

WORK SESSION & REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL

July 20, 2015 - 7:00 P.M.

Meeting called to order.

Opening Announcement
Pledge of Allegiance & Moment of Silence
Roll Call & Determination of Quorum
Swearing in of Officers: Jason Felsing and Eric Danzi
Proclamation - Peter Ford, Playful City Designation

Work Session

Introduction of Ordinance #2015-07- An Ordinance Revising and Restating Chapter 178, Beaches, of the Code of the Township of Lower – Councilman Perry/Solicitor Stefankiewicz

Consent Agenda

Approval of Minutes July 6, 2015
Res. #2015-218 Payment of Vouchers \$604,667.94
Res. #2015-219 Resolution Adopting Financial Policies
Res. #2015-220 Annual Renewal of Liquor Licenses (final 4 renewals)
Res. #2015-221 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Small Cities \$50,000)
Res. #2015-222 Body Armor Replacement Program (application for grant)
Res. #2015-223 Authorizing Payout of Terminal Leave (T.Beeby \$114,678.42)
Res. #2015-224 Authorizing Pay Out of Terminal Leave (A.Amonette \$53,167.86)
Res. #2015-225 Contract Award for Re-bid ADA Upgrades & Playgound Improvements at the Recreation Center (\$262,300)
Res. #2015-226 Renewal of Commercial Excavating (Gravel Pit) Licenses (Brodesser & Cape Mining)
Res. #2015-227 Authorizing the Transfer of a Limousine Vehicle License (Ford Excursion)
Res. #2015-228 Resolution Confirming the Appointment of Jennifer Dowe as the Lower Township Tax Assessor (\$73,500/yr)
Res. #2015-229 Resolution Awarding a Professional Service Contract to ----- For an Engineer Survey and Simple Sub-Division of Township Property Located Adjacent to the Township of Lower Public Works Yard – Seashore Rd
Ordinance #2015-08 An Ordinance Amending Chapter 1 of the Revised General Ordinances of the Township of Lower (Solicitor) First Reading of Ordinance. Second reading and public hearing will be scheduled for August 3, 2015.

Regular Agenda

Res. #2015-230 Appointment of Municipal Prosecutor for the Year 2015
Res. #2015-231 Lower Township Rescue Voucher \$750.00 First Aid/CPR Class
Ordinance #2015-06 Amend Chapter 475, Parks and Recreation Areas, of the Code of the Township of Lower, Add Article IV, Fee Schedule - This is the second reading and public hearing on this Ordinance. This ordinance has been published, posted and made available to the public.
Ordinance #2015-07 An Ordinance Revising and Restating Chapter 178, Beaches, of the Code of the Township of Lower – First reading of Ordinance. Second reading and public hearing will be scheduled for August 3, 2015.

Administrative Reports

Personnel Action Report
Monthly Reports – Clerk, Construction, Dog, Police, Treasurer, Tax, Vital Statistics
Certification of Mailing of Tax Bills

Council Comments

Call to the Public

Adjournment

COUNCIL MEETING MINUTES – JULY 6, 2015

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on July 6, 2015 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 Erik Simonsen
Deputy Mayor Clark
Mayor Michael Beck

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

Work Session

Dr. Joseph and Anne Salvatore –“Dog Park at the Airport” – Deputy Mayor Clark

Deputy Mayor Clark applauded Dr. Joseph and Anne Salvatore for turning their dreams into reality. He invited them to share their vision for a dog park at the Cape May Airport.

Anne Salvatore reminisced of a trip to Lancaster, PA where they encountered a beautiful dog park and came up with the idea to establish a dog park at the airport in Lower Township. She informed that the idea was well received by Scott Green, Director of the DRBA. Dr. Salvatore suggested it would meet the criteria for Open Space under Recreation for possible grant funding. He pointed out that the proposed location, adjacent to the two existing trails, is equipped with water, sewer, electricity and unlimited parking.

Deputy Mayor Clark suggested referring the idea to the Recreation Advisory Board for further investigation.

Mayor Beck liked the idea but cautioned factors including cost, maintenance, liability and enforcement.

Councilman Perry voiced favor with the idea.

Councilman Conrad agreed with Mayor Beck.

Deputy Mayor Clark motioned to submit the idea to the Recreation Advisory Board for further consideration. Council consented. Mayor Beck thanked the Salvatore's for their ideas and efforts.

Recreation Ordinance - Mitch Plenn

Consent Agenda

Approval of Minutes	June 15, 2015
Res. #2015-197	Payment of Vouchers \$484,374.57
Res. #2015-198	A Resolution Requesting Release of Bond for Block 52 Lots 6 & 7, 410 E St Johns Ave (\$1,250.)
Res. #2015-199	A Resolution Requesting Release of Revegetation and Restoration Guarantee for Dune Site Plan; Block 394, Lots 5-8, Block 295.01, Lot 2.01, Escrow #Z05-08-05 (1,000)
Res. #2015-200	Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Alcohol Education & Rehabilitation Fund \$58.93)
Res. #2015-201	Authorization for the Payout of Accumulated Compensatory Time (S.Flitcroft \$1,583.65)
Res. #2015-202	2015 Drive Sober or Get Pulled Over Statewide Labor Day Crackdown Grant (\$5,000 Aug 21 thru Sept 7)
Res. #2015-203	Contract Award with Morpho Trak Live Scan Fingerprint System (state contract \$39,103.55)
Res. #2015-204	Issuance of 2015 Limousine Operator Licenses (2)
Res. #2015-205	Authorization for Refund of Taxes (7 properties \$4,626.26)
Res. #2015-206	Resolution Awarding Concession Stand Lease for the Township of Lower Swimming Pool 2015 Season (\$1,500)
Res. #2015-207	Annual Renewal of Liquor Licenses for the Year 2015-2016

- Res. #2015-208 Resolution Providing for the Combination of Certain Issues and Determining the Form and Other Details of the Offering of \$9,900,000 General Obligation Bonds, Series 2015 of the Township of Lower, in the County of Cape May, State of New Jersey and Providing for the Sale of Such Bonds
- Res. #2015-209 Appointment of Ford Scott and Associates as a Professional Service Contract in Connection with the 2015 Bond Sale (not to exceed \$6,000)
- Res. #2015-210 Submission of a Small Cities Housing Rehabilitation Application \$200,000
- Res. #2015-211 Public Facilities Grant Application for \$400,000, Roseann Avenue Improvements
- Res. #2015-212 Approval of Change Order #1 for Tru Green to Establish Grass at the Millman Center Property and Additional Vegetation Control Services (increase of \$1,355.)
- Res. #2015-213 A Resolution Awarding the Lease of Public Land Located at the Intersection of Seaview and Rochester Avenues After the June 25, 2015 Open Public Auction (Achristavest Pier 6600, LLC for \$8,000)
- Res. #2015-214 Authorizing A Professional Service Contract with Blauer Associates (\$1,500 application fee / \$16,000 admin)
- Res. #2015-215 Authorization to Award to Ecoverse Through the Houston-Galveston Area Council (H-GAC BUY) 2016 Backhus 21.5 Compost Windrow Turner (\$417,602.)
- Ordinance #2015-06 Amending Chapter 475, Parks and Recreation Areas, of the Code of the Township of Lower, to Add Article IV, Fee Schedule - First Reading of Ordinance. Second reading and public hearing will be scheduled for July 20, 2015

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

Regular Agenda

- Res. #2015-216 Authorization for 2015 Incentive Award for Insurance Waiver (24 employees \$56,083.33)

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

- Res. #2015-217 Voucher - L/T Rescue \$10,000 - First Pymt Expenses

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

- Ordinance #2015-05 Salary Ordinance – This is the second reading and public hearing of this Ordinance. This Ordinance has been posted, published and made available to the public.

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

Administrative Reports

Monthly Report - Treasurer

Council Comments

Councilman Conrad thanked everyone for their efforts and conduct during the fireworks. He also welcomed home Sargent Joe Sippel.

Councilman Perry made favorable comments about the Independence Day Festival and fireworks and thanked everyone involved.

Deputy Mayor Clark commented on the success of the Independence Day Festival and fireworks. He complimented the Recreation Department on a job well done and wished the dog ordinance had been given equal planning.

Mayor Beck announced the following: Pool passes on sale, Summer Concert Series, Coombs/Douglass Run, and Whale of a Day. He also read an announcement from the County concerning traffic changes on Garden State Parkway Interchanges 9, 10 and 11.

Call to Public

Helen Thompson, 44 E. Delaware Pkwy, distributed copies of an article to Council and began discussing Mutt's Cove.

Solicitor Stefankiewicz interceded to advise against public comment regarding Mutt's Cove on account of an email from Ms. Thompson threatening litigation.

Ms. Thompson objected to being prohibited from speaking about Mutt's Cove and insisted that there is no pending litigation on this matter. A disagreement ensued. Mr. Thompson agreed not to file litigation regarding Mutt's Cove. She continued to speak on the topic of the article concerning dog beaches and explained how it pertained to Mutt's Cove. She respectfully requested Council's reconsideration for Mutt's Cove.

Jim Waldie, San Fernando Road, addressed Council to voice discontent about road closures during the triathlon.

John Skowronski, 607 Arctic Avenue, asked for an update on the mold issue and the County's proposal to take over the Public Safety Building.

Betty Somers, W. Atlantic Avenue, thanked Councilman Conrad for handling the problem on her street.

Mike Jefferson, 103 Brookdale, thanked the Salvatore's for their efforts on the proposed dog park, and voiced disagreement with the beach ordinance prohibiting dogs.

Linda Waldie, San Fernando Road, voiced concern about emergencies during road closures for the triathlon.

Adjournment

There being no further business to address, motion to adjourn moved by Councilmember Conrad, seconded by Deputy Mayor Clark. Motion to adjourn unanimous. Meeting adjourned at 7:43 p.m.

Mayor

Township Clerk

Approved:

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

ORDINANCE #2015- 07

TITLE: ORDINANCE REVISING AND RESTATING CHAPTER 178, BEACHES
OF THE CODE OF THE TOWNSHIP OF LOWER

WHEREAS, the Township Council of the Township of Lower desires to amend and restate Chapter 178 of the Code of the Township of Lower concerning Beaches and Beach Regulations; and

WHEREAS, the Lower Township Recreation Advisory Board has requested that Chapter 178 be expanded to regulate the Beaches in the Township of Lower.

NOW, THEREFORE, BE IT ORDAINED that the Township Council of the Township of Lower, County of Cape May, State of New Jersey hereby determines and declares as follows:

Section 1. Chapter 178, titled BEACHES is hereby stricken and replaced with the following:

Chapter 178. BEACHES

ARTICLE 1. Beach Regulations

§ 178-1. **Findings, Applicability and Designation of Approving Agency, Public Trust Doctrine.**

- A. The Township controls for the use of the general public the beach and approaches thereto and the bathing area adjacent to the beach for the enjoyment, recreation, pleasure, safety, health, peace and quiet of all persons seeking the privilege of such facilities; and it is deemed advisable and expedient for the preservation of order and public health and safety, and for the best interests of those persons seeking such privileges and facilities, to ordain rules and regulations for the government, supervision, use and policing of the beaches, bathing areas in the ocean, bay and canal adjacent thereto, and the approaches thereto.
- B. This article shall apply to all beaches, dunes, beach access and supporting facilities under the jurisdiction of the Township, unless expressly exempted.
- C. The public's right of access to tidal waters for fishing, commerce and navigation embodied in the "Public Trust Doctrine" have long been recognized by New Jersey's Courts. A series of court decisions beginning in the 1970's extended those rights to include recreation, access to municipally controlled beaches and in some settings, to privately owned beaches. Public access rights have historically been enforced through litigation, through New Jersey Department of Environmental Protection (NJDEP)

permitting actions or through conditions on State Aid for shore protection.

§ 178-2. Definitions.

As used in this article, the following terms shall have the meanings indicated:

BEACHES: Includes beaches, dunes, designated public access paths and structures, outfalls, restroom(s), parking or other public facilities or parts or appurtenances whatsoever, whether real or personal property of the Township at the following areas

- A. All that area from the Township line in the Villas Section southward to the north border of the Borough of Cape May Point
- B. From the east border of the Borough of Cape May Point to the west border of the City of Cape May.
- C. From the south border of the Borough of Wildwood Crest to the Cape May Inlet.
- D. The beaches on both sides of the Cape May Canal from the Delaware Bay to Cold Spring Harbor together with the bathing areas adjacent thereto.

In-season: Means use of the beaches beginning on the last Friday prior to Memorial Day weekend through to and including the first Monday following Labor Day weekend of any given year.

Off –season: Means use of the beaches beginning on the first Tuesday following Labor Day weekend through to and including the last Thursday prior to Memorial Day weekend of any given year.

§ 178-3. Rules and regulations

It shall be unlawful and an offensive course of conduct to violate or participate in the violation of any rule or regulation hereinafter set forth, which rules and regulations are hereby adopted for and shall apply to the government, supervision, policing and use of the aforesaid areas.

1. Personal Conduct, Waste, Structures and Vegetation
 - A. To engage in the playing of any game which endangers the health and safety of others, including but not limited to the use of surfboards from the center line of Rochester Avenue north to the dividing line between the Township of Lower and the Borough of Wildwood Crest, on the Atlantic Ocean.
 - B. To transport or place any rubbish, refuse, garbage or other material that pollutes or interferes with the use and enjoyment of the beach. Such items shall be deposited in receptacles so

provided. Where receptacles are not provided, all waste will be carried away from the beach by the person(s) responsible for its presence and such waste shall be properly disposed of elsewhere.

