

Signed Resolutions - July 20, 2015

Res. #2015-218	Payment of Vouchers \$604,667.94
Res. #2015-219	Resolution Adopting Financial Policies
Res. #2015-220	Annual Renewal of Liquor Licenses (final 4 renewals)
Res. #2015-221	Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Small Cities \$50,000)
Res. #2015-222	Body Armor Replacement Program (application for grant)
Res. #2015-223	Authorizing Payout of Terminal Leave (T.Beeby \$114,678.42)
Res. #2015-224	Authorizing Pay Out of Terminal Leave (A.Amonette \$53,167.86)
Res. #2015-225	Contract Award for Re-bid ADA Upgrades & Playground Improvements at the Recreation Center (\$262,300)
Res. #2015-226	Renewal of Commercial Excavating (Gravel Pit) Licenses (Brodesser & Cape Mining)
Res. #2015-227	Authorizing the Transfer of a Limousine Vehicle License (Ford Excursion)
Res. #2015-228	Resolution Confirming the Appointment of Jennifer Dowe as the Lower Township Tax Assessor (\$73,500/yr)
Res. #2015-229	Resolution Awarding a Professional Service Contract to Hatch Mott MacDonald For an Engineer Survey and Simple Sub-Division of Township Property Located Adjacent to the Township of Lower Public Works Yard – Seashore Rd (\$13,700)
Res. #2015-230	Appointment of Municipal Prosecutor for the Year 2015
Res. #2015-231	Lower Township Rescue Voucher \$750.00 First Aid/CPR Class



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

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

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

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

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

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

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

RESOLUTION #2015-

TITLE: AUTHORIZING THE PAYMENT OF VOUCHERS

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

Total Bill List \$ 604,667.94

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

  
Julie Picard, Township Clerk

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

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

RESOLUTION #2015-219

Title: RESOLUTION ADOPTING FINANCIAL POLICIES

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

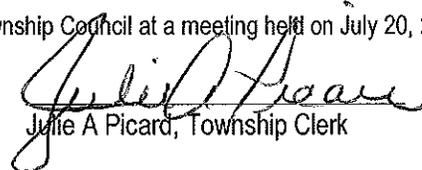
WHEREAS, the attached policy manual establishes internal accounting control policies and procedures designed to protect and secure the finances of the Township of Lower, ensure proper maintenance and reporting of financial activities, safeguard assets and ensure compliance with governmental reporting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

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

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

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

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

  
Julie A Picard, Township Clerk

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

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  - B STATUTORY POLICIES
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  - D INVESTMENT INSTRUMENTS
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  - H ANNUAL ALLOWANCE AMOUNTS
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IV ACCOUNTING SYSTEM

## I. INTRODUCTION

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

## II. GOVERNMENT FORM AND ORGANIZATION

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

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

### III. FINANCIAL POLICIES

#### 1 FINANCIAL REPORTING POLICIES

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

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

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

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

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

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

1 INTERNAL REPORTING

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

2 EXTERNAL REPORTING

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

## 2 CASH MANAGEMENT AND INVESTMENTS

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

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

\* TAXES:

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

Fire Districts-

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

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

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

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

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

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

### 3 REVENUES

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

### 4 EXPENDITURES

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

## 5 RESERVES

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

6 OPERATING BUDGET

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

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

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

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

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

## 6 OPERATING BUDGET (Cont.)

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

## 7 CAPITAL IMPROVEMENTS

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

## 7 CAPITAL IMPROVEMENTS (Cont.)

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

## 8 DEBT AND DEBT MANAGEMENT

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

## 9 PROCUREMENT

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

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

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

Modules utilized are as follows:

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

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

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

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

RESOLUTION #2015-220

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

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

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

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

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

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

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

  
Julie A Picard, Township Clerk

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

Schedule A

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

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

RESOLUTION #2015-221

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

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

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

SECTION 1.

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

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

SECTION 2.

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

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

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

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

  
Julie A Picard, Township Clerk

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



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

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

CHARLES A. RICHMAN  
*Commissioner*

July 8, 2015

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

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

Dear Mayor Beck:

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

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

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

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

Sincerely,

**Manuel Garcia**  
**Deputy Director**  
Division of Housing and Community Resources



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

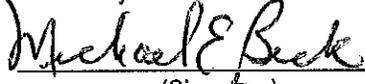
RESOLUTION #2015-222

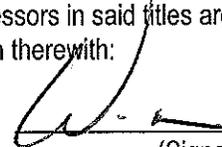
TITLE: BODY ARMOR REPLACEMENT PROGRAM

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

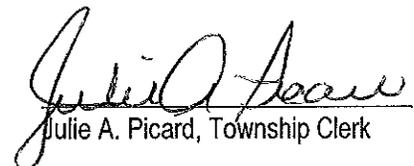
NOW, THEREFORE, BE IT RESOLVED, that the Township of Lower does hereby authorize the application for such a grant; and, upon receipt of the grant agreement from the New Jersey Department of Law and Public Safety, Division of Criminal Justice, does further authorize the execution of the grant agreement;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

