WORK SESSION & REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL
NOVEMBER 5, 2018 - 7:00 P.M.

Meeting called to order
Opening Announcement
Pledge of Allegiance & Moment of Silence
Roll Call & Determination of Quorum

Work Session
Discussion on Authorities - as required by the Best Practices

Consent Agenda
Approval of Minutes October 15, 2018
Approval of Closed Session Minutes – October 15, 2018
Res. #2018-329 Payment of Vouchers $ 1,154,729.00
Res. #2018-330 Authorization for Refund of Taxes (8 properties $4,741.24)
Res. #2018-331 Transfer of 2018 Appropriations ($121,010)
Res. #2018-332 Certification of Lot Clearing Charges to the Tax Collector (111 Fire Lane $850.)
Res. #2018-333 Certification of Best Practices Inventory
Res. #2018-334 Approval for Lower Township Veterans Day Parade (Nov 10, 2018)
Res. #2018-335 Appointment of Registrar of Vital Statics (per Statute NJSA 26:8-15)
Res. #2018-336 A Resolution Requesting Release of Performance Guarantee for DiFelice, 1205 Bayshore Road; Block 137, Lot 10; Escrow #Z-17-02-01
Res. #2018-337 Authorization for the Payout of Accumulated Compensatory Time (J.Anzelone $2,761.64)
Res. #2018-338 Authorizing Pay Out of Terminal Leave (E.Greenway $3,601.25)
Res. #2018-339 Authorization for the Payout of Accumulated Compensatory Time (W.Kocis $2,262.36)
Res. #2018-340 Lower Cape Alliance (7/1/2019-6/30/2020)
Res. #2018-341 Authorization for the Payout of Accumulated Compensatory Time (M.Iames $1.688.02)
Res. #2018-342 A Resolution Authorizing the Transfer of Portable Radios No Longer In Use, from the Lower Township Police Department to Lower Cape May Regional and Lower Township Elementary School Districts, to be Used by School Staff and School Security (50 radios)
Res. #2018-343 Appointment to the Recreation Advisory Board (J.Wareham, Sr)
Res. #2018-344 Authorizing the Sale of Township of Lower Surplus No Longer Needed for Public Use on GOVDEALS Online Auction Website (ipad and vehicle)
Res. #2018-345 Approving a Professional Service Contract with DeBlasio & Associates for Professional Engineering Services for the New Public Works Department Administration Building – Concept Phase ($7,000)

Regular Agenda
Res. #2018-346 Payment of Voucher – Lower Twp Rescue (EMS Final) $35,000

Res. #2018-347 Authorization for the Payout of Accumulated Compensatory Time (M.Perry $4,602.74)

Manager's Report

Administrative Reports
Monthly Report – Construction, Finance,
Finance Quarterly Report

Council Comments

Call to the Public

Adjournment

COUNCIL MEETING MINUTES – October 15, 2018

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on October 15, 2018 at 7:00 p.m. in the meeting room of the Township Hall, 2600 Bayshore Road, Villas, New Jersey.

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

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

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

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

Work Session

Presentation of Certificates – Mayor Simonsen/Councilman Perry
Mayor Simonsen invited the Recreation Advisory Board (RAB) members to receive recognition.
Manager Ridgway offered his appreciation to the board members for their volunteerism and accomplishments.
Mayor Simonsen, on behalf of Council, presented certificates of appreciation to each board member for their dedication and commitment, and congratulated them on the award winning bayfront project.

Manager Ridgway presented the 2018 Year in Review video, highlighting many of the projects and programs that took place in the Township over the past year.

Consent Agenda

Approval of Minutes - October 1, 2018
Approval of Closed Session Minutes - October 1, 2018

Res. #2018-315	Payment of Vouchers $ 548,153.33
Res. #2018-316	A Resolution Approving the Release of a Cash Site Plan Performance Guarantee and Replacement of Same with Site Plan Improvement Bond for WAWA, Inc, Block 499.02, Lot 33.01
Res. #2018-317	Approving a Professional Service Contract with Engineering Design Associates, PA, for Rabbit Run Site Specific Water Quality Management Plan Amendment (Not to exceed $11,000)
Res. #2018-318	Approval for 2018 Christmas Parade
Res. #2018-319	A Resolution Authorizing a Lease Agreement Payment for the Joint Public Safety Facility ($165,611.26)
Res. #2018-320	Approval of Contribution to Lower Township Rotary ($800)
Res. #2018-321	Authorization for the Payout of Accumulated Compensatory Time (E.Coombs $9,205.48)
Res. #2018-322	A Resolution Re-establishing a Green Team
Res. #2018-323	Authorization for the Payout of Accumulated Compensatory Time (M. Szemcsak $4,602.74)
Res. #2018-324	Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Bulletproof Vest $5,587.50)
Res. #2018-325	A Resolution Authorizing Cape May Limousine to Add an Additional Vehicle to their Limousine License
Res. #2018-326	Approving a Professional Service Contract with Engineering Design Associates, PA for Schellengers Landing Safety Improvements & Identification Program (Not to exceed $52,000)

Cozette Gaser, Bayshore Road, inquired about Res. #2018-319, the length of the lease agreement.
Manager Ridgway explained the term of the bond as well as the lease agreement and the option to extend.

On the Consent:

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

Regular Agenda
Res. #2018-327 Payment of Vouchers $5,000 – Lower Twp Rescue

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

Manager's Report
The Township of Lower 2018 Year in Review video was shown during the Work Session.

Engineer's Report
Manager Ridgway gave an update on the current engineering projects in the Township including the Roseann Avenue Roadway and Utility Improvements Project, the Beach Access Improvements, the Recreation Center Restrooms Upgrade and the NJDOT Municipal Aid Application.

Administrative Reports
Monthly Reports – Clerk, Dog, Police, Tax, Vital Statistics
2018 Tax Sale Summary

Council Comments
Councilmember Conrad gave a brief report on the Substance Abuse Information Panel Meeting and provided contact information for anyone in need of special resources.

Councilmember Perry commented on the need for additional dune vegetation along sections of Beach Drive and informed that existing vegetation was provided by the USDA.
Manager Ridgway informed that fencing will be installed in specific areas to prevent foot traffic on the dunes.

Councilmember Roy reminded about upcoming events including the Free Family Flu Clinic at the Rec Center, the ribbon cutting at the Public Safety Building, Autumn Fest, and the Veterans' Parade.

Deputy Mayor Sippel informed about Veterans' events including the Veterans' Parade, the Veterans' Art Exhibit, and the Veteran's Day Ceremony.

Mayor Simonsen communicated the efforts within the community to combat the opioid epidemic. He also announced upcoming events including the annual Costume Parade, Lower Township Elementary School's annual 5k and Fun Run, and Seashore Community Church's celebration of National First Responders Day.

Call to the Public
Tom Poussart, Shawmount Ave, inquired about construction activity at the end of his street.
Manager Ridgway shared what he believes to be a parcel being surveyed for possible development.
Bill Galestok, Planning Director, communicated that there have not been any recent applications for the area in question.

Ellen Seward, Shawmount Ave, expressed interest in the geotechnical dewatering report from Roseann Avenue.
Manager Ridgway agreed to connect her with the engineer.
Mayor Simonsen informed that any updates will be included in the next engineer's report.

Bill Greenfield, Villas, asked for clarification about payment on the Public Safety Building.
Manager Ridgway explained.
Bill Greenfield asked if New Jersey Avenue is on the list for beach access path upgrades.
Councilmember Conrad explained the permit process and agreed to look into the matter.

Denise South, Lower Twp, inquired about Code Blue procedures for warming centers and informed about Cape Hope, a service for people experiencing homelessness.
Manager Ridgway communicated changes in store regarding emergency management procedures and responsibilities.

Closed Session

Res. #2018-328 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; Possible Litigation; Possible Personnel Issue**

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

Council adjourned to closed session at 7:47 p.m.

Council returned to open session at 8:53 p.m.

Adjournment

There being no further business to address, motion to adjourn moved by Councilmember Roy, seconded by Deputy Mayor Sippel. Meeting adjourned at 8:53 p.m.

Mayor

Township Clerk

Approved:

P.O. Type: All
Range: First to Last
Format: Condensed

Include Project Line Items: Yes

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

Vendor # Name / PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00018 ADVANCE LEARNING*							
18-02300	08/27/18	CEU CLASS-GARY DOUGLASS	Open	99.00	0.00		
00030 A.E. STONE INC.							
18-01972	07/18/18	ASPHALT/BLANKET	Open	553.88	0.00		
18-02487	09/20/18	ASPHALT/BLANKET	Open	1,680.53	0.00		
				2,234.41			
00037 AGATE CONSTRUCTION CO.,INC.							
18-01333	05/14/18	RES 18-162 ROSEANNE $7,026,450	Open	101,889.42	0.00		
00110 ANCO HOME CENTER*							
18-02429	09/13/18	MONTHLY PURCHASES DNE 500	Open	61.54	0.00		
00134 ATLANTIC COUNTY JOINT INS FUND							
18-00013	01/08/18	2018 JIF PAYMENTS	Open	219,105.00	0.00		B
00153 ATLANTIC CITY ELECTRIC*							
18-02824	10/30/18	ELECTRIC AUG 16 TO SEPT 17	Open	10,255.64	0.00		
00179 AVERY TEITLER*							
18-00758	03/21/18	PB SOLICITOR SALARY	Open	625.00	0.00		
18-02570	10/03/18	LEGAL SERVICES RENDERED	Open	40.00	0.00		
18-02571	10/03/18	LEGAL SERVICES RENDERED	Open	300.00	0.00		
18-02757	10/23/18	RESOLUTION CONCERNING SEPT 18	Open	450.00	0.00		
				1,415.00			
00189 AUSTINS SPORTS CENTER							
17-01289	05/11/17	CLEANING OF UNIFORMS	Open	100.00	0.00		
18-02183	08/10/18	CHEER UNIFORMS	Open	1,420.75	0.00		
18-02289	08/24/18	FALL SOCCER SHIRTS	Open	1,835.55	0.00		
				3,356.30			
00194 ADVANCED VIDEO & SOUND LLC*							
18-02486	09/20/18	PLANNING COPY NETWORK LINE	Open	110.00	0.00		
18-02531	09/26/18	MISC WIRING/PHONE ISSUES	Open	120.00	0.00		B
				230.00			
00206 JOSHUA MARCUS GROUP LLC*							
18-02519	09/24/18	BACKPACKS, CYCLE BOTTLES	Open	3,288.00	0.00		
00257 BAYSHORE LANDSCAPING INC*							
18-00750	03/21/18	LANDSCAPING SERVICES/TOWNSHIP	Open	5,628.57	0.00		
18-00751	03/21/18	RES 18-122 FERTILIZE 18-19	Open	1,885.71	0.00		
				7,514.28			
00301 BELMONT AND CRYSTAL SPRINGS*							
18-02675	10/12/18	WATER SEPT 2018 COURT	Open	3.92	0.00		

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00301 BELMONT AND CRYSTAL SPRINGS* Continued							
18-02676	10/12/18	WATER SEPT 2018 FIRE SAFETY	Open	11.13	0.00		
				15.05			
00346 BERGEY'S TRUCK CENTERS*							
18-02073	07/30/18	PARTS FOR RECYCLING/JUNE	Open	378.11	0.00		
00348 BENNETT BATTERIES, LLC*							
18-02079	07/30/18	RDS/DPS/DPW/SEPT	Open	587.00	0.00		
00370 BLUE CROSS/BLUE SHIELD OF NJ							
18-02755	10/23/18	NOV 2018 MED-D GROUP65-81933	Open	231.46	0.00		
00373 DONNA BLACKLEY							
18-02772	10/24/18	CONTRACTUAL REIMBURSEMENT V	Open	365.00	0.00		
00390 BENCHMARK PROFESIONAL SEMINAR*							
18-02122	08/01/18	TRAINING OCTOBER 23-24,2018	Open	295.00	0.00		
00455 DALLAS BOHN							
18-02749	10/22/18	TRAINING REIMBURSMENT	Open	40.00	0.00		
00480 BURKE CHEVROLET*							
18-01209	05/02/18	PART FOR POLICE VEHICLE/JULY	Open	319.91	0.00		
00540 CAM-DEN GLASS OF VILLAS*							
18-02600	10/04/18	GLASS FOR TAX ASSESSOR	Open	175.00	0.00		
00611 COUNTY OF CAPE MAY							
18-02774	10/24/18	NO LEAD GAS /DIESEL	Open	23,835.87	0.00		
00630 CMC CHAMBER OF COMMERCE							
18-02647	10/10/18	ANNUAL INSTALLATION DINNER MTG	Open	640.00	0.00		
00651 MUNICIPAL UTIL AUTH DUMP FEES							
18-02707	10/18/18	TIPING FEE/SEPTEMBER ACT#105	Open	68,322.77	0.00		
00775 CAPRIONI PORTABLE TOILETS,INC*							
18-02686	10/15/18	MONTHLY SERVICES	Open	461.50	0.00		
18-02828	10/31/18	MONTHLY SERVICES	Open	100.00	0.00		
				561.50			
00784 CAPE MAY STAR & WAVE							
18-02705	10/16/18	LEGAL PUBLICATION 10/10/18	Open	19.22	0.00		
18-02753	10/23/18	LEGAL PUBLICATION 10/17/18	Open	42.16	0.00		
18-02754	10/23/18	LEGAL PUBLICATION 4/11/18	Open	67.58	0.00		
				128.96			
00801 CELTIC AIR*							
18-02423	09/13/18	HVAC UNIT FOR FIRE SFTY	Open	5,140.00	0.00		
01170 VERIZON WIRELESS* F/S							
18-02677	10/12/18	CELL SERVICE 8/27/18-9/26/18	Open	52.47	0.00		

