

## **RESOLUTIONS ADOPTED JULY 6, 2011**

- Res. #2011-184, Payment of Vouchers, \$1,510,057.99  
Res. #2011-185, Certification to Local Finance Board of Receipt and Review of Audit Sections General Comments & Recommendations (Annual required resolution after receipt of Township audit)
- Res. #2011-186, A Resolution Requesting Release of Demolition Bond for Block 215, Lot 34, 32 Ohio Avenue, Villas (work completed)
- Res. #2011-187, Authorization to Cancel Uncashed Checks (8 checks totaling \$72.09)  
Res. #2011-188, Resolution Amending Capital Budget (Lauren)  
Res. #2011-189, Over the Limit Under Arrest 2011 Statewide Crackdown Grant (Annual grant )  
Res. #2011-190, Approval of Change Order No. 1 for Roof Replacement and Related Work at the Recreation Center, Contract M-5
- Res. #2011-191, Authorizing Payout of Terminal Leave (E. Donohue, Chief, retirement)  
Res. #2011-192, Authorizing Payout of Terminal Leave (D. Crawford, Dispatcher retirement)  
Res. #2011-193, Resolution Renewing Liquor License for Cape May Two Brothers, Inc. (Annual renewal)
- Res. #2011-194, Public Facilities Grant Application for \$500,000, Various ADA Improvements  
Res. #2011-195, Authorizing A Professional Contract with Blauer Associates, Inc. (Small Cities CDBG app.)
- Res. #2011-196, Authorization for Refund of Taxes (1 duplicate payment)  
Res. #2011-197, Resolution Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12.” (Attorney Client Privilege)







Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
	11-01820	06/21/11	CONTRACTUAL OBLIGATIONS	Open	185.00	0.00		
03001	STATE TOXICOLOGY LABORATORY*							
	11-01698	06/10/11	applicant testing	Open	140.00	0.00		
03026	NJ STATE HEALTH BENEFITS							
	11-01832	06/22/11	JULY, 2011 HEALTH BENEFITS	Open	218,484.91	0.00		
03034	SAFEGUARD DOCUMENT DESTRUCTION							
	11-00502	02/23/11	DOCUMENT DESTRUCTION	Open	270.00	0.00		
03090	NJSACOP - ALUMNI ASSOC							
	11-01424	05/18/11	Training Conference	Open	100.00	0.00		
03104	NORTHEAST IND.&MARINE SUPPLY*							
	11-01239	05/05/11	PARTS FOR RDS/SANT/RECY/DPW	Open	1,334.78	0.00		
	11-01512	06/01/11	MATERIALS FOR WASH BAY/DPW	Open	2,424.75	0.00		
	11-01553	06/02/11	PART FOR COUNTY VEH.	Open	95.00	0.00		
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					3,854.53			
03109	TRU GREEN CHEMLAWN							
	11-00554	02/28/11	PLAYGROUND VEGETATION CONTROL	Open	560.00	0.00		
	11-00957	04/13/11	FIELD MAINT CONTRACT-F.DOUGLAS	Open	340.00	0.00		B
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					900.00			
03279	PARDO'S TRUCK PARTS WHSE*							
	11-01235	05/05/11	PARTS FOR RDS/SANT/RECY/DPW	Open	3,823.10	0.00		
03280	PARAMOUNT SANITARY SUPPLY*							
	11-01596	06/08/11	P-62 JR. JUMBO 2 PLY 9"	Open	38.00	0.00		
	11-01599	06/08/11	SUPPLIES FOR OFFICE/DPW	Open	114.95	0.00		
	11-01700	06/10/11	36X60 3MIL BLACK TRASH BAGS	Open	532.00	0.00		
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					684.95			
03293	BLAINE PAYNTER							
	11-01805	06/16/11	CONTRACTUAL REIMBURSEMENT	Open	33.00	0.00		
03321	PATRICK MARTIN, ESQ							
	11-01588	06/08/11	CONFLICT PROSECUTOR	Open	300.00	0.00		
03353	POOL OPERATION MANAGEMENT*							
	11-01278	05/06/11	POOL SEASONAL LOG BOOK	Open	54.00	0.00		
03427	POLAR BEAR*							
	11-01835	06/23/11	2011 HVAC SEASON CONTRACT	Open	7,000.00	0.00		
03466	R & R SPECIALTIES							
	11-01393	05/16/11	RETIREMENT PLAQUE ZACH ZELWAK	Open	52.00	0.00		
03491	RENTAL COUNTRY*							

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
	11-01513	06/01/11	PARTS FOR RDS/DPW	Open	888.33	0.00		
03518 RIGGINS, INC.*	11-01815	06/21/11	OFF-HIGHWAY DIESEL/DPW	Open	1,336.86	0.00		
03594 JOHN F. SCANLAN INC.*	11-01176	05/02/11	HVAC FILTERS FOR BLDGS.	Open	2,400.60	0.00		
03611 SERVICE TIRE TRUCK CENTERS*	11-01233	05/05/11	TIRES FOR RDS/SANT/RECY/DPW	Open	3,497.13	0.00		
03660 SIRCHIE FINGERPRINT LAB. INV.*	11-01695	06/10/11	INVEST. SUPPLIES	Open	782.96	0.00		
03678 SMELTZER & SONS INC.*	11-01505	05/31/11	POSTS FOR ROAD ACCESS/DPW	Open	134.85	0.00		
03679 BARBARA SLONIS	11-01841	06/27/11	6/07/2011 ELECTION - JUDGE	Open	25.00	0.00		
03692 SOUTH JERSEY GAS CO*	11-01870	06/28/11	JUNE, 2011	Open	154.70	0.00		
03723 STAPLES, INC.*	11-01544	06/02/11	PRINTER/OFFICE SUPPLIES	Open	133.97	0.00		
	11-01760	06/13/11	CAMERA FOR COUNCIL MEETINGS	Open	354.98	0.00		
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					488.95			
03733 JAMES D. STRICKLAND	11-01876	06/29/11	CONTRACTUAL REIMBURSEMENTS	Open	203.08	0.00		
03915 TURF EQUIPMENT & SUPPLY CO*	11-01478	05/25/11	99-7935 ACTUATOR-LINEAR	Open	923.76	0.00		
03935 STAPLES BUSINESS ADVANTAGE*	11-01457	05/23/11	OFFICE SUPPLIES	Open	43.82	0.00		
	11-01761	06/14/11	OFFICE SUPPLIES - TOWNHALL	Open	101.90	0.00		
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					145.72			
03969 VERIZON	11-01861	06/27/11	PHONE SERVICE	Open	257.17	0.00		
03971 VERIZON WIRELESS	11-01901	06/30/11	MDT	Open	644.12	0.00		
03972 ROBERT THOMAS III	11-01792	06/16/11	SHOE ALLOWANCE FOR 2011/DPW	Open	107.19	0.00		
03985 VILLAS NAPA AUTO PARTS	11-01222	05/05/11	PARTS FOR RDS/SANT/RECY/DPW	Open	2,917.97	0.00		
	11-01554	06/02/11	PARTS FOR COUNTY VEH.	Open	250.32	0.00		



Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
	11-01897	06/29/11	INSTRUCTOR - YOGA CLASS	Open	150.00	0.00		
CITIM	CITIMORTGAGE, INC							
	11-01908	07/01/11	REFUND OVERPYMT OF TAX	Open	1,394.11	0.00		
DEVERAUX ROBERT & DONNA DEVERAUX								
	11-01840	06/24/11	RELEASE DEMO BOND RES 2011-186	Open	500.00	0.00		
EGAR	JACK EGAN							
	11-01859	06/27/11	LACROSSE GAME OFFICIAL	Open	60.00	0.00		
FEINBERG FEINBERG & MCBURNEY								
	11-01830	06/22/11	RETURN UNUSED ESCROW	Open	8,237.64	0.00		
FRAMEGEO GEORGE FRAME								
	11-01806	06/16/11	PEEWEE SOCCER GAME REF	Open	510.00	0.00		
G-DB	DB ELECTRONICS							
	11-01614	06/08/11	CORDLESS MICROPHONE REPAIRS	Open	275.00	0.00		
JANEEN	JANEEN LINDSAY							
	11-00549	02/28/11	FACE PAINTER FOR BIKE AUCTION	Open	200.00	0.00		
STANLEY	DAVID R STANLEY							
	11-01827	06/22/11	REF SPECIAL EVENT PERMIT - VET	Open	15.00	0.00		
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Total Purchase Orders:	117	Total P.O. Line Items:	291	Total List Amount:	1,510,057.99	Total Void Amount:	0.00	
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Motion: *Douglass*  
Second: *Simonsen*