- C. To dress, undress or change clothing for bathing or other purpose in any passenger automobile, bus, truck or vehicle of any kind regardless of whether the doing thereof is in public view or can be seen by any other person or persons.
- D. To possess either in opened or unopened containers and/or to consume alcoholic beverages within the areas defined as the beach and approaches thereof. Nor shall any person be under the influence of intoxicating liquor or drugs.
- E. To revel, disport, or behave in a noisy or boisterous manner, emitting loud cries and other noises, or playing of loud music so as to inconvenience others, or otherwise disrupt and disturb the public peace and dignity within the areas defined as the beach or approaches thereto.
- F. To act in a loud, indecent, obscene, or offensive manner within the defined areas.
- G. Mark, deface, disfigure, injure, tamper with or displace or remove any tables, benches, public access structures, outfalls, restroom or other public facilities or parts or appurtenances whatsoever, whether real or personal property of the Township.
- H. Dig, damage, trample or remove any vegetation from the beach or dune. Nor dig or remove sand from any dune with exception of authority of the Township.
- I. To trespass upon any dunes, except as paths are designated and marked for public use.

§ 178-4. Violations and penalties. [Amended by Ord. No. 81-12]

Anyone violating any of the provisions of this article shall be a disorderly person and, upon conviction thereof before a proper officer having jurisdiction, be subject to a fine in any sum not exceeding \$500, and in default of payment of said fine be imprisoned in the county jail for a term not exceeding 30 days; and any repetition of any act herein prohibited shall be deemed a separate and distinct offense.

ARTICLE II
Vehicles on Beaches

§ 178-5. Operation of motor vehicles

It shall be unlawful for any person on a beach to:

- A. Operate a motor vehicle, including an automobile, motorcycle, truck or any other similar type of conveyance driven by power, on any of the beaches within the Township.

- B. Permit the operation of any motor vehicle, including an automobile, motorcycle, truck or any other similar type of conveyance driven by power, owned by him on any of the beaches of the Township.
- C. Occupy any motor vehicle, including an automobile, motorcycle, truck or any other similar type of conveyance driven by power, on any of the beaches of the Township.
- D. Nothing herein contained shall apply with respect to ambulances, life-saving vehicles, or other similar vehicles, nor shall anything herein contained apply to any bona fide construction equipment or equipment used in the maintenance or cleaning of any of the aforesaid beaches.

ARTICLE III

Animals on Beaches

178-6 Control and care of animals.

It shall be unlawful for any person on a beach to:

- A. Cause or permit any animal to run loose.
- B. Have animals other than service animals on the beach between the hours of 11:00 am and 4:00 pm in-season.
- C. Leashed animals are permitted anytime of the day during the off-season.
- D. Leave dropping from an animal on a beach or dune. All such waste shall be picked up by the person(s) in charge of that animal. Such waste shall be deposited in receptacles so provided. Where receptacles are not provided, all waste will be carried away from the beach by the person(s) responsible for its presence and such waste shall be properly disposed of elsewhere.

ARTICLE IV

Fires, Firearms, Fireworks and Weapons on Beaches

178-7 Have or use fires, firearms, fireworks and weapons

It shall be unlawful for any person on a beach to:

- A. Kindle, build, maintain or use a fire or ANY OPEN FLAME.
- B. Have in their possession, sell, distribute or set off fireworks or explosives.
- C. For any person other than law enforcement officers to carry or otherwise possess or control a destructive device or weapon.
- D. Destructive devices or weapons include but are not limited to all firearms, knives and other items used for the purpose of harm to another person or property.

ARTICLE V

Advertising, Soliciting, Assemblages, Entertainment and Sale of Merchandise

178-9 Advertise, solicit, assemble, entertain and sell merchandise.

It shall be unlawful for any person on a beach to:

- A. Post, paint, affix, distribute, place, cast or leave any bill, billboard, placard, ticket, handbill, circular or advertisement without prior approval by the Township.
- B. Operate for advertising or entertainment purposes a musical instrument or soundtrack.
- C. Hold or conduct political assemblages or campaigning activities.
- D. Expose or offer for sale any article without a license and written permission from the Township.

Section 3. Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason, the remaining portions of this Ordinance shall not be affected thereby and shall remain in full force and effect, and to this end the provision of this Ordinance are hereby declared to be severable.

Section 4. This Ordinance shall become effective immediately upon final passage and publication, according to law.

Thomas Conrad, Councilmember

Dave Perry Councilmember

Erik Simonsen, Councilmember

Norris Clark, Deputy Mayor

Michael E Beck, Mayor

Adopted:

Attest: _____
Julie A Picard, Township Clerk

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00784	CAPE MAY STAR & WAVE							
	15-01764	07/07/15	LEGAL PUBLICATION 6-24-15	Open	74.40	0.00		
	15-01767	07/07/15	LEGAL PUBLICATIONS 6-17-15	Open	52.70	0.00		
					<u>127.10</u>			
00807	CDW-GOVERNMENT INC*							
	15-01384	06/03/15	COMPUTER SUPPLIES	Open	818.70	0.00		
00825	COMCAST*							
	15-01775	07/07/15	JULY FIRE INTERNET ACCESS	Open	112.90	0.00		
01125	MARGARET CROMPTON							
	15-01856	07/13/15	CONTRACTUAL REIMBURSEMENT-M	Open	5.00	0.00		
01170	VERIZON WIRELESS* F/S							
	15-01820	07/08/15	CELL FIRE 5/27/15-6/26/15	Open	55.09	0.00		
01171	VERIZON WIRELESS - TOWNHALL							
	15-01784	07/07/15	CELL SERVICE 6/24/15-7/23/15	Open	450.48	0.00		
	15-01822	07/08/15	IPHONE BILL 6/29/15-7/28/15	Open	746.75	0.00		
					<u>1,197.23</u>			
01200	DELTA DENTAL PLAN OF NJ							
	15-01819	07/08/15	DENTAL JULY 2015	Open	12,510.85	0.00		
01220	DRAEGER SAFETY DIAGNOSTICS*							
	15-01218	05/15/15	ANNUAL RECERTIFICATION	Open	169.00	0.00		
01254	JAMES DIETTERICH, II							
	15-01768	07/07/15	COINTRACTUAL REIMBURSEMENT-V	Open	220.00	0.00		
01372	GARY PLAYFORD							
	15-01876	07/15/15	AS PER RES 2015-91 REIMBURSEMT	Open	3,702.37	0.00		
01389	EDDIE'S AUTO BODY*							
	15-01709	06/26/15	PATROL UNIT REPAIR	Open	997.00	0.00		
01502	PAMELA FELDER							
	15-00373	02/05/15	CONTRACT REIMBURSEMENT 2015	Open	113.58	0.00		B
01519	TOM FOLS ELECTRICALCONTRACTOR*							
	15-01237	05/15/15	SHUNPIKE GENERATOR REPLACEMENT	Open	6,250.00	0.00		
	15-01695	06/25/15	CONCESSION STAND AT POOL	Open	125.00	0.00		
					<u>6,375.00</u>			
01600	ORVILLE E FOWLER							
	15-01857	07/13/15	CONTRACTUAL REIMBURSEMENT-M	Open	1,340.00	0.00		
01602	THOMSON WEST*							
	15-01288	05/20/15	NJ STAT 2015	Open	240.00	0.00		
	15-01839	07/13/15	UPDATES- 2015 PP	Open	600.00	0.00		
					<u>840.00</u>			

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01661 GENERAL SALES ADMINISTRATION*								
	15-01537	06/08/15	NEW VEHICLE EQUIPMENT-DPS	Open	1,090.00	0.00		
01685 W W GRAINGER, INC.*								
	15-01611	06/15/15	#9UA93 HEARING BANDS	Open	16.08	0.00		
01690 GRANTURK EQUIPMENT CO*								
	15-01065	04/29/15	PARTS FOR RECYCLING/MAY	Open	848.33	0.00		
01751 GRINDER WEAR PARTS, INC								
	15-01381	06/02/15	PARTS FOR TUB GRINDER	Open	6,657.80	0.00		
01781 HATCH MOTT MACDONALD, LLC*								
	15-01229	05/15/15	PROF. ENVIROMENTAL SERVS. PROPOS	Open	1,722.00	0.00		
	15-01661	06/22/15	PROFESSIONAL ENGINEERING	Open	143.50	0.00		
	15-01782	07/07/15	PROFESSIONAL ENGINEERING	Open	1,515.25	0.00		
	15-01783	07/07/15	PROFESSIONAL ENGINEERING	Open	<u>1,636.85</u>	0.00		
					5,017.60			
01806 ANTHONY J HARVATT, II, ESQ								
	15-00934	04/24/15	BOARD SOLICITOR SALARY	Open	625.00	0.00		
	15-01779	07/07/15	RESOLUTIONS	Open	<u>300.00</u>	0.00		
					925.00			
02013 NICKOLAUS CONSTRUCTION CO*								
	15-00897	04/17/15	RESURFACING OF BASKETBALL COUR	Open	49,300.00	0.00		
02027 JESCO INC*								
	15-01650	06/19/15	SUPPLIES/DPW	Open	290.58	0.00		
02065 S. VITALE PYROTECNICO IND CORP								
	15-01697	06/25/15	RES#2015-107 2015 FIREWORKS	Open	42,500.00	0.00		
02108 KEEN COMPRESSED GAS CO*								
	15-01243	05/19/15	BOTTLED GAS/GARAGE/DPW	Open	305.75	0.00		
02140 KINDLE FORD LINC/MERC., INC.*								
	15-01049	04/28/15	PARTS FOR POLICE VEHICLES/JUNE	Open	1,574.48	0.00		
02402 MGL PRINTING SOLUTIONS								
	15-01644	06/18/15	COUNCIL, PAYROLL CHECKS	Open	616.00	0.00		
02541 ROBERT D. MARTIN, JR								
	15-01855	07/13/15	CONTRACTUAL REIMBURSEMENT-M	Open	20.62	0.00		
03052 NATIONAL FIRE PROTECTION ASSN*								
	15-01544	06/09/15	FIRE CODE RENEWAL	Open	1,255.50	0.00		
03104 NORTHEAST IND. & MARINE SUPPLY*								
	15-01052	04/28/15	PARTS/RDS/SANT/RECY/APRIL	Open	975.90	0.00		
03109 TRU GREEN CHEMLAWN								
	15-00684	03/19/15	2015 FERT/Slice INV 30278806	Open	450.00	0.00		B

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03460 V.E. RALPH & SON, INC.*	15-01587	06/10/15	AED PADS	Open	722.00	0.00		
03491 RENTAL COUNTRY*	15-01750	06/30/15	GENERATORS FOR JULY 3RD	Open	1,679.92	0.00		
03518 RIGGINS, INC.*	15-01869	07/14/15	OFF HIGHWAY FUEL	Open	423.10	0.00		
03814 UNIVERSAL COMPUTING SERV., INC*	15-01586	06/10/15	MAILERS	Open	388.65	0.00		
03863 TREASURER, STATE OF NEW JERSEY	15-01817	07/08/15	STATE SURCHARGE APRIL-JUN LOWE	Open	6,713.00	0.00		
	15-01818	07/08/15	STATE SURCHARGE APRIL-JUNE WCM	Open	768.00	0.00		
					7,481.00			
03904 LOWE'S HOME CENTER INC*	15-01525	06/08/15	CEILING TILES - DPS	Open	256.59	0.00		
03917 STATE OF NJ DEPT OF CHILD/FAML	15-01824	07/09/15	APRIL, MAY, JUNE 2015 MAR/CU FEE	Open	1,075.00	0.00		
03960 VECTOR SECURITY*	15-01633	06/17/15	ANNUAL FIRE INSPECTION	Open	273.75	0.00		
03971 VERIZON WIRELESS MDT POLICE	15-01770	07/07/15	MDT WIRELESS- DPS 5/21-6/20/15	Open	691.35	0.00		
03985 VILLAS NAPA AUTO PARTS	15-01248	05/19/15	RD/SANT/RECYC/JUNE	Open	3,865.96	0.00		
03992 VAL-U AUTO PARTS LLC*	15-00960	04/27/15	RDS/SANT/RECYC/JUNE	Open	2,965.60	0.00		
03995 VITAL COMMUNICATIONS, INC.*	15-01400	06/04/15	2015 MOD IV BILLING UPDATE	Open	100.00	0.00		
04080 WINNER FORD*	15-01319	05/26/15	2016 POLICE INTERCEPTOR SUV	Open	31,901.00	0.00		
04176 CHRISTOPHER J WINTER SR*CALEA	15-00652	03/17/15	ACCRED. CONSULT - JUNE	Open	450.00	0.00		
04261 STATE OF NEW JERSEY	15-01854	07/13/15	2ND QTR UNEMPLOYMENT 2015	Open	26,970.74	0.00		
04266 NJ DEPT OF HEALTH&SENIOR SVCS	15-01763	07/07/15	STATE DOG LICENSE FEE-JUNE 15	Open	94.20	0.00		
04300 W B MASON CO INC*	15-01324	05/26/15	PRINTERS LASERJET PRO M521DN	Open	1,799.98	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
04300 W B MASON CO INC*				Continued				
	15-01688	06/24/15	SUPPLIES FOR DPW OFFICES	Open	105.97	0.00		
					<u>1,905.95</u>			
04504 MEDIA FIVE LTD*								
	15-01281	05/20/15	CONCERT SERIES @ DRBA	Open	6,000.00	0.00		
04514 WILLIAM BLANEY*								
	15-00110	01/09/15	2015 LABOR SOLICITOR DNE 50k	Open	1,737.50	0.00		
06040 RICHARD STOCKTON COASTAL RSCH*								
	15-00742	03/27/15	INTRO NEW FEMA FLOOD 2015-71	Open	2,286.23	0.00		
	15-00910	04/21/15	FEMA RESOLUTION 2015-120	Open	17,527.99	0.00		
					<u>19,814.22</u>			
4104 DOUGLASS LANDSCAPING LLC*								
	15-00622	03/12/15	2015 LANDSCAPING SERV \$45800.	Open	4,580.00	0.00		B
5032 NORTH WILDWOOD \$ CREST SHIRT*								
	15-01712	06/29/15	HS SUMMER LEAGUE BASKETBALL SH	Open	400.00	0.00		
6061 AMERIHEALTH ADMINISTRATORS								
	15-01766	07/07/15	6/30/15 HEALTH AND RX	Open	88,940.65	0.00		
	15-01873	07/15/15	7/13/15 HEALTH AND RX	Open	75,224.06	0.00		
					<u>164,164.71</u>			
6063 CAPE MINING & RECYCLING, LLC*								
	15-01600	06/15/15	ASPHALT	Open	236.50	0.00		
6071 UNITED UNIFORMS LIMITED LIAB*								
	15-01259	05/19/15	UNIFORMS	Open	261.00	0.00		
6074 CAPE ATLANTIC JUNIOR FOOTBALL								
	15-01510	06/04/15	2015 LEAGUE FEES AND OFFICIALS	Open	3,960.00	0.00		
7014 THERESA ROBINSON								
	15-01844	07/13/15	CHEERLEADING REFUND	Open	15.00	0.00		
7062 LOUIS BARTLESON								
	14-01059	04/25/14	2014 EQUIP. ALLOWANCE	Open	150.00	0.00		B
	15-01008	04/28/15	2015 EQUIP. ALLOWANCE	Open	150.00	0.00		B
					<u>300.00</u>			
7098 SHORE VETERINARIAN ANIMAL *								
	15-01772	07/07/15	VET SERVICES 7/3/15	Open	164.24	0.00		
7119 ENGINEERING DESIGN ASSOC*								
	15-01760	07/06/15	2014-323 COASTAL RESIL GRANT	Open	8,262.50	0.00		B
	15-01780	07/07/15	PROFESSIONAL ENGINEERING	Open	56.00	0.00		
	15-01781	07/07/15	PROFESSIONAL ENGINEERING	Open	168.00	0.00		
					<u>8,486.50</u>			

