Special Counsel to the Tax Assessor's Office for Tax Appeals in the amount of Not To Exceed \$10,000.00; and

WHEREAS; on May 21, 2018, by Resolution #2018-184, Council approved additional Marcus Karavan provide additional services Tax Related and Land Use Matters for the Tax Assessors Office at an amount of not to exceed \$10,000 making the total amount of not to exceed \$20,000; and

WHEREAS, on June 18, 2018, by Resolution #2018-216, Council corrected/combined and amended both Resolutions #2018-10 and 2018-184 and issued Change order #1 amending the new scope of work and re-established the amount of not to exceed \$20,000; and

WHEREAS, on September 17, 2018 by Resolution #2018-303, Council approved Change Order #2 increasing the total contract to an amount not to exceed \$30,000; and

WHEREAS, there now exists a need to increase the amount by \$ 3,000 making the total amount of the contract not to exceed \$33,000; and

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

Appropriation: 8-01-20-155-200

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 #3 in the amount of Not To Exceed \$3,000 for Marcus Karavan, Esq. is hereby approved and the contract total is now increased to Not to Exceed \$33,000.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 17, 2018.

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

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

RESOLUTION # 2018-386

Title: **BID ACCEPTANCE AND AWARD OF (1) One 2019 FORD EXPLORER XLT 4WD**

**WHEREAS**, Bid # P2P 2018-12 to purchase a 2018 newer Ford Explorer 4WD XLT model for the Lower Police Department, was advertised on the Township website on December 3, 2018 and accepted and opened on Thursday December 13, 2018 at 11:00 a.m.; Two (2) Proposals were submitted and reviewed by the QPA; and pursuant to the provisions of N.J.S.A. 19:44A-20.4 Fair and Open Process; and,

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

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

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

Lauren Read, CFO

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

**AWARD TO:                   KINDLE FORD**  
**2019 FORD EXPLORER XLT**  
**TOTAL AWARD:             \$31,505.00**

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 17, 2018.

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

**BID PROPOSAL FORM  
TOWNSHIP OF LOWER  
BID #2018-12**

The undersigned proposes to furnish and deliver the above goods/services pursuant to the bid specification and made part hereof FOB Destination:

**OPTION #1: Ford Explorer 4WD XLT**

**Color and Year of Vehicle:** AGATE BLACK 2019

**Estimated Delivery in Days:** IN STOCK

THIRTY ONE THOUSAND FIVE HUNDRED FIVE AND  $\frac{09}{100}$   
Amount in words  
\$ 31505.09  
Amount in numbers

**Option #2: Ford Explorer 4WD Base Model**

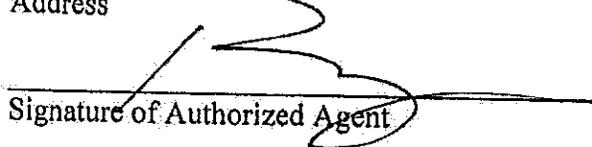
**Color and Year of Vehicle:** AGATE BLACK 2019 TWENTY SEVEN THOUSAND  
SIX HUNDRED THIRTY ONE AND

**Estimated Delivery in Days:** IN STOCK  $\frac{84}{100}$  27631.84

Kindle Ford Lincoln  
Company Name

221837660  
Federal I.D. # or Social Security #

525 Stone Harbor Blvd. Cape May Court House, NJ 08210  
Address

  
Signature of Authorized Agent

Peter Ferenz  
Type or Print Name

Title: \_\_\_\_\_

609-465-5000  
Telephone Number

12/12/2018  
Date

609-465-2090  
Fax Number

peter@kindleautoplaaza.com  
E-mail address

LIST EXCEPTIONS BELOW OR USE ADDITIONAL SHEET:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**P2P Bid #2018-12**

**One (1) 2018 or newer Ford Explorer or equivalent or 2018 or newer Ford Explorer 4WD Base Model or Equivalent**

**Specifications:**

**Option #1: One 2018 or newer Ford Explorer XLT 4wd or Equivalent**

**Exceptions**

<b>2018 or newer Ford Explorer XLT 4WD or equivalent</b>	2019
Exterior Color Grey (preferred)	AGATE BLACK
Interior Ebony Black Cloth Seats (Preferred)	
3.5L TI-VCT V6 Engine	
6 speed automatic transmission	
Fog Lamps LED	
4-wheel drive	NO FOG LAMPS
Rear view camera	
1 12.6" Wheelbase	
Rear window intermittent wiper w/wet-arm washer	
One-Piece top hinged lift-gate w/flip open rear window	
Power windows/door locks/mirrors	
Privacy Glass	
Air conditioning	
Rear window defroster	
Brakes 4 Wheel Disc/ABS	
Manual day/night rearview mirror	
Super engine cooling	
XLT Equipment Package	
Cloth captain seats	
Power Equipment Group	
Equipment Group 201A	200A
<b>List Exceptions:</b>	

P2P Bid #2018-12

Specifications:

Option #2: (1) One 2018 or newer Ford Explorer 4WD Base Model or Equivalent

Exceptions

2018 or newer Ford Explorer 4WD Base Model	2019
Exterior Color Grey (preferred)	AGATE BLACK
Interior Cloth Seats	
3.5L TI-VCT V6 Engine	
6 speed automatic transmission	
Fog Lamps LED	No Fog Lamps
4-wheel drive	
Rear view camera	
1 12.6" Wheelbase	
Rear window intermittent wiper w/wet-arm washer	
One-Piece top hinged lift-gate w/flip open rear window	
Power windows/door locks/mirrors	
Privacy Glass	
Air conditioning	
Rear window defroster	
Brakes 4 Wheel Disc/ABS	
Manual day/night rearview mirror	
Super engine cooling	
XLT Equipment Package	No XLT PKG
Cloth captain seats	
Power Equipment Group	
List Exceptions:	ADD: TRAILER TOW PKG
	SIRIUS RADIO
	REAR INFLATABLE SEAT BELTS

**BID PROPOSAL FORM  
TOWNSHIP OF LOWER  
BID #2018-12**

The undersigned proposes to furnish and deliver the above goods/services pursuant to the bid specification and made part hereof FOB Destination:

**OPTION #1: Ford Explorer 4WD XLT**

**Color and Year of Vehicle:** Grey / 2019

**Estimated Delivery in Days:** Immediate

thirty six thousand one hundred ninety three

Amount in words

\$ 36,193.00

Amount in numbers

**Option #2: Ford Explorer 4WD Base Model**

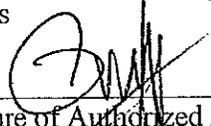
**Color and Year of Vehicle:** \_\_\_\_\_

**Estimated Delivery in Days:** \_\_\_\_\_

Gentilini Ford  
Company Name

221751289  
Federal I.D. # or Social Security #

555 John S. Fear Blvd. Woodbine NJ 08270  
Address

  
Signature of Authorized Agent

Paul V. Gentilini  
Type or Print Name

Title: V.P.

