

WORK SESSION & REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL

SEPTEMBER 17, 2012 - 6:00 P.M.

Meeting called to order.

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

Work Session

Discussion - Best Practice Policies

Review of Consent & Regular Agenda Items

Consent Agenda

Approval of Minutes September 5, 2012
Res. #2012-229 Payment of Vouchers, \$ 2,211,948.11
Res. #2012-230 Certification of Best Practice Inventory (required by State)
Res. #2012-231 Requesting Approval to Establish A Dedicated Trust By Rider For Snow Removal Pursuant To N.J.S.A.40A:4-62.1
Res. #2012-232 Authorization to Cancel Taxes on Township Owned Property (2610 Bayshore Rd)
Res. #2012-233 Authorization: Determination of Municipal Service Fees for 2013 (\$120.00 per year for 2013)
Res. #2012-234 Authorization for Refund of Taxes (2 properties - duplicate payments)
Res. #2012-235 Appointment of Christopher J. Winters For Consulting Services (\$2,500. CALEA Accreditation)
Res. #2012-236 Bid Acceptance and Contract Award for Delaware Bay Shore Outfall Extensions Contract M-7 (KC Marine Contracting, Inc \$178,261.)
Res. #2012-237 Authorization for the Greater Cape May Elks #2839 to Conduct an Outdoor Flea Market (date changed from October 6th to October 13,2012)
Res. #2012-238 Certification of Lot Clearing Charges To The Tax Collector (8 properties \$7,200.00)
Res. #2012-239 Authorizing Payout of Terminal Leave (C. Kammer, \$70,322.75)

Regular Agenda

Res. #2012- 240 Appointment to the Municipal Utilities Authority
Res. #2012- 241 Authorizing the Payment of Vouchers (Douglass Landscaping \$7,690.63)

Administrative Reports

Department Monthly Reports - August
Animal Control, Construction, Dog Licensing, Engineer, Municipal Clerk, Tax Collector, Vital Statistics

Council Comments

Call to the Public

Adjournment

Regular & Work Session Meeting Minutes - September 5, 2012

The regular meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on Wednesday, September 5, at 6:00 p.m. at the Villas Fire Company, 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 Walt Craig
Councilmember Glenn Douglass
Deputy Mayor Kevin Lare
Mayor Michael Beck

Also present: Michael Donohue, Solicitor, Michael Voll, Manager and Karen Fournier, Clerks Office

Proclamation - Clarence J. "Bud" Howard, Jr.

Mayor Beck and Council presented certificates to the family of Clarence J. Howard, Jr. in appreciation for all he had done in his 68 years of active service in the Villas Fire Company and throughout the community. Mr. Howard was a lifelong resident of Lower Township and a charter member of the Villas Fire Company as well as the Lower Township Rescue Squad. A proclamation designating Saturday, September 8, 2012 as Clarence J. "Bud" Howard, Jr. Day was also presented in honor of his memory.

Proclamation - Constitution Week

Mayor Beck read the proclamation commemorating the 223rd anniversary of the drafting of the Constitution of the United States of America designating September 17 – September 23 as Constitution Week.

Work Session

Discussion Bayshore Estates Stormwater Investigation, Robert Mainberger, Hatch Mott MacDonald
Township Engineers Mark Sray and Robert Mainberger of Hatch Mott Macdonald addressed Council with an update on the Bayshore Estates Stormwater Investigation Project. They submitted a proposed cost estimate of \$63,100.00 which will include mapping, hydraulic studies and testing to determine the best options for the township relating to cost and technology for a solution from drainage issues in connection with the Roseann Ave Outfalls, including Bayshore Estates and Schooner Landing Developments.

Review of Consent & Regular Agenda Items

Consent Agenda

Approval of Minutes	August 20, 2012
Res. #2012-217	Payment of Vouchers, \$1,665,693.28
Res. #2012-218	Resolution Requesting the Release of a Demolition Bond for Block 259 Lots 9 & 10, 3 East Drumbed Road
Res. #2012-219	Drunk Driving Enforcement Fund Application \$6,248.96

Regular & Work Session Meeting Minutes - September 5, 2012

- Res. #2012-220 Authorization for Refund of Taxes (2 properties disabled veterans)
 Res. # 2012-221 Cancellation and Refund of Tax Sale Certificate #12-00057 (Block 324 Lot 1 \$3,444.97)
 Res. #2012-222 A Resolution Urging the New Jersey Legislature to Support Bills ACR89 and S1490 Providing Relief for Senior and Disabled Citizens' Property Tax (raising income limit to \$15,000. and raising deduction to \$500.00)
 Res. #2012-223 Awarding An Economic Development Loan to O'Doyles's Inc (Villas Liquors \$35,000.00)
 Res. #2012-224 A Resolution of the Township of Lower Authorizing the Sale of Surplus Personal Property No Longer Needed For Public Use on An Online Auction Website

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

Regular Agenda

- Res. # 2012-225 Authorizing the Payment of Vouchers - Rescue \$9,027.04

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

- Res. #2012-226 Authorizing the Payment of Vouchers - Douglass Landscaping \$6,490.63

Regular & Work Session Meeting Minutes - September 5, 2012

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

Res. # 2012-227 Approving Project Proposal Between Hatch Mott Macdonald and the Township of Lower For Engineering Services Related to Bayshore Estates Stormwater Investigations (\$63,100.)

Mayor Beck opened public comment regarding Res. #2012-227 upon no Council comment.

A Resident of Linda Anne Drive addressed Council regarding the water level on her street and requested that Linda Ann be added to this project. Mayor Beck assured her that Linda Ann Drive has already been included in the project.

Fred Long questioned council regarding whether or not the Army Corp of Engineers work at Cox Hall Creek has to be completed first, and if a pump station would alleviate the problem on Roseann Avenue. Mark Sray replied that the Army Corp work does not need to be completed first, and yes, a pump station would alleviate the problem on Roseann Avenue unless Cox Hall Creek is fully flooded.

Frank Seracco questioned the efficiency of the proposed pumping station, referencing the pumping station in Fishing Creek.

Public Works Director Gary Douglass explained that unlike Fishing Creek, Cox Hall Creek has free flow.

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

Regular & Work Session Meeting Minutes - September 5, 2012

Res. # 2012-228 Authorizing the Manual Payment of Vouchers - CAFRA Permit & Tideland License (\$31,650)

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

Administrative Reports

Personnel Action Report

Council Comments

Councilmember Tom Conrad commended Julie Picard on her first "away" meeting as Township Clerk.

Councilmember Walt Craig reminded everyone that school is back in session, to be mindful of kids crossing streets.

Councilmember Glenn Douglass announced the upcoming 9/11 ceremony at Sunset Beach at 6:00 p.m.

Deputy Mayor Kevin Lare thanked the Villas Volunteer Fire Company for hosting the council meeting as well as their continued strength in the community, with special mention of Mr. Clarence J. "Bud" Howard, Jr.

Mayor Mike Beck thanked the Villas Fire Company for their hospitality and service, and announced the upcoming Health Fair on October 10, 2012 from 2:00-6:00 p.m.

Call to the Public

Adjournment

There being no further business, motion to adjourn moved by Councilmember Douglass, seconded by Councilmember Conrad. Motion to adjourn unanimous by verbal "ayes" Meeting adjourned at 6:38p.m.

Mayor

Township Clerk

Approved:

September 14, 2012
08:32 AM

Resolution # 2012-229
Lower Township
Bill List By Vendor Id

Page No: 1

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
00069 ALL SPORTS AMERICA*	12-01745	06/22/12	MISC. FOOTBALL EQUIPMENT	Open	1,094.00	0.00		
00109 ARAWAK PAVING CO., INC.*	12-02281	08/22/12	ASPHALT FOR RDS	Open	10,021.50	0.00		
00110 ANCO HOME CENTER*	12-02158	08/08/12	SUPPLIES FOR RDS/SIGNS/BLDG	Open	334.17	0.00		
	12-02176	08/09/12	MONTHLY VOUCHER FOR AUGUST	Open	187.77	0.00		
	12-02217	08/16/12	ADDITIONAL INVOICES FOR JULY	Open	468.98	0.00		
	12-02300	08/24/12	ROPE FOR POOL COVER	Open	200.00	0.00		
					<u>1,190.92</u>			
00194 ADVANCED VIDEO & SOUND LLC*	12-02326	08/29/12	CAMERAS RECREATION	Open	145.40	0.00		
00197 INKWELL PRINTING*	12-01441	06/04/12	POSTERS FOR INDEPENDANCE DAY	Open	98.00	0.00		
	12-01449	06/04/12	POSTERS FOR FARMERS MARKET	Open	98.00	0.00		
	12-01858	07/06/12	POSTERS FOR CONCERT	Open	98.00	0.00		
					<u>294.00</u>			
00228 AFFORDABLE FIRE SOLUTIONS LLC*	12-00755	03/19/12	FIRE SPINKLER ANNUAL INSPECT	Open	375.00	0.00		
00233 ROBERT BAILEY	12-02437	09/11/12	CONTRACTUAL REIMBURSEMENT	Open	126.72	0.00		
00301 BELMONT AND CRYSTAL SPRINGS*	12-02399	09/10/12	TOWN HALL WATER RENTAL AUG2012	Open	27.53	0.00		
	12-02429	09/11/12	BOTTLED WATER/DPW AUGUST 2012	Open	30.96	0.00		
	12-02435	09/11/12	BOTTLED WATER/FIRE AND SAFETY	Open	19.37	0.00		
	12-02447	09/12/12	BOTTLED WATER AUG 2012	Open	5.40	0.00		
					<u>83.26</u>			
00346 BERGEY'S TRUCK CENTERS*	12-02078	08/01/12	PARTS FOR RECYCLING	Open	128.66	0.00		
00403 BLUE WAVE EXPRESS CAR WASH*	12-02186	08/10/12	CAR WASH	Open	225.00	0.00		
	12-02315	08/27/12	CAR WASH/FIRE AND SAFETY	Open	5.00	0.00		
					<u>230.00</u>			
00406 BLANEY & DONOHUE, PA	12-00554	02/24/12	EXP 2012 (\$40K)BAL 28,587.50	Open	1,262.50	0.00		
00535 PHILIP CALFINA	12-02438	09/11/12	CONTRACTUAL REIMBURSEMENT	Open	1,440.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00616 ANIMAL ALLIANCE OF CAPE								
	12-02362	09/05/12	TNR AND SPAY/NEUTER PROGRAM	Open	900.00	0.00		
	12-02461	09/13/12	SPAY NEUTER PROGRAM #96	Open	<u>650.00</u>	0.00		
					1,550.00			
00735 CATERINA SUPPLY, INC.*								
	12-01732	06/22/12	RES 2012-153 GRANT \$ OPTION #1	Open	32,050.00	0.00		
	12-01735	06/22/12	RES 2012-153 TIDE FLEX VALES	Open	<u>8,030.00</u>	0.00		
					40,080.00			
00775 CAPRIONI PORTABLE TOILETS, INC*								
	12-02212	08/15/12	ONE MONTH RENTAL	Open	46.50	0.00		
00784 CAPE MAY STAR & WAVE								
	12-02338	08/30/12	ONE INSERTION 8-29-12	Open	23.56	0.00		
00820 COMCAST OF WILDWOOD* DPW								
	12-02196	08/13/12	MONTHLY INTERNET	Open	95.18	0.00		
	12-02347	08/30/12	MONTHLY INTERNET 9/1-9/30/12	Open	<u>95.18</u>	0.00		
					190.36			
00825 COMCAST*								
	12-02448	09/12/12	TOWNHALL 01925223681-01-6	Open	102.19	0.00		
00925 DONALD PAUL CLARK JR.								
	12-02446	09/12/12	CONTRACTUAL REIMBURSEMENT-V	Open	220.00	0.00		
00986 COMMUNICATIONS MARKETING ASSOC								
	11-03512	12/19/11	DISPATCH CHAIRS	Open	1,983.75	0.00		
01092 CONTINENTAL FIRE & SAFETY, INC*								
	12-02241	08/20/12	ANNUAL FIRE EXTINGUISHER INSPE	Open	283.00	0.00		
01130 GAYLE HADLEY								
	12-02400	09/10/12	PAYEMNT TO ZUMBA INSTRUCTOR	Open	60.00	0.00		
01132 CUMMINS POWER SYSTEMS, LLC*								
	12-02236	08/20/12	REPAIRS FOR TRUCKS	Open	1,433.20	0.00		
01170 VERIZON WIRELESS* F/S								
	12-02391	09/06/12	CELL SERVICE FIRE/SAFETY	Open	73.09	0.00		
01171 VERIZON WIRELESS - TOWNHALL								
	12-02216	08/16/12	CELL PHONE B GALESTOK	Open	222.48	0.00		
	12-02462	09/13/12	ACCT 723051842-IPHONES	Open	1,109.65	0.00		
	12-02464	09/13/12	ACCT 62231083700001 AUG 2012	Open	697.91	0.00		
	12-02465	09/13/12	723051842-0001 IPHONE AUG 2012	Open	669.40	0.00		
	12-02466	09/13/12	723051842-00001 IPHONE JULY	Open	<u>666.81</u>	0.00		
					3,366.25			
01201 DELL CORPORATION*								
	12-02071	07/30/12	2 COMPUTER/PRINTER CONST	Open	3,782.06	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01365 GARY DOUGLASS	12-02433	09/11/12	REIMBURSEMENT RADIOSHACK/WIRE	Open	31.01	0.00		
01530 FIRE DISTRICT #1	12-00665	03/08/12	2012 TAXES DUE	Open	122,659.75	0.00		
01540 FIRE DISTRICT #2	12-00663	03/08/12	2012 TAXES - FIRE DISTRICT #2	Open	261,538.20	0.00		
01550 FIRE DISTRICT #3	12-00841	03/29/12	FIRE DISTRICT TAXES	Open	174,366.00	0.00		
01598 DEARBORN NATIONAL	12-02308	08/27/12	SEPTEMBER 2012 LIFE INSURANCE	Open	481.50	0.00		
01641 GALL'S INC*	12-02082	08/01/12	FLASHLIGHT AND CHARGERS	Open	44.00	0.00		
01660 GENERAL SPRING SERVICE*	12-02270	08/21/12	RECYCLING PARTS	Open	3,975.32	0.00		
	12-02342	08/30/12	PARTS FOR MACK ROLL OFF	Open	<u>2,597.00</u>	0.00		
					6,572.32			
01690 GRANTURK EQUIPMENT CO*	12-02213	08/15/12	GARAGE SUPPLIES DPW	Open	13.57	0.00		
	12-02233	08/20/12	PARTS FOR LEAF TURNER/ RECY	Open	2,064.52	0.00		
	12-02283	08/22/12	2 SPEED WATER PUMP	Open	<u>844.31</u>	0.00		
					2,922.40			
01751 GRINGER WEAR PARTS, INC	12-01946	07/13/12	PARTS FOR TUB GRINDER-DPW	Open	1,732.00	0.00		
01781 HATCH MOTT MACDONALD, LLC*	12-02397	09/10/12	PROFESSIONAL ENGINEERING	Open	69.00	0.00		
	12-02443	09/12/12	PROFESSIONAL ENGINEERING	Open	<u>345.00</u>	0.00		
					414.00			
01785 ROBERT HARTMAN SR	12-02468	09/13/12	CONTRACT REIMBURSEMENT	Open	299.70	0.00		
01806 ANTHONY J HARVATT, II, ESQ	12-00985	04/17/12	BOARD SOLICITOR SALARY	Open	466.66	0.00		
	12-02398	09/10/12	RESOLUTIONS SEE EACH LINE	Open	<u>450.00</u>	0.00		
					916.66			
01826 WILLIAM HIENKEL	12-02385	09/05/12	CONTRACTUAL REIMBURSEMENT	Open	790.59	0.00		
01859 HESS CORPORATION	12-02318	08/27/12	ELECTRICITY 7/12/12-8/13/20/12	Open	1,104.71	0.00		
	12-02319	08/27/12	ELECTRICITY 7/18/12-8/16/12	Open	<u>8,834.29</u>	0.00		
					9,939.00			