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7142 LINDSAY BECHTLER	15-01762	07/07/15	ZUMBA INSTRUCTOR JUNE 2015	Open	205.00	0.00		
7196 LAUREN HUGGINS SUIT*	15-01285	05/20/15	RES 2015-109 MAY1-JULY 31,2015	Open	400.00	0.00		B
7331 TIFFANY LABAR	15-01867	07/14/15	MEDICAL CLAIMS-V	Open	140.00	0.00		
7398 PITTMAN, DOUGLAS & MARLENA	15-01194	05/14/15	REFUND OF DUPLICATE REGISTRATI	Open	110.00	0.00		
7421 SEAGROVE CAMPGD*	15-01618	06/17/15	LANDSCAPING- FISHING CREEK SCH	Open	2,000.00	0.00		
7432 ALICIA AUMAN	15-01845	07/13/15	CHEERLEADING REFUND	Open	20.00	0.00		
7433 TOM CONNELLY	15-01846	07/13/15	REGISTRATION REFUND-FOOTBALL	Open	20.00	0.00		
7434 JOHN TOMES	15-01849	07/13/15	REGISTRATION REFUND	Open	64.20	0.00		
7435 TIMMY L. TROYER	15-01850	07/13/15	FINGERPRINT/BACKGROUND	Open	44.20	0.00		
7438 MISTER X, LLC	15-01875	07/15/15	RETURN UNUSED ESCROW	Open	1.00	0.00		
8201 DIRECT ENERGY BUSINESS	15-01823	07/08/15	ELETRIC 5/20/15-6/18/15	Open	11,468.39	0.00		
ANZE JENNIFER ANZELONE	14-01055	04/25/14	2014 EQUIP. ALLOWANCE	Open	49.45	0.00		B
BLAUE BLAUER ASSOCIATES INC*	15-00280	01/28/15	RES 2015-49 DNE \$16K ADA REC	Open	1,437.50	0.00		B
BOSNA KAREN MANETTE BOSNA	15-01761	07/07/15	YOGA PAYMENT JUNE 2015	Open	140.00	0.00		
G-HOUSEP HOUSE OF PRINT	15-01512	06/04/15	LAMINATED SIGN FOR POOL	Open	42.00	0.00		
	15-01570	06/10/15	LIFEGUARD TANKS	Open	175.00	0.00		
	15-01690	06/24/15	LAMINATED SIGN FOR POOL	Open	42.00	0.00		
	15-01691	06/24/15	YARD SIGNS FOR JULY 3RD	Open	510.00	0.00		
					769.00			
G-ISL ISLAND TROPHIES	14-03117	12/01/14	PLAQUE	Open	60.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
MAGLI MARK MAGLICCO	15-01847	07/13/15	REGISTRATION REFUND-FOOTBALL	Open	20.00	0.00		
NJPSAC NJPSAC	15-01287	05/20/15	TRAINING	Open	225.00	0.00		
PRINCE STEPHEN PRINCE	15-01848	07/13/15	REGISTRATION REFUND-FOOTBALL	Open	20.00	0.00		
Total Purchase Orders:		119	Total P.O. Line Items:	0	Total List Amount:	570,185.45	Total Void Amount:	0.00

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

RESOLUTION #2015-

TITLE: AUTHORIZING THE PAYMENT OF VOUCHERS

<u>Vendor</u>	<u>PO #</u>	<u>Description</u>	<u>CK</u>	<u>Amount</u>
Ameri Health Admin	15-01821	Health & Rx 6/15/15	78151	\$34,422.49
NJ Motor Vehicles	15-01836	Registration 2016 Explorer	55411	\$60.00
Total Manual Checks				\$ 34,482.49
Total Computer				\$ 570,185.45

Total Bill List \$ 604,667.94

I hereby certify the foregoing to be a resolution adopted by the Township Council at a meeting held on July 20, 2015

Julie Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
SIMONSEN						
CLARK						
BECK						

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

RESOLUTION #2015-219

Title: RESOLUTION ADOPTING FINANCIAL POLICIES

WHEREAS, it is in the best interest of the Township to set responsible parameters on all matters pertaining to finance; and

WHEREAS, the attached policy manual establishes internal accounting control policies and procedures designed to protect and secure the finances of the Township of Lower, ensure proper maintenance and reporting of financial activities, safeguard assets and ensure compliance with governmental reporting requirements; and

WHEREAS, it is considered to be a best practice to formally adopt a set of financial policies that communicates the financial parameters set and the procedures that accomplish the financial goals of the Township of Lower.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, the Financial Policies and Procedures manual attached to this resolution are hereby adopted.

BE IT FURTHER RESOLVED, the implementation and oversight of the Financial Policies and Procedures will be the responsibility of the Chief Financial Officer and that any additions and amendments to the policy will be brought to Council for consideration and approval.

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on July 20, 2015.

Julie A Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
SIMONSEN						
CLARK						
BECK						

I. INTRODUCTION

II. GOVERNMENT FORM AND ORGANIZATION

III. FINANCIAL POLICIES

1 FINANCIAL REPORTING POLICIES

A FINANCIAL SECURITY AND ACCESS POLICIES

B STATUTORY POLICIES

C REPORTING POLICIES

1 INTERNAL

2 EXTERNAL

2 CASH MANAGEMENT AND INVESTMENTS

A DESIGNATION OF DEPOSITORIES

B AUDIT REQUIREMENT

C AUTHORITY TO INVEST

D INVESTMENT INSTRUMENTS

E RECORDS AND REPORTS

F CASH FLOW

G SCHEDULE OF STATUTORY PAYMENTS

H ANNUAL ALLOWANCE AMOUNTS

I BANKING POLICIES

J FUND BALANCE POLICY

3 REVENUES

4 EXPENDITURES

5 RESERVES

A CURRENT FUND

B TRUST FUND

C CAPITAL FUND

6 OPERATING BUDGET

7 CAPITAL IMPROVEMENTS

8 DEBT AND DEBT MANAGEMENT

9 PROCUREMENT

IV ACCOUNTING SYSTEM

I. INTRODUCTION

This manual establishes internal accounting control policies and procedures designed to protect and secure the Township of Lower, ensure proper maintenance and reporting of financial activities, safeguard assets and ensure compliance with governmental reporting requirements.

II. GOVERNMENT FORM AND ORGANIZATION

The Township of Lower operates under the Optional Municipal Charter Law of 1950, or Faulkner Act, using the Council-Manager form of administration. Under this form of government, fiscal responsibilities are as follows:

- The Township Council forms and authorizes financial policies, delegates administration of policies to the Township Manager, oversees the finances and approves financial transactions.
- The Township Manager administers all operations and activities, including financial management. For details see N.J.S.A. 40: 69A-95.
- The Chief Financial Officer (CFO) is responsible to the Township Manager for all financial operations. The CFO is the Director of the Department of Revenue and Finance. The Department of Revenue and Finance is comprised of the departments of the Treasurer, Tax Assessor and Tax Collector. The Department of Revenue and Finance is responsible for all appropriate functions associated with:
 - * Property tax assessments
 - * Property tax collections
 - * Budgetary accounting, fiscal control and reporting
 - * Custody, investment and disbursement of Township monies
 - * Payroll
 - * Grants procurement of administration
- The Budget and Finance Committee was authorized by resolution #2014-264. The Committee is comprised of the Mayor, Township Manager, Chief Financial Officer and Assistant Treasurer. The Committee meets regularly to review budgetary matters and fiscal policies and make any and all reports and/or recommendations to Township Council as deemed appropriate.
- The Capital Committee was authorized by resolution #2014-265. The Committee is comprised of the Mayor and Deputy Mayor, the Township Manager, CFO, Township Engineer (if applicable), Assistant Treasurer, Purchasing Agent and the Directors of the Township.

III. FINANCIAL POLICIES

1 FINANCIAL REPORTING POLICIES

A FINANCIAL SECURITY AND ACCESS POLICIES - To ensure the security of financial records, Township employees are assigned user names and passwords to gain access to financial, personnel, payroll and banking records.

- * Security and access is determined by the CFO
- * Access to computers, in-house financial systems and on-line banking system is controlled by designating security levels to each employee by department and job function
- * Upon separation of an employee, user access is deleted by the CFO to prohibit unauthorized access
- * Use of another employee's access information is prohibited.
- * Separation of financial duties is implemented so that no employee has sole control over cash receipts, payroll, bank reconciliations, accounts payable or other accounting functions
- * Financial and internal control procedures are reviewed annually by the CFO

B STATUTORY POLICIES - The Township conforms to all budgeting, accounting and auditing standards as required by:

- * N.J.A.C. Title 5
- * N.J.S.A. 40A: 2 Local Bond Law
- * N.J.S.A. 40A: 4 Local Budget Law
- * N.J.S.A. 40A: 5 Local Fiscal Affairs Law
- * N.J.S.A. 40A: 11 Local Public Contracts Law

And promulgated by the NJ Department of Government Services (DLGS) in the Department of Community Affairs (DCA).

C REPORTING POLICIES - To ensure compliance with all State and Federal regulations regarding financial reporting.

1 INTERNAL REPORTING

- * Monthly and annual department revenue reports are submitted to Council and to the Treasurer
- * Quarterly budget status reports are submitted to the Council by the Treasurer
- * The Treasurer's report is submitted to Council monthly
- * The Townships website contains all required financial documents including the audit, the annual financial statements and the annual debt statement

2 EXTERNAL REPORTING

- * All required documents are submitted for inclusion on the Electronic Municipal Market Access Dataport (EMMA)
- * The Annual Financial Statement, Annual Debt Statement, Annual Audit and UCC reports are submitted to the applicable divisions within the NJ Department of Community Affairs by the statutory deadlines
- * Annual Financial Disclosures are filed in accordance with Local Government Ethics Laws
- * The Annual Audit is forwarded to the County and to applicable ratings agencies
- * All required reports for Federal and State grants are filed in accordance with OMB A-133 and OMB 04-04

2 CASH MANAGEMENT AND INVESTMENTS

- A DESIGNATION OF DEPOSITORIES - At least once each fiscal year the Governing Body shall by resolution designate the depositories for the Township of Lower in accordance with N.J.S.A. 40A: 5-14. In addition to the designation, the Township of Lower may make deposits with the State of New Jersey Cash Management Fund in accordance with N.J.S.A. 40A: 5-14.
- B AUDIT REQUIREMENT - The cash management plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A: 5-4.
- C AUTHORITY TO INVEST - The Governing Body shall pass a resolution at its first meeting of the fiscal year designated the Township of Lower officials who shall make and be responsible for municipal deposits and investments.
- D INVESTMENT INSTRUMENTS - The Treasurer shall invest at his/her discretion in any investment as approved by the State of New Jersey in accordance with N.J.S.A. 40A: 5-15.1
- E RECORDS AND REPORTS - The Treasurer shall report all investments in accordance with N.J.S.A. 40: 5-15.2. At a minimum the Treasurer shall:
- * Keep a record of all investments
 - * Keep cash position records that reveal, on a daily basis, the status of the cash in its bank accounts.
 - * Confirm investments with the Governing Body at the next regularly scheduled meeting.
 - * Report monthly to the Governing Body as to the status of cash balances in bank accounts, revenue collection, interest rates and interest earned.
- F CASH FLOW - The Treasurer is responsible for the maintenance of proper cash balances in Township funds to ensure all functions of the Township are adequately financed. To that end the Treasurer shall:
- * Ensure the accounting system provides regular information concerning the cash position and investment performance.
 - * Ensure all monies turned over to the Township be deposited in accordance with N.J.S.A. 40A: 5-15 (48 hour rule).
 - * Ensure capital projects are financed properly and in a timely fashion.

G SCHEDULE OF STATUTORY PAYMENTS - The Treasurer is responsible for ensuring the timely payment of all statutory payments. They are as follows:

* TAXES:

- County - 2/15, 5/15, 8/15 and 11/15
- Elementary School- The 1st of every month except June and December
- Regional High School- The 15th of every month except June and December

Fire Districts-	#1 and #3	#2
1-Apr	21.25%	40%
1-Jul	22.50%	30%
1-Oct	25.00%	20%
31-Dec	31.25%	10%

Payments for County and School taxes are made by resolution and transferred electronically.

