

Signed Resolutions - August 20, 2018

- Res. #2018-258 Payment of Vouchers \$ 187,241.75
- Res. #2018-259 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (DEDR \$31,409)
- Res. #2018-260 Appointing Municipal Humane Law Enforcement Officers (B.McEwing & K.Black)
- Res. #2018-261 A Resolution Approving Salary Increases Per Article XI Section H of the Lower Township Supervisors Union Contract
- Res. #2018-262 A Resolution Approving A Salary Increase for A Non Union Employee
- Res. #2018-263 A Resolution Authorizing a Shared Service Agreement Between the Township of Lower and the Lower Township Municipal Utilities Authority
- Res. #2018-264 A Resolution Authorizing a Shared Service Agreement Between the Township of Lower and the Lower Township Elementary Schools
- Res. #2018-265 A Resolution Requesting Release of a Demolition Bond for Block 334.13, Lot 13; 36 Texas Avenue, Villas, NJ 08251 (\$1,000)
- Res. #2018-266 A Resolution Supporting An Open Space/Historic Preservation Grant Application for the Naval Air Station Wildwood Aviation Museum
- Res. #2018-267 Approving a Professional Service Contract With Mott MacDonald for the Preparation and Submission of an Application to the NJDOT Under the Municipal Aid Program for FY2019 (\$2,600)
- Res. #2018-268 Approval to Submit A Grant Application and Execute A Grant Agreement With the New Jersey Department of Transportation for the Roseann Avenue Roadway and Utility Improvements Phase 3 Project
- Res. #2018-269 A Resolution Approving A Salary Increase Per Article XIII, Section D of the Lower Township Office Workers Association – AFSCME Union Contract
- Res. #2018-270 Amending Resolution #2018-235; Correcting Appropriation Line to be Charged for Services (Blauer Assoc)
- Res. #2018-271 Approving a Professional Service Contract with Mott MacDonald for the Preparation of Small Cities CDBG 2019 Grant Application; ADA Improvements at Clem Mulligan Sports Complex (\$3,800)
- Res. #2018-272 A Resolution Requesting Release of Performance Guarantee For FCF Realty (Cape Liquors); Block 776, Lots 10-20 & 34-38, Escrow #P17-08-07
- Res. #2018-273 Authorization for the Payout of Accumulated Compensatory Time (M.Nuscis \$1,972.27)
- Res. #2018-274 Authorizing the Sale of Township of Lower Surplus No Longer Needed for Public Use on GovDeals Online Auction Website
- Res. #2018-275 A Resolution Appointing Bruce A MacLeod, CTC, As Acting/Interim Tax Collector for the Township of Lower to Maintain Continuity During the Temporary Absence of the Township's Tax Collector
- Res. #2018-276 Bid Acceptance and Contract Award for Reconstruction of Georgia Avenue, Alabama Avenue & Main Street (South State Inc \$428,817.18)
- Res. #2018-277 Authorizing Competitive Contracting for Banking Services for the Township of Lower
- Res. #2018-278 Bid Acceptance and Contract Award of Grinding, Processing and Removal of Brush, Stumps, Large Wood and Chips (Britton Industries \$144,950)
- Res #2018-279 A Resolution Requesting Release of Performance Guarantee for DeGroff Major Subdivision; Block 792, Lots 6.01, 6.02, 7,9,22-25; Escrow #P 17-01-04
- Res. #2018-280 Capital Budget Amendment
- Res. #2018-281 Resolution Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12. **Attorney/Client Privileged / Possible Litigation**

