

WORK SESSION & REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL

December 16, 2013 - 6:00 P.M.

Meeting called to order.

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

Presentation of Certificates of Appreciation

Work Session

Consent Agenda

Approval of Minutes December 2, 2013
Res. #2013-313 Payment of Vouchers \$ 713,828.52
Res. #2013-314 Authorization for 2013 Incentive Award for Insurance Waiver (3 employees \$5,416.67)
Res. #2013-315 Approval of Change Order #1 Project Proposal Between Hatch Mott MacDonald and the Township of Lower for Engineering Services Related to Remedial Investigation of Underground Storage Tanks Removed in 1994 and 1995 (\$8,650. DPW tank additional sampling & analysis)
Res. #2013-316 Authorization for Refund of Taxes (6 properties \$6,562.91)
Res. #2013-317 Award of Contract to Stewart Farrell of the Richard Stockton College of New Jersey (\$8,497.93)
Res. #2013-318 A Resolution Re-Appointing Michael J Voll as Township Manager (3 yr appointment)
Res. #2013-319 Approval of Payment for 2013 Safety Committee Secretary (L. Schubert \$500)
Res. #2013-320 Under 3% Emergency Resolution N.J.S.A. 40A:4-48 (\$200,000 health insurance line)
Res. #2013-321 Transfer of 2013 Appropriations (\$24,000)
Res. #2013-322 Authorization to Cancel General Ledger Balances (\$75,743.51 small cities)
Res. #2013-323 A Resolution Requesting Reduction of Performance Guarantee for Amusement Partnership USA; Block 510; Lots 18 & 8.01; Escrow #Z10-09-03 (14,939.68)
Res. #2013-324 A Resolution Authorizing the Cancellation of the Force Agreement with the New Jersey Department of Transportation for Clubhouse Road (hiring a contractor for entire project)
Res. #2013-325 Bid Acceptance and Bid Award for Reconstruction of Clubhouse Road (South State Inc \$437,149.28)

Regular Agenda

Administrative Reports

Personnel Action Report
Monthly Reports: Animal Control, Construction, Dog, Fire, Municipal Clerk, Police, Treasurer, Tax Collector, Vital Statistics

Council Comments

Call to the Public

Adjournment

COUNCIL MEETING MINUTES – DECEMBER 2, 2013

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on December 2, 2013 at 6:00 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 James Neville
Councilmember Erik Simonsen
Deputy Mayor Clark
Mayor Michael Beck

Also present: Michael Voll, Township Manager, Chuck Sandman, Township Solicitor and Karen Fournier, Clerk's Office

Consent Agenda

- | | |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Approval of Minutes | November 18, 2013 |
| Res. #2013-295 | Payment of Vouchers \$408,122.31 |
| Res. #2013-296 | Authorization for Refund of Taxes (2 properties paid twice \$1,485.34) |
| Res. #2013-297 | Application for Fiscal Grant Extension for Drug Enforcement and Demand Reduction (DEDR) Grant Funds (extension on spending until 6/30/14) |
| Res. #2013-298 | Amend Resolution #2013-62 Appointment of William Blaney, Esq as Labor Attorney (additional \$8,000) |
| Res. #2013-299 | A Resolution Amending Specific Personnel Policies and Procedures for Lower Township (Donated Leave Program and Training and Education/Travel Reimbursement) |
| Res. #2013-300 | A Resolution Authorizing A Grant Application to the Cape May County Open Space Program for a Bike Path Connecting to Middle Township |
| Res. #2013-301 | Authorization for the Payment Of College Credits (by contract 21 employees total of \$18,260.) |
| Res. #2013-302 | Authorization for 2013 Incentive Award for Insurance Waiver (by contract 14 employees total of \$29,083.33) |
| Res. #2013-303 | Transfer of 2013 Appropriations (\$200,000.) |
| Res. #2013-304 | Authorization for the Payment of Guaranteed Overtime (by contract 8 dispatchers \$23,801.05) |
| Res. #2013-305 | Authorizing Pay Out of Terminal Leave (M. LoMonaco \$4,998.67) |
| Res. #2013-306 | Approval of Contribution to Lower Township Rotary (\$800 for Christmas Parade/Tree Lighting) |
| Res. #2013-307 | Bid Acceptance and Award for One (1) 2013 6 1/2 to 8 1/2 Cubic Yard Dump Body, Snow Plow and Salt Spreader Mounted on Existing Township Owned Chassis (Intercon Truck Equipment \$48,137) |
| Res. \$2013-308 | Bid Acceptance and Award for ADA Upgrades and Improvements at the "Old" Fishing Creek School (Thomas Barry Marine Construction \$272,200) |
| Res. #2013-309 | Bid Acceptance and Award for ADA Upgrades and Improvements at the Recreation Center (Aliano Brothers General Contractors \$92,637) |
| Res. #2013-310 | Certification of Lot Clearing Charges to the Tax Collector (4 properties \$3,030.) |
| Res. #2013-311 | Acceptance and Contract Award for Lead Abatement Contractor - Fishing Creek School (the Oak Group \$32,000) |

Motion to remove Resolution # 2013-299 from the Agenda for further investigation into the matter by the

Township, moved by Deputy Mayor Clark, seconded by Councilmember Neville.

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

To approve the Consent Agenda:

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

Regular Agenda

Administrative Reports

Finance

Council Comments

Councilmember Conrad referred to comments made in spout-off. He addressed the issues from Council's perspective regarding FEMA maps, drugs, and economic development and reminded that questions should be directed to Council. He also informed about the leaf pick-up schedule.

Councilmember Neville expressed his frustration with the leaf schedule and offered to give up his December salary to free up funds to add Saturday leaf pick-up. Manager Voll agreed to look at the budget in an effort to solve the leaf problem.

Councilmember Simonsen commented on road safety and the need for speed limit signs at Douglass Park. He announced the winter concerts for LCMR and Teitelman Schools.

In response, Manager Voll addressed the bike safety issue south of the canal and commended Councilmember Simonsen on his educational program which was written up in the Star and Wave.

Deputy Mayor Clark gave an update on the Fishing Creek School and spotlighted many people in the community to whom he gives credit including: John Lauderback, Janet Pitts, Ed Butler, Judy Gillis, Jeffrey Harrison, Wynn Evoy, Anne Salvatore, Colleen Crippen, The Jonis's, The Thomas Family, Ella Fox Elliott, Manager Voll and Mayor Beck.

Mayor Beck added to Councilmember Conrad's comments regarding spout-off. He spoke about issues related to flooding, beach replenishment, V zones, and FEMA maps. He assured that Council will continue to fight these battles, but reminded that the cost is not free.

Mayor Beck announced the following upcoming events: Tree Lighting, Hospitality Night, Christmas Parade, Beef and Beer for the McCarty's, Ferry Merry Christmas, New Year's Eve Party, and Winter Warm-up at the Airport. He also reminded that donations are being collected in Township Hall for the following organizations: Toys for Tots, Food Drive and Socks-for Seniors. He informed that the agencies whom aided the McCarty's as a result of the explosion will be honored at the next Council meeting.

Call to Public

Ed Butler of Villas addressed Council to talk about the budget and tax assessments. He reminded that the taxpayers are what keep the Township going. Mayor Beck replied that the assessments are complete and spoke briefly about the budget. Manager Voll defended Council's prudence and pointed out that there were unexpected issues that require litigation. Mr. Butler continued to talk about the ratables and requested that Council keep the taxpayers in mind at budget time.

Closed Session

Res. #2013-312 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 10:412. **PERSONNEL - MANAGER/SOLICITOR**

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

Council adjourned to Closed Session at 6:34 pm.

Council returned to Open Session at 7:38 pm

Motion to authorize the Manager to proceed as discussed in Closed Session moved by Councilmember Neville, seconded by Deputy Mayor Clark.

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

There being no further business to address, motion to adjourn moved by Councilmember Neville, seconded by Councilmember Simonsen. Motion to adjourn unanimous. Meeting adjourned at 7:39 pm.

Mayor

Township Clerk

Approved:

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00454	KEVIN LEWIS			Continued					
		13-01063	04/16/13	2013 EQUIP. ALLOWANCE	Open	<u>150.00</u>	0.00		
						225.30			
00480	BURKE CHEVROLET*								
		13-03437	11/20/13	COUNTY TRUCK PARTS	Open	330.45	0.00		
00775	CAPRIONI PORTABLE TOILETS, INC*								
		13-03190	10/31/13	SPECIAL EVENT UNIT HALLOWEEN	Open	139.50	0.00		
		13-03411	11/15/13	PORTABLE TOILET-MILLMAN CENTER	Open	290.63	0.00		
		13-03458	11/22/13	PORTABLE TOILETS	Open	<u>418.00</u>	0.00		
						848.13			
00784	CAPE MAY STAR & WAVE								
		13-03561	12/10/13	LEGAL ADVERTISEMENTS 11-27-13	Open	112.84	0.00		
00820	COMCAST OF WILDWOOD* DPW								
		13-03518	12/05/13	MONTHLY INTERNET/DPW	Open	105.68	0.00		
00825	COMCAST*								
		13-03560	12/10/13	12/15-1/14 TOWNHALL NET/CABLE	Open	131.32	0.00		
01055	ERIC COOMBS								
		12-01302	05/16/12	2012 EQUIP. ALLOWANCE	Open	150.00	0.00		B
		13-01082	04/16/13	2013 EQUIP. ALLOWANCE	Open	<u>150.00</u>	0.00		
						300.00			
01110	COLLEEN CRIPPEN								
		13-03548	12/09/13	MEDICAL CLAIMS	Open	45.00	0.00		
01125	MARGARET CROMPTON								
		13-03566	12/10/13	MEDICAL CLAIMS	Open	15.00	0.00		
01139	CORELOGIC								
		13-03551	12/09/13	RES#2013-316 REFUND TAX 2013	Open	1,263.86	0.00		
01170	VERIZON WIRELESS* F/S								
		13-03564	12/10/13	10/27/13-11/26/13 CELL FIRE	Open	67.43	0.00		
01171	VERIZON WIRELESS - TOWNHALL								
		13-03555	12/10/13	CELL SERVICE 11/24/13-12/23/13	Open	565.79	0.00		
		13-03556	12/10/13	I PHONE BILL NOV 29-DEC 28	Open	<u>916.45</u>	0.00		
						1,482.24			
01196	H A DEHART & SON*								
		13-03423	11/18/13	HYDRAULIC CYLINDER R-5	Open	1,864.00	0.00		
01200	DELTA DENTAL PLAN OF NJ								
		13-03534	12/05/13	DEC 2013 DENTAL	Open	18,269.00	0.00		
01201	DELL CORPORATION*								
		13-02519	08/21/13	DELL WORKSTATION M4700 CURVAN	Open	2,520.01	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01219	CONTRACTOR SERVICE*	13-03207	11/04/13	SAW BLADES	Open	456.75	0.00		
01246	ROCCO SANSONE	13-03598	12/11/13	SOCCER OFFICIAL- PEE WEE DIV.	Open	150.00	0.00		
01260	DISPLAY SALES*	13-03429	11/20/13	HOLIDAY LIGHTS AND SUPPLIES	Open	373.10	0.00		
01490	ROBERT FESSLER	12-01304	05/16/12	2012 EQUIP. ALLOWANCE	Open	118.10	0.00		B
		13-01085	04/16/13	2013 EQUIP. ALLOWANCE	Open	<u>47.06</u>	0.00		
						165.16			
01502	PAMELA FELDER	13-03567	12/10/13	MEDICAL CLAIMS	Open	300.13	0.00		
01519	TOM FOLS ELECTRICALCONTRACTOR*	13-03428	11/20/13	REPLACE BULBS / BENNETTS	Open	450.00	0.00		
01530	FIRE DISTRICT #1	13-00884	04/01/13	2013 FIRE DISTRICT TAXES DUE	Open	157,543.12	0.00		
01540	FIRE DISTRICT #2	13-00885	04/01/13	2013 FIRE DISTRICT TAXES DUE	Open	89,823.80	0.00		
01550	FIRE DISTRICT #3	13-00474	02/19/13	2013 TAX PAYMENTS	Open	222,657.81	0.00		
01575	DAVID FISHER	12-01295	05/16/12	2012 EQUIP. ALLOWANCE	Open	150.00	0.00		B
		13-01086	04/16/13	2013 EQUIP. ALLOWANCE	Open	<u>150.00</u>	0.00		
						300.00			
01577	MIKE FLINN**	13-03528	12/05/13	JUDO 24 PARTICIPANTS	Open	960.00	0.00		
01603	GENERAL CODE PUBLISHERS*	13-03521	12/05/13	eCode 360 MAINT FEE	Open	1,195.00	0.00		
01660	GENERAL SPRING SERVICE*	13-03413	11/15/13	RECYCLING PARTS	Open	3,124.00	0.00		
01690	GRANTURK EQUIPMENT CO*	13-02886	10/07/13	MONTHLY/NOV	Open	1,131.15	0.00		
01703	HARBOR SALES COMPANY*	13-03193	10/31/13	VINYL SIGN MATERIAL FOR PD	Open	371.69	0.00		
01713	PATRICK GREENE	12-01296	05/16/12	2012 EQUIP. ALLOWANCE	Open	150.00	0.00		B