- * DEBT SERVICE: Debt service payments are authorized annually by resolution at Council's reorganization meeting and funds are disbursed electronically. The debt service schedule can be found in the Treasurer's office.

H ANNUAL ALLOWANCE AMOUNTS - The Township has authorized participation in a flexible spending account for the employees. The authorization allows a portion of the employee's salary to be deposited into a trust fund to provide reimbursement for allowable medical expenses. The annual limit is set by resolution at Council's reorganization meeting in the cash management resolution.

I BANKING POLICIES - The Treasurer is responsible for periodically issuing requests for proposals for banking services. This is to assure that banking services being provided to the Township are based on a competitive process. At least once a year the Treasurer will evaluate current banking services to assure compliance with the specifications contained in the contract and any new services that may become available in the banking industry. Monthly interest is posted from the bank statements and interest rates are evaluated quarterly.

J FUND BALANCE POLICY - The Township has established a fund balance policy to assure adequate funds are available to mitigate current and future risk, ensure tax rates and strengthen the Township's credit worthiness. Regarding the current fund balance, it is the policy of the Township to maintain fund balance at a level no less than 10% - 20% of the current fund budget with an optimal balance equaling two months of current fund expenditures.

3 REVENUES

- * To ensure proper funding for budget appropriations
- * To promote the stability of cash flow through
 - 1) Proactive tax assessment and collection functions
 - 2) Annual review of other revenues to determine appropriate changes
 - 3) Use of grants to offset budget costs
 - 4) Use of conservative estimates for budgeting purposes
- * To ensure the proper handling, safe keeping and reporting of revenues with:
 - 1) Periodic review of internal controls
 - 2) Daily and monthly internal revenue reporting and reconciliation
 - 3) Submission of monthly department revenue reports to CFO & Council
 - 4) Submission of monthly and quarterly reports by CFO to Council

4 EXPENDITURES

- * To appropriate sufficient funds to provide public services that ensure the health, safety and welfare of the residents of Lower Township.
- * To appropriate sufficient funds to properly maintain Township assets.
- * To actively control costs through
 - 1) Consolidation of services
 - 2) Use of interlocal services
 - 3) Use of purchasing co-op
 - 4) Use of competitive quotes and bids
 - 5) Use of energy saving methods
 - 6) Labor contract negotiations
- * Use of grants to offset budget costs
- * Use of conservative estimates for budgeting purposes
- * To ensure transparency in use of public funds by posting all bill lists, contracts, budgets and other financial reports to the Township website.

5 RESERVES

- A **CURRENT FUND - FUND BALANCE:** To ensure an appropriate level of fund balance to assure funds are available to mitigate current and future risk, ensure stable tax rates and strengthen the Township's credit worthiness. See Fund Balance Policy.
- B **TRUST FUND - ACCUMULATED ABSENCES:** To ensure adequate funds are available to pay terminal leave expenditures to retiring employees and to mitigate budgetary fluctuations from year-to-year, the Township will appropriate funds through the current fund budget and transfer those funds to the Trust Reserve. A retirement schedule will be kept in the Treasurer's office for budgeting purposes to assure adequate funds are available for terminal leave to retiring employees.
- C **CAPITAL FUND - CAPITAL SURPLUS:** To enable the Township to procure goods and services that are eligible to be bonded without incurring additional debt. This reserve is funded through premiums received during debt issuances.

6 OPERATING BUDGET

- * To assess the current and future needs of the Township with regards to providing services that ensure the health, safety and welfare of the residents of Lower Township.
- * To prepare and execute a responsible and balanced spending plan based on the needs of the Township and the departmental budget requests using the following schedule:

Budget Action	N.J.S.A.	Statutory Date (1)
Distribute budget forms and instructions to Department Heads		September (pre budget year)
Department requests submitted		October 15 - November 10 (pre budget year)
Administrative budget hearings	40: 69A - 45	November (pre budget year)
Adopt temporary appropriations	40: 4-19	January
Budget transmittal to Governing Body	40: 69A-46	January 15
Budget Introduction	40A: 4-5	February 10
Public Advertising	40A: 4-6,6.1	At least 10 days prior to hearing
Public Hearing	40A:4-7, 8	Not less than 28 days after approval
Amendments (2)		Advertised 3 days prior to hearing
Budget Adoption	40A:4-8,10	March 20
Transmit budget to County Board of Taxation	40A: 4-11	Not later than 15 days after adoption
Appropriation transfers	40A: 4-58	November 1 through December 31
Appropriation reserve transfers	40A: 4-59	January 1 through March 31

(1) Unless extended by Director of DLGS (N.J.S.A. 40A: 4-5.1)

(2) Adding a new item of appropriation in an amount in excess of 1% of total appropriations, increases or decreases any item by more than 10% or increases the amount to be raised by taxes by more than 5%, unless the same is made to include emergency temporary appropriation only.

- * To ensure transparency in the budget process, copies of the budget are made available to the public, at no charge, upon introduction and adoption. They are also posted to the Township website.
- * Departmental requests for operating expenses are submitted with supporting documentation along with requests for personnel actions such as promotions and letters of intended retirements.

6 OPERATING BUDGET (Cont.)

- * Budgeted revenues are prepared by the CFO and salary and wage figures are calculated by the payroll office.
- * Once adopted, department heads are responsible for the oversight of their respective operating budget.
- * Budget controls are overseen by the CFO.
- * **Budget and Finance Committee:** A Budget and Finance Committee made up of the Mayor, Township Manager, CFO, Assistant Manager and Assistant Treasurer will meet monthly to review budgetary matters and fiscal policies and make any and all reports/recommendations to Township Council as deemed appropriate.
- * Budget status reports are prepared and provided to the Governing Body on a quarterly basis.

7 CAPITAL IMPROVEMENTS

- * To develop and execute a comprehensive, long-range capital plan that encompasses the acquisition and maintenance of all the necessary land, building, facility, major equipment and infrastructure needs to ensure the health, safety and welfare of the residents of Lower Township.
- * Capital improvements must have a useful life of at least 5 years. Computer equipment, or other items having a useful life of less than 10 years, should be evaluated to ascertain whether funds are available in the current fund to purchase. Every effort should be made to avoid charging items with a less than 10 year life (the average life of a bond) to the capital fund.
- * Lower Township, having a population greater than 10,000, is required to submit a 6 year capital plan with the annual budget.
- * All item specific capital requests must have supporting documentation and include the anticipated impact on future operations (annual service or maintenance contracts).
- * The responsibility of developing the capital plan falls under the purview of a **Capital Committee** which will be made up of the Township Manager, the Township Engineer and Directors of the Township including the Directors of Public Safety, Public Works, Parks and Recreation, Finance and Planning, the Assistant Treasurer, and the Purchasing Agent. The Committee may have up to two Councilmembers attend as may be deemed appropriate. The Committee may utilize capital plan recommendations from other Township Advisory Boards as authorized by Council

7 CAPITAL IMPROVEMENTS (Cont.)

- * Departmental capital requests are submitted during the budget process to be incorporated into the capital plan unless denied or delegated to the operating budget.
- * The responsibility of approving the final content of the plan resides with the Governing Body.
- * Financing the capital plan is done through bond ordinances which authorize the issuance of bonds and notes, expenditure of capital improvement fund monies or specified capital reserves and capital surplus.

8 DEBT AND DEBT MANAGEMENT

- * To properly and responsibly fund for capital projects authorized by Council.
- * To maintain authorized debt that does not exceed .70% of the average equalized valuation as shown on the annual debt statement.
- * To maintain a level amount of debt service, with minimal fluctuation from year to year, so that annual debt service payments do not exceed 13% of operating expenditures.
- * Debt issuances may be in the form of bond anticipation notes, tax anticipation notes (if applicable), bonds, and authorized loans (i.e. Green Acres, USDA). Refunding bonds will be considered on a case by case basis once 3% savings of the present value is determined.
- * Post sale compliance with IRS regulations, arbitrage, investment of debt proceeds and continuing disclosure will be adhered to. In accordance with continuing disclosure requirements, all applicable financial materials will be downloaded through the electronic municipal market access (EMMA) dataport of the Municipal Securities Rulemaking Board (MSRB). A continuing disclosure agent will be retained annually to assure compliance under the SEC's Municipal Continuing Disclosure Cooperative Initiative (MCDC Initiative).

9 PROCUREMENT

- * To promote economic efficiencies through competitive bidding.
- * To ensure procurement of goods and services that will not create any conflicts of interest or violate ethics laws.
- * To regularly evaluate existing contracts for cost reduction opportunities, including shared services and interlocal agreements.

IV. ACCOUNTING SYSTEM - The financial records of the Township of Lower are maintained on EDMUNDS using OCBOA (Other Comprehensive Basis of Accounting) that applies a modified accrual basis of accounting with some exceptions noted in the Notes section of the Annual Audit. Access to the accounting system is controlled to maintain the reliability and integrity of the data. Security is set by the Treasurer to allow different levels of access.

The Treasurer and Assistant Treasurer have full access to the system.

Modules utilized are as follows:

- 1 TAX COLLECTION
- 2 FINANCIAL ACCOUNTING
- 3 ESCROW ACCOUNTING
- 4 HUMAN RESOURCES
- 5 PAYROLL
- 6 ELECTRONIC REQUISITIONS

On site backup is done daily to assure that information is secure and will not be lost in the event of computer failure. Tapes are rotated according to the day of the week and weekly backup tapes are kept off site and rotated. Daily tapes are locked in a fire-resistant safe.

The Township also participates in Cape May County's Disaster Backup Program. Our records backup daily to an off site records recovery center located 20 miles from the County seat. In the event of a disaster, the Township would be able to re-establish government operations from this location.

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

RESOLUTION #2015-220

TITLE: ANNUAL RENEWAL OF LIQUOR LICENSES FOR THE YEAR 2015-2016

WHEREAS, applications have been made by the persons, firms, and/or corporations hereinafter named for renewal of Plenary Retail Consumption Licenses, Plenary Retail Distributions Licenses and/or Club Licenses, heretofore granted by this issuing authority; and

WHEREAS, all requirements of the applicants have been met, including the payment of the required fees and all laws and regulations for the control of alcoholic beverages; and

WHEREAS, no written objections to the renewals have been received; and

WHEREAS, this governing body is of the opinion that said applications should be granted and licenses issued.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council, the Municipal Issuing Authority, that the licenses be issued to the person, firms and/or corporations named on the attached Schedule "A" for the period of one year commencing July 1, 2015 through June 30, 2016.

I hereby certify the forgoing to be the original resolution adopted by the Township Council at the meeting held on July 20, 2015.

Julie A Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
SIMONSEN						
CLARK						
BECK						

Schedule A

0505-31-022-001	Stella Maris Home Association 324 Breakwater Road Cape May, NJ 08251 t/a Stella Maris Home Association	Club	\$150.00
0505-33-011-003	Sunset Lake LLC 8100 Bayview Drive, Lower Twp. Wildwood Crest, NJ 08260 t/a Bayview Inn	PRC	\$2000.00
0505-31-021-001	Lt. Charles Buddy Lewis Veterans Home Association 6 E. Delaware Parkway Villas, NJ 08251 t/a Lt. Charles Buddy Lewis Veterans	Club	\$150.00
0505-31-026-003	Lower Township Moose Lodge #1054 Loyal Order of Moose 569 Seashore Road Cape May, NJ 08204 t/a Lower Township Moose Lodge #1054	Club	\$150.00

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

RESOLUTION #2015-221

TITLE: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount.

SECTION 1.

NOW, THEREFORE BE IT RESOLVED that the Township of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of \$50,000.00 for an item of revenue in the budget of the year 2015 as follows:

Miscellaneous Revenues –
Revenue Offset with Appropriations - Small Cities
Total with increase to be \$50,000.00

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$50,000.00 be and the same is hereby appropriated under the caption of:

General Appropriations –
Public & Private Programs Offset by Revenues - Small Cities
State/Federal Share \$ 50,000.00
Non State Share \$
Total with increase to be \$ 50,000.00

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

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on on July 20, 2015.

Julie A Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
SIMONSEN						
CLARK						
BECK						



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO Box 806
TRENTON, NJ 08625-0806

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHARLES A. RICHMAN
Commissioner

July 8, 2015

The Honorable Michael Beck
Mayor
Township of Lower
2600 Bayshore Road
Villas, New Jersey 08251-1397

Re: Small Cities CDBG 2015
Amendment #: **2015-02292-0144-01**
Total Award Amount: **\$288,495.65**

Dear Mayor Beck:

The New Jersey Department of Community Affairs proposes to amend Agreement **2015-02292-0144-00** dated December 10, 2014 with this Amendment, **2015-02292-0144-01**, between the Department and Township of Lower. Please review this amendment letter and its attachments carefully. It may implement additional ancillary amendment purposes and agreement changes in addition to those which may have been requested.

The proposed purpose of this amendment is to increase the award amount of the Agreement through the addition of **\$50,000.00** in new funds, thereby raising the total award amount to **\$288,495.65**. Execution of this amendment will implement the new budget attached and designated as **Section B** and modify the source and/or distribution amongst sources of funds. The amended 'Funding Amount and Sources of Funds' is contained in the attached amended '**AGREEMENT DATA SHEET**'.

The second purpose of this amendment is to modify the scope of services of the grant/loan. The amended scope of services is/are contained in the attached amended **Section C**.

You may view this Amendment by selecting '**Grant Amendment/Revisions**' under the History section of the **SAGE System's** Grant Menu. Please contact your Program Manager should you have any questions. Thank you.