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
02025 HUNTER JERSEY PETERBILT*	12-02345	08/30/12	PARTS FOR TRASH TRUCK DPW	Open	1,576.45	0.00		
02100 CLAUDIA KAMMER	12-02390	09/06/12	CONTRACTUAL REIMBURSEMENT-V	Open	257.00	0.00		
02125 KDI*	12-02223	08/16/12	SAVIN/C3828& SAVIN/C5050	Open	450.93	0.00		
02320 LOWER TOWNSHIP BRD OF EDUCATN	12-00968	04/11/12	2012 SCHOOL TAX 7/01-12/2012	Open	1,495,251.40	0.00		B
02334 LOWER TWP CHAMBER OF COMMERCE	12-02455	09/12/12	LUNCH-MAYOR, MANAGER, CHIEF	Open	45.00	0.00		
02473 FRANCIS P. MAJANE	12-02459	09/13/12	CONTRACTUAL REIMBURSEMENT	Open	1,074.99	0.00		
02800 MURPHY FENCE COMPANY*	12-02144	08/08/12	FENCE FOR TOWNSHIP POOL	Open	13,789.34	0.00		
03072 NJ STATE LEAGUE OF MUNICIPALITI*	12-02428	09/11/12	LEGISLATIVE BULLETIN 2012-2013	Open	28.00	0.00		
03086 NJ STATE ASSN CHIEFS OF POL*	12-02292	08/23/12	ACCREDITATION DUES 2012	Open	1,666.34	0.00		
03279 PARDO'S TRUCK PARTS WHSE*	12-02160	08/08/12	PARTS FOR RDS/SANT/RECY/DPW	Open	1,004.27	0.00		
03280 PARAMOUNT SANITARY SUPPLY*	12-02202	08/14/12	CLOROX WIPES FOR WEIGHT ROOM	Open	55.00	0.00		
03293 BLAINE PAYNTER	12-02436	09/11/12	CONTRACTUAL REIMBURSEMENT	Open	573.00	0.00		
03427 POLAR BEAR*	12-02242	08/20/12	HVAC	Open	269.00	0.00		
	12-02322	08/29/12	RETURNS FOR NEW OFFICE CLERK	Open	685.00	0.00		
	12-02323	08/29/12	NEW EXHAUST FAN REPLACE CLERK	Open	1,075.00	0.00		
					<u>2,029.00</u>			
03452 THOMAS QUINN	12-02386	09/05/12	CONTRACTUAL REIMBURSEMENT	Open	226.01	0.00		
03466 R & R SPECIALTIES	12-02337	08/30/12	DESK WEDGES	Open	82.00	0.00		
03478 RED THE UNIFORM TAILOR, INC.*	12-01368	05/24/12	UNIFORMS	Open	1,051.00	0.00		
03484 LAUREN M. READ	12-02458	09/13/12	AFLAC FLEX REIMBURSEMENT	Open	799.92	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03518 RIGGINS, INC.*	12-02394	09/07/12	HIGHWAY DIESEL 8/31/12	Open	1,699.65	0.00		
03544 PORTER LEE CORP*	12-02207	08/15/12	SUPPLIES FOR BEAST SYSTEM	Open	35.00	0.00		
03608 SEAWAVE CORPORATION*	12-02239	08/20/12	SPONSER RECOGNITION AD 1/2 PG	Open	818.00	0.00		
03692 SOUTH JERSEY GAS CO*	12-02327	08/29/12	GAS BILL AUGUST 2012	Open	182.99	0.00		
03723 STAPLES, INC.*	12-02151	08/08/12	3 HP PRINTERS DPW	Open	749.97	0.00		
	12-02152	08/08/12	ANIMAL CONTROL INK CARTRIDGE	Open	89.98	0.00		
	12-02389	09/06/12	OFFICE SUPPLIES	Open	<u>268.87</u>	0.00		
					1,108.82			
03734 STEWART INDUSTRIES, INC.*	12-01931	07/13/12	EQUIPMENT MAINT	Open	211.25	0.00		
03783 THIS AND THAT UNIFORMS*	12-02320	08/28/12	WHITE SHIRT-CLASS A UNIFORM	Open	46.00	0.00		
	12-02351	08/30/12	UNIFORMS	Open	<u>1,661.00</u>	0.00		
					1,707.00			
03915 TURF EQUIPMENT & SUPPLY CO*	12-02220	08/16/12	CAPSCREWS	Open	99.18	0.00		
03960 VECTOR SECURITY*	12-02290	08/23/12	KEYS	Open	9.00	0.00		
03969 VERIZON	12-02463	09/13/12	TELEPHONE	Open	5,183.47	0.00		
03971 VERIZON WIRELESS	12-02396	09/10/12	MDT WIRELESS	Open	1,523.25	0.00		
04075 BARBER CONSULTING SERVICES LLC	12-02245	08/20/12	NETWORK LINES FOR NEW OFFICES	Open	759.95	0.00		
	12-02445	09/12/12	COMPUTER SERVICES	Open	<u>1,473.72</u>	0.00		
					2,233.67			
04085 CHRISTOPHER WINTER (EMPLOYEE)	12-02387	09/05/12	CONTRACTUAL REIMBURSEMENT	Open	12.00	0.00		
04090 WIRELESS ELECTRONICS, INC*	12-02121	08/03/12	MOTOROLA RADIOS	Open	1,188.00	0.00		
04097 CINTAS FIRST AID AND SAFETY*	12-02038	07/24/12	FIRST AID KIT SUPPLIES	Open	174.60	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
04097 CINTAS FIRST AID AND SAFETY* Continued	12-02284	08/22/12	FIRST AID SUPPLIES DPW	Open	<u>206.03</u>	0.00		
					380.63			
04123 TAMMY DECKER	12-02378	09/05/12	PAYMENT TO INSTRUCTOR	Open	168.00	0.00		
	12-02380	09/05/12	PAYMENT TO INSTRUCTOR	Open	<u>18.00</u>	0.00		
					186.00			
04266 NJ DEPT OF HEALTH&SENIOR SVCS	12-02366	09/05/12	STATE DOG LICENSE FEES AUG2012	Open	63.00	0.00		
04300 W B MASON CO INC*	12-02098	08/01/12	CERAMIC HEATER	Open	61.14	0.00		
	12-02179	08/09/12	OFFICE SUPPLIES	Open	200.58	0.00		
	12-02249	08/21/12	DRUM FOR DET. PRINTER	Open	152.99	0.00		
	12-02303	08/24/12	OFFICE SUPPLIES	Open	<u>268.27</u>	0.00		
					682.98			
04320 PREMIER OFFICE SUPPLY*	12-02280	08/22/12	OFFICE SUPPLIES	Open	84.66	0.00		
04385 SOUTH JERSEY ENERGY SERVICE PL	12-00670	03/08/12	PUBLIC SAFETY HVAC & LIGHTS	Open	13,708.74	0.00		
04505 SOUTH JERSEY PUBLISHING	12-02467	09/13/12	FOURTH OF JULY THANK YOU AD	Open	310.00	0.00		
04508 LOWER CAPE MAY HOCKEY ASSC	12-01913	07/11/12	DONATION FOR HOCKEY ASSOC.	Open	1,500.00	0.00		
04511 RUSLING & MARY REIGHN	12-02317	08/27/12	REFUND OVERPAYMENT 512.33, 10	Open	36.00	0.00		
05065 U.S. MUNICIPAL SUPPLY, INC*	12-02221	08/16/12	DPW GARAGE PARTS	Open	79.94	0.00		
	12-02237	08/20/12	GARAGE PARTS DPW	Open	<u>59.97</u>	0.00		
					139.91			
05067 PRO TUFF DECALS*	12-02288	08/23/12	HELMET DECALS AND STRIPES	Open	680.94	0.00		
5015 ANA RECOVERY LIMITED LIABILIT*	12-02339	08/30/12	LIGHT BAR	Open	682.00	0.00		
5032 NORTH WILDWOOD \$ CREST SHIRT*	12-02125	08/06/12	CHEERLEADING UNIFORMS	Open	1,272.34	0.00		
BENNETT ROBERT & KRISTEN BENNETT	12-02426	09/11/12	RESOLUTION 2012-234	Open	2,225.09	0.00		
BOSNA KAREN MANETTE BOSNA	12-02379	09/05/12	PAYMENT TO INSTRUCTOR	Open	100.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
JAJAS JAJA'S PONY RIDES	12-02395	09/07/12	NATIONAL NIGHT OUT PONY RIDES	Open	300.00	0.00		
TRC THOMAS R. CLYDESDALE	12-02427	09/11/12	RESOLUTION 2012-234	Open	613.36	0.00		
WELLSF WELLS FARGO REAL ESTATE TAX	12-02316	08/27/12	REFUND OVERPAYMENT 497.10,5.01	Open	718.48	0.00		
<hr/> Total Purchase Orders: 123 Total P.O. Line Items: 263 Total List Amount: 2,211,948.11 Total Void Amount: 0.00 <hr/>								

I hereby certify the foregoing to be a Resolution adopted by the Township Council at a meeting held on September 17, 2012.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
CRAIG						
DOUGLASS						
LARE						
BECK						

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

RESOLUTION #2012- 230

TITLE: CERTIFICATION OF BEST PRACTICES INVENTORY

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

WHEREAS, the purpose of the Best Practices Checklist is to promote and improve financial accountability and transparency by withholding some or all of the final payment of State Aid unless the municipality certifies a minimum of 41 out of 50 best practices; and

WHEREAS, the attached 2012 Best Practices Inventory for the Township of Lower shows that the Township qualifies to receive 100% of the final payment of State Aid;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower that the 2012 Best Practices Inventory has been reviewed and may be forwarded to the State of New Jersey Department of Community Affairs.

I hereby certify the foregoing to be a resolution adopted by the Township Council at a public meeting held on September 17, 2012.

Julie A. Picard, Township Clerk

	MOITON	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
CRAIG						
DOUGLASS						
LARE						
BECK						

Best Practices Worksheet CV 2012/SFY2013

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

	Question	Comments
0505	<p>Sharing services has been promoted for many years as a means to control costs. In addition to sharing resources such as labor, facilities and equipment with a county or with neighboring communities, shared services include similar agreements with school boards, independent authorities and fire districts. Shared services do not include cooperative purchasing, cooperative pricing or commodity resale agreements. Did your municipality actively negotiate (i.e. meet with representatives from a neighboring town, your county or another local unit) and/or enter into at least one new shared service agreement in 2011?</p>	
2	<p>Yes</p> <p>N.J.S.A. 40A:65-4b requires municipalities to file a copy of their shared service agreements, including amendments and renewals thereof, with the Division of Local Government Services. Has your municipality filed a copy of all shared service agreements presently in effect, along with any amendments thereto, with the Division? This response shall not include cooperative purchasing, cooperative pricing or commodity resale agreements.</p>	
3	<p>Yes</p> <p>Has your municipality adopted a vehicle use policy prohibiting personal use of municipal vehicles, and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)?</p>	
4	<p>Yes</p> <p>Does your municipality's legal counsel and/or qualified purchasing agent review and approve procurement specifications and professional service contracts before contracts are executed?</p>	
5	<p>Yes</p> <p>Municipalities and their agencies are allowed to prohibit the award of public contracts to business entities that have made certain campaign contributions exceeding \$300 and to limit the contributions that the holders of a contract can make during the term of a contract to \$300. A model ordinance concerning pay-to-play can be found at www.nj.gov/dca/jgs/muniand/pay_to_play_ordinance-contractor.doc. Has your municipality adopted a pay-to-play ordinance pursuant to N.J.S.A. 40A:11-51 that is more restrictive than state statutory requirements?</p>	

Lower Township (Cape May)

0505

Please see Color Key at bottom of sheet for limits on answers

Question

Comments

Yes

Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget including the full adopted budget for current year when approved by governing body; most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; contact information for elected and appointed officials, municipal administrator or manager, municipal clerk, police chief, municipal court administrator and all department heads; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?