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01200 DELTA DENTAL PLAN OF NJ							
18-02791	10/26/18	OCTOBER ADMIN GROUP 9427	Open	1,267.20	0.00		
01220 DRAEGER, INC*							
18-02729	10/18/18	ALCHOTEST PARTS	Open	153.50	0.00		
01242 CHARLES J RYAN							
17-00775	03/21/17	2017 EQUIP. ALLOWANCE	Open	71.00	0.00		
01340 EAGLE POINT GUN*							
18-02730	10/18/18	AMMO	Open	3,018.32	0.00		
01403 ENFORSYS FIRE SYSTEMS, INC*							
18-02576	10/03/18	INSPECTION SYSTEM 10/18-9/19	Open	655.00	0.00		
01575 DAVID FISHER							
18-02678	10/12/18	CONTRACTUAL REIMBURSEMENT V	Open	155.00	0.00		
01601 ORION SAFETY PRODUCTS*							
18-02660	10/10/18	TRAFFIC FLARES	Open	296.40	0.00		
01641 GALL'S INC*							
18-02286	08/24/18	PATROL SUPPLIES	Open	3,438.00	0.00		
18-02606	10/04/18	LOCK OUT KITS	Open	188.00	0.00		
				3,626.00			
01657 GOPHER SPORT*							
18-02608	10/04/18	KID-FIT CLASS SUPPLIES	Open	622.85	0.00		
01785 ROBERT HARTMAN SR							
18-02756	10/23/18	CONTRACTUAL REIMBURSEMENT M	Open	672.02	0.00		
01860 GNL DOORS & HARDWARE*							
18-02421	09/12/18	MOVING OF DOOR	Open	197.00	0.00		
01974 I.A.C.P MEMBERSHIP*							
18-00648	03/12/18	TRAINING OCTOBER 6-9,2018	Open	425.00	0.00		
02063 JOHNSTONE SUPPLY*							
18-02669	10/11/18	SMOKE DETECTOR	Open	9.00	0.00		
02108 KEEN COMPRESSED GAS CO*							
18-01523	06/05/18	BOTTLED WATER /GARAGE/AUG	Open	469.68	0.00		
02140 KINDLE FORD LINC/MERC., INC.*							
18-02076	07/30/18	PARTS FOR POLICE VEHICLES/OCT	Open	828.08	0.00		
02223 LANDSMAN UNIFORMS*							
18-02082	07/30/18	UNIFORMS	Open	360.00	0.00		
02228 DAVID LASERRE							
18-02683	10/15/18	CONTRACTUAL REIMBURSEMENT V	Open	278.00	0.00		

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02247 LAWSON PRODUCTS, INC.*							
18-01971	07/18/18	SUPPLIES FOR REYCLING/OCT	Open	699.96	0.00		
02320 LOWER TOWNSHIP BRD OF EDUCATN							
18-02438	09/14/18	RECYCLING SCHOOL TRIP	Open	680.10	0.00		
02331 LOWER TOWNSHIP ROTARY CLUB							
18-02713	10/18/18	CONTRIBUTION PER RES #2018-320	Open	800.00	0.00		
02441 ERNEST MACOMBER							
18-02779	10/25/18	CONTRACTUAL REIMBURSEMENT M	Open	1,156.00	0.00		
02538 MARSH & MCLENNAN AGENCY, LLC*							
18-00140	01/16/18	DNE $26,664 RES 18-43 BROKER	Open	2,222.00	0.00		B
02541 ROBERT D. MARTIN, JR							
18-02681	10/15/18	CONTRACTUAL REIMBURSEMENT M	Open	3,216.00	0.00		
02732 LAURA MILBRANDT							
18-02766	10/23/18		Open	44.53	0.00		
02811 JAMES MOY							
18-02679	10/12/18	CONTRACTUAL REIMBURSEMENT M/V	Open	305.00	0.00		
03026 NJ STATE HEALTH BENEFITS							
18-02770	10/24/18	NOV 2018 RETIRE BEN ID# 024700	Open	103,407.41	0.00		
18-02771	10/24/18	NOV 2018 ACTIVE MED ID#024700	Open	187,128.70	0.00		
				290,536.11			
03086 NJ STATE ASSN CHIEFS OF POL*							
18-01116	04/23/18	TRAINING- SEPT 12-14, 2018	Open	700.00	0.00		
03090 NJSACOP - ALUMNI ASSOC							
18-02285	08/24/18	TRAINING- 10/18/18	Open	430.00	0.00		
03104 NORTHEAST IND.&MARINE SUPPLY*							
18-01214	05/02/18	PARTS /RDS/SANT/RECY/JULY	Open	624.60	0.00		
03158 NYSCA*							
18-02494	09/21/18	RENEWAL OF COACHES/SOCCER/CHEE	Open	100.00	0.00		
18-02708	10/18/18	WRESTLING RE-CERTIFICATIONS	Open	140.00	0.00		
18-02740	10/19/18	RECERT- BASKETBALL COACHES	Open	380.00	0.00		
				620.00			
03285 PARA PLUS TRANSLATIONS,INC.*							
18-02580	10/03/18	SPANISH INTERPRETER 9/18/18	Open	185.51	0.00		
03305 PEDRONI FUEL*							
18-02231	08/16/18	NO LEAD GAS	Open	420.62	0.00		
18-02741	10/19/18	NO LEAD GAS	Open	426.74	0.00		
				847.36			

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03354 PERNA FINNIGAN, INC*							
18-02431	09/13/18	EMERGENCY REPAIR CLUBHOUSE RD	Open	137,547.00	0.00		
03414 WILLIAM PRIOLE							
18-02827	10/31/18	TRAINING REIMBURSMENT	Open	35.00	0.00		
03466 R & R SPECIALTIES							
18-02477	09/19/18	HALLOWEEN PARADE RIBBONS/TROPH	Open	62.50	0.00		
18-02553	10/01/18	ETCHED PLAQUES FOR BAYFRONT	Open	2,970.00	0.00		
				3,032.50			
03484 LAUREN M. READ							
18-02732	10/18/18	TRAVEL REIMBURSEMENT	Open	57.04	0.00		
03518 RIGGINS, INC.*							
18-02680	10/15/18	DIESEL	Open	1,053.84	0.00		
18-02793	10/29/18	OFF-HIGHWAY DIESEL	Open	495.67	0.00		
				1,549.51			
03611 SERVICE TIRE TRUCK CENTERS*							
18-02096	07/31/18	TIRES/RDS/SANT/RECY/DPW/SEP	Open	6,734.99	0.00		
03613 SEA ISLE ICE CO. INC.*							
18-02547	10/01/18	ICE FOR DPW	Open	157.50	0.00		
03688 SOUTHERN NJ CHAPTER NIGP*							
18-02746	10/19/18	SJNIGP MEETING 10-26-18	Open	86.00	0.00		
03733 JAMES D. STRICKLAND							
18-02792	10/26/18	CONTRACTUAL REIMBURSEMENT M	Open	2,397.18	0.00		
03844 GIACOMO TROMBETTA							
18-02685	10/15/18	CONTRACTUAL REIMBURSEMENT M	Open	99.86	0.00		
03904 LOWE'S HOME CENTER INC*							
18-02050	07/26/18	SUP TOWNSHIP/OCT82131310308551	Open	433.12	0.00		
18-02088	07/30/18	MATERIALS/SUPPLIES/NOV.	Open	277.75	0.00		
				710.87			
03915 TURF EQUIPMENT & SUPPLY CO*							
18-01326	05/14/18	TURO MOWER/SEPT	Open	505.23	0.00		
03954 VAN NOTE-HARVEY ASSOCIATES*							
17-02751	10/25/17	RES 2017-281 TAX MAP	Open	74,947.50	0.00		B
03969 VERIZON							
18-02763	10/23/18	10/13-11/12/18 LAND LINES	Open	245.59	0.00		
03992 VAL-U AUTO PARTS LLC*							
18-01527	06/05/18	RDS/SANT/RECY/DPW/AUG	Open	2,852.65	0.00		
04085 CHRISTOPHER WINTER (EMPLOYEE)							
18-02832	10/31/18	CONTRATUAL REIMBURSEMENT M	Open	96.00	0.00		

Vendor # Name / PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
04204 ZACHARY ZELWAK							
18-01101	04/20/18	CONTRACTUAL REIMBURSEMENT-M	Open	151.00	0.00		B
04300 W B MASON CO INC*							
18-02585	10/03/18	2019 CALENDARS	Open	226.68	0.00		
05064 CAPE ISLAND GRAPHICS*							
18-02727	10/18/18	HALLOWEEN SIGNS FOR PARADE	Open	75.00	0.00		
05083 SJSHORE MARKETING LIMITED							
18-02656	10/10/18	MESH & VINYL BANNERS FOR SPORT	Open	496.43	0.00		
18-02716	10/18/18	VETERANS DAY POSTERS/FLYERS	Open	521.79	0.00		
				1,018.22			
5005 THE MASTERS OF MAGIC AND FUN							
18-02609	10/04/18	FACE PAINTER & BALLOON ARTIST	Open	1,000.00	0.00		
5053 ANTHONY GRETO							
18-02765	10/23/18	CONTRACTUAL REIMBURSEMENT V	Open	80.00	0.00		
6004 LERETA, LLC							
18-02841	11/01/18	REFUND DUPLICATE PAYMENT TAX	Open	910.28	0.00		
6059 USABLE LIFE							
18-02803	10/29/18	NOVEMBER 2018 #50018426-0001	Open	598.93	0.00		
6071 UNITED UNIFORMS LIMITED LIAB*							
18-02329	08/31/18	UNIFORMS	Open	142.98	0.00		
18-02447	09/17/18	UNIFORMS	Open	512.94	0.00		
18-02583	10/03/18		Open	2,062.41	0.00		
				2,718.33			
7019 OCEAN VIEW VETERINARY*							
18-02722	10/18/18	VET SERVICES 10/10/18	Open	130.00	0.00		
7054 GOOD DAY FOR A RUN							
18-02663	10/10/18	RETURN OF UNUSED ESCROW	Open	703.75	0.00		
7098 SHORE VETERINARIAN ANIMAL *							
18-00139	01/16/18	ANIMAL CNTRL DNE $54K RES18-20	Open	4,500.00	0.00		B
7115 LIFELINE TRAINING LP*							
18-01870	07/03/18	TRAINING 09-26-18	Open	836.00	0.00		
7181 JENNIFER KELLY,PHD,LLC*							
18-02604	10/04/18	PRE-EMPLOYMENT EXAM	Open	400.00	0.00		
7196 LAUREN HUGGINS SUIT*							
18-00085	01/10/18	RES 18-09 DNE $10,400	Open	866.67	0.00		B
7199 STAPLES CREDIT PLAN-INSTORE PU							
18-02598	10/04/18	OFFICE SUPPLIES	Open	6.89	0.00		
18-02641	10/09/18	OFFICE SUPPLIES-COURT	Open	755.39	0.00		

Vendor # Name / PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7199 STAPLES CREDIT PLAN-INSTORE PU Continued							
18-02648	10/10/18	SUPPLIES-VETERANS DAY PARADE	Open	132.83	0.00		
				895.11			
7225 FARM-RITE,INC*							
18-02668	10/11/18	COUNTY TRACTOR	Open	260.60	0.00		
7335 MAIL FINANCE/NEOPOST							
18-02733	10/18/18	POSTAGE MACHINE 8/17-11/16/18	Open	1,890.00	0.00		
7354 FLEETPRIDE INC.*							
18-02773	10/24/18	CAST ELBOW	Open	156.78	0.00		
18-02799	10/29/18	TRUCK 20 ROLLOFF	Open	2,296.78	0.00		
				2,453.56			
7408 STEPHEN J. ALEXANDER SR							
18-02704	10/16/18	CONTRACTUAL REIMBURSEMENT V	Open	258.00	0.00		
7475 SUZANNE M SCHEID							
18-02684	10/15/18	CONTRACTUAL REIMBURSEMENT M	Open	74.00	0.00		
7508 BLANEY & KARAVAN PC*							
18-00131	01/11/18	RES# 18-05 PROSECUT DNE 37,500	Open	3,125.00	0.00		B
7576 ROBERT THOMPSON JR.							
18-02682	10/15/18	CONTRACTUAL REIMBURSEMENT M	Open	315.46	0.00		
7618 MEGONIGAL ELECTRIC LLC*							
18-02649	10/10/18	INSTALL HIGH VOLTAGE POWER SUP	Open	1,200.00	0.00		
18-02667	10/11/18	INSTALL SURGE STRIP FOR MODEM	Open	180.00	0.00		
18-02709	10/18/18	SERVICE CALL-REC.DEPT. & BENNE	Open	150.00	0.00		
18-02714	10/18/18	LIGHTING FOR STORAGE SHED	Open	948.00	0.00		
				2,478.00			
7636 MOTT MACDONALD LLC*							
16-02312	08/29/16	ENGINEERING FOR ROSEANN AVE	Open	38,110.08	0.00		B
17-01015	04/13/17	BEACH DRIVE PED SFTY IMPROVEMT	Open	306.00	0.00		B
18-01691	06/11/18	ROSEANN AVE/BAYSHORE ESTATES	Open	15,063.00	0.00		B
18-01767	06/20/18	RES 18-214 BEACH ACCESS IMPROV	Open	14,307.00	0.00		B
18-02192	08/10/18	REC CENTER BATHROOM	Open	16,702.50	0.00		B
18-02229	08/16/18	USACE PLANS	Open	1,575.00	0.00		B
18-02439	09/14/18	RESOLUTION 2018-267	Open	1,794.00	0.00		
18-02467	09/18/18	EMERGENCY REPAIR TO PIPE LINE	Open	10,255.10	0.00		B
18-02758	10/23/18	PROFESSIONAL ENGINEERING	Open	415.50	0.00		
18-02759	10/23/18	PROFESSIONAL ENGINEERING	Open	83.10	0.00		
18-02760	10/23/18	PROFESSIONAL ENGINEERING	Open	41.55	0.00		
18-02761	10/23/18	PROFESSIONAL ENGINEERING	Open	235.45	0.00		
18-02762	10/23/18	PROFESSIONAL ENGINEERING	Open	496.65	0.00		
				99,384.93			
7728 SOUTH JERSEY ENERGY							
18-02790	10/26/18	9/19/18-10/17/18	Open	237.91	0.00		

Vendor # Name / PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7747 KENNETH WALKER							
18-02735	10/18/18	CONTRACTUAL REIMBURSEMENT V	Open	75.00	0.00		
7748 JAMES MATHIS							
17-00838	03/27/17	2017 EQUIPMENT ALLOWANCE	Open	89.31	0.00		B
7749 WILLIAM KOCIS							
18-02833	10/31/18	CONTRACTUAL REIMBURSEMENT V	Open	155.00	0.00		
7811 KYOCERA DOCUMENT SOLUTION AMER							
18-02536	09/26/18	POOLED SERVICES 21230/21231	Open	78.00	0.00		B
7820 DEBLASIO & ASSOCIATES, P.C*							
18-01007	04/10/18	ENGINEERING ROAD RECONSTRUCT	Open	4,455.00	0.00		B
18-02168	08/08/18	ENGINEERING 2018 ROAD PROGRAM	Open	11,565.00	0.00		B
				16,020.00			
7833 AARONS MOBILE DETAILING LLC*							
18-02605	10/04/18	PATROL UNIT DETAILING	Open	2,400.00	0.00		
7929 AMAZON CAPITAL SERVICES, INC							
18-02659	10/10/18	TONER FOR COPIER	Open	98.60	0.00		
18-02706	10/17/18	BATTERIES/PEN	Open	43.44	0.00		
18-02715	10/18/18	SUPPLIES	Open	441.30	0.00		
18-02719	10/18/18		Open	266.46	0.00		
18-02721	10/18/18	100 CUP STAINLESS STEEL COFFEE	Open	239.90	0.00		
18-02743	10/19/18	OFFICE SUPPLIES	Open	166.78	0.00		
18-02767	10/24/18	OFFICE SUPPLIES	Open	98.47	0.00		
				1,354.95			
7933 DITTO INK,LLC*							
18-01121	04/23/18	T-SHIRTS TEAMSTERS	Open	194.88	0.00		
7943 ERNEST A & MARCIA H PAULUS							
18-02700	10/16/18	REFUND VET B 352.02 L 1	Open	250.00	0.00		
7959 ALL PRO TEAM SPORTS							
18-02042	07/25/18	CHIN STRAPS FOR HELMETS	Open	305.00	0.00		
7985 EAW SECURITY							
18-02666	10/11/18	CAPE KEY TIP//CLEANING BRUSH	Open	920.74	0.00		
8005 RICHARD JOHN MILLER							
18-02545	09/27/18	ARBITRATION TOWNSHIP/AFSCME	Open	1,750.00	0.00		
8006 HOMESTEAD REAL ESTATE							
18-02557	10/01/18	REFUND REG 320 E PACIFIC AVE	Open	125.00	0.00		
8007 FORESIGHT ENVIROPROBE INC							
18-02664	10/10/18	RETURN OF UNUSED ESCROW	Open	1,681.87	0.00		
8015 INTERVET INC							
18-02657	10/10/18	HOME AGAIN CHIP SCANNER	Open	298.00	0.00		

