****REVISED**** **WORK SESSION & REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL** ****REVISED****
WEDNESDAY - September 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
Presentation of Certificate – Anthony Cresse House - Historic Preservation Commission
Employee Deferred Compensation Plan Presentation – John Barrett, P.M. Consultants

Consent Agenda

Approval of Minutes	August 20, 2018
Approval of Closed Session Minutes - August 20, 2018	
Res. #2018-282	Payment of Vouchers $ 606,773.82
Res. #2018-283	Adoption of State Model Citizen Participation Plan for DCA Small Cities Program
Res. #2018-284	Small Cities Housing Rehabilitation Grant Management Plan
Res. #2018-285	Authorization for Refund of Taxes
Res. #2018-286	Small Cities Housing Rehabilitation Program Policy and Procedural Manual
Res. #2018-287	Approval of Public Facilities Grant Management Plan ADA Access at Clem Mulligan Field
Res. #2018-288	Cancellation of 2018 Property Tax (B496.15 L13, $806.96)
Res. #2018-289	Bid Acceptance and Award of One (1) 2019 Ford Explorer Base Model 4WD (Hertrich Fleet Svcs. $26,640)
Res. #2018-290	A Resolution Acknowledging the Award of a 24 Month Contract Expiring August, 2020 to Constellation Newenergy Inc. and South Jersey Energy Company for Electric Generation Supply Services for the Township of Lower and SJPC Cooperative Members
Res. #2018-291	Approval of Contribution to Lower Township Chamber of Commerce ($4,000)
Res. #2018-292	Public Facilities Grant Application for $400,000, Clem Mulligan Field, ADA Improvements
Ordinance 2018-19	An Ordinance Amending and Supplementing Chapter 419 – Littering, of the Code of the Township of Lower,

In Order to Establish Article III, Prohibiting the Release of Balloons Inflated with Helium or Other Gases that are Lighter Than Air Within the Township of Lower. This is the 1st reading of this Ordinance. The second reading and public hearing has been scheduled for October 1, 2018

Regular Agenda
Ordinance # 2018-18 – Bond Ordinance Providing for Phase 3 of Drainage and Stormwater Management Improvements and Associated Roadwork to Roseann Avenue and Bayshore Estates, By and in the Township of Lower, in the County of Cape May, State of New Jersey (the "Township"); Appropriating $3,900,000 therefor and Authorizing the Issuance of $3,900,000 Bonds or Notes to Finance the Cost Thereof – This is the 2nd reading and public hearing of this Ordinance. This Ordinance has been published, posted and made available to the public.

Manager's Report

Administrative Reports
Finance

Council Comments

Call to the Public

Adjournment

COUNCIL MEETING MINUTES – August 20, 2018

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on August 20, 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

Schellenger's Landing Presentation – Project Engineer Joe Maffei, EDA

Joe Maffei, EDA, presented Council with a conceptual plan of the Schellenger's Landing area to include a five foot sidewalk, bump outs, paver crosswalks, midblock crosswalks and an overhead identification sign on the Wilson Avenue Bridge. He recommended the speed limit be reduced to 25 mph and said the preliminary cost for the plan is approximately $350,000.

Bill Galestok informed that the area for the proposed sign is County property.

Mayor Simonsen explained how the idea was generated and pointed out that the Township is pursuing a Department of Transportation (DOT) grant to fund the project.

Consent Agenda

Approval of NJ State Fireman's Assoc Membership Application J.Sweeten – Erma Volunteer Fire Department

Approval of Minutes – August 6, 2018

Res. #2018-258 Payment of Vouchers $ 187,241.75

Res. #2018-259 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (DEDR $31,409)

Res. #2018-260 Appointing Municipal Humane Law Enforcement Officers (B.McEwing & K.Black)

Res. #2018-261 A Resolution Approving Salary Increases Per Article XI Section H of the Lower Township Supervisors Union Contract

Res. #2018-262 A Resolution Approving A Salary Increase for A Non Union Employee

Res. #2018-263 A Resolution Authorizing a Shared Service Agreement Between the Township of Lower and the Lower Township Municipal Utilities Authority

Res. #2018-264 A Resolution Authorizing a Shared Service Agreement Between the Township of Lower and the Lower Township Elementary Schools

Res. #2018-265 A Resolution Requesting Release of a Demolition Bond for Block 334.13, Lot 13; 36 Texas Avenue, Villas, NJ 08251 ($1,000)

Res. #2018-266 A Resolution Supporting An Open Space/Historic Preservation Grant Application for the Naval Air Station Wildwood Aviation Museum

Res. #2018-267 Approving a Professional Service Contract With Mott MacDonald for the Preparation and Submission of an Application to the NJDOT Under the Municipal Aid Program for FY2019 ($2,600)

Res. #2018-268 Approval to Submit A Grant Application and Execute A Grant Agreement With the New Jersey Department of Transportation for the Roseann Avenue Roadway and Utility Improvements Phase 3 Project

Res. #2018-269 A Resolution Approving A Salary Increase Per Article XIII, Section D of the Lower Township Office Workers Association – AFSCME Union Contract

Res. #2018-270 Amending Resolution #2018-235; Correcting Appropriation Line to be Charged for Services (Blauer Assoc)

Res. #2018-271 Approving a Professional Service Contract with Mott MacDonald for the Preparation of Small Cities CDBG 2019 Grant Application; ADA Improvements at Clem Mulligan Sports Complex ($3,800)

Res. #2018-272 A Resolution Requesting Release of Performance Guarantee For FCF Realty (Cape Liquors); Block 776, Lots 10-20 & 34-38, Escrow #P17-08-07

Res. #2018-273 Authorization for the Payout of Accumulated Compensatory Time (M.Nuscis $1,972.27)

Res. #2018-274 Authorizing the Sale of Township of Lower Surplus No Longer Needed for Public Use on GovDeals Online Auction Website

Res. #2018-275 A Resolution Appointing Bruce A MacLeod, CTC, As Acting/Interim Tax Collector for the Township of Lower to Maintain Continuity During the Temporary Absence of the Township's Tax Collector

Res. #2018-276 Bid Acceptance and Contract Award for Reconstruction of Georgia Avenue, Alabama Avenue & Main Street (South State Inc $428,817.18)

Res. #2018-277 Authorizing Competitive Contracting for Banking Services for the Township of Lower

Res. #2018-278 Bid Acceptance and Contract Award of Grinding, Processing and Removal of Brush, Stumps, Large Wood and Chips (Britton Industries $144,950)

Res #2018-279 A Resolution Requesting Release of Performance Guarantee for DeGroff Major Subdivision; Block 792, Lots 6.01, 6.02, 7,9,22-25; Escrow #P 17-01-04

Res. #2018-280 Capital Budget Amendment

Ordinance # 2018-18 – Bond Ordinance Providing for Phase 3 of Drainage and Stormwater Management Improvements and Associated Roadwork to Roseann Avenue and Bayshore Estates, By and in the Township of Lower, in the County of Cape May, State of New Jersey (the "Township"); Appropriating $3,900,000 therefor and Authorizing the Issuance of $3,900,000 Bonds or Notes to Finance the Cost Thereof - This is the first reading of this Ordinance. The Second reading and Public hearing for this Ordinance has been scheduled for WEDNESDAY, Sept. 5.

Tom Poussart, Shawmount Ave., inquired about the Bond Ordinance for Roseann Avenue.
Manager Ridgway explained the different phases of the Roseann Avenue project and the need for the bond to extend the project to Bayshore Road.

Councilmember Perry clarified about minerals being filtered prior to water drainage into Cox Hall Creek.

Mayor Simonsen explained the reason for extending the project to Bayshore Road.

Mark Sray, Mott MacDonald, confirmed the reason for the bond to provide for Phase 3 of the project extending approximately 1,000 feet to Bayshore Road.

On the Consent Agenda:

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

Regular Agenda

Ordinance #2018-13 An Ordinance Amending Chapter 475, Parks and Recreation, of the Code of the Township of Lower, Adding Section 16 to Article IV, Fees and Reimbursements, In Order To Establish A Memorial Bench Dedication Program. This is the second reading and Public Hearing of this Ordinance. This Ordinance has been Published, Posted and made available to the public.

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

Ordinance #2018-14 Amending Chapter 617 – Trailers, Article II – Trailer Regulations, Section 15 of the Code of the Township of Lower to Add a New Section, 617-15(G)(2), To Regulate the Use and Occupancy of Shipping Containers in Residential Dwellings . This is the second reading and Public Hearing of this Ordinance. This Ordinance has been Published, Posted and made available to the public.

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

Ordinance #2018-15 An Ordinance of the Township of Lower Releasing, Extinguishing and Vacating the Public Rights of a Portion of Lucille Avenue. This is the second reading and Public Hearing of this Ordinance. This Ordinance has been Published, Posted and made available to the public.

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

Ordinance #2018-16 An Ordinance Authorizing the Township of Lower to Convey a Deed of Easement to the Property Owners of Block 369.01, Lot 1 In Order to Provide Said Owners Access to the Village Road Right-of-Way in Order to Allow for the Repair, Reconstruction and Maintenance of the Bulkhead Located within the Village Road Right-of-Way. This is the second reading and Public Hearing of this Ordinance. This Ordinance has been Published, Posted and made available to the public.

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

Ordinance #2018-17 An Ordinance Authorizing the Township of Lower to Accept a Deed of Easement From the Property Owners of Block 369.01, Lot 1 in Order to Permit the Township of Lower to Maintain, Construct and Repair the Dune and Beach Waterward to the Existing Bulkhead Through a Portion of Block 369.01, Lot 1 . This is the second reading and Public Hearing of this Ordinance. This Ordinance has been Published, Posted and made available to the public.

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

Manager's Report

Manager Ridgway updated Council on several issues including a meeting with the new DEP Commissioner regarding the aquaculture tour, discussions about the promotional aspect of the Opportunity Zone at the Cape May County Airport and Tech Village. He also pointed out the resolution awarding a contract to remove debris from the Public Works yard, and anticipates updated security measures coming to municipal hall.

Engineer's Report – Mark Sray, Mott MacDonald

Mark Sray updated Council on the current engineering projects throughout the Township including the Roseann Avenue Roadway and Utility Improvements Project, the Roseann Avenue Phase 3 Project, the Beach Access Improvements, and the Recreation Center Restrooms Upgrades.

Councilmember Perry inquired about the deadline for the easements on the Beach Access Improvements. Manager Ridgway provided the information.

Administrative Reports

Personnel Action Report
Monthly Reports – Clerk, Construction, Dog, Fire, Tax, Vital Statistics
Certificate of Determination and Award of July 18, 2018 Bond Sale

Council Comments

Councilmember Conrad made favorable comments about the Summer Concert Series and Recreation Programs.

Councilmember Perry echoed comments about the Summer Concert Series and voiced favor with the Beach Drive Pedestrian Safety Improvements Project.

Councilmember Roy – no comments

Deputy Mayor Sippel reminded about the last Summer Concert to benefit the children's youth programs.

Mayor Simonsen announced a new program for preschool age children coming soon to the Recreation Department. He talked about the Lenni Lenape Treaty Signing Festival and reminded of the upcoming meeting for the Ocean Drive Bridge Commission.

Call to the Public

Brianna Turner, 915 Main Street, addressed Council with concern about illegal drug activity in her neighborhood. Manager Ridgway assured that the problem will be addressed.

Nancy Flynn, 936 Myrna, provided additional information about the above matter.
Manager Ridgway agreed to meet at the location to evaluate the situation.
Mayor Simonsen informed that portions of that area are State property and the Police Chief is working on a resolution.

Mike Maahs, 218 Spruce Ave, addressed Council with concern about stormwater flooding his property.
Gary Douglass, Public Works Superintendent, explained that the problem is being investigated and assured that he will communicate any findings.

Bill Greenfield, Villas, addressed Council regarding the Schellenger's Landing Project and suggested waiting for the State to fix the traffic problem.
Manager Ridgway clarified the project.
Mayor Simonsen reminded that the Schellenger's Landing Project is based on a DOT grant that has a deadline.

Emmit Vandergrift, Dennis Twp., addressed Council to ascertain if they had made a decision about a medical marijuana dispensary in Lower Township.
Mayor Simonsen informed that his request is being taken under advisement and awaiting the advice of the solicitor.
Solicitor Stefankiewicz clarified Mr. Vandergrift's pursuit.

Closed Session

Res. #2018-281 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 Privileged / Possible Litigation

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

Council adjourned to closed session at 7:58 p.m.
Council returned to open session at 8:36 p.m.

Adjournment

There being no further business to address, motion to adjourn moved by Deputy Mayor Sippel, seconded by Councilmember Roy. Motion to adjourn was unanimous. Meeting adjourned at 8:37 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
00037 AGATE CONSTRUCTION CO.,INC.							
18-01333	05/14/18	RES 18-162 ROSEANNE $7,026,450	Open	78,032.50	0.00		
00069 ALL SPORTS AMERICA*							
17-01977	07/24/17	FOOTBALL PANTS	Open	1,273.63	0.00		
18-01650	06/06/18	FOOTBALL EQUIPMENT	Open	3,512.53	0.00		
				4,786.16			
00086 AMERICAN PLANNING ASSOCIATION							
18-02092	07/31/18	MEMBERSHIP DUES	Open	543.00	0.00		
00110 ANCO HOME CENTER*							
18-02245	08/20/18	KEYS	Open	41.94	0.00		
00179 AVERY TEITLER*							
18-00758	03/21/18	PB SOLICITOR SALARY	Open	625.00	0.00		
18-02134	08/03/18	LEGAL SERVICES RENDERED	Open	590.00	0.00		
18-02135	08/03/18	LEGAL SERVICES RENDERED	Open	2,720.00	0.00		
				3,935.00			
00301 BELMONT AND CRYSTAL SPRINGS*							
18-02219	08/15/18	BOTTLED WATER/DPW	Open	21.63	0.00		
18-02227	08/15/18	WATER FIORE SAFETY JULY2018	Open	13.66	0.00		
				35.29			
00362 INTERNATIONAL CODE COUNCIL*							
18-01743	06/15/18	2015 INTERNATINAL FIRE CODE	Open	260.00	0.00		
00370 BLUE CROSS/BLUE SHIELD OF NJ							
18-02248	08/20/18	SEPTEMBER GROUP 65-81933	Open	231.46	0.00		
00651 MUNICIPAL UTIL AUTH DUMP FEES							
18-02212	08/14/18	TIPPING FEE/JULY	Open	85,737.14	0.00		
00736 CAPE PRINTING EXPRESS*							
18-01930	07/11/18	MAILING STICKERS	Open	300.00	0.00		
00742 CAPE MAY CO.PUBLIC WORKS ASSOC							
18-02041	07/25/18	2018 CMCPW ASSOCIATION DUES	Open	100.00	0.00		
00775 CAPRIONI PORTABLE TOILETS,INC*							
18-02224	08/15/18	MONTHLY SERVICES	Open	384.00	0.00		
00784 CAPE MAY STAR & WAVE							
18-02310	08/28/18	LEGAL PUBLICATION 8/22/18	Open	84.32	0.00		
00807 CDW-GOVERNMENT INC*							
18-02123	08/01/18	COMPUTER SUPPLIES	Open	62.04	0.00		