609-861-0100  
Telephone Number

12/4/18  
Date

609-861-2629  
Fax Number

rick.bailey@gentilini-motors.com  
E-mail address

LIST EXCEPTIONS BELOW OR USE ADDITIONAL SHEET:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

RESOLUTION #2018-387

Title: APPROVING THE AMENDED SHARED SERVICE AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND LOWER CAPE MAY REGIONAL SCHOOL DISTRICT – SCHOOL RESOURCE OFFICER (SRO)

WHEREAS, pursuant to N.J.S.A. 40A:65-1 et seq., municipalities and local boards of education may enter into agreements for shared services with other municipalities and local boards of education in order to provide or receive any service that the local unit participating in the agreement is empowered to provide or receive within its own jurisdiction; and

WHEREAS, the proposed amended shared service agreement must comply with the requirements of N.J.S.A. 40A:65-7 which requires that the proposed agreement specify the services to be performed and or provided, the standards of the level, quality, and scope of performance, with assignment and allocation of responsibility for meeting those standards between or among the parties, the estimated cost of the services throughout the duration of the agreement and outline the allocation of and responsibility of the parties to satisfy same, the procedure for payment, and the duration of the agreement; and

WHEREAS, the Township of Lower (the "Township") is a municipal corporation of the State of New Jersey which maintains and operates a Police Department located within the jurisdiction of the Township which employs police officers specifically trained in educating, counseling, and protecting the public in an educational setting; and

WHEREAS, the Lower Cape May Regional School District (the "Board") is a local board of education which operates and oversees secondary schools (collectively, the "Schools") located within the Township; and

WHEREAS, the Board and the Township desire to enter an agreement wherein the Township shall make a police officer available to the Board for the purposes of providing security at the School upon the terms and conditions set forth within the attached agreement (the "Agreement"); and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the Mayor and Township Clerk are hereby authorized and directed to execute the Amended Shared Service Agreement, attached hereto as Exhibit A for the term of January 1, 2019 through December 31, 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 December 17, 2018.

Julie A Picard, Township Clerk

**SHARED SERVICE AGREEMENT  
SCHOOL RESOURCE OFFICER (SRO)**

AGREEMENT is made this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between the LOWER CAPE MAY REGIONAL SCHOOL DISTRICT (hereinafter referred to as LCMR) and the TOWNSHIP OF LOWER (hereinafter referred to as TOWNSHIP”) as follows:

**WITNESSETH:**

WHEREAS, the TOWNSHIP OF LOWER (the “TOWNSHIP”) agrees to provide the LOWER CAPE MAY REGIONAL SCHOOL DISTRICT (“LCMR”) with one (1) additional School Resource Officer (SRO), to be located in the Richard M. Teitleman School (the “School”), to be overseen and managed by the TOWNSHIP OF LOWER POLICE DEPARTMENT, the cost of which shall be shared equally (50/50) by and between LCMR and the TOWNSHIP, and

WHEREAS, LCMR and the TOWNSHIP desire to set forth in this Shared Service Agreement the specific terms and conditions of the services to be performed and provided by the said SRO located in the School.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

**I. Goals and Objectives-** It is understood and agreed that LCMR and the TOWNSHIP officials share the following goals and objectives with regard to the School Resource Officer (SRO) Program in the schools:

A. To foster educational programs and activities that will increase student’s knowledge of and respect for the law and the function of law enforcement agencies.

B. To encourage the SRO to attend extra-curricular activities held at schools, while on duty, such as PTA meetings, athletic events and concerts.

C. To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school, such as: disorderly conduct by trespassers, the possession and use of weapons on campus, the illegal sale and/or distribution of controlled dangerous substances, and riots.

D. To report serious crimes that occur on campus and to cooperate with law enforcement officials in their investigation of crimes that occur at school.

E. To cooperate with law enforcement officials in their investigations of criminal offenses which occur off campus.

## II. Employment and Assignment of SRO

A. The TOWNSHIP agrees to assign one (1) additional full-time SRO during the term of this agreement with LCMR to be located at the Richard M. Teitleman School. The SRO shall be an employee of the TOWNSHIP OF LOWER and shall be subject to the administration, supervision and control of the POLICE DEPARTMENT.

B. The TOWNSHIP agrees to provide and pay the SRO's salary and employee benefits in accordance with applicable salary schedules and employment practices of the POLICE DEPARTMENT, including but not necessarily limited to: sick leave, annual leave, retirement compensation, disability salary compensation, disability salary continuation, workers compensation, unemployment compensation, life insurance, dental insurance, and medical hospitalization insurance. The SRO shall be subject to all other personnel policies and practices of the POLICE DEPARTMENT.

C. LCMR agrees to pay the TOWNSHIP 50% of the cost of the SRO's salary and benefits in accordance with the payment schedule outlined below:

LCMR School Year Obligation Payment Due:

2019

\$41,450.00 due on or before June 30, 2019

\$41,450.00 due on or before December 31, 2019

2020

\$42,331.00 due on or before June 30, 2020

\$42,331.00 due on or before December 31, 2020

2021

\$42,961.50 due on or before June 30, 2021

\$42,961.50 due on or before December 31, 2021

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

**III. Basic Qualifications of a School Resource Officer (SRO)** - the POLICE DEPARTMENT represents that the SRO assigned to LCMR shall meet all of the following qualifications:

- A. Shall be a commissioned officer and should have three (3) years of law enforcement experience.
- B. Shall possess a sufficient knowledge of the applicable Federal and State laws, TOWNSHIP and County ordinances, and Board of Education policies and regulations;
- C. Shall be capable of conducting in depth criminal investigations;
- D. Shall possess even temperament and set a good example for students; and
- E. Shall possess communication skills that would enable the officer to function effectively within the school environment.

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

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

## **V. Chain of Command**

A. As employees of the POLICE DEPARTMENT, the SRO shall follow the chain of command set forth in the POLICE DEPARTMENT Policies and Procedures Manual.

B. In the performance of their duties, the SRO shall coordinate and communicate with the Superintendent and the Principals or the Principals' designee of each of LCMR's schools.

C. The LCMR Superintendent shall periodically report to the Chief of Police as to the work efforts of this SRO.

## **VI. Training / Briefing / Sick, Vacation, Holiday**

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

B. The SRO must attend periodic briefings and meetings at POLICE DEPARTMENT. All efforts will be made to coordinate this training to avoid its interfering with the SRO's responsibilities at the school, and LCMR shall be provided with reasonable advanced notice of such briefings and meetings so it may anticipate the SRO's absence. The POLICE DEPARTMENT shall provide a replacement police officer if the SRO will be absent due to briefings and meetings.

C. In the event of absence due to the SRO being sick, on vacation or due to a recognized holiday in their collective bargaining agreement between P.B.A. Local #59, the POLICE DEPARTMENT shall provide a replacement police officer if the SRO will be absent when sick, on vacation or off due to a holiday.

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

**VIII. Supplies and Equipment** - The POLICE DEPARTMENT will provide all equipment issued to the SRO as agreed to in their collective bargaining agreement between P.B.A. Local #59 and the TOWNSHIP Policies and Procedures.