Vendor # Name / PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
8016 NANCY SAIGN							
18-02690	10/15/18	REFUND FOR NATURE TRAILS PROGR	Open	40.00	0.00		
8017 ROBERT CLAXTON JR							
18-02689	10/15/18	REFUND FOR NATURE TRAILS PROGR	Open	40.00	0.00		
8018 ANDREW & JANICE WASNICK							
18-02702	10/16/18	REFUND VET B 518 L 58	Open	915.92	0.00		
8019 JOHN J KOLLIN							
18-02701	10/16/18	REFUND VET B 496.29 L 32	Open	1,288.32	0.00		
8020 EDWARD A UETZ							
18-02703	10/16/18	REFUND VET B 495.06 L 7	Open	784.11	0.00		
8021 BRANDAN WENDLING							
18-02750	10/22/18	WRESTLING-COACH	Open	41.41	0.00		
8022 AMBER LAUBACH							
18-02764	10/23/18	NATURE TRAILS REFUND	Open	40.00	0.00		
8024 THOMAS CHESTNUT							
18-02768	10/24/18	VET REFUND B 537 L 20-2018-330	Open	250.00	0.00		
8025 MEGAN WEATHERBY							
18-02804	10/29/18	REF REGISTRATION NATURE TRAIL	Open	40.00	0.00		
DUNKI DUNKIN DONUTS							
18-02688	10/15/18	RIBBON CUTTING @DPS BLDG	Open	107.92	0.00		
HARRB BRYCE HARRELL							
18-02802	10/29/18	WRESTLING-COACH	Open	56.41	0.00		
KIRSCHN SCOTT KIRSCHNER							
18-02769	10/24/18	VET REFUND B 20 L 53 -2018-330	Open	92.61	0.00		
SIXSM LLOYD SIXSMITH*							
18-02411	09/11/18	RECREATION AIDE SHIRTS	Open	1,602.00	0.00		
WELLSF WELLS FARGO REAL ESTATE TAX							
18-02780	10/25/18	REFUND OVERPAYMENT OF TAXES	Open	250.00	0.00		

Total Purchase Orders: 178 Total P.O. Line Items: 0 Total List Amount: 1,154,596.21 Total Void Amount: 0.00

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

RESOLUTION #2018-329

Title: AUTHORIZING THE PAYMENT OF VOUCHERS

Vendor	Description	CK #	Amount
Karen Fournier	Reimbursement for wellness	63316	$ 132.79

TOTAL Manual Checks	$ 132.79
TOTAL Computer Generated	$ 1,154,596.21
TOTAL Bill List	$ **1,154,729.00**

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 5, 2018

Julie A Picard, Township Clerk

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

RESOLUTION #2018-330

Title: **AUTHORIZATION FOR REFUND OF TAXES**

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

WHEREAS, a refund is due.

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

Block	Lot	Refund To	Reason	Tax
352.02	1	Ernest A Paulus	Exempt Vet – Vet Ded	$ 250.00
495.06	7	Edward A Utez	Exempt Vet – Sr Citz Ded	$ 250.00
			Exempt Vet – Vet Ded	$ 250.00
			Exempt Vet – Taxes	$ 284.11
496.29	32	John J Kollin	Exempt Vet – Taxes	$ 1,288.32
518	58	Andrew & Janice Wasnick	Exempt Vet – Taxes	$ 915.92
537	20	Thomas Chestnut	Exempt Vet – Vet Ded	$ 250.00
677	2	Wells Fargo	Over Pymt of Tax	$ 250.00
20	53	Kirschner, Scott	Exempt Vet	$ 92.61
530	25	Seterus c/o Lereta	Dup Pymt	$ 910.28

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 5, 2018.

Julie A Picard, Township Clerk

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

RESOLUTION #2018-331

Title: **TRANSFER OF 2018 APPROPRIATIONS**

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

NOW, THEREFORE BE IT RESOLVED by the Township Council of the Township of Lower, State of New Jersey that the following transfers totaling $121,010 be made between the 2018 budget appropriations:

LINE ITEM		ACCT. NUMBER	FROM	TO
B&G	S&W	8-01-20-310-100	5,000.00	
B&G	OE	8-01-20-310-300	10,000.00	
OEM	S&W	8-01-25-252-100	3,010.00	
TIPPING FEES	OE	8-01-32-465-600	100,000.00	
COURT	OE	8-01-43-490-200	3,000.00	
INSURANCE	OE	8-01-23-220-400		121,010.00
			121,010.00	121,010.00

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 5, 2018.

Julie A Picard, Township Clerk

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

RESOLUTION #2018-332

Title: CERTIFICATION OF LOT CLEARING CHARGES TO THE TAX COLLECTOR

WHEREAS, Ordinance #99-10 establishes the minimum regulations governing the conditions and maintenance of all property, buildings and structures within the Township of Lower, which is also known as the Property Maintenance Code; and

WHEREAS, according to Section 302, Exterior Property Areas of the Property Maintenance Code, all premises and exterior property shall be maintained in a clean, safe and sanitary condition; and

WHEREAS, the properties listed below contained conditions which violated Section 302 of the Property Maintenance Code; and

WHEREAS, the Township of Lower has abated the conditions pursuant to the requirements of the Property Maintenance Code and desires to place a lien on the properties listed below:

Block	Lot	Name	Property Location	Amount	Admin Fee	Lien Amount
496.02	6	VANDERHOOF, RICHARD & MEGHAN	111 FIRE LANE	$ 350.00	$ 500.00	$ 850.00
					TOTAL	**$ 850.00**

WHEREAS, the Code Enforcement Officer of the Township of Lower has certified the costs incurred to abate such conditions to the Township Council, which has examined the certification and has found it to be correct.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the costs and fees set forth above, incurred by the Township of Lower to abate the unlawful conditions on the properties listed above are charged as a lien against such properties, to be added to and become part of the taxes next to be assessed and levied upon such properties, to bear interest at the same rate as taxes, and to be collected and enforced in the same manner as taxes.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 5, 2018.

Julie A Picard, Township Clerk

Memo

To: Julie Picard, Clerk

From: Walter Fiore, Code Enforcement Officer

Subject: Liens for Lot Clearings

Date: **October 17, 2018**

CC: File

I respectfully request liens be placed on the properties listed below for lot clearing charges incurred by the Township.

Please note the Township cost to be added to all liens is $500.00

BLK/LOT	Name (As Assessed)	Amount	Property Location
496.02 / 6	VANDERHOOF, RICHARD J & MEGHAN	$350.00	111 FIRE LANE

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

RESOLUTION #2018-333

Title: **CERTIFICATION OF BEST PRACTICES INVENTORY**

WHEREAS, the New Jersey State Appropriations Act (P.L. 2011, c85) requires the Division of Local Government Services (DLGS) to determine the payment amount for each municipality's final share of State Aid based upon the results of the Best Practices Checklist; and

WHEREAS, the purpose of the Best Practices worksheet is to promote and improve financial accountability and transparency by withholding some or all of the final payment of State Aid from municipalities who do not score high enough on the annual worksheet; and

WHEREAS, the attached 2018 Best Practices worksheet for the Township of Lower shows that the Township scores 95%.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the 2018 Best Practices Inventory has been reviewed and can be forwarded to the State of New Jersey Department of Community Affairs.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 5, 2018.

_____

Julie A Picard, Township Clerk

Best Practices Worksheet CY 2018/SFY2019

		Lower Township (Cape May)			
0505		*Please see Color Key at bottom of sheet for limits on answers*			
	Answer	Question	Comments		
		Core Competencies			
1	Yes	Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?			
2	Yes	Has your municipality filed a copy of all current shared service agreements and amendments thereto, for which it provides a shared service, along with the estimated savings for each party, with the Division as required by N.J.S.A. 40A:65-4b (excluding cooperative purchasing agreements governed by the Local Public Contracts Law)?			
3	N/A	If a final judgment has been entered against the municipality in a legal matter such as a tax appeal, tort claim, or contractual dispute, and there is no further adjudication, or if the municipality reached a final settlement of a legal matter in the past year, has your municipality satisfied its obligations under the final judgment or settlement in a timely fashion pursuant to its terms? This question cannot be answered "Yes" if your municipality has satisfied a judgment or settlement but additional interest and/or other penalties have been imposed for noncompliance with its terms. This question does not apply to claims adjudicated or settled by the municipality's JIF or insurance carrier.			
4	Yes	The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. Compliance by local elected officials is particularly important. Have all of your local elected officials filed their Financial Disclosure Form in 2018 that covers the 2017 calendar year?			
5	N/A	If the amount of a final judgment not covered by a JIF or an insurance carrier exceeds the amount of reserves set aside through prudent fiscal planning, has your municipality submitted a timely refunding bond application to the Local Finance Board in order to satisfy the judgment?			
6	Yes	Has your municipality adopted a written vehicle use policy prohibiting personal use of municipal vehicles except for commuting? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.			
7	N/A	Having conducted a review of several LOSAP Programs across the State, on June 30, 2015 the Office of the State Comptroller issued a report raising concerns about LOSAP program oversight and contributions not being made in compliance with applicable rules and regulations. Local Finance Notice 2016-3 discusses the report's findings and provides updated guidance on LOSAP administration. If your municipality administers a LOSAP Program, have relevant officials reviewed LFN 2016-3 to ensure compliance with the LOSAP statute and implementing regulations?			
8	Yes	Did your municipality file its Annual Financial Statement (AFS) with DLGS by the statutory deadline (Which may include the extended deadline of February 26, where applicable)?			

		Lower Township (Cape May)			
0505		*Please see Color Key at bottom of sheet for limits on answers*			
	Answer	Question	Comments		
9	N/A	Have all audit findings from the 2017 audit been identified in the corrective action plan? Please list the date the corrective action plan was submitted to DLGS under Comments. Only answer "N/A" if there were no audit findings in the 2017 audit.			
10	N/A	Have all audit findings from the 2016 audit been and addressed such that they are not repeated in the 2017 audit? If not, please list any repeat findings under Comments. Only answer "N/A" if there were no audit findings in the 2017 audit.			
11	Yes	Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that its auditor has filed a certified duplicate copy of the audit report with the Division? **You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.**			
12	Yes	Did your municipality file its Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 or July 31, as appropriate?			
13	Yes	Is your municipality fully compliant with all outstanding debt disclosure obligations as contained in Local Finance Notice 2014-09?			
14	N/A	The "Director's Ratio" (the average ratio of assessed to true market value) for each municipality as determined by the Director of the Division of Taxation, in the Table of Equalized Valuations promulgated annually pursuant to N.J.S.A. 54:1-35.1. A Director's Ratio of lower than 85 percent generally reflects inequitable assessments and the need for revaluation. N.J.A.C. 18:12A-1.14. If the ratio of assessed values to market values in your municipality is presently less than 85%, has your municipality retained an assessor, issued an RFP for revaluation services, or voted to conduct a revaluation within the next two years?			
15	N/A	Effective for CY2017/SFY2018 and CY2018/SFY2019 municipal budgets, the annual maximum contribution a municipality can appropriate for use by its volunteer fire companies or board of fire commissioners pursuant to N.J.S.A. 40A:14-34 is $150,750. In any municipality where there are more than three volunteer fire companies or fire districts, the governing body may appropriate an additional $50,000 annually for each additional volunteer company or fire district. At least 50% of the municipality's annual appropriation must be used by a volunteer fire company or board of fire commissioners for the purchase of fire equipment, materials and supplies. N.J.S.A. 40A:14-34 requires the volunteer fire company or fire district to provide the municipal governing body, on an annual basis, an accounting of the use of all municipal funds. See Local Finance Notice 2017-6R for further details. Is your municipality obtaining from each volunteer fire company or fire district an accounting of the use of all municipal funds?			
16	Yes	Did your municipality introduce and adopt its current year budget no later than the dates required by law or extended by the Director in Local Finance Notice 2017-26? This question may only be answered N/A if your municipality is under State Supervision or was instructed by the Division to delay budget adoption.			

Best Practices Worksheet CY 2018/SFY2019

		Lower Township (Cape May)			
0505		*Please see Color Key at bottom of sheet for limits on answers*			
	Answer	Question	Comments		
17	Prospective	Revenue earned from construction code enforcement fees must be dedicated to enforcing the UCC. N.J.A.C. 5:23-4.17 and 4.18 and Local Finance Notice 2017-15 establish detailed parameters governing municipal construction code fees. Can your municipality certify that its UCC enforcement fees do not exceed the level necessary?			
18	N/A	Bid Prequalification standards can comprise an anti-competitive practice. to ensure a fair and open process, state law requires the Director of the Division of Local Government Services to approve all prequalification regulations enacted by contracting units subject to the Local Public Contracts Law. Is your municipality compliant with the obligations set forth in N.J.S.A. 40A:11-25, including seeking Director approval prior to implementing and enforcing all prequalification regulations? "N/A" is only applicable where the municipality has not adopted any prequalification regulations.			
19	Yes	Does your municipality publish the required notices regarding professional services contracts to keep the public informed about the cost of professional services?			
20	Yes	N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. Has your municipality filed all current contracts with PERC?			
21	Yes	Has your municipality taken measures to prevent employee discrimination and promote equal pay for all groups protected under the Law Against Discrimination (N.J.S.A. 10:5-1 et seq.) in light of the "Diane B. Allen Equal Pay Act" (P.L. 2018, c. 9), which greatly increases municipal liability for the failure to assure such protections?	RES #2018-200		
		Additional Best Practices			
22	Yes	Has your municipality explored shared service opportunities with other local governments (including boards of education) within the past year? In the Comments section, please identify all shared service opportunities explored, whether an agreement resulted and, where no agreement was reached, the reason(s) why.	**LTBOE - SRO and maintenance; LTMUA - infrastructure cooperation; CAPE MAY COUNTY - Garage services**		
23	N/A	Have sufficient reserves been allocated towards satisfying any potential final judgment or settlement in a legal matter that is presently ongoing, including toward any deductible requirement imposed by the municipality's JIF or insurance carrier?			
24	Yes	Does your municipality add a fringe benefit value to the gross income reported on the employee's W-2 for employees authorized to use municipal vehicles for commuting to/from work (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.			