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01171 VERIZON WIRELESS - TOWNHALL	18-02155	08/07/18	IPHONE BILL #723051842-00001	Open	946.63	0.00		
01220 DRAEGER, INC*	18-02065	07/27/18	DRAGER	Open	179.00	0.00		
01389 EDDIE'S AUTO BODY*	18-01959	07/18/18	REPAIR -T-1	Open	1,298.28	0.00		
01730 GTBM INC.*	18-02056	07/26/18	AVL - TRACKING POLICE CARS	Open	1,920.00	0.00		
01734 CHURCH'S SEASHORE NURSERY INC*	18-02043	07/25/18	SPRINKLER HEADS	Open	807.94	0.00		
	18-02063	07/27/18	REPAIR SPRINKLER SYSTEM	Open	311.50	0.00		
					1,119.44			
01806 ANTHONY J HARVATT, II, ESQ	18-02140	08/03/18	PREPARATION OF RESOLUTION 7/12	Open	900.00	0.00		
01873 HOME DEPOT*	18-00916	03/29/18	SUPPLIES/APRIL	Open	28.59	0.00		
	18-01732	06/14/18	DEHUMIDIFIER	Open	416.49	0.00		
					445.08			
01898 HERITAGE BUSINESS SYSTEMS, INC*	18-02024	07/24/18	QUARTERLY BASE 6/9/18-9/2/18	Open	1,588.55	0.00		
02247 LAWSON PRODUCTS, INC.*	18-01520	06/05/18	SUPPLIES FOR RECYCLING/AUG	Open	699.41	0.00		
02333 LOWER TWNSP RESCUE SQUAD, INC.	18-00406	02/08/18	2018-46 RESCUE EXPENSE	Open	10,000.00	0.00		B
02334 LOWER TWP CHAMBER OF COMMERCE	18-02114	07/31/18	CHAMBER LUNCHEON - 8/9/2018	Open	60.00	0.00		
02402 MGL PRINTING SOLUTIONS	18-01656	06/06/18	COUNCIL CHECK	Open	451.00	0.00		
02647 KATHLEEN MCPHERSON	18-02166	08/07/18	CONTRACTUAL REIMBURSEMENT M	Open	1,092.00	0.00		
02658 McELWEE & QUINN, LLC*	18-02109	07/31/18	JULY 2018 \$8.49M BOND SALE	Open	1,200.00	0.00		
02809 MORPHOTRAK, INC*	18-01037	04/16/18	LIVESCAN EQUIP MAINT 8/18 8/19	Open	3,930.57	0.00		
03285 PARA PLUS TRANSLATIONS, INC.*	18-02102	07/31/18	SPANISH INT	Open	183.87	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03427 POLAR BEAR MECHANICAL SERVICES	18-01965	07/18/18	MILLMAN SENIOR CENTER/ AIR	Open	187.00	0.00		
03466 R & R SPECIALTIES	18-01931	07/11/18	GEORGIA DOUGHERTY NAME PLATE	Open	42.00	0.00		
03518 RIGGINS, INC.*	18-02198	08/13/18	OFF HIGHWAY DIESEL	Open	546.37	0.00		
03607 SEASHORE FOOD SUPPLY*	18-01716	06/12/18	FOOD/SUPPLIES FOR BAYRUN	Open	1,089.68	0.00		
	18-02186	08/10/18	NNO FOOD	Open	267.00	0.00		
					1,356.68			
03660 SIRCHIE FINGERPRINT LAB. INV.*	18-01974	07/18/18	DETECTIVE SUPPLIES	Open	59.44	0.00		
03915 TURF EQUIPMENT & SUPPLY CO*	18-01896	07/09/18	COUNTY TORO MOWER	Open	3,179.43	0.00		
03954 VAN NOTE-HARVEY ASSOCIATES*	17-02751	10/25/17	RES 2017-281 TAX MAP	Open	14,104.00	0.00		B
03985 VILLAS NAPA AUTO PARTS	18-01221	05/02/18	RDS/SANT/RECY/JULY	Open	2,443.04	0.00		
03992 VAL-U AUTO PARTS LLC*	18-00883	03/29/18	RDS/SANT/RECY/DPW/MAY	Open	1,965.38	0.00		
04039 TIMOTHY WHITTINGTON	17-00783	03/21/17	2017 EQUIP. ALLOWANCE	Open	150.00	0.00		
	18-00839	03/27/18	2018 EQUIP. ALLOWANCE	Open	150.00	0.00		
					300.00			
04075 BARBER CONSULTING SERVICES LLC	18-02147	08/03/18	COMPUTER WORK	Open	1,427.49	0.00		
04263 GRANTSTREET GROUP, INC*	18-02037	07/25/18	BOND SALE - 7/19/18	Open	3,000.00	0.00		
04266 NJ DEPT OF HEALTH&SENIOR SVCS	18-02172	08/09/18	STATE DOG LICENSE FEES JULY 18	Open	94.20	0.00		
04301 SEASHORE ASPHALT CORPORATION*	18-01224	05/02/18	ASPHALT/PATCH/RDS/JUNE	Open	710.00	0.00		
04445 TRICOMM SERVICES CORP*	18-02108	07/31/18	CHANGE PORT LOCATION	Open	127.50	0.00		
04504 MEDIA FIVE LTD*	18-01104	04/23/18	RES 18-137 CONCERT SERIES	Open	2,500.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
05083 SJSHORE MARKETING LIMITED	18-02035	07/25/18	CHILDREN'S FUND FLYER/APP.	Open	401.04	0.00		
5032 NORTH WILDWOOD \$ CREST SHIRT*	18-01898	07/09/18	UMBRELLAS FOR LIFE GUARDS	Open	250.00	0.00		
6063 CAPE MINING & RECYCLING, LLC*	18-01985	07/20/18	1-3" RECYCLED CONCRETE/PU	Open	437.94	0.00		
7019 OCEAN VIEW VETERINARY*	18-02165	08/07/18	VET SERVICES 7/15/18	Open	130.00	0.00		
7079 SUBURBAN PROPANE L P*	18-02196	08/13/18	PROPANE - SHUNPIKE	Open	64.74	0.00		
7181 JENNIFER KELLY, PHD, LLC*	18-02019	07/24/18	PRE-EMPLOYMENT EVAL	Open	800.00	0.00		
	18-02057	07/26/18	PRE-EMPLOYMENT EVAL	Open	400.00	0.00		
	18-02103	07/31/18	EVALUATION POLICE	Open	2,000.00	0.00		
					3,200.00			
7221 JB SPORTS TIMING LLC*	18-00315	01/31/18	BAY RUN TIMERS 2018	Open	1,600.00	0.00		
7233 BARBARA HOWELL	18-02199	08/13/18	NNO - PONY RIDES	Open	425.00	0.00		
7336 DEBRA QUINN	18-02139	08/03/18	CONTRACTUAL REIMBURSEMENT M	Open	463.98	0.00		
7362 NEOPOST USA INC.	18-01995	07/23/18	INK FOR POSTAGE MACHINE	Open	350.00	0.00		
7386 COREY SCHEID	17-00778	03/21/17	2017 EQUIP. ALLOWANCE	Open	150.00	0.00		
7507 STEFANKIEWICZ & BELASCO LLC	18-00127	01/11/18	RES 2018-01 DNE \$125,000	Open	7,527.85	0.00		
7508 BLANEY & KARAVAN PC*	18-00129	01/11/18	LABOR ATTORNEY DNE \$25K R 18-2	Open	737.50	0.00		B
	18-01682	06/11/18	RES 18-184 TAX APPEAL DNE \$10K	Open	2,212.50	0.00		B
					2,950.00			
7532 HEATHER MCNULTY*	18-02152	08/07/18	MONTHLY HIFITNESS JULY2018	Open	815.00	0.00		
7636 MOTT MACDONALD LLC*	18-02141	08/03/18	PROFESSIONAL ENGINEERING	Open	126.75	0.00		
	18-02142	08/03/18	PROFESSIONAL ENGINEERING	Open	1,203.05	0.00		
	18-02143	08/03/18	PROFESSIONAL ENGINEERING	Open	338.70	0.00		
	18-02144	08/03/18	PROFESSIONAL ENGINEERING	Open	27.50	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7636	MOTT MACDONALD LLC*		Continued					
	18-02145	08/03/18	PROFESSIONAL ENGINEERING	Open	1,116.30	0.00		
					2,812.30			
7772	PIONEER ATHLETICS*							
	18-01960	07/18/18	PAINT FOR FIELDS	Open	1,060.00	0.00		
7811	KYOCERA DOCUMENT SOLUTION AMER							
	18-01480	06/01/18	COPIER	Open	5,963.00	0.00		
7820	DEBLASIO & ASSOCIATES, P.C.*							
	17-03248	12/12/17	RES17-327 ENG DOUGLASS DNE 55K	Open	4,645.00	0.00		
	18-01007	04/10/18	ENGINEERING ROAD RECONSTRUCT	Open	17,457.50	0.00		B
					22,102.50			
7918	JAMES M. RUTALA ASSOIATES LLC							
	18-00753	03/21/18	GRANT CONSULTING SERVICES	Open	6,915.00	0.00		B
7928	ANDERSON ENTERTAINMENT MGMT							
	18-01092	04/19/18	CONCERT-STELLAR MOJO 8/29/18	Open	1,400.00	0.00		
7929	AMAZON CAPITAL SERVICES, INC							
	18-02038	07/25/18	OFFICE SUPPLIES	Open	816.01	0.00		
	18-02052	07/26/18	50 WATT LIGHT /PD	Open	74.99	0.00		
					891.00			
7988	KAREN HEDSTROM							
	18-02174	08/09/18	RELIEF LIFEGUARD 7/24-7/28/18	Open	87.50	0.00		
BOSNA	KAREN MANETTE BOSNA							
	18-02150	08/07/18	MONTHLY YOGA 7/11-7/18/18	Open	95.00	0.00		
	18-02151	08/07/18	MONTHLY YOGA 7/10-7/24-7/31/18	Open	170.00	0.00		
					265.00			
SIXSM	LLOYD SIXSMITH*							
	18-01424	05/23/18	SWEATSHIRTS FOR EMPLOYEES	Open	571.95	0.00		
STATENJ	TREASURER, STATE OF NEW JERSEY							
	18-02047	07/26/18	ANNUAL FEE: RECY.COMPLIANCE	Open	2,282.50	0.00		
TILL	TILL PAINT CO CORP*							
	18-01961	07/18/18	PAINT FOR FIELDS	Open	1,778.00	0.00		
Total Purchase Orders:		93	Total P.O. Line Items:	0	Total List Amount:	187,241.75	Total Void Amount:	0.00