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

  
(Signature)  
Michael E. Beck, Mayor

  
(Signature)  
William Mastriana, Chief of Police

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

  
Julie A. Picard, Township Clerk

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

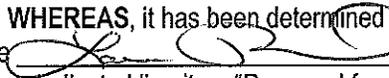
TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION # 2015-223

Title: AUTHORIZING PAYOUT OF TERMINAL LEAVE

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

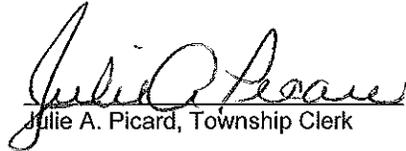
WHEREAS, it is necessary to obtain authorization for any salary and wage disbursement to a Township employee that is not specified in the salary ordinance; and

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

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

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

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

  
Julie A. Picard, Township Clerk

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

TOWNSHIP OF LOWER  
 RETIREMENT PAYOUT ANALYSIS  
 2015

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

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

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

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

1440 Max

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

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

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

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

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

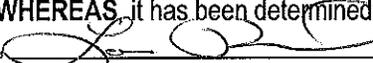
TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION # 2015-224

Title: AUTHORIZING PAY OUT OF TERMINAL LEAVE

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

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

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

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

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

  
Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD			<del>+</del>			
PERRY		<del>+</del>	<del>+</del>			
SIMONSEN	+		+			
CLARK			+			
BECK			<del>+</del>			

TOWNSHIP OF LOWER  
 RETIREMENT PAYOUT ANALYSIS  
 DATE:

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

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

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

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

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

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

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

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

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

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

RESOLUTION # 2015-225

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

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

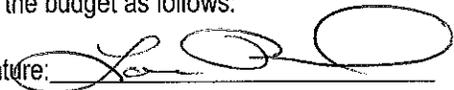
**WHEREAS**, bids were advertised on May 27, 2015 and accepted on July 1, 2015 at 10:00 a.m. the Township received Three (3) sealed bids; and

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

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

Appropriation #: 5-01-56-150-370

CFO Signature:



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

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

Unit Prices, if any:

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

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

  
 Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD			#			
PERRY		x	#			
SIMONSEN	x		#			
CLARK			#			
BECK			#			



# AIA® Document A101™ – 2007

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

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

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

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

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

*and*

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

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

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

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

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

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

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

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

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

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

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

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

Init.

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User Notes:

(1311798118)

The Architect:

*(Name, legal status, address and other information)*

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

Office Phone # (856) 293-9554 / Fax # (856) 293-1571  
Cell # (609) 602-1007  
Email Address: [jlindemon@lwdmr.com](mailto:jlindemon@lwdmr.com)

The Owner and Contractor agree as follows.

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User Notes:

(1311798118)

## TABLE OF ARTICLES

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2	THE WORK OF THIS CONTRACT
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9	ENUMERATION OF CONTRACT DOCUMENTS
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### ARTICLE 1 THE CONTRACT DOCUMENTS

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

### ARTICLE 2 THE WORK OF THIS CONTRACT

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

### ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

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

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

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

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

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

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

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

Init.

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

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

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

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

**ARTICLE 4 CONTRACT SUM**

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

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

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

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

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

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

Item	Price
None	

**ARTICLE 5 PAYMENTS**

**§ 5.1 PROGRESS PAYMENTS**

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

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

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

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

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

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

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

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

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

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

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

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

No reduction.

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

Init.

**§ 5.2 FINAL PAYMENT**

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

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

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

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

**ARTICLE 6 DISPUTE RESOLUTION**

**§ 6.1 INITIAL DECISION MAKER**

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

**§ 6.2 BINDING DISPUTE RESOLUTION**

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

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

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

**ARTICLE 7 TERMINATION OR SUSPENSION**

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

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

**ARTICLE 8 MISCELLANEOUS PROVISIONS**

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

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

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

Init.

| % As allowed by New Jersey Public Contract Law

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

| As noted on page 2 of above.

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

| As noted on page 2 above.

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

§ 8.6 Other provisions:

| None

#### ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

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

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

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

§ 9.1.3 The Supplementary and other Conditions of the Contract:

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

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

| Complete Bid Specification - Project Manual dated July 2015

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

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

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

init.

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User Notes:

(1311798118)

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

§ 9.1.6 The Clarification, if any:

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

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

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

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

N/A

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

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

**ARTICLE 10 INSURANCE AND BONDS**

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

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

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

Init.