## **IX. Transporting Students**

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

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

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

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

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

#### **X. Duration of Agreement**

A. This agreement shall be effective as of January 1, 2019 and shall continue in effect until December 31, 2021.

B. This agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated unless it is extended in writing.

C. LCMR and the TOWNSHIP agree that meetings to initiate a successor agreement and modifying, amending, or altering the terms of this agreement shall commence no later than ninety (90) days prior to the expiration of this agreement.

D. LCMR and the TOWNSHIP agree that the parties may choose not to enter into a successor agreement if they determine that doing so would not be in their best interest.

E. LCMR or the TOWNSHIP may choose to cancel this agreement with thirty (30) days written notice.

#### **XI. Miscellaneous**

##### **A. Representatives**

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

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

3. Representatives of the Parties.

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

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

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

Mr. Christopher Kobik  
Superintendent  
Lower Cape May Regional School District  
687 Route 9  
Cape May, NJ 08204

**B. Further Assurances.** Each Party agrees to execute and deliver such further documents, and perform such further acts, as may be reasonably necessary to achieve the intent of the Parties with respect to this Agreement. Without limiting the generality of this paragraph, upon request at any time or from time to time any Party hereto shall execute and deliver to the other, additional counterparts of this Agreement or any related documents, provided such additional counterparts are prepared at the expense of the Party requesting them.

**C. Applicable Law.** This Agreement shall be construed in accordance with and governed by the internal laws (without reference to choice or conflict of laws) of the State of New Jersey.

**D. No Third Party Beneficiaries.** No person or entity other than the Parties shall have any right, benefit or obligation under this Agreement as a third party beneficiary or otherwise.

**E. Interpretation.** This Agreement shall be interpreted in accordance with its fair meaning and shall not be interpreted in favor of any particular Party. No inference in favor of or against any Party shall be drawn from the fact that such Party has drafted any portion of this Agreement. Each of the Parties has participated substantially in the negotiation, drafting and revision of this Agreement with representation by counsel and/or such other advisers as they have deemed appropriate

**F. Amendments and Waivers.** This Agreement may only be amended in a writing signed by the Parties. Any provision of this Agreement may only be waived in a writing signed by the Party against whom the waiver is to be effective.

**G. Counterparts.** This Agreement may be executed in counterparts, each of which shall constitute an original of this Agreement but all of which, together, shall constitute one and the same instrument. Signature pages may be detached from the counterparts and attached to a single copy of this Agreement to physically form one document.

**H. Indemnification.** The parties shall indemnify, hold harmless and defend one another, their directors, officers, agents and employees, from and against any and all losses, claims, liability, damage, action or expense including, without limitation, attorney's fees and costs arising out of or relating to (in) any breach or default in the performance of any obligation under this Agreement and/or (ii) any negligence, intentional misconduct and/or activity subject to strict liability arising from any act or omission of their respective agents, employees, contractors, invitees, attendees, patrons, guests or students arising under this Agreement.

[SIGNATURES BEGIN ON THE NEXT PAGE]

**LOWER CAPE MAY REGIONAL  
SCHOOL DISTRICT**

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

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

Richard J. Hooyman, President

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

**TOWNSHIP OF LOWER**

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

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

Erik Simonsen, Mayor

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

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

RESOLUTIUN #2018-388

Title: RE-APPOINTMENT TO THE RECREATION ADVISORY BOARD

**WHEREAS**, Robert Osborn's term on the Recreation Advisory Board will expire on December 31, 2018, and he has requested re-appointment to the Board; 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 re-appointment be made:

<u>NAME</u>	<u>TYPE</u>	<u>TERM EXP</u>
Robert Osborn	Regular Member	December 31, 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 December 17, 2018

Julie A Picard, Township Clerk

FOR TOWNSHIP USE ONLY

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

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

RCVD DEC 14 '18

TOWNSHIP OF LOWER  
CITIZEN LEADERSHIP FORM

NAME Robert Johnson

CITY AND STATE North Cape May NJ

YEARS OF RESIDENCY IN TOWNSHIP 29 OCCUPATION FINANCE

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.

Bachelors degree in Finance

RA 20yrs +

Coach 20yrs plus

Lower township optometrist

Date: 12/14/18 Signature: [Signature] (VALID FOR ONE YEAR FROM DATE OF RECEIPT)

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

**\*PERSONAL INFORMATION NOT SUBJECT TO PUBLIC DISCLOSURE**

Address of Residence \_\_\_\_\_ Email \_\_\_\_\_

Primary Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

\*The information in this section is considered personal information, and is therefore deemed confidential for the purpose of P.L.1963, c.73 (C.47:1A-1 et seq.) and P.L. 2001, c.404 (C.47:1A-5 et al.).

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

RESOLUTION #2018-389

Title: **A RESOLUTION REQUESTING RELEASE OF PERFORMANCE GUARANTEE FOR HARBORVIEW MARINA; BLOCK 822.03, LOT 8, ESCROW #P01-01-05**

**WHEREAS**, Cape Harbor Enterprises, Inc. posted a Performance Guarantee with the Township of Lower, in the amount of \$24,791.00; and

**WHEREAS**, the Township Engineer has recommended the improvements have been properly installed and are presently acceptable; and

**WHEREAS**, the Lower Township Engineer, Matt MacDonald, states that the Maintenance Guarantee is not required "based on new revisions to the Municipal Land Use Law"

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, county OF Cape May, State of New Jersey, that the Performance Guarantee of \$24,791.00 be and hereby is **released**.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 17, 2018.

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



12-12-18

Mr. William J. Galestok, PP, AICP  
Lower Township Planning Director  
2600 Bayshore Road  
Villas, NJ 08251

Via Hand Delivery

**Your Reference**  
Twp. No. P15-05-02

**Harbor View Marina & Restaurant - Site Plans**  
**Township of Lower, Cape May County**

**Our Reference**  
MM No. 351298CM14

December 10, 2018

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

Dear Mr. Galestok:

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

In my previous letter dated January 23, 2017 I indicated that a maintenance guarantee was required by the developer, and upon posting, the site plans would be signed. Based on new revisions to the Municipal Land Use Law related to performance and maintenance guarantee posting, a maintenance guarantee for the onsite work is not required. Therefore, please find enclosed herewith six (6) sets of signed and sealed site plans. Once the Township signatures have been obtained please return two (2) copies of the plans to our office.

Should you have any questions regarding the above information or should you require additional information, please do not hesitate to contact our office.

Very truly yours,

Mott MacDonald, LLC

A handwritten signature in black ink, appearing to read 'Shawn A. Carr'.