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

RESOLUTION #2018-258

Title:

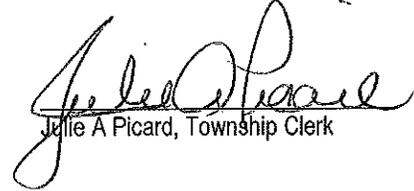
AUTHORIZING THE PAYMENT OF VOUCHERS

TOTAL Bill List

\$ 187,241.75

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 20, 2018.


Julie A. Picard, Township Clerk

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

RESOLUTION #2018-259

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 \$31,409.00 for an item of revenue in the budget of the year 2018 as follows:

Miscellaneous Revenues –
 Revenue Offset with Appropriations - DEDR
 Total with increase to be \$ 31,409.00

SECTION 2.

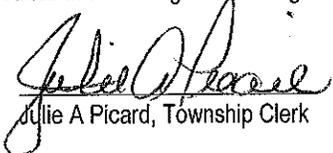
BE IT FURTHER RESOLVED that a like sum of \$31,409.00 be and the same is hereby appropriated under the caption of:

General Appropriations –
 Public & Private Programs Offset by Revenues - DEDR
 State/Federal Share \$ 31,409.00
 Non State Share \$
 Total with increase to be \$ 31,409.00

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.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 20, 2018.