		Lower Township (Cape May)			
0505		*Please see Color Key at bottom of sheet for limits on answers*			
	Answer	Question	Comments		
25	Yes	Within the past year, has your municipality's governing body assessed the authority or authorities it has created to ascertain whether they continue to serve the public interest and are more efficient than other means of providing the same services and/or financing public facilities?			
26	Yes	Have the governing body's findings and conclusions from the annual review of its authorities been discussed as a public agenda item at a scheduled governing body meeting?			
27	Yes	Has the governing body's findings and conclusion from the annual review of its authorities been incorporated into the publicly available meeting minutes? (Please identify the meeting date under "Comments.")	11/5/2018		
28	Yes	Payments In Lieu of Taxes (PILOTs) are often used to spur economic development. It is imperative that municipalities monitor PILOT agreements to ensure recipients comply with all agreement terms, including timely payment and reporting. Does your municipality have an appropriate official designated to monitor exemptions granted pursuant to the Long-Term Exemption Law, N.J.S.A. 40A:20-1 et seq., and Five-Year Exemptions/Abatements granted pursuant to N.J.S.A. 40A:21-1 et seq.?			
29	Yes	Does your municipality have a documented process for ensuring compliance with the terms of each PILOT agreement?			
30	Yes	In the past year, has your municipality analyzed whether changes to its master plan and zoning ordinances could improve flood and storm resiliency? For towns that have experienced repeated or extended power outages in the past few years, please note in the comments whether public utilities have improved a) communications and b) performance in responding to those outages.			
31	Yes	If your engineer, planner, or land use board has recommended changes as part of the municipality's review of its master plan and zoning ordinances for flood and storm resiliency, is there a plan to implement the recommended changes? Please answer "No" or "Prospective" if your municipality has not reviewed its master plan and zoning ordinances to analyze whether changes could improve flood and storm resiliency.			
32	Yes	Has your municipality designated at least one staff member or consultant for community and economic development? One example would be a liaison designated to engage with businesses, developers, and investors to solicit redevelopment proposals.			
33	Yes	Does your municipality regularly coordinate planning, zoning, and development review activities (e.g. interdepartmental meetings)?			
34	Yes	Does your municipality actively maintain an inventory of blighted and vacant properties that would benefit from redevelopment?			
35	Prospective	Does your municipality have a current community and/or economic development plan with established metrics?			
36	Prospective	Does your municipality regularly review and measure progress toward the development goals set forth in its community and/or economic development plan?			
37	Yes	Does your municipality's capital improvement program coordinate the replacement of infrastructure to avoid disturbance of recent capital projects and avoid duplicated efforts?			
38	Yes	Is your municipality dedicating sufficient revenues to fund maintenance, repair and replacement of environmental and transportation infrastructure?			

Best Practices Worksheet CY 2018/SFY2019

		Lower Township (Cape May)			
0505		*Please see Color Key at bottom of sheet for limits on answers*			
	Answer	Question	Comments		
39	Yes	Municipalities are encouraged to investigate all available grant opportunities; however, certain grants require commitment of matching funds, staffing levels, etc. For each grant accepted within the past year, have each grant's benefits exceeded or are they expected to exceed the actual and/or potential costs of the grant.			
40	Yes	While the issuance and renewal of bond anticipation notes can be a reasonable and prudent financing mechanism, failing to take advantage of low interest rates on permanent financing can cause municipalities to incur unnecessary carrying and issuing costs. Has your municipality evaluated its outstanding bond anticipation notes and developed a strategy to move toward permanent financing?			
41	Yes	Local Finance Notice 2018-13 discusses the Local Finance Board's recent adoption of regulations permitting all local units, county colleges, and school district boards of education/boards of trustees to use standard electronic funds transfer (EFT) technologies for payments. Has your municipality's chief financial officer and head procurement official reviewed this Notice with the governing body to determine where the use of electronic payment methods could benefit the municipality?			
42	Yes	Has your municipality assessed whether the Local Finance Board's adopted EFT regulations require changes in the municipality's current claims payment procedures as pertain to electronic payment methods?			
43	Yes	Does your municipality have a professional or professionals capable of evaluating and recommending PILOTs assess the utility and value of a PILOT before formalizing negotiations and entering into a PILOT agreement?			
44	Prospective	Other states such as California and Florida have enacted Property Assessed Clean Energy (PACE) legislation that authorizes municipalities to establish programs for public or private financing of energy, water and storm resilience projects through the use of voluntary special assessments for certain property owners. There is currently a bill pending before the New Jersey Legislature, S-1611, that would authorize these PACE programs in New Jersey. Is this something that your municipality would take advantage of?			
45	Yes	Does your municipality have a professional planner on staff?			
46	Yes	The New Jersey Infrastructure Bank (NJIB, formerly NJEIT) offers low-cost financing to local governments to reduce the cost of transportation and environmental infrastructure projects. If your municipality will require financing for such projects, will it consider financing through NJIB?			
47	Yes	Have you evaluated the SALT Charitable Contribution Law (P.L. 2018, c.8) and considered its implementation?			
48	No	Does your municipality buy hybrid vehicles in all cases except where no hybrid is available that meets the municipality's needs? You may respond "N/A" only if the municipality does not own any vehicles.			
49	No	Does your municipality own any electric vehicles?			
50	Yes	Is your municipality adhereing to the mandatory, proven emergency procurement standards to ensure a process that minimizes costs to the municipality?			
51	Yes	Has your municipality adopted and implemented a more restrictive pay-to-play ordinance than the state's pay-to-play laws?	Ord #2004-10		

		Lower Township (Cape May)			
0505		*Please see Color Key at bottom of sheet for limits on answers*			
	Answer	Question	Comments		
52	Yes	Does your municipality only provide health care benefits for full time employees and officials (ie: >30 hours per week)? Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No".			
53	Yes	Does your municipality have a policy that fixes the reimbursement rate for full-time employees who waive benefits at the lesser of 25% or $5,000, after deducting the employee's required contribution from the premium cost?			
54	No	The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with labor counsel for more detailed guidance). Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA?			
55	Yes	Does your municipality ensure that employees complete and file standardized forms to verify all employee time worked (e.g. time cards, electronic time keeping)?			
56	Yes	Does your municipality maintain centralized records accounting for all employee leave time earned and used?			
57	Yes	Are all employee time and attendance documentation reviewed and independently verified before payroll/processing?			
58	Yes	Has your governing body reviewed the municipality's policies on the use of criminal history when making personnel decisions, to ensure that it does not violate Title VII in light of the 2017 amendments to the Local Budget Law (P.L. 2017, c. 183)?	Resolution #2018-199		
59	Yes	Does your municipality have an established, documented process requiring department heads to submit notice of outside employment to the municipality prior to undertaking that employment?			
60	Yes	Upon receiving a notice of outside employment from a department head, does your municipality's human resources office or equivalent assess whether a conflict of interest exists?			
61	Yes	Employee personnel manuals serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of municipal vehicles, smoking and political activity, among others. Has your municipality adopted or updated an employee personnel manual by resolution or ordinance within the last five years? **If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.**	8/15/2016		

		Lower Township (Cape May)			
0505		*Please see Color Key at bottom of sheet for limits on answers*			
	Answer	Question	Comments		
		Opportunity Zones Survey			
	If your municipality is on the list found in Column K, also answer the questions below. If not, please ignore and proceed to row 223:				
	The Opportunity Zones program was enacted as part of the 2017 federal Tax Cuts and Jobs Act and is designed to drive long-term capital investments into low-income rural and urban communities. This federal program provides opportunities for private investors to support investments in distressed communities through participation in Qualified Opportunity Funds.				
	This survey is intended to gauge the needs, priorities, and capacities of municipalities with designated Opportunity Zones, to aid the State in helping these communities attract locally-appropriate businesses, investment, and development and make the most of their Opportunity Zone designations.				
		For more information about Opportunity Zones, click the following link:	https://www.state.nj.us/dca/divisions/lps/opp_zones.html		
		For an interactive map of New Jersey Opportunity Zones, click the following link:	http://njdca.maps.arcgis.com/apps/View/index.html?appid=e2c7f2634ced45cd91c3ca52ab3f9989		
62	Yes	Has your municipality developed a strategy around attracting businesses and investment to its Opportunity Zones?			
63	N/A	*If "No", would you like help developing a strategy?*			
64	Yes	Does your municipality employ a professional or professionals that engage with developers, investors, or businesses and thoroughly review proposed projects?			
65	Yes	Has your municipality been approached by developers, investors, or businesses interested in making Opportunity Zone investments (i.e. business development/expansion, property development) within your municipality?			
66		*If "Yes", who were you specifically approached by (check all that apply)?*			
		☐ Local Business Owner			
	Yes	☑ Other Business Owner			
		☐ Local Investor			
	Yes	☑ Other Investor			
		☐ Local Developer			
	Yes	☑ Other Developer			

Best Practices Worksheet CY 2018/SFY2019

		Lower Township (Cape May)			
0505		***Please see Color Key at bottom of sheet for limits on answers***			
	Answer	Question	Comments		
67		*If approached by a developer or business owner, which category would they fall into?*			
	Yes	☑ Residential developer, real estate development, or property management company			
		☐ Retail			
		☐ Light industrial			
		☐ Heavy industrial			
		☐ Restaurant, entertainment, or hospitality			
		☐ Professional services			
		☐ Information technology			
		☐ Other (please describe in column E)			
68		*What information were they seeking from your municipality (if applicable)?*			
		☑ Info on zoning, permitting, and approval process			
		☑ Info on local tax incentives and subsidies such as tax abatements, PILOTs, & Redevelopment Area Bonds			
		☐ Info on vacant land and available properties			
		☑ Info on redevelopment areas			
		☑ Info on existing development activity			
		☐ Other (please describe in column E)			
69	Yes	If your municipality has one or more Areas in Need of Redevelopment, has it reviewed and updated them within the past three years?			
70	Commercial -industrial	In terms of real estate and economic development, which area (if any) is your top priority?			
71	Redevelopment of existing structures	Which is more important, development of vacant sites and land or redevelopment of existing structures?			
72	Sidewalks	What type of capital improvement does your municipality see as its top priority?			

Best Practices Worksheet CY 2018/SFY2019

		Lower Township (Cape May)			
0505		*Please see Color Key at bottom of sheet for limits on answers*			
	Answer	Question	Comments		
73		After people, what are your municipality's distinctive assets?			
		☑ Education			
		☑ Tourism			
		☑ Affordable Housing			
		☐ Transit Access			
		☐ Industrial Hub			
		☑ Transportation Hub			
		☑ Business Hub			
		☑ Cultural Center			
		☑ Entertainment Venue			
		☐ Other (please describe in column E)			
74		What are the major challenges to development in your municipality?			
		☑ Lack of employment opportunities			
		☑ Limited range of housing options			
		☐ Lack of developable sites			
		☐ Preserving existing community character			
		☐ Limited access to public services			
		☐ Poor public infrastructure			
		☐ Poor access to transportation			
		☐ Access to essential services reachable within 10 min. by foot or other mode of transport			
		☐ Below average math and language arts proficiency scores			
		☑ Lack of child care facilities			
		☐ Stranded assets			
		☑ Lack of high speed internet connectivity			
		☐ Environmental contamination			
		☑ Lack of interest from developers and investors			

Best Practices Worksheet CY 2018/SFY2019

		Lower Township (Cape May)			
0505		***Please see Color Key at bottom of sheet for limits on answers***			
	Answer	Question	Comments		
75		What type of economic development is your municipality actively pursuing?			
		☑ Retail			
		☑ Light industrial			
		☑ Heavy industrial			
		☐ Transportation/logistics			
		☑ Tourism			
		☑ Transit			
		☑ Restaurants/entertainment/leisure activity			
		☑ Office space			
		☑ Tech			
		☐ Higher Ed			
		☐ Energy			
		☐ Not pursuing economic development			
		Do you have an up-to-date list of:			
76	No	*Distinctive community assets*			
77	Yes	*Abandoned and blighted properties*			
78	Yes	*Foreclosed properties*			
79	No	*Commercial projects planned to begin within 1 year*			
80	Yes	*Municipal projects planned to begin within 1 year*			
81	No	*Planned business expansions*			
82	Yes	*The 10 largest private employers in your municipality*			
83	No	*Stalled projects due to funding gaps*			
84		If "Yes", provide the name of each project, the full address, a short description that includes the primary developer (if applicable), the estimated value of the development (i.e. total permitted value), and the reason for lack of progress.			
85	Yes	Does your municipality have any other known, upcoming development projects within its Opportunity Zone(s)? (See DCA interactive map for zone boundaries):			
		http://njdca.maps.arcgis.com/apps/View/index.html?appid=e2c7f2634ced45cd91c3ca52ab3f9989			
86		If "Yes", provide the name of each project, the full address, a short description that includes the primary developer (if applicable), the estimated value of the development (i.e. total permitted value), and its status (if known)			

Best Practices Worksheet CY 2018/SFY2019

		Lower Township (Cape May)			
0505		*Please see Color Key at bottom of sheet for limits on answers*			
	Answer	Question	Comments		
	Name	**Address (street number, street name, town, zip code)**	**Description and Developer**	**Estimated Value**	**Status**
1	**Tech Village**	Cape May County Airport Breakwater Road, North Cape May 08204	Cape May County	TBD	Approved By Muni.
2	**20 Unit Housing Development**	115 Breakwater Road, North Cape May 08204	MMC Construction	TBD	In Progress
3					Select
4					Select
5					Select
6					Select
7					Select
	0	Select			
	45	Yes			
	3	No			
	9	N/A			
	4	Prospective			
	61	**Total Answered:**			
	58	Score (Yes + N/A + Prospective)			
	95%	Score %			
	0%	Percent Withheld			

Best Practices Worksheet CY 2018/SFY2019

		Lower Township (Cape May)			
0505		*Please see Color Key at bottom of sheet for limits on answers*			
	Answer	Question	Comments		
		Chief Administrative Officer's Certification			
		I hereby certify that the information provided in this Best Practices Inventory is accurate	Certification #(s)		
		to the best of my knowledge.			
		Name & Title	**Date**		
		James Ridgway, Township Manager	**11/5/2018**		
		Chief Financial Officer's Certification			
		I hereby certify that the information provided in this Best Practices Inventory is accurate	Certification #(s)		
		to the best of my knowledge.	**NO423, T1501**		
		Name	**Date**		
		Lauren Read	**11/5/2018**		
		Municipal Clerk's Certification			
		I hereby certify that the Governing Body of the Township of Lower in the County of			
		Cape May discussed/will discuss the CY 2018/SFY 2019 Best Practice Inventory as			
		completed herein at a public meeting on 11/5/18, with the Inventory results, and the			
		certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to	Certification #(s)		
		be stated in the minutes of said public meeting.	**1673**		
		Name	**Date**		
		Julie A. Picard	11/5/2018		
		Red = Repeat Question; Prospective answers not permitted			
		Blue = Questions where neither "not applicable" nor "N/A" answers are permitted			
		Green = Questions where neither "Prospective" nor "Not Applicable" are permitted			
		No Color = "Yes"; "No"; "Prospective" and "Not Applicable" are all permissible answers			
	Score	Aid Withheld			
	46-61	No aid withholding			
	36-45	25% of final aid payment withheld			
	26-35	50% of final aid payment withheld			
	0-25	100% of final aid payment withheld			

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

RESOLUTION #2018-334

Title: **APPROVAL FOR LOWER TOWNSHIP VETERANS DAY PARADE**

WHEREAS, Veterans are a vital part of our Community, and in honor of our Veterans, Lower Township will be hosting a Parade on Saturday, November 10, 2018; and

WHEREAS, Lower Township has received approval from the Cape May County Board of Chosen Freeholders to close a portion of Bayshore Road (County Road No. 603) from the Villas Fire House to the Lower Township Municipal Hall from 10:30 am until the conclusion of the parade, approximately 12:30 pm.