Shawn A. Carr, PE, CME  
Senior Project Engineer  
T 609.465.9377 F 609.465.5270  
[Shawn.carr@mottmac.com](mailto:Shawn.carr@mottmac.com)

SAC

cc: Lisa Schubert, Board Secretary  
Mark R. Sray, PE, CME, Mott MacDonald

MEMORANDUM

TO: Mayor Erik Simonsen &  
Council members

FROM: William J. Galestok, PP,AICP  
Director of Planning

DATE: December 14, 2018

RE: Harborview Marina  
954 Ocean Drive  
Cape May, NJ 08204  
Block 822.03, Lot 8  
Resolution # 2018-389

The Land Development Ordinance of the Township of Lower, Chapter, XVI, Subsection 400-81E, requires that, "The governing body shall by resolution, release or declare in default each Performance Guarantee".

Pursuant to the above referenced Subsection 400-81E, Resolution # 2018-389 is required to release the Performance Guarantee held in trust by the Township of Lower for major site plan, Block 822.03, Lot 3. The required final inspection report, certifying completion, compliance and condition of the work, has been received from the Township Engineer, Mott MacDonald.

The Township Engineer recommends release of the retained \$24,791.00.

The inspection and construction costs of the bonded improvements have been paid for by the developer. All mandated improvements must be completed for the project's final approval.

Subsection 400-81F(3) of the Land Development Ordinance of the Township of Lower requires that a Maintenance Guarantee, in an amount equal to not more than fifteen percent (15%) of the original estimate of the cost of improvements, shall be filed by the owner. Therefore, \$, which is fifteen percent, shall be retained as the Maintenance Guarantee.

enc.1

cc: financial file, w/enc.

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

RESOLUTION #2018-390

Title: **APPROVING A PARTNERSHIP AGREEMENT BETWEEN THE COUNTY OF CAPE MAY AND STRATEGIC PARTNERS FOR THE NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY (NJEDA) INNOVATION CHALLENGE GRANT**

**Whereas**, per the requirements of the Request for Qualifications/Proposals published on the New Jersey Economic Development Authority ("NJEDA") web site in November 2018, the County and the Township are entering into a Partnership Agreement, which is conditioned upon a successful grant award by the NJEDA; and

**Whereas**, the attached Agreement will formalize the terms and conditions of this partnership in order to develop and complete an implementation strategy for the Cape May County Business Resource Hub. This Agreement will outline the roles and responsibilities of the parties, demonstrate collaboration in working towards an innovation ecosystem change, and detail any funding or other resource commitments, if any, from Strategic Partners; and

**Whereas**, the County is the Applicant for the NJEDA Innovation Planning Challenge. The County will prepare the grant application in cooperation with Atlantic Cape Community College and manage the grant in accordance with NJEDA requirements; and

**Whereas**, the Township is a Strategic Partner and is committed to participating on the task force to develop an implementation strategy for the Cape May County Business Resource Hub.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the Mayor and Township Clerk are hereby authorized and directed to execute the Partnership Agreement, attached hereto as Exhibit A.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 17, 2018.

Julie A Picard, Township Clerk

**Partnership Agreement Between the  
County of Cape May and Strategy Partners  
for the New Jersey Economic Development Authority (NJEDA)  
Innovation Planning Challenge Grant**

This Partnership Agreement is entered into on this \_\_\_\_ day of December 2018, by and between THE COUNTY OF CAPE MAY, hereinafter referred to "County", a body public and corporate of the State of New Jersey, having administrative offices at 4 Moore Road, Cape May Court House, New Jersey 08210 and the TOWNSHIP OF LOWER, a strategic partner, hereinafter referred to as "Township", a municipal corporation of the State of New Jersey, having administrative offices at 2600 Bayshore Road, Lower Township, New Jersey 08251, and who may collectively be referred to herein as the "parties."

**Whereas**, per the requirements of the Request for Qualifications/Proposals published on the New Jersey Economic Development Authority ("NJEDA") web site in November 2018, the County and the Township are entering into this Partnership Agreement, which is conditioned upon a successful grant award by the NJEDA; and

**Whereas**, this Agreement will formalize the terms and conditions of this partnership in order to develop and complete an implementation strategy for the Cape May County Business Resource Hub. This Agreement will outline the roles and responsibilities of the parties, demonstrate collaboration in working towards an innovation ecosystem change, and detail any funding or other resource commitments, if any, from Strategic Partners; and

**Whereas**, the County is the Applicant for the NJEDA Innovation Planning Challenge. The County will prepare the grant application in cooperation with Atlantic Cape Community College and manage the grant in accordance with NJEDA requirements; and

**Whereas**, the Township is a Strategic Partner and is committed to participating on the task force to develop an implementation strategy for the Cape May County Business Resource Hub; and

**Whereas**, the Township of Lower will fulfill the requirements of a Strategic Partner by:

1. Supporting the Applicant, the County of Cape May, in their role as the entity who is responsible for coordinating the activities of the task force to complete the feasibility study;
2. Actively participating in task force meetings and activities;
3. Provide data and information as requested; and
4. Providing review and feedback on draft products and final deliverables.

**NOW THEREFORE**, in consideration of the mutual promises and covenants contained herein the Parties hereto agree as follows:

1. Applicant. The County will act as the applicant.
2. Higher Education Partner. Atlantic Cape Community College will act as the Higher Education Partner.
3. Task Force. The Township will serve on the established Task Force, consisting of the County and Atlantic Cape Community College representatives, strategic partners and subject matter experts, in order to develop and complete an implementation strategy for the Cape May County Business Resource Hub.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement and agree to be bound by this Grant Agreement on this \_\_\_\_ day of December 2018.

ATTEST:

**County of Cape May**

\_\_\_\_\_

\_\_\_\_\_  
Gerald M. Thornton, Freeholder Director

ATTEST:

**Strategic Partner**

\_\_\_\_\_

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

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

RESOLUTION #2018-391

**Title: A RESOLUTION AUTHORIZING A SHARED SERVICE AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND THE COUNTY OF CAPE MAY TO DEVELOP AN ECONOMIC DEVELOPMENT PLAN FOR THE CAPE MAY COUNTY AIRPORT AND THE SURROUNDING OPPORTUNITY ZONE**

**WHEREAS**, the County of Cape May has made tremendous strides to build a "Tech Village" at the Cape May County Airport that will result in the creation of good-paying jobs; and

**WHEREAS**, the US Department of Treasury has designated the airport and surrounding area as an Opportunity Zone which provide generous federal tax advantages for entrepreneurs who invest in this area; and

**WHEREAS**, legislation that would boost economic development in the airport area was conditionally vetoed by Governor Murphy; and

**WHEREAS**, the Governor's conditional veto noted that a full understanding of which industries or industry sectors are best suited is needed before incentives are targeted to the airport area; and

**WHEREAS**, the Township of Lower has secured a \$25,000 grant from the United States Department of Agriculture to develop an Economic Development Plan for the Cape May County Airport and the surrounding Opportunity Zone; and

**WHEREAS**, this grant requires that matching funds be provided as leverage equal to the grant; and

**WHEREAS**, it is proposed that Lower Township and the County of Cape May partner in providing the matching funds to develop the Economic Development Plan needed to meet the Governor's condition and to begin a meaningful discussion regarding State incentives to promote further development at the airport area.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Council execute the Shared Service Agreement attached hereto and the Cape May County Freeholders have agreed to provide \$12,500 towards the completion of an Economic Development Plan for the airport area.