 Julie A. Picard, Township Clerk

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

RESOLUTION #2018-260

APPOINTING MUNICIPAL HUMANE LAW ENFORCEMENT OFFICERS

WHEREAS, the new Animal Cruelty Enforcement Law, P.L. 2017 c. 331 (the "New Law") was signed into law on January 16, 2018; and

WHEREAS, the new Animal Cruelty Enforcement Law revises the enforcement of animal cruelty laws in the State of New Jersey by transferring the power of humane law enforcement from the New Jersey Society for the Prevention of Cruelty to Animals (NJSPCA) and county societies for the prevention of cruelty to animals to a county prosecutor animal cruelty task force in each county, and a municipal humane law enforcement officer in each municipality; and

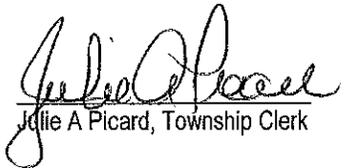
WHEREAS, the new Law requires the governing body of each municipality to appoint at least one municipal humane law enforcement officer, who is responsible for the animal welfare within the jurisdiction of the municipality, and who is to enforce and abide by the animal cruelty laws of the State and the ordinances of the City; and

WHEREAS, Lower Township Council deems it prudent to appoint Officer Brian McEwing and Officer Kaitlin Black of the Lower Township Police Department to serve as Municipal Humane Law Enforcement Officers for 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, that Officer Brian McEwing and Officer Kaitlin Black are hereby appointed to the position of Municipal Humane Law Enforcement Officers for the Township of Lower.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 20, 2018.


Julie A. Picard, Township Clerk

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

RESOLUTION #2018-261

Title: A RESOLUTION APPROVING SALARY INCREASES PER ARTICLE XI SECTION H OF THE LOWER TOWNSHIP SUPERVIORS UNION CONTRACT

WHEREAS, extensive negotiations were conducted by the Township Manager and Labor Counsel with Lower Township Supervisors Union which resulted in a ratified contract on July 18, 2016; and

WHEREAS, Article XI-Wages; Section H states "*at the manager's sole discretion, unit members may be recommended for a market adjustment or merit based increase of no more than 6% of their base salary once during the term of the contract. No more than 3 unit members shall receive such an increase in any calendar year. Any such market adjustment or merit based increase must be approved by a vote of Council before being implemented*"; and

WHEREAS, the Township Manager has recommended the increases listed below be added to the unit members base salary retroactive to January 1, 2018:

Mitchel Plenn	\$ 3,500
William Galestok	\$ 3,500
David Lepor	\$ 3,500

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the aforementioned raises are hereby granted retroactive to January 1, 2018.

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

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Julie A Picard, Township Clerk

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

RESOLUTION #2018-262

Title: A RESOLUTION APPROVING A SALARY INCREASE FOR A NON UNION EMPLOYEE

WHEREAS, The Township negotiated a contract with the Lower Township Supervisor's Union, which resulted in ratification on July 18, 2016; and

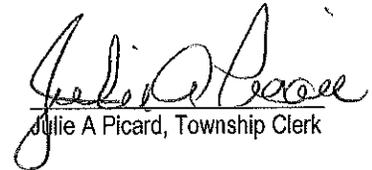
WHEREAS, the employee and title listed below is not covered by a union and the Township Manager has recommended an increase to the base salary retroactive to January 1, 2018 be given as follows:

Karen Fournier, Deputy Township Clerk \$ 2,500

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the salary increase for the non-union employee listed above is hereby granted retroactive to January 1, 2018.

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

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Julie A Picard, Township Clerk

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

RESOLUTION #2018-263

Title: **A RESOLUTION AUTHORIZING A SHARED SERVICE AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND THE LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

WHEREAS, pursuant to N.J.S.A. 40A:65-1 et seq., the Township of Lower and LTMUA desire to enter into a Shared Service Agreement pursuant to the terms and conditions set forth on EXHIBIT A attached hereto and by this reference made a part hereof (the "Agreement").

Now, THEREFORE, **BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the Shared Service Agreement, a copy of which is attached hereto as EXHIBIT A, is hereby approved.

BE IT FURTHER RESOLVED that the Lower Township Mayor and Clerk are hereby authorized and directed to execute the Agreement and that the Township Manager is hereby authorized and directed to take any and all action necessary to effectuate and implement the terms and conditions thereof.

BE IT FURTHER RESOLVED that the attached Shared Service Agreement shall remain in full force and effect until the expiration of said agreement on December 31, 2027, unless terminated by either party in accordance with the early termination provisions set forth therein.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 20, 2018.


Julie A. Picard, Township Clerk

**SHARED SERVICE AGREEMENT
BY AND BETWEEN THE TOWNSHIP OF LOWER,
THE LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

This Shared Service Agreement ("Agreement") is made as of this ____day of August, 2018 by and between the Township of Lower, a municipal corporation of the State of New Jersey whose administrative offices are located at 2600 Bayshore Road, Villas, New Jersey 08251 (hereinafter referred to as the "Township") and the Lower Township Municipal Utilities Authority, a duly-organized Municipal Utilities Authority with offices located at 2900 Bayshore Road, Villas, New Jersey 08251 (hereinafter referred to as the "MUA"). The Township and the MUA may collectively be denominated as the "Parties" or "Units" in this Agreement and may each be called, separately, a "Party" or "Unit."