No

Does your municipality require its elected officials to attend on an annual basis at least one course offered by the Rutgers University Center for Government Services (or a similar education provider such as the NJ League of Municipalities) covering the responsibilities and obligations of elected officials (for example: ethics, municipal finance, labor relations, capital planning, shared services)?

Yes

Are ordinances codified on an annual basis, with both the code and any uncodified ordinances made available online?
Financial Standards - FS

Best Practices Worksheet CV 2012/SFY2013

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0505	Question	Comments
	Answer	
9	<p>With regard to your municipality's collective bargaining agreements that replaced contracts expiring on or after 1/1/11, is the overall impact of the aggregate economic costs limited to an average increase of 2% or less per year over the contract term? An example of such analysis can be found on the "<u>PERC Summary Form; Public Sector; Non-Police and Non-Fire; Section V Impact of Settlement</u>" and "<u>PERC Summary Form; Police and Fire; Section VII Impact of Settlement</u>"</p> <p>Internal accounting control processes, procedures and authorizations are designed to safeguard assets and to limit the risk of loss or misstatement. Does your CFO evaluate and discuss this risk assessment annually with your governing body or an appropriate subcommittee of the governing body (Audit or Finance Committee) with a focus on developing accounting control processes, procedures and authorizations designed to limit the risk of loss or misstatement?</p> <p>An accounting policy manual documenting all internal accounting control processes, procedures and authorizations is of great value for staff to understand these safeguards. Are internal accounting control processes, procedures and authorizations documented and communicated to staff?</p> <p>Are all General Ledger cash balances reconciled to bank statements (e.g. receipts postings to bank deposits; disbursement postings to cleared checks and wire transfers) with all reconciling differences verified (e.g. deposits in transit, outstanding checks and posting differences)?</p> <p>Municipalities have the potential to save significant money by auditing their telephone lines annually, and other utilities on a less frequent but nonetheless regular basis. Does your municipality perform an audit of its utility accounts (e.g. telephone, electric meters, streetlighting) at least once every three years to ensure that inactive accounts are cancelled?</p> <p>In submitting your corrective action plan for findings cited in your annual audit, are these items reviewed by the CFO with the governing body or an appropriate subcommittee of the governing body (e.g. finance or audit committee)?</p> <p>Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. Have all audit findings from the 2010 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2011 audit? If the answer is no, please list the repeat findings in the comments section.</p>	
10	Yes	
11	Yes	
12	Yes	
13	Yes	
15	Yes	

Best Practices Worksheet CV 2012/SFY2013

Lower Township (Cape May)

0505

Please see Color Key at bottom of sheet for limits on answers

Answer

Question

Comments

The CFO should prepare both the annual financial statement and annual debt statement. Excessive auditor assistance on these documents could create a perception that the auditor is not truly independent of the client in auditing the client's financial statements. At an absolute minimum, each CFO should prepare audit-ready financial records including books of original entry, general ledgers, subsidiary ledgers and other computer reports that accurately analyze and reflect the municipality's financial position. These records should have sufficient detail for an accountant with sufficient knowledge of New Jersey's municipal accounting system to extract the information necessary in preparing the annual financial and debt statements. This requires that all financial transactions (both cash and non-cash) be posted in the general ledger and that all general ledger accounts be supported by subsidiary ledgers, reports, reconciliations or are otherwise analyzed. If your CFO does not prepare the annual financial statement or annual debt statement, and does not present the financial records in a complete and audit-ready condition, are you retaining outside assistance to do so from an individual or entity separate from your municipality's audit firm?

The CFO prepares the AFS and ADS.

17 N/A

The CFO should prepare a municipality's annual budget. If your CFO does not prepare the municipality's annual budget, are you retaining outside assistance to do so from an individual or entity separate from your municipality's audit firm?

The CFO prepares the annual budget.

18 Yes

Grant programs can create a significant burden on a municipality's cash flow if program expenses are either not timely reimbursed or are charged to other operating accounts instead of to the grant. Are all grant revenues reviewed at least quarterly to determine that all program expenses have 1) been filed for reimbursement and 2) have been properly charged to the grant, with follow up communication to grantor agencies in instances where payments are delayed?

Budget Preparation and Presentation - BP
Has your municipality fully and accurately disclosed in the "Budget Message" section of your CY2012/SFY 2013 budget the following: Revenues at Risk; Non-Recurring Cost Reductions; Anticipated CY2013/SFY 2014 Appropriation Increases; and Structural Balance Offsets as detailed in Local Finance Notice 2011-37?

Yes

Lower Township (Cape May)

0505

Please see Color Key at bottom of sheet for limits on answers

Answer

Question

Comments

In preparing your annual budget it is important for both the governing body and public to understand the concept of surplus and how it accumulates (or declines) over the years. A formal policy regarding surplus serves as a basis for decisions concerning future financial solvency, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy your CFO should analyze and explain at least a five-year trend of surplus; illustrating the factors causing each annual increase or decrease. A surplus policy with realistic and sustainable goals can then be determined. Does your municipality have a written policy goal for the amount of surplus available in support of municipal operations, and is this goal evaluated annually?

No

In preparing your annual budget for the current year it is important that the impact that these decisions may have on future years' budgets be presented, evaluated and considered before final action is taken. Long term plans concerning revenue, appropriations, tax levy, tax levy cap and surplus are critical toward sustaining (or achieving) a solid fiscal condition. Are projections calculated and discussed in sufficient detail so that the governing body understands the impact that the current year's budget may have on the future tax levy (as restricted by the levy cap) and future surplus balances for at least two (2) future year's budgets?

Yes

Certain municipalities have indirectly pledged prompt payment (i.e. issued a guarantee) of debt service with respect to debt issued by counties, independent authorities or developers. Bond Rating Agencies (e.g. Moody's, Fitch, Standard & Poor's) have downgraded certain municipalities' bond ratings to below investment grade for lack of preparation in the event a lender calls in a debt guarantee. If your municipality guarantees any debt, are direct service revenues that may be pledged against debt repayment monitored by the municipal CFO; and to the extent that cash flow from pledged revenue will not satisfy the debt repayment, are sufficient funds held in reserve to satisfy the guarantee or is an existing authorization in place to issue debt (e.g. a bond ordinance) in the event a lender calls in the guarantee?

Yes

Do elected officials receive status reports at least quarterly on all budget revenues and appropriations as they correspond to the annual adopted budget?

Yes

Best Practices Worksheet CV 2012/SFY2013

Lower Township (Cape May)

0505	Please see Color Key at bottom of sheet for limits on answers	Comments
Answer	Question	Comments
Yes	<p>Given the potential fiscal impact of property tax appeals on municipalities, the Tax Assessor and CFO should review the status of filed appeals on a regular basis to determine their effect on future budgets and plan accordingly. With input and approval from the governing body, this plan should include an evaluation of current assessment values and should consider setting aside an adequate estimated reserve to fund potentially successful state tax court appeals. <u>Has your municipality considered a property reassessment/reevaluation to counter the effect of successful residential tax appeals?</u> In answering this question, a yes answer indicates that the municipality either 1) determined after reviewing assessed values that a reassessment/reevaluation is unnecessary due to assessed values accurately reflecting market values (resulting in a small number of successful appeals); or 2) if the impact of appeals is significant, a reevaluation plan has been filed with your County Board of Taxation.</p>	
Yes	<p>In developing your multi-year capital plan, is your municipality dedicating sufficient revenues to fund maintenance, repair and eventual replacement of infrastructure such as roads, storm sewers, sanitary sewers and water systems? N.J.S.A. 40A:4-62.1 allows for the creation of a dedicated trust fund to reserve funds budgeted during years with relatively little snowfall for use in future years when excessive snowfalls may exceed budgeted funds. Although this past winter may have been mild, a responsible budget will take into consideration its impact on future years. In your 2012 budget, has your municipality reserved at least the average of snow removal expenses incurred over a minimum of 3 years?</p>	
Prospective	<p>Health Insurance - HI Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)?</p>	
Yes	<p>Does your municipality limit health benefits to full-time (35 or more hours weekly) employees (excluding elected and appointed officials)?</p>	
Yes	<p>Does your municipality conduct a monthly review of health benefit covered lives in an effort to delete employees, spouses or dependents who should no longer be receiving coverage?</p>	

Best Practices Worksheet CV 2012/SFY2013

Lower Township (Cape May)

0505

Please see Color Key at bottom of sheet for limits on answers

Answer

Question

Comments

Yes
As explained in Local Finance Notices 2011-20R and 2011-34, P.L. 2011 c. 78 requires employees to contribute toward healthcare based on a percentage of total premium cost, subject to a four-year phase-in. Has your municipality implemented the employee healthcare contribution provisions contained in P.L.2011 c. 78?

Municipalities frequently contract with or designate insurance brokers to secure healthcare coverage from insurance carriers. Brokers are typically paid by third-party administrators (TPA's) hired to collect, review and pay healthcare bills. The municipality pays the TPA, who in turn pays the broker. Broker fees are often directly related to the amount of insurance premiums or fees paid by the municipality (i.e. the higher the premium, the larger the broker's commission). Thus, the municipality-broker-TPA arrangement is vulnerable to abuse because brokers could face conflicting incentives in seeking lower-cost insurance alternatives. If your municipality contracts with or otherwise designates an insurance broker, is the structure for broker payments pre-set (i.e. plainly disclosed in the resolution and/or contract designating the broker of record) so as to mitigate the risk of brokers recommending more expensive insurance coverage to earn higher fees?

We recently opted out of SHB and saved \$150,000 in this year's budget by contracting with BC/BS through a broker. It's our policy to obtain competitive rates annually from the SHB and other companies to assure the best prices. While we don't pre-set the broker's rate, we also don't rely solely on the broker to recommend plans so we aren't at risk for paying higher costs.

31

N/A

The State Health Benefits Program (SHBP) offers medical, prescription and dental coverage options for more than 850,000 participants, including employees, dependents and retirees. All plans have substantial networks of healthcare providers, and provide services nationwide. 62% of municipalities, and 33% of counties, within New Jersey participate in SHBP. As your municipality's collective bargaining agreements come up for renegotiation, do your municipality's negotiation proposals seek contract provisions allowing its employees to be switched to SHBP?

32

Yes

If your municipality does not participate in the State Health Benefits Program (SHBP), have competitive proposals for health insurance been solicited in the last three years; including from the Division of Pensions and Benefits for SHBP health insurance coverage?

33

Yes

Personnel - PE

Best Practices Worksheet CY 2012/SFY2013

Lower Township (Cape May)

0505

Please see Color Key at bottom of sheet for limits on answers

Question

Comments

Answer

Yes
 N.J.S.A. 43:15A-7.2 and 43:15C-2(b)(4) preclude independent contractors and individuals performing professional services for any municipality or agency (e.g. municipal attorney, auditor, planner) under a professional services contract awarded pursuant to the Local Public Contracts Law from membership in the Public Employees' Retirement System (PERS) and Defined Contribution Retirement Program (DCRP) . Has your municipality reviewed the status of your independent contractors and professional services providers to ensure they are not deemed eligible for PERS and/or DCRP?

The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, municipal managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and are not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with your labor counsel for more detailed guidance). Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA? In answering this question, be aware that exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings, participation in training sessions, and police "off-duty" assignments (a/k/a "Jobs in Blue").

We are currently in contract negotiations.

N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. Has your municipality filed all current contracts with PERC?

Yes

Best Practices Worksheet CV 2012/SFY2013

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0505	Answer	Question	Comments
	Yes	Does your municipality make available to the public free of charge, either through an internet posting or on-site review, documents that show the current salaries of all personnel and additional documents that would allow the public to view how your municipality's salaries have changed over a three year period?	
	Yes	Are standardized forms completed and filed, either electronically or by paper, to verify all employee time worked (e.g. time cards, electronic time keeping)?	
39	Yes	Does your personnel/human resources office maintain records that account for all leave time earned and used by employees?	
40	Yes	Do supervisors review and approve/deny employee time and attendance documentation before those records are submitted to management and, in the case of department heads, is such documentation reviewed and verified independently?	
41	Yes	Does your municipality limit the carry forward of accrued vacation time to no more than the amount earned in the previous year (meaning no employee hired after the effective date of the limitation policy can keep in any given year more vacation time that they earned in the prior year)?	

Best Practices Worksheet CV 2012/SFY2013

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0505	Question	Comments
Answer		
Yes	Does the municipal governing body approve all payments for accumulated absences pursuant to the requirements of <u>N.J.A.C. 5:30-15.4?</u>	
Yes	Does your municipality provide annual employment practice liability training for elected officials, managers, administrators, department heads and supervisors?	
44 Yes	Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work? The State Workers Compensation Law provides that, when an employee receives a work-related injury producing temporary disability, the employee is entitled to wage-continuation equal to 70% of the employee's weekly wages, subject to a maximum compensation as determined by the Commissioner of Labor. Does your municipality limit benefits for work-related injuries to the above statutory benefit?	
45 No	The weekly benefit rate provided under the State Temporary Disability Law for a non-work-related injury is calculated on the basis of claimant's average weekly wage. Each claimant is paid 2/3 of their average weekly wage up to the maximum amount payable, which is \$572 for disabilities beginning on or after 1/1/12. Does your municipality refrain from supplementing the Temporary Disability benefit?	
46 Yes	Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees?	We are currently in contract negotiations.
47 Prospective	For any employees covered by a collective bargaining agreement, has your municipality eliminated longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing longevity awards, bonuses or payments for employees hired before a specified date?	
48 Yes	Public Safety - PS Does your municipality schedule and undertake periodic inspections/assessments of all municipal facilities to ensure they are in good repair and proper maintainance is being performed?	