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Conrad	x			
Simonsen	x			
Douglass	x			
Lare	x			
Beck	x			

Approved: *July 6, 2011*

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

**RESOLUTION #2011-185**

**TITLE: CERTIFICATION TO LOCAL FINANCE BOARD OF RECEIPT AND  
REVIEW OF AUDIT SECTIONS GENERAL COMMENTS &  
RECOMMENDATIONS**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2010 has been filed by a Registered Municipal Accountant with the Township Clerk as per the requirements of N.J.S. 40A:5-6, and a copy has been received by each member of the governing body, and

WHEREAS, the Local Finance Board of the State of new Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34, and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall be resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled:

**GENERAL COMMENTS  
RECOMMENDATIONS**

and

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

**GENERAL COMMENTS  
RECOMMENDATIONS**

as evidenced by the group affidavit form of the governing body, and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, as per the regulations of the Local Finance Board, and

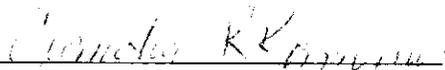
WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 to wit:

R.S. 52:27BB-52 - "A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director, under the provisions of this Article, Shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000) or imprisoned for not more than one year, or both, in addition shall forfeit his office."

NOW, THEREFORE BE IT RESOLVED that the Township Council governing body of the Township of Lower hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I hereby certify the foregoing to be a resolution adopted by the Township Council on July 6, 2011.

  
 Claudia R. Kammer, Township Clerk

	CONRAD	SIMONSEN	DOUGLASS	LARE	BECK
MOTION			X		
SECOND		X			
AYE	X	X	X	X	X
NAY					
ABSTAIN					
ABSENT					

# TOWNSHIP OF LOWER

2600 Bayshore Road  
Villas, New Jersey 08251



Incorporated 1798

\_\_\_\_\_  
(609) 886-2005

TOWNSHIP OF LOWER  
COUNTY OF CAPE MAY  
CORRECTIVE ACTION PLAN:                    2009 AUDIT RECOMMENDATIONS

Prior Year Audit Findings (2009)

THERE WERE NO AUDIT RECOMMENDATIONS IN 2009.

# TOWNSHIP OF LOWER

2600 Bayshore Road  
Villas, New Jersey 08251



Incorporated 1798

\_\_\_\_\_  
(609) 886-2005

TOWNSHIP OF LOWER  
COUNTY OF CAPE MAY  
CORRECTIVE ACTION PLAN:                    2010 AUDIT RECOMMENDATIONS

Current Year Audit Findings (2010)

THERE WERE NO AUDIT RECOMMENDATIONS IN 2010.

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

RESOLUTION #2011-186

**TITLE:** A resolution requesting **RELEASE** of Demolition Bond for Block 215, Lot 34, 32 Ohio Avenue, Villas

WHEREAS, Donna M. & Robert Deveraux posted a Demolition Bond with the Township of Lower, in the amount of \$500.00, and

WHEREAS, the Township Building Inspector made a final inspection and the Certificate of Occupancy was issued July 1, 2010, and

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, the Governing Body thereof, that the demolition bond be and hereby is **released**,

AND HEREBY BE IT FURTHER RESOLVED, that the Township Treasurer is granted permission to issue a check in the amount of \$500.00 plus any accrued interest for payment of the above released demolition bond.

I hereby certify this is the original resolution adopted by the Township Council at the meeting of July 6, 2011

  
Claudia R. Kammer, Township Clerk

	CONRAD	SIMONSEN	DOUGLASS	LARE	BECK
MOTION			X		
SECOND		X			
AYE	X	X	X	X	X
NAY					
ABSTAIN					
ABSENT					

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

**RESOLUTION #2011-187**

**Title: AUTHORIZATION TO CANCEL UNCASHED CHECKS**

**WHEREAS**, the Municipal Court checks listed below have been returned in the mail and payees are unable to locate; and

**WHEREAS**, the Chief Financial Officer has requested that such checks be officially canceled in order to properly maintain the Township records, and

**WHEREAS**, the checks will be turned over to the Current Fund for proper disposition according to accounting regulations regarding unclaimed property.

**NOW, THEREFORE BE IT RESOLVED** by the Township Council that the following list of checks are hereby canceled.

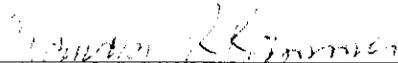
**ACCOUNT: COURT GENERAL**

Date	Payee	Ck. #	Amt.
3/8/2010	Arthur Chester	1149	80.00
8/10/2010	Allen Mayanja	1199	6.00
8/20/2010	Adrian Martinez	1202	32.00
10/7/2010	John Trimble	1229	36.00
11/8/2010	Thomas Turner	1243	0.09
11/10/2010	July Laisea	1244	5.00
			<u>41.09</u>

**ACCOUNT: COURT BAIL**

5/25/2010	Robert Wiley	9732	1.00
11/29/2010	Ronald Carey, Jr.	9867	30.00
			<u>31.00</u>

**I hereby certify the foregoing to be a resolution adopted by the Township Council on**  
July 6, 2011

  
 Claudia R. Kammer, RMC, Township Clerk

	CONRAD	SIMONSEN	DOUGLASS	LARE	BECK
MOTION			X		
SECOND		X			
AYES	X	X	X	X	X
NAYS					
ABSTAIN					
ABSENT					

**TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY**  
**RESOLUTION #2011-188**

**CAPITAL BUDGET AMENDMENT**

WHEREAS, the local capital budget for the year 2011 was adopted on the 2nd day of May, 2011, and

WHEREAS, it is desired to amend said adopted capital budget section,

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower that the following amendments to the adopted capital budget section be made:

<u>RECORDED VOTE</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>
Mike Beck	X		
Kevin Lare	X		
Glenn Douglass	X		
Thomas Conrad	X		ABSENT
Erik Simonsen	X		

**FROM**  
**CAPITAL BUDGET (Current Year Action)**  
**2011**

Planned Funding Services for  
 Current Year 2011

<u>Project</u>	<u>Estimated Total Cost</u>	<u>Amounts Reserved in Prior Years</u>	<u>Capital Improvement Fund</u>	<u>Capital Surplus</u>	<u>Grants and Other Funds</u>	<u>Debt Authorized</u>	<u>To Be Funded in Future Years</u>
Equipment	1,401,406.00		47,900.00			257,506.00	1,096,000.00
Recreation Facilities	84,950.00		13,300.00			71,650.00	0.00
Police Equipment	202,900.00		4,400.00			23,500.00	175,000.00
Municipal Buildings	251,000.00		24,000.00			129,000.00	98,000.00
Vehicles	410,000.00		5,400.00			29,600.00	375,000.00
Road Program	0.00		0.00			0.00	0.00
<b>Total All Projects</b>	<b>2,350,256.00</b>	<b>0.00</b>	<b>95,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>511,256.00</b>	<b>1,744,000.00</b>