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01713	PATRICK GREENE			Continued					
		13-01069	04/16/13	2013 EQUIP. ALLOWANCE	Open	<u>150.00</u>	0.00		
						300.00			
01750	RYAN HANSBERRY								
		12-01297	05/16/12	2012 EQUIP. ALLOWANCE	Open	32.51	0.00		B
01781	HATCH MOTT MACDONALD, LLC*								
		13-02313	08/08/13	TAX MAP REVISIONS RES 2013-216	Open	696.00	0.00		B
		13-03538	12/06/13	ESCROW #IV00179965	Open	<u>276.00</u>	0.00		
						972.00			
01806	ANTHONY J HARVATT, II, ESQ								
		13-00973	04/08/13	BOARD SOLICITOR SALARY	Open	550.00	0.00		
		13-03539	12/06/13	RESOLUTIONS 11/7/2013 HEARINGS	Open	<u>300.00</u>	0.00		
						850.00			
01859	HESS CORPORATION								
		13-03569	12/10/13	11/01/13-12/01/13 ELECTRIC	Open	5,171.61	0.00		
		13-03570	12/10/13	11/04/13-12/04/13 ELECTRIC	Open	<u>112.63</u>	0.00		
						5,284.24			
02013	NICKOLAUS CONSTRUCTION CO*								
		13-03127	10/28/13	HOCKEY RINK REPAIRS	Open	4,300.00	0.00		
02100	CLAUDIA KAMMER								
		13-03550	12/09/13	MEDICAL CLAIMS	Open	791.35	0.00		
02108	KEEN COMPRESSED GAS CO*								
		13-03130	10/28/13	BOTTLED GAS/DPW	Open	421.20	0.00		
02175	BRUCE KLAUSING								
		13-03533	12/05/13	MEDICAL CLAIM	Open	16.00	0.00		
02247	LAWSON PRODUCTS, INC.*								
		13-03436	11/20/13	BOLTS/DPW GARAGE	Open	109.00	0.00		
02248	LAWMEN SUPPLY*								
		12-02904	11/02/12	FIREARM EQUIPMENT	Open	365.00	0.00		
		13-03131	10/28/13	BALLISTIC VESTS	Open	2,235.00	0.00		
		13-03432	11/20/13	BAL DUE WHITTINGTON VEST	Open	<u>360.00</u>	0.00		
						2,960.00			
02441	ERNEST MACOMBER								
		12-01292	05/16/12	2012 EQUIP. ALLOWANCE	Open	150.00	0.00		B
		13-01064	04/16/13	2013 EQUIP. ALLOWANCE	Open	<u>82.71</u>	0.00		B
						232.71			
02541	ROBERT D. MARTIN, JR								
		13-03510	11/27/13	MEDICAL CLAIMS	Open	328.37	0.00		
02655	WILLIAM MCPHERSON								
		12-01281	05/16/12	2012 EQUIP. ALLOWANCE	Open	150.00	0.00		B

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
02655	WILLIAM MCPHERSON			Continued					
		13-01059	04/16/13	2013 EQUIP. ALLOWANCE	Open	<u>64.00</u>	0.00		B
						214.00			
02661	KENNETH J. MCGURK								
		12-01294	05/16/12	2012 EQUIP. ALLOWANCE	Open	150.00	0.00		B
		13-01067	04/16/13	2013 EQUIP. ALLOWANCE	Open	<u>13.16</u>	0.00		B
						163.16			
03052	NATIONAL FIRE PROTECTION ASSN*								
		13-03364	11/12/13	ANNUAL MEMBERSHIP #163539	Open	165.00	0.00		
03202	OMNIS NETWORK*								
		13-03571	12/10/13	DOMAIN HOSTING	Open	83.40	0.00		
03279	PARDO'S TRUCK PARTS WHSE*								
		13-03210	11/07/13	PARTS FOR VEHICLES/DPW	Open	1,230.15	0.00		
03280	PARAMOUNT SANITARY SUPPLY*								
		13-03409	11/15/13	TRASH BAGS FOR RECREATION	Open	380.94	0.00		
03285	PARA PLUS TRANSLATIONS, INC.*								
		13-03424	11/18/13	INTERPRETER	Open	197.80	0.00		
03305	PEDRONI FUEL*								
		13-03588	12/10/13	NO LEAD GAS	Open	393.58	0.00		
03347	DAVID PERRY								
		13-03508	11/27/13	MEDICAL CLAIMS	Open	132.00	0.00		
		13-03509	11/27/13	MEDICAL CLAIMS-V	Open	<u>241.00</u>	0.00		
						373.00			
03366	AMERI-GAS*								
		13-03587	12/10/13	PROPANE FOR BENNETTS CROSSING	Open	1,226.28	0.00		
03387	POGUE INC. *								
		13-03452	11/22/13	PRE EMPLOYMENT SUBSTANCE TEST	Open	1,064.00	0.00		
03466	R & R SPECIALTIES								
		13-03377	11/13/13	DESK WEDGE COUNCILMAN SIMONSEN	Open	28.00	0.00		
03484	LAUREN M. READ								
		13-03522	12/05/13	AFLAC BENEFIT CLAIM	Open	799.82	0.00		
03518	RIGGINS, INC.*								
		13-03517	12/05/13	OFF HIGHWAY DIESEL	Open	1,579.15	0.00		
03611	SERVICE TIRE TRUCK CENTERS*								
		13-02889	10/07/13	TIRES/RDS/SANT/RECY/DPW/DEC	Open	2,484.46	0.00		
03652	FRANK SIPPLE								
		13-03599	12/11/13	SOCCER OFFICIAL - MIDGET DIV.	Open	75.00	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03688	SOUTHERN NJ CHAPTER NIGP*	13-03607	12/11/13	MVITELLI 12/11 SJNIGP	Open	40.00	0.00		
03692	SOUTH JERSEY GAS CO*	13-03568	12/10/13	NOVEMBER GAS MILLMAN CENTER	Open	205.02	0.00		
03720	SOUTH SHORE BASKETBALL LEAGUE	13-03594	12/10/13	TRAVEL BASKETBALL LEAGUE FEES	Open	300.00	0.00		
03723	STAPLES, INC.*	13-02946	10/15/13	OFFICE SUPPLIES-TREASURERS OFF	Open	409.92	0.00		
		13-03146	10/28/13	OFFICE SUPPLIES	Open	244.94	0.00		
		13-03199	11/01/13	OFFICE SUPPLIES-CLERK'S OFFICE	Open	64.96	0.00		
						<u>719.82</u>			
03733	JAMES D. STRICKLAND	13-03531	12/05/13	MEDICARE SUPPLEMENT	Open	2,084.70	0.00		
03775	LISA A. SCHUBERT	13-03549	12/09/13	MEDICAL CLAIMS-V	Open	110.00	0.00		
03820	MUNICIPAL UTIL. AUTH ON CALL	13-02649	09/09/13	REIMBURSE/ONE CALL MESSAGE/JUL	Open	210.64	0.00		
		13-02725	09/18/13	REIMBURSEMENT HALF BILL-AUGUST	Open	200.05	0.00		
		13-03592	12/10/13	ONE CALL REIMBURSE SEP/OCT/NOV	Open	487.86	0.00		
						<u>898.55</u>			
03902	DONALD VANAMAN JR	12-01288	05/16/12	2012 EQUIP. ALLOWANCE	Open	150.00	0.00		B
		13-03565	12/10/13	MEDICAL CLAIMS	Open	153.00	0.00		
						<u>303.00</u>			
03935	STAPLES BUSINESS ADVANTAGE*	13-02792	09/26/13	OFFICE SUPPLIES	Open	67.74	0.00		
03971	VERIZON WIRELESS MDT POLICE	13-03606	12/11/13	VERIZON WIRELESS - MDTS	Open	553.89	0.00		
03985	VILLAS NAPA AUTO PARTS	13-02891	10/07/13	MONTHY/NOV	Open	426.60	0.00		
03992	VAL-U AUTO PARTS LLC*	13-02890	10/07/13	RDS/SANT/RECY/NOV	Open	894.72	0.00		
04105	PITNEY BOWES GLOBAL FINANCIAL	13-03418	11/15/13	MAIL MACHINE NOVEMBER 2013	Open	451.00	0.00		
04126	NICK OLEXA	13-03585	12/10/13	SOCCER OFFICIAL - MIDGET DIV.	Open	220.00	0.00		
04266	NJ DEPT OF HEALTH&SENIOR SVCS	13-03559	12/10/13	STATE DOG LICENSE FEES-NOVEMBE	Open	24.00	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
04300	W B MASON CO INC*								
		13-03189	10/31/13	SUPPLIES	Open	121.74	0.00		
		13-03380	11/13/13	OFFICE SUPPLIES	Open	315.89	0.00		
		13-03420	11/18/13	OFFICE SUPPLIES	Open	<u>42.99</u>	0.00		
						480.62			
04301	SEASHORE ASPHALT CORPORATION*								
		13-02693	09/12/13	PER ASPHALT CONTRACT	Open	1,290.65	0.00		
04320	PREMIER OFFICE SUPPLY*								
		13-03414	11/15/13	OFFICE SUPPLIES	Open	85.10	0.00		
04514	WILLIAM BLANEY*								
		13-00441	02/13/13	DNE \$33k RES 2013-98 CONTRACTS	Open	3,037.50	0.00		B
05064	CAPE ISLAND GRAPHICS*								
		13-02583	08/28/13	PANELS FOR BENNETTES SIGN	Open	392.00	0.00		
05081	SYSTEMS AND NETWORK ENGINEERS*								
		13-02667	09/11/13	COMPUTER TECH	Open	300.00	0.00		B
06019	AFFORDABLE FIRE PROTECTION INC								
		13-03224	11/07/13	2013 SPRINKLER INS 10/13-11/14	Open	375.00	0.00		
06020	JOSEPH PORRETTA BUILDERS*								
		13-00753	03/14/13	MILLMAN CENTER RENO #2013-65	Open	5,318.20	0.00		
06029	CELLULAR ADVANTAGE*								
		13-03516	12/04/13	LEPOR/BECK CASE	Open	159.97	0.00		
5054	KEVIN BOYLE JR								
		12-01315	05/17/12	2012 EQUIP. ALLOWANCE	Open	137.50	0.00		B
5055	MATTHEW GAMBLE								
		12-01314	05/17/12	2012 EQUIP. ALLOWANCE	Open	72.55	0.00		B
		13-01068	04/16/13	2013 EQUIP. ALLOWANCE	Open	<u>98.59</u>	0.00		B
						171.14			
6012	RICHARD STOCKTON COLLEGE NJ*								
		13-03217	11/07/13	FEMA	Open	406.92	0.00		
6061	AMERIHEALTH ADMINISTRATORS								
		13-03535	12/05/13	11/29/13 HEALTH/ RX	Open	46,567.29	0.00		
		13-03597	12/11/13	NOV 09 HEALTH INS & RX	Open	<u>65,349.10</u>	0.00		
						111,916.39			
6088	CRAFT OIL CORPORATION*								
		13-03151	10/30/13	BULK HYDRAULIC OIL	Open	1,165.32	0.00		
7064	RELIABLE FIRE PROTECTION INC*								
		13-03198	11/01/13	FIRE EXTINGUISHER	Open	236.00	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7076	UPPER TOWNSHIP FOOTBALL ASSOC*	13-03422	11/18/13	FOOTBALL LEAGUE REF FEE	Open	110.00	0.00		
7077	COMMUNICATIONS CONSTRUCTION*	13-03441	11/20/13	RETURN OF UNUSED ESCROW	Open	469.37	0.00		
7079	SUBURBAN PROPANE L P*	13-03446	11/20/13	FUEL-SHUNPIKE EMERG GENERATOR	Open	128.37	0.00		
7084	KEITH HICKMAN	13-03543	12/09/13	SOCCER OFFICIAL PAYMENT	Open	90.00	0.00		
7085	WILLIAM C FISHMAN	13-03540	12/09/13	SOCCER OFFICIAL	Open	115.00	0.00		
7086	FRED BOCK	13-03541	12/09/13	SOCCER OFFICIAL	Open	50.00	0.00		
7087	PATRICIA RONAGHAN	13-03544	12/09/13	RES#2013-316 REFUND 2013 TAX	Open	831.10	0.00		
7088	DOUGLAS HAINES	13-03546	12/09/13	RES#2013-316 REFUND 2013 4TH	Open	811.62	0.00		
7089	ALOYSIUS REAGAN	13-03552	12/09/13	RES#2013-316 REFUND TAX 2013	Open	1,827.76	0.00		
7090	RICHARD & MALINDA WRIGHT	13-03553	12/09/13	RES#2013-316 REFUND TAX 2013	Open	491.14	0.00		
7091	STEVE SELBY	13-03586	12/10/13	SOCCER OFFICIAL- MIDGET DIV.	Open	100.00	0.00		
AMUSE	AMUSEMENT PARTNERSHIP USA	13-03605	12/11/13	PERFORMANCE GUARANTEE REDUCTIO	Open	14,939.68	0.00		
BLAUE	BLAUER ASSOCIATES INC*	13-00857	03/26/13	DCA#13-00122-00 ADA REC/FISHIN	Open	950.00	0.00		B
BOSNA	KAREN MANETTE BOSNA	13-03532	12/05/13	YOGA INSTRUCTOR 26 PART NOV	Open	130.00	0.00		
BRITB	BRUCE BRITTON	13-03600	12/11/13	SOCCER OFFICIAL- JV DIV	Open	240.00	0.00		
BRITTON	JOSH BRITTON	13-03601	12/11/13	SOCCER OFFICIAL	Open	50.00	0.00		
SCARPA	MARK SCARPA	13-03542	12/09/13	SOCCER OFFICIAL	Open	90.00	0.00		
WELLSF	WELLS FARGO REAL ESTATE TAX	13-03545	12/09/13	RES#2013-316 REFUND 2013 TAX	Open	1,337.43	0.00		