WHEREAS, N.J.S.A. 40A:65-1, et seq., provides that local governmental entities can enter into the said Agreement and further provides that upon consent these local Units being a municipality and a municipal utilities authority meet the definition of local Units within N.J.S.A. 40A:65-3; and

WHEREAS, the Township and the MUA perform similar tasks, duties, and utilize various similar equipment, to provide services to the residents of Lower Township, where sharing services between the Parties will result in cost savings to the residents by lower taxes or lower water and sewer utility rates and is encouraged by the State of New Jersey; and

WHEREAS, the Township and MUA both agree to participate in such a shared services program to save the residents of Lower Township expenses related to the daily operations and projects of the Township and the MUA for such staff employees, services and equipment including but not limited to those listed below:

MUA Engineering Employees
Administrative Employees MUA
Operation Employees
Operation Services
Equipment Purchases
Equipment Use
Equipment Maintenance
Road Restoration
Leaf and Brush Operations

WHEREAS, upon prior approval of the Township Manager and the MUA Executive Director, the Township and the MUA may share resources for certain projects and daily operations.

NOW, THEREFORE, THE PARTIES HERETO agree, to the following terms and conditions of this Agreement:

1. Sharing employees for certain projects must have prior approval of the Township Manager and the MUA Executive Director or their designated representatives of each Party and scheduled so as not to interfere with the Parties daily operations.
2. The Township and the MUA agree that both Township employees and MUA employees may be cross-assigned from one to the other for specific projects and the cost of each said employee cross-assigned shall be computed and reimbursed from one to the other in accordance with the actual cost of salary incurred by the paying Party.
3. The Township and the MUA agree that both Township employees and MUA employees may perform routine tasks for each Party including but not limited to: snow removal, mechanic work, road repairs, equipment operations; and the salary cost of each said employee shall be paid by the employees Party.
4. When an employee has been cross-assigned, they shall continue to be an employee of his/her respective employer and shall follow all rules and regulations of said employer and shall continue to receive all benefits of the employee's Party.
5. Sharing equipment for certain projects must have prior approval of both the Township Manager, and the MUA Executive Director or their designated respective representatives and scheduled as not to interfere with either Parties daily operations.
6. When equipment is being shared, all cost of operating the equipment , including, but not limited to, transportation, fuel, and parts, shall be paid by the Party utilizing the equipment.
7. When equipment is being shared, the insurance coverage for that equipment shall continue in full effect by the Party owning the equipment; however, the insurance policy covering the equipment owned by the respective Party shall name the other Party as an additional insured.
8. When equipment is being shared and a breakdown occurs, parts and labor for that equipment shall be computed and shared based on a formula allocating use of the equipment prior to the breakdown. For example, if one Party owns the equipment and uses it 90% of the time with the other Party using it the other 10% of time and the cost for parts and labor total \$10,000, the Party owning the equipment shall pay \$9,000 and the other Party shall pay \$1,000. If it is determined that abuse of the equipment is the cause of the breakdown then all repair expenses, including labor shall be paid by the Party abusing the equipment.
9. The Township and the MUA agree that when Township employees or MUA employees perform specific routine tasks from one to the other, any cost for parts or supplies shall be computed and reimbursed from one to the other in accordance with the actual cost of the parts and supplies incurred by the paying Party.
10. Sharing equipment purchases must have prior approval of both the Township Manager, and the MUA Executive Director and be proposed prior to the annual budget deadlines of December 1st for the Township and September 1st for the MUA.

11. When equipment is purchased on a shared basis, all maintenance, repairs and update items shall be shared equally between both Parties.
12. The MUA agrees to pay the Township for Street Opening Permits of which the fee is to be calculated by the MUA for all utility openings used to install new water or sewer services to any residential or commercial properties within the Township.
13. The MUA agrees to reimburse the Township for the cost of repairs to all utility openings with a Street Opening Permit used to install a new water or sewer service to any residential or commercial properties within the Township in accordance with present day practice. The MUA agrees to be responsible for maintenance of the street opening until the Township completes the permanent asphalt repairs. Maintenance of the street opening means preparing the opening, backfilling, compacting, and saw cutting edges.
14. The Township agrees to repair all street openings created by the MUA employees for the purpose of repairing water or sewer main breaks within the Township at no charge to the MUA. The MUA agrees to be responsible for maintenance of the street opening until the Township completes the permanent asphalt repairs. Maintenance of the street opening shall include preparing the opening, backfilling, compacting, and saw cutting edges.
15. The MUA shall continue to provide a parcel of property in the front portion of the MUA property for the Township recreational facility. The size and location of parcel shall be determined by the MUA.
16. The MUA shall not collect rents or payments from the Township for the use of the parcel for recreation as set forth in paragraph 15 above.
17. The Township shall be required to obtain insurance and hold the MUA harmless for the operation of the recreational facility as well as name the MUA as an additional insured.
18. The MUA shall continue to provide a parcel of property in the rear portion of the MUA property for the Township to conduct brush and leaf recycling. The size and location of parcel shall be determined by the MUA.
19. The MUA shall not collect rents or payments from the Township for the use of the parcel of property used for brush and leaf recycling as set forth in paragraph 18 above.
20. The Township shall be required to obtain insurance and hold the MUA harmless for the operation of the brush and leaf recycling as well as name the MUA as an additional insured.
21. The Township shall be required to obtain any and all Federal, State, and County permits to operate the brush and leaf recycling center.
22. The Township and the MUA shall secure the area of the recycling center and shall not allow individuals other than Township employees, MUA employees or County employees to enter the premises for any reason other than official business.