RESOLUTION #2011-188  
 Capital Budget Amendment

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY  
 RESOLUTION #2011-188

CAPITAL BUDGET AMENDMENT

**6 YEAR CAPITAL PROGRAM 2011 - 2016  
 Anticipated Project Schedule and Funding Requirement**

Project	Estimated Total Costs					
	2011	2012	2013	2014	2015	2016
Equipment	1,401,406.00	305,406.00	329,000.00	300,000.00	377,000.00	45,000.00
Recreation Facilities	84,950.00	84,950.00				35,000.00
Police Equipment	202,900.00	27,900.00	35,000.00	35,000.00		35,000.00
Municipal Buildings	251,000.00	153,000.00	53,000.00	30,000.00	15,000.00	
Vehicles	410,000.00	35,000.00	75,000.00	75,000.00		75,000.00
Road Program						
<b>Total All Projects</b>	<b>2,350,256.00</b>	<b>606,256.00</b>	<b>492,000.00</b>	<b>440,000.00</b>	<b>502,000.00</b>	<b>155,000.00</b>

**6 YEAR CAPITAL PROGRAM 2011 - 2016  
 Summary of Anticipated Funding Sources and Amounts**

Project	Estimated Total Costs	Capital Improvement Fund		Capital Surplus		Grants and Other Funds		General Debt Authorized	
		2011	2012	2013	2014	2015	2016		
Equipment	1,401,406.00	70,070.30						1,331,335.70	
Recreation Facilities	84,950.00	4,247.50						80,702.50	
Police Equipment	202,900.00	10,145.00						192,755.00	
Municipal Buildings	251,000.00	12,550.00						238,450.00	
Vehicles	410,000.00	20,500.00						389,500.00	
Road Program	0.00							0.00	
<b>Total All Projects</b>	<b>2,350,256.00</b>	<b>117,512.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,232,743.20</b>		

RESOLUTION #2011-188  
 Capital Budget Amendment

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY  
 RESOLUTION #2011-188

CAPITAL BUDGET AMENDMENT  
 TO  
 CAPITAL BUDGET (Current Year Action)  
 2011

Planned Funding Services for  
 Current Year 2011

Project	Estimated Total Cost	Amounts Reserved in Prior Years	Capital Improvement Fund	Capital Surplus	Grants and Other Funds	Debt Authorized	To Be Funded in Future Years
Equipment	1,209,600.00		10,000.00			103,600.00	1,096,000.00
Recreation Facilities	118,700.00		10,000.00			108,700.00	0.00
Police Equipment	206,700.00		3,000.00			28,700.00	175,000.00
Municipal Buildings	115,000.00		2,000.00			15,000.00	98,000.00
Vehicles	534,000.00		15,000.00			144,000.00	375,000.00
Road Program						0.00	0.00
<b>Total All Projects</b>	<b>2,184,000.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400,000.00</b>	<b>1,744,000.00</b>

**6 YEAR CAPITAL PROGRAM 2011 - 2016**  
**Anticipated Project Schedule and Funding Requirement**

Project	Estimated Total Costs	2011-2016				
		2011	2012	2013	2014	2015
Equipment	1,209,600.00	113,600.00	329,000.00	300,000.00	377,000.00	45,000.00
Recreation Facilities	118,700.00	118,700.00	0.00	0.00	0.00	0.00
Police Equipment	206,700.00	31,700.00	35,000.00	35,000.00	35,000.00	35,000.00
Municipal Buildings	115,000.00	17,000.00	53,000.00	30,000.00	15,000.00	0.00
Vehicles	534,000.00	159,000.00	75,000.00	75,000.00	75,000.00	75,000.00
Road Program	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total All Projects</b>	<b>2,184,000.00</b>	<b>440,000.00</b>	<b>492,000.00</b>	<b>440,000.00</b>	<b>502,000.00</b>	<b>155,000.00</b>

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY  
 RESOLUTION #2011-188

CAPITAL BUDGET AMENDMENT

6 YEAR CAPITAL PROGRAM 2011 - 2016  
 Summary of Anticipated Funding Sources and Amounts

Project	Estimated Total Costs	Capital			General Debt Authorized
		Improvement Fund	Capital Surplus	Grants and Other Funds	
Equipment	1,209,600.00	60,480.00			1,149,120.00
Recreation Facilities	118,700.00	5,935.00			112,765.00
Police Equipment	206,700.00	10,335.00			196,365.00
Municipal Buildings	115,000.00	5,750.00		0.00	109,250.00
Vehicles	534,000.00	26,700.00			507,300.00
Road Program	0.00				0.00
<b>Total All Projects</b>	<b>2,184,000.00</b>	<b>109,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,074,800.00</b>

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

It is hereby certified that this is a true copy of a resolution amending the capital budget section adopted by the governing body on the 2nd day of May.

Certified by me:

7.6.11 \_\_\_\_\_  
 Date [Signature]  
Township Clerk

Trenton, New Jersey

Approved \_\_\_\_\_ 2011 \_\_\_\_\_  
 Director of Local Government Services

RESOLUTION #2011-188  
 Capital Budget Amendment

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

RESOLUTION #2011-189

TITLE: Over the Limit Under Arrest 2011 Statewide Crackdown Grant

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 Highway Traffic Safety for \$4400.00 to carry out a Over the Limit Under Arrest 2011 Statewide Crackdown Grant from August 19, 2011 September 5, 2011;

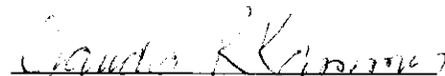
BE IT THEREFORE RESOLVED, that the Township of Lower does hereby authorize the application for such a grant; and, upon receipt of the grant agreement from the New Jersey Department of Law and Public Safety, Division of Highway Traffic Safety, does further authorize the execution of the grant agreement; 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 Highway Traffic Safety.

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:

  
Michael E. Beck, Mayor

  
Brian Marker, Chief of Police

I hereby certify this is the original resolution adopted by the Township Council on July 6, 2011

  
Claudia R. Kammer, Township Clerk

	CONRAD	SIMONSEN	DOUGLASS	LARE	BECK
MOTION			X		
SECOND		X			
AYE	X	X	X	X	X
NAY					
ABSTAIN					
ABSENT					

## Colleen Crippen

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**From:** mastriana@lowertownshippolice.com  
**Sent:** Monday, June 27, 2011 3:11 PM  
**To:** Colleen Crippen  
**Subject:** Fwd: Over the Limit Under Arrest 2011  
**Attachments:** unnamed.txt; HTML.htm; 2011 OLU A F-1 Expenditure Summary.DOC; 2011 OLU A F-2 Salary Detail Form.DOC; 2011 OLU A Grant Budget Pages.DOC; 2011 OLU A Grant Narrative, Guidelines, Forms.DOC; 2011 OLU A Proclamation.DOC; 2011 OLU A Sample Press Release.DOC; 2011 OLU A State Payment Voucher.DOC; OLU A 2011 Payroll certification sample.DOC; SPECIAL INSTRUCTIONS FOR ALL MOBILIZATIONS.DOC

Colleen,

Here is a copy of the Over the Limit Under Arrest 2011 grant I just received. Let me know if there are any problems with me completing this ASAP.

Thank You  
Bill Mastriana

----- Forwarded message from Raymond Reeve <[Raymond.Reeve@lps.state.nj.us](mailto:Raymond.Reeve@lps.state.nj.us)>  
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Date: Mon, 27 Jun 2011 14:36:56 -0400  
From: Raymond Reeve <[Raymond.Reeve@lps.state.nj.us](mailto:Raymond.Reeve@lps.state.nj.us)>  
Reply-To: Raymond Reeve <[Raymond.Reeve@lps.state.nj.us](mailto:Raymond.Reeve@lps.state.nj.us)>  
Subject: Over the Limit Under Arrest 2011  
To: chiefmangano@comcast.net, chiefwen@comcast.net, OnDuty@comcast.net, draso@deptford-nj.org, afanfarillo@glassboropd.org, mastriana@lowertownshippolice.com, rjsawyer@mantuatownship.com, wbauer@merchantvillenj.gov, MTLT049@middletownship.com, kevin.mclaughlin@millvillenj.gov, rcaruso@nwpd.org, csimonson@OCNJ.US, dhsims@pd.twp.washington.nj.us, csulzbach@pennsaukenpolice.org, Chief@pitman.org, tdintino@police.seaislecitynj.us, preynolds@police.stone-harbor.nj.us, claytonpdchief@usa.com, glindsay@whpdnj.com, rstimelski@winslowpd.com

June 27, 2011

Re: Over the Limit Under Arrest 2011  
Statewide Crackdown Grant Dear Chief:

I am pleased to offer your department the opportunity to participate in our statewide impaired driving enforcement grant program. The Division of Highway Traffic Safety is prepared to offer your department \$4,400 in overtime enforcement grant funding, to be utilized during the Over the Limit Under Arrest 2011 Statewide Crackdown from August 19 through September 5, 2011.