Lower Township (Cape May)

0505

Answer

Please see Color Key at bottom of sheet for limits on answers

Question

Comments

Has your municipality reviewed its policies and staffing requirements for providing traffic safety around utility and construction work, and implemented policies to assure that the most efficient and cost-effective approach is taken? Traffic safety policies for utility and construction work should balance the interests of public safety with those of controlling costs. For example, uniformed police officers controlling a cul-de-sac may be excessive; while parking a policeman in a patrol car on a major highway to act in lieu of a "crash truck" may be insufficient and could endanger the officer. An appropriate traffic safety plan should include parameters governing when police officers, flag men and safety apparatus are used in different circumstances.

50 Yes

0	Select
41	Yes
3	No
3	N/A
3	Prospective
50	Total Answered:

47	Score (Yes + N/A + Prospective)
94%	Score %
0%	Percent Withheld

Chief Financial Officer Completion Certification:

Type Name of CFO and Certification # in cells below:

Lauren Read

Name

Cert #

Date Prepared:

9/6/2012

Color Key

Red = Repeat Question, Prospective answers not permitted

Blue = Questions where neither "not applicable" nor "N/A" answers are permitted

Green = Repeat questions where neither "Prospective" nor "Not Applicable" are permitted

Best Practices Worksheet CV 2012/SFY2013

Lower Township (Cape May)

0505

Please see Color Key at bottom of sheet for limits on answers

Answer

Question

Comments

No Color = "Yes"; "No", "Prospective" and "Not Applicable" are all permissible answers

# of Questions scored Yes, prospective, or "not applicable"	Amount of Aid Disbursed	Impact on final 5% aid payment/impact on total aid
41-50	100%	No penalty
33-40	80%	Lose 20% which equals 1% of total aid
25-32	60%	Lose 40% which equals 2% of total aid
17-24	40%	Lose 60% which equals 3% of total aid
9-16	20%	Lose 80% which equals 4% of total aid
0-8	0%	Lose 100% which equals 5% of total aid

Question **Table of Weblinks (Cut and paste into browser)**

5	www.nj.gov/dca/igs/muniald/pay_to_play_ordinance-contractor.doc	
9	http://www.state.nj.us/perc/Collective_Bargaining_Agreement_Summary_Form_Police_and_Fire_2012.04.02_Instructions_and_Example_.pdf	
9	http://www.state.nj.us/perc/Collective_Bargaining_Agreement_Summary_Form_Police_and_Fire_2012.04.02_Instructions_and_Example_.pdf	
19	http://nj.gov/dca/divisions/dlgs/fns/11/2011-37.doc	
30	http://nj.gov/dca/divisions/dlgs/fns/11/2011-20R.doc	
30	http://nj.gov/dca/divisions/dlgs/fns/11/2011-34.doc	
34	http://nj.gov/dca/divisions/dlgs/fns/07/2007-28.doc	
42	http://www.nj.gov/dca/igs/fns/02/fns/cfo-2002-1.pdf	

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

RESOLUTION #2012-231

TITLE: REQUESTING APPROVAL TO ESTABLISH A DEDICATED TRUST BY RIDER FOR SNOW REMOVAL PURSUANT TO N.J.S.A.40A:4-62.1

WHEREAS, permission is required of the Director of the Division of Local Government Services for approval as a dedication by rider by a municipality when the revenue is not subject to reasonable accurate estimates in advance, and

WHEREAS, N.J.S.A 40A: 4-62.1 allows municipalities to reserve excess funds budgeted in association with snow removal, and

WHEREAS, N.J.S.A. 40A: 4-39 provides that the Director of the Division of Local Government Services may approve expenditures of monies by dedication by rider,

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

1. The Mayor and Council hereby request permission of the Director of the Division of Local Government Services to pay expenditures for snow removal costs as per N.J.S.A. 40A:4-39.
2. The Municipal Clerk of the Township of Lower is hereby directed to forward two certified copies of this resolution to the Director of the Division of Local Government Services.

I hereby certify the foregoing to be a resolution adopted by the Township Council on September 17, 2012

Julie A. Picard, RMC, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
CRAIG						
DOUGLASS						
LARE						
BECK						

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

RESOLUTION #2012-232

TITLE: AUTHORIZATION TO CANCEL TAXES ON TOWNSHIP OWNED PROPERTY

WHEREAS, block 410.01, lot 63.02 , also known as 2610 Bayshore Road, Villas NJ, was acquired by the Township of Lower on August 16, 2012: and

WHEREAS, the Township of Lower is exempt from paying taxes.

NOW, THEREFORE, BE IT RESOLVED that the Tax Collector is authorized to cancel the 4th quarter 2012 taxes in the amount of \$1,060.28 on block 410.01 lot 63.02.

I hereby certify the foregoing resolution was adopted by the governing body at a Council meeting held on September 17, 2012.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
CRAIG						
DOUGLASS						
LARE						
BECK						

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

RESOLUTION #2012-233

TITLE: AUTHORIZATION: DETERMINATION OF MUNICIPAL SERVICE FEES FOR 2013

WHEREAS, the Township of Lower has by ordinance no. 2003-12 provided for the imposition of an annual municipal service fee on manufactured homes installed in mobile home parks within the confines of the Township of Lower ; and

WHEREAS, section 2A-9.2 states that the municipal service fee shall be determined by resolution each year by the Township Council on or before November 1 of the pre-tax year; and

WHEREAS, the Tax Collector and CFO have established the annual fee based on the established formula.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Tax Collector is hereby authorized to bill the owners of the mobile home parks within the confines of the Township of Lower \$120.00 per each manufactured home for the year 2013 to be paid quarterly on March 15, June 15, September 15 and December 15.

I hereby certify the foregoing resolution was adopted by the governing body at a Council meeting held on September 17, 2012.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
CRAIG						
DOUGLASS						
LARE						
BECK						

Lower Township: Municipal Service Fee

2011

School Tax Portion:

1	2010-2011 School Budget	25,841,165.39
2	Children in School	3,384
3	Children from Mobile Home Parks	4
4	% of Mobile Home Park Children to Total Population (line 4 / line 3)	0.12%
5	School Costs for Mobile Home Parks (line 4 x line 1)	30,545.11

Other Tax Portion

6	County Tax	7,699,151.37
7	County Library Tax	1,230,751.89
8	Open Space Tax	424,346.62
9	Local Purpose Tax	18,118,526.42
10	Fire District Levy	2,039,240.31
	Billing Difference	118,387.66
11	Total Other Revenues	29,630,404.27

12	Total Line Items	15,378
13	less-#mobile home parks	(6)
14	add-#mobile home line items	555
15	Total Adjusted line items	15,927

16	Percentage (line 14 / line 15)	3.48%
----	--------------------------------	-------

17	Total Other Revenues (line 16 x line 11)	1,032,515.50
----	--	--------------

18	Mobile Home-Residential Home Value Ratio (formula 1)	26.33%
----	---	--------

19	Total Other Tax Portion for Mobile Home Parks (line 18 x line 17)	271,862.07
----	---	------------

20	Balance of Revenue required (line 19 + line 5)	302,407.18
21	Less: Property Taxes Received (formula 2)	(265,410.72)
22	Less: Mercantile Fee (formula 2)	(250.00)
23	Total Revenue Required from Site Fees	36,746.46
24	Total Number of Occupied Mobile Homes	555
25	Total Revenue divided by occupied pad sites (line 23 / line 24)	66.21
26	Divided by 12 Months	5.52

27	Monthly Municipal Service Fee (round to nearest \$5)	10.00
----	--	-------

28	*Annual charge	120.00
----	----------------	--------

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

RESOLUTION #2012-234

TITLE: AUTHORIZATION FOR REFUND OF TAXES

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

WHEREAS, a refund is due.

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

<u>Block</u>	<u>Lot</u>	<u>Refund To</u>	<u>Reason</u>	<u>Tax</u>
497.01	4.04	Thomas R Clydesdale	Paid Twice	613.36
700.01	3 C0207	Robert & Kristen Bennett	Paid Twice	2,225.09

I hereby certify the foregoing to be a resolution adopted by the governing body at a meeting held on September 17, 2012.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
CRAIG						
DOUGLASS						
LARE						
BECK						

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

RESOLUTION #2012- 235

TITLE: APPOINTMENT OF CHRISTOPHER J. WINTERS FOR CONSULTING SERVICES

WHEREAS, the Township of Lower ("Township") has the need to acquire a Consulting Service for the NJSACOP/CALEA Accreditation Program, which will not exceed the Township's bid threshold; and,

WHEREAS, Christopher J Winters has submitted a proposal indicating that he will provide the services described above for a price of \$40.00 per hour not to exceed \$2,500.00; and

WHEREAS, the anticipated term of this appointment is until the completion of the NJSACOP/CALEA Accreditation; and

WHEREAS, the CFO has determined sufficient funds will be available in the current budget as follows:

Appropriation # 2-01-20-310-343
D+G Police Service Contracts

Signature 

WHEREAS, Lower Township will be eligible to receive reimbursement of up to \$10 per hour up to \$1000 from the Atlantic County Municipal Joint Insurance Fund with the requirement that the Consulting firm be appointed by Resolution of the municipality's governing body.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Lower hereby approves the appointment of Christopher J Winters as the consultant for the NJSACOP/CALEA Accreditation Program. .

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Township Council at a meeting held on September 17, 2012.

Julie A Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
CRAIG						
DOUGLASS						
LARE						
BECK						

Christopher J. Winter Sr.
Lieutenant (Ret)
Lower Township (NJ) Police Department
Law Enforcement Accreditation Consultant
NJSACOP Team Leader / Assessor
NJPSAC Trustee, South Jersey

609-780-4769

N.J. Bus.Registration #1547367

PROPOSAL

September 03, 2012

Lower Township Police Department
415 Breakwater Rd
Erma, New Jersey 08204

Chief Brian Marker

Chief Marker,

As per our conversation on Friday 08/31/12, the following proposal is for the remainder of the 2012 year as it relates to the accreditation program and your agency

The following proposal is submitted to assist your agency with the NJSACOP/CALEA Accreditation Program as you have requested. The consultant's services will include working with your assigned Accreditation Manager and the members of your agency on a part time basis to assist with policy revisions as deemed necessary, to ensure compliance with the law Enforcement Accreditation Program to include but not limited to the oversight of the process necessary to assemble proofs of compliance, compilation and management of files and the on-site assessment.

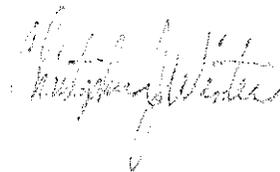
The consultant's services will enable the Lower Township Police Department to complete the self- assessment phase towards re-accreditation and prepare for the final on-site assessment to become accredited.

My consultant services will include but are not limited to the following:

- ✓ Assess your agency's current level of compliance and develop a plan of action to achieve full compliance with each accreditation standard.
- ✓ Review your current written directives to determine if they meet compliance requirements. Where they do not, I will custom write policy for your agency that complies, subject to agency approval.
- ✓ Guide your accreditation manager through the entire process, building the accreditation files, revising directives as needed in comportment with CEO approval.
- ✓ Assist in the identification and recommendation of new programs and equipment and the development of systems or procedures required to meet applicable standards.
- ✓ Review your accreditation files for proper construction, proofs of compliance, and a properly completed Individual Standard Status Report (ISSR). All the proofs of compliance will be reviewed to verify they are compliant and that they represent the agency's best compliance efforts.
- ✓ Prepare your agency for your on-site assessment and have a project manager on-site at your agency during the official on-site assessment.
- ✓ Continually keep your Accreditation Manager and their team informed regarding all aspects of the accreditation process, including proposed changes or amendments to standards, and assessing the impact of changes on your current policies and procedures.

Consulting services to assist your agency with the accreditation process on a part time basis would be \$40.00 per hour based on the amount of hours determined by the agency. Pending the initial review with your assigned Accreditation Manager and staff to determine the status of your current files and work to be completed, your cost is hereby estimated at \$2,500 to complete the process in a timely fashion. I appreciate the opportunity to assist your agency in maintaining this prestigious status and look forward to working with you and the members of the department.

Sincerely,



Christopher J. Winter



New Jersey Division of Revenue

Revenue | NJBGS

On-Line Business Registration Certificate Service

CERTIFICATE NUMBER 1547367 FOR WINTER, CHRISTOPHER J SR IS VALID.

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

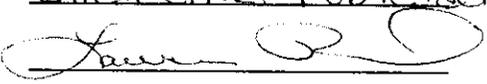
RESOLUTION # 2012-236

TITLE: BID ACCEPTANCE AND CONTRACT AWARD FOR DELAWARE BAY SHORE OUTFALL
EXTENSIONS CONTRACT M-7

WHEREAS, The Notice to Bidders for the Delaware Bay Shore Outfall Extensions Contract M-7 was advertised on July 11, 2012 and accepted on August 8, 2012 at 10:00 a.m.; and

WHEREAS, Six (6) proposals were submitted and reviewed by the QPA, Public Works Superintendent and Township Engineer; and

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

Appropriation #: 2-01-56-750-351
Small Cities Public Facilities
CFO Signature: 

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

Base Bid plus Supplemental Items S1, S2, S3, S4 & S5

AWARD TO: KC Marine Contracting, Inc.

TOTAL AWARD: \$178,261.00

I hereby certify the foregoing Resolution was adopted by the Township Council at a meeting held on September 17, 2012.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
CRAIG						
DOUGLASS						
LARE						
BECK						



**Hatch Mott
MacDonald**

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

September 11, 2012
Via Email at mvoll@townshipoflower.org & 1st Class Mail

Michael J. Voll, Township Manager
Township of Lower
2600 Bayshore Road
Villas, NJ 08251

**RE: Report on Bids
Delaware Bay Shore Outfall Extensions
Contract M-7
Township of Lower, Cape May County
HMM No. 311948**

Dear Mr. Voll:

On August 8, 2012 at 10:00 A.M. sealed bids were received for the above referenced project. Thirteen (13) contractors picked up bid documents during the bidding period with six (6) contractors submitting a bid for the project.