Vendor # Name / PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01075 COPIERS PLUS*							
18-01947	07/16/18	INK & PART FOR BIG COPIES	Open	252.95	0.00		
18-02311	08/28/18	COPIERS 5/20/18 TO 8/19/18	Open	753.13	0.00		
				1,006.08			
01170 VERIZON WIRELESS* F/S							
18-02228	08/15/18	SERVICE FIRE SAFETY	Open	52.47	0.00		
01403 ENFORSYS FIRE SYSTEMS, INC*							
18-01945	07/13/18	NJ UNIFORM FIRE CODE ICC 2015	Open	250.00	0.00		
01641 GALL'S INC*							
18-01197	05/01/18	UNIFORMS	Open	310.00	0.00		
01653 GENTILINI FORD*							
18-02104	07/31/18	COUNTY PATCH TRUCK	Open	2,852.31	0.00		
01660 GENERAL SPRING SERVICE*							
18-02149	08/06/18	LEAF SPRING FOR TRUCK 33	Open	3,500.00	0.00		
01661 GENERAL SALES ADMINISTRATION*							
18-00788	03/23/18	NEW VEHICLE OUTFITTING	Open	7,199.37	0.00		
01734 CHURCH'S SEASHORE NURSERY INC*							
18-02190	08/10/18	REPAIR SPRINKLER-TOWNHALL	Open	402.90	0.00		
01785 ROBERT HARTMAN SR							
18-02319	08/30/18	SEPTEMBER 2018 M	Open	396.00	0.00		
02063 JOHNSTONE SUPPLY*							
18-02067	07/27/18	G32-697 SMOKE DETECTOR TESTER	Open	183.24	0.00		
02223 LANDSMAN UNIFORMS*							
18-02083	07/30/18	UNIFORMS	Open	354.90	0.00		
02402 MGL PRINTING SOLUTIONS							
18-02251	08/20/18	CHECKS	Open	267.00	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
03026 NJ STATE HEALTH BENEFITS							
18-02287	08/24/18	SEPT 2018 ACTIVE MEDICAL & RX	Open	187,540.35	0.00		
18-02288	08/24/18	SEPT 2018 RETIREES M	Open	104,597.48	0.00		
				292,137.83			
03034 SAFEGUARD DOCUMENT DESTRUCTION							
18-02246	08/20/18	TOWNSHIP DEPTS SHREDDING	Open	675.00	0.00		
03104 NORTHEAST IND.&MARINE SUPPLY*							
18-02201	08/13/18	PARTS FOR COUNTY TRACTOR	Open	3,749.20	0.00		

Vendor # Name / PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03172 OFFICE BUSINESS SYSTEMS INC*							
18-02184	08/10/18	FTR CONTRACT 9/2018-9/2019	Open	902.00	0.00		
03460 V.E. RALPH & SON, INC.*							
18-02072	07/30/18	FLASH LIGHTS	Open	1,608.00	0.00		
03466 R & R SPECIALTIES							
18-01072	04/18/18	DESK WEDGE PLATES & DESK WEDGE	Open	62.00	0.00		
18-02173	08/09/18	4X10 ETCHED BRONZE PLAQUES	Open	2,700.00	0.00		
18-02189	08/10/18	4x10 ETCHED BRONZE LAZARO	Open	270.00	0.00		
				3,032.00			
03518 RIGGINS, INC.*							
18-02220	08/15/18	OFF HIGHWAY DIESEL	Open	308.44	0.00		
18-02299	08/27/18	OFF HIGHWAY DIESEL	Open	308.38	0.00		
				616.82			
03611 SERVICE TIRE TRUCK CENTERS*							
18-02044	07/25/18	NEW TIRES JOHN DEER LOADER	Open	7,424.70	0.00		
03613 SEA ISLE ICE CO. INC.*							
18-02148	08/06/18	ICE FOR DPW	Open	157.50	0.00		
03638 SHOP RITE OF RIO GRANDE							
18-02247	08/20/18	SPEAKERS FOR CHEERLEADING	Open	199.98	0.00		
03692 SOUTH JERSEY GAS CO*							
18-02303	08/27/18	GAS BILL 7/20-8/20	Open	480.13	0.00		
03695 SPECIALTY AUTOMOTIVE EQUP INC*							
18-02116	08/01/18	OSHA REQUIRED ANNUAL LIFT FEE	Open	500.00	0.00		
03814 UNIVERSAL COMPUTING SERV.,INC*							
18-02131	08/02/18	MAILERS	Open	421.21	0.00		
03820 MUNICIPAL UTIL. AUTH ON CALL							
18-02214	08/14/18	REIMBURSE HALF OF TOTAL BILL	Open	256.88	0.00		
03904 LOWE'S HOME CENTER INC*							
18-02204	08/13/18	SUPPLIES FOR THE H P C	Open	63.11	0.00		
03954 VAN NOTE-HARVEY ASSOCIATES*							
17-02751	10/25/17	RES 2017-281 TAX MAP	Open	8,872.50	0.00		B
03969 VERIZON							
18-02249	08/20/18	VERIZON LANDLINES JULY&AUG	Open	490.31	0.00		
04075 BARBER CONSULTING SERVICES LLC							
18-02226	08/15/18	COMPUTER SET UP FOR PROGRAM	Open	425.15	0.00		
04097 CINTAS FIRST AID AND SAFETY*							
18-02265	08/21/18	FIRST AIDE SUPPLIES	Open	141.98	0.00		

Vendor # Name / PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
05064 CAPE ISLAND GRAPHICS*							
18-01251	05/04/18	FIRE PERVENTION TRAILER GRAPHI	Open	841.00	0.00		
5035 LONGPORT MEDIA LIMITED COMP*							
18-02061	07/27/18	ADVERTISEMENT FOR RADIO	Open	800.00	0.00		
6059 USABLE LIFE							
18-02309	08/28/18	SEPTEMBER 2018 LIFE INSURANCE	Open	579.74	0.00		
6070 THOMAS CREATIVE APPAREL, INC*							
18-01821	06/28/18	JUDICIAL ROBE	Open	437.00	0.00		
7098 SHORE VETERINARIAN ANIMAL *							
18-00139	01/16/18	ANIMAL CNTRL DNE $54K RES18-20	Open	4,500.00	0.00		B
7195 PHOENIX ADVISORS, LLC*							
18-02195	08/13/18	SETUP NEW BOND ISSUANCE	Open	200.00	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							
18-02039	07/25/18	OFFICE SUPPLIES	Open	674.24	0.00		
18-02087	07/30/18	COLORED PAPER FOR FLIERS	Open	955.48	0.00		
				1,629.72			
7310 CORELOGIC REAL ESTATE TAX SER							
18-02318	08/30/18	PARTIAL REFUND MICHAEL SATTLER	Open	806.96	0.00		
7354 FLEETPRIDE INC.*							
18-02213	08/14/18	PARTS 25168731 CV PIPE	Open	245.39	0.00		
18-02269	08/22/18	SUPPLIES FOR TRUCKS	Open	255.15	0.00		
				500.54			
7387 ERIC DANZE							
16-00574	03/02/16	2016 EQUIP. ALLOWANCE	Open	150.00	0.00		
17-00757	03/21/17	2017 EQUIP. ALLOWANCE	Open	150.00	0.00		
18-00810	03/27/18	2018 EQUIP. ALLOWANCE	Open	150.00	0.00		
				450.00			
7441 ARCHER & GREINER*							
18-01849	06/29/18	$8.49M BOND SALE 7/19/18	Open	32,784.70	0.00		
7475 SUZANNE M SCHEID							
18-02223	08/15/18	CONTRACTUAL REIMBURSEMENT M	Open	42.69	0.00		
18-02308	08/28/18	CONTRATUAL REIMBURSEMENT M	Open	32.75	0.00		
				75.44			
7508 BLANEY & KARAVAN PC*							
18-00131	01/11/18	RES# 18-05 PROSECUT DNE 37,500	Open	3,125.00	0.00		B
7556 ATLANTIC ENVELOPE COMP, INC*							
18-02133	08/02/18	LETTERHEAD AND ENVELOPES	Open	167.75	0.00		

Vendor # / PO #	Name / PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7618	MEGONIGAL ELECTRIC LLC*						
18-02206	08/14/18	OEM TELEVISION OUTLET	Open	250.00	0.00		
7636	MOTT MACDONALD LLC*						
16-02312	08/29/16	ENGINEERING FOR ROSEANN AVE	Open	12,435.50	0.00		B
18-01691	06/11/18	ROSEANN AVE/BAYSHORE ESTATES	Open	15,536.30	0.00		B
18-01767	06/20/18	RES 18-214 BEACH ACCESS IMPROV	Open	841.50	0.00		B
				28,813.30			
7654	THOMAS & NORMA JACOB						
18-02316	08/30/18	REFUND HOMESTEAD 8/17/18	Open	103.84	0.00		
7689	GOVERNMENT FORMS AND SUPPLIES*						
18-02113	07/31/18	BUSINESS CARDS - MAYOR	Open	65.00	0.00		
7728	SOUTH JERSEY ENERGY						
18-02304	08/27/18	SOUTH JERSEY ENERGY 7/18-8/16	Open	103.25	0.00		
7792	JPMONZO MUNICIPAL CONSULTING						
18-02202	08/13/18	SICK LEAVE WEBINAR	Open	50.00	0.00		
7811	KYOCERA DOCUMENT SOLUTION AMER						
18-02217	08/15/18	JULY 2018 POOLED SERVICES	Open	78.00	0.00		
7828	ELDON VONCOLLN						
18-02254	08/21/18	REIMBURSEMENT SUPPLIES HPC	Open	41.17	0.00		
7929	AMAZON CAPITAL SERVICES, INC						
18-01944	07/13/18	OFFICE SUPPLIES	Open	217.75	0.00		
18-02207	08/14/18	32" TELEVISION FOR OEM OFFICE	Open	129.99	0.00		
18-02232	08/16/18	KITCHEN SUPPLIES	Open	150.93	0.00		
18-02239	08/20/18	OFFICE SUPPLIES - DPS	Open	937.65	0.00		
				1,436.32			
7941	THOMAS MCCARTHY J						
18-02315	08/30/18	REFUND HOMESTEAD 8/17/18	Open	83.87	0.00		
7943	ERNEST A & MARCIA H PAULUS						
18-02314	08/30/18	HOMESTEAD BENEFIT 8/15/18	Open	109.80	0.00		
7987	ANNE POLVINO						
18-02167	08/08/18	REIMBURSEMENT FOR FLOWER POTS	Open	100.14	0.00		
7991	AQUATIC ACCESS INC.						
18-02209	08/14/18	PARTS FOR HANDICAP ACCESS.CHAI	Open	118.00	0.00		
7992	BOJIDAR DIMITROV						
18-02215	08/14/18	RELEASE DEMO BOND 2018-265	Open	1,000.00	0.00		
BLAUE	BLAUER ASSOCIATES INC*						
18-01967	07/18/18	MULLIGAN RES 208-235	Open	1,500.00	0.00		

Vendor # Name / PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
CARROT CARROT-TOP INDUSTRIES, INC*							
18-02171	08/09/18	HALYARD ROPE	Open	142.23	0.00		
DEMUSZ JAMES AND PATRICA DEMUSZ							
18-02313	08/30/18	REFUND HOMESTEAD 8/17/18	Open	95.36	0.00		
KIRSCHN SCOTT KIRSCHNER							
18-02317	08/30/18	REFUND HOMESTEAD 8/15/18	Open	92.61	0.00		

Total Purchase Orders: 98 Total P.O. Line Items: 0 Total List Amount: 597,630.83 Total Void Amount: 0.00

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

RESOLUTION #2018-282

Title: **AUTHORIZING THE PAYMENT OF VOUCHERS**

Vendor	Description	CK #	Amount
State of NJ DEP/Beach Permit	CAFRA Permit Roseann Ave	62976	$ 6,000.00
Cape Atlantic Conservation District	Roseann Soil & Sediment Plan	62975	$ 735.00
WAWA, Inc	Safety Incentive Cards	62978	$ 2,407.99

TOTAL Manual Checks $ 9,142.99

TOTAL Computer Generated $ 597,630.83

TOTAL Bill List $ **606,773.82**

	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 September 5, 2018.

Julie A Picard, Township Clerk

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

RESOLUTION #2018-283

Title: ADOPTION OF STATE MODEL CITIZEN PARTICIPATION PLAN FOR DCA SMALL CITIES PROGRAM

WHEREAS, the Township of Lower is an applicant for Department of Community Affairs Fiscal Year 2018 funds for approximately $400,000 to carry out a Public Facilities project to provide ADA access at the Clem Mulligan Field and $200,000 for a Housing Rehabilitation loan program for low and moderate income residents; and

WHEREAS, the Township will enter into grant agreement(s) for said grant(s) if approved; and

WHEREAS, that grant agreement(s) will require the Township of Lower to comply with all federal regulations with respect to citizen participation; and

WHEREAS, the Township of Lower has reviewed the State Model Citizen Participation Plan prepared for Small Cities CDBG grantees.

NOW, THEREFORE BE IT RESOLVED that the Mayor and the Township Council of the Township of Lower, County of Cape May and State of New Jersey, that;

The State Model Citizen Participation Plan developed by the New Jersey Department of Community Affairs, Small Cities Community Development Block Grant program is adopted by the Township of Lower; and

The Township of Lower will follow all regulations set forth in that document throughout the term of the grant agreement cited above.

	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 September 5, 2018.

Julie A Picard, Township Clerk

SMALL CITIES PROGRAM

CITIZEN PARTICIPATION PLAN

I. Purpose

The federal Housing and Community Development Act of 1974, as amended, requires that all recipients of Small Cities funds certify that they are following a detailed Citizen Participation Plan (CPP). By choosing to participate in this program, the State of New Jersey has certified that it will comply with the law by preparing a CPP that identifies those tasks that units of local government receiving Small Cities funds must perform.

It is the State's responsibility to assist participating units of local government in complying with the law and in documenting such compliance. It is the responsibility of all grantees to certify to the State that they will manage their Small Cities program in accordance with the State's CPP. Grantees will provide documentation demonstrating such compliance.

In the following sections, basic requirements of the law will be presented and methods of satisfying these requirements discussed. Please read this material carefully and thoroughly. If you have any questions, contact your Small Cities Program Representative. It is essential that each grantee complies with these requirements, since no Small Cities funds will be disbursed until compliance is certified by the grantee and approved by the Department.

II. Statutory Requirements

Each recipient of Small Cities Community Development Block Grant (CDBG) funds must certify that it is following a detailed Citizen Participation Plan that --

(A) encourages citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of areas in which CDBG Funds are proposed to be used, and in the case of a grantee described in Section 106(a) of the Act, provides for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction;

(B) provides citizens with reasonable and timely access to local meetings, information, and records relating the grantee's proposed and actual use of funds under this program;

(C) provides for technical assistance to groups representative of persons of low and moderate income who request assistance in developing proposals with the level and type of assistance to be determined by the grantee;

(D) provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program including at least the development of needs, the review of proposed activities, and review of program performance. Hearings shall be held after adequate notice at times and locations

convenient to potential or actual beneficiaries and with accommodation for the handicapped;

(E) provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and

(F) identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

The provision and implementation of a CPP may not be construed to restrict the responsibility or authority of the grantee for the development and execution of its community development program.

All grantees must adopt the CPP and provide documentation of compliance throughout the term of the grant agreement. The components of the Plan and the kind of information necessary to document compliance are discussed in the following section.

Timetable For Public Hearings

A. Application Design Phase

Step 1 - Notice of First Public Hearing published as a display advertisement in the non-legal section of a newspaper of general circulation in the municipality at least seven days prior to Step 2. (See Application Instructions for Sample Hearing Notice.)

Step 2 - First Public Hearing convened prior to submitting an application for CDBG funds. The focus of this hearing is to review the applicant's community development and housing needs, to describe the variety of activities that may be assisted with CDBG funds, to assess the applicant's past performance (if applicable) in the CDBG program, and to facilitate public review of and comment on any proposal to apply for CDBG funds. This hearing must be held at least twenty days prior to the date the application is submitted to the Department. In addition, copies of each published notice and proof of publication and hearing minutes must be included as part of the application package.