Vendor # Name		Status	Amount	Void Amount	Contract	PO Type
PO #	PO Date	Description				
Total Purchase Orders: 153		Total P.O. Line Items: 290	Total List Amount: 703,580.86	Total Void Amount: 0.00		

TITLE: AUTHORIZING THE PAYMENT OF VOUCHERS

Vendor	PO #	Description	CK	Amount
CHARLES W SANDMAN	13-00268	DEC MONTHLY	51683	\$4166.66
CHARLES W SANDMAN	13-00269	NOV EXPENSES	51683	\$2535.00
STATE OF NJ-TREASUR	13-03554	STORMWATER REVIEW	51684	\$3000.00

Total Manual Checks \$ 9,701.66
Total Computer Generated \$ 703,580.86

Total Bill List \$ 713,282.52

I hereby certify the foregoing to be a resolution adopted by the Township Council at a meeting held on December 16, 2013.

Julie Picard, Township Clerk

	MOITON	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
NEVILLE						
SIMONSEN						
CLARK						
BECK						

**TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY
RESOLUTION # 2013-314**

**Title: AUTHORIZATION FOR 2013 INCENTIVE AWARD FOR INSURANCE
WAIVER**

WHEREAS, the employees listed below have waived health insurance and are due an incentive amount per Superior Officers Union and PBA Union Contract, Article 12, Section F, AFSCME Union Contract, Article VII, Section F, Teamsters Contract, Article 9, Section F and Supervisors Contract, Article VI, Section F, 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 signature _____ that adequate funding is available for such payment in the current year's budget for Health Insurance.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Lower that payment to the following employees:

Name	Months of Waiver	Amount
Greene, Patrick	1	416.67
Barger, George	6	2500.00
Lepor, David	6	2500.00

in the amount of **\$5,416.67** is authorized and chargeable to the 2013 Budget account 3-01-23-220-412.

I hereby certify the foregoing to be a resolution adopted by the Township Council on December 16, 2013.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
NEVILLE						
SIMONSEN						
CLARK						
BECK						

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

RESOLUTION # 2013-315

TITLE: APPROVAL OF CHANGE ORDER #1 PROJECT PROPOSAL BETWEEN HATCH MOTT MACDONALD AND THE TOWNSHIP OF LOWER FOR ENGINEERING SERVICES RELATED TO REMEDIAL INVESTIGATION OF UNDERGROUND STORAGE TANKS REMOVED IN 1994 AND 1995

WHEREAS, Hatch Mott MacDonald was originally awarded a contract via Resolution #2012-134 in the amount of \$18,500 on May 21, 2012 FOR Engineering Services related to Remedial Investigation of Underground Storage Tanks Removed in 1994 and 1995; and

WHEREAS, Change Order #1 requires additional Groundwater Sampling and Analysis per the attached proposal to be conducted at Lower Township's Public Works Department which will result in an increase of \$8,650.; and the total contract will now be \$27,150; and

WHEREAS, as per N.J.A.C. 5:30-11.9 Procedures for Change Orders which exceed 20% limitation, notice will be sent to the Department of Community Affairs and published in the newspaper; and the CFO has determined sufficient funds are available in the budget as follows:

Appropriation #: Ordinance #11-14 C-04-55-400-901

CFO Signature: _____

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Change Order #1 for Hatch Mott MacDonald is hereby approved to increase the contract total to \$27,150.

I hereby certify the foregoing to be the original Resolution adopted by the Township Council at a meeting held on December 16, 2013.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
NEVILLE						
SIMONSEN						
CLARK						
BECK						

TOWNSHIP OF LOWER

2600 Bayshore Road
Villas, New Jersey 08251



Incorporated 1798
(609) 886-2005

MEMORANDUM

TO: Julie Picard
Township Clerk

FROM: George A. Curvan, P.E. *GC*
Township Engineer

DATE: December 2, 2013

RE: Additional Ground Water Sampling
Underground Storage Tank Remediation
DPW & Former Police Building

The Underground Storage Tanks (USTs) removed from the Public Works Department and Former Police Building showed evidence of discharge of petroleum product. The evidence of discharge was noted during the USTs removals and was reported to NJDEP. Hatch Mott MacDonald (HMM) was retained to address required NJDEP remedial activities.

Two (2) Monitoring Wells were installed at the Public Works Department and one (1) Monitoring Well was installed at the former Police Department Building. The Monitoring Well at the former Police Department Site was sampled twice the groundwater does not exceed NJDEP Groundwater Quality Standards (GWQS).

The two (2) Monitoring Wells were installed at the Public Works Department to check groundwater quality at the location of the former 275-gallon waste oil tank (MW-2) and at the location of the former 2000-gallon diesel fuel tank (MW-1). Laboratory analytical results indicated the MW-2 at the former waste oil tank location did not exceed NJDEP GWQS.

However, groundwater samples collected at the location of the former 2000-gallon diesel fuel tank has shown the presence of Tetrachloroethene, otherwise known as Perchloroethylene (PCE). PCE concentrations present in the groundwater were slightly above the groundwater quality standard.

Due to the low concentration of PCE, HMM recommends using passive diffusion method of sampling before pursuing other options to address this contamination. This method of sampling is recommended because other sampling methods disturb the water column in the well giving rise to turbidity and increased contaminant concentrations when analyzed in the lab. Passive Diffusion groundwater sampling provides a more precise measurement of dissolved contaminant concentration.

HMM will utilize the passive diffusion method of sampling to collect a groundwater sample from

MW-1 at the Department of Public Works. The groundwater sample will be analyzed for PCE. If no ground water contamination is detected above the GWQS, a second sample will be collected 14 days later to confirm the initial results. If groundwater contamination is detected above the GWQS the level of effort would increase by conducting further investigation of the source and extent of contamination. This is beyond the scope of enclosed proposal.

HMM will prepare the Response Action Outcome and Remedial Action Report documents for the former diesel UST and oil tank area if the laboratory results do not exceed the NJDEP GWQS. If groundwater contamination is not present, all monitoring wells shall be sealed by a NJDEP licensed well driller. The cost for abandonment of the monitoring wells is not included in the scope of HMM's proposal.

I am recommending Council authorize HMM to conduct Task No. 1 and Alternate Task No. 2 in the amount of \$8,650.

Encl (1)



Hatch Mott
MacDonald

Hatch Mott MacDonald
833 Rt 9 North
PO Box 373
Cape May Court House, NJ 08210
T 609.465.9377 www.hatchmott.com

October 15, 2013

Via Email at gcurvan@townshipoflower.org & 1st Class Mail

Mr. George A. Curvan, Township Engineer
Township of Lower
2600 Bayshore Road
Villas, New Jersey 08251

**RE: Proposal for Additional Ground Water Sampling
Lower Township Public Works Department**

Dear Mr. Curvan:

Hatch Mott MacDonald (HMM) is pleased to provide Lower Township (Township) with the following proposal to conduct additional groundwater sampling at the Township's Public Works Department.