Based on the prices submitted and the amount of grant funding available, the Township will be able to award all five supplemental items in addition to the base bid items. The bids are summarized below from lowest to highest based on the amount submitted for the Base Bid plus Supplemental Items S1, S2, S3, S4 & S5.

Contractor	Base Bid + Supplemental Items S1-S5
KG Marine Contracting, Inc.	\$178,261.00
R.A. Walters & Son, Inc.	\$199,500.00
Lafayette Utility Construction, Co.	\$235,254.00
Channel Marine Construction, Inc.	\$295,200.00
Walters Marine Construction	\$360,000.00
Agate Construction Co., Inc.	\$527,000.00

The close range of the bids indicate that the bid was competitive, and that the low bid is favorable to the Township. Therefore, subject to a review of the bid/contract documents by the Township Purchasing Agent, we recommend the Township award the contract (Base Bid and Supplemental Items S1, S2, S3, S4 & S5) to KG Marine Contracting, Inc. of Manahawkin, New Jersey, for the amount of **\$178,261.00**.



Hatch Mott
MacDonald

Should you have any questions or require additional information, please feel free to contact our office.

Very truly yours,

Hatch Mott MacDonald

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

cc (via Email): Julie Picard, Clerk
Margaret A. Vitelli, RPPS, QPA, Purchasing Agent
Colleen Crippen, Coordinator of Federal and State Aid
Gary Douglass, CPWM, Public Works Superintendent
Mark Blauer, Township Consultant

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

RESOLUTION #2012- 237

TITLE: AUTHORIZATION FOR GREATER CAPE MAY ELKS #2839 TO CONDUCT AN OUTDOOR FLEA MARKET

WHEREAS, Section 359-13 of the Code of Lower Township prohibits outdoor flea markets within the confines of Lower Township except as provided for in Section 359.13b, and

WHEREAS, Section 359-13 of the General Ordinances of the Township of Lower permits non-profit, charitable, civic and religious organizations to conduct four (4) outdoor flea markets within the confines of the Township if approved by the Township Council; and.

WHEREAS, the Township Council has reviewed the application and the current ordinance, and has determined the applicant meets the ordinance requirements of a non-profit, charitable, civic and/or religious organization.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, that approval for an Outdoor Flea Market originally scheduled for October 6, 2012 and approved by Resolution #2012-122 now rescheduled for October 13, 2012 is hereby granted.

I hereby certify this is the original resolution adopted by the Township Council at the meeting held on September 17, 2012.

Julie A. Picard , Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
CRAIG						
DOUGLASS						
LARE						
BECK						

Judith Titus
263 Arbor Road
Villas, N.J. 08251
Home # 609-888-1633
E-mail: heyjude263@msn.com

May 1, 2012

Lower Township Council Members

Dear Council Members:

The Greater Cape May Elks Lodge # 2839 would like permission to hold a outdoor Flea Market at our location at 917 Bayshore Road in the Villas, on the following Saturdays May 19th, 2012 & October 6th 2012.

We are thanking you in advance for your prompt attention to this matter.

Sincerely,

Judy Titus

Please change Oct 6th date
to read Oct 13th 2012

Judy Titus 9/11/12

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

RESOLUTION #2012- 238

TITLE: CERTIFICATION OF LOT CLEARING CHARGES TO THE TAX COLLECTOR

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

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

WHEREAS, the properties listed below contained conditions which violated Section 302 of the Property Maintenance Code; and notice was duly sent to the property owners to abate the conditions and such conditions were not abated; and

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

Block	Lot	Name (as assessed)	Property Location	Amount	Admin Fee	Lien Amount
27	27	Gas Restaurant LLC	401 Bayshore Road	300.00	500.00	800.00
334.06	3.02	Stecher, Eleanor Marie	6 Federal Lane	200.00	500.00	700.00
344.17	4	Carrol, Michael V C/O Eugene	12 Vermont Ave	285.00	500.00	785.00
496.14	25	Bruckno, Gregory	3 Heron Way	305.00	500.00	805.00
236	3	Campiglia C/O Rev Eldridge Evans	28 Bayberry & Frances Ave	520.00	500.00	1,020.00
368.02	3	Brad, Frank J & Jacqueline	20 Village Road	1,200.00	500.00	1,700.00
89	41	Akins, Christopher & Iapalucci, Nina	155 E Delaware Pkwy	250.00	500.00	750.00
210	21	Mazzo, Jason D	143 Ohio Ave	150.00	500.00	650.00
TOTAL				3,210.00	4,000.00	7,210.00

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

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

I hereby certify the foregoing to be a resolution adopted by the Township Council at a meeting held on September 17, 2012.

Julie A. Picard , Township Clerk

	Motion	Second	Aye	Nay	Abstain	Absent
Conrad						
Craig						
Douglass						
Lare						
Beck						

Memo

To: Julie Picard, Clerk

From: Walter Fiore, Code Enforcement Officer

Subject: Liens for Lot Clearings

Date: September 13,, 2012

CC: File

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

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

BLK/LOT	Name (As Assessed)	Amount	Property Location
27 /27	GAS RESTAURANT LLC	\$300.00	401 BAYSHORE ROAD
334.06 / 3.02	STECHEER, ELEANOR MARIE	\$200.00	6 FEDERAL LANE
334.17 / 4	CARROLL, MICHAEL V C/O EUGENE	\$285.00	12 VERMONT AVE
496.14 / 25	BRUCKNO, GREGORY	\$305.00	3 HERON WAY
236 / 3	CAMPIGLIA C/O REV ELDRIDGE EVANS	\$520.00	28 BAYBERRY & FRANCES AVE
368.02 / 3	BRAD, FRANK J & JACQUELINE	\$1200.00	20 VILLAGE ROAD
89 / 41	AKINS, CHRISTOPHER & IAPALUCCI, NINA	\$250.00	155 E DELAWARE PRKWY
210 / 21	MAZZO, JASON D	\$150.00	143 OHIO AVE



Township of Lower

Code Enforcement
2600 Bayshore Road
Villas NJ 08251

(609)-886-2624

*NO
Change
5-25-12*

*Violator
8-31-12*

**NOTICE OF VIOLATION AND ORDER TO CORRECT
IDENTIFICATION**

Reference Number: 10011579

Notice Date: 05/01/2012

Comply Date: 05/11/2012

Name: GAS RESTAURANT LLC
Address: 401 BAYSHORE RD
VILLAS, NJ 08251

Block: 27 Lot : 27 Qual :
Site Address: 401 BAYSHORE ROAD
LOWER TOWNSHIP

Phone:

PLEASE TAKE NOTICE that as a result of an inspection of the above referenced property conducted by this agency, a violation of Lower Township codes has been found to exist. You are hereby ordered to correct the violations below within the comply date. Your failure to comply with this Notice of Violation and Order to Correct shall result in the issuance of a summons in the Lower Township Municipal Court and subject you to fines in the possible amount of \$300.00 for each day the violation exist. Further, your failure to correct the violation may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property. If you correct this violation by the compliance date and the violation occurs again within 60 days, you will be issued a summons without another notice of violation as a continuing violation of the Lower Township Property Maintenance Code, which will subject you to additional fines of up to \$500.00 per day for a second offense and up to \$1,000.00 per day for a third offense for each day that the violation continues. Further, it may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property.

THIS IS THE ONLY NOTICE YOU WILL RECEIVE. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT CODE ENFORCEMENT AT 609-886-2624 ext.154. Thank you for your cooperation

VIOLATION LISTINGS

Violation No.	Violation Date	Corrected Date	Violation Description
Violation Comments.			
302.4	05/01/2012		High grass & weeds on property need to be cut

Sincerely,

Walter Fiore

Walter Fiore, Code Enforcement

Date 5-1-12



Township of Lower
Code Enforcement
2600 Bayshore Road
Villas NJ 08251
(609)-886-2624

*Violation
8-31-12*

**NOTICE OF VIOLATION AND ORDER TO CORRECT
IDENTIFICATION**

Reference Number: 10011561	Notice Date: 04/04/2012	Comply Date: 04/14/2012
Name: STECHER, ELEANOR MARIE	Block: 334.06	Lot : 3.02 Qual :
Address: 6 FEDERAL LA VILLAS, NJ 08251	Site Address: 6 FEDERAL LANE LOWER TOWNSHIP	
Phone:		

PLEASE TAKE NOTICE that as a result of an inspection of the above refernced property conducted by this agency, a violation of Lower Township codes has been found to exist. You are hereby ordered to correct the violations below wthin the comply date. Your failure to comply with this Notice of Violation and Order to Correct shall result in the issuance of a summons in the Lower Township Municipal Court and subject you to fines in the possible amount of \$300.00 for each day the violation exist. Further, your failure to correct the violation may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property. If you correct this violation by the compliance date and the violation occurs again within 60 days, you will be issued a summons without another notice of violation as a continuing violation of the Lower Township Property Maintenance Code, which will subject you to additional fines of up to \$500.00 per day for a second offense and up to \$1,000.00 per day for a third offense for each day that the violation continues. Further, it may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property.

THIS IS THE ONLY NOTICE YOU WILL RECEIVE. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT CODE ENFORCEMENT AT 609-886-2624 ext.154. Thank you for your cooperation

VIOLATION LISTINGS

Violation No.	Violation Date	Corrected Date	Violation Description
Violation Comments.			
302.4	04/02/2012		High grass & weeds on property need to be cut
HIGH GRASS			

Sincerely,

Walter Fiore, J.N.
Walter Fiore, Code Enforcement

Date 4-4-12



Township of Lower
Code Enforcement
2600 Bayshore Road
Villas NJ 08251
(609)-886-2624

**NOTICE OF VIOLATION AND ORDER TO CORRECT
IDENTIFICATION**

Reference Number: 10011561	Notice Date: 04/04/2012	Comply Date: 04/14/2012
Name: BAC HOME LOANS SERVICING, L.P.FKA COUNTRYWIDE HOME	Block: 334.06	Lot : 3.02 Qual :
Address: 7105 CORPORATE DRIVE MAIL STOP: PTX-C-35 PLANO, TX 75024	Site Address:	6 FEDERAL LANE LOWER TOWNSHIP
Phone: ()- -		

PLEASE TAKE NOTICE that as a result of an inspection of the above refernced property conducted by this agency, a violation of Lower Township codes has been found to exist. You are hereby ordered to correct the violations below wthin the comply date. Your failure to comply with this Notice of Violation and Order to Correct shall result in the issuance of a summons in the Lower Township Municipal Court and subject you to fines in the possible amount of \$300.00 for each day the violation exist. Further, your failure to correct the violation may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property. If you correct this violation by the compliance date and the violation occurs again within 60 days, you will be issued a summons without another notice of violation as a continuing violation of the Lower Township Property Maintenance Code, which will subject you to additional fines of up to \$500.00 per day for a second offense and up to \$1,000.00 per day for a third offense for each day that the violation continues. Further, it may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property.

THIS IS THE ONLY NOTICE YOU WILL RECEIVE. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT CODE ENFORCEMENT AT 609-886-2624 ext.154. Thank you for your cooperation

VIOLATION LISTINGS

Violation No.	Violation Date	Corrected Date	Violation Description
Violation Comments.			
302.4	04/02/2012		High grass & weeds on property need to be cut
HIGH GRASS			

Sincerely,

Walter Fiore, E.N.

Walter Fiore, Code Enforcement

Date 4-4-2012



Township of Lower

**Code Enforcement
2600 Bayshore Road
Villas NJ 08251
(609)-886-2624**

*NIC
5-16-12*

*Violation
6-21-12
HGW*

**NOTICE OF VIOLATION AND ORDER TO CORRECT
IDENTIFICATION**

Reference Number: 10011561	Notice Date: 04/04/2012	Comply Date: 04/14/2012
Name: SHORE PROPERTY SERVICE MAR K NELSON	Block: 334.06	Lot : 3.02 Qual :
Address: 1070 H SUITE 215 RT 34 MATAWAN, NJ 07747	Site Address: 6 FEDERAL LANE LOWER TOWNSHIP	
Phone: ()- -		

*Violation
8-31-12*

PLEASE TAKE NOTICE that as a result of an inspection of the above refernced property conducted by this agency, a violation of Lower Township codes has been found to exist. You are hereby ordered to correct the violations below within the comply date. Your failure to comply with this Notice of Violation and Order to Correct shall result in the issuance of a summons in the Lower Township Municipal Court and subject you to fines in the possible amount of \$300.00 for each day the violation exist. Further, your failure to correct the violation may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property. If you correct this violation by the compliance date and the violation occurs again within 60 days, you will be issued a summons without another notice of violation as a continuing violation of the Lower Township Property Maintenance Code, which will subject you to additional fines of up to \$500.00 per day for a second offense and up to \$1,000.00 per day for a third offense for each day that the violation continues. Further, it may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property.

THIS IS THE ONLY NOTICE YOU WILL RECEIVE. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT CODE ENFORCEMENT AT 609-886-2624 ext.154. Thank you for your cooperation

VIOLATION LISTINGS

Violation No.	Violation Date	Corrected Date	Violation Description
302.4	04/02/2012		High grass & weeds on property need to be cut
HIGH GRASS			

Sincerely,

Walter Fiore, E.N.
Walter Fiore, Code Enforcement

Date 4-4-2012



Township of Lower
 Code Enforcement
 2600 Bayshore Road
 Villas NJ 08251
 (609)-886-2624

NO charge
7-18-12
John McNulty

**NOTICE OF VIOLATION AND ORDER TO CORRECT
 IDENTIFICATION**

Reference Number: 10011692	Notice Date: 06/13/2012	Comply Date: 06/24/2012
Name: CARROLL, MICHAEL V C/O EUGE NE	Block: 334.17	Lot: 4 Qual:
Address: 114 SWEET BRIAR DR CLARK, NJ 07066	Site Address: 12 VERMONT AVENUE LOWER TOWNSHIP	
Phone:		

PLEASE TAKE NOTICE that as a result of an inspection of the above referenced property conducted by this agency, a violation of Lower Township codes has been found to exist. You are hereby ordered to correct the violations below within the comply date. Your failure to comply with this Notice of Violation and Order to Correct shall result in the issuance of a summons in the Lower Township Municipal Court and subject you to fines in the possible amount of \$300.00 for each day the violation exist. Further, your failure to correct the violation may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property. If you correct this violation by the compliance date and the violation occurs again within 60 days, you will be issued a summons without another notice of violation as a continuing violation of the Lower Township Property Maintenance Code, which will subject you to additional fines of up to \$500.00 per day for a second offense and up to \$1,000.00 per day for a third offense for each day that the violation continues. Further, it may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property.