B. Implementation Phase (At least 50% of project completed)

Step 1 - Notice of Second Public Hearing published in accordance with A, Step 1 above at least seven days prior to Step 2.

Step 2 - Second Public Hearing convened to discuss program progress, changes, and to identify future CD activities.

Note

The location and time of the public hearings are critical to a successful and meaningful citizen participation process. The location of the hearings must be convenient to potential program beneficiaries and low and moderate income populations, and must be capable of accommodating the handicapped. The time of the hearing must be appropriate to facilitate citizen involvement.

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

RESOLUTION #2018-284

Title: **SMALL CITIES HOUSING REHABILITATION GRANT MANAGEMENT PLAN**

WHEREAS, the Township of Lower will apply for approximately $200,000 to carry out a NJDCA Fiscal Year 2019 Small Cities CDBG Housing Rehabilitation project to provide housing rehabilitation loans to low and moderate income residents; and

WHEREAS, the NJ Department of Community Affairs requires the Township of Lower to prepare a Grant Management Plan to define project staffing and project activities; and

WHEREAS, the NJ Department of Community Affairs requires the Township of Lower to officially adopt its Grant Management Plan; and

WHEREAS, the Township of Lower has prepared a Grant Management Plan for its Fiscal Year 2018 Housing Rehabilitation project.

NOW, THEREFORE BE IT RESOLVED, that the Township Council of the Township of Lower, County of Cape May, State of New Jersey, adopts the Grant Management Plan prepared by Colleen Crippen for the Fiscal Year 2018 Housing Rehabilitation project.

	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 September 5, 2018.

_____

Julie A Picard, Township Clerk

GRANT MANAGEMENT PLAN
TOWNSHIP OF LOWER
FY 2019 SMALL CITIES
HOUSING REHABILITATION

August 2018

Project Staff

James Ridgway, Township of Lower Manager, will act as the Project Director. He will be responsible for overseeing all grant activities and will certify that quarterly fiscal and program progress reports are accurate.

James Ridgway
Township of Lower
Township Building
2600 Bayshore Road
Villas, NJ 08251-1399
(609) 886-2005 & (609) 886-1232 (fax)
jridgway@townshipofiower.org

Project Coordinator functions are handled by Ms. Colleen Crippen, Township Grants Coordinator. Ms. Crippen has experience in implementing 20 DCA Small Cities projects including ten public facilities projects. In addition she has administered Neighborhood Preservation and Safe Housing projects. She is a full- time employee of the Township. The address and phone number for Ms. Crippen are:

Colleen Crippen, Grants Coordinator
Township of Lower
Township Building
2600 Bayshore Road Villas, NJ 08251-1399
(609) 886-2005 & (609) 886-9489 (fax)
ccrippen@townshipoflower.org

Fiscal management will be handled by Township CFO/Treasurer, Ms. Lauren Read .The address and phone number for Ms. Read are shown below:

Lauren Read, CFO/Treasurer
Township of Lower
Township Building 2600 Bayshore Road Villas, NJ 08251-1399
(609) 886-2005 & (609) 886-1694 (fax)
lread@townshlpoflower.org

This project will retain Michael Reardon as its program inspector for Lower Township. He will be responsible for initial inspections, specification preparation, interim inspections during construction, and a final inspection. In addition, Mr. Reardon will provide a written Certificate of Completion, Payment Request, proof of permit approvals, and a signed owner's approval.

Michael Reardon
PO BOX 513
CMCH, NJ 08210
(609) 425-8425
mreardonl3@comcast.net

Cyrus Environmental Consultants will perform lead inspections, risk assessments and clearance.

Cyrus Environmental Consultants
P.O. Box 328
Pomona, NJ 08240-0028
Phone: (609) 652-5074 Fax: (609) 652-6754

Administrative Tasks Necessary to Implement the Grant

• Preparation of Community Development Needs Statement	Colleen Crippen
• Preparation of Environmental Review Record	Colleen Crippen
• Preparation of Grant Management Plan	Colleen Crippen
• Fair Housing Compliance	Colleen Crippen
• Historic preservation clearance	Colleen Crippen
• Program record keeping	Colleen Crippen
• Work Write Ups/Cost Estimates	Michael Reardon
• Lead inspection & Risk Assessment	Cyrus Environmental
• Preparation of bid package and bidding	Colleen Crippen
• M8E & WBE contractor outreach	Colleen Crippen
• Preparation of construction contract	Colleen Crippen
• Citizen participation compliance	Colleen Crippen
• Construction inspection	Michael Reardon
• Lead Clearance	Cyrus Environmental
• Review and approval of construction invoices	Colleen Crippen
• Preparation of FSR and FMR reports	Colleen Crippen
• Submission of FSR and FMR reports	C. Crippen / L. Read
• Processing of payment requests from contractor	Lauren Read
• Coordination with NJDCA staff	Colleen Crippen
• Attendance of NJDCA monitoring visits	Colleen Crippen
• Program closeout	Colleen Crippen

Project Schedule

• Preparation of Community Development Needs Statement	Completed
• Preparation of Environmental Review Record	Completed
• Preparation of Grant Management Plan	Completed

• Fair Housing Compliance	Completed
• Historic preservation clearance	Pending/Letter sent
• Program record keeping	October 2018 – February 2019
• Preparation of bid package and bidding	Upon Release of Funds
• MBE & WBE contractor outreach	Upon Release of Funds
• Preparation of construction contract	Upon Release of Funds
• Citizen participation compliance	October 2018 – February 2019
• Construction inspection	January 2019 – December 2020
• Review and approval of construction invoices	January 2019 – December 2020
• Preparation of FSR and FMR reports	January 2019 – December 2020
• Submission of FSR and FMR reports	January 2019 – December 2020
• Processing of payment requests from contractor	January 2019 – December 2020
• Coordination with NJDCA staff	January 2019 – December 2020
• Program closeout	December 2020

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

RESOLUTION #2018-285

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
21	53	Scott D Kirschner	Homestead-Exempt Vet	$ 92.61
95	63	Thomas Jacob	Homestead-Exempt Vet	$ 103.84
266.03	4.02	Thomas McCarty	Homestead-Exempt Vet	$ 83.87
352.02	1	Ernest Paulus	Homestead-Exempt Vet	$ 109.80
451.01	20	James DeMusz	Hamestead-Exempt Vet	$ 95.36

	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 September 5,2018.

Julie A Picard, Township Clerk

TOWNSHIP OF LOWER

2600 BAYSHORE ROAD
VILLAS, N.J. 08251
FEDERAL ID #21-6005700

PURCHASING (609) 886-2005
FAX (609) 886-5342

PURCHASE ORDER

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRRESPONDENTCE, ETC.

No.

SHIP TO
Lower Township
2600 Bayshore Road
Villas, NJ 08251

ORDER DATE: ######
REQUISITION NO:
DATE:
STATE CONTRACT NO:
F.O.B. TERMS:

VENDOR
Scott D. Kirschner
237 E Florida Avenue
Villas, NJ 08251

PAYMENT RECORD	
CHECK DATE	CHECK NO.

THE CONDITIONS OF THIS ORDER ARE NOT TO BE MODIFIED BY ANY VERBAL UNDERSTANDING. ALL PRICES ARE F.O.B. DESTINATION UNLESS NOTED.

The Township of Lower, being a political subdivision of the State of New Jersey, is exempt from the New Jersey Sales and Use Taxes, pursuant to Section 9(a)(i) of the New Jersey Sales and Use Tax (P.L. 1966 c.30 and c 53)

QUANTITY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
8/15/2018	Refund Homestead Benefit	8-01-60-910-014		$ 92.61
	Block 21 Lot 53			
	Exempt Veteran 6/26/18			
	Res #2018- 085			
		TOTAL COST		$ 92.61

VENDOR: THE WHITE VOUCHER COPY MUST BE SIGNED AT X AND RETURNED WITH YOUR INVOICE FOR PAYMENT

CERTIFICATION OF FUNDS AVAILABLE		PAYMENT AUTHORIZED	REQUISTION REQUEST	REQUISITION APPROVED
		The above claim was ordered and paid at a meeting of the Township Council held: DATE		
CFO	QPA	TOWNSHIP CLERK	DEPARTMENT HEAD	TOWNSHIP MANAGER

VENDOR'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing ; and that the amount charged is a reasonable one.

VENDOR SIGN HERE — OFFICIAL POSITION

DATE — TAX I.D. NO OR SOCIAL SECURITY NO.

TOWNSHIP USE ONLY - CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

DEPARTMENT HEAD

BLQ: 21. 53.
Owner Name: KIRSCHNER, SCOTT & KAREN

Tax Year: 2018 to 2018
Property Location: 237 E FLORIDA AVENUE

Tax Year: 2018	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	553.90	553.89	553.90	553.89	2,215.58
Other Bill Adj:	0.00	92.61-	481.50-	646.50-	1,220.61-
Total Billed:	553.90	461.28	72.40	92.61-	994.97
Payments:	553.90	461.28	553.90	0.00	1,569.08
Balance:	0.00	0.00	481.50-	92.61-	574.11-

Date	Qtr	Type / Description	Code	Check No	Mthd	Reference		Batch Id	Principal	Interest	2018 Prin Balance
		Original Billed							2,215.58		2,215.58
02/01/18	1	Payment	001	WELLS FARGO	CK	24706	14	672	553.90	0.00	1,661.68
03/26/18	2	Adjustment Homestead Credit	HB			24958	32	HOME	92.61-	0.00	1,569.07
04/18/18	2	Payment	001	wells fargo	CK	25070	93	672	461.28	0.00	1,107.79
07/26/18	3	Payment	001	WELLS FARGO	CK	25657	87	WELLS	553.90	0.00	553.89
07/30/18	4	Adjustment Homestead Credit	HB			25678	32	HOMESTEA	92.61-	0.00	461.28
08/15/18	3	Adjustment EXEMPT VET 6/28/18	083			25875	1	KLB	481.50-	0.00	20.22-
08/15/18	4	Adjustment EXEMPT VET 6/28/18	083			25876	1	KLB	553.89-	0.00	574.11-

Total Principal Balance for Tax Years in Range: 574.11-

TOWNSHIP OF LOWER

2600 BAYSHORE ROAD
VILLAS, N.J. 08251
FEDERAL ID #21-6005700

PURCHASING (609) 886-2005
FAX (609) 886-5342

PURCHASE ORDER

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRRESPONDENTCE, ETC.

No.

SHIP TO
Lower Township
2600 Bayshore Road
Villas, NJ 08251

VENDOR
Thomas Jacob
309 E Atlantic Avenue
Villas, NJ 08251

ORDER DATE: #####
REQUISITION NO:
DATE:
STATE CONTRACT NO:
F.O.B. TERMS:

PAYMENT RECORD	
CHECK DATE	CHECK NO.

THE CONDITIONS OF THIS ORDER ARE NOT TO BE MODIFIED BY ANY VERBAL UNDERSTANDING. ALL PRICES ARE F.O.B. DESTINATION UNLESS NOTED.

The Township of Lower, being a political subdivision of the State of New Jersey, is exempt from the New Jersey Sales and Use Taxes, pursuant to Section 9(a)(i) of the New Jersey Sales and Use Tax (P.L. 1966 c.30 and c.53)

QUANTITY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
8/17/2018	**Refund Homestead- Nov**	**8-01-60-910-014**		**$ 103.84**
	Block 95 Lot 63			
	Exempt Veteran			
	Res #2018- 925			
		TOTAL COST		$ 103.84

VENDOR: THE WHITE VOUCHER COPY MUST BE SIGNED AT X AND RETURNED WITH YOUR INVOICE FOR PAYMENT

CERTIFICATION OF FUNDS AVAILABLE		PAYMENT AUTHORIZED	REQUISTION REQUEST	REQUISITION APPROVED
		The above claim was ordered and paid at a meeting of the Township Council held: DATE		
CFO	QPA	TOWNSHIP CLERK	DEPARTMENT HEAD	TOWNSHIP MANAGER

VENDOR'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing ; and that the amount charged is a reasonable one.

Thomas Jacob

VENDOR SIGN HERE — OFFICIAL POSITION

8/21/18 — 192 38 1498

DATE — TAX I.D. NO OR SOCIAL SECURITY NO.

TOWNSHIP USE ONLY - CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

DEPARTMENT HEAD

BLQ: 95. 63.
Owner Name: JACOB, THOMAS & NORMA J

Tax Year: 2018 to 2018
Property Location: 309 E ATLANTIC AVENUE

Tax Year: 2018	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Other Bill Adj:	0.00	103.84-	0.00	103.84-	207.68-
Payments:	0.00	0.00	0.00	0.00	0.00
Balance Adjust:	0.00	103.84	0.00	0.00	103.84
Balance:	0.00	0.00	0.00	103.84-	103.84-

Date	Qtr	Type	Code	Check No	Mthd	Reference		Batch Id	Principal	Interest	2018 Prin Balance
		Description									
		Original Billed							0.00		0.00
03/26/18	2	Adjustment	HB			24958	179	HOME	103.84-	0.00	103.84-
		Homestead Credit									
05/22/18	2	Adjustment	064			25313	2	KLB	103.84	0.00	0.00
		Res# 2018-180									
07/30/18	4	Adjustment	HB			25678	177	HOMESTEA	103.84-	0.00	103.84-
		Homestead Credit									

Total Principal Balance for Tax Years in Range: 103.84-

TOWNSHIP OF LOWER

2600 BAYSHORE ROAD
VILLAS, N.J. 08251
FEDERAL ID #21-6005700

PURCHASING (609) 886-2005
FAX (609) 886-5342

PURCHASE ORDER

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRRESPONDENTCE, ETC.

No.

SHIP TO

Lower Township
2600 Bayshore Road
Villas, NJ 08251

ORDER DATE: #####
REQUISITION NO:
DATE:
STATE CONTRACT NO:
F.O.B. TERMS:

VENDOR

Thomas McCarty
105 Ellery Road
Villas, NJ 08251

PAYMENT RECORD	
CHECK DATE	CHECK NO.

THE CONDITIONS OF THIS ORDER ARE NOT TO BE MODIFIED BY ANY VERBAL UNDERSTANDING. ALL PRICES ARE F.O.B. DESTINATION UNLESS NOTED.

The Township of Lower, being a political subdivision of the State of New Jersey, is exempt from the New Jersey Sales and Use Taxes, pursuant to Section 9(a)(I) of the New Jersey Sales and Use Tax (P.L. 1966 c.30 and c.53)

QUANTITY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
8/17/2018	**Refund Homestead- Nov**	**8-01-60-910-014**		$ 83.87
	Block 266.03 Lot 4.02			
	Exempt Veteran			
	Res #2018- 085			
		TOTAL COST		$ 83.87

VENDOR: THE WHITE VOUCHER COPY MUST BE SIGNED AT X AND RETURNED WITH YOUR INVOICE FOR PAYMENT

CERTIFICATION OF FUNDS AVAILABLE		PAYMENT AUTHORIZED	REQUISITION REQUEST	REQUISITION APPROVED
		The above claim was ordered and paid at a meeting of the Township Council held: DATE _____		
CFO	QPA	TOWNSHIP CLERK	DEPARTMENT HEAD	TOWNSHIP MANAGER

VENDOR'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing ; and that the amount charged is a reasonable one.

Thomas McCarty
VENDOR SIGN HERE

OFFICIAL POSITION

Aug. 23, 2018
DATE

404-60-2610
TAX I.D. NO OR SOCIAL SECURITY NO.