Sincerely,

Manuel Garcia
Deputy Director
Division of Housing and Community Resources



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

RESOLUTION #2015-222

TITLE: BODY ARMOR REPLACEMENT PROGRAM

WHEREAS, the Township of Lower desires to apply for and obtain a grant from the New Jersey Department of Law and Public Safety, Division of Criminal Justice for funds to replace Body Armor.

NOW, THEREFORE, BE IT RESOLVED, that the Township of Lower does hereby authorize the application for such a grant; and, upon receipt of the grant agreement from the New Jersey Department of Law and Public Safety, Division of Criminal Justice, does further authorize the execution of the grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of said agreement between the Township of Lower and the New Jersey Department of Law and Public Safety, Division of Criminal Justice.

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

(Signature)
Michael E. Beck, Mayor

(Signature)
William Mastriana, Chief of Police

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on July 20, 2015.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
SIMONSEN						
CLARK						
BECK						

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

RESOLUTION # 2015-223

Title: AUTHORIZING PAYOUT OF TERMINAL LEAVE

WHEREAS, the employee listed below is retiring from the Township and is entitled to payment for accumulated vacation, sick and compensatory and personal time; and

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

WHEREAS, it has been determined by the Township Treasurer as evidenced by her signature _____ that adequate funding is available for accumulated time in the dedicated line item "Reserved for Accumulated Absences".

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Lower that a revised payment due to Thomas Beeby in the amount of \$ 114,678.42 is authorized and chargeable to the Reserve for Accumulated Absences.

BE IT FURTHER RESOLVED that the funds shall be disbursed in one payment of \$57,339.21 in 2015 and one payment of \$57,339.21 in 2016.

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on July 20, 2015.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
SIMONSEN						
CLARK						
BECK						

TOWNSHIP OF LOWER
 RETIREMENT PAYOUT ANALYSIS
 2015

EMPLOYEE: Beeby, Thomas
 DATE OF RETIREMENT: 8/1/2015
 DATE OF PAYMENT: _____
 RESOLUTION #: 2015

Annual Salary:	\$116,778.88
Longevity 8%	\$9,342.31
Hourly Rate:	\$60.64
College Credits	

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	0.00	60.64	0.00
Personal	3.69	60.64	223.88
Sick	1,440.00	60.64	87,314.67
Vacation	379.63	60.64	23,019.22
Holidays	64.00	60.64	3,880.65
College Credit	240.00	1.00	240.00
Terminal Leave Payout			\$114,678.42

	(A) Carryover	(B) Annual Accrual	(C) 30 weeks / 52 weeks	(B * C) (D) Prorated Time Due	(E) Time Used	A + D - E (F) Hours Available
Comp				0.00	0.00	0.00
Personal		48.00	0.58	27.69	24.00	3.69
Sick	1,533.50	128.00	0.58	73.85	113.00	1,440.00
Vacation	320.25	200.00	0.58	115.38	56.00	379.63
Holidays (8)				64.00		64.00
Total	1,853.75	376.00		280.92	193.00	1,887.33

1440 Max

Accrual and time used are current to 04/29/2015 subject to change if time is used or not currently reported.

Employee Signature: _____

Date: _____

Treasurer's Signature: _____

Date: _____

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

RESOLUTION # 2015-224

Title: AUTHORIZING PAY OUT OF TERMINAL LEAVE

WHEREAS, the employee listed below is scheduled to retire from the Township and is entitled to payment for accumulated vacation, sick, and personal time; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Lower that a payment due to Arthur Amonette in the amount of \$ 53,167.86 is authorized and chargeable to the 2015 Budget Account 5-01-56-910-199.

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on July 20, 2015

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
SIMONSEN						
CLARK						
BECK						

TOWNSHIP OF LOWER
 RETIREMENT PAYOUT ANALYSIS
 DATE:

EMPLOYEE: Amonette, Arthur
 DATE OF RESIGNATION: 8/1/2015
 DATE OF PAYMENT: _____
 RESOLUTION #: _____

Annual Salary:	\$91,885.00
Hourly Rate:	\$50.49
Longevity	\$0.00

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	0.00	50.49	0.00
Personal	28.15	50.49	1,421.38
Sick	840.00	50.49	42,408.46
Vacation	184.96	50.49	9,338.02
	1,053.12		
Terminal Leave Payout			\$53,167.86

	(A)	(B)	(C)	(B * C)	(E)	A + D - E	
	Carryover	Annual	30 weeks / 52 weeks	Prorated Time Due	Time Used	Hours to be paid	
Comp				0.00		0.00	
Personal	26.00	28.00	0.58	16.15	14.00	28.15	contract max 840 hours
Sick	1,188.25	105.00	0.58	60.58	52.00	840.00	
Vacation	175.00	175.00	0.58	100.96	91.00	184.96	
Total	1,389.25	308.00	1.73	177.69	157.00	1,053.12	

Accrual and time used are current to 6/18/15 subject to change if time is used or not currently reported.

Employee Signature: _____

Date: _____

Treasurer's Signature: _____

Date: _____

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

RESOLUTION # 2015-225

TITLE: CONTRACT AWARD FOR RE-BID ADA UPGRADES & PLAYGROUND IMPROVEMENTS AT THE RECRATION CENTER

WHEREAS, the Township advertised bids for the ADA Upgrades & Playground Improvements at the Recreation Center; and

WHEREAS, bids were advertised on May 27, 2015 and accepted on July 1, 2015 at 10:00 a.m. the Township received Three (3) sealed bids; and

WHEREAS, as per 40:A11 all bids were reviewed by Jim Lindemon of LWDMR, QPA and the Recreation Director; and

WHEREAS, R. Maxwell was the lowest responsive bidder with all appropriate bid documents and the CFO has determined sufficient funds are available in the budget as follows:

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 as follows:

AWARD TO:	R. Maxwell Construction Co., Inc.
Base Bid:	\$248,400.00
Alternate #1	\$13,900.00
TOTAL AWARD:	\$262,300.00

Unit Prices, if any:

Provide and Install Merry Go-Round	\$7,000.00
Provide and Install Play Activity Panels	\$6,000.00
Provide and Install Resilient Play Surface Panel	\$85.00 each
Provide and Install Compacted Sub-Base for Panel	\$75.00 per square

I hereby certify the foregoing to be the original Resolution adopted by the Township Council at a meeting held on July 20, 2015.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
SIMONSEN						
CLARK						
BECK						



AIA® Document A101™ – 2007

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

AGREEMENT made as of the 24th day of July in the year 2015
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

Michael E. Beck, Mayor *and* Julie Picard, Municipal Clerk
Township of Lower / Municipal Hall
2600 Bayshore Road
Villas, New Jersey 08251

Project Liaisons: Colleen Crippen
Phone # (609) 886-2005 Ext. # 134 / (609) 886-1694
Email Address: ccrippen@townshipoflower.org

and

Mitchell Plenn, Superintendent of Parks and Recreation
Phone # (609) 886-7880 / Fax # (609) 886-7838
Email Address: recreation@townshipoflower.org

Purchasing Agent: Margaret Vitelli, QPA
Phone # (609) 886-2005 Ext. # 123 / Fax # (609) 886-5342
Email Address: mvitelli@townshipoflower.org

and the Contractor:
(Name, legal status, address and other information)

David Maxwell - Vice President
R. Maxwell Construction Company, Inc
206 West Delilah Road
Pleasantville, New Jersey 08232

On-Site Superintendent: David Maxwell - Vice President
Email Address: david@rmaxwellconstruction.net

Project Manager / Admin.: Troy Naticchione
Email Address: troy@rmaxwellconstruction.net

Office Phone # (609) 646-6699 / Fax # (609) 641-1857

for the following Project:
(Name, location and detailed description)

Phase II - ADA Upgrades & Playground Improvements
at the Paul R. Wills Recreational Complex, Villas, New Jersey
Township of Lower – Cape May County, NJ

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201™–2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Init.

AIA Document A101™ – 2007. Copyright © 1915, 1918, 1925, 1937, 1951, 1958, 1961, 1963, 1967, 1974, 1977, 1987, 1991, 1997 and 2007 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 10:20:51 on 07/17/2015 under Order No.4904909276_1 which expires on 04/08/2016, and is not for resale.
User Notes:

(1311798118)

The Architect:

(Name, legal status, address and other information)

James N. Lindemon, RA
LWDMR & Associates, P.C.
224 N. High Street
Millville, New Jersey 08330

Office Phone # (856) 293-9554 / Fax # (856) 293-1571

Cell # (609) 602-1007

Email Address: jlindemon@lwdmr.com

The Owner and Contractor agree as follows.

Init.

AIA Document A101™ – 2007. Copyright © 1915, 1918, 1925, 1937, 1951, 1958, 1961, 1963, 1967, 1974, 1977, 1987, 1991, 1997 and 2007 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 10:20:51 on 07/17/2015 under Order No.4904909276_1 which expires on 04/08/2016, and is not for resale.

User Notes:

(1311798118)

TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 CONTRACT SUM
- 5 PAYMENTS
- 6 DISPUTE RESOLUTION
- 7 TERMINATION OR SUSPENSION
- 8 MISCELLANEOUS PROVISIONS
- 9 ENUMERATION OF CONTRACT DOCUMENTS
- 10 INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be the date of this Agreement unless a different date is stated below or provision is made for the date to be fixed in a notice to proceed issued by the Owner.

(Insert the date of commencement if it differs from the date of this Agreement or, if applicable, state that the date will be fixed in a notice to proceed.)

August 3, 2015 ... See "Notice to Proceed"

If, prior to the commencement of the Work, the Owner requires time to file mortgages and other security interests, the Owner's time requirement shall be as follows:

§ 3.2 The Contract Time shall be measured from the date of commencement.

§ 3.3 The Contractor shall achieve Substantial Completion of the entire Work not later than November 30, 2015 (120 calendar) days from the date of commencement, or as follows:

(Insert number of calendar days. Alternatively, a calendar date may be used when coordinated with the date of commencement. If appropriate, insert requirements for earlier Substantial Completion of certain portions of the Work.)

Init.

Substantial Completion - One Hundred Twenty calendar days
 Final Completion - One Hundred Fifty calendar days

As specified in Project Manual dated July 2015 (Section 2, page GR-10)

, subject to adjustments of this Contract Time as provided in the Contract Documents.
(Insert provisions, if any, for liquidated damages relating to failure to achieve Substantial Completion on time or for bonus payments for early completion of the Work.)

Liquidated damages for each day of unjustified overrun in contract time will be assessed at \$250.00 per calendar day as specified in the Project Manual dated June 2015 (Section 2, page GR-11).

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be Two Hundred Sixty Two Thousand Three Hundred Dollars (\$ 262,300.00), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:
(State the numbers or other identification of accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)

Base Bid	\$ 248,400.00
Alternate #1	13,900.00
Total Amout :	\$ 262,300.00

§ 4.3 Unit prices, if any:
(Identify and state the unit price; state quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price Per Unit (\$0.00)
a). Provide & Install Merry-Go-Round	One (1) each	\$ 7,000.00 each
b). Provide & Install Play Activity Panels	One (1) set	\$ 6,000.00 set
c). Provide & Install Resilient Play Surface Panel	One (1) each	\$ 85.00 each
d). Provide & Install Compacted Sub-Base Under Resilient Play Surface Panel	One (1) per square (100 sq ft.)	\$ 75.00 per square (100 sq. ft.)

§ 4.4 Allowances included in the Contract Sum, if any:
(Identify allowance and state exclusions, if any, from the allowance price.)

Item	Price
None	

ARTICLE 5 PAYMENTS

§ 5.1 PROGRESS PAYMENTS

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

See Project Manual dated July 2015 (Section 2, page GR-12) for further information on submission of payment requests and Section 4 for Certified Payroll requirements which must be met.

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the 1st day of a month, the Owner shall make payment of the certified amount to the Contractor not later than the 30th day of the month. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made by the Owner not later than thirty (30) days after the Architect receives the Application for Payment. *(Federal, state or local laws may require payment within a certain period of time.)*

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 Subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

- .1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of two percent (2% %). Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section 7.3.9 of AIA Document A201™–2007, General Conditions of the Contract for Construction;
- .2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of two percent (2% %);
- .3 Subtract the aggregate of previous payments made by the Owner; and
- .4 Subtract amounts, if any, for which the Architect has withheld or nullified a Certificate for Payment as provided in Section 9.5 of AIA Document A201–2007.

§ 5.1.7 The progress payment amount determined in accordance with Section 5.1.6 shall be further modified under the following circumstances:

- .1 Add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to the full amount of the Contract Sum, less such amounts as the Architect shall determine for incomplete Work, retainage applicable to such work and unsettled claims; and *(Section 9.8.5 of AIA Document A201–2007 requires release of applicable retainage upon Substantial Completion of Work with consent of surety, if any.)*
- .2 Add, if final completion of the Work is thereafter materially delayed through no fault of the Contractor, any additional amounts payable in accordance with Section 9.10.3 of AIA Document A201–2007.

§ 5.1.8 Reduction or limitation of retainage, if any, shall be as follows:

(If it is intended, prior to Substantial Completion of the entire Work, to reduce or limit the retainage resulting from the percentages inserted in Sections 5.1.6.1 and 5.1.6.2 above, and this is not explained elsewhere in the Contract Documents, insert here provisions for such reduction or limitation.)

No reduction.

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

Init.

§ 5.2 FINAL PAYMENT

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Section 12.2.2 of AIA Document A201-2007, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

Review and approval of "Close-Out" binders; including any and all required reports, warranties, etc. as specified in the Project Manual dated July 2015.

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 INITIAL DECISION MAKER

The Architect will serve as Initial Decision Maker pursuant to Section 15.2 of AIA Document A201-2007, unless the parties appoint below another individual, not a party to this Agreement, to serve as Initial Decision Maker. *(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)*

§ 6.2 BINDING DISPUTE RESOLUTION

For any Claim subject to, but not resolved by, mediation pursuant to Section 15.3 of AIA Document A201-2007, the method of binding dispute resolution shall be as follows:

(Check the appropriate box. If the Owner and Contractor do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.)