Situation

The Township removed underground storage tanks (USTs) from the Township's Public Works Department and Former Police Department sites in 1994 and 1995. Discharges of petroleum product were noted during the UST removals that were reported to the NJDEP. The Township retained HMM's services as a Licensed Site Remediation Professional to oversee remedial activities at the two sites which consisted of the collection and analysis of soil samples collected from soil borings installed in the former UST locations and the installation and sampling of temporary ground water monitoring wells. The soil and initial ground water investigations were completed in January 2013. The results of the investigation showed the presence of contamination in the ground water samples collected from the temporary wells at both of the Township sites. Soil samples were found to have no exceedances over applicable NJDEP standards.

HMM recommended the installation of three monitoring wells; two at the Department of Public Works and one at the former Police Department. The well at the Police Department has been sampled twice and the groundwater does not exceed NJDEP Ground Water Quality Standards (GWQS).

At the Department of Public Works, one monitoring well was installed to check the quality of the groundwater at the location of the former 275 gallon waste oil tank (UST004) and one well was installed at the former location of a 2000 diesel fuel tank (UST002). Laboratory analytical results indicate that the well at the former waste oil tank location did not exceed groundwater quality standards.



Monitoring well MW-1 located at the former 2000 gallon diesel fuel tank location has shown the presence of Tetrachloroethene otherwise known as Perchloroethylene (PCE). This compound is present in the ground water at concentrations slightly above the groundwater quality standard. This compound is not found in typical petroleum fuel products such as diesel fuel and therefore must be from another source and must be investigated.

Since MW-1 at the Department of Public Works continues to show low level contamination, we recommend using the passive diffusion method of sampling before pursuing other options for addressing this contamination. This is recommended due to the fact that other sampling methods disturb the water column in the well which give rise to turbidity and increased contaminant concentrations when analyzed in the lab. The passive diffusion groundwater sampling method is allowed by NJDEP and many times serves to provide a more precise measurement of dissolved contaminant concentration.

Hatch Mott MacDonald proposes the following scope of services:

Task 1 - Groundwater Sampling and Analysis

HMM will collect a groundwater sample from MW-1 at the Department of Public Works in the vicinity of the former 2,000 gallon diesel tank. The passive diffusion method of sampling the groundwater will be used to collect the groundwater sample. The groundwater sample collected from MW-1 will be analyzed for PCE. In addition a trip and field blank will be collected for laboratory QA/QC purposes in accordance with N.J.A.C. 7:26E-2.1.

The laboratory will provide an "Analytical Data Report" which conforms to the "Reduced Laboratory Deliverables Format" consistent with N.J.A.C. 7:26E. The laboratory will also provide an electronic data deliverable for the sample results in accordance with N.J.A.C. 7:26E-3.13(c) 3v.

If no ground water contamination is detected in the monitoring well above the GWQS, the monitoring well will be sampled a second time following a 14 day period to confirm the initial analytical results. If no contamination is detected in the second sampling round, the case could be closed out. Should contamination continue to be detected in the monitoring well the level of effort would increase by conducting further investigation of the source and extent of contamination.

Alternate Task No. 2 - Potable Well Sampling

Since some groundwater contamination has been detected at the site, HMM recommends collecting a sample from the onsite potable well at the Department of Public Works. Previous sampling of the on-site potable well conducted by the Township did not include analyses for PCE, the main contaminant of concern at the site.



A sample from the potable well will be collected prior to any installed treatment system, if possible. The sample, at minimum, should be analyzed for volatile organic compounds. We recommend the laboratory analyses also included metals.

The laboratory will provide an "Analytical Data Report" which conforms to the "Reduced Laboratory Deliverables Format" consistent with N.J.A.C. 7:26E. The laboratory will also provide an electronic data deliverable for the sample results in accordance with N.J.A.C. 7:26E-3.13(c) 3v.

Cost Proposal

HMM's estimated cost to conduct the work scope above (Task 1 & Alternate Task 2) is **\$8,650**. This cost includes two sampling events of monitoring well MW-1 using the passive diffusion sampling method. This cost also includes the one time sampling of the on-site potable well and laboratory analysis of the sample for volatiles and metals. A cost breakdown follows:

Passive Diffusion Bag Sampling (two events)	\$8,000
Potable well sampling and analyses for volatile organic compounds	\$ 275
Additional potable well laboratory analysis for metals	<u>\$ 375</u>
Estimated Project Total	\$8,650

Should the Township desire to complete Alternate Task No. 2 (Potable Well Sampling) utilizing other sources, the cost proposal to complete Task 1 would be \$8,000.

The preparation and submission of Response Action Outcome and Remedial Action Report documents will be completed for the former diesel UST along with the waste oil tank area if the laboratory results for the groundwater sampling events do not exceed the NJDEP GWQS. If ground water contamination is not present, all the monitoring wells may be properly sealed by a NJDEP licensed well driller. HMM has not included any costs for the abandonment of the monitoring wells in the scope of this proposal.

Terms and Conditions

Contract: All work shall be performed in accordance with our Agreement for Professional Engineering and Planning Services dated January 4, 2012 and the following additional terms and conditions.

Invoicing: You will receive a monthly invoice for the project. The monthly invoice will be for work completed and will be billed on a percent complete basis.

All work proposed herein has been based on the applicable regulations as they exist as of the submission date of this Proposal. These regulations include but may not be limited to:



- Underground Storage Tank Regulations NJAC 7:14B
- Administrative Requirements for Remediation of Contaminated Sites NJAC 7:26C
- Remediation Standards NJAC 7:26D
- Technical Requirements for Site Remediation NJAC 7:26E

The following additional terms are made applicable to any environmental project on which the Consultant has been retained to perform the services of a Licensed Site Remediation Professional (“LSRP”):

- a. The Client acknowledges that the Consultant must report an Immediate Environmental Concern [as defined in the Site Remediation Reform Act, C.58:10C-2] within the regulatory and mandatory time periods set forth in NJAC 7:26C, subchapter 3.
- b. The Consultant must also report any discharge of a toxic substance, if such discharge has not been previously reported.
- c. Should any time deadline set forth in NJAC 7:26C not be met due to the acts or inaction of the Client, the Consultant shall not be liable for any additional costs, permit fees, fines, penalties or other costs that are assessed or incurred as a result of the failure to timely meet such deadline.
- d. The Consultant may issue a Remedial Action Outcome (“RAO”) based upon its judgment that the remediation of the site in question has been completed and the public health, safety and environment are protected. However, the Client acknowledges and understands that the New Jersey Department of Environmental Protection (“NJDEP”) can audit an RAO within three (3) years after its submission, and can rescind that RAO at its discretion. The Client agrees that it will be responsible for payment of any additional costs to be incurred by the Consultant, as well as its additional professional fees to be generated, as a result of such audit.
- e. The Client agrees that the Client shall indemnify and defend Hatch Mott MacDonald and the LSRP for any claim, loss, damage (including reasonable attorney’s fees), and liability should the Client fail to:
 - Perform their affirmative obligation to remediate;
 - Adequately fund the remediation;
 - Review documents or take action in a timely manner;
 - Disclose relevant information; and/or
 - Follow the LSRP’s recommendations
- f. If contracting for LSRP professional services, the Client recognizes that the LSRP must fulfill a dual role, serving as the Client’s consultant while required to meet the responsibilities identified in the NJ Site Remediation Reform Act (SRRA; N.J.S.A. 58:10C-1 et seq.) including a priority of



protection of public health, safety, and the environment. Because the LSRP is frequently acting without NJDEP oversight, and is responsible for decisions and opinions consistent with the NJDEP Site Remediation Program requirements including statute, regulation, and guidance, he may require additional follow-up to support decisions, judgments, and opinions based on conditions observed during the course of services.

- g. The Client understands, acknowledges, and agrees that in the event that the LSRP's obligations under the LSRP Program conflict with the wishes or intentions of the Client, the LSRP is bound by law to comply with the requirements of the LSRP Program.
- h. The Client acknowledges that a RAO is subject to a three (3) year period, during which time the NJDEP may inspect, audit, modify or rescind the RAO if the remediation is not deemed not to be protective of human health, safety and the environment. In the event of an inspection, review or audit by the NJDEP, Hatch Mott MacDonald and the LSRP are not responsible for additional requirements imposed by NJDEP during an inspection, review or audit. Furthermore, any additional requirements imposed by the NJDEP after the issuances of the RAO shall be considered as outside the approved scope of work under this Contract.
- i. The Client acknowledges that while the work performed by Hatch Mott MacDonald and the LSRP shall be performed in accordance with the LSRP Program and professional industry standards, Hatch Mott MacDonald and the LSRP do not guarantee the long-term effectiveness of the remedial work.
 - Remedy failure can be caused by many factors and no claim of liability, loss, or damage shall be brought against Hatch Mott MacDonald and the LSRP by the Client and /or Person Responsible for Conducting the Remediation (PRCR); and
 - The issuance of an RAO by the LSRP is not a guarantee or warranty that the site is free of contamination, that the remediation complies with all legal requirements, or that the RAO will be accepted by NJDEP.
- j. Where prior remedial work has been performed or Hatch Mott MacDonald and the LSRP are retained by a Client to be the LSRP of Record, it may be necessary for the LSRP to conduct reviews of work previously conducted and planned for any such remediation to provide for the necessary reliance as required by the LSRP Program. The LSRP must have the ability to make judgments regarding the adequacy of work, based on compliance with applicable statute, regulations, and guidance. If such judgments are not supported by the Client or their employees, representatives, PRCR, legal counsel, consultants, and contractors, the LSRP will notify the Client of such difference, and after reasonable discussion, and at any time the LSRP retains the right to submit a notice of termination of LSRP of Record status to the NJDEP.



- k. The LSRP has an obligation to submit documents to the NJDEP that verify the remediation process in accordance with applicable NJDEP regulations and guidance in effect at the time the document was submitted and provide evidence that the remedy was protective of human health and the environment.
- At the expiration of the standard document retention period, Hatch Mott MacDonald and the LSRP may require the project documents to be archived. The Client may be responsible for payment of the archival costs and the years 4 to 13 shall be paid prior to issuance of the RAO.
 - Confidential documents, e.g. those prepared by counsel or by the LSRP under attorney-client work product privilege, may be excluded from the submission and/or record retention requirements provided they have been characterized as such by the Client or the PRCR.
- l. A completed Remedial Investigation Report is due to be submitted to the NJDEP by May 7, 2014. HMM cannot promise or guarantee that this deadline will be met since the extent of soil and/or groundwater contamination may not be fully delineated with the scope of work proposed above.

It is hoped that the above discussion and proposal adequately addresses the concerns and requirements of Lower Township. Should you have any questions concerning the above information, please do not hesitate to contact me at your convenience.

Sincerely,

Hatch Mott MacDonald, LLC

Daniel R. Toder, PG, LSRP
Vice President
T 732.333.3282 F 732.577.0551
daniel.toder@hatchmott.com

Mark R. Sray, PE, CME
Senior Associate
T 609.465.9377 F 609.465.5270
mark.sray@hatchmott.com

cc: Michael J. Voll, Township Manager
Gary Douglass, CPWM, Public Works Superintendent
Eric C. Betz, PE, BCCE, CME, Vice President, HMM

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

RESOLUTION #2013-316

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>
302	11	Corelogic	disabled veteran	1,263.86
349.08	7	Richard & Malinda Wright	paid twice	491.14
431	3	Patricia Ronaghan	disabled veteran	831.10
431	3	Wells Fargo	disabled veteran	1,337.43
504	3	Aloysius Reagan	disabled veteran	1,827.76
552	13	Douglas Haines	paid twice	811.62

I hereby certify the foregoing to be a resolution adopted by the governing body at a meeting held on December 16, 2013.