In order to be considered for funding, please complete the attached six-page grant application and return it to my attention, with original signatures, at the address below, by the deadline of July 22, 2011. On Page 1 of the application please fill in Boxes A through J. On Page 3 please obtain the signatures and email addresses of the Project Director, Chief Financial Officer and Authorizing Government Official (Mayor). If you do not plan to accept the grant, please advise me ASAP.

In addition, please familiarize yourself with the Project Guidelines, as you will be expected to adhere to all components of the grant This is a reimbursement grant, meaning your agency will incur the costs and then submit

documentation to this Division to be reimbursed. The maximum hourly rate that will be reimbursed for the enforcement overtime is \$50 per hour.

After you have submitted your completed application, you may check the Division's web site for your approval (located in section "HTS Grants"). No written approvals will be sent out. I am confident that your participation in this grant program will help enhance safety on our roads during the summer season. If you have any questions, please call me at (609) 633-9048

Sincerely,

Ed O'Connor  
South Region Supervisor  
NJ Division of Highway Traffic Safety  
140 East Front Street, 7th Floor  
PO Box

048

Trenton, NJ 08625

#### CONFIDENTIALITY NOTICE

The information contained in this communication from the Office of the New Jersey Attorney General is privileged and confidential and is intended for the sole use of the persons or entities who are the addressees. If you are not an intended recipient of this e-mail, the dissemination, distribution, copying or use of the information it contains is strictly prohibited. If you have received this communication in error, please immediately contact the Office of the Attorney General at (609) 292-4925 to arrange for the return of this information.

----- End forwarded message -----

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No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 10.0.1388 / Virus Database: 1513/3729 - Release Date: 06/27/11

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

RESOLUTION #2011-190

**TITLE: APPROVAL OF CHANGE ORDER NO. 1 FOR ROOF REPLACEMENT AND RELATED WORK AT THE RECREATION CENTER, CONTRACT M-5**

**WHEREAS**, Gen II Construction Co., Inc. was previously awarded a contract in the amount of \$426,620 for Roof Replacement & Related Work at the Recreation Center, and

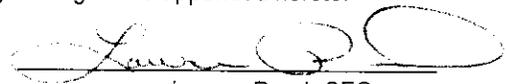
**WHEREAS**, during the course of the work on this project it was determined there was not a cavity between the brick and backup concrete masonry units and that water absorbed by the brick & mortar might bridge the gap and be absorbed by the interior CMU and mortar, and

**WHEREAS**, the contractor has been asked to provide a brick/mortar sealing to help mitigate the situation which will cost an additional \$2,175.00 for the additional cleaning & sealing, and

**WHEREAS**, the Township is receiving credit in the amount of \$810.00 for removal & replacement of one course of brick and \$180.00 for installation of mortar net that was not necessary, and

**WHEREAS**, the Engineer has reviewed and recommended payment of Changer Order No. 1 and the CFO has certified the availability of funds as evidenced by her signature appended hereto:

Account # C 04-55-397-661



Lauren Read, CFO

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, that Change Order No. 1 for Roof Replacement & Related Work at the Recreation Center in the net amount of \$1,185.00 is approved bringing the total contract price to \$427,805.00

**BE IT FURTHER RESOLVED** that Gen II Construction co., Inc. is authorized to proceed with the changes and complete them in accordance with the terms of the original Contract Documents.

I hereby certify the foregoing to be a resolution adopted by the Township Council at a meeting held on July 6, 2011.



Claudia R. Kammer, Township Clerk

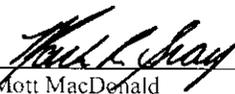
	CONRAD	SIMONSEN	DOUGLASS	LARE	BECK
MOTION			X		
SECOND		X			
AYE	X	X	X	X	X
NAY					
ABSTAIN					
ABSENT					

**CONTRACT CHANGE ORDER**

CHANGE ORDER NO.: 1  
 DATE: June 27, 2011  
 PROJECT DESCRIPTION: Roof Replacement and Related Work at the Recreation Center, Contract No. M-5, Township of Lower, Cape May County, New Jersey

REASON FOR CHANGE ORDER: See Below.

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	ADDITIONS	DEDUCTIONS
1	Credit for the removal and replacement of one course of brick.	See Attach.	See Attach.		\$810.00
2	Credit for the installation of the mortar net.	See Attach.	See Attach.		\$180.00
3	Cleaning (power washing) of the existing brick walls and the installation of a sealer on the brick and mortar.	See Attach.	See Attach.	\$2,175.00	
Sub-Total:				\$2,175.00	\$990.00
<b>Total Change Order No. 1 Value:</b>					<b>\$1,185.00</b>

ACCEPTED:  Contractor _____ Date <u>6/24/11</u>	ORIGINAL CONTRACT BID PRICE: \$426,620.00 CHANGE ORDER NO. 1: \$1,185.00 REVISED CONTRACT PRICE INCLUDING CHANGE ORDER NO. 1: \$427,805.00
APPROVAL RECOMMENDED:  Hatch Mott MacDonald _____ Date <u>6/28/11</u>	
APPROVED: _____ Owner _____ Date _____	



**Hatch Mott  
MacDonald**

**Hatch Mott MacDonald**

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

June 28, 2011

Via email: [recreation@townshipoflower.org](mailto:recreation@townshipoflower.org) & 1<sup>st</sup> Class Mail

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

**RE: Change Order No. 1  
Roof Replacement and Related Work at the Recreation Center, Contract M-5  
Township of Lower, Cape May County  
HMM No. 287096**

Dear Mr. Plenn:

Please find enclosed herewith Change Order No. 1 submitted by Gen II Construction Co., Inc. on June 24, 2011 for the above referenced project.

During the brick demolition to measure for the new thru-wall flashing it was observed that a cavity did not exist between the brick and the backup concrete masonry units (CMU). The possibility exists that water absorbed by the brick and mortar might bridge this gap and be absorbed by the interior CMU and mortar. Therefore, we have asked the Contractor for a proposal to add brick/ mortar sealing in this area to help mitigate this situation.

This change order encompasses an addition of \$2,175.00 to the contract for the additional cleaning and sealing of the brick and mortar and a deduction of \$990.00 to the contract for the applicable reduction in the scope of work associated with the removal and replacement of one course of brick as itemized in the attached correspondence. This change order results in a net addition in the Contract Price of \$1,185 and upon execution of this change order the revised Contract Price will be \$427,805.00.

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

Very truly yours,

Hatch Mott MacDonald

Mark R. Sray PE, CME  
Senior Associate  
T 609.465.9377 F 609.465.5270  
[mark.sray@hatchmott.com](mailto:mark.sray@hatchmott.com)

cc (via Email): Michael Voll, Township Manager  
Margaret A. Vitelli, RPPS, QPA, Township Purchasing Agent  
Christopher Klammer, HMM  
Steven C. Morey, CEP, HMM

**GCN**  
**II**  
**Contracting Co., Inc.**

395A MILLSTONE ROAD, CLARKSBURG, NEW JERSEY 08510-1520

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GENERAL CONTRACTING • MASONRY RESTORATION • CARPENTRY • ROOFING

June 24<sup>th</sup>, 2011

Christopher Klammer  
Sr. Project Manager  
Hatch Mott MacDonald

Re: Roof Replacement and related work at the recreation Center  
Township of Lower, N.J.

As per your request of June 20<sup>th</sup>, 2011 the credits and additional charges will be as follows.

1. Credit for the removal and replacement of one course of Brick. See SK-1. It is only necessary to remove and replace two courses.