- Arbitration pursuant to Section 15.4 of AIA Document A201-2007
- Litigation in a court of competent jurisdiction
- Other *(Specify)*

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201-2007.

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201-2007.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201-2007 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

(Insert rate of interest agreed upon, if any.)

Init.

% As allowed by New Jersey Public Contract Law

§ 8.3 The Owner's representative:
(Name, address and other information)

As noted on page 2 of above.

§ 8.4 The Contractor's representative:
(Name, address and other information)

As noted on page 2 above.

§ 8.5 Neither the Owner's nor the Contractor's representative shall be changed without ten days written notice to the other party.

§ 8.6 Other provisions:

None

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 The Contract Documents, except for Modifications issued after execution of this Agreement, are enumerated in the sections below.

§ 9.1.1 The Agreement is this executed AIA Document A101-2007, Standard Form of Agreement Between Owner and Contractor.

§ 9.1.2 The General Conditions are AIA Document A201-2007, General Conditions of the Contract for Construction.

§ 9.1.3 The Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
As stated in the Bid Specification Project Manual dated July 2015.			

§ 9.1.4 The Specifications:
(Either list the Specifications here or refer to an exhibit attached to this Agreement.)

Complete Bid Specification - Project Manual dated July 2015

Section	Title	Date	Pages
---------	-------	------	-------

§ 9.1.5 The Drawings:
(Either list the Drawings here or refer to an exhibit attached to this Agreement.)

Drawings (Bid Set - 7 total) ... CS,A1, A2, A3, A4, A5, ME1

Int.

AIA Document A101™ - 2007. Copyright © 1915, 1918, 1925, 1937, 1951, 1958, 1961, 1963, 1967, 1974, 1977, 1987, 1991, 1997 and 2007 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 10:20:51 on 07/17/2015 under Order No.4904909276_1 which expires on 04/08/2016, and is not for resale.

User Notes:

(1311798118)

Number	Title	Date
--------	-------	------

§ 9.1.6 The Clarification, if any:

Number	Date	Pages
Clarification A	June 17, 2015	3 pages
Clarification B	June 18, 2015	1 page

Portions of Addenda / Clarifications relating to bidding requirements are not part of the Contract Documents unless the bidding requirements are also enumerated in this Article 9.

§ 9.1.7 Additional documents, if any, forming part of the Contract Documents:

- 1 AIA Document E201™–2007, Digital Data Protocol Exhibit, if completed by the parties, or the following:

N/A

- 2 Other documents, if any, listed below:
(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201–2007 provides that bidding requirements such as advertisement or invitation to bid, Instructions to Bidders, sample forms and the Contractor’s bid are not part of the Contract Documents unless enumerated in this Agreement. They should be listed here only if intended to be part of the Contract Documents.)

All items inclusive of Bid Specification - Project Manual dated July 2015 and as noted in part under 9.1.4 above, drawings as noted in part under 9.1.5, Clarifications as noted in part under 9.1.6 and Contractors Bid Proposal package.

ARTICLE 10 INSURANCE AND BONDS

The Contractor shall purchase and maintain insurance and provide bonds as set forth in Article 11 of AIA Document A201–2007.

(State bonding requirements, if any, and limits of liability for insurance required in Article 11 of AIA Document A201–2007.)

Type of insurance or bond	Limit of liability or bond amount (\$0.00)
As stated in Bid Specifications - Project Manual dated July 2015	\$100,000.00

This Agreement entered into as of the day and year first written above.

OWNER *(Signature)*

Michael E. Beck, Mayor

(Printed name and title)

CONTRACTOR *(Signature)*

David Maxwell, Vice President

(Printed name and title)

OWNER WITNESS *(Signature)*

Julie Picard, Municipal Clerk

(Printed name and title)

CONTRACTOR WITNESS *(Signature)*

Troy Naticchione, Project Manager

(Printed name and title)

Init.

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

RESOLUTION #2015-226

TITLE: RENEWAL OF COMMERCIAL EXCAVATION (GRAVEL PIT) LICENSES

WHEREAS, Thomas F. Brodesser, Jr. and Cape Mining and Recycling, LLC have made application for renewal of commercial excavation (gravel pit) licenses; and

WHEREAS, the applicants have paid the appropriate fees and are currently in compliance with the regulations of the Cape Atlantic Conservation District.

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

1. That the renewal of the commercial excavation license for the following are hereby approved:

T. Brodesser	Block 410.01	Lots 30.01, 31 & 32
	Block 410.01	Lots 9.01, 11.01 & 18.01
Cape Mining	Block 410.01	Lot 92
	Block 410.01	Lots 89 & 93-98
	Block 410.01	Lots 99.01 & 99.02
2. That all such licenses shall remain in full force and effect through July 15, 2016.
3. That the renewal of such licenses shall be conditioned on there being no further commercial activity conducted on the licensed premises without first obtaining all required Township and/or State licenses and permits and that a violation of this condition shall be grounds for revocation of the license.
4. The issuance of the licenses is further conditioned on the licensee's compliance with all applicable Federal, State and local laws and that a conviction of any Federal, State or local law shall be grounds for revocation of the license.

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on July 20, 2015.

Julie A Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ANSENT
CONRAD						
PERRY						
SIMONSEN						
CLARK						
BECK						

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

RESOLUTION #2015-227

TITLE: AUTHORIZING THE TRANSFER OF A LIMOUSINE VEHICLE LICENSE

WHEREAS, Exit Zero Limousine applied for and received a limousine license for a 2002 Ford Excursion, Vin #1FMNU40S12EB96857; and

WHEREAS, Exit Zero Limousine has transferred ownership of this vehicle to Cape May Limousine and has requested the license be transferred to Cape May Limousine; and

WHEREAS, Cape May Limousine has paid the required twenty five dollar (\$25) transfer fee and provided the required insurance certificate showing the new vehicle.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council that the license transfer is hereby approved.

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on July 20, 2015.

Julie A Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
SIMONSEN						
CLARK						
BECK						

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

RESOLUTION #2015-228

TITLE: RESOLUTION CONFIRMING THE APPOINTMENT OF JENNIFER DOWE AS THE LOWER TOWNSHIP TAX ASSESSOR

WHEREAS, Lower Township Tax Assessor Arthur Amonette will retire on July 31, 2015; and

WHEREAS, pursuant to N.J.S.A.40A:9-148 every municipal tax assessor shall hold his/her office for a term of 4 years from the first day of July next following his appointment; and

WHEREAS, the Manager and CFO of the Township of Lower have recommended Jennifer Dowe be appointed to the position of Tax Assessor for a four (4) year term effective July 29, 2015 at a salary of \$73,500 per year.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower that Jennifer Dowe is hereby appointed as Municipal Tax Assessor for a four year term effective July 29, 2015.

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on July 20, 2015.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
SIMONSEN						
CLARK						
BECK						

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

RESOLUTION #2015-229

TITLE: RESOLUTION AWARDING A PROFESSIONAL SERVICE CONTRACT TO _____ FOR AN ENGINEER SURVEY AND SIMPLE SUB-DIVISION OF TOWNSHIP PROPERTY LOCATED ADJACENT TO THE TOWNSHIP PUBLIC WORKS YARD – SEASHORE ROAD

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, _____ has provided a proposal for an Engineer Survey and Simple Sub-Division of Township Property located adjacent to the Lower Township Public Works Yard on Seashore Road; and

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

Account:

Signature _____
Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED, by the Township of Lower, County of Cape May, State of New Jersey, that a Professional Service Contract without public bidding be awarded as follows:

- 1. The Project Proposal between _____ and the Township of Lower, in the form attached hereto as EXHIBIT A, for an amount of \$ _____.

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

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on July 20, 2015.

Julie A Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
SIMONSEN						
CLARK						
BECK						

Ordinance #2015-08

**AN ORDINANCE AMENDING CHAPTER 1 OF THE REVISED GENERAL ORDINANCES
OF THE TOWNSHIP OF LOWER**

WHEREAS, Article III, Section 1-21 Schedule B of the Revised General Ordinances of the Township of Lower governs general penalties for certain non-traffic violations; and

WHEREAS, the Township of Lower, at the direction of the Municipal Solicitor, has determined that said Ordinance, specifically Schedule B, must be modified, to reset certain penalties for non-traffic ordinance violations and those requiring mandatory court appearances.

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

Section 1. Section 1-21 Mandatory Minimum Fines or Penalties

- A. The following mandatory minimum fines or penalties are hereby established for the offenses described for traffic violations marked Schedule A

**Schedule A
Mandatory Penalties for Traffic Violations**

Code Section	Description	Penalty
7-3.3	Parking prohibited - all times	\$50
7-3.3 through 7-4.3	Parking prohibited - certain streets	\$50
7-4.1	Trucks limited (over 4 tons) on streets	\$100
7-4.3	Limited overnight parking	\$100
7-4.3(c)	Minimum penalty 1st offense	\$100
7-7	Loading zone	\$50
7-10	No left turn	\$50
467-3	Handicapped parking	\$100
467-4	Towing/handicapped parking space	\$25
607-4	Parking restrictions (North Cape May Shopping Center)	\$100
607-5	Speed limit within parking area (North Cape May Shopping Center)	\$75
Ch. 617, Art. III	Parking of detachable trailers	\$25

- B. The following mandatory minimum fines or penalties are hereby established for the offenses described for non-traffic offenses marked schedule B. Mandatory court appearances shall be required for those offenses so noted on the list marked schedule B

**Schedule B
Mandatory Penalties for Non-traffic Offenses**

Code Section	Description	Penalty
157-1	Possession/consumption of alcoholic beverage in public	\$150
157-2	Regulate off-premises sales of alcoholic beverages	Mandatory court appearance
166-1B	Dog running loose	\$100
166-2A	Dog license required	\$100
166-4	Defecation on public or private property (dogs)	\$100
178-3A	Beach playing games	\$30
178-3B	Littering on beach	\$100

Schedule B
Mandatory Penalties for Nontraffic Offenses

Code Section	Description	Penalty
178-3C	Changing clothing on beach/in automobile	\$100
178-3D	Possession/consumption of alcohol beverage on beach	\$150
178-3E	Disturbing the public peace on beach	\$30
178-3F	Offensive behavior on beach	\$75
178-3G	Damage, destruction, and removal of Township property	\$100
178-3H	Removing or damaging vegetation/sand from Dunes	\$100
178-3I	Trespassing upon Dunes	\$100
178-5A&B	Operation of motor vehicle on beach	\$150
178-5C	Occupancy of motor vehicle on beach	Mandatory court appearance
178-6A	Permitting any animal to run loose on beach	\$100
178-6B	Animals on beach between 11am and 4pm	\$100
178-6D	Failing to dispose of animal droppings on beach	\$100
178-7A	Open flames on beach	Mandatory court appearance
178-7B	Fireworks and/or explosives on beach	Mandatory court appearance
178-7C	Possession of a destructive device or weapon on beach	Mandatory court appearance
178-9A	Post, paint, affix, distribute, place, cast or leave any bill, billboard, placard, ticket, handbill, circular, or advertisement on the beach without Township approval	\$150
178-9B	Operate a musical instrument or soundtrack on the beach for advertising or entertainment purposes	\$150
178-9C	Hold or conduct political events on the beach	\$150
178-9D	Expose, offer, or sell any article without a license on the beach	\$150
185-2	Obnoxious brush, weeds, garbage and similar matter	Mandatory court appearance
230-2	Loitering in public places	Mandatory court appearance
230-3	Indecent or profane language	Mandatory court appearance
230-4	Throwing stones or missiles	Mandatory court appearance
230-5	Mutilating property	Mandatory court appearance
230-6	Indecent exposure	Mandatory court appearance

Schedule B
Mandatory Penalties for Nontraffic Offenses

Code Section	Description	Penalty
230-7	Permitting noisy/disorderly conduct	Mandatory court appearance
230-8	Permitting smoke or fumes	Mandatory court appearance
230-9	Obstructing streets or sidewalks	Mandatory court appearance
230-10	Starting fires	Mandatory court appearance
230-11	Obstructed view at corners	Mandatory court appearance
273-1	Drug paraphernalia	Mandatory court appearance
351-19C(2)(a)	Illegal passage across sand dune by foot or vehicle	\$200
400-57C	Parking of commercial vehicles in residential zone	\$150
419-2	Littering/rubbish prohibited	\$100
419-3	Proper placement of litter in receptacles	\$100
419-4	Sweeping of litter restricted; clearing of sidewalks	\$100
419-6	Throwing litter from vehicles prohibited	\$250
419-7	Litter and dirt from vehicles prohibited	\$250
419-8	Distribution of commercial handbills	\$150
419-9	Distribution of noncommercial handbills	\$150
419-10	Commercial handbills in or upon vehicles	\$150
419-11	Distribution of handbills on vacant premises	\$150
419-13	Posting notices on public property prohibited	\$150
419-14	Litter and compost on private property	Mandatory court appearance
419-15	Maintenance of private property litter free	Mandatory court appearance
Ch. 432	Regulations for mercantile licenses	\$100
441-6B(4)	Loading/unloading boxes, crates, containers, etc., between hours of 10:00 p.m. and 8:00 a.m.	\$150
459-3	Delinquency of a minor	Mandatory court appearance
Ch. 500		
302.1 ^m	Failure to remove debris	\$50

Schedule B
Mandatory Penalties for Nontraffic Offenses

Code Section	Description	Penalty
302.4 ^(a)	Failure to cut grass or weeds	\$50
564-4	Solicitation without a permit	Mandatory court appearance
570-4A(2)	Trash placed at curb before allowed times	\$50
570-10	Failure to separate recyclable items from trash	\$150
617-2	Storing trailer within six feet of property line	\$100
617-3	Storing trailer closer to street than house	\$100
617-11	Parking trailer	\$100
633-2	Storage of motor vehicle on private property	Mandatory court appearance
647-1	Operation of unlicensed motor vehicle	Mandatory court appearance

Section 2. All other ordinances in conflict or inconsistent with this Ordinance are hereby repealed to the extent of such conflict or inconsistency.