Julie Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
NEVILLE						
SIMONSEN						
CLARK						
BECK						

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

RESOLUTION #2013-317

TITLE: AWARD OF CONTRACT TO STEWART FARRELL OF THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

WHEREAS, 40A:11-6.1(b) allows an award of a contract as an exemption to the Local Public Contract Law per 40A:11-5; and

WHEREAS, Stewart Farrell, Executive Director of the Coastal Research Center at the Richard Stockton College of New Jersey has submitted a proposal to assist the Township of Lower and the Township of Middle with a review and analysis of the Delaware Bay Shoreline;

WHEREAS, Stewart Farrell will provide expert response to oppose the Federal Emergency Management Agency Preliminary Work Maps for Cape May County; and

WHEREAS, the amount of said proposal shall be in accordance with the services set forth on Exhibit A with the total cost for all services not to exceed Sixteen Thousand Nine Hundred and Ninety Five Dollars and eighty six cents (\$16,995.86) of which LOWER TOWNSHIP will be responsible for half and Middle Township will be responsible for half making Lower's responsibility Eight Thousand Four Hundred Ninety Seven Dollars and Ninety Three cents (\$8,497.93) pursuant to the contract between the Township of Lower and Stewart Farrell; and

WHEREAS, the CFO has determined sufficient funds are available in the budget as evidenced by her signature:

Budget Account: _____

CFO's signature: _____

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the attached proposal is hereby accepted.

I hereby certify the foregoing to be the original Resolution adopted by the Township Council at a meeting held on December 16, 2013.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
NEVILLE						
SIMONSEN						
CLARK						
BECK						

2013-317

The Coastal Research Center

Ph: 609.652.4245
Fax: 609.748.0656



30 Wilson Avenue
Port Republic, NJ 08241
www.stockton.edu/crc

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

Ms. Connie Mahon, Business Administrator
Township of Middle
33 Mechanic Street
Cape May Court House, NJ 08210

November 20, 2013

Dear Ms. Mahon,

The Coastal Research Center at The Richard Stockton College of NJ is submitting a proposal to assist the Township of Middle and by association the Township of Lower with a thoughtful review and analysis of the Middle and Lower Township Delaware Bay shoreline. The work includes working with the police using their ATV vehicle to identify and survey all shoreline hard structures found plus other issues that might impact where the V-zone ends on the shoreline. The final issue on what we actually do about the results we find is left for the future following the meeting to determine what we do with the data and negotiate with the FEMA RAAMP team on changes to the current Preliminary Maps.

Please review the proposal & contact the Coastal Center regarding acceptance, modifications or changes.

Sincerely yours,

A handwritten signature in cursive script that reads "Stewart Farrell".

Stewart Farrell
Executive Director
Coastal Research Center

RICHARD STOCKTON COLLEGE COASTAL RESEARCH CENTER

MIDDLE TOWNSHIP and LOWER TOWNSHIP 2013
EVALUATE PRELIMINARY FLOOD MAPS

TASK 1	ACQUIRE & EVALUATE FEMA GENERATED TRANSECTS FOR DE BAY	
	Data Evaluation	\$ 5,741.04
	Travel	\$ 40.00
	Equipment Use	\$ 150.00
	TOTAL TASK 1	<u>\$ 5,931.04</u>
TASK 2	SURVEY HARD STRUCTURE ELEVATIONS ALONG DE BAY SHORELINE	
	Data Collection	\$ 6,952.64
	Travel	\$ 240.00
	Equipment Use	\$ 350.00
	Supplies	\$ 150.00
	Boat Use	\$ 280.00
	TOTAL TASK 2	<u>\$ 7,972.64</u>
TASK 3	DATA ANALYSIS	
	Data Analysis	\$ 2,063.57
	Equipment Use	\$ 60.00
	TOTAL TASK 3	<u>\$ 2,123.57</u>
TASK 4	MEETING	
	Meeting	\$ 928.61
	Travel	\$ 40.00
	TOTAL TASK 4	<u>\$ 968.61</u>
	<u>TOTAL COST</u>	<u>\$16,995.86</u>

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

RESOLUTION # 2013-318

TITLE: A RESOLUTION RE-APPOINTING MICHAEL J VOLL AS TOWNSHIP MANAGER

WHEREAS, Michael J Voll was appointed Township Manager by the Township Council on January 2, 2011 in accordance with NJSA 40:69A-93 which established the initial terms and conditions of employment then amended by Resolution #2012-38; and

WHEREAS, Council is in agreement to retain Michael J Voll as Township Manager with the terms and conditions attached hereto and titled Memorandum of Understanding.

NOW, THEREFORE, BE IT RESOLVED, Michael J Voll is hereby re-appointed as Township Manager of the Township of Lower and the attached Memorandum of Understanding is hereby approved and ratified.

I hereby certify the foregoing to be the original resolution adopted by the Township Council on December 16, 2013.

Julie A Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
NEVILLE						
SIMONSEN						
CLARK						
BECK						

MEMORANDUM OF UNDERSTANDING BETWEEN
MICHAEL J VOLL
and
TOWNSHIP OF LOWER

TERM: 3 years - Jan 1, 2014 thru Dec 31, 2016

VACATION, PERSONAL, SICK & FUNERAL LEAVE:

Vacation: 25 days

In case of an extended emergency, Council authorizes the Mayor, at his discretion, to re-call the Manager back from vacation. If the manager is called back, he shall be compensated (in comp time) at the rate of 1.5 hours for every hour in lost time.

Personal: 4 days

Sick: 15 days

VEHICLE USE:

The Township agrees to supply the Manager with a vehicle to be used on Township business and when necessary during the course of employment duties for limited personal use.

COMPENSATION:

2014 Annual Salary - \$ 103,000

2015 Annual Salary - \$ 105,060

2016 Annual Salary - \$ 107,161

WORKWEEK:

It is understood that the Manager will dedicate himself to performing his duties as in accordance with NJSA40:69A-95, however, the Manager shall work an average of 40 hours per workweek with time requirements for optimal job performance varying based on specific assignments, emergencies, seasonal demands and other unexpected factors. All parties endorse a policy for flexibility which will allow the manager to adjust normal working hours as conditions require for the duties of his office and to perform special duties, attend meetings and work hours as required in order to properly represent the Township. All other terms and conditions not specifically outlined above are governed by the Supervisors Union Contract and the Lower Township Personnel Manual.

Under the Faulkner Act and the Township Code, the Township Manager serves at the will of Township Council and may be removed with or without cause. In such case, the Faulkner Act shall govern as to the consequences of removal in terms of salary and benefits. This agreement shall not create any contract rights beyond the terms of the Faulkner Act.

Michael J. Voll

Michael E Beck, Mayor

Attest:

Julie A Picard, Township Clerk

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

RESOLUTION #2013-319

TITLE: **APPROVAL OF PAYMENT TO 2013 SAFETY COMMITTEE SECRETARY**

WHEREAS, the Township of Lower is a member of the Joint Insurance Fund (JIF) which requires all members to have a Safety Committee; and

WHEREAS, the Safety Committee must transcribe and maintain minutes from each scheduled Safety meeting; and

WHEREAS, the township of Lower has appointed Lisa Schubert as the Secretary to the Safety Committee at an amount of \$500.00 per year; and

WHEREAS, the CFO has determined sufficient funds are available in the budget as follows:

Appropriation #: 3-01-20-170-101

CFO Signature: _____

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the CFO is directed to pay Lisa Schubert for her services.

I hereby certify the foregoing to be the original resolution adopted by Township Council at a meeting held on December 16, 2013

Julie A Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
NEVILLE						
SIMONSEN						
CLARK						
BECK						

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

RESOLUTION #2013-320

Title: UNDER 3% EMERGENCY RESOLUTION (N.J.S.A. 40A:4-48)

WHEREAS, an emergency has arisen with respect catastrophic losses in our health insurance budget line and no adequate provision was made in the 2013 budget for the aforesaid purpose and N.J.S.A 40A:4-46 provides for the creation of an emergency appropriation for the purpose above mentioned; and

WHEREAS, the total amount of emergency appropriation created including this appropriation to be created by this resolution is \$200,000 and three percent of the total operations in the budget for the year 2013 is \$778,530.

NOW, THEREFORE BE IT RESOLVED by the Township Council of the Township of Lower in the County of Cape May that in accordance with N.J.S.A. 40A:4-48 that:

1. An emergency appropriation be and the same is hereby made for:
Health Insurance
2. That said emergency appropriation shall be provided in full in the 2014 budget.
3. That the Chief Financial Officer has certified that the expenditures to be financed through this resolution are related to the aforementioned emergency.

BE IT FURTHER RESOLVED that two certified copies of this resolution be filed with the Director of Local Government Services.

I hereby certify the foregoing to be the original resolution adopted by the Township Council on December 16, 2013.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
NEVILLE						
SIMONSEN						
CLARK						
BECK						

STATEMENT OF NECESSITY FOR EMERGENCY APPROPRIATION

STATEMENT RE: Under 3% Emergency Resolution (N.J.S.A. 40A: 4-48)

Need of Emergency Appropriation:

The Township of Lower went to self-funded health insurance coverage in June 2013. The amount budgeted in the 2013 budget is based on the renewal cost provided by our former provider and includes a 14% increase over the 2012 costs. Catastrophic medical claims have since exceeded the levels that were predicted necessitating an emergency to pay for claims incurred.

Date of Happening: December 2013

Have any contracts been awarded or purchase orders placed in connection with this emergency appropriation? NO

Have any payments been made in connection with this emergency appropriation? NO

If costs are in excess of \$11,700.00 for either labor or materials, or both, will bids be advertised for?

N/A – Health Insurance

If not, have resolutions been adopted declaring an exigency to exist which will not permit the advertisement for public bids? N/A

Will work be performed by contract, force account or otherwise? N/A

Signed _____

Title _____

Dated: _____

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

RESOLUTION #2013-321

Title: TRANSFER OF 2013 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, State of New Jersey that the following transfers totaling \$24,000 be made between the 2013 budget appropriations:

<u>LINE ITEM</u>		<u>ACCT. NUMBER</u>	<u>TO</u>	<u>FROM</u>
SOLICITOR	S&W	3-01-20-155-100	1,000.00	
ENGINEERING	OE	3-01-20-165-200	9,000.00	
POLICE	S&W	3-01-25-240-100	14,000.00	
HEATING OIL	OE	3-01-31-447-200		24,000.00
			<u>24,000.00</u>	<u>24,000.00</u>

I hereby certify the foregoing to be a resolution adopted by the Township Council on December 16, 2013

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
NEVILLE						
SIMONSEN						
CLARK						
BECK						

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

RESOLUTION #2013-322

Title: AUTHORIZATION TO CANCEL GENERAL LEDGER BALANCES

WHEREAS, it has been determined that there are receivable balances in the general ledger that are no longer viable; and

WHEREAS, it has been determined by an internal audit that these balances totaling \$75,743.51 should be cancelled to properly reflect the financial position of the Township; and

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

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>G/L LINE</u>	<u>AMOUNT</u>
F/S GRANT	RESERVE: JIF	3-02-203-40-300-304	669.52
F/S GRANT	RESERVE: SMALL CITIES	3-02-203-40-300-311	75,073.99

I hereby certify the foregoing to be a resolution adopted by the Township Council on December 16, 2013.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
NEVILLE						
SIMONSEN						
CLARK						
BECK						

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

RESOLUTION #2013-323

TITLE: A RESOLUTION REQUESTING REDUCTION OF PERFORMANCE GUARANTEE FOR AMUSEMENT PARTNERSHIP USA; BLOCK 510; LOTS 18 & 8.01; ESCROW #Z10-09-03

WHEREAS, Amusement Partnership USA posted a reduced Performance Guarantee with the Township of Lower in the amount of \$54,733.68 for the project referenced above; and

WHEREAS, the Township Engineer has recommended that improvements having a total value of \$31,197.60 have been properly installed and are presently acceptable; and

WHEREAS, the Township Engineer has recommended that the Performance Bond be reduced leaving a balance of \$39,794.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, the governing body thereof, that the reduced Performance Guarantee of \$54,733.68 be and hereby is reduced leaving a remaining balance of \$39,794.00; and

BE IT FURTHER RESOLVED that the Township Treasurer be granted permission to issue a check in the amount of \$14,939.68 in payment of the reduced Performance Guarantee.