Brick was previously approved and ordered and paid for, therefor the credit is based on Labor for the installation of one course which is 135 brick x \$6.00 per = \$810.00

2. Provide credit for mortar net. There is no cavity

90' x \$2.00 per Ft. = \$180.00

3. Provide a proposal for the cleaning (power washing) of the existing brick walls and the installation of a sealer on the brick and mortar.

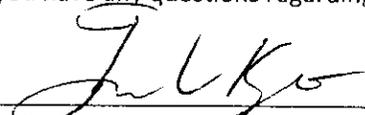
- a. Provide Prosoco Sure Klean Weather Seal Siloxane PD.

1,450 Sq. x \$1.50 per Sq. Ft. = \$2,175.00

Please: Note that on your revised detail sketch SK-1 that Versico requires a wood surface be installed on the 8" rise against the brick that being Plywood. They will not accept their product to be glued to a Brick surface. There will be no additional cost for the installation of said material.

Upon acceptance of credits and or additional charges, please provide change order.

If you have any questions regarding the above please do not hesitate to call.

  
\_\_\_\_\_  
Frank V. Knight Senior Project Manager



# Hatch Mott MacDonald

June 20, 2011

***Gen II Contracting Co., Inc.***  
395A Millstone Road  
Clarksburg, NJ 08510-1520  
**Attn: Frank Knight**

**E-Mail**  
609-208-1676  
**HMM No: 287096NB99**

Re: Roof Replacement and Related Work at the Recreation Center  
Township of Lower, NJ

Dear Frank:

After visiting the site and seeing the actual location of the back-up CMU mortar joint and the lack of a cavity between the CMU and brick please provide a proposal to perform the following work as shown in the attached sketch SK-1 and as described below:

1. Provide a credit for the removal and replacement of one course of brick. See SK-1. It is only necessary to remove and replace two courses.
2. Provide a credit for the installation of the mortar net. There is no cavity.
3. Provide a proposal for the cleaning (powerwashing) of the existing brick walls and the installation of a sealer on the brick and the mortar.
  - a. Provide Prosoco Sure Klean Weather Seal Siloxane PD.

Very truly yours,  
Hatch Mott MacDonald

Christopher Klammer,  
Sr. Project Manager

Enc.

# ➤ SURE-KLEAN® Weather Seal

# Siloxane PD

*long-lasting, prediluted water repellent*

## DESCRIPTION AND USE

Sure Klean® Weather Seal Siloxane PD (predilute) is a ready-to-use, water-based silane/siloxane water repellent for concrete and most masonry and stucco surfaces. Siloxane PD will not impair the natural breathing characteristics of treated surfaces. It helps masonry resist cracking, spalling, staining and other damage related to water intrusion. Low odor and alkaline stable, Siloxane PD is ideal for field and in-plant application.

## PERFORMANCE TESTS

Laboratory testing shows Siloxane PD to be a highly effective general-purpose water repellent.

ASTM E 514 Standard Test Method for Water Penetration and Leakage Through Masonry (compared to untreated control) ..... 100%

ASTM E 96 Water Vapor Transmission (retention compared to untreated control) ... 91%

ASTM C 97 Reduction of Water Absorption (compared to untreated control) ..... 89%

Rilem II.4 Tube Test  
5.0 milliliter tube..... 0 ml loss

Surface Deterioration/Discoloration ..... None

### Resistance To

- Sunlight ..... Excellent
- Alkalinity ..... Excellent

### Surface Appearance

(after application)..... No change

## SPECIFICATIONS

For all PROSOCO product specifications visit [www.prosoco.com](http://www.prosoco.com) and click on "SpecBuilder" or "Solution Finder."

## ADVANTAGES

- Penetrates deeply for long-lasting protection on vertical or horizontal surfaces.
- Service life is estimated at more than 10 years.
- Treated surfaces "breathe" — does not trap moisture.
- Water-based formula minimizes explosion and fire hazards compared to solvent-based water repellents.
- Easy cleanup with Enviro Klean® 2010 All Surface Cleaner.
- Low odor for safer application to occupied buildings.
- Alkaline stable — suitable for new "green" concrete, 14-28 days old.
- Ready-to-use product. No on-site dilution required.
- Complies with all known national, state and district AIM VOC regulations.

## Limitations

- Will not keep water out of cracks, defects or open joints.
- Not recommended for below-grade application.
- Not suitable for application to synthetic resin paints, gypsum, or other non masonry surfaces.

## REGULATORY COMPLIANCE

### VOC Compliance

Sure Klean® Weather Seal Siloxane PD is compliant with the following national, state and district regulations:

- US Environmental Protection Agency
- California Air Resources Board SCM Districts
- South Coast Air Quality Management District
- Maricopa County, AZ
- Northeast Ozone Transport Commission

## TYPICAL TECHNICAL DATA

FORM	white milky liquid
SPECIFIC GRAVITY	0.996
pH	4-5
WT/GAL	8.29 lbs
ACTIVE CONTENT	7%
TOTAL SOLIDS	4% ASTM D 5095
VOC CONTENT	<600 g/L <120 g/L low solids
FLASH POINT	>212° F (>100° C) ASTM D 3278
FREEZE POINT	32° F (0° C)
SHELF LIFE	1 year in tightly sealed, unopened container.

# SURE-KLEAN® Weather Seal Siloxane PD

PRODUCT DATA SHEET  
PROSOCO  
SINCE 1939

## PREPARATION

Protect people, vehicles, property, plants, windows and all non masonry surfaces from product, splash, residue, fumes and wind drift. Protect and/or divert foot and auto traffic.

Thoroughly clean the surface using the appropriate Sure Klean® or Enviro Klean® product. Clean newly constructed and repointed surfaces before application. Siloxane PD won't impair adhesion of most sealing and caulking compounds. Always test for compatibility.

Though Siloxane PD may be applied to slightly damp surfaces, best performance is achieved on clean, visibly dry and absorbent surfaces.

Excessive moisture inhibits penetration, reducing the service life and performance of the treatment.

Protect window glass before use. Sure Klean® Strippable Masking is effective protection for use with this product. If protecting windows is impractical, follow these steps:

1. Clean window glass thoroughly before application to nearby concrete or masonry.
2. Don't use in wind or when air or surface temperatures are hotter than 95°F (35°C).
3. Try to keep Siloxane PD off the glass.
4. After treated surfaces have been protected from water for 6 hours, if product is on window glass, clean as soon as possible with soap and warm water. Alternatively use Enviro Klean® 2010 All Surface Cleaner to remove dried residues within 3-5 days.

## Surface and Air Temperatures

Best surface and air temperatures are 40-95°F (4-35°C) during use and for 8 hours after. If freezing conditions exist before application, let masonry thaw. The water carrier may freeze at low temperatures or evaporate in high temperatures. Both conditions impair penetration and results. Cleanup is more difficult from surfaces hotter than 95°F (35°C).

## Equipment

Apply with brush, roller or low-pressure spray (<50 psi). Fan tips are recommended for sprayers. Avoid atomization of material.

## ALWAYS TEST

**ALWAYS TEST** a small area of each surface to confirm suitability and desired results before starting overall application. Test with the same equipment, recommended surface preparation and application procedures planned for general application.

## Storage and Handling

Store in a cool, dry place. Always seal container after dispensing. Do not alter or mix with other chemicals. Published shelf life assumes upright storage of factory-sealed containers in a dry place. Maintain temperature of 45-100°F (7-38°C). Keep from freezing. Do not double stack pallets. Dispose of unused product and container in accordance with local, state and federal regulations.

## APPLICATION

Before use, read "Preparation" and "Safety Information."

**ALWAYS TEST** each type of surface before overall application for suitability and results. Test using the following application instructions. Let test area dry thoroughly before inspection.

## Dilution

Do not dilute or alter.

## Vertical Application Instructions

For best results, apply "wet-on-wet" to a visibly dry and absorbent surface.