Section 3. Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason, the remaining portions of this Ordinance shall not be affected thereby and shall remain in full force and effect, and to this end the provision of this Ordinance are hereby declared to be severable.

Section 4. This Ordinance shall become effective immediately upon final passage and publication, according to law.

Thomas Conrad, Councilmember

David Perry, Councilmember

Erik Simonsen, Councilmember

Norris Clark, Deputy Mayor

Michael E Beck, Mayor

Adopted:

Attest: _____
Julie A Picard, Township Clerk

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

RESOLUTION #2015-230

TITLE: APPOINTMENT OF MUNICIPAL PROSECUTOR FOR THE YEAR 2015

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

NOW, THEREFORE, BE IT RESOLVED that _____, Esquire is hereby appointed by the Township Council of the Township of Lower as the Lower Township Municipal Prosecutor for the year 2015 for a term commencing on the date of this Resolution and continuing until December 31, 2015.

BE IT FURTHER RESOLVED that _____, Esquire as the Lower Township Municipal Prosecutor shall be paid a salary of \$ 23,000.00 without benefits, payable in bi-weekly installments on the Township's regularly scheduled pay days and \$80.00 per hour for Special Court Sessions and funds are available in the current fund entitled Office of the Township Solicitor - Salary & Wages as evidenced by the Chief Financial Officer's Certification and Signature:

Lauren Read, Chief Financial Officer

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

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on July 20, 2015.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
SIMONSEN						
CLARK						
BECK						

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

RESOLUTION #2015-231

TITLE: AUTHORIZING THE PAYMENT OF VOUCHERS

<u>Vendor</u>	<u>PO #</u>	<u>Description</u>	<u>CK</u>	<u>Amount</u>
Lower Twp Rescue	15-01190	First Aid/CPR Class		\$ 750.00

Total Bill List \$ 750.00

I hereby certify the foregoing to be a resolution adopted by the Township Council at a meeting held on July 20, 2015

Julie Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
SIMONSEN						
CLARK						
BECK						

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

ORDINANCE #2015-06

TITLE: AMEND CHAPTER 475, PARKS AND RECREATION AREAS, OF THE CODE OF THE TOWNSHIP OF LOWER TO ADD ARTICLE IV, FEE SCHEDULE

WHEREAS, Chapter 475 Parks and Recreation Areas of the Township of Lower governs the general provisions regarding general Rules and Regulations of all recreational parks and facilities of the Township of Lower.

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

Chapter 475 Article IV of the Township of Lower Municipal Ordinance is hereby enacted as follows:

Section 1. A New Section 475-14 entitled Recreation Fee Schedule is hereby added

475-14. RECREATION FEE SCHEDULE

Judo-Winter/Fall	\$	40.00	per person for 16 weeks	
Yoga		5.00	per class	
Yoga on the Bay		5.00	per class	
Pilates		5.00	per class	
Aqua Yoga		5.00	per class	
Zumba		5.00	per class	
Lacrosse / Soccer / Cheerleading / Basketball / Wrestling				
Residents:	\$15.	1 Child / \$25.	2 Children / \$30.	3 or more Children
Non-Residents:	\$20.	1 Child / \$30.	2 Children / \$35.	3 or more Children
Football				
Residents:	\$20.	1 Child / \$30.	2 Children / \$35.	3 or more Children
Non-Residents:	\$30.	1 Child / \$40.	2 Children / \$45.	3 or more Children
Travel Basketball		20.00	per person	
High School Basketball League		400.00	per team	
Adult Basketball League		500.00	per team	
Pool Passes:				
Daily Pool Pass		5.00	per day (16 yrs or older)	
		3.00	per day (children under the age of 16)	
Seasonal Pass				
Single Pass		30.00	per person	
Family Pass		30.00	per person – unlimited	
Identification Cards		5.00	for replacement cards	
Ping Pong Balls		0.25	per ball	

Section 2. A new section 475-15 entitled Reimbursements is hereby added

475-15. REIMBURSEMENTS

The Township of Lower will reimburse NYSCA Coaches Certificates at the rate of \$20.00 per Coach Certification.

The Township of Lower will reimburse the cost of background fees provided a receipt is provided.

The Township of Lower will reimburse any coach the fee for his/her child's registration to a sport which the parent is coaching.

Section 3. All other ordinances in conflict or inconsistent with this Ordinance are hereby repealed to the extent of such conflict or inconsistency.

Section 4. Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason, the remaining portions of this Ordinance shall not be affected thereby and shall remain in full force and effect, and to this end the provision of this Ordinance are hereby declared to be severable.

Section 5. This Ordinance shall become effective immediately upon final passage and publication, according to law.

Thomas Conrad, Councilmember

David Perry, Councilmember

Erik Simonsen, Councilmember

Norris Clark, Deputy Mayor

Michael E Beck, Mayor

Adopted:

Attest: _____
Julie A Picard, Township Clerk

PERSONNEL ACTIONS

Report for Council Meeting of 07/20/2015

<u>Department</u>	<u>Name</u>	<u>Eff. Date</u>	<u>Replaces</u>	<u>Action</u>	<u>Title</u>	<u>Budgeted Item</u>
Public Safety	O'Dell, Nicole	04/30/2015		new hire	Class II	yes
Public Safety	Harkin, Michael	04/14/2015		new hire	Class II	yes
Public Safety	Stites, Jennifer	05/24/2015		pt/ft	Dispatcher	yes
Clerk	Fournier, Karen	01/01/2015		promotion	Asst. Mun. Clerk	yes
Public Works	Vanderlinden, Alec	04/20/2015		new hire	Interim Laborer	yes
Public Works	Jasinski, Nicholas	05/01/2015		new hire	Temp Laborer	yes
Public Works	Jackson, Matthew	05/01/2015		new hire	Temp Laborer	yes
Public Works	Alexander, Mark	04/27/2015		promotion	Equipment Operator	yes
Public Works	Solenski, Thomas	04/27/2015		promotion	Sr. Maint. Repairer	yes
Public Works	McCloskey, Fred	04/27/2015		promotion	Maint. Repairer	yes
Public Works	LaSerre, David	04/27/2015		promotion	Equipment Operator	yes
Public Works	Douglass, Scott	04/27/2015		promotion	Motor Broom Operator	yes
Public Works	Almodovar, William	05/04/2015		new hire	Temp laborer	yes
Public Works	West, Andrew	05/26/2015		new hire	Temp Laborer	yes
Public Works	Causey, Courtney	05/04/2015		new hire	Temp Laborer	yes
Public Works	Dougherty, Edward	06/13/2015		new hire	Temp Laborer	yes
Public Works	Gillis, Judith	06/04/2015		new hire	Temp Laborer	yes
Public Works	Connelly, Thomas	05/19/2015		new hire	Temp Laborer	yes
Public Works	Yacabell, Gregory	06/15/2015		new hire	Recyc. Prog Aide	yes
Recreation	Fournier, Bruce	06/13/2015		new hire	Int. Asst Rec Supert	yes
BOCA	Arndt, Donald	05/11/2015	Dilworth, Jason	new hire	Building Inspector	yes
BOCA	Donohue, Edward	05/26/2015		new hire	PT Code Enforcement	yes
BOCA	Gervasi, William	07/15/2015	Trexler, James	new hire	Interim Elec Inspec.	yes
BOCA	Neill, James	07/15/2015		new hire	Fire Sub-Code	yes

Date of report: 07/17/2015

c: Manager
 Clerk
 Payroll
 Asst. Treasurer
 Personnel Director
 Bulletin Board

Clark's

Register Report - Last month
6/1/2015 through 6/30/2015

7/1/2015

Account	Description	Memo	Category	Amount
INCOME				135,128.60
Uncategorized				450.00
Campgrounds & Trailers				90.00
Copies & Postage				30.00
Gravel Pit				300.00
Licenses & Permits				210.00
Liquor Licenses				34,050.00
Rental 2015-2016				13,575.00
Rental Merc 2013-2014				33,945.00
Rental Merc 2014-2015				36,737.60
Rental Merc 2015-2016				14,871.00
Scrapper				30.00
Street Openings				350.00
Yard Sales				490.00
TRANSFERS				-135,128.60
Council Checking				-135,128.60
<u>OVERALL TOTAL</u>				<u>0.00</u>

Construction Permit Activity Report

SUMMARY

CONSTRUCTION COSTS

COUNT

Cost Of Construction:	\$134,500.00	Cubic Footage:	40842 Cu.ft	Permit Issued:	14
Cost Of Alteration:	\$35,790.00	Square Footage:	4574 Sq.ft	Updates Issued:	1
Cost Of Demolition:	\$0.00			All Fees Waived:	0
Total Cost:	\$170,290.00			Municipal Fees Waived:	0

PERMIT FEES

ADMIN FEES

WAIVED FEES

TOTAL FEES

Building:	\$1,488.00	Building:	\$0.00	Building:	\$0.00	Building Fees:	\$1,488.00
Electrical:	\$1,265.00	Electrical:	\$0.00	Electrical:	\$0.00	Electrical Fees:	\$1,265.00
Fire :	\$290.00	Fire :	\$0.00	Fire :	\$0.00	Fire Fees:	\$290.00
Plumbing:	\$1,089.00	Plumbing:	\$0.00	Plumbing:	\$0.00	Plumbing Fees:	\$1,089.00
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:	\$4,132.00		

DCA

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$151.00	\$0.00	\$151.00
Alteration Training Fee:	\$68.00	\$0.00	\$68.00
DCA Minimum Fee:	\$1.00	\$0.00	\$1.00
Sub total Training Fee:	\$220.00	\$0.00	\$220.00

TECHNICAL ISSUES

Building Technical:	9
Electrical Technical:	9
Fire Protection Technical:	3
Plumbing Technical:	4
Elevator Technical:	
Mechanical Technical:	

Certificate of Occupancy Fee:	\$201.00
Waived Certificate Fees:	\$0.00
Sub Total Certificate Fees:	\$201.00

CERTIFICATE ISSUES

Certificate of Occupancy:	2
Certificate of Approval:	9
Certificate of Continued Occupancy:	0

PERMIT FEES:	\$4,132.00
FEES:	\$220.00
CERTIFICATE FEES:	\$201.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$4,553.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$4,553.00

Construction Permit Activity Report

SUMMARY

CONSTRUCTION COSTS

COUNT

Cost Of Construction:	\$134,500.00	Cubic Footage:	40842 Cu.ft	Permit Issued:	14
Cost Of Alteration:	\$35,790.00	Square Footage:	4574 Sq.ft	Updates Issued:	1
Cost Of Demolition:	\$0.00			All Fees Waived:	0
Total Cost:	\$170,290.00			Municipal Fees Waived:	0

<u>PERMIT FEES</u>		<u>ADMIN FEES</u>		<u>WAIVED FEES</u>		<u>TOTAL FEES</u>	
Building:	\$1,488.00	Building:	\$0.00	Building:	\$0.00	Building Fees:	\$1,488.00
Electrical:	\$1,265.00	Electrical:	\$0.00	Electrical:	\$0.00	Electrical Fees:	\$1,265.00
Fire :	\$290.00	Fire :	\$0.00	Fire :	\$0.00	Fire Fees:	\$290.00
Plumbing:	\$1,089.00	Plumbing:	\$0.00	Plumbing:	\$0.00	Plumbing Fees:	\$1,089.00
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:	\$4,132.00

DCA

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$151.00	\$0.00	\$151.00
Alteration Training Fee:	\$68.00	\$0.00	\$68.00
DCA Minimum Fee:	\$1.00	\$0.00	\$1.00
Sub total Training Fee:	\$220.00	\$0.00	\$220.00

TECHNICAL ISSUES

Building Technical:	9
Electrical Technical:	9
Fire Protection Technical:	3
Plumbing Technical:	4
Elevator Technical:	
Mechanical Technical:	

Certificate of Occupancy Fee:	\$201.00
Waived Certificate Fees:	\$0.00
Sub Total Certificate Fees:	\$201.00

CERTIFICATE ISSUES

Certificate of Occupancy:	2
Certificate of Approval:	9
Certificate of Continued Occupancy:	0

PERMIT FEES:	\$4,132.00
FEES:	\$220.00
CERTIFICATE FEES:	\$201.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$4,553.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$4,553.00

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

OFFICE OF CONSTRUCTION OFFICIAL

Construction Permit Activity Report

RANGE: 06/01/2015 To 06/30/2015

July 13 , 2015 8:47:17AM

SUMMARY

<u>CONSTRUCTION COSTS</u>		<u>COUNT</u>			
Cost Of Construction:	\$426,405.00	Cubic Footage:	90926 Cu.ft	Permit Issued:	170
Cost Of Alteration:	\$1,292,111.00	Square Footage:	7443 Sq.ft	Updates Issued:	9
Cost Of Demolition:	\$19,100.00			All Fees Waived:	3
Total Cost:	\$1,737,616.00			Municipal Fees Waived:	0

<u>PERMIT FEES</u>	<u>ADMIN FEES</u>	<u>WAIVED FEES</u>	<u>TOTAL FEES</u>
Building: \$17,300.00	Building: \$0.00	Building: \$5,235.00	Building Fees: \$12,065.00
Electrical: \$11,960.00	Electrical: \$0.00	Electrical: \$50.00	Electrical Fees: \$11,910.00
Fire : \$2,847.00	Fire : \$0.00	Fire : \$0.00	Fire Fees: \$2,847.00
Plumbing: \$7,352.00	Plumbing: \$0.00	Plumbing: \$0.00	Plumbing Fees: \$7,352.00
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: \$5,285.00	Technical Fees: \$34,174.00