23. The Parties acknowledge that the Township and the MUA are entering into this Agreement upon passage of a Township Resolution and an MUA Resolution.
24. The terms of this Agreement shall commence on January 1, 2018 and shall continue for a period of ten (10) years, terminating on December 31, 2027. Either party may terminate this Agreement, for any reason or no reason, by providing ninety (90) days written notice to the other.
25. The MUA agrees to provide sanitary manhole and water valve riser rings for sanitary manholes and water valves in township roadways at no charge to the Township.
26. The Township and the MUA agree to participate in a Reverse 911 resident notification system currently in place. The Parties agree to share the annual cost of the system and is shared 50/50. The terms and cost of the of the system shall be automatically extended annually unless either Party notifies the other Party by written notice of termination ninety (90) days prior to the date of expiration.

INWITNESS WHEREOF, THE PARTIES HERETO; set their hand and seal :

ATTEST:


Julie A Picard, Clerk
Township of Lower

Date: 8/20/2018

ERIK SIMONSEN, Mayor
Township of Lower

ATTEST:

Date: _____

Sharron Otto, Secretary
Lower Township MUA

Chairperson
Lower Township MUA

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

RESOLUTION #2018-264

Title: **A RESOLUTION AUTHORIZING A SHARED SERVICE AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND THE LOWER TOWNSHIP ELEMENTARY SCHOOLS**

WHEREAS, pursuant to N.J.S.A. 40A:65-1 et seq., the Township of Lower and THE Lower Township Elementary Schools (LTES) desire to enter into a Shared Service Agreement pursuant to the terms and conditions set forth on EXHIBIT A attached hereto and by this reference made a part hereof (the "Agreement").

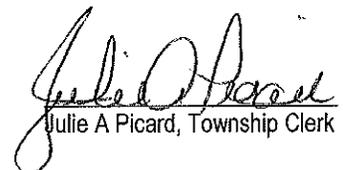
NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the Shared Service Agreement, a copy of which is attached hereto as EXHIBIT A, is hereby approved.

BE IT FURTHER RESOLVED that the Lower Township Mayor and Clerk are hereby authorized and directed to execute the Agreement and that the Township Manager is hereby authorized and directed to take any and all action necessary to effectuate and implement the terms and conditions thereof.

BE IT FURTHER RESOLVED that the attached Shared Service Agreement shall remain in full force and effect until the expiration of said agreement on December 31, 2027, unless terminated by either party in accordance with the early termination provisions set forth therein.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 20, 2018.


Julie A Picard, Township Clerk

**SHARED SERVICE AGREEMENT
BY AND BETWEEN THE TOWNSHIP OF LOWER, AND
THE LOWER TOWNSHIP ELEMENTARY SCHOOLS**

This Shared Service Agreement ("Agreement") is made as of this ___ day of August, 2018 by and between the Township of Lower, which has a business at 2600 Bayshore Road, Villas, New Jersey 08251 (hereinafter referred to as the "Township") and the Lower Township Elementary Schools, which has their main office located at 905 Seashore Road, Cape May, New Jersey, 08204, (hereinafter referred to as "LTES"). The Township and LTES may collectively be denominated as the "Parties" or Units in this Agreement and may each be called separately a "Party" or Unit.

WHEREAS, N.J.S.A. 40A:65-1, et seq., provides that local governmental entities can enter into the said Agreement and further provides that upon consent these local Units being a municipality and a School District meet the definition of local Units within N.J.S.A. 40A:65-3 et seq; and

WHEREAS, the Township and LTES perform similar tasks, duties, and utilize various similar equipment, to provide services to the residents of Lower Township where sharing services between the Parties will result in cost savings to the residents; and

WHEREAS, the Township and LTES both agree to participate in such a shared services program to save the residents of Lower Township expenses related to the daily operations and projects of the Township and LTES for such staff employees, services and equipment including payments and expenses; and

WHEREAS, upon prior approval of the Township Manager and the Superintendent of Schools, the Township and the LTES may share resources for certain projects and daily operations.

NOW, THEREFORE, THE PARTIES HERETO agree, to the following terms and conditions of this Agreement:

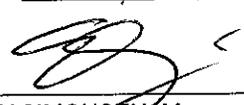
1. Sharing employees for certain projects must have prior approval of the Township Manager and the School Superintendent or their designated representatives of each Party and scheduled so as not to interfere with the Parties daily operations.
2. The Township and the LTES agree that both Township employees and LTES employees may be cross-assigned from one to the other for specific projects and the cost of each said employee cross-assigned shall be computed and reimbursed from one to the other in accordance with the actual cost of salary incurred by the paying Party.
3. The Township and LTES agree that both Township employees and LTES employees may perform routine tasks for each Party including but not limited to: snow removal, mechanic work, HVAC repairs, computer services, and the salary cost of each said employee shall be paid by the employees Party.
4. When an employee has been cross-assigned, they shall continue to be an employee of his/her respective employer and shall follow all rules and regulations of said employer and shall continue to receive all benefits of the employee's Party.
5. Sharing equipment for certain projects must have prior approval of both the Township Manager, and the School Superintendent or their designated respective representatives and scheduled as not to interfere with either Party's daily operations.
6. When equipment is being shared, all cost of operating the equipment, including, but not limited to, transportation, fuel, and parts, shall be paid by the Party utilizing the equipment.