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

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 5, 2018.

_____

Julie A Picard, Township Clerk

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

RESOLUTION #2018-335

Title: **APPOINTMENT OF AMY BELASCO AS REGISTRAR OF VITAL STATISTICS**

WHEREAS, per statute N.J.S.A. 26:8-15; any vacancy in the position of Local Registrar must be filled within ten (10) days; and

WHEREAS, the new appointee must obtain the CMR Certification within six (6) months of appointment; and

WHEREAS, Amy Belasco will be enrolled in the first available CMR Initial training.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Amy Belasco is hereby appointed as Lower Township's Registrar of Vital Statistics.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 5, 2018.

_____

Julie A Picard, Township Clerk

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

RESOLUTION #2018-336

Title: **A RESOLUTION REQUESTING RELEASE OF PERFORMANCE GUARANTEE FOR DiFELICE, 1205 BAYSHORE ROAD; BLOCK 137, LOT 10; ESCROW #Z17-02-01**

WHEREAS, Rino's Pizza posted a Performance Guarantee with the Township of Lower, in the amount of $3,150.00; and

WHEREAS, the Township Engineer has recommended the improvements having a total value of $3,500.00 were bonded.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the Performance Guarantee be and hereby is **released.**

BE IT FURTHER RESOLVED that the Township Treasurer is granted permission to issue a check in the amount of $3,150.00 plus any accrued interest for payment of the above released Guarantee.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 5, 2018.

_____

Julie A Picard, Township Clerk

MEMORANDUM

TO: Mayor Erik Simonsen &
Council members

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

DATE: October 29, 2018

RE: DiFelice
1205 Bayshore Road
Villas, NJ 08251
Block 137, Lot 10
Resolution # 2018-336

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

Pursuant to the above referenced Subsection 400-81E, Resolution # 2018-336 is required to release the Performance Guarantee held in trust by the Township of Lower for Rino's Pizza/DiFelice, Block 137, Lot 10. The required final inspection report, certifying completion, compliance and condition of the work, has been received from the Township Engineer, Mott MacDonald Engineers.

The Township Engineer recommends release of the retained $3,150.00.

The inspection and construction costs of the bonded improvements have been paid for by the developer.

att:1

cc: financial file

MOTT MACDONALD

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

Via E-mail

Your Reference
Twp. No. Z17-02-01

Our Reference
MM No. 380640ZB03

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

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

Maurice DiFelice Block 137, Lots 10, 25, 26, 27, 28 & 29 Minor Subdivision
Township of Lower, Cape May County

October 29, 2018

Dear Mr. Galestok:

The applicant has requested release of the performance guarantee for the above referenced project. Based on the revisions to the Municipal Land Use Law related to performance and maintenance guarantee posting, it is recommended that the performance guarantee be released. The regulations no longer require a performance guarantee be posted for the proposed improvements associated with this project. Please note however that removal of 5' wide asphalt strip, driveway paving, final grading, and topsoil and seeding still remain to be complete.

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

Very truly yours,

Mott MacDonald, LLC

Shawn A. Carr, PE, CME
Senior Project Engineer
T 609.465.9377 F 609.465.5270
Shawn.carr@mottmac.com

SAC

cc: Lisa Schubert, Board Secretary (via email)
Mark R. Sray, PE, CME, Mott MacDonald (via email)

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

RESOLUTION # 2018-337

Title: **AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME**

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to Jennifer Anzelone in the amount of **$2,761.64** is authorized and chargeable to the 2018 Budget account 8-01-25-240-123.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held November 5, 2018.

_____
Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: **Chief Mastriana**

FROM: **Ptl. Jennifer Anzelone**

DATE: **October 23, 2018**

SUBJECT: **Comp Time Sell Back**

Chief Mastriana,
I am respectfully requesting to cash out 60 hours of comp time
Thank you in advance for your consideration in this matter.

Respectfully Submitted,
Cpl Jennifer Anzelone 179
Jennifer Anzelone
Patrolman Badge 179

C File

Date		*Officer*	*Comments*
10/23/18			Forwarded to Chief Mastriana

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46•0274 =
2,761•644 *+

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

RESOLUTION # 2018-338

Title: **AUTHORIZING PAY OUT OF TERMINAL LEAVE**

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that a payment due to **Elizabeth Greenway** in the amount of $ 3,601.25 is authorized and chargeable to the Reserve for Accumulated Absences.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 5, 2018.

_____
Julie A Picard, Township Clerk

TOWNSHIP OF LOWER
RETIREMENT PAYOUT ANALYSIS
DATE:

EMPLOYEE:	Greenway, Elizabeth
DATE OF RESIGNATION	10/22/2018
DATE OF PAYMENT:	
RESOLUTION #:	

Annual Salary:	$41,049.37
Hourly Rate:	$22.55
Longevity	$0.00

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	11.00	22.55	248.10
Personal	33.19	22.55	748.64
Sick	0.00	22.55	0.00
Vacation	115.48	22.55	2,604.51
	159.67		
Terminal Leave Payout			**$3,601.25**

	(A)	(B)	(C)	(B * C) (D)	(E)	A + D - E (F)	
	Carryover	Annual	31 weeks / 52 weeks	Prorated Time Due	Time Used	Hours to be paid	
Comp	11.00			0.00		11.00	
Personal	23.50	28.00	0.60	16.69	7.00	33.19	contract max
Sick							840 hours
Vacation	77.75	110.25	0.60	65.73	28.00	115.48	
Total	112.25	138.25	1.19	82.42	35.00	159.67	

Accrual and time used are current to 02/28/18 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 # 2018-339

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to William Kocis in the amount of **$2,262.36** is authorized and chargeable to the 2018 Budget account 8-01-25-240-122.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held November 5, 2018.

_____
Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief William Mastriana

THRU: Sgt. Edwards

FROM: Patrolman William Kocis #207

DATE: 10/28/2018

SUBJECT: Comp Time Buy Out

Chief,

I am asking to submit this letter to payroll requesting a buy out of 100 hours accrued comp time. Thank you in advance for your attention to this request.

Respectfully Submitted,

William Kocis #207

William Kocis
Patrolman Badge 207

100• x
22•6236 =
2,262•360 *+

C *File*

Date	*Officer*	*Comments*
10/28/18		Forwarded to Chief Mastriana

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

RESOLUTION #2018-340

Title: **LOWER CAPE ALLIANCE, (July 1, 2019 to June 30, 2020)**

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey; and

WHEREAS, The Township Council of the Township of Lower, County of Cape May, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and

WHEREAS, the Township Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and

WHEREAS, the Township Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Cape May.

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

1. The Township Council does hereby authorize submission of a strategic plan for the Lower Cape Municipal Alliance grant for fiscal year 2019 (July 1, 2018 to June 30, 2019)in the amount of:

   DEDR $31,409
   Cash Match $ 7,852
   In-Kind $23,557

   The Township of Lower Cash Match portion will be $5,576

2. The Township Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 5, 2018.

Julie A Picard, Township Clerk

Governor's Council on Alcoholism and Drug Abuse
Fiscal Grant Cycle July 2014-June 2020

FORM 1A

FOR COUNTY USE ONLY
Approved:
_____ YES _____ NO
Date:

STRATEGIC PLAN FOR FUNDING MUNICIPAL ALLIANCES

Grant Year: FY 2020 (July 1, 2019 to June 30, 2020)

APPLICANT MUNICIPALITY/IES: Lower Township, West Cape May, Cape May, Cape May Point	COUNTY: Cape May
ALLIANCE NAME: Lower Cape Municipal Alliance	ALLIANCE WEBSITE:
ALLIANCE STREET ADDRESS: 2600 Bayshore Road TOWN: Villas STATE: NJ ZIP: 08251	
TELEPHONE: (609) 886-2005 x134	FAX: (609) 263-2142
ALLIANCE CHAIRPERSON: Carolann McDonald STREET ADDRESS: 1040 Idaho Avenue TOWN: Cape May STATE: NJ ZIP: 08204 EMAIL: cmcdonald@wwschools.org	ALLIANCE COORDINATOR: Colleen Crippen STREET ADDRESS: 2600 Bayshore Road. TOWN: Villas STATE: NJ ZIP: 08251 EMAIL: ccrippen@townshipoflower.org
DATE OF RESOLUTION AUTHORIZING THE STRATEGIC PLAN (MM/DD/YYYY): / /	

A) Alliance DEDR Allocation	$ 31,409
B) Cash Match (must be 25% of DEDR Allocation)	$ 7,852
C) In-Kind Match (must be 75% of the DEDR Allocation)	$ 23,557
TOTAL ALLIANCE BUDGET (add A+ B+C)	$ 62,818

Lower Township	Erik Simonsen	
*MUNICIPALITY	NAME/ MAYOR	SIGNATURE
*MUNICIPALITY	NAME/TITLE OF GOVERNING BODY REPRESENTATIVE	SIGNATURE
*MUNICIPALITY	NAME/TITLE OF GOVERNING BODY REPRESENTATIVE	SIGNATURE
Carolann McDonald		
ALLIANCE CHAIRPERSON	SIGNATURE	DATE

*** If a municipality is part of a consortium, a signature and resolution is required from all participating municipalities entering into the agreement. Signatures hereby accept all components of this grant including membership terms, Statement of Assurances and Fiscal Requirements.**

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

RESOLUTION # 2018-341

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to Michael James, Jr. in the amount of **$1,688.02** is authorized and chargeable to the 2018 Budget account 8-01-25-240-125.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held November 5, 2018.

_____
Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

William Mastriana
Chief of Police

CAPTAIN MARTIN BIERSBACH
Executive Officer

LT. WILLIAM PRIOLE
Administrative Lieutenant

LT. JOHN CHEW
Administrative Lieutenant

LT. DONALD VANAMAN
Operations Lieutenant

HEADQUARTERS
Cape May County Airport
405 Breakwater Road
Erma, NJ 08204

Office: (609) 886-1619
Fax: (609) 886-5289

Date: October 26, 2018

To: Chief William Mastriana

From: Det Michael Iames Jr.

Subject: Compensatory Time

Sir,

I am writing to request to sell back sixty (60) hours of accrued compensatory time.

Respectfully Submitted,

Det Michael Iames Jr. #193

0• *
60• x
28•1337 =
1,688•022 *+

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

RESOLUTION #2018-342

Title: **A RESOLUTION AUTHORIZING THE TRANSFER OF PORTABLE RADIOS NO LONGER IN USE FROM THE LOWER TOWNSHIP POLICE DEPARTMENT TO LOWER CAPE MAY REGIONAL AND LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICTS TO BE USED BY SCHOOL STAFF AND SCHOOL SECURITY**

WHEREAS, the Lower Township Police Department currently has upgraded their Portable Radios for the Lower Township Police Department; and would like to transfer/donate 50 Portable Radios that are no longer in use; and

WHEREAS, the Chief of Police received a request from Lower Township Regional and Lower Township Elementary School Resource Officer to transfer our excess portable radios the Police no longer utilizes. The Schools will be using these radios for School Staff and Security to communicate to better assist their security efforts in the Schools.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that permission is hereby granted to transfer the aforementioned Portable Radios as listed on Exhibit A, attached hereto, to the Lower Township Regional and Elementary School District.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 5, 2018.

Julie A Picard, Township Clerk

Resolution #2018-

	VHF Portable	Asset Tag #	Damaged
1	672HEG8601	1909	knob
2	672TNCU752	3031	
3	749HEN6097	2070	antenna
4	672HDNHO79	1880	
5	672HEG8594	2066	
6	749HFQF037	NONE	knob
7	672HEG8585	2075	
8	672TNCU694	3034	
9	672TNCU698	3025	
10	672HEGM842	NONE	
11	672HDN205	1889	knob
12	672HDNE802	1897	
13	672TNCU696	3027	
14	672HDNG851	1908	
15	672TLWW574	NONE	
16	672TNCU762	3029	
17	672HDAC240	1894	
18	672HEG68595	1910	
19	672TNCU736	3033	
20	672HEGM832	1896	knob
21	672HDCAC230	1886	
22	672TNU1100	2664	
23	672TNCU738	3028	
24	672HEGM819	2067	knob
25	672HEG8606	1893	knob
26	672TNU1066	2665	
27	672TNCU737	3032	
28	672TNCU761	3030	
29	672HEG8584	2073	
30	749HEN6095	1872	knob
31	672HDAC231	1870	
32	672HEG8611	1907	
33	672TNU1104	2663	
34	672HDAC217	2072	
35	672TLWW592	NONE	
36	672HEG8573	1900	
37	672HEGM812	1903	
38	672TNU0907	2662	
39	672HEG8600	1890	
40	672HEG8588	1901	
41	672HDNH036	1888	
42	672HEG8574	1911	
43	672HDAC233	1895	
44	672HEG1203	1892	
45	672HEG8583	1883	
46	672HDAC220	1885	
47	672HEG8586	2074	
48	672HEGM806	1905	
49	749HEN6070	1878	
50	103TFU334	NONE	

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

RESOLUTIUON #2018-343

Title: **APPOINTMENT TO THE RECREATION ADVISORY BOARD**

WHEREAS, Mark DiDonato tenured his resignation to the Recreation Advisory Board leaving a vacancy on the Board; and

WHEREAS, Joseph Wareham Sr. has requested to be appointed to the Recreation Advisory Board and has filled out the proper application; and

WHEREAS, Lower Township Mayor and Council have reviewed all applications currently on file in the Clerk's office.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the following appointment be made to fill the un-expired term of Mark DiDonato:

NAME	TYPE	TERM EXP
Joseph Wareham Sr.	Regular Member	December 31, 2020

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 5, 2018

Julie A Picard, Township Clerk

FOR TOWNSHIP USE ONLY
Res. # _____ Board/Comm./Auth. _____ RCVD OCT 22 '18

Term Exp. _____ Replaced _____ or Reappointed

TOWNSHIP OF LOWER
CITIZEN LEADERSHIP FORM

NAME Joseph Wareham Sr.