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

OWNER *(Signature)*

Michael E. Beck, Mayor  
*(Printed name and title)*

CONTRACTOR *(Signature)*

David Maxwell, Vice President  
*(Printed name and title)*

OWNER WITNESS *(Signature)*

Julie Picard, Municipal Clerk  
*(Printed name and title)*

CONTRACTOR WITNESS *(Signature)*

Troy Naticchione, Project Manager  
*(Printed name and title)*

Init.

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

RESOLUTION #2015-226

TITLE: RENEWAL OF COMMERCIAL EXCAVATION (GRAVEL PIT) LICENSES

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

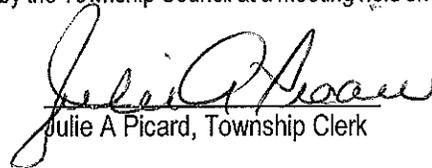
WHEREAS, the applicants have paid the appropriate fees and are currently in compliance with the regulations of the Cape Atlantic Conservation District.

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

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

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

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

  
Julie A Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ANSENT
CONRAD			+			
PERRY		+	+			
SIMONSEN	+		+			
CLARK			+			
BECK			+			

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

RESOLUTION #2015-227

TITLE: AUTHORIZING THE TRANSFER OF A LIMOUSINE VEHICLE LICENSE

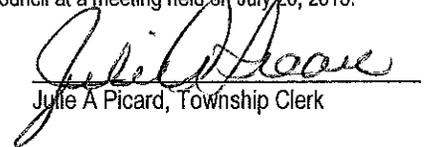
**WHEREAS**, Exit Zero Limousine applied for and received a limousine license for a 2002 Ford Excursion, Vin #1FMNU40S12EB96857; and

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

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

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

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

  
Julie A Picard, Township Clerk

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

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

RESOLUTION #2015-228

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

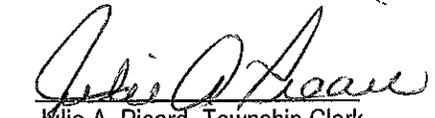
**WHEREAS**, Lower Township Tax Assessor Arthur Amonette will retire on July 31, 2015; and

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

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

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

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

  
Julie A. Picard, Township Clerk

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

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

RESOLUTION #2015-229

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

WHEREAS, the Township of Lower is given authority by N.J.S.A. 40A:11-1 *et seq.* to enter into contracts for "Professional Services" without competitive bidding, when the need arises, so long as the award of such contract is made public by a Resolution of the Governing Body and satisfies the requirements of the New Jersey Pay-to-Play law; and

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

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

Account: C-04-55 - 395 - 910

Signature   
Lauren Read, CFO

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

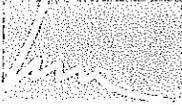
- 1. The Project Proposal between Hatch Mott MacDonald and the Township of Lower, in the form attached hereto as EXHIBIT A, for an amount of \$13,700.

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

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

  
Julie A Picard, Township Clerk

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



**Hatch Mott  
MacDonald**

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

June 22, 2015

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

Mr. James Ridgway, Township Manager  
Township of Lower  
2600 Bayshore Road  
Villas, NJ 08251

**RE: Professional Surveying Services Proposal  
Block 505, Lots 15 & 27  
Lower Township, Cape May County  
HMM No. 358566**

Dear Mr. Ridgway:

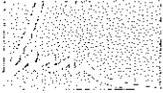
Hatch Mott MacDonald (HMM) is pleased to submit this proposal to provide professional surveying services for the above referenced property. It is our understanding that the Township is interested in "swapping" a portion of Lot 15 with the State of New Jersey for another parcel in the Township. Prior to the "swap" the Township would like to take a portion of Lot 15 and merge it with Lot 27 which is currently owned by the Township and the site of the Public Works Department and Recycling Facility.

Prior to completing the property transaction with the State, a survey of the two properties will need to be completed as well as the recordation of a deed which relocates the existing common line between Lot 15 & Lot 27.

HMM proposes the following scope of services:

- Establish survey control for the site utilizing Continuously Operating Reference Stations (CORS). The Horizontal Datum will be NAD83. No vertical datum is required for this survey.
- Perform an outbound survey of Block 505, Lots 15 & 27 for the preparation of a plan of survey. The Professional Land Surveying work for this project will include: surveying crew time for the reconnaissance and location of the real property evidence and Licensed Land Surveyor time to review the horizontal evidence recovered and compare said evidence to the public record, in order to compute the retraced location of the boundaries of the parcels.

This survey will be performed for the purposes of transferring a portion of Lot 15 (owned by the Township) to Lot 27 (owned by the Township). It is HMM's understanding that you own the properties in question and therefore this survey is



not being prepared for use as a title survey (where lands are being transferred between two different owners).