THIS IS THE ONLY NOTICE YOU WILL RECEIVE. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT CODE ENFORCEMENT AT 609-886-2624 ext.154. Thank you for your cooperation

VIOLATION LISTINGS

Violation No.	Violation Date	Corrected Date	Violation Description
302.4	06/13/2012		High grass & weeds on property need to be cut
302.1	06/13/2012		PM-302.1 Sanitation: All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

Sincerely,

Walter Fiore
 Walter Fiore, Code Enforcement

Date 6-13-12



Township of Lower
Code Enforcement
2600 Bayshore Road
Villas NJ 08251
(609)-886-2624

NO
 change
 8-29-12

**NOTICE OF VIOLATION AND ORDER TO CORRECT
 IDENTIFICATION**

Reference Number: 10011711	Notice Date: 07/23/2012	Comply Date: 08/03/2012
Name: Bruckno, Gregory Address: 115 Charles Street Apt 7C New York, NY 10014 Phone:	Block: 496.14 Site Address:	Lot : 25 Qual : 3 HERON WAY LOWER TOWNSHIP

PLEASE TAKE NOTICE that as a result of an inspection of the above referenced property conducted by this agency, a violation of Lower Township codes has been found to exist. You are hereby ordered to correct the violations below within the comply date. Your failure to comply with this Notice of Violation and Order to Correct shall result in the issuance of a summons in the Lower Township Municipal Court and subject you to fines in the possible amount of \$300.00 for each day the violation exist. Further, your failure to correct the violation may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property. If you correct this violation by the compliance date and the violation occurs again within 60 days, you will be issued a summons without another notice of violation as a continuing violation of the Lower Township Property Maintenance Code, which will subject you to additional fines of up to \$500.00 per day for a second offense and up to \$1,000.00 per day for a third offense for each day that the violation continues. Further, it may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property.

THIS IS THE ONLY NOTICE YOU WILL RECEIVE. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT CODE ENFORCEMENT AT 609-886-2624 ext.154. Thank you for your cooperation

VIOLATION LISTINGS

Violation No.	Violation Date	Corrected Date	Violation Description
302.1	07/23/2012		PM-302.1 Sanitation: All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.
			All debris on property musty be removed
302.4	07/23/2012		High grass & weeds on property need to be cut

Sincerely,

Walter Fiore

Walter Fiore, Code Enforcement

Date 7-23-12



Township of Lower
Code Enforcement
2600 Bayshore Road
Villas NJ 08251
(609)-886-2624

No charge
7-18-12

NOTICE OF VIOLATION AND ORDER TO CORRECT
IDENTIFICATION

Reference Number: 10011683	Notice Date: 06/13/2012	Comply Date: 06/26/2012
Name: CAMPIGLIA C/O REV ELDRIDGE EVANS	Block: 236	Lot : 3 Qual :
Address: 28 BAYBERRY RD VILLAS, NJ 08251	Site Address:	28 BAYBERRY &FRANCES AVES LOWER TOWNSHIP
Phone:		

PLEASE TAKE NOTICE that as a result of an inspection of the above refernced property conducted by this agency, a violation of Lower Township codes has been found to exist. You are hereby ordered to correct the violations below wthin the comply date. Your failure to comply with this Notice of Violation and Order to Correct shall result in the issuance of a summons in the Lower Township Municipal Court and subject you to fines in the possible amount of \$300.00 for each day the violation exist. Further, your failure to correct the violation may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property. If you correct this violation by the compliance date and the violation occurs again within 60 days, you will be issued a summons without another notice of violation as a continuing violation of the Lower Township Property Maintenance Code, which will subject you to additional fines of up to \$500.00 per day for a second offense and up to \$1,000.00 per day for a third offense for each day that the violation continues. Further, it may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property.

THIS IS THE ONLY NOTICE YOU WILL RECEIVE. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT CODE ENFORCEMENT AT 609-886-2624 ext.154. Thank you for your cooperation

VIOLATION LISTINGS

Violation No.	Violation Date	Corrected Date	Violation Description
Violation Comments.			
302.4	06/13/2012		High grass & weeds on property need to be cut
303.1	06/13/2012		PM-303.1 General: The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.
303.12	06/13/2012		PM-303.1 Window, skylight and door frames: 3 Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.

Sincerely,

Walter Fiore

Walter Fiore, Code Enforcement

Date 6-13-12



Township of Lower

**Code Enforcement
2600 Bayshore Road
Villas NJ 08251
(609)-886-2624**

*No
charge
7-11-12*

**NOTICE OF VIOLATION AND ORDER TO CORRECT
IDENTIFICATION**

Reference Number: 10011689	Notice Date: 06/13/2012	Comply Date: 06/24/2012
Name: BRAD, FRANK J & JACQUELINE A	Block: 368.02	Lot: 3 Qual :
Address: 20 VILLAGE RD VILLAS, NJ 08251	Site Address:	20 VILLAGE ROAD LOWER TOWNSHIP
Phone:		

PLEASE TAKE NOTICE that as a result of an inspection of the above refernced property conducted by this agency, a violation of Lower Township codes has been found to exist. You are hereby ordered to correct the violations below wthin the comply date. Your failure to comply with this Notice of Violation and Order to Correct shall result in the issuance of a summons in the Lower Township Municipal Court and subject you to fines in the possible amount of \$300.00 for each day the violation exist. Further, your failure to correct the violation may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property. If you correct this violation by the compliance date and the violation occurs again within 60 days, you will be issued a summons without another notice of violation as a continuing violation of the Lower Township Property Maintenance Code, which will subject you to additional fines of up to \$500.00 per day for a second offense and up to \$1,000.00 per day for a third offense for each day that the violation continues. Further, it may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property.

THIS IS THE ONLY NOTICE YOU WILL RECEIVE. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT CODE ENFORCEMENT AT 609-886-2624 ext.154. Thank you for your cooperation

VIOLATION LISTINGS

Violation No.	Violation Date	Corrected Date	Violation Description
302.4	06/13/2012		High grass & weeds on property need to be cut
<i>high grass and weeds front and rear yard</i>			

Sincerely,

Walter Fiore
Walter Fiore, Code Enforcement

Date 6-13-12



Township of Lower
Code Enforcement
2600 Bayshore Road
Villas NJ 08251
(609)-886-2624

*No
 charge
 8-29-12*

**NOTICE OF VIOLATION AND ORDER TO CORRECT
 IDENTIFICATION**

Reference Number: 10011719	Notice Date: 07/30/2012	Comply Date: 08/09/2012
Name: AKINS, CHRISTOPHER & IAPALU CCI, NINA	Block: 89	Lot: 41 Qual:
Address: 1228 BAYSHORE RD VILLAS, NJ 08251	Site Address:	155 E DELAWARE PARKWAY LOWER TOWNSHIP
Phone:		

PLEASE TAKE NOTICE that as a result of an inspection of the above referenced property conducted by this agency, a violation of Lower Township codes has been found to exist. You are hereby ordered to correct the violations below within the comply date. Your failure to comply with this Notice of Violation and Order to Correct shall result in the issuance of a summons in the Lower Township Municipal Court and subject you to fines in the possible amount of \$300.00 for each day the violation exist. Further, your failure to correct the violation may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property. If you correct this violation by the compliance date and the violation occurs again within 60 days, you will be issued a summons without another notice of violation as a continuing violation of the Lower Township Property Maintenance Code, which will subject you to additional fines of up to \$500.00 per day for a second offense and up to \$1,000.00 per day for a third offense for each day that the violation continues. Further, it may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property.

THIS IS THE ONLY NOTICE YOU WILL RECEIVE. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT CODE ENFORCEMENT AT 609-886-2624 ext.154. Thank you for your cooperation

VIOLATION LISTINGS

Violation No.	Violation Date	Corrected Date	Violation Description
Violation Comments.			
302.1	07/30/2012		PM-302.1 Sanitation: All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.
all debris on property must be removed, branches on property, debris along garage, trash on porch			

Sincerely,

Walter Fiore

Walter Fiore, Code Enforcement

Date 7-30-12



Township of Lower
Code Enforcement
2600 Bayshore Road
Villas NJ 08251
(609)-886-2624

*NO
 Chase
 8-22-12*

**NOTICE OF VIOLATION AND ORDER TO CORRECT
 IDENTIFICATION**

Reference Number: 10011733	Notice Date: 08/03/2012	Comply Date: 08/13/2012
Name: MAZZO, JASON D Address: 9806 GULFSTREAM BLVD ENGLEWOOD, FL 34224 Phone:	Block: 210 Site Address: 143 OHIO AVENUE LOWER TOWNSHIP	Lot : 21 Qual :

PLEASE TAKE NOTICE that as a result of an inspection of the above referenced property conducted by this agency, a violation of Lower Township codes has been found to exist. You are hereby ordered to correct the violations below within the comply date. Your failure to comply with this Notice of Violation and Order to Correct shall result in the issuance of a summons in the Lower Township Municipal Court and subject you to fines in the possible amount of \$300.00 for each day the violation exist. Further, your failure to correct the violation may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property. If you correct this violation by the compliance date and the violation occurs again within 60 days, you will be issued a summons without another notice of violation as a continuing violation of the Lower Township Property Maintenance Code, which will subject you to additional fines of up to \$500.00 per day for a second offense and up to \$1,000.00 per day for a third offense for each day that the violation continues. Further, it may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property.

THIS IS THE ONLY NOTICE YOU WILL RECEIVE. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT CODE ENFORCEMENT AT 609-886-2624 ext.154. Thank you for your cooperation

VIOLATION LISTINGS

Violation No.	Violation Date	Corrected Date	Violation Description
302.1	08/03/2012		PM-302.1 Sanitation: All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.
302.4	08/03/2012		High grass & weeds on property need to be cut

Sincerely,

Walter Fiore

Walter Fiore, Code Enforcement

Date 8-3-12

**TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY
RESOLUTION # 2012-239**

Title: Authorizing Pay Out of Terminal Leave

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Lower that a revised payment due to Claudia Kammer in the amount of \$ 70,322.75 is authorized and chargeable to the Reserve for Accumulated Absences.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the funds shall be disbursed in biweekly payments totaling \$20,000 in 2012 and \$50,322.75 in 2013.

I hereby certify the foregoing to be a resolution adopted by the Township Council on _____.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
CRAIG						
DOUGLASS						
LARE						
BECK						

Kammer

TOWNSHIP OF LOWER
 RETIREMENT PAYOUT ANALYSIS
 DATE: 9/1/2012

EMPLOYEE: Kammer, Claudia
 DATE OF RESIGNATION: 8/31/2012
 DATE OF PAYMENT:
 RESOLUTION #:

Annual Salary:	\$84,995.33
Hourly Rate:	\$46.70
Longevity	\$3,000.00

SALARY:		
Salary due to	8/31/2012	\$60,919.92
Salary paid through	8/31/2012	\$60,919.92
longevity due		\$3,000.00
Longevity paid		\$1,846.24
Balance due		\$1,153.76

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	0.00	46.70	0.00
Personal	1.35	46.70	62.87
Sick	1,260.00	46.70	58,842.00
Vacation	219.79	46.70	10,264.12
Terminal Leave Payout			\$69,168.99
Final pay			\$70,322.75

	(A)	(B)	(C)	(B * C) (D)	(E)	A + D - E (F)
	Carryover	Annual Accrual	35 weeks / 52 weeks	Prorated Time Due	Time Used	Hours to be paid
Comp	0.00	0.00		0.00		0.00
Personal	1.50	28.00	0.67	18.85	19.00	1.35
Sick	3,061.75	105.00	0.67	70.67	41.50	1,260.00
Vacation	175.00	175.00	0.67	117.79	73.00	219.79
Total	3,238.25	308.00		207.31	133.50	1,481.13

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

Employee Signature: _____
 Date: _____

Treasurer's Signature: _____
 Date: _____

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

RESOLUTION #2012- 240

TITLE: APPOINTMENT TO THE MUNICIPAL UTILITIES AUTHORITY

WHEREAS, Kenneth Mann, Regular Member, resigned from the Municipal Utilities Authority effective August 1, 2012; and

WHEREAS, his resignation created a vacancy for a regular member; and

WHEREAS, Council has reviewed the applications on file with the Clerk.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower that the following appointment to the Municipal Utilities Authority be made as noted below to fill the unexpired term::

<u>Name</u>	<u>Type</u>	<u>Term Exp.</u>
	Regular Member (Replaces Kenneth Mann)	February, 2015

I hereby certify the foregoing to be a resolution adopted by the Township Council at a meeting held on September 17, 2012.

Julie A. Picard , Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
CRAIG						
DOUGLASS						
LARE						
BECK						

FOR TOWNSHIP USE ONLY

Res. # _____

Board/Comm./Auth. _____

Term Exp. _____

Replaced _____ or Reappointed

RECEIVED
8-31-2012

TOWNSHIP OF LOWER
CITIZEN LEADERSHIP FORM

NAME Karlson F. Hughes

CITY AND STATE 345 Willow Dr. Erma N.J. 08204

YEARS OF RESIDENCY IN TOWNSHIP 44 OCCUPATION Fire Chief for State of N.J.