I hereby certify the foregoing to be the original adopted by the Township Council at a meeting held on December 16, 2013.

Julie A Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
NEVILLE						
SIMONSEN						
CLARK						
BECK						

MEMORANDUM

TO: Township Council

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

DATE: December 10, 2013

RE: Amusement Partnership USA
705 Route 9
Block 510, Lot 18 & 8.01
Resolution #2013-323

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 #2013-323 is required to reduce the Performance Guarantee held in trust by the Township of Lower for Amusement Partnership USA.

The required final inspection report, certifying completion, compliance and condition of the work, has been received from the Township Engineer. The Township Engineer recommends the **reduction** of the retained \$54,733.68.

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.

Improvements having a total value of \$31,197.60 have been completed. Therefore, the Township Engineer recommends the **reduction** of the Performance Guarantee.

Township of Lower policy requires that a Maintenance Guarantee shall be posted upon complete **release** of a Performance Guarantee.

cc: financial file

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

RESOLUTION #2013-324

TITLE: A RESOLUTION AUTHORIZING THE CANCELLATION OF THE FORCE AGREEMENT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR CLUBHOUSE ROAD

WHEREAS, The Township of Lower entered into a FORCE AGREEMENT with the New Jersey Department of Transportation Bureau of Local Aide for the Clubhouse Road project on September 16, 2013; and

WHEREAS, The Township of Lower has determined that it would be in the best interest of the Township to have a contractor complete the entire project; and

WHEREAS, the State of New Jersey Department of Transportation requires a Resolution from the governing body to cancel the Force Agreement.

NOW THEREFORE, BE IT RESOLVED by the governing body of the Township of Lower that the FORCE AGREEMENT entered into on behalf of the Township Of Lower is hereby cancelled and void.

BE IT FURTHER RESOLVED that the Engineer be instructed to forward a certified copy of this Resolution to the NJDOT .

I hereby certify this to be the original Resolution adopted by the Township Council on December 16, 2013.

Julie A Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
NEVILLE						
SIMONSEN						
CLARK						
BECK						

TOWNSHIP OF LOWER

2600 Bayshore Road
Villas, New Jersey



Incorporated 1798
(609) 886-2005

September 20, 2013

Mr. Art San Jose, Jr.
Principal Engineer
New Jersey Department of Transportation
District 4 – Local Aid
One Executive Campus, 3rd Floor
Route 70 West
Cherry Hill, New Jersey 08002

**RE: FY 2013 NJDOT Municipal Aid Road Program
Clubhouse Road Mill & Overlay
Township of Lower, Cape May County
File #: CAP-13-04**

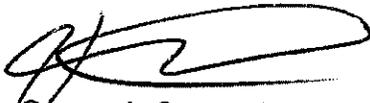
Dear Mr. San Jose,

Enclosed please find the following information for the above referenced project:

1. Three (3) copies of executed Force Account Agreement (Form SA-27).

Should you require any additional information or have any questions or comments, please feel free to contact me at (609) 886-2005 ext. 180 or gcurvan@townshipoflower.org.

Sincerely,



George A. Curvan, P.E.
Township Engineer

Enclosures

cc File

**NEW JERSEY DEPARTMENT OF TRANSPORTATION
BUREAU OF LOCAL AID**

**FORCE ACCOUNT AGREEMENT
STATE AID PROJECT**

THIS AGREEMENT, made this *16 day of September 2013* by and between the *Township of Lower* and the State of New Jersey, acting through its Commissioner of Transportation.

WHEREAS, THE State and the *Township of Lower* entered into an agreement for the improvement of *Clubhouse Road from Town Bank Road to Pinewood Road*, the State share not to exceed \$ *175,000.00*.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties hereto covenant and agree with each other as follows:

FIRST: the *Township of Lower* agrees
(County or Municipality)

- a. That all work constructed with State Aid Funds will comply with rules regulations and standards prescribed by the State and the approved Resolution, Application, and Agreement (Form SA-96) for the project.
- b. That all materials incorporated in the work shall be in compliance with the current New Jersey Standard Specification for Road and Bridge Construction as amended for State Aid.
- c. That procurement of materials to be incorporated in the improvement shall be in accordance with applicable state and local laws.
- d. That work performed and materials furnished which do not conform to the above requirements shall be rejected, removed, replaced or repaired without delay in a manner satisfactory to the Department of Transportation.
- e. To provide detailed plans and specifications prepared by a licensed professional engineer of the State of New Jersey and provide all engineering, inspection and construction supervision necessary for the improvement.
- f. To provide necessary permits, right-of-way, easements and slope rights.
- g. To act in the capacity of a contractor and to complete the project as shown in the plans at the total price indicated in the following listed **Schedule of Prices** determined by multiplying each quantity by the unit price mutually agreed upon, and adding the resulting amounts.

Schedule of Prices

ITEM#	ITEM	UNITS	QUANTITY	UNIT PRICE	AMOUNT
1	Roadway Excavation, Unclassified	CY	150	\$ 13.00	\$ 1,950.00
2	Hot Milling	SY	13200	\$ 3.00	\$ 39,600.00
3	Reconstructed Soil Aggregate Base Course, 6" Thick	SY	500	\$ 5.50	\$ 2,750.00
4	Hot Mix Asphalt 19M64 Base Course, 2 1/2"	TON	75	\$ 60.00	\$ 4,500.00
5	Hot Mix Asphalt 9.5M64 Surface Course, 2"	TON	1500	\$ 60.00	\$ 90,000.00
6	Concrete Driveway, 6" Thick	SY	200.0	\$ 55.00	\$ 11,000.00
7	Turf Repair Strip	LF	6400	\$ 2.00	\$ 12,800.00
8	Reset Castings	UNIT	24	\$ 1,000.00	\$ 12,800.00
9	Reset Water Valve Boxes	UNIT	35	\$ 750.00	\$ 26,250.00
10	Traffic Stripes, Long Life, Epoxy Resin	LF	10300	\$ 2.00	\$ 20,600.00
11	Bicycle Safe Grates	UNIT	7	\$ 500.00	\$ 3,500.00
12	Cast Iron Curb Pieces	UNIT	7	\$ 500.00	\$ 3,500.00
13	Inlets, Type "B" Modified	UNIT	8	\$ 2,000.00	\$ 16,000.00
14	Site Restoration	LS	1	\$ 5,000.00	\$ 5,000.00
SUBTOTAL:					\$ 250,250.00
LABOR AND EQUIPMENT COSTS (FROM I & J):					\$ 77,258.07
TOTAL PRICE:					\$ 327,508.07

h. Changes in the quantity of work to be performed shall be justified by letter giving the locations of proposed changes and the nature and reason of changes. No work shall be performed until the proposed changes are approved by the Department of Transportation. Adjustments in the cost of said improvement shall not exceed the maximum allowable for Force Account work.

i. To assign the said improvement project to the following listed employees

PERSONNEL TO BE ASSIGNED	NUMBER	RATE	AMOUNT
Superintendent	24	\$ 40.53	\$ 972.72
Foreman	120	\$ 35.01	\$ 4,201.20
Equipment Operators	240	\$ 28.33	\$ 6,799.20
Equipment Operators	240	\$ 26.24	\$ 6,297.60
Truck Drivers	240	\$ 23.60	\$ 5,664.00
Skilled Labor	480	\$ 23.89	\$ 11,467.20
Labor	120	\$ 22.82	\$ 2,738.40
TOTALS:	1464	\$ 200.42	\$ 38,140.32

j. To provide, the following listed construction equipment for use on the said improvement project

DESCRIPTION OF EQUIPMENT	NUMBER	RATE	AMOUNT
2.5 Yard front end loader	85	\$ 28.75	\$ 2,443.75
1.5 yard backhoe	80	\$ 33.00	\$ 2,640.00
22 cy triaxle dump	170	\$ 65.00	\$ 11,050.00
12 foot road grader	40	\$ 43.00	\$ 1,720.00
paver	48	\$ 151.00	\$ 7,248.00
steel wheel roller	96	\$ 73.00	\$ 7,008.00
street sweeper	40	\$ 74.00	\$ 7,008.00
TOTALS:	559	\$ 467.75	\$ 39,117.75

k. That upon completion, retain jurisdiction over the project and maintain it in a manner satisfactory to the Department of Transportation.

l. To defend, indemnify and save the State harmless from all claims by others.

- m. To arrange for a sufficient working force and construction equipment to insure completion within a mutually agreed upon completion date.
- n. Request final reimbursement from the Department of Transportation by presenting the final voucher form with supporting documentation within six (6) months of project completion.

SECOND: The State agrees to

- a. The payment of State Aid funds on a reimbursement basis as outlined in the approved Resolution, Application, and Agreement (Form SA-96) after acceptance of the work completed. The State share shall not exceed the lesser of 100% of all design engineering, if eligible, construction, inspection, and material testing costs or the allotment.
- b. Provide general surveillance of the construction work.

NOW THEREFORE, the Mayor and Clerk are hereby authorized to execute and attest this Agreement.

FOR THE SPONSOR

ATTEST and
AFFIX SEAL:


Julie Picard, Township Clerk


Michael Beck, Mayor

FOR THE DEPARTMENT OF TRANSPORTATION

APPROVED:

(Manager, Bureau of Local Aid) (Date)

FOR THE COMMISSIONER OF TRANSPORTATION

APPROVED:

(Secretary, Department of Transportation) (Date)

(Submit 3 copies to the Bureau of Local Aid District Office)

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

RESOLUTION # 2013-325

TITLE: **BID ACCEPTANCE AND AWARD FOR RECONSTRUCTION OF CLUBHOUSE ROAD**

WHEREAS, The Notice to Bidders #2013-26 for Reconstruction of Clubhouse Road was advertised on November 27, 2013 and received on December 11, 2013 at 10:00 a.m.; and

WHEREAS, two (2) proposals were submitted and reviewed by the QPA, Engineer and Director of Public Works; and

WHEREAS, the lowest qualified bidder (based on estimated quantities on unit and/or lump sum prices) complied with the specifications and supplied all required certifications and bid documents and the CFO has determined sufficient funds are available as evidenced below:

Appropriation # : _____

CFO Signature: _____

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

AWARD TO: SOUTH STATE INC

Base Bid \$ 437,149.28

TOTAL AWARD: \$ 437,149.28

I hereby certify the foregoing Resolution was adopted by the Township Council at a meeting held on December 16, 2013.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
NEVILLE						
SIMONSEN						
CLARK						
BECK						

BIDFORM

Pursuant to and in compliance with the advertisement for bids dated November 27, 2013 and the Information for Bidders relating thereto, the undersigned hereby offers to furnish all plant, labor, materials, supplies, and equipment and other facilities and things necessary for, or proper for, or incidental to the **Reconstruction of Clubhouse Road**, as required by, and in strict accordance with, the applicable provisions of plans, specifications and all addenda issued by the **Township of Lower** or its Engineer prior to the date of opening the bids, whether received by the undersigned or not, for the amount bid based on the following unit and/or lump sum prices:

NOTE: Extension of Unit Prices must be exact.