CITY AND STATE _____

YEARS OF RESIDENCY IN TOWNSHIP 30 OCCUPATION Correctional Sergeant for Cape May County Sheriff

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

_____ Cable Television Advisory Board
_____ Environmental Commission
_____ Historic Preservation Commission
_____ Citizen Advisory Board
_____ Municipal Utilities Authority
_____ Planning Board
✓ Recreation Advisory Board
_____ Zoning Board of Adjustment

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

Chairman for Board of Fire Commissioners of Fire District #1 of Lower Township 2012-20
Vice Chairman of Board of Fire Commission of Fire District #1 of Lower Township 2016-present
Crisis Negotiation Team 2012 - present, Republican Committeeman 2012-present
Fraternal Order of Police Representative 2010 - 2014, Cape May County
Correctional Sergeant 2016 - present, Citizen Advisory Board 2013 - 2014,
Volunteer Youth Basketball Coach for Recreation Department, AAU Basketball
and Lower Township Travel Basketball, Certified in Incident Command,
Certified Police Academy Instructor.

Date: 10/22/18 Signature: Joseph Wa (VALID FOR ONE YEAR FROM DATE OF RECEIPT)

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

*PERSONAL INFORMATION NOT SUBJECT TO PUBLIC DISCLOSURE

Address of Residence _____ Email _____

Primary Phone Number _____ Work Phone Number _____

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

Rev. 12/2009

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

RESOLUTION # 2018-344

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

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

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

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

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

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPLE						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 5, 2018.

_____

Julie A Picard, Township Clerk

GOV DEALS

YEAR	MODEL	FIXED ASSET #	LOCATION	VIN #
2012	APPLE IPAD	2652	GRANT OFFICE	
2002	CHEVY IMPALA	1528	TOWNHALL	2GIWF52E229327564

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

RESOLUTION #2018-345

Title: **APPROVING A PROFESSIONAL SERVICE CONTRACT WITH DEBLASIO & ASSOCIATES FOR PROFESSIONAL ENGINEERING SERVICES FOR THE NEW PUBLIC WORKS DEPARTMENT ADMINISTRATION BUILDING CONCEPT PHASE**

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, DeBlasio & Associates have provided a proposal for professional engineering services for the New Public Works Department Administration Building – Concept Phase in the amount of $7,000.00 ; and

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

Appropriation:

Signature: _____
Lauren Read, CFO

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

1. The Project Proposal between DeBlasio & Associates in the form attached hereto as EXHIBIT A, for an amount of $7,000.00 is hereby approved.

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

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 5, 2018.

_____
Julie A Picard, Township Clerk

DEBLASIO & ASSOCIATES
CONSULTING ENGINEERS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260 PHONE: 609-854-3311 • FAX: 609-854-4323

October 31, 2018

VIA EMAIL & REGULAR MAIL

Gary Douglass, Superintendent
Township of Lower Public Works Department
2600 Bayshore Road
Villas, NJ 08251

Re: Township of Lower, Cape May County, NJ
New Public Works Department Administration Building-*Concept Phase*
D&A File #: LT-C-007

Dear Mr. Douglass:

DeBlasio & Associates, P.C. is pleased to provide this proposal to provide our professional services for the **New Public Works Department Administration Building-*Concept Phase***. Based on our conversations, it is our understanding that the Township wants to remove the existing administration building from the current block wall foundation and construct a new, wood framed building on the existing block wall foundation in the same footprint.

As such, our scope of work includes the following items:

1. Provide a survey base plan prepared by a New Jersey Professional Land Surveyor that depicts the site's existing conditions and topography pertaining to the adjacent area of the new building construction.
2. Provide a schematic floor plan prepared by a New Jersey Registered Architect that meets the Township's programming needs. We will also provide a building elevation, section and exterior rendering that depicts the schematic design.
3. Meetings with Township officials as necessary.

Our fee to complete the above scope of work is $7,000.00.

Upon your authorization, we are prepared to begin work immediately on the Township's **New Public Works Department Administration Building-*Concept Phase***. Should you have any questions or require any additional information, please do not hesitate to contact me at our office. Thank you for the opportunity to submit this proposal.

Very truly yours,
DeBlasio & Associates, P.C.

Marc DeBlasio, P.E., P.P., C.M.E.
President
T: 609-854-3311
Marc@deblasioassoc.com

cc: Jim Ridgway, Manager (via email)
Margaret Vitelli, QPA (via email)
Julie Picard, Clerk (via email)

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

RESOLUTION #2018 -346

Title: **AUTHORIZING THE PAYMENT OF VOUCHERS**

Vendor	Description	Amount
Lower Township Rescue Squad	EMS Service Final	$ 35,000

TOTAL Bill List **$ 35,000**

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 5, 2018. .

Julie A Picard, Township Clerk

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

RESOLUTION # 2018-347

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to Michael Perry in the amount of **$4,602.74** is authorized and chargeable to the 2018 Budget account 8-01-25-240-125.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held November 5, 2018.

_____

Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

William Mastriana
Chief of Police

CAPTAIN MARTIN BIERSBACH
Executive Officer

LT. WILLIAM PRIOLE
Administrative Lieutenant

LT. JOHN CHEW
Administrative Lieutenant

LT. DONALD VANAMAN
Operations Lieutenant

HEADQUARTERS
Cape May County Airport
405 Breakwater Road
Erma, NJ 08204

Office: (609) 886-1619
Fax: (609) 886-5289

Date: October 29, 2018

To: Chief William Mastriana

From: Detective Michael Perry

Subject: Comp. Time Pay Out

Sir,

This is a formal request to cash in one hundred (100) hours of accrued comp. time. Thank you for your consideration in this matter.

Respectfully Submitted,

#178

Detective Michael Perry #178

0• *

100• x
46•0274 =
4,602•740 *+

Community Service Since 1955

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

OFFICE OF CONSTRUCTION OFFICIAL

Construction Permit Activity Report

RANGE: 09/01/2018 To 09/30/2018

October 15 , 2018 11:00:15AM

SUMMARY

CONSTRUCTION COSTS				COUNT	
Cost Of Construction:	$1,168,100.00	Cubic Footage:	110536 Cu.ft	Permit Issued:	96
Cost Of Alteration:	$800,999.00	Square Footage:	10334 Sq.ft	Updates Issued:	13
Cost Of Demolition:	$9,300.00			All Fees Waived:	3
Total Cost:	$1,978,399.00			Municipal Fees Waived:	0

PERMIT FEES		ADMIN FEES		WAIVED FEES		TOTAL FEES	
Building:	$14,139.00	Building:	$0.00	Building:	$120.00	Building Fees:	$14,019.00
Electrical:	$11,964.00	Electrical:	$0.00	Electrical:	$0.00	Electrical Fees:	$11,964.00
Fire :	$6,105.00	Fire :	$0.00	Fire :	$0.00	Fire Fees:	$6,105.00
Plumbing:	$5,457.00	Plumbing:	$0.00	Plumbing:	$0.00	Plumbing Fees:	$5,457.00
Elevator:	$374.00	Elevator:	$0.00	Elevator:	$374.00	Elevator Fees:	$0.00
Mechanical:	$1,995.00	Mechanical:	$0.00	Mechanical:	$0.00	Mechanical Fees:	$1,995.00
				Total Waived:	*$494.00*	Technical Fees:	*$39,540.00*

DCA	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	$410.00	$0.00	$410.00
Alteration TrainingFee:	$1,529.00	$49.00	$1,480.00
DCA Minimum Fee:	$5.00	$0.00	$5.00
Sub total Training Fee:	$1,944.00	$49.00	*$1,895.00*

Certificate of Occupancy Fee:	$2,263.00
Waived Certificate Fees:	$0.00
Sub Total Certificate Fees:	*$2,263.00*

TECHNICAL ISSUES

Building Technical:	57
Electrical Technical:	77
Fire Protection Technical:	16
Plumbing Technical:	27
Elevator Technical:	2
Mechanical Technical:	20

CERTIFICATE ISSUES

Certificate of Occupancy:	5
Certificate of Approval:	25
Certificate of Continued Occupancy:	0

PERMIT FEES:	$39,540.00
DCA FEES:	$1,895.00
CERTIFICATE FEES:	$2,263.00
MIN FEES:	$0.00
NET TOTAL FEES:	*$43,698.00*
PENALTIES COLLECTED:	$0.00
CCO FEES:	$0.00
OTHER FEES:	$100.00
GRAND TOTAL FEES:	*$43,798.00*

OFFICE OF THE CONSTRUCTION OFFICIAL

Account Summation-Summary

Report Run from 09/01/2018 To 09/30/2018

October 15, 2018 11:01:09AM

ACCOUNT:		Cash Amount	Check Amount	Credit Card Amount	Total Fee
PERMIT FEES	Sub Totals:	$672.00	$43,126.00	$0.00	$43,798.00
LICENSE FEES	Sub Totals:	$0.00	$300.00	$0.00	$300.00
	GRAND TOTALS:	$672.00	$43,426.00	$0.00	$44,098.00

Township of Lower
Treasurer's Report
YTD: 2018

3rd Quarter 2018

Treasurer's Report

	Total	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
BEG. BAL. JAN. 1, 2018	**12,051,931.00**	**12,051,931.00**	**15,309,506.05**	**13,657,465.47**	**7,847,669.82**	**10,113,661.05**	**7,536,731.10**	**5,733,857.31**	**4,296,003.33**	**17,996,170.78**
RECEIPTS:										
Per Revenue Status	55,028,818.32	8,182,142.22	5,773,836.76	1,427,253.54	8,402,649.47	6,175,877.83	961,934.56	9,221,154.94	13,436,457.78	1,447,511.22
less: post cash surplus	(3,002,000.00)							(3,002,000.00)		
Due from Capital Reserve	(45,000.00)								(45,000.00)	
Interest due from Capital	(15,735.66)	(1,783.94)	(1,612.83)	(1,786.07)	(1,728.88)	(1,786.96)	(1,729.75)	(1,787.86)	(1,788.31)	(1,731.06)
Interest due from Escrow	(1,110.77)	(127.50)	(113.78)	(128.37)	(129.13)	(128.65)	(118.59)	(130.08)	(127.42)	(107.25)
PREPAID TRASH 2017	0.00									
PREPAID TRASH 2018	0.00									
	51,964,971.89	**8,180,230.78**	**5,772,110.15**	**1,425,339.10**	**8,400,791.46**	**6,173,962.22**	**960,086.22**	**6,217,237.00**	**13,389,542.05**	**1,445,672.91**
Transfers:	0.00									
Capital - GOOD FAITH DEPOSIT	169,800.00							169,800.00		
BOND SALE PROCEEDS	8,548,277.50								8,548,277.50	
BEACH DRIVE DUE CAPITAL	44,500.00								44,500.00	
Grants Received:										
FEMA	75,000.00	75,000.00								
Coastal Resiliency $ Recd	81,342.74	7,262.50	15,442.50		5,057.55		53,580.19			
JIF $ Recd	4,798.57	1,225.77				700.00				2,872.80
EMAA $ RECD	9,400.00		9,400.00							
DSGPO $ Recd	0.00									
DEDR $ RECD	0.00									
CC $ RECD	73,775.05						73,775.05			
SC $ RECD	0.00									
BODY ARMOR $ RECD	3,368.00			156.00					3,212.00	
ALED $ REC	1,025.25						1,025.25			
DISTRACTED DRIVING $ RECD	3,300.00								3,300.00	
CLICKIT $ RECD	5,500.00						5,500.00			
DDEF $ RECD	0.00									
NJDOT BEACH DRIVE $ REC	133,500.00		133,500.00							
OPEN SPACE $ RECD	0.00									
Cops/Shops $ Recd	0.00									
391,009.61										
TOTAL RECEIPTS:	**61,118,559.00**	**8,263,719.05**	**5,930,452.65**	**1,425,495.10**	**8,405,849.01**	**6,174,662.22**	**1,093,966.71**	**6,387,037.00**	**21,988,831.55**	**1,448,545.71**
DISBURSEMENTS:										
2017 Reserves	805,104.95	367,125.19	127,134.12	52,322.97	39,382.03	195.04	11,419.99	573.23	5,274.75	1,677.63
2018 Current	56,586,680.95	4,538,948.79	7,344,762.89	7,242,277.29	5,678,746.27	8,099,966.51	2,248,604.42	8,111,278.66	8,163,727.38	5,158,366.74
2018 Capital	3,370,410.00	160,350.19	142,197.58	273,886.34	460,269.34	720,100.49	747,798.65	202,520.14	152,097.69	511,189.58
less: Special Emergency	(70,000.00)							(70,000.00)		
less: Def chgs reassess	(183,200.00)							(183,200.00)		
less: Due capital	(450,000.00)			(250,000.00)				(200,000.00)		
Appropriation Refunds:	(508,810.70)	(60,280.17)	(31,601.36)	(83,195.85)	(38,539.86)	(68,671.87)	(110,982.56)	(36,281.05)	(32,435.72)	(46,822.26)
	0.00									
TOTAL DISBURSEMENTS	**59,350,185.20**	**5,006,144.00**	**7,582,493.23**	**7,235,290.75**	**6,139,857.78**	**8,751,592.17**	**2,896,840.50**	**7,824,890.98**	**8,288,664.10**	**5,624,411.69**
END. BAL. DEC. 31, 2018	**13,820,304.80**	**15,309,506.05**	**13,657,465.47**	**7,847,669.82**	**10,113,661.05**	**7,536,731.10**	**5,733,857.31**	**4,296,003.33**	**17,996,170.78**	**13,820,304.80**
Total Appropriation Refunds	(508,810.70)	(60,280.17)	(31,601.36)	(83,195.85)	(38,539.86)	(68,671.87)	(110,982.56)	(36,281.05)	(32,435.72)	(46,822.26)

Bank Balance										
Checking		14,665,185.44	13,063,776.60	8,219,038.22	10,794,710.71	7,068,137.66	5,996,570.07	3,102,001.35	17,452,346.79	14,338,237.28
Online Payment Acct		221,875.14	632,945.51	242,273.88	203,820.07	420,721.00	80,114.74	272,866.79	491,573.55	126,297.57
Total Bank Balance		14,887,060.58	13,696,722.11	8,461,312.10	10,998,530.78	7,488,858.66	6,076,684.81	3,374,868.14	17,943,920.34	14,464,534.85
ADD: Deposits in Transit		490,609.54	44,884.82	96,793.61	681,940.26	80,853.89	56,131.22	960,870.41	74,315.36	48,839.68
LESS: Outstanding Checks		(68,164.07)	(84,141.46)	(710,435.89)	(1,566,809.99)	(32,981.45)	(398,958.72)	(39,735.22)	(22,064.92)	(693,069.73)
Adjusted Bank Balance		**15,309,506.05**	**13,657,465.47**	**7,847,669.82**	**10,113,661.05**	**7,536,731.10**	**5,733,857.31**	**4,296,003.33**	**17,996,170.78**	**13,820,304.80**
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Monthly Interest Received-Current Fund	42,805.08	4,967.86	5,575.79	4,933.57	3,713.64	4,690.16	3,903.94	2,973.82	6,202.41	5,843.89
Interest Rate		0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%

CASH RECONCILIATION SEPTEMBER 30, 2018

	Cash		Less Checks Outstanding	Cash Book Balance
	*On Hand	On Deposit		
Current	175,737.25	14,648,605.94	944,956.34	13,879,386.85
Trust - Assessment				
Trust - Dog License	30.00	11,819.83	130.20	11,719.63
Trust - Other	2,460.00	3,240,232.22	41,829.79	3,200,862.43
Capital - General	0.00	7,021,302.08	0.00	7,021,302.08
Water - Operating				0.00
Water - Capital				0.00
Assessment Utility Trust				0.00
Public Assistance**				0.00
Garbage District				0.00
Grant Fund				0.00
Total	178,227.25	24,921,960.07	986,916.33	24,113,270.99

*Include Deposits In Transit (and change funds)

**Be sure to include a Public Assistance Account reconciliation and trial balance if the municipality maintains such a bank account.