**BE IT FURTHER RESOLVED** that this Plan will be developed with the involvement and input from New Jersey Economic Development Authority, Delaware River & Bay Authority, South Jersey Economic Development District, the Cape May County Chamber of Commerce, Cape May County Vo-Tech, Atlantic Cape Community College and local business leaders.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 17, 2018.

Julie A Picard, Township Clerk

SHARED SERVICES AGREEMENT BETWEEN  
THE COUNTY OF CAPE MAY AND TOWNSHIP OF LOWER

THIS AGREEMENT is entered into this this \_\_\_\_ day of \_\_\_\_\_, 2018 by and between THE COUNTY OF CAPE MAY, hereinafter referred to "County", a body public and corporate of the State of New Jersey, having administrative offices at 4 Moore Road, Cape May Court House, New Jersey 08210 and the TOWNSHIP OF LOWER, hereinafter referred to as "Township", a municipal corporation of the State of New Jersey, having administrative offices at 2600 Bayshore Road, Lower Township, New Jersey 08251.

WHEREAS, the "Uniform Shared Services and Consolidation Act", N.J.S.A. 40A:65-1, *et seq.* (the "Act"), authorizes counties and municipalities to enter into an agreement for the exchange of shared services pursuant to the provisions of that statute; and

WHEREAS, the County and Township are committed to the economic development throughout Lower Township and Cape May County, including at the Cape May County Airport; and

WHEREAS, the US Department of Treasury has designated the airport and surrounding area as an Opportunity Zone which provides for generous federal tax advantages for entrepreneurs who invest in this area; and

WHEREAS, the Township has secured a \$25,000 grant from the United States Department of Agriculture to develop an Economic Development Plan for the Cape May County Airport and the surrounding Opportunity Zone,

WHEREAS, the scope of work and tasks to be performed in connection with developing the Economic Development Plan are set forth in Schedule A; and

WHEREAS, this grant requires that matching funds in the amount of \$25,000 to be provided as leverage for the grant; and

WHEREAS, both the Township and County have determined that entering into an agreement to partner for this project and provide the matching funds to develop the Economic Development Plan is fair and equitable, and in the best interests of both jurisdictions, and both parties

deem it appropriate to define their rights and responsibilities with respect to the services provided herein; and

NOW, THEREFORE, FOR AND IN CONSIDERATION of the exchange of mutual covenants and conditions and such other consideration as set forth in this agreement, and as authorized by the provisions of N.J.S.A. 40A:65-1 et seq., the parties agree to the nature and extent of services to be performed as follows:

1. Incorporation of Preamble. All of the provisions of the preamble that are set forth above are repeated and incorporated herein by this reference thereto as if set forth at length.
2. County Responsibilities.
  - a. The County shall actively participate in the completion of an Economic Development Plan for the Cape May County Airport and the surrounding Opportunity Zone.
  - b. The County shall provide \$12,500.00 in matching funds for the USDA grant
3. Township Responsibilities.
  - a. The Township shall use the funds from USDA and matching funds to retain professionals to complete the Economic Development Plan attached hereto as Schedule A.
  - b. The Township shall provide \$12,500 in matching funds for the USDA grant.
4. Insurance; Indemnification.
  - a. 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.
  - b. 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 County or Township 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.

5. Effective Date; Termination. This Agreement shall be approved by and be deemed effective on the date of a resolution of the governing bodies of the County and the Township duly adopted in accordance with law at public meetings held in accordance with the provisions of the Open Public Meetings Act and the provisions of the Uniform Shared Services and Consolidation Act.

6. Miscellaneous.

- a. This Agreement shall be governed by the laws of the State of New Jersey. In the event of a dispute arising out of this Agreement, the parties agree that they immediately will meet and make a good faith effort to resolve said dispute. In the event that the dispute cannot be resolved amicably, then any litigation arising out of this Agreement shall be litigated in the Superior Court of New Jersey, Cape May County.
- b. The parties have read this Agreement and it is a full statement of their understandings; no other promises or work has been agreed to beyond the terms contained herein. This Agreement is not subject to oral modification and may only be changed by a writing approved, adopted and executed with the same formalities as were attendant to the approval, adoption and execution of this Agreement.
- c. The headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of the substantive provisions of this Agreement.
- d. The County and the Township agree that no inference concerning the meaning or interpretation of this Agreement shall be drawn based upon the fact that it was drafted by the County of Cape May's legal counsel.

IN WITNESS WHEREOF, the parties have set their hands and seals the day and year first above written.

ATTEST:

COUNTY OF CAPE MAY

---

Elizabeth Bozzelli  
Clerk of the Board

---

Gerald M. Thornton  
Freeholder Director

APPROVED AS TO FORM:

---

Jeffrey R. Lindsay, Esquire  
County Counsel

ATTEST:

TOWNSHIP OF LOWER

---

Julie Picard  
Township Clerk

---

Erik Simonsen  
Mayor

APPROVED AS TO FORM:

---

Robert T. Belasco, Esquire  
Township Solicitor

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

RESOLUTION #2018-392

Title: AUTHORIZING THE PAYMENT OF VOUCHERS

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
David Perry	Contractual Reimbursement	\$ 502.99

TOTAL Bill List \$ 502.99

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 17, 2018.

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

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

ORDINANCE #2018 -20

SALARY AND BENEFIT ORDINANCE FOR THE TOWNSHIP OF LOWER

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

TOWNSHIP COUNCIL

Mayor	18,000.00	to	21,000.00
Councilmembers	15,000.00	to	18,000.00

NON-UNION ADMINISTRATIVE/MANAGEMENT PERSONNEL

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

NON-UNION POLICE PERSONNEL

Chief of Police	107,584.00	to	155,000.00
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SUPERIOR OFFICERS - POLICE

Police Captain	100,034.00	to	128,000.00
Police Lieutenant	94,000.00	to	119,000.00

SUPERVISORS UNION

General Supervisor Public Works	59,000.00	to	84,000.00
Tax Assessor	60,000.00	to	99,583.76
Tax Collector	60,000.00	to	97,500.00
Construction Official	52,000.00	to	87,000.00
Supt. Recreation Parks	56,000.00	to	92,100.00
Supt. of Public Works	75,000.00	to	108,300.00
Planning Director	60,000.00	to	97,500.00
Court Administrator	55,000.00	to	92,000.00
Coordinator Fed. & State Aid	50,000.00	to	82,000.00
Deputy Court Administrator	45,000.00	to	60,000.00
Supervisor of Garage Services	66,000.00	to	90,000.00
Supervisor Building, Grounds	59,000.00	to	90,000.00
Qualified Purchasing Agent	45,000.00	to	75,200.00
Purchasing Agent	45,000.00	to	75,200.00
Township Engineer	70,000.00	to	108,243.22