**Spray:** Saturate from the bottom up, creating a 4-8" (15-20 cm) rundown below the spray contact point. Let the first application penetrate for 5-10 minutes. Resaturate. Less will be needed for the second application.

**Brush or roller:** Saturate uniformly. Let penetrate for 5-10 minutes. Brush out heavy runs and drips that don't penetrate.

Recommended for these substrates. Always test.  
Coverage is in sq.ft./m. per gallon.

Substrate	Type	Use?	Coverage
Architectural Concrete Block*	Burnished	no	N/A
	Smooth	no	
	Split-faced	no	
	Ribbed	no	
Concrete	Brick*	yes	150-200 sq.ft. 14-19 sq.m.
	Tile	yes	
	Precast Panels*	yes	
	Pavers	yes	
	Cast-in-place*	yes	
Fired Clay	Brick	yes	50-175 sq.ft. 5-16 sq.m.
	Tile	yes	
	Terra Cotta	yes	
	Pavers	yes	
Marble, Travertine, Limestone	Polished	no	N/A
	Unpolished	no	N/A
Granite	Polished	no	N/A
	Unpolished*	no	N/A
Sandstone	Unpolished	yes	75-125 sq.ft. 7-12 sq.m.
Slate	Unpolished*	no	N/A

\*Sure Klean® Custom Masonry Sealer is a more appropriate product.

\*See specific Dense Surface Application Instructions.

\*Stand Off® SLX100® or Sure Klean® Weather Seal SL100 may be a more appropriate product

Always test to ensure desired results.

Coverage estimates depend on surface texture and porosity.

# ► SURE KLEAN® Weather Seal Siloxane PD

PRODUCT DATA SHEET  
PROSOCO  
SINCE 1939

## Horizontal Application Instructions

Saturate in a single application. Use enough to keep the surface wet for 2-3 minutes before penetration. Broom out puddles until they soak in.

## Dense Surface Application Instructions

Apply a single coat. Use enough to completely wet the surface without creating drips, puddles or rundown. Do not over apply. Test for application rate.

## Drying Time

Treated surfaces dry to touch in 1 hour. Protect surfaces from rainfall for 6 hours following treatment. Protect from foot and vehicle traffic until visibly dry. Siloxane PD gains its water-repellency properties in 72 hours.

## Cleanup

Clean tools, equipment, and over spray with soap and warm water.

## Paint Adhesion

Always test to make sure paint sticks to treated surfaces. Improve adhesion before painting by pressure water-rinsing the treated surface, then letting it dry.

Some cementitious coatings, plaster, stucco, etc., may not adhere well to treated surfaces. Install them first and let them thoroughly cure before application. Always test to verify compatibility between Siloxane PD and other proposed surface treatments.

## SAFETY INFORMATION

Sure Klean® Weather Seal Siloxane PD is a water carried product. Use appropriate safety equipment and job site controls during application and handling. Read the full label and MSDS for precautionary instructions before use.

### First Aid

**Ingestion:** Call a physician, emergency room or poison control center immediately for instruction on properly inducing vomiting. Get medical assistance.

**Eye Contact:** Rinse thoroughly for 15 minutes. Get immediate medical assistance.

**Skin Contact:** Remove contaminated clothing and rinse thoroughly for 15 minutes. Seek medical assistance if persistent irritation develops. Launder contaminated clothing before reuse.

**Inhalation:** Seek medical attention if irritation develops.

**24 Hour Emergency Information:**  
INFOTRAC at 800-535-5053

## BEST PRACTICES

Surface should be clean, dry and absorbent before application.

Cleaned soiled surfaces with the appropriate Sure Klean® or Enviro Klean® cleaner before application. Call Customer Care toll-free at 800-255-4255 for recommendations.

Preferred method of application is low-pressure spray equipment. Fan spray tips are recommended. Avoid atomizing the material.

Protect treated surfaces from rain for 6 hours following treatment.

ALWAYS TEST for best coverage rates and to confirm results before overall application. Test using the application instructions included herein. Let the test area dry thoroughly before inspection.

Never go it alone. If you have problems or questions, contact your local PROSOCO distributor or field representative. Or call PROSOCO technical Customer Care, toll-free at 800-255-4255.

# ►SURE-KLEAN® Weather Seal Siloxane PD

PRODUCT DATA SHEET  
**PROSOCO**  
SINCE 1939

## **WARRANTY**

The information and recommendations made are based on our own research and the research of others, and are believed to be accurate. However, no guarantee of their accuracy is made because we cannot cover every possible application of our products, nor anticipate every variation encountered in masonry surfaces, job conditions and methods used. The purchasers shall make their own tests to determine the suitability of such products for a particular purpose.

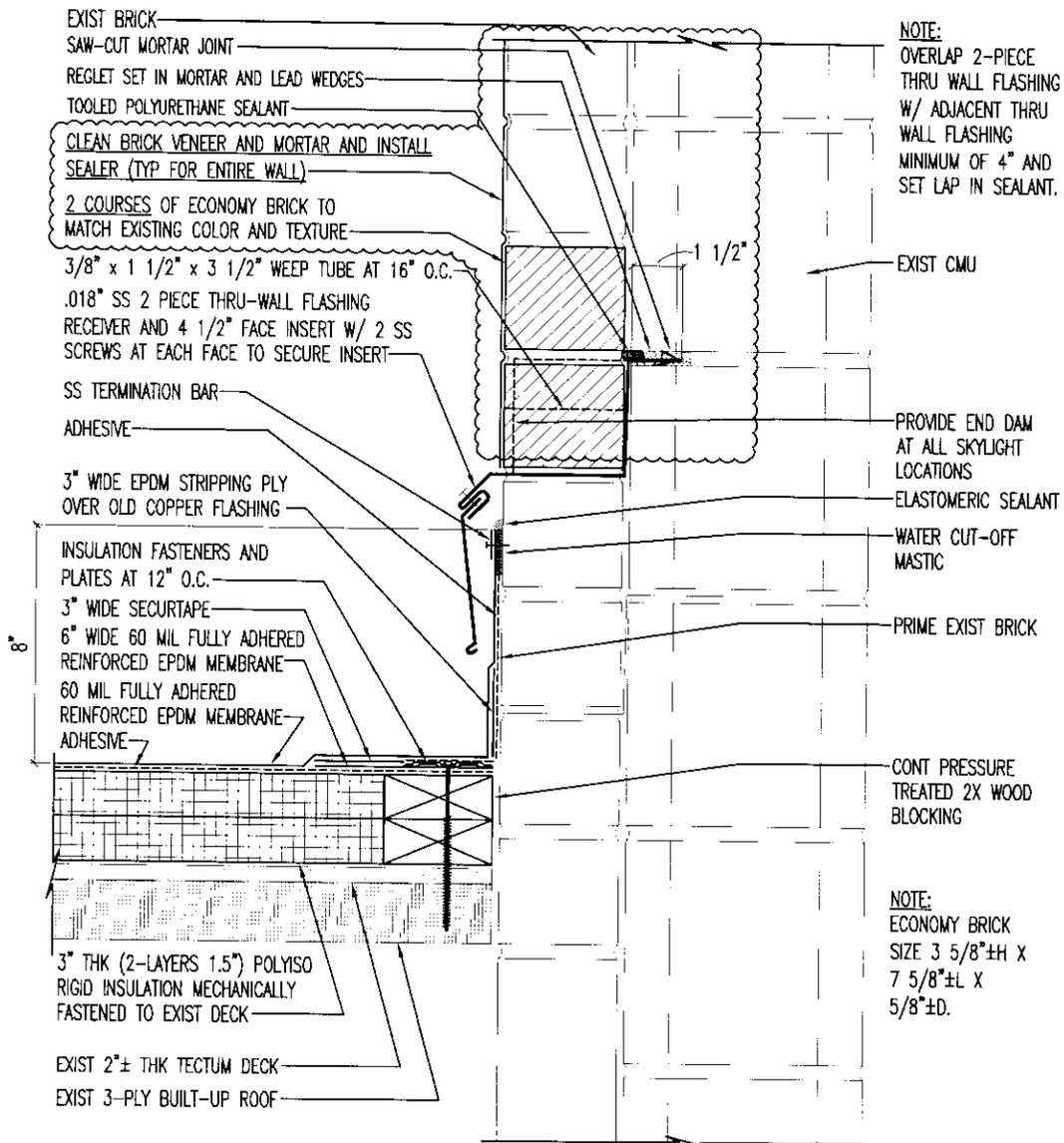
PROSOCO, Inc. warrants this product to be free from defects. **Where permitted by law, PROSOCO makes no other warranties with respect to this product, express or implied, including without limitation the implied warranties of merchantability or fitness for**

**particular purpose.** The purchaser shall be responsible to make his own tests to determine the suitability of this product for his particular purpose. PROSOCO's liability shall be limited in all events to supplying sufficient product to re-treat the specific areas to which defective product has been applied. Acceptance and use of this product absolves PROSOCO from any other liability, from whatever source, including liability for incidental, consequential or resultant damages whether due to breach of warranty, negligence or strict liability. This warranty may not be modified or extended by representatives of PROSOCO, its distributors or dealers.