REQUIRED CERTIFICATION

I hereby certify that all amounts shown in the "Cash on Deposit" column on Sheet 9 and 9(a) have been verified with the applicable bank statements, certificates, agreements or passbooks at 30-Sep-18

I also certify that all amounts, if any, shown for Investments in Savings and Loan Association on any trial balance have been verified with the applicable passbook at 30-Sep-18

All "Certificates of Deposits," "Repurchase Agreements," and other investments must be reported as cash and included in this certification.

(THIS MUST BE SIGNED BY THE REGISTERED MUNICIPAL ACCOUNTANT (STATUTORY AUDITOR) OR CHIEF FINANCIAL OFFICER) depending on who prepared this Annual Financial Statement as certified to on Sheet 1 or 1(a).

Signature: Lauren Read

Title: CFO, Township of Lower

OUTSTANDING CHECKS
SEPT 2018

3rd Quarter 2018

Treasurer's Repot

PRIOR

61888	180.00
61962	392.56
62146	10.50
62159	20.00
62779	3,525.00
62871	25.00
	4,273.06

SEPT

63065	52,056.84	
63071	428.00	
63073	120.00	
63080	739.95	
63081	140,459.75	
63082	296,850.00	
63083	190,223.00	
63096	973.74	
63099	453.20	
63112	350.00	
63125	15.00	
63130	15.00	
63139	250.00	10/3 void
63140	325.00	
63141	771.33	
63142	25.00	
63143	481.50	
63144	154.27	
63148	605.09	
	688,796.67	
	693,069.73	

DIT'S

2,921.25	DUE TRUST - POC	10/5/2018
7,545.72	ONLINE TAX	10/2/2018
2,568.93	ONLINE TAX	10/1/2018
1,260.05	ONLINE TAX	10/1/2018
60.00	EDRS	10/2/2018
23,287.63		
160.00		
126.00		
739.00		
25.00		
2,446.00		
5.10		
48,839.68		

GENERAL REVENUES	FCOA	Anticipated 2018	Realized in Cash in 2018	Excess/ (Shortfall)
1. Surplus Anticipated	08-101	3,002,000.00	3,002,000.00	-
2. Surplus Anticipated With Consent of Director of Local Gov't Services	08-102			
Total Surplus Anticipated	08-100	3,002,000.00	3,002,000.00	-
3. Miscellaneous Revenues - Section A: Local Revenues	XXXXXX			
Licenses:	XXXXXX			
Alcoholic Beverages	08-103	35,000.00	36,545.00	1,545.00
Other (Mercantile, campground, ice cream peddling, bingo, gravel pit)	08-104	115,000.00	144,435.00	29,435.00
Fees and Permits (Yard sale, copying fees, street opening, taxi cab, municipal fees)	08-105	72,200.00	42,919.50	(29,280.50)
Fines and Costs:	XXXXXX			
Municipal Court	08-110	101,500.00	81,272.24	(20,227.76)
Interest and Costs on Taxes	08-112	150,000.00	207,057.58	57,057.58
Interest on Investments and Deposits	08-113	42,300.00	42,805.08	505.08
Recreation Fees	08-105	40,000.00	61,000.59	21,000.59
Payments in Lieu of Taxes - Conifer	08-105	30,000.00	28,873.36	(1,126.64)
Payments in Lieu of Taxes - Yorkshire Place	08-105	15,000.00	18,389.40	3,389.40
Payments in Lieu of Taxes - Haven House	08-105	25,000.00	29,843.38	4,843.38
Bulk Trash Receipts	08-105	55,000.00	63,926.05	8,926.05
Amt. Anticipated from LTMUA	08-114	70,000.00	0.00	(70,000.00)
Cable Franchise Fees	08-105	135,000.00	153,491.42	18,491.42
Total Section A: Local Revenue	08-001	**886,000.00**	**910,558.60**	**24,558.60**
3. Miscellaneous Revenues - Section B: State Aid Without Offsetting Appropriations	XXXXXX	XXXXXX	XXXXXX	
Consolidated Municipal Property Tax Relief Aid	09-200	0.00	0.00	0.00
Energy Receipts (PL 1997, Chapters 162 &167)	09-202	1,475,791.00	1,120,862.50	(354,928.50)
Garden State Trust	09-207	87,437.00	0.00	(87,437.00)
Total Section B: State Aid Without Offsetting Appropriations	09-001	**1,563,228.00**	**1,120,862.50**	**(442,365.50)**
3 Miscellaneous Revenues - Section C: Dedicated Uniform Construction Code Fees Offset with Appropriations (NJSA 40A: 4-36 and NJAC 5:23-4.17)	XXXXXX	XXXXXX	XXXXXX	
Uniform Construction Code Fees	08-160	420,000.00	504,800.00	84,800.00
Total Section C:Dedicated Uniform Construction Code Fees Offset w/Appropriations	08-002	**420,000.00**	**504,800.00**	**84,800.00**
3. Miscellaneous Revenues - Section D: Special Items of General Revenue Anticipated With Prior Written Consent of the Director of Local Government Services - Interlocal Minicipal Service Agreements Offset With Appropriations:	XXXXXX	XXXXXX	XXXXXX	
Boards of Education - Special Police	08-105	84,357.14	42,178.57	(42,178.57)
County Interlocal - Garage Services	08-105	42,000.00	48,989.10	6,989.10
Total Section D:Interlocal Municipal Service Agreements Offset With Appropriations	11-001	**126,357.14**	**91,167.67**	**(35,189.47)**
3. Miscellaneous Revenues - Section E: Special Items of General Revenue Anticipated With Prior Written Consent of the Director of Local Government Services - Additional Revenues Offset with Appropriations (N.J.S. 40A:4-45.3h)				
Total Section E:Interlocal Municipal Service Agreements Offset With Appropriations	08-003	0.00	0.00	0.00

Prepared by Lauren Read 10/18/2018

GENERAL REVENUES	FCOA	Anticipated 2018	Realized in Cash in 2018	Excess/ (Shortfall)
3 Miscellaneous Revenues - Section F: Special Items of General Revenue Anticipated With Prior Written Consent of the Director of Local Government Services - Public and Private Revenues Offset with Appropriations:	XXXXXX	XXXXXX	XXXXXX	
NJ Transportation Trust Fund Authority Act	10-865	175,000.00	175,000.00	0.00
Recycling Tonnage Grant	10-701	52,855.55	52,855.55	0.00
Clean Communities Program	10-770	73,775.05	73,775.05	0.00
Alcohol Education and Rehabilitation Fund	10-702	1,025.25	1,025.25	0.00
Municipal Alliance on Alcoholism and Drug Abuse	10-703	31,409.00	31,409.00	0.00
Small Cities Grant	10-707	100,000.00	100,000.00	0.00
Distracted Driving		6,600.00	6,600.00	0.00
Body Armor Grant	10-713	7,407.87	7,407.87	0.00
Atlantic County JIF	10-714	6,150.00	6,150.00	0.00
Cops in Shops	10-717	2,640.00	2,640.00	0.00
Click it or Ticket	10-716	5,500.00	5,500.00	0.00
Emergency Management Assistance	10-731	9,400.00	9,400.00	0.00
Rural Business Development		25,000.00	25,000.00	0.00
Total Section F: Special Items of General Revenue Anticipated w/Prior Written Consent of the Director of Local Government Services-Public and Private Revenues	10-001	**496,762.72**	**496,762.72**	**0.00**

3. Miscellaneous Revenues - Section G: Special Items of General Revenue Anticipated With Prior Written Consent of the Director of Local Government Services -	XXXXXX	XXXXXX	XXXXXX	
Other Special Items:				
Uniform Fire Safety Act	08-106	297,679.00	294,072.43	(3,606.57)
Fire District Contributions	08-105	102,000.00	34,000.00	(68,000.00)
Capital Fund - Reserve for Debt Service	08-109	45,000.00	45,000.00	0.00
Total Section G: Special Items of General Revenue Anticipated w/Prior Written Consent of the Director of Local Government Services - Other Special Items	08-004	**444,679.00**	**373,072.43**	**(71,606.57)**

GENERAL REVENUES	FCOA	Anticipated 2018	Realized in Cash in 2018	Excess/ (Shortfall)
Summary of Revenues	XXXXXX	XXXXXXXXX	XXXXXXXXX	
1. Surplus Anticipated	08-101	3,002,000.00	3,002,000.00	0.00
2. Surplus Anticipated With Consent of Director of Local Gov't Services	08-102	0.00	0.00	
3. Miscellaneous Revenues:				
Total Section A: Local Revenues	08-001	886,000.00	910,558.60	24,558.60
Total Section B: State Aid Without Offsetting Appropriations	09-001	1,563,228.00	1,120,862.50	(442,365.50)
Total Section C: Dedicated Uniform Construction Code Fees Offset with Appropriations	08-002	420,000.00	504,800.00	84,800.00
Total Section D: Interlocal Municipal Service Agreements	11-001	126,357.14	91,167.67	(35,189.47)
Total Section F: Public and Private Revenues	10-001	496,762.72	496,762.72	0.00
Total Section G: Other Special Items	08-004	444,679.00	373,072.43	(71,606.57)
Total Miscellaneous Revenues	13-099	**3,937,026.86**	**3,497,223.92**	**(439,802.94)**
4. Receipts from Delinquent Taxes		800,000.00	791,214.88	(8,785.12)
5. Subtotal General Revenues (Items 1,2,3 and 4)		7,739,026.86	7,290,438.80	(448,588.06)
6. Amount to be Raised by Taxes for Support of Municipal Budget:	XXXXXX			
a) Local Tax for Municipal Purposes Including Reserve for Uncollected Taxes	07-190	20,863,365.82	XXXXXXXXX	
b) Addition to Local District School Tax	07-191			
Total Amount to be Raised by Taxes for Support of Municipal Budget (Quarterly reports include the tax liability to County, Schools and Fire Districts less tax revenues received)	07-199	20,863,365.82	7,188,211.77	(13,675,154.05)
7. Total General Revenues	13-299	28,602,392.68	14,478,650.57	(14,123,742.11)
Add back: Replenish fund balance				(3,002,000.00)
Total Revenues needed to balance budget & replenish surplus				**(17,125,742.11)**

8. GENERAL APPROPRIATIONS		Appropriated			Expended 2018	
(A) Operations - within "CAPS"	FCOA	2018	for 2018 by Emergency Appropriation	Total for 2018 as Modified by all Transfers	Paid or Charged	Reserved
GENERAL GOVERNMENT:						
Office of the Township Council	20-110					
Salaries and Wages	20-110-1	78,000.00		78,000.00	57,043.95	20,956.05
Other Expenses	20-110-2	20,200.00		20,200.00	16,499.58	3,700.42
Office of the Township Clerk	20-120					
Salaries and Wages	20-120-1	244,000.00		244,000.00	146,677.43	97,322.57
Other Expenses	20-120-2	9,850.00		9,850.00	6,000.12	3,849.88
Elections	20-120-2	7,000.00		7,000.00	5,770.54	1,229.46
Office of Township Solicitor	20-155					
Other Expenses	20-155-2	216,000.00		216,000.00	215,432.76	567.24
Office of the Township Manager	20-100					
Salaries and Wages	20-100-1	184,200.00		184,200.00	133,338.35	50,861.65
Other Expenses	20-100-2	15,500.00		15,500.00	12,543.72	2,956.28
Department of Revenue and Finance	20-130					
Salaries and Wages	20-130-1	335,000.00		335,000.00	228,389.07	106,610.93
Other Expenses	20-130-2	46,150.00		46,150.00	33,116.12	13,033.88
Audit Services	20-135					
Other Expenses	20-135-2	32,800.00		32,800.00	32,800.00	0.00
Tax Assessor						
Salaries and Wages	20-150-1	132,250.00		132,250.00	91,138.87	41,111.13
Other Expenses	20-150-2	16,900.00		16,900.00	5,969.67	10,930.33

8. GENERAL APPROPRIATIONS		Appropriated			Expended 2018	
(A) Operations - within "CAPS"	FCOA	2018	for 2018 by Emergency Appropriation	Total for 2018 as Modified by all Transfers	Paid or Charged	Reserved
GENERAL GOVERNMENT:						
Division of Taxation	20-145					
Salaries and Wages	20-145-1	182,000.00		182,000.00	127,411.66	54,588.34
Other Expenses:						
Liquidation of Tax Title Liens	20-145-2	1,000.00		1,000.00	0.00	1,000.00
Miscellaneous Other Expenses	20-145-2	9,725.00		9,725.00	7,405.15	2,319.85
Department of Planning and Development	20-170					
Salaries and Wages	20-170-1	151,500.00		151,500.00	110,685.94	40,814.06
Other Expenses	20-170-2	6,115.50		6,115.50	3,228.45	2,887.05
Engineering Services and Costs	20-165					
Other Expenses	20-165-2	12,000.00		12,000.00	3,291.40	8,708.60
Department of Parks and Recreation	28-370					
Salaries and Wages	28-370-1	266,000.00		266,000.00	201,870.41	64,129.59
Other Expenses	28-370-2	172,923.75		172,923.75	140,392.73	32,531.02
Department of Public Works	26-305					
Salaries and Wages	26-305-1	2,790,000.00		2,790,000.00	1,983,204.60	806,795.40
Other Expenses:	26-305-2					
Sanitary Landfill	26-305-2	730,000.00		730,000.00	587,066.95	142,933.05
Miscellaneous Other Expenses	26-305-2	277,745.00		277,745.00	241,192.45	36,552.55
Public Buildings and Grounds	20-310					
Salaries and Wages	20-310-1	147,755.00		147,755.00	110,361.11	37,393.89
Other Expenses	20-310-2	115,280.00		115,280.00	106,740.79	8,539.21