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

- Cable Television Advisory Board
- Environmental Commission
- Historic Preservation Commission
- Citizen Advisory Board

- Municipal Utilities Authority
- Planning Board
- Recreation Advisory Board
- Zoning Board of Adjustment

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

See attached resume.

Date: 8/31/12 Signature: Karl F. Hughes (VALID FOR ONE YEAR FROM DATE OF RECEIPT)

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

Karlson F. Hughes



- Objective** To utilize my skills in order to obtain position in Public Services.
- Education** **High School Graduate** Lower Cape May Regional 1987
November 2010 Certified Public Manager Levels I, II, III, IV, V, VI.
61 College Credits Thomas Edison
Substitute Teacher Assistant Ice Hockey Coach (LCMR) 2010 to Present
- Certifications**
Fire Official State of New Jersey
National Wildfire Coordinating Group (S-130 / S-190)
AAAE Basic / Advanced Rescue Firefighting Certification Program
New Jersey Emergency Medical Technician - Basic
New Jersey Division Criminal Justice Basic Course for Police Officers
New Jersey Division Criminal Justice Special Course for Police Officers
More Available Upon Request
- Professional experience**
October 2007- Present **Ancora Psychiatric Hospital**
301 Spring Garden Road
Hammonton, NJ 08037
Institutional Fire Chief
 - Directs the extinguishment of fire. When required, drives and operates the fire apparatus.
 - Supervises all Assistant Institutional Fire Chiefs.
 - Supervises the inspection of buildings and grounds to insure compliance with existing fire codes and standards.
 - Complete the required SOC's (Statement of Conditions).
 - Update policies/procedures and SOG's as required.
 - Update required JCAHO requirements.
 - Maintain Apparatus and Equipment.
 - Submit required Purchase Order's.
 - Review Performance Evaluation System (PES).
 - Maintain All Inspections Required by DCA / DFS.
- April 2002-October 2007** **Ancora Psychiatric Hospital**
301 Spring Garden Road
Hammonton, NJ 08037
Assistant Institutional Fire Chief
 - Direct the extinguishment of fire, drive and operate fire apparatus.
 - Conduct inspection of buildings and grounds for compliance with existing fire codes, standards and APH specific policies.
 - Conduct fire safety training for facility staff.
 - Maintain apparatus and firefighting equipment.
 - Accurately complete all reports and maintain records.
 - Perform Apparatus / Equipment Checks.
 - Conduct Fire Drills with Staff.
 - Respond to EMS calls.

October, 1999- April, 2002 **Morristown Municipal Airport**
8B Airport Road
Morristown, NJ 07960

Aircraft Rescue Firefighter

- Aircraft Rescue fire fighting
- Direct the extinguishment of fire, drive and operate fire apparatus.
- Conduct fire safety training for facility staff / tenants
- Maintain apparatus and firefighting equipment.
- Accurately complete all reports and maintain records.
- Maintain Training / Certifications.
- Perform EMS as needed.

References

Albert Beers

Cape May County Fire Marshall
4 Moore Road
Cape May Court House, NJ 08210
#609-465-2570

John Force

Retired Assistant Institution Fire Chief
68 Westwood Street
Lewistown, PA 17044
#717-242-0702

Bruce Beiber

Retired Cape May City Fire Chief
Batts Lane
Cape May, NJ 08204
#609-884-2571

Doug Reigard

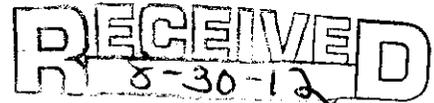
Chief Morristown Airport
8B Airport Road
Morristown, NJ 07960
#973-455-1953

FOR TOWNSHIP USE ONLY

Res. # _____ Board/Comm./Auth. _____

Term Exp. _____ Replaced _____ or Reappointed

TOWNSHIP OF LOWER
CITIZEN LEADERSHIP FORM



NAME STEPHEN W. SHEFTZ

CITY AND STATE Township of Lower, New Jersey

YEARS OF RESIDENCY IN TOWNSHIP 48* OCCUPATION PROFESSIONAL ENGINEER

*25 YEARS AS A PERMANENT RESIDENT

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

- | | |
|---|---|
| <input type="checkbox"/> Cable Television Advisory Board | <input checked="" type="checkbox"/> Municipal Utilities Authority |
| <input type="checkbox"/> Environmental Commission | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> Recreation Advisory Board |
| <input type="checkbox"/> Citizen Advisory Board | <input type="checkbox"/> Zoning Board of Adjustment |

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

Education: -BSEE from Pennsylvania Military College (Widener University)

- Penn State- Professional Engineering Review Course
- University City Science Center- Executive Development
- Temple University-Computer Concepts
- Bell System/A.T. &T., Completed thirty courses (Management, Development and Technical)

CONTINUED ON PAGE 2!

Date 8/28/2012 Signature Stephen W. Sheftz (VALID FOR ONE YEAR FROM DATE OF RECEIPT)

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

*PERSONAL INFORMATION NOT SUBJECT TO PUBLIC DISCLOSURE

Address of Residence _____ Email _____

Primary Phone Number _____ Work Phone Number _____

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

“CONTINUED FROM PAGE 1.”

Stephen W. Sheftz

Page 2 of 2

**Township Of Lower
Citizen Leadership Form**

**Professional Licenses: Registered Professional Engineer-Pennsylvania (#9739-E)
Licensed Professional Engineer- New Jersey (Lic.#35003)**

Experience* (Partial List):

**Bell of Pa./ A.T.&T.: During thirty years career in management,
progressed through of a broad range of jobs with increasing
responsibility including leading management and vocational
employees in Pennsylvania, New Jersey, and Delaware.**

Drexel University: Taught various Engineering Courses at night.

Killam Associates: Senior Engineer – Municipal Services.

Cape May County: Economic Development Director.

Lower Township M.U.A.: Chairman: 1998-2001: Member: 2001-2002

Organizations* (Partial List):

**VETERANS OF FOREIGN WARS – LIFE MEMBER
DISABLED AMERICAN VETERANS – LIFE MEMBER
AMERICAN LEGION (25 YEAR MEMBER).
TELEPHONE PIONEERS OF AMERICA – LIFE MEMBER
MEN OF MALVERN – ASSOCIATE CAPTAIN
CAPE MAY BEACH PROPERTY OWNERS – LIFE MEMBER**

Military Service:

U.S. Navy June 1948 – December 1952 (Korean War Veteran)

AWARD'S (Partial List):

**GREATER CAPE MAY ELKS LODGE #2839 AWARD:
("FOR YOUR ACCOMPLISHMENTS AND CLEAR VISION OF
THE FUTURE OF LOWER TOWNSHIP")
A,T,&T. EAGLE AWARD FOR OUSTANDING PERFORMANCE
A.T.&T. MANAGERS AWARD.
AMERICUS COUNCIL K. OF C. AWARD FOR "OUTSTANDING
COMMUNITY LEADERSHIP".**

August 28, 2012

FOR TOWNSHIP USE ONLY

Res. # _____

Board/Comm./Auth. _____

Term Exp. _____

Replaced _____ or Reappointed

TOWNSHIP OF LOWER
CITIZEN LEADERSHIP FORM

RECEIVED
12-12-11

NAME CARL M. DEMARCANTONIO

CITY AND STATE LOWER TOWNSHIP, NJ

YEARS OF RESIDENCY IN TOWNSHIP 3 OCCUPATION RETIRED

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

- _____ Cable Television Advisory Board
- _____ Environmental Commission
- _____ Historic Preservation Commission
- _____ Citizen Advisory Board

- 1 Municipal Utilities Authority
- _____ Planning Board
- _____ Recreation Advisory Board
- _____ Zoning Board of Adjustment

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

SEE RESUME ATTACHED

Date: 12-12-11 Signature: Carl M. De Marcantonio (VALID FOR ONE YEAR FROM DATE OF RECEIPT)

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

Carl M. DeMarcantonio Jr.

**333 Portsmouth Road
Cape May, NJ 08204
Email: cmiked13@comcast.net**

**Cell: (609) 435-2592
Residence: (609) 770-3952**

EXPERIENCE

EXECUTIVE DIRECTOR, March 2008 to March 2011 – Early Retirement

Lower Township Municipal Utilities Authority, Villas, NJ 08251

- CEO of MUA investments, budgeting, purchasing, personnel, procedures, policies, water and sewer treatment, distribution and collection systems, 6,500 water and 12,000 sewer customers, and twenty-two employees. Balanced budget in two and a half years, first time in over a decade
- Responsibilities include fiduciary officer, \$8.0M budget, \$40M assets, staffing, purchasing, project planning/development, contract facilitation, USDA grants, solar projects and resident concerns

EXECUTIVE DIRECTOR, August 2004 to June 2008

Deptford Township Municipal Utilities Authority, Deptford, NJ 08096

- CEO of MUA investments, budgeting, purchasing, personnel, procedures and policies, water and sewer distribution and collection systems, 12,000 water and 10,500 sewer customers, and thirty-three employees
- Responsibilities include fiduciary officer, \$8.2M budget, \$50M assets, staffing, purchasing, project planning/development, contract facilitation, state reporting, and resident concerns

WASTEWATER MANAGER, Part-time August 2004 to December 2009

Woodstown Sewerage Authority, Woodstown, NJ 08098

- Supervision of wastewater treatment plant, collection system, and five employees
- Responsibilities include budgeting, staffing, purchasing, project planning/development, state reporting, record keeping, and resident concerns

WATER/WASTEWATER Licensed Operator, Part-time May 2006 to March 2011

Borough of Swedesboro, Swedesboro, NJ 08085

- Supervision of water and wastewater treatment plants, collection and distribution systems, with five employees
- Responsibilities include budgeting, staffing, project planning/development, state reporting, record keeping and training
- Oversees the water and wastewater treatment plant operations, preventive maintenance and repair scheduling and new equipment installation.

WATER & WASTEWATER INSTRUCTOR, Part-time 1997 to 2006

Gloucester County Institute of Technology Adult Education, Swell, NJ 08080

- New Jersey Part-time teaching certificate to instruct NJDEP approved courses, Introduction to Water/Wastewater Treatment, Advanced Wastewater Treatment, Collection Systems and Very Small Water Systems

SUPERINTENDENT OF PUBLIC WORKS, 1991 to August 2004

Borough of Woodstown Public Works Department, Woodstown, NJ 08098

- Supervision of water and wastewater treatment plants, distribution, collection systems, streets and roads, buildings/grounds, fleet maintenance and eleven employees
- Responsibilities include budgeting, staffing, purchasing, project planning/development, contract facilitation, state reporting, record keeping, building maintenance, fleet repairs and purchases employee safety training, and resident concerns
- Oversees the water and wastewater treatment plants operations, preventative maintenance and repair scheduling, new equipment installation, maintenance of streets, buildings, fleet equipment and educational programs for residents and school students.
- Employee training in water, wastewater treatment and safety operations

WATER/WASTEWATER MANAGER, 1989 to 1991

Borough of Woodstown, Woodstown, NJ 08098

- Supervision of water and wastewater treatment plants, distribution and collection systems, and five employees
- Responsibilities include budgeting, staffing, purchasing, project planning/development, state reporting, record keeping, employee safety training, and resident concerns
- Oversees the water and wastewater treatment plants operations, preventive maintenance and repair scheduling, new equipment installation, and educational programs for residents and school students.

ASSISTANT CHIEF OPERATOR, 1973 to 1989

Township of Tinicum Wastewater Treatment Plant, Essington, Pa. 19029

- Supervision of three employees and 1.4 MGD wastewater treatment plant, laboratory testing, preventive maintenance and repairs to pumps, motors, controllers, instrumentation and vehicles
- Repairs to pipelines, operate front-end loaders/backhoe, tractors and snowplows
- Experienced in carpentry, plumbing, masonry and substitute for Chief Operator

HOME REMODELING, Part-time self-employed, 1975 to 1991

CMD Builders, Essington, Pa. 19029

- Carpentry, remodeling, additions, electrical and plumbing for residential and commercial buildings

EDUCATION

INTERBORO HIGH SCHOOL, Graduated 1971/Honors

Prospect Park, Pa. 19076

- National Honor Society, awarded keys in Ecology and Industrial Arts

POST EDUCATION COURSES, 1972 to Present

Penn State University, Delaware County Community College, Rutgers State University, Rowan College

- Thousands of hours of continual education in the Environmental field

LICENSE AND CERTIFICATIONS

THE STATE OF NEW JERSEY

- Wastewater license S4-23927, C4-22936, Water T4-279722, W4-28593, Certified Public Works Manager CPWM-M0079, Certified Right To Know Trainer, FEMA certified IS-700 & ICS 100, 200 & 300, CDL license class B/tanker, certified in CPR and Advanced First Aid.

THE ASSOCIATION OF BOARD OF CERTIFICATION (ABC)

- Wastewater Treatment Class III (National License)

ACCOMPLISHMENTS

- Project manager of over \$45 million in municipal improvements including water, wastewater infrastructure, treatment plant construction and upgrades and road reconstruction projects
- Obtained \$12 M USDA grant for LTMUA water main installation project, second largest grant in New Jersey history.
- Installed a 1.3 meg PPA solar project for LTMUA at a energy savings of \$30,000/month
- Essington Volunteer Fire Company "Fireman of the Year" 1986
- President of Public Works Association of New Jersey – Region Six (Camden, Gloucester & Salem Counties) 1995 to 1998
- President of the State Public Works Association of New Jersey 2002 & 2003
- Public Works Association of New Jersey "Person of the Year" 1999
- Inducted into Water Environment Federation Quarter Century Club 2003
- Public Works Association of New Jersey "Lifetime Achievement Award" 2006
- New Jersey Department of Environmental Protection "Four Tops Award" 2008

FOR TOWNSHIP USE ONLY

Res. # _____ Board/Comm./Auth. _____

Term Exp. _____ Replaced _____ or Reappointed _____

TOWNSHIP OF LOWER
CITIZEN LEADERSHIP FORM

RECEIVED
12-14-11

NAME Thomas M Brown Sr.