Contract Time: 90 Calendar Days

Schedule of Liquidated Damages:
 One (1) to Fifteen (15) Days: \$500.00 per calendar day
 Sixteen (16) to Thirty (30) Days: \$1,000.00 per calendar day
 Greater Than Thirty (30) Days: \$2,000.00 per calendar day

Item	Quantity	Units	Description	Unit Price	Amount
1	1	LS	CLEARING SITE	<u>\$ 2000.00</u>	<u>\$ 2000.00</u>
2	1	DOLLAR	PERFORMANCE AND PAYMENT BOND	<u>\$ 2000.00</u>	<u>\$ 2000.00</u>
3	1	DOLLAR	CONSTRUCTION LAYOUT	<u>\$ 1000.00</u>	<u>\$ 1000.00</u>
4	1	DOLLAR	FUEL PRICE ADJUSTMENT	<u>\$.01</u>	<u>\$.01</u>
5	1	DOLLAR	ASPHALT PRICE ADJUSTMENT	<u>\$.01</u>	<u>\$.01</u>
6	1,650	CY	ROADWAY EXCAVATION, UNCLASSIFIED	<u>\$ 9.50</u>	<u>\$ 15675.00</u>
7	12,723	SY	HMA MILLING, 3" OR LESS	<u>\$ 1.00</u>	<u>\$ 12723.00</u>
8	12,723	SY	DENSE GRADED AGGREGATE BASE COURSE, 6" THICK	<u>\$ 6.00</u>	<u>\$ 76338.00</u>
9	2,082	TON	HOT MIX ASPHALT 19M64 BASE COURSE, 2 1/2"	<u>\$ 69.00</u>	<u>\$ 143658.00</u>
10	1,269	TON	HOT MIX ASPHALT 9.5M64 SURFACE COURSE, 1 1/2"	<u>\$ 74.00</u>	<u>\$ 93906.00</u>
11	986	GAL	TACK COAT	<u>\$.01</u>	<u>\$ 9.86</u>
12	164	SY	CONCRETE DRIVEWAY, 6" THICK	<u>\$ 95.00</u>	<u>\$ 15580.00</u>
13		SY	HOT MIX ASPHALT DRIVEWAY, 3" THICK	<u>\$</u>	<u>\$</u>

**NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF LOCAL AID
AND ECONOMIC DEVELOPMENT
RECOMMENDATION OF AWARD
STATE AID PROJECT**

BE IT RESOLVED

that LOWER TOWNSHIP COUNCIL

hereby recommends to the New Jersey Department of Transportation that the contract for

RECONSTRUCTION OF CLUBHOUSE ROAD
(Name of Project)

in the TOWNSHIP OF LOWER County of CAPE MAY
(Name of Municipality)

be awarded to SOUTH STATE INC

whose bid amounted to \$ 437,149.28 subject to the approval of the Department.

That the presiding officer of this body be and is hereby directed to sign for and on its behalf the contract in the prescribed form for said construction.

**That the clerk of this body be and is hereby directed to seal said contract
with the corporate seal of this body and to attest to the same.**

Approved by the LOWER TOWNSHIP COUNCIL **on** 12/16/2013
(Name of Local Government) (Date of Award)

(Presiding Officer) MAYOR

(Date)

(Clerk)

(Date)

(Affix Seal)

ANIMAL CONTROL MONTHLY REPORT

AC-2

MONTH OF NOVEMBER 202013

ACO STEVE P TICKET DATE 11/30/13

	DOGS	CATS	WILDLIFE
TOTAL CALLS	10	11	6
TO SHELTER	2	4	3 - KITTENS
RETURNED	4	0	
TO VET	0	1	
DOA	0	0	
WARNINGS	0	0	
TICKETS	0	0	
BITES	1	0	
QUARANTINES	0	0	
OTHER	0	0	

*OTHER includes complaints of barking dogs ,dogs left outside too long ,other disturbances and reports of animal abuse or neglect.

Additional Comments

TOTAL CALLS 27

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

OFFICE OF CONSTRUCTION OFFICIAL

Construction Permit Activity Report

RANGE: 11/01/2013 To 11/30/2013

December 10, 2013 3:33:19PM

SUMMARY

CONSTRUCTION COSTS

COUNT

Cost Of Construction:	\$619,375.00	Cubic Footage:	135553 Cu.ft	Permit Issued:	125
Cost Of Alteration:	\$864,035.00	Square Footage:	10884 Sq.ft	Updates Issued:	3
Cost Of Demolition:	\$20,100.00			All Fees Waived:	2
Total Cost:	\$1,503,510.00			Municipal Fees Waived:	0

PERMIT FEES

ADMIN FEES

WAIVED FEES

TOTAL FEES

Building:	\$14,069.00	Building:	\$0.00	Building:	\$3,425.00	Building Fees:	\$10,644.00
Electrical:	\$5,398.00	Electrical:	\$0.00	Electrical:	\$875.00	Electrical Fees:	\$4,523.00
Fire :	\$3,293.00	Fire :	\$0.00	Fire :	\$0.00	Fire Fees:	\$3,293.00
Plumbing:	\$6,795.00	Plumbing:	\$0.00	Plumbing:	\$0.00	Plumbing Fees:	\$6,795.00
Elevator:	\$0.00	Elevator:	\$0.00	Elevator:	\$0.00	Elevator Fees:	\$0.00
Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical Fees:	\$0.00
				Total Waived:	\$4,300.00	Technical Fees:	\$25,255.00

DCA

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$452.00	\$0.00	\$452.00
Alteration Training Fee:	\$1,457.00	\$688.00	\$769.00
DCA Minimum Fee:	\$22.00	\$1.00	\$21.00
Sub total Training Fee:	\$1,931.00	\$689.00	\$1,242.00

TECHNICAL ISSUES

Building Technical:	56
Electrical Technical:	44
Fire Protection Technical:	32
Plumbing Technical:	76
Elevator Technical:	
Mechanical Technical:	

Certificate of Occupancy Fee:	\$1,094.00
Waived Certificate Fees:	\$0.00
Sub Total Certificate Fees:	\$1,094.00

CERTIFICATE ISSUES

Certificate of Occupancy:	6
Certificate of Approval:	10
Certificate of Continued Occupancy:	0

PERMIT FEES:	\$25,255.00
DCA FEES:	\$1,242.00
CERTIFICATE FEES:	\$1,094.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$27,591.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$27,591.00

OFFICE OF THE CONSTRUCTION OFFICIAL

Account Summation-Summary

Report Run from 11/01/2013 To 11/30/2013

December 10, 2013 3:36:26PM

ACCOUNT:		Cash Amount	Check Amount	Credit Card Amount	Total Fee
PERMIT FEES	Sub Totals:	\$1,866.00	\$25,725.00	\$0.00	\$27,591.00
LICENSE FEES	Sub Totals:	\$0.00	\$100.00	\$0.00	\$100.00
GRAND TOTALS:		\$1,866.00	\$25,825.00	\$0.00	\$27,691.00

BOROUGH OF WEST CAPE MAY
 2600 Bayshore Road
 Borough of West Cape May, NJ 08251
 609-886-1455

OFFICE OF CONSTRUCTION OFFICIAL

Construction Permit Activity Report

RANGE: 11/01/2013 To 11/30/2013

December 10, 2013 3:46:27PM

SUMMARY

<u>CONSTRUCTION COSTS</u>		<u>COUNT</u>			
Cost Of Construction:	\$0.00	Cubic Footage:	0 Cu.ft	Permit Issued:	2
Cost Of Alteration:	\$1,900.00	Square Footage:	0 Sq.ft	Updates Issued:	1
Cost Of Demolition:	\$14,000.00			All Fees Waived:	0
Total Cost:	\$15,900.00			Municipal Fees Waived:	0

<u>PERMIT FEES</u>		<u>ADMIN FEES</u>		<u>WAIVED FEES</u>		<u>TOTAL FEES</u>	
Building:	\$260.00	Building:	\$0.00	Building:	\$0.00	Building Fees:	\$260.00
Electrical:	\$0.00	Electrical:	\$0.00	Electrical:	\$0.00	Electrical Fees:	\$0.00
Fire :	\$0.00	Fire :	\$0.00	Fire :	\$0.00	Fire Fees:	\$0.00
Plumbing:	\$82.00	Plumbing:	\$0.00	Plumbing:	\$0.00	Plumbing Fees:	\$82.00
Elevator:	\$0.00	Elevator:	\$0.00	Elevator:	\$0.00	Elevator Fees:	\$0.00
Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical Fees:	\$0.00
				Total Waived:	\$0.00	Technical Fees:	\$342.00

DCA

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$0.00	\$0.00	\$0.00
Alteration Training Fee:	\$3.00	\$0.00	\$3.00
DCA Minimum Fee:	\$1.00	\$0.00	\$1.00
Sub total Training Fee:	\$4.00	\$0.00	\$4.00

TECHNICAL ISSUES

Building Technical:	2
Electrical Technical:	
Fire Protection Technical:	
Plumbing Technical:	1
Elevator Technical:	
Mechanical Technical:	

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

CERTIFICATE ISSUES

Certificate of Occupancy:	2
Certificate of Approval:	0
Certificate of Continued Occupancy:	0

PERMIT FEES:	\$342.00
FEES:	\$4.00
CERTIFICATE FEES:	\$0.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$346.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$346.00

OFFICE OF THE CONSTRUCTION OFFICIAL

Account Summation-Summary

Report Run from 11/01/2013 To 11/30/2013

December 10, 2013 3:37:50PM

ACCOUNT:		Cash Amount	Check Amount	Credit Card Amount	Total Fee
PERMIT FEES	Sub Totals:	\$0.00	\$346.00	\$0.00	\$346.00
GRAND TOTALS:		\$0.00	\$346.00	\$0.00	\$346.00



BUREAU OF FIRE SAFETY - TOWNSHIP OF LOWER

Public Safety Building
1389 Langley Road
Cape May County Airport
Phone: (609) 889-0404
Fax: (609) 889-8876

Mailing Address:
407 Breakwater Road
Erma, NJ 08204

**For the month of November 2013, the Lower Township
Bureau of Fire Safety made deposits of \$28,620.00 in the
Lower Township Tax office.**

Sincerely,

**David P. Perry
Fire Official**

**cc: file
Board Members
Lauren Read
Mike Voll**

Clerk's

Register Report

11/1/2013 Through 11/30/2013

12/2/2013

Page 1

Account	Description	Memo	Category	Amount
INCOME				
	TOTAL Business Mercantile 2013			200.00
	TOTAL Business Mercantile 2013-2014			3,645.00
	TOTAL Campgrounds & Trailers			363.00
	TOTAL Licenses & Permits			150.00
	TOTAL Rental Merc 2013-2014			1,350.00
	TOTAL Street Openings			650.00
	TOTAL Yard Sales			90.00
	TOTAL INCOME			6,448.00
TRANSFERS				
	TOTAL Council Checking			-6,448.00
	TOTAL TRANSFERS			-6,448.00
			OVERALL TOTAL	0.00