AFSCME

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

Building Service Worker	26,966.00	to	41,132.42
Sr. Building Service Worker	38,000.00	to	59,533.77
Account Clerk-Typing	26,966.00	to	45,462.15
Computer Operator	26,966.00	to	45,462.15
Senior Tax Clerk	30,567.00	to	48,709.45
Senior Police Records Clerk	30,567.00	to	48,709.45
Senior Account Clerk	30,567.00	to	48,709.45
Senior Assessing Clerk	30,567.00	to	48,709.45
Senior Clerk Typist	30,567.00	to	48,709.45
Senior Clerk Stenographer	30,567.00	to	48,709.45
Senior Telephone Operator/Receptionist	30,567.00	to	48,709.45
Senior Computer Operator	30,567.00	to	48,709.45
Code Enforcement Officer	30,567.00	to	48,709.45
Registrar of Vital Statistics	30,567.00	to	48,709.45
Assessing Aide	34,168.00	to	56,286.47
Senior Code Enforcement Officer	34,168.00	to	56,286.47
Principal Clerk	34,168.00	to	62,781.07
Principal Account Clerk	34,168.00	to	62,781.07
Principal Assessing Clerk	34,168.00	to	62,781.07
Principal Clerk Stenographer	34,168.00	to	62,781.07
Principal Clerk Typist	34,168.00	to	62,781.07
Supervising Computer Operator	34,168.00	to	62,781.07
Building Inspector	37,769.00	to	56,286.47
Building Subcode Official	5,000.00	to	56,286.47
Plumbing Subcode Official	5,000.00	to	56,286.47
Plumbing Subcode Inspector (PT)	10,000.00	to	32,472.96
Plumbing Inspector	26,062.00	to	56,286.47
Plumbing Inspector (P/T)	10,000.00	to	32,472.96
Electrical Subcode Official	37,769.00	to	56,286.47
Electrical Inspector	26,062.00	to	56,286.47
Electrical Inspector (PT)	10,000.00	to	32,472.96
Fire Protection Inspector	26,062.00	to	56,286.47
Fire Protection Inspector (PT)	10,000.00	to	32,472.96
Assistant Zoning Officer	37,769.00	to	56,286.47
Assistant Tax Collector	37,769.00	to	56,286.47
Assistant Treasurer (FT)	37,769.00	to	56,286.47
Assistant Superintendent of Recreation	37,769.00	to	56,286.47
Assistant Superintendent of Recreation (PT)	27,000.00	to	56,286.47
Public Safety Telecommunicator or Trainee	30,000.00	to	54,121.61
Relief Public Safety Telecommunicator or Trainee	14.42 hr.	to	19.00 hr.
Violations Clerk	30,567.00	to	44,379.72

POLICE PERSONNEL

Police Sergeant	86,051.00	to	110,697.09
Police Officer	33,000.00	to	104,000.00
Special Law Enforcement Officer (Class I)	8.85	to	10.00 hr.
Special Law Enforcement Officer (Class II)	11.00 hr.	to	17.00 hr.

Special Law Enforcement Officer -  
without Police Academy Certification      Applicable Minimum Wage Established by Department of Labor

PUBLIC WORKS PERSONNEL (PER HOUR)

Equipment Operator	23.81	to	29.55
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Supervising Equipment Operator	25.82	to	31.91
Motor Broom Driver	22.58	to	28.11
Mechanic	26.50	to	35.00
Mechanics Helper	24.14	to	29.94
Senior Mechanic/Diesel	28.25	to	35.00
Maintenance Repairer	23.06	to	28.67
Sr. Maintenance Repairer	26.43	to	32.00
Laborer	14.42	to	27.23
Supervising Laborer	23.84	to	29.59
Rec. Parks Maintenance Worker/Groundskeeper	17.42	to	25.00
Electrician	22.64	to	28.19
Sign Maker/Wood & Metal	22.17	to	27.63
Senior Groundskeeper	19.03	to	26.00
Groundskeeper	14.42	to	27.23
Temporary Laborers	12.50	to	17.95
Recycling Program Aide	12.00	to	15.61
Animal Control Officer	21.83	to	27.23

OTHER EMPLOYEES

Deputy Manager	2,600.00	to	3,500.00
Court Attendant	8,000.00	to	9,000.00
Township Prosecutor	14,000.00	to	25,000.00
Municipal Judge	40,000.00	to	50,000.00
Public Defender	11,000.00	to	15,000.00
Recording Secretary Planning/Zoning Board	3,500.00	to	4,000.00
Fire Subcode Official	9,000.00	to	18,000.00
Safety Coordinator	3,000.00	to	4,000.00
District Recycling Coordinator	250.00	to	5,000.00
Emergency Management Coordinator	6,900.00	to	10,000.00
Emergency Management Deputies	2,000.00	to	10,000.00
Code Enforcement Officer Trainee	9.00 hr.	to	12.00 hr.
Assistant Treasurer (PT)	6,900.00	to	13,000.00
Tax Search Officer	3,000.00	to	3,500.00
Terminal Agency Coordinator	1,500.00	to	1,500.00
Animal Control (PT)	4,000.00	to	10,000.00

HOURLY EMPLOYEES

Lifeguard/Swimming Instructor	10.00	to	16.00 hr.
Recreation Aide	9.76	to	18.00 hr.
Senior Citizen Program Aide	9.76	to	18.00 hr.
Ticket Taker	8.85	to	10.00 hr.
Park Attendant	11.00	to	18.00 hr.
Field Inspector	15.00	to	30.00 hr.

BUREAU OF FIRE SAFETY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

First Reading: December 3, 2018

Adoption:

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

Register Report - Last month

11/1/2018 through 11/30/2018

12/3/2018

Page 1

Account	Description	Memo	Category	Amount
<b>INCOME</b>				<b>3,438.15</b>
Business 2018-2019				1,136.90
Campgrounds & Trailers				150.00
Junk Yard Lic				150.00
Licenses & Permits				15.00
Opra Request				1.25
Street Openings				1,340.00
Taxi & Limo				600.00
Yard Sales				45.00
<b>EXPENSES</b>				<b>6,075.00</b>
Rental 2018-2019				75.00
Vacant Property Reg				6,000.00
<b>TRANSFERS</b>				<b>-9,513.15</b>
Council Checking				-9,513.15
			<b>OVERALL TOTAL</b>	<b>0.00</b>

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

**OFFICE OF CONSTRUCTION OFFICIAL**

**Construction Permit Activity Report**

RANGE: 11/01/2018 To 11/30/2018

December 03 , 2018 11:58:32AM

**SUMMARY**

**CONSTRUCTION COSTS**

**COUNT**

Cost Of Construction: \$616,165.00  
 Cost Of Alteration: \$1,255,289.00  
 Cost Of Demolition: \$0.00  
 Total Cost: \$1,871,454.00

Cubic Footage: 170533 Cu.ft  
 Square Footage: 12185 Sq.ft

Permit Issued: 99  
 Updates Issued: 10  
 All Fees Waived: 1  
 Municipal Fees Waived: 0