DCA

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$337.00	\$0.00	\$337.00
Alteration Training Fee:	\$2,476.00	\$395.00	\$2,081.00
DCA Minimum Fee:	\$18.00	\$1.00	\$17.00
Sub total Training Fee:	\$2,831.00	\$396.00	\$2,435.00

TECHNICAL ISSUES

Building Technical:	77
Electrical Technical:	84
Fire Protection Technical:	24
Plumbing Technical:	79
Elevator Technical:	
Mechanical Technical:	

Certificate of Occupancy Fee:	\$619.00
Waived Certificate Fees:	\$0.00
Sub Total Certificate Fees:	\$619.00

CERTIFICATE ISSUES

Certificate of Occupancy:	10
Certificate of Approval:	34
Certificate of Continued Occupancy:	0

PERMIT FEES:	\$34,174.00
DCA FEES:	\$2,435.00
CERTIFICATE FEES:	\$619.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$37,228.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$37,228.00

OFFICE OF THE CONSTRUCTION OFFICIAL

Account Summation-Summary

Report Run from 06/01/2015 To 06/30/2015

July 13, 2015 8:46:23AM

ACCOUNT:		Cash Amount	Check Amount	Credit Card Amount	Total Fee
PERMIT FEES	Sub Totals:	\$750.00	\$36,478.00	\$0.00	\$37,228.00
LICENSE FEES	Sub Totals:	\$0.00	\$1,500.00	\$0.00	\$1,500.00
GRAND TOTALS:		\$750.00	\$37,978.00	\$0.00	\$38,728.00



**Lower Township Police Department
Monthly Activity Report**

2015

	June	Total:
General Complaints and Service Calls	3547	18511
Emergency Medical Calls with L. T. Rescue	229	1247
Fire Alarm Call Outs (Total)	61	267
Villas Fire Company	11	58
Town Bank Fire Company	15	109
Erma Fire Company	25	90
Assaults	8	34
Robbery	1	6
Domestic Violence Complaints	29	182
Domestic Violence with Assaults	5	33
Motor Vehicle Accidents	40	203
Traffic Warnings	25	104
Traffic Summons	152	880
Motor Vehicle Stops	479	2678
Local Ordinance Warnings	1	1
Local Ordinance Complaints	1	7
Assaults on Police Officers (UCR Report Return "A")	0	1
Residential and Commercial Alarm Calls	85	375
Property Checks	2527	11955
Death Investigations	5	26
Burglaries	8	57
Thefts	32	170
Criminal Mischief Complaints	19	115
Disorderly Conduct Complaints	52	276
Animal Control Complaints	38	140
Adult Arrests (UCR Report Return "A")	40	294
Juvenile Arrests (UCR Report Return "A")	4	61
D.W.I. Arrests (UCR Report JV & Adult Arrests Combined)	5	28
Drug Possession Arrests (UCR Report JV & Adult Arrests Combined)	4	23
Investigation Reports Completed	102	587
Supplemental Investigation Reports Completed	29	298
Total Value Property Stolen (UCR Report Return "A")	\$23,794.00	\$417,701.00
Total Value Property Recovered (UCR Report Return "A")	\$1,868.00	\$51,662.00



**Lower Township Police Department
Monthly Activity Report**

2015

	June	Total:
Man Power Loss in Hours		
Union	0	0
Suspended	0	0
(V) Vacation	818	4406
(P) Personal	103	485
(C) Used Comp Hours	50	1441.5
(S) Sick Hours	91	1001.5
(WC) Injury Hours	186	688.5
Training Hours	496	2774
(M) Military Training	187	1783
Police Department Overtime in Hours		0
(K= Patrol) Operations Overtime	293	1288
(CE = Patrol) Operations Comp Time	49.12	1133.11
(K = Detective) Investigation Division Overtime	51.75	401.5
(CE= Detective) Investigation Division Comp Time	11.25	111
(COT) Court Overtime	12	110
(CCE) Court Comp Time	0	21
(H) Holiday Overtime	6	3704.5
(HCE) Holiday Comp Time	0	215.5
Government/Grant Funding Overtime in Hours		0
(CIOT) Click It or Ticket	0	80
(COPS) Cops n Shops	0	0
JV Curfew	0	0
(DDEF / DSGP) DWI Grants	0	16
Other	0	0
Private Funding Overtime in Hours		0
(OSC) Special Detail	0	0

Prepared by:

Chief William Mastriana

Chief William Mastriana

Date: 7/14/2015

	Total	Jan	Feb	Mar	Apr	May	June
BEG. BAL. JAN. 1, 2015	6,590,749.19	6,590,749.19	7,183,144.82	9,360,370.92	4,646,308.30	4,334,239.58	5,638,811.65
RECEIPTS:							
Per Revenue Status	34,522,893.89	5,060,539.73	8,779,666.78	1,594,491.74	4,856,648.35	9,537,389.49	4,694,157.80
less: post cash surplus	(1,800,000.00)						(1,800,000.00)
Interest due from Escrow	(95.68)	(16.16)	(14.22)	(16.72)	(15.82)	(15.46)	(17.30)
Interest due from Capital	(69.79)	(25.64)	(44.09)			(0.03)	(0.03)
DUE TRUST	0.00			4.00	(4.00)		
Transfers:	32,722,728.42	5,060,497.93	8,779,608.47	1,594,479.02	4,856,628.53	9,537,374.00	2,894,140.47
Capital	825,331.66				825,331.66		
Grants Received:							
ALED \$ RECD	58.93						58.93
CC\$ RECD	79,302.73					79,302.73	
SC \$ RECD 0144	20,687.00		44,716.73			(44,716.73)	20,687.00
SC \$ RECD 0123	19,009.00				34,080.54	(34,080.54)	19,009.00
OLVA \$ RECD	6,121.74		6,121.74				
BODY ARMOR\$ RECD	1,144.50	1,144.50					
WILDFIRE GRANT \$ RECD	5,000.00					5,000.00	
131,323.90							
TOTAL RECEIPTS:	33,679,383.98	5,061,642.43	8,830,446.94	1,594,479.02	5,716,040.73	9,542,879.46	2,933,895.40
DISBURSEMENTS:							
2014 Reserves	739,393.91	615,318.92	67,274.40	15,614.16	5,168.80	28,398.65	7,618.98
2015 Current	34,833,496.69	3,836,452.16	6,667,908.82	6,269,267.66	6,020,135.32	7,864,950.84	4,174,761.89
2015 Capital	709,605.94	42,862.62	8,443.88	62,176.19	67,390.73	471,762.54	56,969.98
less: CIF post	(95,000.00)						(95,000.00)
less: Def Chgs reassess	(37,000.00)						(37,000.00)
Appropriation Refunds:	(462,460.15)	(25,386.90)	(90,406.26)	(38,516.37)	(64,585.40)	(126,804.64)	(116,760.58)
TOTAL DISBURSEMENTS	35,688,036.39	4,469,246.80	6,655,220.84	6,308,541.64	6,028,109.45	8,238,307.39	3,990,610.27
END. BAL. DEC. 31, 2015	4,582,096.78	7,183,144.82	9,360,370.92	4,646,308.30	4,334,239.58	5,638,811.65	4,582,096.78
Monthly Interest Received-Current Fund	1,831.29	345.76	517.61	430.26	176.24	361.42	386.20
Interest Rate	.06%						
Bank Balance							
Checking	4,689,811.73	7,461,945.98	4,551,057.06	3,800,049.62	5,203,969.61	4,671,608.64	
Online Payment Acct	351,746.94	482,657.35	329,508.14	133,577.87	326,497.62	377,469.06	
Total Bank Balance	5,041,558.67	7,944,603.33	4,880,565.20	3,933,627.49	5,530,467.23	5,049,077.70	
ADD: Deposits in Transit	2,185,590.48	1,679,205.09	413,590.72	432,379.25	119,609.72	32,780.51	
LESS: Outstanding Checks	(44,004.33)	(263,437.50)	(647,847.62)	(31,767.16)	(11,265.30)	(499,761.43)	
Adjusted Bank Balance	7,183,144.82	9,360,370.92	4,646,308.30	4,334,239.58	5,638,811.65	4,582,096.78	
	0.00	0.00	0.00	0.00	0.00	0.00	

*Capital Int correction

OUTSTANDING CHECKS

JUNE 2015

Prepared by Lauren Read 7/9/2015

Treasurer's Report

PRIOR	
52240	15.00
52358	15.00
53014	5.00
53451	15.00
53458	15.00
53571	50.00
53661	1.00
53665	15.00
53666	9.00
53919	200.00
54229	21.17
54471	668.19
54614	25.00
54640	29.58
54736	15.00
54746	25.00
54805	15.00
54859	720.00

JUNE	
55061	60.00
55070	50.00
55078	150.00
55092	297.56
55098	200.00
55104	100.00
55113	126,368.33
55115	166,757.40
55119	3,518.75
55125	625.00
55132	466.79
55140	50.00
55156	200.00
55183	200.00
55192	200.00
55197	212.50
55210	200.00
55212	200.00
55217	745.00
55218	12,400.00
55219	56.00
55220	28.00
55253	200.00
55262	106.00
55263	225.00
55264	225.00
55268	118.16
55273	225.00
55280	183,718.00

DIT'S	
	5.69
	130.00
	562.00
	4,915.00
	108.00
	1,757.00
	9,309.03
	865.00
	952.00
	2,985.00
	48.00
	75.00
	4,720.00
	156.00
	434.77
	1,000.00
	4,758.02

1,858.94497,902.49499,761.4332,780.51

**2015 CASH RECEIPTS
JUNE**

Township of Lower
Office of the Tax Collector

	MONTH TO DATE	YEAR TO DATE
Receipts		
Current year taxes (2015)	426,770.07	26,460,507.56
Prior year taxes (2014)	503.72	913,727.33
Arrears (2013)		1,000.00
Municipal lien	269.94	677.74
Recording	20.00	40.00
Bankruptcy		0.00
6% Penalty		2,824.61
Tax Search Fees	10.00	30.00
Interest	6,728.99	91,754.75
Lot clearing		6,404.25
Returned Check Fees	140.00	360.00
Duplicate Bills	10.00	420.00
Municipal Service Fees	6,840.00	42,960.00
Trash	12,758.25	31,300.50
Tax Sale Costs		20,875.58
Sewer	363.18	105,392.26
Water		71,961.05
Connection Fees	608.00	62,860.80
Premium		511,400.00
TOTAL DEPOSITS	455,022.15	28,324,496.43
DEPOSITED TO COUNCIL CHECK	408,935.45	26,801,747.57
DEPOSITED TO WIPP ACCOUNT	46,086.70	1,011,348.86
PREMIUM ACCOUNT		511,400.00
TOTAL DEPOSITS	455,022.15	28,324,496.43
NSF Reversals	1,756.81	32,510.38
TOTAL	453,265.34	28,291,986.05

Prepared by Susan Jackson

**2015 JUNE
VITAL STATISTICS**

Marriages,Civil Unions	15
Domestic Partners	0
Ceritified Copies	158
Certified Copies EDRS	6
Burial Permits	0

Marriages, Civil Unions State	\$375.00
Domestic Partners State	\$0.00
Marriages, Civil Unions Twp	\$45.00
Domestic Partners Twp	\$0.00
Certified Copies	\$1,580.00
Certified Copies EDRS	\$60.00
Burial Permits	\$0.00

TOTAL	\$2,060.00
--------------	-------------------

TOWNSHIP OF LOWER

2600 Bayshore Road
Villas, New Jersey 08251



Incorporated 1798

(609) 886-2005

July 10, 2015

New Jersey Department of Community Affairs
Division of Local Government Services
101 South Broad Street
P.O. Box 803
Trenton, NJ 08625-0803

Certification of Mailing of Tax Bills

I do hereby certify as follows:

1. I am the Tax Collector of the Township of Lower, in the County of Cape May, State of New Jersey.
2. The mailing or other delivery of all original tax bills for the third and fourth installments for the year 2015 was completed on July 10, 2015.
3. Pursuant to N.J.S.A.54:4-66 et seq., payment of the third installment will bear no interest if received by August 10, 2015. After August 10th all receipts shall be deemed delinquent, with interest accruing from August 1, 2015.

A handwritten signature in black ink, appearing to be "Susan Jackson", written over a horizontal line.

Susan Jackson, Tax Collector
CTC #1395

cc: Township Clerk
File

New Jersey Department of Community Affairs
Division of Local Government Services

STATEMENT OF STATE AID FOR CY 2015 PROPERTY TAX BILLS

The Statement of State Aid required pursuant to N.J.S.A. 54:4-65(c) must be calculated and presented on the property tax bill pursuant to the requirements of Local Finance Notice 2007-8, using the total below as the basis for the calculation. The breakdown by government is for informational use only. The Certification below must be completed and submitted to the Division of Local Government Services once tax bills have been mailed.

The total of the following amounts is the basis for the computation of the amount of aid to appear on individual property tax bills.

Municipality:	Lower Township	County:	Cape May
Municipal Government		State Aid Amount	\$1,748,457.00
Local & Regional School District(s)			\$18,375,484.42
County Government			\$933,470.29
Total (for use in MOD IV to calculate parcel amounts)			\$21,057,411.71

**NEW JERSEY DIVISION OF LOCAL GOVERNMENT SERVICES
CERTIFICATION OF STATEMENT OF STATE AID MAILING**

(to be completed by the Tax Collector)

I, Susan Jackson, Tax Collector of Lower Township in Cape May County, hereby certify that tax bills mailed for (at minimum) the third and fourth quarters of 2015 included the required Statement of State Aid. Attached hereto is a copy of the Tax Bill containing the Statement, as mailed in accordance with Local Finance Notice 2015-10.

Certified by:  T1395 July 10, 2015
Signature License # Date