7. When equipment is being shared, the insurance coverage for that equipment shall continue in full effect by the Party owning the equipment; however, the insurance policy covering the equipment owned by the respective Party shall name the other Party as an additional insured.
8. The Township and LTES agree that when Township employees or LTES employees perform specific routine tasks from one to the other, any cost for parts or supplies shall be computed and reimbursed from one to the other in accordance with the actual cost of the parts and supplies incurred by the paying Party.
9. The Parties acknowledge that the Township and LTES are entering into this Agreement upon passage of a Township Resolution and a LTES Resolution.
10. The terms of this Agreement shall commence upon adoption of Resolutions by both parties and shall continue for a period of ten (10) years, terminating on December 31, 2027. Either party may terminate this Agreement for any reason, or no reason, by providing ninety (90) days written notice to the other.

IN WITNESS WHEREOF, THE PARTIES HERETO; set their hand and seal:

ATTEST:


Julie A Picard, Clerk
Township of Lower

Date: 8/20/18

ERIK SIMONSEN, Mayor
Township of Lower

ATTEST:

Date: _____

John Hansen, Business Administrator
Lower Township Elementary Schools

Jeff Samaniego, Superintendent
Lower Township Elementary Schools

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

RESOLUTION #2018-265

Title: A RESOLUTION REQUESTING RELEASE OF A DEMOLITION BOND FOR
BLOCK 334.13, LOT 13; 36 TEXAS AVENUE, VILLAS, NJ 08251

WHEREAS, Bojidar Dimitrov posted a Demolition Bond with the Township of Lower, in the amount of \$1,000.00; and

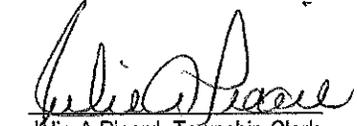
WHEREAS, the Township Building Inspector made a final inspection and the Certificate of Occupancy was issued August 13, 2018.

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

BE IT FURTHER RESOLVED, that the Township Treasurer is granted permission to issue a check in the amount of \$1,000.00 plus any accrued interest for payment of the above released demolition bond.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 20, 2018.


Julie A Picard, Township Clerk

MEMORANDUM

TO: Mayor Erik Simonsen &
Council Members

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

DATE: August 14, 2018

RE: Release of Demolition Bond
Bojidar Dimitrov
36 Texas Avenue
Villas, NJ 08251
Block 334.13, Lot 13
Resolution #2018-265

Please release to the applicant the demolition bond that the Township is hold in trust, to assure the required demolition. A certificate of occupancy was issued August 13, 2018. Thank you.

WJG:las

att.

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

RESOLUTION #2018-266

Title: **A RESOLUTION SUPPORTING AN OPEN SPACE/HISTORIC PRESERVATION GRANT APPLICATION FOR THE NAVAL AIR STATION WILDWOOD AVIATION MUSEUM**

WHEREAS, the Naval Air Station Wildwood Aviation Museum has applied for an Open Space/Historic Preservation grant for Hangar #1 through Cape May County; and

WHEREAS, the proposed project includes Electrical Upgrades and Vertical Door Seal/Gasket to the Hangar doors; and

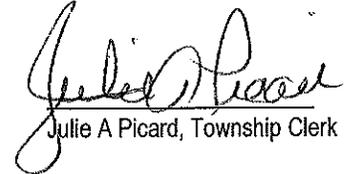
WHEREAS, a requirement of the grant application is to provide a Resolution of support from the governing body in which the applicant is located; and

WHEREAS, Lower Township is proud to have the Naval Air Station Wildwood Aviation Museum located within 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 that Lower Township is pleased to support this grant application and the continued Preservation of Historic Hangar #1.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 20, 2018.


Julie A Picard, Township Clerk

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

RESOLUTION #2018-267

Title: **APPROVING A PROFESSIONAL SERVICE CONTRACT WITH MOTT MACDONALD FOR THE PREPARATION AND SUBMISSION OF AN APPLICATION TO THE NJDOT UNDER THE MUNICIPAL AID PROGRAM FOR FY2019**

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, Mott MacDonald has provided a proposal for preparation and submission of an application to the NJDOT for FY2019 Municipal Aid for the *Roseann Avenue Roadway and Utility Improvements, Phase 3* in the amount of \$2,600.00; and

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

Appropriation: Ord #12-19 C-04-55-413-110

Signature:



Lauren Read, CFO

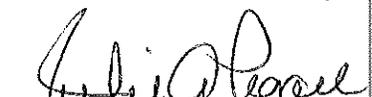
NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that a Professional Service Contract without public bidding is awarded as follows:

1. The Project Proposal between Mott MacDonald and the Township of Lower, in the form attached hereto as EXHIBIT A, for an amount of \$2,600.00 is hereby approved.

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.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 20, 2018.