**PERMIT FEES**

**ADMIN FEES**

**WAIVED FEES**

**TOTAL FEES**

Building:	\$18,934.00	Building:	\$0.00	Building:	\$280.00	Building Fees:	\$18,654.00
Electrical:	\$12,862.00	Electrical:	\$0.00	Electrical:	\$55.00	Electrical Fees:	\$12,807.00
Fire :	\$2,115.00	Fire :	\$0.00	Fire :	\$340.00	Fire Fees:	\$1,775.00
Plumbing:	\$3,053.00	Plumbing:	\$0.00	Plumbing:	\$97.00	Plumbing Fees:	\$2,956.00
Elevator:	\$0.00	Elevator:	\$0.00	Elevator:	\$0.00	Elevator Fees:	\$0.00
Mechanical:	\$2,235.00	Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical Fees:	\$2,235.00
				Total Waived:	\$772.00	Technical Fees:	\$38,427.00

**DCA**

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$632.00	\$0.00	\$632.00
Alteration Training Fee:	\$2,392.00	\$794.00	\$1,598.00
DCA Minimum Fee:	\$7.00	\$0.00	\$7.00
Sub total Training Fee:	\$3,031.00	\$794.00	\$2,237.00

**TECHNICAL ISSUES**

Building Technical: 58  
 Electrical Technical: 83  
 Fire Protection Technical: 17  
 Plumbing Technical: 26  
 Elevator Technical:  
 Mechanical Technical: 26

**CERTIFICATE ISSUES**

Certificate of Occupancy: 7  
 Certificate of Approval: 31  
 Certificate of Continued Occupancy: 0

Certificate of Occupancy Fee: \$1,661.00  
 Waived Certificate Fees: \$0.00  
 Sub Total Certificate Fees: \$1,661.00

PERMIT FEES:	\$38,427.00
DCA FEES:	\$2,237.00
CERTIFICATE FEES:	\$1,661.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$42,325.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$42,325.00

OFFICE OF THE CONSTRUCTION OFFICIAL

Account Summation-Summary

Report Run from 11/01/2018 To 11/30/2018

December 3, 2018 11:59:04AM

ACCOUNT:		Cash Amount	Check Amount	Credit Card Amount	Total Fee
PERMIT FEES	Sub Totals:	\$1,845.00	\$40,480.00	\$0.00	\$42,325.00
	<b>GRAND TOTALS:</b>	\$1,845.00	\$40,480.00	\$0.00	\$42,325.00

**TOWNSHIP OF LOWER**  
**Dog Payment Audit Report**  
**FROM 11/1/2018 TO 11/30/2018**

Lic.#	License Fee	Registration	Pilot	Late	Pop.Ctrl	Misc. Receipt#	Check#	Cash	Check	Other	TOTAL
1365	3.80	1.00	0.20	0.00	0.00	0.00	263	0.00	5.00	0.00	5.00
<b>59</b>	<b>250.40</b>	<b>58.00</b>	<b>11.60</b>	<b>240.00</b>	<b>45.00</b>	<b>0.00</b>		<b>475.00</b>	<b>130.00</b>	<b>0.00</b>	<b>605.00</b>

- 1. Total Number of Licenses Issued : 59 No License # : 0
- 2. Total Number of Licenses At No Charge : 1
- 3. Total Number of Licenses with pilot Fee : 58
- 4. Total Number of Non-spayed/Nonnuetered Fee : 16 No Fee : 1
- 5. Total Number of Replacement Licenses : 0

---

A. Total Licenses reported With Registration Fee	:	58.00
B. Total Amount Due for Pilot Clinic Fund	:	11.60
C. Total Amount Due for Pop. Control Fund	:	45.00
D. Total Amount Due to State	:	114.60

---

**PAYMENT SUMMARY**

CASH	475.00
CHECK	130.00
OTHER	0.00
<b>TOTAL</b>	<b>\$605.00</b>

**BUREAU OF FIRE SAFETY - TOWNSHIP OF LOWER**



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

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

**For the month of NOVEMBER 2018, the Lower Township  
Bureau of Fire Safety made deposits of \$29,643.56 in the  
Lower Township Tax office.**

**Sincerely,**

**Donna Blackley  
Fire Official**

**cc: file**

**Board Members  
Lauren Read  
James Ridgway**



## Lower Township Police Department Monthly Activity Report

2018

	November	Total:
<b>General Complaints and Service Calls (Total Events)</b>	3442	39440
<b>Aggravated Assaults</b>	1	15
<b>Animal Control Complaints</b>	15	226
<b>Arson</b>	0	0
<b>Assaults</b>	5	79
<b>Assaults on Police Officers (UCR Report Return "A")</b>	1	5
<b>Bias Incidents</b>	0	0
<b>Burglaries</b>	3	34
<b>Community Policing Services</b>	340	4716
<b>Criminal Mischief Complaints</b>	11	148
<b>Death Investigations</b>	1	44
<b>Disorderly Conduct Complaints / Harassment</b>	78	1272
<b>Domestic Violence Complaints</b>	26	307
<b>Emergency Medical Calls with L. T. Rescue</b>	34	254
<b>Fire Calls &amp; Alarms Police Response (Total)</b>	43	616
<b>Local Ordinance Complaints</b>	1	9
<b>Motor Vehicle Accidents</b>	32	485
<b>Motor Vehicle Stops</b>	452	4743
<b>Narcotics</b>	3	77
<b>Property Checks</b>	2163	18641
<b>Residential and Commercial Alarm Calls</b>	152	1758
<b>Robbery</b>	0	7
<b>Thefts</b>	8	134
<b>Traffic Summons Issued</b>	113	1188
<b>Traffic Warnings Issued</b>	1	65
<b>Weapons Offenses</b>	0	3
<b>Adult Arrests (UCR Report Return "A")</b>	41	397
<b>Juvenile Arrests (UCR Report Return "A")</b>	1	27
<b>D.W.I. Arrests (UCR Report JV &amp; Adult Arrests Combined)</b>	8	60
<b>Drug Possession Arrests (UCR Report JV &amp; Adult Arrests Combined)</b>	8	60
<b>Investigation Reports Completed</b>	38	574
<b>Supplemental Investigation Reports Completed</b>	16	216
<b>Total Value Property Stolen (UCR Report Return "A")</b>	\$ 14,159.00	\$ 196,424.00
<b>Total Value Property Recovered (UCR Report Return "A")</b>	\$ 9,980.00	\$ 87,113.00



**Lower Township Police Department  
Monthly Activity Report**

2018

	November	Total:
<b>Man Power Loss in Hours</b>		
Union	0	0
Suspended	0	24
(V) align="right">Vacation	759.5	7980
(P) align="right">Personal	215	1235.5
(C) align="right">Used Comp Hours	455	3212.5
(S) align="right">Sick Hours	130.5	2654.5
(WC) align="right">Injury Hours	0	389
(T) align="right">Training Hours	0	5134
(M) align="right">Military Training	103	1935
<b>Police Department Overtime in Hours</b>		
(K= Patrol) align="right">Operations Overtime	151	2005.5
(CE = Patrol) align="right">Operations Comp Time	122.75	2528.26
( K = Detective ) align="right">Investigation Division Overtime	48	882
( CE= Detective ) align="right">Investigation Division Comp Time	19.5	416.25
(COT) align="right">Court Overtime	0	135
(CCE) align="right">Court Comp Time	4.5	84
(H) align="right">Holiday Overtime	307.5	970
(HCE) align="right">Holiday Comp Time	113	376.5
<b>Government/Grant Funding Overtime in Hours</b>		
(CIOT) align="right">Click It or Ticket	0	65
(COPS) align="right">Cops n Shops	0	40
JV Curfew	0	0
(DDEF / DSGP) align="right">DWI Grants	12	231
Other	0	
<b>Private Funding Overtime in Hours</b>		
(OSC) align="right">Special Detail	16	639.75