TOWNSHIP USE ONLY - CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

DEPARTMENT HEAD

BLQ: 266.03 4.02 Tax Year: 2018 to 2018
Owner Name: MC CARTY, THOMAS J Property Location: 105 ELLERY ROAD

Tax Year: 2018	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	484.81	484.80	0.00	0.00	969.61
Prelim Adjust:	484.81-	484.80-	0.00	0.00	969.61-
Other Bill Adj:	0.00	133.87-	0.00	83.87-	217.74-
Total Billed:	0.00	133.87-	0.00	83.87-	217.74-
Payments:	0.00	0.00	0.00	0.00	0.00
Balance Adjust:	0.00	133.87	0.00	0.00	133.87
Balance:	0.00	0.00	0.00	83.87-	83.87-

Date	Qtr	Type Description	Code	Check No	Mthd	Reference	Batch Id	Principal	Interest	2018 Prin Balance
		Original Billed						969.61		969.61
12/13/17	1	Adjustment	094			24472 2	SAB	484.81-	0.00	484.80
12/13/17	2	Adjustment	094			24472 3	SAB	484.80-	0.00	0.00
03/26/18	2	Adjustment Homestead Credit	HB			24958 473	HOME	133.87-	0.00	133.87-
05/22/18	2	Adjustment Res# 2018-180	064			25313 3	KLB	133.87	0.00	0.00
07/30/18	4	Adjustment Homestead Credit	HB			25678 467	HOMESTEA	83.87-	0.00	83.87-

Total Principal Balance for Tax Years in Range: 83.87-

TOWNSHIP OF LOWER

2600 BAYSHORE ROAD
VILLAS, N.J. 08251
FEDERAL ID #21-6005700

PURCHASING (609) 886-2005
FAX (609) 886-5342

PURCHASE ORDER

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRRESPONDENTCE, ETC.

No.

SHIP TO

Lower Township
2600 Bayshore Road
Villas, NJ 08251

ORDER DATE: #####
REQUISITION NO:
DATE:
STATE CONTRACT NO:
F.O.B. TERMS:

VENDOR

Ernest Paulus
83 Wildwood Avenue
Villas, NJ 08251

PAYMENT RECORD	
CHECK DATE	CHECK NO.

THE CONDITIONS OF THIS ORDER ARE NOT TO BE MODIFIED BY ANY VERBAL UNDERSTANDING. ALL PRICES ARE F.O.B. DESTINATION UNLESS NOTED.

The Township of Lower, being a political subdivision of the State of New Jersey, is exempt from the New Jersey Sales and Use Taxes, pursuant to Section 9(a)(i) of the New Jersey Sales and Use Tax (P.L. 1966 c.30 and c.53)

QUANTITY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
8/15/2018	**Homestead Benefit -Nov**	**8-01-60-910-014**		**$ 109.80**
	Exempt Veteran as of 2/26/18			
	Block 352.02 Lot 1			
	Res #2018- 285			
		TOTAL COST		$ 109.80

VENDOR: THE WHITE VOUCHER COPY MUST BE SIGNED AT X AND RETURNED WITH YOUR INVOICE FOR PAYMENT

CERTIFICATION OF FUNDS AVAILABLE		PAYMENT AUTHORIZED	REQUISTION REQUEST	REQUISITION APPROVED
		The above claim was ordered and paid at a meeting of the Township Council held: DATE		
CFO	QPA	TOWNSHIP CLERK	DEPARTMENT HEAD	TOWNSHIP MANAGER

VENDOR'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing ; and that the amount charged is a reasonable one.

Ernest Paulus

VENDOR SIGN HERE — OFFICIAL POSITION

8/23/18

DATE — TAX I.D. NO OR SOCIAL SECURITY NO.

TOWNSHIP USE ONLY - CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

DEPARTMENT HEAD

BLQ: 352.02 1.
Owner Name: PAULUS, ERNEST A & MARCIA H

Tax Year: 2018 to 2018
Property Location: 83 WILDWOOD AVENUE

Tax Year: 2018	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	796.68	796.67	796.68	796.67	3,186.70
Other Bill Adj:	259.04-	906.47-	796.68-	906.47-	2,868.66-
Total Billed:	537.64	109.80-	0.00	109.80-	318.04
Payments:	796.68	0.00	0.00	0.00	796.68
Balance Adjust:	259.04	109.80	0.00	0.00	368.84
Balance:	0.00	0.00	0.00	109.80-	109.80-

Date	Qtr	Type / Description	Code	Check No	Mthd	Reference		Batch Id	Principal	Interest	2018 Prin Balance
		Original Billed							3,186.70		3,186.70
02/01/18	1	Payment	001	6071	CK	24693	77	TAX	796.68	0.00	2,390.02
03/26/18	2	Adjustment Homestead Credit	HB			24958	695	HOME	109.80-	0.00	2,280.22
05/03/18	1	Adjustment disabled vet 2/26/18	083			25177	1	KLB	259.04-	0.00	2,021.18
05/03/18	2	Adjustment disabled vet 2/26/18	083			25177	2	KLB	796.67-	0.00	1,224.51
05/22/18	1	Adjustment Res# 2018-180	064			25313	7	KLB	259.04	0.00	1,483.55
05/22/18	2	Adjustment Res# 2018-180	064			25313	8	KLB	109.80	0.00	1,593.35
07/30/18	3	Adjustment exempt 2018	083			25670	1	KLB	796.68-	0.00	796.67
07/30/18	4	Adjustment exempt 2018	083			25670	2	KLB	796.67-	0.00	0.00
07/30/18	4	Adjustment Homestead Credit	HB			25678	690	HOMESTEA	109.80-	0.00	109.80-

Total Principal Balance for Tax Years in Range: 109.80-

TOWNSHIP OF LOWER

2600 BAYSHORE ROAD
VILLAS, N.J. 08251
FEDERAL ID #21-6005700

PURCHASING (609) 886-2005
FAX (609) 886-5342

PURCHASE ORDER

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRRESPONDENTCE, ETC.

No.

SHIP TO
Lower Township
2600 Bayshore Road
Villas, NJ 08251

ORDER DATE: #####
REQUISITION NO:
DATE:
STATE CONTRACT NO:
F.O.B. TERMS:

VENDOR
James & Patricia Demusz
709 Weeks Landing Road
Cape May, NJ 08204

PAYMENT RECORD	
CHECK DATE	CHECK NO.

THE CONDITIONS OF THIS ORDER ARE NOT TO BE MODIFIED BY ANY VERBAL UNDERSTANDING. ALL PRICES ARE F.O.B. DESTINATION UNLESS NOTED.

The Township of Lower, being a political subdivision of the State of New Jersey, is exempt from the New Jersey Sales and Use Taxes, pursuant to Section 9(a)(I) of the New Jersey Sales and Use Tax (P.L. 1966 c.30 and c.53)

QUANTITY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
8/17/2018	Refund Homestead- Nov	8-01-60-910-014		$ 95.36
	Block 451.01 Lot 20			
	Exempt Veteran			
	Res #2018- 2885			
		TOTAL COST		$ 95.36

VENDOR: THE WHITE VOUCHER COPY MUST BE SIGNED AT X AND RETURNED WITH YOUR INVOICE FOR PAYMENT

CERTIFICATION OF FUNDS AVAILABLE		PAYMENT AUTHORIZED	REQUISTION REQUEST	REQUISITION APPROVED
		The above claim was ordered and paid at a meeting of the Township Council held: DATE		
CFO	QPA	TOWNSHIP CLERK	DEPARTMENT HEAD	TOWNSHIP MANAGER

VENDOR'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing ; and that the amount charged is a reasonable one.

James McMurray Patricia McMurray

VENDOR SIGN HERE — OFFICIAL POSITION

August 22, 2018 — 216565554 149-30-9801

DATE — TAX I.D. NO OR SOCIAL SECURITY NO.

TOWNSHIP USE ONLY - CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

DEPARTMENT HEAD

BLQ: 451.01 20. Tax Year: 2018 to 2018
Owner Name: DE MUSZ, JAMES & PATRICIA Property Location: 709 WEEKS LANDING ROAD

Tax Year: 2018	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	556.49	556.49	0.00	0.00	1,112.98
Prelim Adjust:	556.49-	556.49-	0.00	0.00	1,112.98-
Other Bill Adj:	0.00	95.36-	0.00	95.36-	190.72-
Total Billed:	0.00	95.36-	0.00	95.36-	190.72-
Payments:	0.00	0.00	0.00	0.00	0.00
Balance Adjust:	0.00	95.36	0.00	0.00	95.36
Balance:	0.00	0.00	0.00	95.36-	95.36-

Date	Qtr	Type Description	Code	Check No	Mthd	Reference		Batch Id	Principal	Interest	2018 Prin Balance
		Original Billed							1,112.98		1,112.98
07/18/17	1	Adjustment	094			23668	4	SAB	556.49-	0.00	556.49
07/18/17	2	Adjustment	094			23668	5	SAB	556.49-	0.00	0.00
03/26/18	2	Adjustment Homestead Credit	HB			24958	969	HOME	95.36-	0.00	95.36-
05/22/18	2	Adjustment Res# 2018-180	064			25313	1	KLB	95.36	0.00	0.00
07/30/18	4	Adjustment Homestead Credit	HB			25678	954	HOMESTEA	95.36-	0.00	95.36-

Total Principal Balance for Tax Years in Range: 95.36-

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

RESOLUTION #2018-286

Title: **SMALL CITIES HOUSING REHABILITATION PROGRAM**
POLICY AND PROCEDURAL MANUAL

WHEREAS, the Township of Lower by resolution authorized the Mayor to apply for a Small Cities Housing Rehabilitation CDBG from the Department of Community Affairs; and

WHEREAS, as a condition of that grant, the Department of Community Affairs requires the Township of Lower to develop a policy and procedural manual that will delineate the activities of the program, and will describe the manner in which the grant funds are to be expended; and

WHEREAS, approval of the governing body is required for final approval of the policy and procedural manual by the Department of Community Affairs; and

WHEREAS, final approval of said policy and procedural manual will permit the Grants Office of the Township of Lower to proceed with the required activities to fulfill the stipulations of the Department of Community Affairs Small Cities Housing Rehabilitation Program grant.

NOW THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that they reviewed the particulars of the policy and procedural manual of said grant.

BE IT FURTHER RESOLVED that said policy and procedural manual is hereby approved to be enacted by the Township Council of the Township of Lower, New Jersey.

	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 September 5, 2018.

_____
Julie A Picard, Township Clerk

TOWNSHIP OF LOWER

NJ DEPARTMENT OF COMMUNITY AFFAIRS SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

HOMEOWNER-BASED REHABILITATION

POLICY AND PROCEDURAL MANUAL

AUGUST 2018

INTRODUCTION

Purpose

The purpose of this document is to provide the Guidelines and Administrative Procedures by which the Housing Rehabilitation Grant Project will be carried out in Township of Lower, Cape May County. This manual is intended to be used by Township officials in administering the program, by applicants participating in the program, and by the NJ Department of Community Affairs (DCA) staff in evaluating program performance. This document will give all program participants a clear understanding of the program and how it will operate.

Legal Authority

The Townships of Lower Rehabilitation Grant Program was established, and is being carried out, under the following legal authority:

Title I, Housing and Community Development Act of 1974 (42 U.S.C. 5301, et seq.);

Title I, Housing and Community Development Act of 1977 (Pub. Law 95-128);

Section 7 (d), Department of Housing and Urban Development Act(42 U.S.C. 3535 (d));

Housing and Urban-Rural Recovery Act of 1983 (Pub. Law 98-181).

By resolution, the lead applicant the Township of Lower authorized an application to be submitted to the NJ Department of Community Affairs to participate in the Small Cities Community Development Block Grant Program and to specifically apply for aid for home rehabilitation assistance.

Description of Program

The Township has elected to employ its existing staff to operate this project. The program will be operated within Lower Township. The area is shown on the map included in Attachment E.

The project is designed to address substantial code deficiencies in homes owned by low and moderate income persons. An estimated 10 families will be provided assistance to correct dangerous conditions, code violations, and reverse blight in these neighborhoods. Funds will be used to repair mechanical systems, structural deficiencies, exterior deterioration, and improve energy conservation.

No-interest, deferred loans will be made available to owner occupants determined to have incomes qualifying them as low and moderate income. Those income levels are defined for the Township by the U.S. Department of HUD.

1. The Conditions Of Eligibility For Financial Assistance

a. Applicant must reside, year-round, in Lower Township.
b. Applicant must have title to the property in which he resides, as evidenced by property deed.
c. Applicant's property taxes must be paid up-to-date.
d. Applicant must have homeowners insurance on property.
e. Applicant must have flood insurance, if applicable.
f. Applicant's property must have serious code deficiencies.
g. Applicant's total household income must be under the applicable ceilings set forth on the following table. (HUD Income Guidelines are effective as of FY 2017. Guidelines may change annually).*[1]

HOUSEHOLD SIZE	LOW INCOME (50%)	MODERATE INCOME (80%)
1	26,250	42,000
2	30,000	48,000
3	33,750	54,000
4	37,500	60,000
5	40,500	64,800
6	43,500	69,600
7	46,500	74,400
8	49,500	79,200

Low and Moderate Income Households are funded on a first-come, first-served basis. The loan must be repaid if the homeowner(s) intends to profit from the increased equity in the home, sells the property, or title is transferred because of the death of all the owners.

[1] Attachment A

2. Criteria Which Will Govern The Manner In Which Rehabilitation Will Be Undertaken

The primary purpose of the Community Development funds as part of the Neighborhood Revitalization Program is to arrest the spread of physical decline of owner-occupied properties within the designated target neighborhood. Therefore, Small Cities Community Development Neighborhood Revitalization Funds will be available to correct existing and incipient code violations and weatherization deficiencies.

In order to determine the extent of code and weatherization deficiencies, the Township will perform an inspection of the applicant's property and will prepare a detailed Work Write-Up and Cost Estimate. The Work Write-Up and Cost Estimate will serve as a basis for monitoring rehabilitation construction activities and issuance of a Certificate of Completion for disbursement of Small Cities funds.

3. The Establishment Of A Revolving Loan Fund

Any loans that are recovered by the Township in accordance with the terms specified in the grant contract will be placed in a single Revolving Loan Account. Funds will be retained by Lower Township in an interest-bearing account for reuse in assisting qualified owner occupants of one to four family dwelling units within the Township with emergency problems. The criteria established in this procedural manual would continue to apply to those funds, which are recaptured and placed in the Revolving Loan Account, including meeting one of the national objectives of the CDBG Program.

The emergency loans for low/moderate income residents will be no-interest loans, and repayment terms, depending on income levels, will either be monthly or payable upon death from the estate. Any repayment adjustments are subject to Council approval.

The Lower Township's Grants Coordinator will administer the Revolving Loan Account. Program goals and objectives will be adhered to and loan funds will be disbursed in accordance with this procedural manual. An annual report will be prepared and submitted to NJDCA on or before August 1 of each year. This report will include, but not limited to, the activities supported with revolving loan funds, amount of funds disbursed, amounts of repayment received, activities proposed for coming year, etc.

4. Manner In Which Cost Estimates Will Be Developed

A Building Inspector will contract to perform technical services. Services will include preparation of a detailed Work Write-Up and Cost Estimate that will serve as a basis for receipt of rehabilitation bids. Interim and final inspections of the property will be undertaken in order to verify that work is completed in accordance with applicable Codes and Construction Standards.

5. The Procedures For Selecting Rehabilitation Contractors

All contractors participating in the program are required to register with the Lower Township Grants Office. All contractors are required to be licensed, insured. Contractors who work in a home with a lead environment are required to complete a HUD approved course about "Safe Work Practices" and "Interim Controls". Contractors must also comply with the EPA's Renovation, Repair and Painting (RRP) Rule. Whereas, the contractor must have a certified renovator available to be on site and the business is required to be registered with the EPA.

The Township of Lower, on behalf of property owners, will solicit bids from licensed and approved Rehabilitation Contractors. Bids will be received on a date and at a time specified, in the Lower Township Clerk's Office, publicly opened, and dutifully recorded and certified. Bids will usually be solicited in batches of 6 or more projects at a time.