## **CUSTOMER CARE**

Factory personnel are available for product, environment and job-safety assistance with no obligation. Call 800-255-4255 and ask for Customer Care - technical support.

Factory-trained representatives are established in principal cities throughout the continental United States. Call Customer Care at 800-255-4255, or visit our web site at [www.prosoco.com](http://www.prosoco.com), for the name of the Sure Klean® Weather Seal representative in your area.



## BASE FLASHING DETAIL

SCALE: 3" = 1'-0"



REVISED BASE FLASHING DETAIL 6/A2/A3

6/20/2011

ROOF REPLACEMENT AND RELATED WORK AT THE RECREATION CENTER  
 CONTRACT NO. M-5

SK-1

**TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY  
RESOLUTION # 2011-191**

**Title: Authorizing Pay Out of Terminal Leave**

WHEREAS, the employee listed below has retired 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 signature [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 Edward Donohue in the amount of \$ 100,729.80 is authorized and chargeable to the Reserve for Accumulated Absences.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the funds shall be disbursed in two payments: \$51,500.00 in July, 2011 and \$49, 229.80 in January, 2012.

**I hereby certify the foregoing to be a resolution adopted by the Township Council on July 6, 2011**

[Signature]  
Claudia R. Kammer, RMC, Township Clerk

	CONRAD	SIMONSEN	DOUGLASS	LARE	BECK
INTRODUCED			X		
SECONDED		X			
AYE	X	X	X	X	X
NAY					
ABSTAIN					
ABSENT					

TOWNSHIP OF LOWER  
 RETIREMENT PAYOUT ANALYSIS  
 2011

EMPLOYEE: Donohue, Edward  
 DATE OF RESIGNATION: 6/30/2011  
 DATE OF PAYMENT: \_\_\_\_\_  
 RESOLUTION #: 2011-191

Annual Salary:		\$118,674.20
Longevity	10%	\$11,867.42
Hourly Rate:		\$62.76
College Credits :		

<b>SALARY:</b>		
Salary due to	6/30/2011	\$67,279.13
Salary paid throug	6/25/2011	\$65,281.00
<b>Balance due</b>		<b>\$1,998.13</b>

<b>TERMINAL LEAVE:</b>			
	Hours	Rate	Total
Comp	0.00	62.76	0.00
Personal	8.00	62.76	502.08
Sick	1,440.00	62.76	90,374.40
Vacation	101.00	62.76	6,338.76
Holidays	56.00	62.76	3,514.56
<b>Terminal Leave Payout</b>			<b>\$100,729.80</b>
<b>Total Payout</b>			<b>\$102,727.93</b>

Payments:  
 ICMA 7/7/2011 \$26,500.00  
 Payroll 7/7/2011 \$25,000.00  
 ICMA 1/12/2012 \$25,000.00  
 Payroll 1/12/2012 \$24,229.80

	(A)	(B)	(C)	(B * C)	(E)	A - D - E	(F)
	Carryover	Annual Accrual	26 weeks / 52 weeks	Prorated Time Due	Time Used	Hours to be paid	
Comp				0.00		0.00	
Personal		48.00	0.50	24.00	16.00	8.00	
Sick	2,465.00	128.00	0.50	64.00	138.00	1,440.00	1440 Max
Vacation	69.00	200.00	0.50	100.00	68.00	101.00	
Holidays				56.00		56.00	
<b>Total</b>	<b>2,534.00</b>	<b>376.00</b>		<b>188.00</b>	<b>222.00</b>	<b>1,605.00</b>	

Accrual and time used are current to \_\_\_\_\_ 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 # 2011-192**

**Title: Authorizing Pay Out of Terminal Leave**

WHEREAS, the employee listed below has retired 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 signature [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 Dorothy Crawford in the amount of \$1,510.11 is authorized and chargeable to the Reserve for Accumulated Absences.

**I hereby certify the foregoing to be a resolution adopted by the Township Council on July 6, 2011.**

[Signature]  
Claudia R. Kammer, RMC, Township Clerk

	CONRAD	SIMONSEN	DOUGLASS	LARE	BECK
INTRODUCED			X		
SECONDED		X			
AYE	X	X	X	X	Y
NAY					
ABSTAIN					
ABSENT					

TOWNSHIP OF LOWER  
RESIGNATION PAYOUT ANALYSIS  
DATE:

EMPLOYEE: Crawford, Dorothy  
DATE OF RESIGNATION: 6/30/2011  
DATE OF PAYMENT: \_\_\_\_\_  
RESOLUTION NO. 2011-192

Annual Salary:	\$44,712.26	26 Weeks 4 days
Longevity	\$2,400.00	
Hourly Rate:	\$21.50	

<b>SALARY:</b>	weeks	26
Salary due to	6/30/2011	\$23,044.01
Longevity Due		\$1,843.52
Salary paid through	6/25/2011	\$23,739.11
<b>Balance due</b>		<b>\$1,148.42</b>

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	9.50	21.50	204.21
Personal	21.00	21.50	451.42
Sick	17.00	21.50	365.44
Vacation	(55.25)	21.50	(1,187.67)
guar OT	52.00	32.24	1,676.71
<b>Terminal Leave Payout</b>			<b>\$1,510.11</b>
<b>Final pay</b>			<b>\$2,658.54</b>

	(A)	(B)	(C)	(B * C)	(E)	A + D - E
	Carryover	Annual	26 weeks / 52 weeks	Prorated Time Due	Time Used	Hours to be paid
Comp	9.50			0.00		9.50
Personal	5.00	32.00	0.50	16.00		21.00
Sick	12.00	120.00	0.50	60.00	55.00	17.00
Vacation	300.75	200.00	0.50	100.00	504.00	(103.25)
Holidays		48.00		48.00		48.00
<b>Total</b>	<b>327.25</b>	<b>400.00</b>		<b>176.00</b>	<b>559.00</b>	<b>(7.75)</b>

Accrual and time used are current to \_\_\_ subject to change if time is used or not currently reported.

Employee Signature: \_\_\_\_\_

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

Treasurer's Signature: \_\_\_\_\_

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

HDC  
1/2/11

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

RESOLUTION #2011-193

TITLE: RENEWAL OF LIQUOR LICENSE FOR CAPE MAY TWO BROTHERS INC.

WHEREAS, application has been made by Cape May Two Brothers, Inc. for renewal of Plenary Retail Consumption Licenses, heretofore granted by this issuing authority; and,

WHEREAS, all things required to be done by the said applicant has been done, 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 renewal have been received, and the applicant has now received their Tax Clearance Certificate, and

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

NOW, THEREFORE, BE IT RESOLVED, by the Township Council, the Municipal Issuing Authority, that the license be issued to the person, firms and/or corporations named below for the period of one year commencing July 1, 2011 through June 30, 2012.