Prepared By:

Chief William Mastriana

*Chief William Mastriana*

Date:

12/7/2018



## CASH RECONCILIATION OCTOBER 31, 2018

	Cash		Less Checks Outstanding	Cash Book Balance
	*On Hand	On Deposit		
Current	1,163,011.10	14,454,792.98	681,353.36	14,936,450.72
Trust - Assessment				
Trust - Dog License	20.00	11,234.99	0.00	11,254.99
Trust - Other	77.50	3,201,978.50	22,320.13	3,179,735.87
Capital - General	0.00	7,023,091.29	0.00	7,023,091.29
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	1,163,108.60	24,691,097.76	703,673.49	25,150,532.87

\*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 31-Oct-18

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 31-Oct-18

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



**2018 CASH RECEIPTS  
OCTOBER**

Township of Lower  
Office of the Tax Collector

	MONTH TO DATE	YEAR TO DATE
<b>Receipts</b>		
Preliminary Tax Year (2019)	92,917.26	849,156.32
Current year taxes (2018)	5,434,290.38	49,725,784.69
Prior year taxes (2017)		793,392.01
Prior year taxes (2016)		251.48
Previously exempt property		1,135.8
State Audit Pay Back		3,250.00
Municipal Lien		0.00
Recording		0.00
Bankruptcy		0.00
6% Penalty		3,317.22
Municipal Service Fees	416.55	66,526.55
Tax Search Fees		0.00
Interest	8,046.82	138,762.39
Lot clearing		4,780.00
Returned Check Fees*	40.00	460.00
Duplicate Bills	150.00	1,100.00
Trash	2,323.00	45,972.8
Tax sale cost		3,871.88
MUA		54,976.64
<b>TOTAL DEPOSITS</b>	<b>5,538,184.01</b>	<b>51,692,737.73</b>
<b>DEPOSITED TO COUNCIL CHECK</b>	<b>5,233,739.13</b>	<b>48,652,249.61</b>
Deposit slip error dated 10/18/18 (Sturdy Bk 10/19/18 \$48,758.37)	(0.06)	(0.06)
<b>DEPOSITED TO WIPP ACCOUNT</b>	<b>304,444.94</b>	<b>3,040,827.18</b>
<b>Transferred to BOCA</b>		<b>(439.00)</b>
<b>TOTAL DEPOSITS</b>	<b>5,538,184.01</b>	<b>50,519,194.02</b>
NSF Reversals *	3,990.72	63,869.68
WIPP NSF Reversals	663.74	47,717.46
NSF Fee Reversal (20.00)*	20.00	20.00
<b>TOTAL NSF</b>	<b>4,674.46</b>	<b>111,607.14</b>
<b>TOTAL</b>	<b>5,533,509.55</b>	<b>50,407,586.88</b>

Prepared by Kathy Brown

**2018 CASH RECEIPTS  
NOVEMBER**

Township of Lower  
Office of the Tax Collector

	MONTH TO DATE	YEAR TO DATE
<b>Receipts</b>		
Preliminary Tax Year (2019)	96,845.22	946,001.54
Current year taxes (2018)	8,637,807.51	58,363,592.20
Prior year taxes (2017)		793,392.01
Prior year taxes (2016)	116.30	367.78
Previously exempt property		1,135.8
State Audit Pay Back	500.00	3,750.00
Municipal Lien		0.00
Recording		0.00
Bankruptcy		0.00
6% Penalty		3,317.22
Municipal Service Fees	2,940.00	69,466.55
Tax Search Fees		0.00
Interest	13,127.09	151,889.48
Lot clearing		4,780.00
Returned Check Fees*	20.00	480.00
Duplicate Bills	100.00	1,200.00
Trash	4,098.00	50,070.8
Tax sale cost		3,871.88
MUA		54,976.64
<b>TOTAL DEPOSITS</b>	<b>8,755,554.12</b>	<b>60,448,291.85</b>
<b>DEPOSITED TO COUNCIL CHECK</b>	<b>8,259,769.14</b>	<b>56,912,018.75</b>
<b>DEPOSITED TO WIPP ACCOUNT</b>	<b>495,784.98</b>	<b>3,536,612.16</b>
<b>Transferred to BOCA</b>		<b>-439.00</b>
<b>TOTAL DEPOSITS</b>	<b>8,755,554.12</b>	<b>59,274,748.14</b>
NSF Reversals *	3,461.67	67,331.35
WIPP NSF Reversals	3,080.34	50,797.80
NSF Fee Reversal (20.00)*		20.00
<b>TOTAL NSF</b>	<b>6,542.01</b>	<b>118,149.15</b>
<b>TOTAL</b>	<b>8,749,012.11</b>	<b>59,156,598.99</b>

Prepared by Kathy Brown

**2018 NOVEMBER  
VITAL STATISTICS**

<b>Marriages,Civil Unions</b>	<b>6</b>
<b>Domestic Partners</b>	<b>0</b>
<b>Ceritified Copies</b>	<b>237</b>
<b>Certified Copies EDRS</b>	<b>0</b>
<b>Burial Permits</b>	<b>0</b>
<b>Marriages, Civil Unions State</b>	<b>\$150.00</b>
<b>Domestic Partners State</b>	<b>\$0.00</b>
<b>Marriages, Civil Unions Twp</b>	<b>\$18.00</b>
<b>Domestic Partners Twp</b>	<b>\$0.00</b>
<b>Certified Copies</b>	<b>\$2,370.00</b>
<b>Certified Copies EDRS</b>	<b>\$0.00</b>
<b>Burial Permits State</b>	<b>\$0.00</b>
<b>Burial Permits Twp</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$2,538.00</b>

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

RESOLUTION # 2018-393

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

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

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

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

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

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

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

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

X  (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. **Possible Acquisition of Land**

\_\_\_\_\_ (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 of possible violations of the law.

\_\_\_\_\_ (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.

\_\_\_\_\_ (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 of a license or permit belonging to the responding party bears responsibility.

**NOW, THEREFORE, BE IT RESOLVED** by the Township council of the Township of Lower, assembled in public session on December 17, 2018 that an Executive Session closed to the public shall be held on this date at approximately \_\_\_\_\_ P.M. in the Conference Room of the Township Hall, 2600 Bayshore Road, Villas for the discussion of matters relating to the specific items designated above.

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

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 17, 2018

Julie A Picard, Township Clerk