The Township of Lower will review the proposals and recommend awards to the responsible low bidders. Cost will be the primary factor considered, with the ability of the Contractor to perform the designated tasks within a reasonable period of time, as is specified in the Contract Documents, as a secondary factor.

Upon determination of the responsible low bidder by the Township of Lower, the property owner will be notified but will given an opportunity to select a responsible bidder with a higher quotation, so long as the differential in cost between the responsible low bidder and the Contractor selected is borne by the homeowner. The homeowner will be required to execute the Contract Documents with the Contractor.

It should be noted that the Township of Lower will consult the Debarred Contractors list provided by the State of New Jersey, Department of Community Affairs, prior to final recommendation of a responsible low bidder.

No more than two (2) contracts may be awarded to any single contractor newly participating in the Program from one bid batch, and the Township of Lower reserves the right to limit that to one (1), if there is reason to suggest caution.

No Contracts will be awarded to any successful low-bid Contractors unless all contracts previously awarded to him have been completed as of a given bid-opening date. The Township of Lower reserves the right to determine which three- (3) contracts will be so awarded, and whether the successful low bidder can reasonably assume the workload of three contracts.

6. Manner In Which The Township of Lower Inspects And Monitors Rehabilitation Construction

The Township will perform interim inspections of the work performed by Contractors and will be responsible for issuing a Certificate of Completion as a result of a satisfactory final inspection.

7. Manner In Which The Township of Lower Will Insure The Repayment Of Loans Provided Under This Agreement Through Appropriate Security Devices

The Township of Lower will enter into an Agreement with the borrower that specifies the purpose for the Funds to be made available through the Loan Program, including reference to a Work Write-Up and Cost Estimate, which will be attached and made part of the Borrower's Agreement. Embodied in the Borrower's Agreement will be the requirement that the Borrower sign a Note and a Mortgage, which will be recorded with the Clerk of Cape May County. The Homeowner will enter into a contract between said homeowner and contractor which will embody the work write-up and contractor bid.

Copies of the Borrower's Agreement, Homeowner/Contractor Contract and Form of Mortgage and Note to be used in implementing the Program are attached and made part of this procedural manual.[2]

8. Manner In Which Appraisals Of The Properties May Be Undertaken

In determining whether the rehabilitation work on a particular structure will cost 75% or more of the value of the structure after rehabilitation, the services of the Township of Lower Tax Assessor may be utilized.

9. Servicing Of Loans

This Section is not applicable because any transfer of title triggers loan repayment.

10. Establishment Of A Ratio Of Private Funds To Small Cities Funds

This section is not applicable, as the Township will provide loans directly to the property owners, without need for additional private financing. This strategy was established in the application, due to the fact that the low income of residents would likely discourage that participation of private lenders in financing of some or the entire project.

11. Manner In Which The Township Will Maintain Its Books And Records

The Township of Lower shall maintain its books and records in a manner that is consistent with the requirements set forth in the New Jersey Small Cities Community Development Block Grant Program Handbook. All records will be maintained in the office of the Lower Township Grants Coordinator. All payments will be made utilizing the Township's current financial procedures, as approved by the State of New Jersey. All Rehabilitation Loans will be issued through Township Checks, which will be approved by the Lower Township Grants Coordinator and Lower Township Treasurer. The same principles will apply for all other payments.

[2] Attachment B

12. Manner In Which The Township Will Insure That Each Loan Will Be Repaid In Full Should The Borrower Sell His Residence Prior To The Final Scheduled Payment Of The Loan

The Note and Mortgage provide for repayment of the loan upon sale or transfer of title. The repayment is activated as a result of transfer of title or sale of the property. The issuance of a Mortgage and recording of same in the County records will insure that the Township is aware of said transactions and will be able to exercise the provisions of the Mortgage and Note which are required to be executed by the Borrower at the time of closing. The mortgage will name the Township as the secured party for this loan transaction.

13. Manner In Which Applications For Assistance Under The Rehabilitation Program Are To Be Received, Evaluated, Approved Or Disproved

Prior to initiating the Neighborhood Revitalization Program in the target neighborhood, the Township will provide notification to residents within the target area of the availability of financial assistance for housing rehabilitation. Written notification will be given to those on the Township waiting list. The information provided will apprise residents that applications for financial assistance are available at the Township Offices.

The Grants Coordinator whose Office is located in the township building, will receive applications on a first-come, first-served basis, and will process applications in the order received. Each application will be evaluated in order to establish eligibility, including ownership status, occupancy of the property, satisfaction of township obligations, and income.

Once an application is approved, the owner will be notified and an inspection ordered on the property, in order to determine the total cost of improvements required. Subsequently, a fund reservation will be made for the approved applicant.

The Lower Township Council will be apprised on a monthly basis of the status of Grant Application received and processed. At such time that rehabilitation work is completed, and a certification of completion is issued, the Grants Coordinator and the Township Treasurer will approve a voucher for payment of loan proceeds to the contractor.

The Townships will maintain a record that indicates the date applications are received and approved for final processing. This record will be open to the public and available for review by the public upon request.

In event that an application is reviewed by the Township and is subsequently disapproved, the Township will provide in writing a letter to the applicant, stating the reason for disapproval. In the event that the applicant wishes to challenge the determination of the Grants Coordinator, the applicant will be given opportunity to approach the Township Manager who will evaluate and make a final determination on the issues in question.

14. Manner In Which The Township Will Insure The Value Of Real Property Being Provided As Security

This section is not applicable, as the Township's primary objective in executing a security instrument is to deter spendthrift actions on the part of the applicant. The Township's position is subordinate to other encumbrances. The program's primary intent is to rehabilitate homes of low and moderate income residents.

15. Manner In Which The Disbursement Of Funds And The Payment For Work Performed By The Contractor Is To Be Made

Funds will be disbursed to Contractors upon conclusion of all rehabilitation work on the property. Contractor will be required to sign a release of liens form. The Building Inspector will issue a certificate of completion, and the homeowner will be requested to sign a statement of satisfaction with regard to the work performed on his/her property. In this way, the Township will be insured that the work was performed in accordance with local codes and weatherization standards, and, furthermore, that the property improvements meet with the satisfaction of the homeowner who is borrowing funds to effect the rehabilitation. Therefore, funds will be disbursed on a lump sum basis.

Exceptions to this rule will apply to those instances where the amount of work required to be performed is of a significant dollar value, which without interim payments would create a severe hardship to the Contractor. An additional exception would permit a progress payment to the Contractor if it can be demonstrated that certain material required to complete the project would not be available for an extended period of time and would cause a financial hardship to the contractor who has performed a majority of the improvements called for in a timely manner. Other exceptions will be considered on a case-by-case basis.

16. Manner In Which The Township Will Monitor Rental Levels And Income Levels Of Occupants Of Rental Units.

This Section is not applicable. Program funds are available only to owner occupants.

17. Manner In Which The Township Will Advertise And Otherwise Disseminate Information As To The Availability Of Loans And Grants.

The Township will advertise this program by fliers in the project neighborhood and (if necessary) newspapers of general local circulation using ads and feature articles.

Area residents are already aware of the program, as a result of a waiting list compiled from requests for grants/loans from homeowners who did not qualify at the time of their inquiry, (either there were no funds available or they were not located in a specific target area). The Grants Office plans to notify the residents on the waiting list by direct mail.

Bid advertising will be through legal ads and via direct mail to interested contractors.

18. A. Definition Of Applicable Terminology

1. Low/Moderate Household: A household whose income is less than 80% of the median income of the MSA and which is classified in accordance with HUD published Section 8 Income Guidelines, as determined by family size.

2. HUD: The United States Department of Housing and Urban Development.

3. EPA: The United States Environmental Protection Agency

4. Rehabilitation: The repair of housing units according to published program specifications in order to comply with current housing, health and safety codes.

5. The Township: The Township of Lower, Cape May County, New Jersey.

B. Description Of Manner In Which Program Will Be Administered

Project Director

James Ridgway, Township of Lower Manager, will act as the Project Director. He will be responsible for overseeing all grant activities and will certify that the monthly fiscal and program progress reports are accurate.

Project Coordinator

The Township of Lower Grants Coordinator, Colleen Crippen, will act as the Project Coordinator. Ms. Crippen will be the person directly responsible for the implementing and administrating this project, including record keeping, compliance with Federal requirements and regular project oversight. Ms. Crippen handles all citizen inquiries, is responsible for the Citizen Participation Plan, has been appointed the Fair Housing Officer and is the project liaison for the Council and Township Manager.

Ms. Crippen will intake applications for Lower Township, process and certify completeness of all applications, contact homeowners, solicit contractors, prepare bid packages, monitor projects, obtain all sign-offs from inspectors, homeowners and contractors, prepare final invoices, complete fiscal monitoring reports and program progress reports, and maintain all records. Ms. Crippen anticipates spending 33% of her time on this project.

Fiscal Management

Lower Township's Chief Financial Officer, Lauren Read, will be responsible for the fiscal management and maintaining financial records of the Grant Program. While

Ms. Crippen will prepare all disbursement reports, Ms. Read will control the record keeping as a separate project and certify the in-kind salary reports. Ms. Read is responsible for signing the state invoice.

Inspector

This project will retain Michael Reardon as its program inspector for Lower Township. He will be responsible for initial inspections, specification preparation, interim inspections during construction, and a final inspection. In addition, Mr. Reardon will provide a written Certificate of Completion, Payment Request, proof of permit approvals, and a signed owner's approval. Mr. Reardon is an independent inspector who also works with Middle Township's rehabilitation program.

Lead Inspections

Lead Inspections, risk assessments and clearance will be performed by Cyrus Environmental Consultants, PO Box 28, Pomona, NJ 08240-0028.

C. A Copy Of All Forms Applicable To The Program

Attached to this procedural manual are all applicable forms, i.e. application form[3] borrower's agreement, note, mortgage, etc.

19. Adjustments To The Maximum Loan

The maximum loan allowed under the Small Cities Program is $24,999. During the implementation of the Rehabilitation Program and the rehabilitation construction activities on individual properties, unforeseen conditions may be discovered. When the inspector identifies such conditions and are deemed necessary to be corrected, the Grants Coordinator will, with the advice of the Township Building Inspector, prepare a change order to identify the additional improvements, which are necessary to correct previously unforeseen deficiencies.

The change order will attempt to delete other improvements of a lesser priority, which have not been constructed. If, however, it is determined that all improvements identified in the Work Write-Up are required, or if a majority of the improvements have been completed to the extent that there are no alternatives but to increase the scope of work, then the Grants Coordinator will have the opportunity to review on a case-by-case basis the need to exceed the maximum loan by not more than 20%. This action will only be taken where it is deemed necessary to remove serious code deficiencies from an eligible property. The Grants Coordinator will report to the Township Manager the actions required, and will document the Community Development file for the individual property.

[3] Attachment C

20. Emergency Procedures

The Program Administrator shall determine that an emergency situation exists based on the following:

- The repair problem is an immediate and serious threat to the health and safety of the building's residents;
- The problem has been inspected and the threat verified by the appropriate local construction and/or health official; and
- The building is owner occupied and the residents are determined to be income eligible.

All income qualified home-owners of the municipality are eligible for this assistance. Only those repairs necessary to correct the emergency situation are eligible for this priority assistance.

Examples of emergency conditions that may arise include failure of a heating system, deteriorated leaking roofs, hazardous electrical systems, non-functioning plumbing systems, collapsing roofs or porches or foundation damage. This list is provided as examples of the types of conditions that would be life or health threatening to the occupants of the property, but is not considered all-inclusive.

21. Delineation Of The Primary Target Areas

The primary target area is all of Lower Township.

22. Unfeasibility Of Rehabilitation

In the event that the property inspection reveals an extraordinary degree of property deficiencies and weatherization deficiencies that are of a serious nature, an evaluation will be made as to the feasibility of investing Small Cities Community Development Funds into the property, in light of the relative impact of the improvements when measured against the total deficiencies in the structure and value of the structure after rehabilitation. In the event that this evaluation reveals that the amount of rehabilitation required on the property exceeds 75% of the value of the property after rehabilitation, the Program Director will have the discretion to disqualify the applicant, and, therefore, target limited Small Cities resources to other qualified properties.

This determination is based on the criteria established in the Environmental Review Regulations. The Township will receive a release of funds for implementation of rehabilitation activities on the premise that the cost of rehabilitation of qualified properties will not exceed 75% of the property value after rehabilitation. To fund a project of this nature would, therefore, be in violation of the findings and conclusions established in the environmental assessment. Furthermore, the project is designed to rehabilitate existing structurally sound properties and is not designed to reconstruct substandard properties.

23. Management of Disputes

Should any dispute arise respecting the true meaning of the Work Write-Up, or should any dispute arise respecting the true value of the extra work or the work omitted, or of improper workmanship or materials, or of any loss sustained by the Owner, the Owner may request a hearing before the Townships. Such request must be made in writing and shall state the nature of the dispute. All parties to the dispute shall be notified in writing of the date and location of the hearing. The Townships representative, (Colleen Crippen), shall appoint an arbitration committee, consisting of three Township Officials. The ultimate decision rests with the arbitration committee, with no further recourse on the part of the property owner.

24. Lead Compliance

In accordance with HUD regulations 24 CFR Part 35, and the EPA Lead-Based Paint Renovation, Repair and Painting Program (RRP), See attached "Small Entity Compliance Guide to Renovate Right" for EPA's Lead-Based Paint Renovation , Repair and Painting Program guidelines. All Program assisted homes constructed prior to 1978 will be tested for lead based paint, and if applicable, be inspected by a risk assessor.

Housing rehabilitation exemptions from lead based paint regulations are as follows:

- Residential structures built after January 1, 1978
- Properties found not to have lead-based paint during earlier testing that meets the requirements of prior evaluations
- Properties where all lead-based paint has been identified and removed using approved methods
- Rehabilitation that does not disturb paint

At the appropriate time, the Program will provide homeowner with copies of the following:

- Lead Hazard Information Pamphlet
- Homeowner signed confirmation of receipt of lead pamphlet.
- Property Owner Disclosure (distributed to owners of a unit known to contain lead-based paint or lead based paint hazards for disclosure to tenants or prospective purchasers)
- Notice of Lead Hazard Evaluation
- Notice of Lead Hazard Reduction Activity
- Clearance Test
- Notice of Clearance

Both Notices of Lead Hazard Evaluation and Lead Hazard Reduction will be provided to the occupants within 15 calendar days of the date the Program receives the evaluation report or the date the lead hazard reduction work is completed. The type of evaluation and reduction activities required depends on the level of Federal assistance as defined by Federal regulations for HUD programs and the . The level is determined by taking the lower of the per unit rehabilitation hard costs or the per unit Federal assistance. Once calculated, the cost determines the level of assistance as exhibited in the table below.

HUD Regulations 24 CFR Part 35 Subpart J : Required Housing Rehabilitation Activities			
Amount of Program Assistance	< $5,000	>$5,000 < $25,000	>$25,000
Approach to Lead Hazard Evaluation and Reduction	Do no harm	Identify and control lead hazards	Identify and abate lead hazards
Notification	Yes	Yes	Yes
Lead Hazard Evaluation	Paint Testing of surfaces to be disturbed by rehabilitation and a Risk Assessment of entire unit including maintenance plan	Paint Testing of surfaces to be disturbed by rehabilitation and a Risk Assessment of entire unit including maintenance	Paint Testing of surfaces to be disturbed by rehabilitation and a Risk Assessment of entire unit including maintenance plan
Lead Hazard Reduction	Repair surfaces disturbed during rehabilitation. Safe work practices Clearance of work site	Interim Controls Safe work practices Clearance of unit	Abatement Safe work practices Clearance of unit

Note: The amounts in the table above refer only to the amount of rehabilitation and do not include lead work.