8. GENERAL APPROPRIATIONS		Appropriated			Expended 2018	
(A) Operations - within "CAPS"	FCOA	2018	for 2018 by Emergency Appropriation	Total for 2018 as Modified by all Transfers	Paid or Charged	Reserved
PUBLIC SAFETY:						
Department of Public Safety	25-240					
Salaries and Wages	25-240-1	4,650,642.86		4,650,642.86	3,350,994.34	1,299,648.52
Other Expenses	25-240-2	244,014.36		244,014.36	193,050.75	50,963.61
DPS Building Lease	25-245-2	165,611.26		165,611.26	0.00	165,611.26
Police 911 Dispatchers	25-250					
Other Expenses	25-250-2	600,000.00		600,000.00	450,000.00	150,000.00
Uniform Fire Safety Act (P.L. 1983, Ch. 383)	25-265					
Salaries and Wages	25-265-1	168,379.00		168,379.00	115,849.43	52,529.57
Other Expenses	25-265-1	231,300.00		231,300.00	123,884.33	107,415.67
Emergency Management Services	25-252					
Salaries and Wages	25-252-1	17,000.00		17,000.00	14,615.47	2,384.53
Other Expenses	25-252-2	7,500.00		7,500.00	5,922.37	1,577.63
Contributions to Rescue	25-260-2	105,000.00		105,000.00	105,000.00	0.00
Interlocal Agreement - Fire District #3	25-263-2	13,750.00		13,750.00	13,750.00	0.00
Demolition	22-195					
Other Expenses	22-195-2	14,000.00		14,000.00	2,150.00	11,850.00
OFFICE OF NON-DEPARTMENTAL BOARDS, AUTHORITIES AND AGENCIES:						
Municipal Land Use Law (N.J.S.A. 40: 55 D-1)						
Planning Board	21-180					
Other Expenses	21-180-2	7,950.00		7,950.00	7,500.00	450.00
Zoning Board of Adjustments	21-185					
Other Expenses	21-185-2	7,950.00		7,950.00	7,500.00	450.00
Animal Regulation	27-340					
Other Expenses						
Contractual	27-340-2	167,446.00		167,446.00	137,897.50	29,548.50
Miscellaneous Other Expenses	27-340-2	17,828.00		17,828.00	17,828.00	0.00

8. GENERAL APPROPRIATIONS		Appropriated			Expended 2018	
(A) Operations - within "CAPS"	FCOA	2018	for 2018 by Emergency Appropriation	Total for 2018 as Modified by all Transfers	Paid or Charged	Reserved
OFFICE OF NON-DEPARTMENTAL BOARDS, AUTHORITIES AND AGENCIES:						
Municipal Court	43-490					
Salaries and Wages	43-490-1	200,000.00		200,000.00	141,517.58	58,482.42
Other Expenses	43-490-2	15,250.00		15,250.00	7,739.35	7,510.65
Public Defender (P.L. 1997, C. 256)	43-495					
Salaries and Wages	43-495-1	13,000.00		13,000.00	9,500.00	3,500.00
INSURANCE						
General Liability	23-210-2	262,503.10		262,503.10	227,043.80	35,459.30
Workers Compensation Insurance	23-215-2	666,313.00		666,313.00	666,313.00	0.00
Employee Group Health	22-220-2	4,141,634.00		4,141,634.00	2,724,023.60	1,417,610.40
Salaries and Wages	23-220-1	140,000.00		140,000.00	70,000.00	70,000.00
Uniform Construction Code - Appropriations Offset by Dedicated Revenues						
(N.J.A.C. 5: 23-4.17)						
State Uniform Construction Code						
Construction Official	22-195					
Salaries and Wages	22-195-1	422,500.00		422,500.00	280,531.04	141,968.96
Other Expenses	22-195-2	13,210.00		13,210.00	9,422.55	3,787.45
UNCLASSIFIED:						
OTHER COMMON OPERATING FUNCTIONS						
Terminal Leave						
Salaries and Wages	30-145-1	380,000.00		380,000.00	380,000.00	0.00
Celebration of Public Events or Holidays						
(N.J.S.A. 40: 48-5.4)	30-420-2	92,540.00		92,540.00	88,012.74	4,527.26

8. GENERAL APPROPRIATIONS		Appropriated			Expended 2018	
(A) Operations - within "CAPS"	FCOA	2018	for 2018 by Emergency Appropriation	Total for 2018 as Modified by all Transfers	Paid or Charged	Reserved
UNCLASSIFIED:						
OTHER COMMON OPERATING FUNCTIONS						
UTILITY EXPENSES AND BULK PURCHASES:						
Electricity	31-430-2	225,000.00		225,000.00	96,931.87	128,068.13
Street Lighting	31-435-2	430,000.00		430,000.00	275,528.76	154,471.24
Telephone	31-440-2	95,000.00		95,000.00	48,553.50	46,446.50
Water	31-445-2	13,900.00		13,900.00	8,843.99	5,056.01
Natural Gas	31-446-2	60,000.00		60,000.00	34,004.09	25,995.91
Heating Oil	31-447-2	13,000.00		13,000.00	2,049.64	10,950.36
Gasoline	31-460-2	250,000.00		250,000.00	165,657.55	84,342.45
Total Operations within "CAPS"	34-199	20,052,115.83	0.00	20,052,115.83	14,389,187.07	5,662,928.76
B. Contingent	35-470	300.00		300.00		300.00
Total Operations Including Contingent - within "CAPS"	34-201	20,052,415.83	0.00	20,052,415.83	14,389,187.07	5,663,228.76
Detail:						
Salaries and Wages	34-201-1	9,982,226.86		9,982,226.86	7,103,129.25	2,841,703.72
Other Expenses	34-201-2	10,070,188.97		10,070,188.97	7,286,057.82	2,821,525.04
E. Deferred Charges and Statutory Expenditures - Municipal within "CAPS"						
(1) DEFERRED CHARGES						
Capital Authorization funding	46-870					0.00
(2) STATUTORY EXPENDITURES:						
Public Employees' Retirement System	36-471	634,882.00		634,882.00	620,306.24	14,575.76
Social Security System (O.A.S.I)	36-472	785,000.00		785,000.00	557,364.29	227,635.71
Police and Firemen's Retirement System of NJ	36-473	977,090.00		977,090.00	977,090.00	0.00
Defined Contribution Retirement Program	36-476	10,000.00		10,000.00	2,279.06	7,720.94
Unemployment Compensation Insurance (N.J.S.A. 43:21-3 et seq.)	23-225	50,000.00		50,000.00	48,825.49	1,174.51
Total Deferred Charges and Statutory Expenditures - Municipal within "CAPS"	34-209	2,456,972.00	0.00	2,456,972.00	2,205,865.08	251,106.92
(G) Cash Deficit of Preceding Year	46-855					
(H-1) Total General Appropriations for Municipal Purposes within "CAPS"	34-299	22,509,387.83	0.00	22,509,387.83	16,595,052.15	5,914,335.68

8. GENERAL APPROPRIATIONS		Appropriated			Expended 2018	
(A) Operations - Excluded from "CAPS"	FCOA	2018	for 2018 by Emergency Appropriation	Total for 2018 as Modified by all Transfers	Paid or Charged	Reserved
Total Other Operations - Excluded from "CAPS"		0.00	0.00	0.00	0.00	0.00
Interlocal Municipal Service Agreements						
Cape May County Interlocal						
Garage Services	26-305	42,000.00		42,000.00	42,000.00	0.00
Special Resource Police	25-240					
Salaries and Wages	25-240-1	84,357.14		84,357.14	84,357.14	0.00
Total Interlocal Municipal Service Agreements	42-999	126,357.14	0.00	126,357.14	126,357.14	0.00
Public and Private Programs Offset by Revenues						
Drunk Driving Enforcement Fund						
Salaries and Wages	41-745	0.00		0.00	0.00	0.00
Alcohol Education and Rehabilitation Fund	41-702	1,025.25		1,025.25	1,025.25	0.00
Recycling Tonnage Grant	41-701	52,855.55		52,855.55	52,855.55	0.00
Open Space		0.00				0.00
Body Armor Grant	41-713	7,407.87		7,407.87	7,407.87	0.00
Cape May County Municipal Alliance Funds						
State Share	41-703	31,409.00		31,409.00	31,409.00	0.00
Local Share	41-703	7,852.00		7,852.00	7,852.00	0.00
Clean Communities Program	41-770	73,775.05		73,775.05	73,775.05	0.00
Atlantic County JIF	41-714	6,150.00		6,150.00	6,150.00	0.00
NJ Transportation Trust Fund Authority Act	41-744	175,000.00		175,000.00	175,000.00	0.00
Emergency Management Assistance	41-718	9,400.00		9,400.00	9,400.00	0.00
Click it or Ticket	41-716	5,500.00		5,500.00	5,500.00	0.00
Small Cities Grant	41-707	100,000.00		100,000.00	100,000.00	0.00
Distracted Driving	41-711	6,600.00		6,600.00	6,600.00	0.00
Municipal Alliance on Alcoholism and Drug Abuse		25,000.00		25,000.00	25,000.00	0.00
Over the Limit Under Arrest	41-720	0.00				0.00
Cops in Shops	41-717	2,640.00		2,640.00	2,640.00	0.00
0.00	41-774	0.00				0.00

8. GENERAL APPROPRIATIONS		Appropriated			Expended 2018	
(A) Operations - Excluded from "CAPS"	FCOA	2018	for 2018 by Emergency Appropriation	Total for 2018 as Modified by all Transfers	Paid or Charged	Reserved
Public and Private Programs Offset by Revenues						
Click it or Ticket	41-716					0.00
Emergency Management Performance Grant	41-731					0.00
Neighborhood Preservation						0.00
Green Communities		0.00				0.00
Supplemental Fire Services Program						
Fire District Direct Program	41-726					0.00
Clean Shores	41-728					0.00
Drive Sober	41-721					0.00
						0.00
						0.00
SFSP-Fire Districts	41-725	8,165.00		8,165.00	8,164.00	1.00
Total Public and Private Programs Offset by Revenues	40-999	512,779.72		512,779.72	512,778.72	1.00
Total Operations - Excluded form "CAPS"	34-305	639,136.86	0.00	639,136.86	639,135.86	1.00
Detail:						
Salaries and Wages		84,357.14		84,357.14	84,357.14	0.00
Other Expenses		554,779.72		554,779.72	554,778.72	1.00
8. GENERAL APPROPRIATIONS		Appropriated			Expended 2018	
(A) Operations - Excluded from "CAPS"	FCOA	2018	for 2018 by Emergency Appropriation	Total for 2018 as Modified by all Transfers	Paid or Charged	Reserved
(C) Capital Improvements - Excluded from "CAPS"						
Capital Improvement Fund	44-901	250,000.00		250,000.00	250,000.00	0.00
New Jersey Transportation Trust Fund Authority Act	41-865					0.00
Total Capital Improvements Excluded from "CAPS"		250,000.00	0.00	250,000.00	250,000.00	0.00
(D) Municipal Debt Service - Excluded from "CAPS"						
Payment of Bond Principal	45-920	2,300,000.00		2,300,000.00	2,300,000.00	0.00
Payment of Bond Anticipation Notes and Capital Notes	45-925	0.00			0.00	XXXXXXX
Interest on Bonds	45-930	450,000.00		450,000.00	435,800.00	14,200.00
Interest on Notes	45-935	20,000.00		20,000.00	0.00	20,000.00
Green Trust Loan Program:						XXXXXXX
Loan Repayments for Principal and Interest	45-940	130,000.00		130,000.00	124,366.39	5,633.61
						XXXXXXX
Total Municipal Debt Service Excluded from "CAPS"	45-999	2,900,000.00	0.00	2,900,000.00	2,860,166.39	39,833.61

8. GENERAL APPROPRIATIONS		Appropriated			Expended 2018	
(E) Deferred Charges - Municipal - Excluded from "CAPS"	FCOA	2018	for 2018 by Emergency Appropriation	Total for 2018 as Modified by all Transfers	Paid or Charged	Reserved
(1) DEFERRED CHARGES:						
						XXXXXXX
Special Emergency Authorization - 5 Years (N.J.S.A. 40A: 4-55)	46-875	183,200.00		183,200.00	183,200.00	0.00
Deferred Charges - Ord 16-04	46-870	270,000.00		270,000.00	270,000.00	0.00
Emergency Authorizations	46-870	0.00		0.00	0.00	XXXXXXX
Total Deferred Charges - Municipal - Excluded from"CAPS"	46-999	453,200.00	0.00	453,200.00	453,200.00	0.00
(H-2) Total General Appropriations for Municipal Purposes Excluded from "CAPS"	34-309	4,242,336.86	0.00	4,242,336.86	4,202,502.25	39,834.61
(L) Subtotal General Appropriations	34-400	26,751,724.69	0.00	26,751,724.69	20,797,554.40	5,954,170.29
(M) Reserve for Uncollected Taxes	50-899	1,850,667.99	0.00	1,850,667.99	1,850,667.99	XXXXXXX
9. Total General Appropriations	34-499	28,602,392.68	0.00	28,602,392.68	22,648,222.39	5,954,170.29
Summary of Appropriations						
(A) Operations: (a & b) Within "CAPS" - Including Contingent	34-299	22,509,387.83	0.00	22,509,387.83	16,595,052.15	5,914,335.68
Other Operations	34-300	0.00		0.00	0.00	39,833.61
Interlocal Municipal Service Agreements	42-999	126,357.14		126,357.14	126,357.14	0.00
Public & Private Programs Offset by Revenues	40-999	512,779.72		512,779.72	512,778.72	1.00
Total Operations Excluded from "CAPS"	34-305	639,136.86	0.00	639,136.86	639,135.86	39,834.61
(C) Capital Improvements	44-999	250,000.00		250,000.00	250,000.00	0.00
(D) Municipal Debt Service	45-999	2,900,000.00		2,900,000.00	2,860,166.39	39,833.61
(E) Deferred Charges - Excluded from "CAPS"	46-999	453,200.00	0.00	453,200.00	453,200.00	0.00
(F) Judgments	37-480					0.00
(G) Cash Deficit	46-885					0.00
(K) Local District School Purposes	29-410					0.00
(N) Transferred to Bd of Education	29-405					0.00
(M) Reserve for Uncollected Taxes	50-899	1,850,667.99		1,850,667.99	1,850,667.99	0.00
Total General Appropriations	34-499	28,602,392.68	0.00	28,602,392.68	22,648,222.39	5,954,170.29