Lower Township Police Department Monthly Activity Report

2013

	November	Total:
General Complaints and Service Calls	3121	40748
Emergency Medical Calls with L. T. Rescue	171	1962
Fire Alarm Call Outs (Total)	39	485
Villas Fire Company	15	161
Town Bank Fire Company	13	197
Erma Fire Company	11	137
Assaults	5	65
Robbery	3	8
Domestic Violence Complaints	39	401
Domestic Violence with Assaults	5	79
Motor Vehicle Accidents	35	473
Traffic Warnings	10	308
Traffic Summons	94	1784
Motor Vehicle Stops	369	5802
Local Ordinance Warnings	1	13
Local Ordinance Complaints	0	44
Assaults on Police Officers (UCR Report Return "A")	2	14
Residential and Commercial Alarm Calls	68	641
Property Checks	1198	14188
Death Investigations	3	36
Burglaries	20	97
Thefts	31	381
Criminal Mischief Complaints	30	356
Disorderly Conduct Complaints	48	857
Animal Control Complaints	124	2043
Adult Arrests (UCR Report Return "A")	42	551
Juvenile Arrests (UCR Report Return "A")	6	76
D.W.I. Arrests (UCR Report JV & Adult Arrests Combined)	3	62
Drug Possession Arrests (UCR Report JV & Adult Arrests Combined)	6	75
Investigation Reports Completed	112	1187
Supplemental Investigation Reports Completed	54	526
Total Value Property Stolen (UCR Report Return "A")	\$23,374.00	\$418,505.00
Total Value Property Recovered (UCR Report Return "A")	\$15,656.00	\$62,122.00



**Lower Township Police Department
Monthly Activity Report**

2013

	November	Total:
Man Power Loss in Hours		
Union	0	0
Suspended	0	1692
Vacation	1124	8746
Personal	256	1307
Comp Hours	68	213
Sick Hours	192	2245
Injury Hours	0	918
Training Hours	72	4286
Military Training	180	1464
Police Department Overtime in Hours		
Operations Overtime	135.75	1820.25
Operations Comp Time	26	1090
Investigation Division Overtime	83	417.15
Investigation Division Comp Time	8	89
Court Overtime	22.5	269.5
Court Comp Time	15.5	58.5
Holiday Overtime	296	1098.75
Holiday Comp Time	90.5	317.5
Government/Grant Funding Overtime in Hours		0
Click It or Ticket	0	133
Cops n Shops	0	6
JV Curfew	0	0
DWI Patrol	0	0
Other	6	238
Private Funding Overtime in Hours		
Special Detail	0	604.5

Prepared by:

Chief William Mastriana 
Date: 12/9/2013

	Total	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
BEG. BAL. JAN. 1, 2013	4,614,646.00	4,614,646.00	3,149,027.99	5,360,964.09	3,705,112.73	2,326,306.59	4,251,085.27	1,906,540.61	4,974,874.03	5,900,714.25	2,360,967.99	975,902.00
RECEIPTS:												
Per Revenue Status	65,861,782.34	5,748,948.81	7,284,526.33	1,158,008.58	5,899,985.65	12,545,689.55	682,240.87	6,722,532.35	9,774,684.49	1,176,387.17	5,990,707.09	8,878,071.45
less: post cash surplus	(1,678,000.00)					(1,678,000.00)						
Interest due from Escrow	(177.05)	(13.78)	(12.76)	(14.26)	(13.94)	(14.47)	(20.31)	(20.90)	(13.74)	(19.53)	(20.79)	(12.55)
Interest due from Capital	(48.76)	(12.66)	(11.99)	(9.86)	(2.17)	(1.76)	(1.11)	(1.15)	(1.22)	(1.25)	(3.74)	(1.85)
BAN SALES	0.00											
GSTF - IN LIEU	(87,437.00)								(87,437.00)			
Transfers:												
Capital	64,096,119.53	5,748,922.37	7,284,501.56	1,157,984.46	5,899,969.54	10,867,673.32	682,219.45	6,722,510.30	9,687,232.53	1,176,366.39	5,990,682.56	8,878,057.05
Grants Received	2,175,066.60			1,300,000.00					817,431.30			57,657.30
OLA \$ Recd	4,400.00	4,400.00										
DOJ \$ RECD	2,717.00									2,717.00		
Clean Communities \$ Recd	69,368.29					69,368.29						
SC \$ Recd	284,938.00	78,491.00	90,705.00	52,785.00	4,346.00		58,611.00					
Comcast Tech \$ Recd	100,000.00					100,000.00						
Jif \$ Recd	3,525.00						3,525.00					
Aled \$ Recd	316.65						316.65					
DDDF \$ Recd	6,121.42									6,121.42		
EMS \$ Recd	5,000.00										5,000.00	
Recycling Tonnage \$ Recd	39,371.72											39,371.72
361,423.29												
TOTAL RECEIPTS:	66,786,966.21	5,831,813.37	7,375,206.56	2,510,769.46	5,904,315.54	11,037,041.61	744,672.10	6,722,510.30	10,504,663.83	1,185,204.81	5,995,682.56	8,975,086.07
DISBURSEMENTS:												
2012 Reserves	438,155.77	466,327.09	65,847.39	70,610.14	1,846.01	(158,947.50)	353.43	221.15	976.68	771.38	150.00	
2013 Current	62,413,107.08	6,762,330.89	5,101,363.01	4,149,833.52	7,369,086.33	9,298,291.44	3,092,052.93	3,455,018.33	9,503,170.11	4,753,835.32	7,306,294.91	1,621,830.29
2013 Capital	1,017,815.97	104,470.44	21,847.48	36,722.38	65,130.79	104,506.91	55,913.42	291,623.28	100,625.48	22,855.66	129,077.55	85,042.58
less: ClF post	(95,000.00)				(95,000.00)							
63,869,078.82												
Appropriation Refunds:	(675,553.20)	(25,697.04)	(25,787.42)	(90,545.22)	(57,941.45)	(131,587.92)	(59,103.02)	(92,685.88)	(33,020.03)	(52,511.29)	(54,773.91)	(51,900.02)
TOTAL DISBURSEMENTS	63,098,525.62	7,297,431.38	5,163,270.46	4,166,620.82	7,283,121.68	9,112,262.93	3,089,216.76	3,654,176.88	9,578,823.61	4,724,951.07	7,380,748.55	1,647,901.48
END. BAL. DEC. 31, 2013	8,303,086.59	3,149,027.99	5,360,964.09	3,705,112.73	2,326,306.59	4,251,085.27	1,906,540.61	4,974,874.03	5,900,714.25	2,360,967.99	975,902.00	8,303,086.59
Total Appropriation Refunds	(675,553.20)	(25,697.04)	(25,787.42)	(90,545.22)	(57,941.45)	(131,587.92)	(59,103.02)	(92,685.88)	(33,020.03)	(52,511.29)	(54,773.91)	(51,900.02)

Bank Balance												
Checking	5,317,145.12	6,702,658.96	2,315,984.37	3,447,834.69	4,060,936.63	3,842,054.85	4,402,409.31	8,457,306.22	4,008,971.51	5,647,739.39	8,087,671.73	
Online Payment Acct	103,078.69	146,880.25	39,339.08	107,067.03	174,939.94	24,615.22	72,934.20	151,671.43	49,288.62	72,838.33	227,188.18	
MBIA	6,985.05	6,985.05	6,985.05	6,985.05	6,985.05	6,985.05	6,985.05	6,985.05	6,985.05	6,985.05	6,985.05	
Total Bank Balance	5,427,208.86	6,856,524.26	2,362,308.50	3,561,866.77	4,242,861.62	3,873,655.12	4,482,328.56	8,615,962.70	4,065,245.18	5,727,563.04	8,314,859.91	
ADD: Deposits in Transit	440,501.30	84,031.54	1,533,792.61	562,564.99	68,725.70	27,199.10	526,734.01	5,133.31	61,349.61	521,999.79	36,494.47	
LESS: Outstanding Checks	(2,718,682.17)	(1,579,591.71)	(190,988.38)	(1,798,145.17)	(60,502.05)	(1,984,313.61)	(34,188.54)	(2,720,381.76)	(1,765,626.80)	(5,273,660.83)	(48,267.79)	
Adjusted Bank Balance	3,149,027.99	5,360,964.09	3,705,112.73	2,326,306.59	4,251,085.27	1,906,540.61	4,974,874.03	5,900,714.25	2,360,967.99	975,902.00	8,303,086.59	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

OUTSTANDING CHECKS

NOV 2013

PRIOR	
47711	54.00
48492	26.25
48725	5.00
49106	150.00
49950	234.97
50333	20.00
50613	318.00
50681	310.00
51151	1,306.24
51231	225.00
51244	15.00

2,664.46

NOV	
51355	91.30
51359	400
51363	1,260.00
51385	80.00
51391	750.00
51401	2,039.81
51407	35,000.00
51418	225.00
51419	20.18
51432	1,200.00
51434	52.04
51437	400.00
51442	300.00
51460	200.00
51485	450.00
51496	325.00
51504	90.00
51506	200.00
50511	55.00
51520	215.00
51523	200.00
51531	200.00
51534	200.00
51538	200.00
51540	225.00
51554	200.00
51572	200.00
51573	225.00
51574	200.00
51586	200.00
51593	200.00

45,603.33

DIT'S	
6,831.08	DUE FROM COURT
1,005.00	DUE FROM COURT
4,597.41	ONLINE TAX
12.63	10/31 bank charge-due from bank
85.00	
7,242.31	
15,806.04	
915.00	

36,494.47

**2013 CASH RECEIPTS
NOVEMBER**

Township of Lower
Office of the Tax Collector

	MONTH TO DATE	YEAR TO DATE
Receipts		
Preliminary tax (2014)	91,403.07	742,213.60
Current year taxes (2013)	8,177,144.00	53,696,694.88
Prior year taxes (2012)	251.91	1,153,412.74
MUNICIPAL LIEN		768.78
RECORDING		72.00
Arrears		5,434.99
Bankruptcy	46.44	2,810.23
State Audit Payback		6,850.00
6% Penalty		7,753.83
Tax Search Fees		220.00
Interest	16,102.53	180,378.74
Lot clearing	700.00	16,360.00
Returned Check Fees	60.00	360.00
Duplicate Bills	70.00	830.00
Trash	6,397.75	54,873.88
Cost of Sale		20,720.20
Municipal Service Fees		52,784.69
MUA		156,998.19
Premium		441,100.00
cash shortage	(100.00)	(100.00)
TOTAL DEPOSITS	8,292,075.70	56,540,536.75
DEPOSITED TO COUNCIL CHECK	8,060,296.67	54,847,526.04
DEPOSITED TO WIPP ACCOUNT	231,779.03	1,251,910.71
PREMIUM		441,100.00
TOTAL DEPOSITS	8,292,075.70	56,540,536.75
NSF Reversals	(5,198.45)	(30,636.44)
TOTAL	8,286,877.25	56,509,900.31

Prepared by Susan Jackson

2013 NOVEMBER VITAL STATISTICS

Marriages/CU/,DP	13
Ceritified Copies	210
Ceritified Copies EDRS	4
Burial Permits	0
Marriages/CU/DP State	\$325.00
Marriages/CU/DP Twp	\$39.00
Certified Copies	\$2,100.00
Certified Copies EDRS	\$40.00
Burial Permits	\$0.00
TOTAL	\$2,504.00