A lead hazard evaluation will consist of one or more of the following:

- Visual Assessment performed by a HQS Inspector
- Paint Testing performed by a Certified Inspector
- Risk Assessment performed by a Certified Risk Assessor
- Maintenance plan

The lead hazard reduction will always include safe work practices and clearance and will also include one or more of the following:

- Paint Stabilization
- Interim Controls (or Standard Treatment)
- Abatement

The appropriate professional to identify and evaluate lead hazards will inspect any properties not inclusive of the aforementioned exemptions and applying for program assistance. If hazards are identified, the program will then determine the following:

- Required level of lead hazard reduction
- What methods will be used to reduce or eliminate the hazards
- Whether or not relocation of occupants is necessary

The occupants will be notified of the Program's determination. The decision to relocate occupants during work construction is determined by the extent of the rehabilitation and lead hazard reduction work as outlined in HUD Regulations 24 CFR Part 35.1345 under Subpart R. The HUD Handbook 1378 requirements apply for any occupants who are to be temporarily relocated during the construction period.

Prior to the rehabilitation and lead based paint hazard work going out to bid, the Program will determine the type of contractor needed to complete the work required. The Program staff, homeowner and contractor(s) awarded the job will review the key aspects of the lead hazard reduction during the pre-construction conference. Only State certified lead abatement contractors shall conduct abatement.

The awarded contractor(s) will perform safe work practices at all times which includes but is not limited to:

- Occupant protection
- Worksite preparation
- Daily cleanup
- Safe work practices
- Worker protection

Occupants will be notified of any lead-hazard reduction measures that were taken. Subsequent to the program's final inspection, the Lead Based Paint Inspector will conduct a clearance examination including dust samples to confirm the unit is safe for occupancy and that lead hazard reduction was performed according to the Program's work specifications. Notice will be provided to the homeowner within 72 hours of the lead clearance test.

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

RESOLUTION #2018-287

Title: **APPROVAL OF PUBLIC FACILITIES GRANT MANAGEMENT PLAN ADA ACCESS AT CLEM MULLIGAN FIELD**

WHEREAS, the Township of Lower will apply for approximately $400,000 to carry out a NJDCA Fiscal Year 2019 Small Cities CDBG Public Facilities project to provide ADA access at the Clem Mulligan Field; and

WHEREAS, the NJ Department of Community Affairs requires the Township of Lower to prepare a Grant Management Plan to define project staffing and project activities; and

WHEREAS, the NJ Department of Community Affairs requires the Township of Lower to officially adopt its Grant Management Plan; and

WHEREAS, the Township of Lower has prepared a Grant Management Plan for its Fiscal Year 2019 Public Facilities project.

NOW, THEREFORE BE IT RESOLVED, that the Township Council of the Township of Lower, County of Cape May, State of New Jersey, hereby adopts the Grant Management Plan prepared by Colleen Crippen for the Fiscal Year 2019 Public Facilities project.

	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 September 5, 2018.

Julie A Picard, Township Clerk

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

RESOLUTION #2018-288

Title: CANCELLATION OF 2018 PROPERTY TAX

WHEREAS, Block 496.15 Lot 13, assessed to Michael J. & Carey Sattler was changed to property class 15F due to being due to being 100% disabled veteran approved as of the date of application June 23, 2018; and

WHEREAS, Core Logic paid the first, second and third quarter taxes.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the remainder of the 2018 taxes be cancelled.

BE IT FURTHER RESOLVED, that the total amount of $806.96, paid by the mortgage company, be refunded to the Core Logic, the mortgage company.

	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 September 5, 2018.

Julie A Picard, Township Clerk

TOWNSHIP OF LOWER

2600 BAYSHORE ROAD
VILLAS, N.J. 08251
FEDERAL ID #21-6005700

PURCHASING (609) 886-2005
FAX (609) 886-5342

PURCHASE ORDER

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRRESPONDENTCE, ETC.

No.

BILL TO

Lower Township
2600 Bayshore Road
Villas, NJ 08251

ORDER DATE: #####
REQUISITION NO:
DATE:
STATE CONTRACT NO:
F.O.B. TERMS:

VENDOR

Core Logic
3001 Hackberry Drive
Irving, TX 75063

Attn: Refund Dept

PAYMENT RECORD	
CHECK DATE	CHECK NO.

THE CONDITIONS OF THIS ORDER ARE NOT TO BE MODIFIED BY ANY VERBAL UNDERSTANDING. ALL PRICES ARE F.O.B. DESTINATION UNLESS NOTED.

The Township of Lower, being a political subdivision of the State of New Jersey, is exempt from the New Jersey Sales and Use Taxes, pursuant to Section 9(a)(1) of the New Jersey Sales and Use Tax (P.L. 1966 c.30 and c.53)

QUANTITY/UNIT	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL COST
8/15/2018	Refund partial 2nd Q & 3rd Q 2018	8-01-60-910-014		$ 806.96
	Michael J Sattler			
	Block 496.15 Lot 13			
	Exempt Veteran as of 6/23/18			
	Res #2018-			
		TOTAL COST		$ 806.96

VENDOR: THE WHITE VOUCHER COPY MUST BE SIGNED AT X AND RETURNED WITH YOUR INVOICE FOR PAYMENT

CERTIFICATION OF FUNDS AVAILABLE		PAYMENT AUTHORIZED	REQUISITION REQUEST	REQUISITION APPROVED
		The above claim was ordered and paid at a meeting of the Township Council held: DATE		
CFO	QPA	TOWNSHIP CLERK	DEPARTMENT HEAD	TOWNSHIP MANAGER

VENDOR'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing ; and that the amount charged is a reasonable one.

Kliona Markopoli Customer Product Support

VENDOR SIGN HERE — OFFICIAL POSITION

8/22/2018

DATE — TAX I.D. NO OR SOCIAL SECURITY NO.

TOWNSHIP USE ONLY - CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

DEPARTMENT HEAD

OSL 104575

BLO: 496.15 13.
Owner Name: SATTLER, MICHAEL J & CAREY

Tax Year: 2018 to 2019
Property Location: 8 OSPREY DRIVE

Tax Year: 2018	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	762.06	762.05	760.33	760.33	3,044.77
Other Bill Adj:	0.00	46.63-	760.33-	760.33-	1,567.29-
Total Billed:	762.06	715.42	0.00	0.00	1,477.48
Payments:	762.06	762.05	760.33	0.00	2,284.44
Balance:	0.00	46.63-	760.33-	0.00	806.96-

Date	Qtr	Type Description	Code	Check No	Mthd	Reference	Batch Id	Principal	Interest	2018 Prin Balance
		Original Billed						3,044.77		3,044.77
01/29/18	1	Payment	001	CORELOGIC	CK	24668	2143 660	762.06	0.00	2,282.71
04/27/18	2	Payment	001	CORE LOGIC	CK	25127	2083 660	762.05	0.00	1,520.66
08/15/18	2	Adjustment exempt vet 6/23/18	083			25884	1 KLB	46.63-	0.00	1,474.03
08/15/18	3	Payment	001	CORE LOGIC	CK	25878	1877 660	760.33	0.00	713.70
08/15/18	3	Adjustment exempt vet 6/23/18	083			25884	2 KLB	760.33-	0.00	46.63-
08/15/18	4	Adjustment exempt vet 6/23/18	083			25884	3 KLB	760.33-	0.00	806.96-

Tax Year: 2019	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	761.20	761.19	0.00	0.00	1,522.39
Other Bill Adj:	761.20-	761.19-	0.00	0.00	1,522.39-
Total Billed:	0.00	0.00	0.00	0.00	0.00
Payments:	0.00	0.00	0.00	0.00	0.00
Balance:	0.00	0.00	0.00	0.00	0.00

Date	Qtr	Type Description	Code	Check No	Mthd	Reference	Batch Id	Principal	Interest	2019 Prin Balance
		Original Billed						1,522.39		1,522.39
08/15/18	1	Adjustment exempt vet 6/23/18	083			25884	4 KLB	761.20-	0.00	761.19
08/15/18	2	Adjustment exempt vet 6/23/18	083			25884	5 KLB	761.19-	0.00	0.00

Total Principal Balance for Tax Years in Range: 806.96-

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

RESOLUTION # 2018-289

Title: **BID ACCEPTANCE AND AWARD OF ONE (1) 2019 FORD EXPLORER BASE MODEL 4WD**

WHEREAS, Bid # P2P 2018-09 to purchase a 2018 or 2019 Ford Explorer 4WD Base model for the Lower Police Department, was advertised on the Township website on August 18, 2018 and accepted and opened on Tuesday August 28, 2018 at 11:00 a.m. and Five (5) Proposals were submitted and reviewed by the QPA pursuant to the provisions of N.J.S.A. 19:44A-20.4, Fair and Open Process; and

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

Appropriation: 8-01-25-240-200

CFO Signature: _____

Lauren Read, CFO

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

AWARD TO: **Hertrich Fleet Services Inc.**

TOTAL AWARD: **(1) One 2019 Ford Explorer Base Model 4WD**
$26,640.00

	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 September 5, 2018.

_____

Julie A Picard, Township Clerk

P2P 2018-09 (1) One 2018 or 2019 Ford Explorer Base or Equal
Adv 08/16/2018 Open 8/28//2018 11:00 a.m.

Vendor Name	Option #1 2018 Model	Delivery	Option #2 2019 Model	Delivery
Kindle Ford	NO BID		$26,820.48	90 Days
Gentilini Ford	NO BID		$34,199.93	120 Days
Chapman Ford	NO BID		$39,869.00	100 Days
Winner Ford	NO BID		$27,382.00	12-14 weeks
Hertrich	**NO BID**		**$26,640.00**	**60-90 Days**

TOWNSHIP OF LOWER Heidrich

2600 Bayshore Road
Villas, New Jersey 08251

Incorporated 1798
(609) 886-2005

NOTICE TO BIDDERS

P2P BID# 2018-09

Phone (609)886-2005 X123
Fax Request to (609)886-5342 or email to mvitelli@townshipoflower.org

Notice is hereby given via Township Website www.townshipoflower.org that sealed proposals will be received by the Lower Township Purchasing Agent on Tuesday August 28, 2018 at 11:00 a.m. prevailing time at which time the said bids will be publicly opened and read for the following:

One (1) 2018 or 2019 Ford Explorer 4WD or equivalent

All proposals shall be submitted on the Proposal Form approved for this proposal, or on an exact replica as to wording and punctuation. Copies of such Proposal Form, this advertisement, and the Terms and Specifications may be obtained from the Township Treasurer's Office at 2600 Bayshore Road, Villas, NJ and the bidder must absolutely comply with all of the terms of the said documents. All bids must be clearly addressed and mailed or delivered to:

TOWNSHIP OF LOWER
Attention: Margaret Vitelli, QPA
2600 BAYSHORE ROAD
VILLAS, NJ 08251

The Township Council reserves the right to reject any or all bids if it deems it is in the best public interest to do so. Bidders are required to comply with the requirements of Public Laws of 1975, Chapter 127, Affirmative Action Requirements and Pay to Play Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17-27 et seq.

Margaret Vitelli
Purchasing Agent
Advertised via Township Website on 08/16/2018

P2P Bid #2018-09

One (1) 2018 or 2019 Ford Explorer or equivalent

Specifications:

2019 Ford Explorer BASE 4WD

2018 or 2019 Ford Explorer 4WD or equivalent	**Exceptions**
Exterior Color Grey -- Avail Colors are Blue, Black, Silver, Oxford White	2019
Interior Ebony Black Cloth Seats -	Med Lt Stone
3.5L TI-VCT V6 Engine	OK
6 speed automatic transmission	OK
Fog Lamps LED	Not Avail.
4-wheel drive	OK
1 12.6" Wheelbase	OK
Rear window intermittent wiper w/wet-arm washer	OK
One-Piece top hinged lift-gate w/flip open rear window	OK
Power windows/door locks/mirrors	OK
Privacy Glass	OK
Air conditioning	OK
Rear window defroster	OK
Brakes 4 Wheel Disc/ABS	OK
Manual day/night rearview mirror	OK
Super engine cooling	STD Cooling System
Cloth captain seats	OK
Power Equipment Group	OK
List Exceptions:	
Avail Colors are: Blue, Black, Silver, White	
Int Trim is: Med Lt Stone	
Fog Lamps NOT Avail. this Model	
STD Cooling	

Final 2019 order date is 11/2/18

P2P BID #2018-09
BID PROPOSAL FORM

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

Item #1: 2018 Ford Explorer 4WD or equivalent:

Estimated Delivery: _____

(No Bid)

Amount in words

$_____

Amount in numbers

ITEM #2: 2019 Ford Explorer 4WD or equivalent:

Estimated Delivery: 60 to 90 days ARO

Twenty Six Thousand Six Hundred Forty and no/100

Amount in words

$ 26640.00

Amount in numbers

Hertrich Fleet Services Inc. 510381749

Company Name Federal I.D. # or Social Security #

1437 Bay Rd, Milford De 19963

Address

Signature of Authorized Agent Michael Wright

Type or Print Name

Title: Govt Sales Mgr

302 698-9825 8-28-18

Telephone Number Date

302-839-0555 mwright@hertrichfleet.com

Fax Number E-mail address

LIST EXCEPTIONS BELOW OR USE ADDITIONAL SHEET:

Fog Lamps N/A, interior trim Med Lt. Stone, Std Cloth

Final Order Date is 11/2/18

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

RESOLUTION # 2018-290

Title: **A RESOLUTION ACKNOWLEDGING THE AWARD OF A 24 MONTH CONTRACT EXPIRING AUGUST, 2020 TO CONSTELLATION NEWENERGY INC. AND SOUTH JERSEY ENERGY COMPANY FOR ELECTRIC GENERATION SUPPLY SERVICES FOR THE TOWNSHIP OF LOWER AND SJPC COOPERATIVE MEMBERS**

WHEREAS, N.J.S.A 40A:11-11 (5) authorizes two or more contracting units to enter into a Cooperative Pricing Agreement for the purposes of electrical distribution services; and

WHEREAS, the Township of Lower is a member of the South Jersey Power Cooperative (SJPC) with Camden County serving as the lead agency; and

WHEREAS, while serving as lead agency, Camden County issued bid specifications for the purchase of electric generation service utilizing energy consultant Concord Energy Services, Inc. during the process; and

WHEREAS, Lower Township Council approved by Resolution #2018-182 to participate in the current South Jersey Power Cooperative bid process, and SJPC has awarded a contract to the lowest responsible bidders for electric to South Jersey Energy Company and Constellation Energy Inc. for electric generation service for 24 Months and submitted the follow rates and terms: effective September 2018 with Service End Date of August 31, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Lower Township Council hereby authorizes the South Jersey Power Cooperative (SJPC) to contract with the South Jersey Energy Company and Constellation Energy Inc. for electric generation services with Camden County acting as Lead Agency and the following contract is hereby awarded with a projected savings of $23,801.83 over the term of the contract:

AWARD TO: Constellation Energy Inc.
Bid Group 1 : $.07289/kWh
Bid Group 2: $.07774/kWh
Bid Group 4: $.04569/kWh
South Jersey Energy Inc.
Bid Group 3: $.08132/kWh

TERM: September 2018 - August 31, 2020 (24) Twenty Four Month Contract

	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 September 5, 2018.