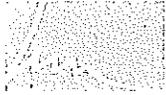
- Acquire right-of-way information for Seashore Road (CR 626), any applicable filed maps and adjoining deeds for Block 505, Lots 14, 16 & 28 and Block 415.02, Lot 35 (Atlantic City Electric property) from the Cape May County Clerk's Office.
- Prepare a "Plan of Survey" for the properties. Upon completion of the survey HMM will provide two (2) copies of the Plan of Survey to the owner. At your earliest convenience, please provide HMM with the following information, if available:
  - **The parties to whom we will be certifying the plan of survey;**
  - **Copies of any title reports or title information that exists for the property;**
  - **Information regarding any known title issues (i.e. survey overlaps, gores, etc.)**

The plan of survey will be prepared using AutoCAD 2013 incorporating the above information on a 24" x 36" (D Size) drawing and will include the following:

1. Metes and Bounds of the properties in question;
  2. Encroachments of structures both on the premises in question and/or adjoining properties;
  3. Fences, tree rows, hedges, streams, ditches, building locations, easements and any physical occupation that influence the property line determination only;
  4. Location and type of building and other structures on the properties. The building and structures will be located through the use of existing aerial information only and not through field survey measurements.
- Prepare a "Map to Accompany Deed" showing the relocation of the common line between Lot 15 and Lot 27. It is our understanding that the relocation of the common lot line will be effected through the recording of a deed (prepared by others) rather than a filed map. In addition to the preparation of a Map, HMM will prepare a legal description for the newly subdivided Lot 15 and Lot 27 and provide it to the Township's attorney for his preparation of the deed(s) to be recorded.

All subdivision of land within Cape May County shall be submitted to the County Planning Board for review and/or approval. We will include on the "Map to Accompany Deed" the future right-of-way widening easement that is required per §10-2.2 of the *Cape May County Site Plan and Subdivision Resolution 510-11*.

We propose to complete the scope of work outlined above for the lump sum amount of **\$13,700**. This lump sum cost is based on the following:



# Hatch Mott MacDonald

- Since the Township is modifying properties that they currently own they have indicated that they do not need property corners to be set as provided in N.J.A.C. 13:40-5.2. As such the cost to set monumentation at all corners has not been included in the above cost. Should the Township authorize HMM to perform the survey without setting all of the corners a "Waiver and Direction Not to Set Corners" (forwarded under separate cover) will need to be executed by the Township.
- The lump sum cost, as outlined above, does not include the research or resolution of any title issues (i.e. survey overlaps, gores, etc.) that may arise based on conflicting deeds and monumentation discovered during the performance of the field work or preparation of the lot survey.

Contract: Hatch Mott MacDonald will perform this work under our "Agreement for Professional Engineering Services" with the Township of Lower dated January 5, 2015.

Invoicing: Compensation for this project shall be on a lump sum basis and the Township shall be invoiced monthly on a percent complete basis.

We thank you for the opportunity to provide this Scope of Work and Cost Proposal for the above referenced properties. Should you have any questions regarding the above information or should you wish to discuss this proposal in more detail, please do not hesitate to contact this office.

Very truly yours,

Hatch Mott MacDonald, LLC



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

cc: Thomas R. Thornton, PE, CME, HMM  
Steven C. Morey, CEP, HMM  
Eric C. Betz, PE, BCEE, CME, Vice President, HMM

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

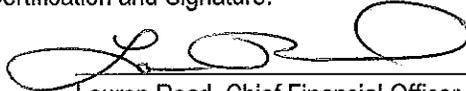
RESOLUTION #2015-230

TITLE: APPOINTMENT OF MUNICIPAL PROSECUTOR FOR THE YEAR 2015

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

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

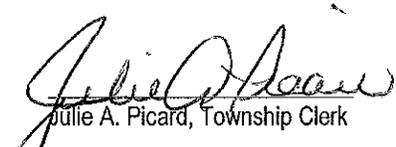
BE IT FURTHER RESOLVED that Frank Guaracini, Esquire as the Lower Township Municipal Prosecutor shall be paid a salary of \$ 23,000.00 without benefits, payable in bi-weekly installments on the Township's regularly scheduled pay days and \$80.00 per hour for Special Court Sessions and funds are available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



Lauren Read, Chief Financial Officer

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

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



Julie A. Picard, Township Clerk

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

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

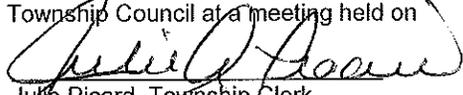
RESOLUTION #2015-231

TITLE: AUTHORIZING THE PAYMENT OF VOUCHERS

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

Total Bill List \$ 750.00

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

  
Julie Picard, Township Clerk

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