CITY AND STATE Villas NJ

YEARS OF RESIDENCY IN TOWNSHIP 29 OCCUPATION Self Employed CONTRACTOR

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

- | | |
|---|---|
| <input type="checkbox"/> Cable Television Advisory Board | <input checked="" type="checkbox"/> Municipal Utilities Authority |
| <input type="checkbox"/> Environmental Commission | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> Recreation Advisory Board |
| <input type="checkbox"/> Citizen Advisory Board | <input type="checkbox"/> Zoning Board of Adjustment |

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

I served 5 years on the MUA Board and would like to be considered reappointment. I feel there were a lot of changes for the better in my 5 years and would like to continue to be a part of many more. The township is very fortunate to have it's own MUA, and being as fragile as it is I will make the right decisions to keep the MUA in tact.

Date: 12/14/11 Signature: Thomas M Brown Sr. (VALID FOR ONE YEAR FROM DATE OF RECEIPT)

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

FOR TOWNSHIP USE ONLY

Res. # _____

Board/Comm./Auth. _____

Term Exp. _____

Replaced _____ or Reappointed _____

TOWNSHIP OF LOWER
CITIZEN LEADERSHIP FORM

RECEIVED
11-21-11

NAME Robert S. Rizzo

CITY AND STATE 27 Cormorant Way

YEARS OF RESIDENCY IN TOWNSHIP 11 OCCUPATION Retired

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

- Cable Television Advisory Board
- Environmental Commission
- Historic Preservation Commission
- Citizen Advisory Board

- Municipal Utilities Authority
- Planning Board
- Recreation Advisory Board
- Zoning Board of Adjustment

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

This will be my third year that I have applied to
serve on the MUA. I currently serve on the Twp.
Environment Commission and I am on the B.O.D. of
Mickels Run L.A. All of M. Run is served by Water
& Sewer. I have attended most if not all of the MUA
meetings as well as Township Meetings. I have a desire to
serve on the MUA. It would be an asset to the

Robert S. Rizzo Current Res.

(VALID FOR ONE YEAR FROM DATE OF RECEIPT)

Bood Villas, NJ 08251

Primary Phone Number 007

Perhaps the third time will be a charm!

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

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

RESOLUTION # 2012- 241

TITLE: AUTHORIZING THE PAYMENT OF VOUCHERS

<u>Vendor</u>	<u>PO#</u>	<u>Description</u>	<u>Amount</u>
Douglass Landscaping	12-00687	Landscaping Payment	\$ 6,490.63
Douglass Landscaping	12-02081	Lot Clearing 20 Village	1,200.00

TOTAL BILL LIST: \$ 7,690.63

I hereby certify the foregoing to be a Resolution adopted by the Township of Council at a meeting held on September 17, 2012

Julie A Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
CRAIG						
DOUGLASS						
LARE						
BECK						

ANIMAL CONTROL MONTHLY REPORT

MONTH OF August 2012

ACO steve parker DATE 8/31/2012

	DOGS	CATS	WILDLIFE
TOTAL CALLS	13	3	2
TO SHELTER	5	1	0
RETURNED	2	0	0
TO VET	0	1	kitten-1
DOA	0	0	0
WARNINGS	0	0	0
TICKETS	0	0	0
BITES	0	0	0
QUARANTINES	0	0	0
OTHER	0	0	0

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

Additional Comments

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

OFFICE OF CONSTRUCTION OFFICIAL

Construction Permit Activity Report

RANGE: 08/01/2012 To 08/31/2012

September 07 , 2012 3:40:18PM

SUMMARY

CONSTRUCTION COSTS

COUNT

Cost Of Construction:	\$381,380.00	Cubic Footage:	105436 Cu.ft	Permit Issued:	97
Cost Of Alteration:	\$565,121.00	Square Footage:	10724 Sq.ft	Updates Issued:	4
Cost Of Demolition:	\$0.00			All Fees Waived:	1
Total Cost:	\$946,501.00			Municipal Fees Waived:	0

PERMIT FEES

ADMIN FEES

WAIVED FEES

TOTAL FEES

Building:	\$12,211.00	Building:	\$0.00	Building:	\$120.00	Building Fees:	\$12,091.00
Electrical:	\$4,548.00	Electrical:	\$0.00	Electrical:	\$0.00	Electrical Fees:	\$4,548.00
Fire :	\$2,093.00	Fire :	\$0.00	Fire :	\$0.00	Fire Fees:	\$2,093.00
Plumbing:	\$3,573.00	Plumbing:	\$0.00	Plumbing:	\$0.00	Plumbing Fees:	\$3,573.00
Elevator:	\$0.00	Elevator:	\$0.00	Elevator:	\$0.00	Elevator Fees:	\$0.00
Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical Fees:	\$0.00
				Total Waived:	\$120.00	Technical Fees:	\$22,305.00

DCA

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$354.00	\$0.00	\$354.00
Alteration Training Fee:	\$960.00	\$7.00	\$953.00
DCA Minimum Fee:	\$14.00	\$0.00	\$14.00
Sub total Training Fee:	\$1,328.00	\$7.00	\$1,321.00

TECHNICAL ISSUES

Building Technical:	53
Electrical Technical:	56
Fire Protection Technical:	25
Plumbing Technical:	41
Elevator Technical:	
Mechanical Technical:	

CERTIFICATE ISSUES

Certificate of Occupancy:	1
Certificate of Approval:	22
Certificate of Continued Occupancy:	0

Certificate of Occupancy Fee:	\$825.00
Waived Certificate Fees:	\$0.00
Sub Total Certificate Fees:	\$825.00

PERMIT FEES:	\$22,305.00
DCA FEES:	\$1,321.00
CERTIFICATE FEES:	\$825.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$24,451.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$50.00
GRAND TOTAL FEES:	\$24,501.00

OFFICE OF THE CONSTRUCTION OFFICIAL

Account Summation-Summary

Report Run from 08/01/2012 To 08/31/2012

September 7, 2012 3:41:17PM

ACCOUNT:		Cash Amount	Check Amount	Credit Card Amount	Total Fee
PERMIT FEES	Sub Totals:	\$1,014.00	\$23,487.00	\$0.00	\$24,501.00
Copies	Sub Totals:	\$2.10	\$0.00	\$0.00	\$2.10
LICENSE FEES	Sub Totals:	\$0.00	\$200.00	\$0.00	\$200.00
GRAND TOTALS:		\$1,016.10	\$23,687.00	\$0.00	\$24,703.10

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

OFFICE OF CONSTRUCTION OFFICIAL

Construction Permit Activity Report

RANGE: 08/01/2012 To 08/31/2012

September 07, 2012 3:41:49PM

SUMMARY

CONSTRUCTION COSTS

COUNT

Cost Of Construction:	\$63,500.00	Cubic Footage:	7450 Cu.ft	Permit Issued:	8
Cost Of Alteration:	\$28,725.00	Square Footage:	384 Sq.ft	Updates Issued:	0
Cost Of Demolition:	\$0.00			All Fees Waived:	1
Total Cost:	\$92,225.00			Municipal Fees Waived:	0

PERMIT FEES

ADMIN FEES

WAIVED FEES

TOTAL FEES

Building:	\$493.00	Building:	\$0.00	Building:	\$0.00	Building Fees:	\$493.00
Electrical:	\$390.00	Electrical:	\$0.00	Electrical:	\$45.00	Electrical Fees:	\$345.00
Fire :	\$290.00	Fire :	\$0.00	Fire :	\$0.00	Fire Fees:	\$290.00
Plumbing:	\$264.00	Plumbing:	\$0.00	Plumbing:	\$45.00	Plumbing Fees:	\$219.00
Elevator:	\$0.00	Elevator:	\$0.00	Elevator:	\$0.00	Elevator Fees:	\$0.00
Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical Fees:	\$0.00
				Total Waived:	\$90.00	Technical Fees:	\$1,347.00

DCA

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$25.00	\$0.00	\$25.00
Alteration Training Fee:	\$49.00	\$26.00	\$23.00
DCA Minimum Fee:	\$0.00	\$0.00	\$0.00
Sub total Training Fee:	\$74.00	\$26.00	\$48.00

TECHNICAL ISSUES

Building Technical:	3
Electrical Technical:	6
Fire Protection Technical:	1
Plumbing Technical:	4
Elevator Technical:	
Mechanical Technical:	

CERTIFICATE ISSUES

Certificate of Occupancy:	0
Certificate of Approval:	3
Certificate of Continued Occupancy:	0

Certificate of Occupancy Fee:	\$45.00
Waived Certificate Fees:	\$0.00
Sub Total Certificate Fees:	\$45.00

PERMIT FEES:	\$1,347.00
FEES:	\$48.00
CERTIFICATE FEES:	\$45.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$1,440.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$1,440.00

OFFICE OF THE CONSTRUCTION OFFICIAL

Account Summation-Summary

Report Run from 08/01/2012 To 08/31/2012

September 7, 2012 3:42:12PM

ACCOUNT:		Cash Amount	Check Amount	Credit Card Amount	Total Fee
PERMIT FEES	Sub Totals:	\$0.00	\$1,440.00	\$0.00	\$1,440.00
	GRAND TOTALS:	\$0.00	\$1,440.00	\$0.00	\$1,440.00



TOWNSHIP OF LOWER

Engineer's Report

Meeting Date: September 17, 2012

➤ 2011 Delaware Bay Shore Outfalls

The Delaware Bay Shore Outfall project was advertised on July 11, 2012 and bids were received on August 8, 2012. A report on bids was forwarded to the Township on September 11, 2012 and it is anticipated that the project will be awarded at the September 17, 2012 Council meeting with construction to begin in October 2012.

➤ Bayshore West Stormwater Management Improvements

The diving contractor completed the underwater evaluation of the main storm sewer line in Roseann Avenue at the end of February/beginning of March. HMM presented the findings of the underwater evaluation to the Township at the June 4th Council meeting. As per the Township's request HMM prepared a proposal to map and evaluate the existing drainage system in the Bayshore Estates and Schooner Landing developments, perform a hydraulic study of the contributory watershed to the Roseann Avenue outfall to determine alternatives to alleviate the flooding and perform material testing of the sediment within the stormwater trunk line. HMM presented the Phase 3 proposal to Council at their September 5th meeting and was subsequently authorized to proceed with the scope of work.

➤ Lower Township UST Compliance Assistance

HMM has reviewed existing UST closure documents for two sites as requested by the Township in response to recent correspondence from the NJDEP. Initial forms have been completed and submitted to the NJDEP. Initial site investigations at the Township's Department of Public Works and the former Police Station sites have been completed and copies of the NJDEP files for both projects have been requested.

➤ Beach Drive Access Improvements

HMM has completed the field survey of the project area and the base mapping and is proceeding with the design of the improvements. HMM met with the Township on August 8th to review the existing conditions plan and to discuss the design going forward. Traffic counts were collected in August at three (3) separate locations along the 1.5 mile project to determine the average daily traffic (ADT) which the road is experiencing. This information will establish design parameters for the proposed improvements and cartway widths that will be required to make the project bicycle compatible and to support the justification of the improvements to the NJDEP as part of the CAFRA application.

Municipal Clerk

Register Report
8/1/2012 Through 8/31/2012

9/12/2012

Page 1

Account	Description	Memo	Category	Amount
INCOME				
	TOTAL Business Mercantile 2012-2013			5,438.00
	TOTAL Campgrounds & Trailers			119.00
	TOTAL Rental Merc 2011-2012			225.00
	TOTAL Rental Merc 2012-2013			13,450.00
	TOTAL Street Openings			300.00
	TOTAL Yard Sales			545.00
	TOTAL INCOME			20,077.00
TRANSFERS				
	TOTAL Council Checking			-20,077.00
	TOTAL TRANSFERS			-20,077.00
	OVERALL TOTAL			0.00

**2012 CASH RECEIPTS
AUGUST**

Township of Lower
Office of the Tax Collector

	MONTH TO DATE	YEAR TO DATE
Receipts		
Preliminary taxes (2013)	141,147.49	520,227.09
Current year taxes (2012)	7,358,277.17	38,446,176.41
Prior year taxes (2011)	2,000.00	1,086,166.17
Arrears (2010)		1,468.08
State Audit Payback	2,350.00	2,350.00
Municipal Lien	1,722.23	1,722.23
Municipal Lien Recording	12.00	12.00
6% Penalty		5,370.98
Municipal Service Fees		42,900.00
Tax Search Fees	20.00	60.00
Interest	8,925.08	129,463.43
Lot clearing		5,236.70
Returned Check Fees	20.00	280.00
Duplicate Bills	105.00	540.00
Duplicate Certificate		100.00
Trash	3,636.50	55,241.87
Tax Sale Cost		15,878.79
MUA		143,466.56
PREMIUM		261,400.00
TOTAL	7,518,215.47	40,718,060.31
DEPOSITED COUNCIL CHECKING	7,365,866.98	40,108,463.52
DEPOSITED TO WIPP ACCOUNT	152,348.49	348,196.79
PREMIUM ACCOUNT		261,400.00
TOTAL DEPOSITS	7,518,215.47	40,718,060.31
NSF Reversals	(7,294.73)	-17,545.36
TOTAL	7,510,920.74	40,700,514.95

Prepared by Susan Jackson

**2012 AUGUST
VITAL STATISTICS**

August 2012 Report

Marriage Licenses	16
Civil Union Licenses	
Marriage Lic. Total	\$448.00
Marriage Fee - State	\$400.00
Marriage Fee - Twp.	\$48.00
Civil Union Fee Total	\$0.00
CU Fee - State	\$0.00
CU Fee - Township	\$0.00
Certified Copies	170
Certified Copy Fees	\$1,700.00
Total Collected	\$2,148.00