_____
Julie A Picard, Township Clerk

To: Participating Members of the South Jersey Power Co-Op
From: Anna Marie Wright, QPA, Purchasing Agent Camden County
Date: July 18, 2018
RE: SJPC A17-18 Electric Supply Service Bid Summary and Results
Cc: Vicki Molloy, Concord Energy Services
Tara Pasca, Concord energy Services

The County of Camden, as lead agency to the South Jersey Power Cooperative (SJPC), is pleased to provide the following summary relative to the procurement of electric supply service on the open market. As the memo below will show, the cooperative continues to experience savings and participants are projected to save over 3.6 million dollars in the aggregate over the term, when compared to the historical utility default rate. See below projected savings over term per County and its participants:

Camden County - ITB No. A17-18 South Jersey Power Cooperative Electricity Bid Award Results		
County	**Estimated Term Usage**	**Projected Savings Over Term**
Camden	133,477,408	$1,419,213
Atlantic	130,511,767	$682,092
Cape May	71,998,892	$424,249
Gloucester	128,016,492	$1,020,654
Salem	26,410,086	$147,401
	490,414,645	$3,693,609

Summary:

Bids for retail electric supply service were received by the County of Camden on July 17, 2018. This overview provides a summary of the bid information and results. If you have any questions concerning this document, you may feel free to contact me or Tara Pasca of Concord Energy Services directly (contact information below).

Winning Bidders, Contact Information, Service Period and Prices:

Winning Bidder: Bid Group 1, 2, 4 &7:
Constellation NewEnergy, Inc
1310 Point St
Baltimore, MD 21231
609.351-9876
856.283.4040 (fax)
Shaun Bodrog
Shaun.Bodrog@constellation.com

Winning Bidder: Bid Group 3 & 5:
South Jersey Energy Company
1317 Route 73 North, Suite 206
Mt. Laurel, NJ 08054
609.204.3954
609.704.3016 (fax)
Judi Subers
jsubers@sjindustries.com

Consultant:

Concord Energy Services
520 South Burnt Mill Road
Voorhees, NJ 08043
Phone: 856.427.0200 x 171
Fax: 856.427.6529
Tara Pasca
tpasca@concord-engneering.com

Participating Members:

SJPC Participant	County
Absecon City	Atlantic
Alloway, Township of	Salem
Atlantic City, City of	Atlantic
Atlantic County	Atlantic
Avalon, Borough of	Cape May
Berlin Township	Camden
Brigantine, City of	Atlantic
Camden County Boathouse	Camden
Camden County Buildings and Operations	Camden
Camden County College	Camden
Camden County Department of Corrections	Camden
Camden County Department of Parks	Camden
Camden County Department of Public Safety	Camden
Camden County Department of Public Works	Camden
Camden County Golf Academy	Camden
Camden County Improvement Authority	Camden
Camden County JTPA	Camden
Camden County Library	Camden
Camden County Police Department	Camden
Camden County Prosecutors Office	Camden
City of Camden	Camden
Cape May County	Cape May
Cape May County Bridge Commission	Cape May
Cape May Point	Cape May
Cape May, City of	Cape May
Carneys Point Township	Salem
Cherry Hill Fire District #13	Camden
Chesilhurst, Borough of	Camden
Clayton, Borough of	Gloucester
Collingswood, Borough of	Camden
County of Camden - Courthouse Maintenance	Camden

Dennis, Township of	Cape May County
Deptford Township	Gloucester
Deptford Twp MUA	Camden
East Greenwich Township	Gloucester
Egg Harbor City	Atlantic
Egg Harbor Township MUA	Atlantic
Egg Harbor Twp	Atlantic
Folsom Borough	Atlantic
Galloway Twp	Atlantic
Glassboro, Borough of	Gloucester
Gloucester County Buildings and Grounds	Gloucester
Gloucester County Improvement Authority	Gloucester
Gloucester County Library Commission	Gloucester
Gloucester County Special Services School District	Gloucester
Gloucester County Utility Authority	Gloucester
Gloucester County Vocational-Tech School District	Gloucester
Gloucester Township	Gloucester
Greenwich Township	Gloucester
Haddonfield, Borough of	Camden
Hamilton Twp	Atlantic
Hamilton Twp MUA	Atlantic
Housing Authority of the City of Camden	Camden
Laurel Springs, Borough of	Camden
Lindenwold Fire District #1	Camden
Lindenwold Fire District #2	Camden
Lindenwold Fire District #3	Camden
Linwood, City of	Atlantic
Logan Township	Gloucester
Longport, Borough of	Atlantic
Lower Alloways Creek Township	Salem
Lower Township	Cape May
Magnolia, Borough of	Camden
Mannington Township	Salem
Margate, City of	Atlantic
Merchantville, Borough of	Camden
Middle, Township of	Cape May
Monroe Township	Gloucester
Mount Ephraim Public Schools	Camden
Mullica, Township of	Atlantic
National Park Borough	Gloucester
Newfield, Borough of	Gloucester

Northfield	Atlantic
Ocean City	Cape May
Oldmans Township	Salem
Penns Grove, Borough of	Salem
Pennsauken Township	Camden
Pennsauken Township BOE	Camden
Pennsville Sewerage Authority	Salem
Pennsville, Township of	Salem
Pine Hill, Borough of	Camden
Pleasantville, City of	Atlantic
Pollution Control Financing Authority of Camden County	Camden
Rowan College at Gloucester County	Gloucester
Salem County	Salem
Salem County Special Services School District	Salem
Salem County Vocational School	Salem
Sea Isle City	Cape May
Somers Point, City of	Atlantic
Stratford, Borough of	Camden
Upper, Township of	Cape May
Ventnor City	Atlantic
Washington Twp MUA	Gloucester
Wenonah, Borough of	Gloucester
West Cape May, Borough of	Cape May
West Deptford Township	Gloucester
Wildwood Crest, Borough of	Cape May
Wildwood, City of	Cape May
Winslow Fire Department	Camden
Woodbury Heights, Borough of	Gloucester
Woodbury, City of	Gloucester
Woodstown, Borough of	Salem
Woodstown Sewerage Authority	Salem

Service Period:

Service Start: September 2018 (begins with each account's meter read after September 1, 2018)

Service End: August 31, 2020

Term of Service: 24 months

Bid Pricing:

The County selected the Fixed All Inclusive Pricing:

Utility	Rate Code	Bid Group	Term (Months)	Bid Price	Awarded Supplier
Atlantic City Electric	AGS-P, AGS-SH, DDC	1	24	$0.07289/kWh	Constellation NewEnergy
Atlantic City Electric	MGS-P, AGS-S	2	24	$0.07774/kWh	Constellation NewEnergy
Atlantic City Electric	MGS-S, RS	3	24	$0.08132/kWh	South Jersey Energy
Atlantic City Electric	SPL, CSL	4	24	$0.04569/kWh	Constellation NewEnergy
PSE&G	GLP, LPL-S (All Accounts)	5	24	$0.09272/kWh	South Jersey Energy
PSE&G	BPL, PSAL	6	Not Awarded		
PSE&G	LPL-P	7	24	$0.07197/kWh	Constellation NewEnergy

Billing and Payment Terms:

Each Participant shall receive one bill from their respective utility for the Delivery and Transportation of electricity and one bill from the Third Party Supplier (Constellation NewEnergy/South Jersey Energy) for the electricity supply service. Billing for each SJPC Member shall be based upon the applicable Local Distribution Company's (utility) meter readings by location.

Your respective utility will continue to provide safe and adequate service to include the delivery and distribution of the electricity. The utility is responsible for maintaining the existing network of poles and lines that make up the delivery system, which will serve all consumers, regardless of from whom they choose to purchase their electric supply.

Invoice payment terms are 20 days.

Ongoing Contract Support:

Throughout the term of this contract, you may contact Tara Pasca, at Concord Energy Services for assistance with contract questions, billing issues and/or general energy related questions. Tara can be reached at (856) 427-0200 x 171 or via email at tpasca@concord-engineering.com.

Thank you and best regards,

Anna Marie Wright, QPA

Bid Lot	Awarded Supplier	Contrct Term	Contrcat Price	Contrct Start Date	County	Participant	Service Address				Utility	SAID Number	Rate Class	Historical 12m kwh	Proj Annual Savings	Proj Term Savings (24 Months)
2	Constellation New Energy	24 Months	$ 0.07774	Sept 2018 Meter Read	Cape May	Lower, Township of	2600 Bayshore Road	Villas	NJ	08251	ACE	05500658986970001436l6	AGSSECOND	171,760	$697.35	$1,394.68
2	Constellation New Energy	24 Months	$ 0.07774	Sept 2018 Meter Read	Cape May	Lower, Township of	Forrestral & Langley Road	Erma	NJ	08251	ACE	05500661085570000506l1	AGSSECOND	333,800	$1,355.23	$2,710.46
														505,560	$2,052.57	$4,105.15
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	771 Seashore Road	Cold Spring	NJ	08204	ACE	05500016042870012623l6	MGSSECOND	15,495	$177.88	$355.77
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	771 Seashore Road	Erma	NJ	08204	ACE	05500016069170013263l7	MGSSECOND	7,683	$88.20	$176.40
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	808 Shunpike Road	North Cape May	NJ	08204	ACE	05500016113770009761l5	MGSSECOND	6,806	$78.13	$156.27
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	771 Seashore Road	Cold Spring	NJ	08204	ACE	05500016141870006151l3	MGSSECOND	14,594	$167.54	$335.08
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	100 N Station RD	Wildwood Crest	NJ	08251	ACE	05500074265470013238l9	MGSSECOND	1,487	$17.07	$34.14
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	1619 Bayshore Rd	Villas	NJ	08251	ACE	05500074297770016041l8	MGSSECOND	777	$8.92	$17.84
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	2102 Bayshore Rd	Cold Spring	NJ	08204	ACE	05500074333070002251l5	RSBASIC	3,429	$39.36	$78.73
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	677 Route 9	Cold Spring	NJ	08204	ACE	05500074367870016873O4	MGSSECOND	18,480	$212.15	$424.30
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	677 Route 9	Cold Spring	NJ	08204	ACE	05500074412270016872l2	MGSSECOND	30,880	$354.50	$709.00
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	307 Champlain Road	Villas	NJ	08251	ACE	05500074445270006804O5	MGSSECOND	3,257	$37.39	$74.78
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	Timber Ln	Erma	NJ	08204	ACE	05500074479170009734l5	MGSSECOND	2,860	$32.83	$65.67
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	1370 Yorktown Road	Erma	NJ	08204	ACE	05500074509570001903l7	MGSSECOND	79,026	$907.22	$1,814.44
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	Route 109 TS	Cold Spring	NJ	08204	ACE	05500074549170001712l8	MGSSECOND	1,964	$22.55	$45.09
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	704 Winslow Avenue	North Cape May	NJ	08204	ACE	05500362504770004184l2	MGSSECOND	14,838	$170.34	$340.68
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	711 Seashore RD	Cold Spring	NJ	08204	ACE	05500582278270007762l3	MGSSECOND	40,736	$467.65	$935.30
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	Bayshore Road & Village Road	Villas	NJ	08251	ACE	05500618920770009413l7	MGSSECOND	170,560	$1,958.03	$3,916.06
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	Bayshore Rd S/O WW R	Villas	NJ	08251	ACE	05500658633770001319l1	MGSSECOND	553	$6.35	$12.70
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	Bayshore Road ES Police Blvd	Villas	NJ	08251	ACE	05500658963870001411l0	MGSSECOND	54,480	$625.43	$1,250.86
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	Wash Blvd	North Cape May	NJ	08204	ACE	05500803137370009895O1	ANMG_UMGSS	12	$0.14	$0.28
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	Bayshore Rd N/O Miami Avenue	Villas	NJ	08251	ACE	05500819712570002969l2	MGSSECOND	26,660	$306.06	$612.11
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	Millman Lane/Ohio Avenue	Villas	NJ	08251	ACE	05500923783970006769l6	MGSSECOND	34,934	$401.04	$802.08
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	3913 Bayshore Rd	North Cape May	NJ	08204	ACE	05501013165870018735l1	MGSSECOND	752	$8.63	$17.27
3	South Jersey Energy	24 Months	$ 0.08132	Sept 2018 Meter Read	Cape May	Lower, Township of	Carolina Avenue	Villas	NJ	08251	ACE	05501176210570010242l1	MGSSECOND	4,301	$49.38	$98.75
														534,564	$6,136.79	$12,273.59
4	Constellation New Energy	24 Months	$ 0.04569	Sept 2018 Meter Read	Cape May	Lower, Township of	Various	Lower	NJ	08251	ACE	05500051603370010146l8	ANEL_SPL	705,672	$2,335.77	$4,671.55
4	Constellation New Energy	24 Months	$ 0.04569	Sept 2018 Meter Read	Cape May	Lower, Township of	Various	Lower	NJ	08251	ACE	05500051638970010146l8	ANEL_CSL	307,868	$1,019.04	$2,038.09
4	Constellation New Energy	24 Months	$ 0.04569	Sept 2018 Meter Read	Cape May	Lower, Township of	209 Bayshore Rd	Villas	NJ	08251	ACE	05500641413470006359O4	ANEL_SPL	8,190	$27.11	$54.22
4	Constellation New Energy	24 Months	$ 0.04569	Sept 2018 Meter Read	Cape May	Lower, Township of	Bayshore Woods	Villas	NJ	08251	ACE	05500658945570005198l0	ANEL_SPL	14,112	$46.71	$93.42
4	Constellation New Energy	24 Months	$ 0.04569	Sept 2018 Meter Read	Cape May	Lower, Township of	Forrestal & Langley	Erma	NJ	08204	ACE	05500661037670000871O8	ANEL_SPL	22,907	$75.82	$151.64
4	Constellation New Energy	24 Months	$ 0.04569	Sept 2018 Meter Read	Cape May	Lower, Township of	771 Seashore Road	Cold Spring	NJ	08204	ACE	05500669533670006449l2	ANEL_SPL	17,348	$57.42	$114.84
4	Constellation New Energy	24 Months	$ 0.04569	Sept 2018 Meter Read	Cape May	Lower, Township of	Mindy Ave Park	North Cape May	NJ	08204	ACE	05500669577370006449l2	ANEL_SPL	705	$2.33	$4.67
4	Constellation New Energy	24 Months	$ 0.04569	Sept 2018 Meter Read	Cape May	Lower, Township of	2600 Bayshore Road Munc	Villas	NJ	08251	ACE	05500896146270007442l5	ANEL_SPL	22,329	$73.91	$147.82
4	Constellation New Energy	24 Months	$ 0.04569	Sept 2018 Meter Read	Cape May	Lower, Township of	Bates & Mowery Avenue	Villas	NJ	08251	ACE	05500898202170007443l9	ANEL_SPL	11,272	$37.31	$74.62
4	Constellation New Energy	24 Months	$ 0.04569	Sept 2018 Meter Read	Cape May	Lower, Township of	704 Winslow Ave	North Cape May	NJ	08204	ACE	05500898289870007464l8	ANEL_SPL	1,412	$4.67	$9.35
4	Constellation New Energy	24 Months	$ 0.04569	Sept 2018 Meter Read	Cape May	Lower, Township of	Jonathan Hoffman	North Cape May	NJ	08204	ACE	05501013212870007754l5	ANEL_SPL	3,863	$12.79	$25.57
4	Constellation New Energy	24 Months	$ 0.04569	Sept 2018 Meter Read	Cape May	Lower, Township of	Beach Dr & Canal	North Cape May	NJ	08204	ACE	05501067490570001289l4	SPL	5635	$18.65	$37.30
														1,121,313	$3,711.55	$7,423.09
							Grand Totals:							2,161,437	$11,900.91	$23,801.83

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

RESOLUTION # 2018-291

Title: **APPROVAL OF CONTRIBUTION TO LOWER TOWNSHIP CHAMBER OF COMMERCE**

WHEREAS, The Lower Township Chamber of Commerce is organized to achieve the objective of promoting business and community growth and development within by promoting economic programs designed to strengthen and expand the income potential of all business within the Township of Lower and promoting programs of civic, social and cultural nature which are designed to increase the functional and aesthetic values of the community and discovering and correcting abuses which prevent the promotion of business expansion and community growth; and

WHEREAS, the Lower Township Chamber of Commerce has partnered with the Township in hosting the Annual Hospitality Day; and

WHEREAS, the Lower Township Chamber of Commerce prints and supplies an Annual Directory to the residents of Lower Township.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Lower, County of Cape May, State of New Jersey, does hereby authorize and approve a contribution of $1,000.00 towards the Hospitality Day and a contribution of $3,000.00 towards the Annual Directory.