#0505-33-004-004

Cape May Two Brothers, Inc.  
1215 Route 109  
Lower Township, NJ 08204  
t/a Captain's Cove & Mayer's

\$2000.00

I hereby certify this is the original resolution adopted by the Township Council at the meeting of July 6, 2011.

*Claudia R. Kammer*  
Claudia R. Kammer, Township Clerk

	CONRAD	SIMONSEN	DOUGLASS	LARE	BECK
MOTION			X		
SECOND		✓			
AYE	✓	X	X	X	X
NAY					
ABSTAIN					
ABSENT					

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

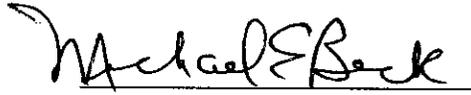
RESOLUTION #2011-194

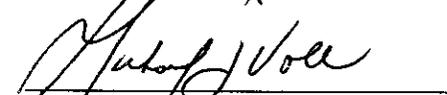
Title: PUBLIC FACILITIES GRANT APPLICATION FOR \$500,000, VARIOUS ADA IMPROVEMENTS

WHEREAS, the Township of Lower desires to apply for and obtain a grant from the New Jersey Department of Community Affairs Small Cities CDGB Public Facilities Program for approximately \$500,000 to carry out a project to improve community facilities to comply with ADA; and

BE IT THEREFORE 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 Community Affairs, does further authorize the execution of the 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 Community Affairs.

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

  
Michael E. Beck, Mayor

  
Michael J. Voll, Township Manager

	CONRAD	SIMONSEN	DOUGLASS	LARE	BECK
MOTION			X		
SECOND		X			
AYE	X	X	X	X	X
NAY					
ABSTAIN					
ABSENT					

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

RESOLUTION #2011-195

**TITLE: AUTHORIZING A PROFESSIONAL CONTRACT WITH BLAUER ASSOCIATES INC.**

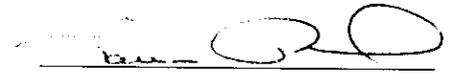
WHEREAS, N.J.S.A. 40A:11-3 authorizes the award of any contract without competitive bidding for any purchase, work or service that does not exceed in the fiscal year the total sum of Seventeen Thousand Five Hundred (\$17,500) Dollars.

WHEREAS, the Township is desirous of entering into a contract with Blauer Associates, Inc. for application and administration, if needed, of a Small Cities CDBG, and

WHEREAS, the contract amount for the grant application for 2012 is One Thousand Five Hundred (\$1500.00) and the amount for the administration, if needed, is Sixteen Thousand Dollars (\$16,000) and funds are available as evidenced by the Chief Financial Officer's Certification & signature as follows:

C-04-55-393-301 - Ord. #2008-15

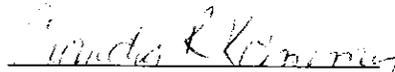
Budget Account



Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Clerk are hereby authorized to sign the contract agreement for the year 2011.

I hereby certify that the foregoing resolution was adopted by the Township Council at the meeting of July 6, 2011.

  
Claudia R. Kammer, Twp. Clerk

	CONRAD	SIMONSEN	DOUGLASS	LARE	BECK
MOTION			X		
SECOND		X			
AYE	X	X	X	X	X
NAY					
ABSTAIN					
ABSENT					

AGREEMENT

BETWEEN

TOWNSHIP OF LOWER, NEW JERSEY

AND

MARK BLAUER, DBA BLAUER ASSOCIATES

This agreement entered into this 6<sup>th</sup> day of July 2011, by and between the Township of Lower, New Jersey, hereinafter called the "Municipality" and Mark Blauer, an individual doing business as Blauer Associates, hereinafter called the "Service Provider".

Whereas, the Municipality desires to engage the Service Provider to assist the Municipality in developing an application for assistance under the Program Year 2012 New Jersey Small Cities Community Development Block Grant (CDBG) program and in administering such project, the following shall apply;

ARTICLE I: SCOPE OF SERVICES

Section A - Activities Prior to Application Submission

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

Section B - Application Services

Based upon the results of Section A of Article I above, the Service Provider will prepare the required application for funds from the state's Public Facilities Fund, in cooperation with the appropriate Municipal staff or its assigns, in accordance with the State's Program Year 2012 Application Guide.

Section C - Post Approval Advisory and Monitoring  
Administrative Assistance

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

Item 1 - Environmental Review Record

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

Such services will include:

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

Item 2 - Accounting System

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

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

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

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

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

Item 4 - Professional Contractor Selection

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

#### Item 7 - Assistance in Performance Reporting

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

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

#### Item 8 - DCA Monitoring Sessions

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

#### Item 9 - Grant Close-out Procedures

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

#### ARTICLE II: PAYMENT FOR ARTICLE I SERVICES

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

Services under Article I, Section C shall be compensated upon the basis of invoices submitted monthly describing the services performed and the hourly rate and number of hours taken to perform the service. Invoices will list an hourly fee of \$100.00 for professional time.

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

#### ARTICLE III: TERM OF SERVICE

The termination date of this agreement will coincide with the Department of Community Affairs's grant agreement with the Municipality ending date or March 31, 2014, whichever date is later.

ARTICLE IV: TERMINATION OF SERVICE FOR CAUSE

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

Exhibit A, Mandatory Equal Employment Opportunity Language is part of this Agreement.

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

TOWNSHIP OF LOWER, NEW JERSEY  
MUNICIPALITY

BY: Michael Beck  
Michael Beck, Mayor

WITNESS:

Paula R. Cannon

MARK BLAUER, dba BLAUER ASSOCIATES  
SERVICE PROVIDER

BY: Mark Blauer  
Mark Blauer, President

WITNESS:

Susan Barton

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

RESOLUTION #2011-196

**TITLE: AUTHORIZATION FOR REFUND OF TAXES**

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

WHEREAS, a refund has been requested.

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

<u>Block</u>	<u>Lot</u>	<u>Refund To</u>	<u>Reason</u>	<u>Tax</u>
709	8 C-104	CITIMORTGAGE	PAID TWICE	\$1,394.11

I hereby certify the foregoing to be a resolution adopted by the governing body at a meeting held on July 1, 2011.

*Claudia R. Kammer*  
 \_\_\_\_\_  
 Claudia R. Kammer, Township Clerk

	CONRAD	SIMONSEN	DOUGLASS	LARE	BECK
MOTION			X		
SECOND		X			
AYE	X	X	X	X	X
NAY					
ABSTAIN					
ABSENT					

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

**RESOLUTION # 2011-197**

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

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

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

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

- \_\_\_\_\_ (1) Matters Required by Law to be Confidential: Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- \_\_\_\_\_ (2) Matters Where the Release of Information Would Impair the Right to Receive Funds: Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
- \_\_\_\_\_ (3) Matters Involving Individual Privacy: Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information, relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.
- \_\_\_\_\_ (4) Matters Relating to Collective Bargaining Agreement: Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.
- \_\_\_\_\_ (5) Matters Relating to the Purchase, Lease of Acquisition of Real Property or the Investment of Public Funds: Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.
- \_\_\_\_\_ (6) Matters relating to Public Safety and Property: Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations of possible violations of the law.
- X   (7) Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege: any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer. (Prosecutor's Letter)

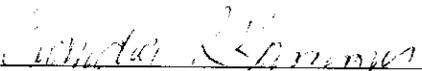
\_\_\_\_\_ (8) Matters Relating to the Employment Relationship: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current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

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

NOW, THEREFORE, BE IT RESOLVED by the Township council of the Township of Lower, assembled in public session on July 6, 2011 that an Executive Session closed to the public shall be held on this date at approximately 9:15 P.M. in the Conference Room of the Township Hall, 2600 Bayshore Road, Villas for the discussion of matters relating to the specific items designated above.

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

I hereby certify the foregoing to be a resolution adopted by the Township Council on July 6, 2011.

  
 Claudia R. Kammer, Township Clerk

	CONRAD	SIMONSEN	DOUGLASS	LARE	BECK
MOTION				X	
SECOND			X		
AYE	X	X	X	X	X
NAY					
ABSTAIN					
ABSENT					