BE IT FURTHER RESOLVED that the CFO, Lauren Read is hereby authorized to issue the above checks chargeable to the following line item where sufficient funds are available as evidenced by her signature

Appropriation: 8-01-20-110-221

CFO's Signature: _____

	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 September 5, 2018.

_____

Julie A Picard, Township Clerk

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

RESOLUTION #2018-292

Title: **PUBLIC FACILITIES GRANT APPLICATION FOR $400,000, CLEM MULLIGAN FIELD, ADA IMPROVEMENTS**

WHEREAS, the Township of Lower desires to apply for and obtain a grant from the New Jersey Department of Community Affairs Small Cities CDGB Public Facilities Program for approximately $400,000, for Clem Mulligan Field ADA Improvements.

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

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

Erik Simonsen
Mayor

James Ridgway
Township Manager

	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 September 5, 2018.

Julie A Picard, Township Clerk

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

ORDINANCE #2018-19

Title: **AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 419 – LITTERING, OF THE CODE OF THE TOWNSHIP OF LOWER, IN ORDER TO ESTABLISH ARTICLE III, PROHIBITING THE RELEASE OF BALLOONS INFLATED WITH HELIUM OR OTHER GASES THAT ARE LIGHTER THAN AIR WITHIN THE TOWNSHIP OF LOWER.**

WHEREAS, the Township of Lower has expressed a desire to ban the release of balloons inflated with helium or other gases that are lighter than air by amending and supplementing Chapter 419, Littering, of the code of the Township of Lower; and

WHEREAS, the intentional release of balloons inflated with helium or other gases that are lighter than air ultimately become dangerous pieces of litter which create safety hazards and may cause harm to wild life and marine life; and

WHEREAS, the Township hereby prohibits any person, organization, firm or corporation from intentionally releasing, organizing the release, or intentionally causing the release of balloons inflated with helium or other gases that are lighter than air, into the air within Township limits.

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

Section 1. **Chapter 419, Article III – Release of Balloons**, is hereby enacted as follows:

419-24 Purpose and Intent

This article is enacted in order to protect the environment, particularly marine life and wild life, and the health, safety and well-being of persons and property by prohibiting the release of balloons, including but not limited to latex and mylar balloons, inflated with helium or other gases that are lighter than air, into the air within Township limits, as it has been determined that the release of balloons inflated with helium or other gases that are lighter than air pose a danger and a nuisance to the environment, particularly marine life and wild life, in the form of dangerous litter, and which may pose a threat to the safety of the general public and their property. It has also been recognized and acknowledged that when a mylar balloon contacts a power line, its metallic properties can cause the equipment to short-circuit which can cause power outages and/or fires.

419-25 Prohibited Releases; Exceptions:

It shall be unlawful for any person, organization, firm or corporation to intentionally release, organize the release, or intentionally cause to be released, balloons inflated with a gas that is lighter than air within the Township of Lower limits except for:

A. Balloons released by a person on behalf of a government agency or pursuant to a governmental contract for scientific or meteorological purposes.

B. Hot air balloons that are recovered after launching

C. Balloons released indoors.

419-26 Violations and Penalties

Any person, organization, firm or corporation violating the provisions of this section, shall be subject to a fine of not less than $100, nor more than $500.

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

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

Section 4. This Ordinance shall become effective 20 days after final passage and publication according to law.

_____
Thomas Conrad, Councilmember

_____
David Perry, Councilmember

_____
Roland Roy, Jr., Councilmember

_____
Frank Sippel, Deputy Mayor

_____
Erik Simonsen, Mayor

First Reading: September 5, 2018

Adopted:

Attest: _____
Julie A Picard, Township Clerk

TOWNSHIP OF LOWER
ORDINANCE NUMBER 2018-18

BOND ORDINANCE PROVIDING FOR PHASE 3 OF DRAINAGE AND STORMWATER MANAGEMENT IMPROVEMENTS AND ASSOCIATED ROAD WORK TO ROSEANN AVENUE AND BAYSHORE ESTATES, BY AND IN THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, STATE OF NEW JERSEY (THE "TOWNSHIP"); APPROPRIATING $3,900,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF $3,900,000 BONDS OR NOTES TO FINANCE THE COST THEREOF

BE IT ORDAINED AND ENACTED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, STATE OF NEW JERSEY (not less than two-thirds of all the members thereof affirmatively concurring), **AS FOLLOWS:**

SECTION 1. The improvements or purposes described in Section 3 of this bond ordinance are hereby authorized as general improvements or purposes to be undertaken by the Township. For the said improvements or purposes stated in Section 3, there is hereby appropriated the aggregate sum of $3,900,000 said sum being inclusive of all appropriations heretofore made therefor. No down payment is required pursuant to the provisions of N.J.S.A. 40A:2-11(c) of the Local Bond Law (the "Local Bond Law"), as the improvements or purposes described in Section 3 of this bond ordinance shall be funded by loans from the New Jersey Infrastructure Bank (formerly known as the New Jersey Environmental Infrastructure Trust).

SECTION 2. For the financing of said improvements or purposes described in Section 3 hereof, negotiable bonds of the Township are hereby authorized to be issued in the principal amount of $3,900,000 pursuant to the Local Bond Law. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the Township in a principal amount not exceeding $3,900,000 are hereby authorized to be issued pursuant to and within the limitations prescribed by said Local Bond Law.

SECTION 3. (a) The improvements hereby authorized and purpose for the financing of which said obligations are to be issued include, but are not be limited to, Phase 3 of drainage and stormwater management improvements and associated road work to Roseann Avenue and Bayshore Estates, which shall include, but not be limited to, improvements to stormwater system including, but not limited to, excavation, trunk line improvements and/or improvements to or replacement of stormwater pipe, and, as applicable, milling, paving, reconstruction and boxing out and resurfacing or full depth pavement replacement, curb, sidewalk and driveway improvements, as well as roadway painting, landscaping and aesthetic improvements. All such improvements or purposes shall also include all engineering and design work, surveying, construction planning, preparation of plans and specifications, permits, bid documents, construction inspection and contract administration, and all work, materials, equipment, labor and appurtenances necessary therefor or incidental thereto.

(b) The estimated maximum amount of bonds or notes to be issued for said improvements or purposes is $3,900,000.

(c) The estimated cost of said improvements or purposes is $3,900,000.

SECTION 4. In the event the United States of America, the State of New Jersey, the County of Cape May and/or a private entity, make a contribution or grant in aid to the Township for the improvements and purposes authorized hereby, and the same shall be received by the Township prior to the issuance of the bonds or notes authorized in Section 2 hereof, then the amount of such bonds or notes to be issued shall be reduced by the amount so received from the United States of America, the State of New Jersey, the County of Cape May and/or a private entity. In the event, however, that any amount so contributed or granted by the United States of America, the State of New Jersey, the County of Cape May and/or a private entity, shall be received by the Township after the issuance of the bonds or notes authorized in Section 2 hereof, then such funds shall be applied to the payment of the bonds or notes so issued and shall be used for no other purpose. This Section 4 shall not apply, however, with respect to any contribution or grant in aid received by the Township as a result of using funds from this bond ordinance as "matching local funds" to receive such contribution or grant in aid.

SECTION 5. All bond anticipation notes issued hereunder shall mature at such time as may be determined by the Chief Financial Officer, provided that no note shall mature later than one (1) year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with the notes issued pursuant to this bond ordinance, and the signature of the Chief Financial Officer upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time in accordance with the provisions of the Local Bond Law. The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time at public or private sale and to deliver them to the purchaser thereof upon receipt of payment of the purchase price and accrued interest thereon from their dates to the date of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the principal amount, the description, the interest rate, the maturity schedule of the notes so sold, the price obtained and the name of the purchaser.

SECTION 6. The capital budget of the Capital Fund of the Township is hereby amended to conform with the provisions of this bond ordinance, and to the extent of any inconsistency herewith, a resolution in the form promulgated by the Local Finance Board showing full detail of the amended Capital Fund capital budget and capital programs as approved by the Director of the Division of Local Government Services in the New Jersey Department of Community Affairs will be on file in the Office of the Clerk and will be available for public inspection.

SECTION 7. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvements or purposes described in Section 3 of this bond ordinance are not current expenses and are improvements or purposes which the Township may lawfully undertake as general improvements or purposes, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of said improvements or purposes within the limitations of said Local Bond Law, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is 40 years.

(c) The supplemental debt statement required by the Local Bond Law has been duly made and filed in the Office of the Clerk of the Township and a complete executed duplicate thereof has been filed in the Office of the Director of the Division of Local Government Services in the New Jersey Department of Community Affairs, and such statement shows that the gross debt of the Township as defined in the Local Bond Law is increased by the authorization of the bonds or notes provided for in this bond ordinance by $3,900,000 and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.

(d) An aggregate amount not exceeding $780,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purposes or improvements hereinbefore described.

SECTION 8. Unless paid from other sources, the full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. Unless paid from other sources, the obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy *ad valorem* taxes upon all the taxable property within the Township for the payment of the obligations and the interest thereon without limitation as to rate or amount.

SECTION 9. The Township hereby declares the intent of the Township to issue the bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3 of this bond ordinance. This Section 9 is a declaration of intent within the meaning and for purposes of Treasury Regulations §1.150-2 or any successor provisions of federal income tax law.

SECTION 10. The Chief Financial Officer is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Township and to execute such disclosure document on behalf of the Township. The Chief Financial Officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Township pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Township and to amend such undertaking from time to time in connection with any

change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Township fails to comply with its undertaking, the Township shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

SECTION 11. The Township covenants to maintain the exclusion from gross income under Section 103(a) of the Code of the interest on all bonds and notes issued under this ordinance.

SECTION 12. This bond ordinance shall take effect twenty (20) days after final adoption, and approval by the Mayor, as provided by the Local Bond Law.

ADOPTED on First Reading
Dated: August 20, 2018

Julie A. Picard, Clerk
Township of Lower

Thomas Conrad, Councilmember

David Perry, Councilmember

ADOPTED on Second Reading
Dated: September 5, 2018

Roland Roy, Councilmember

Julie A. Picard, Clerk
Township of Lower

Frank Sippel, Deputy Mayor

Approval by the MAYOR on this 5th day of September, 2018.

Erik Simonsen, Mayor
Township of Lower

Township of Lower
Treasurer's Report
YTD: 2018

	Total	Jan	Feb	Mar	Apr	May	June	July
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**
RECEIPTS:								
Per Revenue Status	40,144,849.32	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
less: post cash surplus	(3,002,000.00)							(3,002,000.00)
Interest due from Capital	(12,216.29)	(1,783.94)	(1,612.83)	(1,786.07)	(1,728.88)	(1,786.96)	(1,729.75)	(1,787.86)
Interest due from Escrow	(876.10)	(127.50)	(113.78)	(128.37)	(129.13)	(128.65)	(118.59)	(130.08)
PREPAID TRASH 2017	0.00							
PREPAID TRASH 2018	0.00							
	37,129,756.93	**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**
Transfers:	0.00							
Capital - GOOD FAITH DEPOSIT	169,800.00							169,800.00
	0.00							
Grants Received:								
Recycling Tonnage $ Recd	0.00							
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	1,925.77	1,225.77				700.00		
EMAA $ RECD	9,400.00		9,400.00					
CC $ RECD	73,775.05						73,775.05	
BODY ARMOR $ RECD	156.00			156.00				
ALED $ REC	1,025.25						1,025.25	
CLICKIT $ RECD	5,500.00						5,500.00	
NJDOT BEACH DRIVE $ REC	133,500.00		133,500.00					
381,624.81								
TOTAL RECEIPTS:	**37,681,181.74**	**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**
DISBURSEMENTS:								
2017 Reserves	598,152.57	367,125.19	127,134.12	52,322.97	39,382.03	195.04	11,419.99	573.23
2018 Current	43,264,586.83	4,538,948.79	7,344,762.89	7,242,277.29	5,678,746.27	8,099,968.51	2,248,604.42	8,111,278.66
2018 Capital	2,707,122.73	160,350.19	142,197.58	273,886.34	460,269.34	720,100.49	747,798.65	202,520.14
less: Special Emergency	0.00							
less: Def chgs reassess	(183,200.00)							(183,200.00)
less: Due capital	(520,000.00)			(250,000.00)				(270,000.00)
Appropriation Refunds:	(429,552.72)	(60,280.17)	(31,601.36)	(83,195.85)	(38,539.86)	(68,671.87)	(110,982.56)	(36,281.05)
TOTAL DISBURSEMENTS	**45,437,109.41**	**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**
END. BAL. DEC. 31, 2018	**4,296,003.33**	**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**
Total Appropriation Refunds	(429,552.72)	(60,280.17)	(31,601.36)	(83,195.85)	(38,539.86)	(68,671.87)	(110,982.56)	(36,281.05)

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
Online Payment Acct		221,875.14	632,945.51	242,273.88	203,820.07	420,721.00	80,114.74	272,866.79
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
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
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)
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**
		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Monthly Interest Received-Current Fund	32,541.38	4,967.86	5,575.79	4,933.57	3,713.64	4,690.16	3,903.94	4,756.42
Interest Rate		0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%

CASH RECONCILIATION JULY 31, 2018

	Cash		Less Checks Outstanding	Cash Book Balance
	*On Hand	On Deposit		
Current	1,234,337.20	3,460,392.55	348,089.05	4,346,640.70
Trust - Assessment				
Trust - Dog License	50.00	11,013.48	0.00	11,063.48
Trust - Other	5,620.00	2,605,397.37	13,682.38	2,597,334.99
Capital - General	0.00	7,017,782.71	0.00	7,017,782.71
Water - Operating				0.00
Water - Capital				0.00
Assessment Utility Trust				0.00
Public Assistance**				0.00
Garbage District				0.00
Grant Fund				0.00
Total	1,240,007.20	13,094,586.11	361,771.43	13,972,821.88

*Include Deposits In Transit (and change funds)

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

REQUIRED CERTIFICATION

I hereby certify that all amounts shown in the "Cash on Deposit" column on Sheet 9 and 9(a) have been verified with the applicable bank statements, certificates, agreements or passbooks at 31-Jul-18

I also certify that all amounts, if any, shown for investments in Savings and Loan Association on any trial balance have been verified with the applicable passbook at 31-Jul-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
JULY 2018

Treasurer's Report

PRIOR

due payroll	3,160.78	
61733	120.00	
61738	99.00	8/3/2018
61888	180.00	
61962	392.56	
61986	10,796.00	8/3/2018
62146	10.50	
62159	20.00	
62446	3,950.00	
	18,728.84	

JULY

62659	35.03
62689	50.00
62713	202.82
62721	215.19
62726	60.00
62728	164.00
62740	8,140.00
62754	2,995.00
42757	4,750.00
62763	50.34
62775	219.00
62779	3,525.00
due from trust	600.00
	21,006.38
	39,735.22

DIT'S

38,983.38	ONLINE TAX
65,905.13	ONLINE TAX
2,064.00	
220,767.49	
9,226.05	
94,211.73	
206,715.35	
154,164.13	
164,095.47	
85.00	
30.00	
3,773.00	
50.00	
245.30	
210.00	
80.00	
78.75	due from trust
185.63	due from trust
960,870.41	

8/22/2018

Prepared by Lauren Read