Julie A Picard, Township Clerk



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

Via email at gdouglass@townshipoflower.org

Your Reference
Roseann Avenue Roadway
and Utility Improvements,
Phase 3,
MA-2019-LT-00036

**Application for NJDOT Municipal Aid FY2019
Roseann Avenue Roadway and Utility Improvements, Phase 3
MA-2019-Lower Township-00036
Township of Lower, Cape May County, New Jersey**

Our Reference
393631.CM.05

August 10, 2018

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

Dear Mr. Douglass:

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

The New Jersey Department of Transportation (NJDOT) has issued its annual solicitation letter for applications for funding under the Municipal Aid Program for Fiscal Year 2019.

As requested, Mott MacDonald will submit an application to the NJDOT for FY2019 Municipal Aid for the Roseann Avenue Roadway and Utility Improvements, Phase 3 project.

The roadway consists of a number of settlement areas that have been routinely patched over the years but continue to deteriorate. The roadway is also exhibiting weathering of the asphalt surface course, drainage problems (pipe collapse, settlement of gutter, ponding and non-compliant grates) and utility and service trenches in various degrees of deterioration. In addition, handicap ramps at the intersections of Deborah Street, Amhurst Road and Bayshore Road currently do not exist.

Given the level of use of this road and adjacent pedestrian walkways, the importance of the roadway to the general public in the Bayshore West area and Roseann Avenue's function as a minor collector, this project is a good candidate for funding under the Municipal Aid program.

- ✓ Mott MacDonald will be able to prepare and submit an application to the NJDOT for a lump sum amount of **\$2,600** upon your authorization to proceed. As part of the application process the Township Council will also have to adopt a resolution in the format of the attached NJDOT sample resolution. We recommend adopting this resolution at or before the October 1, 2018 Council Meeting. The application must be completed and submitted on or before October 8, 2018 on-line through the State of New Jersey's System for Administering Grants Electronically (SAGE).



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

Very truly yours,

Mott MacDonald, LLC

A handwritten signature in black ink, appearing to read 'Mark R. Sray'. The signature is written in a cursive, flowing style.

Mark R. Sray, PE, CME
Senior Associate
T 609.465.9377
mark.sray@mottmac.com

encl.

cc: Jim Ridgway, Township Manager (via email)
Julie Picard, Township Clerk (via email)
Colleen Crippen, Coordinator of Federal & State Aid (via email)

P:\Lower\393631.CM.05 -- NJDOT FY2019 Application -- gd0810.18 -- Proposal.docx

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

RESOLUTION #2018-268

Title: APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT AGREEMENT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE ROSEANN AVENUE ROADWAY AND UTILITY IMPROVEMENTS PHASE 3 PROJECT

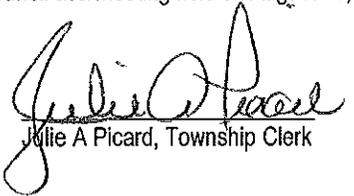
NOW THEREFORE, BE IT RESOLVED, that Township Council of the Township of Lower, County of Cape May, State of New Jersey formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED, that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2019-Lower Township-00036 to the New Jersey Department of Transportation on behalf of Lower Township.

BE IT FURTHER RESOLVED, that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of Lower Township and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

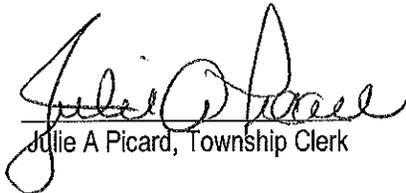
	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD		X	X			
PERRY	X		X			
ROY			X			
SIPPEL			X			
SIMONSEN			X			

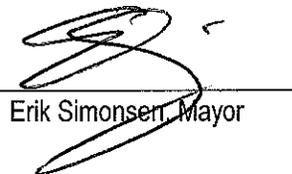
I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 20, 2018.


Julie A. Picard, Township Clerk

My signature and the Clerk's seal serve to acknowledge the above Resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the Resolution above.

ATTEST and AFFIX SEAL


Julie A. Picard, Township Clerk


Erik Simonsen, Mayor

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

RESOLUTION #2018-269

Title: A RESOLUTION APPROVING A SALARY INCREASE PER ARTICLE XIII SECTION D OF THE LOWER TOWNSHIP OFFICE WORKERS ASSOCIATION – AFSCME UNION CONTRACT

WHEREAS, extensive negotiations were conducted by the Township Manager and Labor Counsel with Lower Township Office Workers Association AFSCME Union which resulted in a ratified contract on November 13, 2017; and

WHEREAS, Article XIII-Wages; Section D states "... and approval of the Township Administration and Council, a maximum of 4 members may receive a one time, per employee, per contract, merit based increase of between 2% and 6%. This section is not retroactive."; and

WHEREAS, the Township Manager has recommended the increase listed below be added to the unit member base salary:

Rose Moore \$ 2,500

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the aforementioned raise is hereby granted.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 20, 2018.


Julie A. Picard, Township Clerk

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

RESOLUTION # 2018-270

Title: **AMENDING RESOLUTION #2018-235; CORRECTING APPROPRIATION LINE TO BE CHARGED FOR SERVICES**

WHEREAS, Resolution #2018-235 adopted on July 16, 2018 awarded a Professional Service Contract to Blauer Associates; and

WHEREAS, the Resolution identified the wrong appropriation line to be charged; and

WHEREAS, listed below is the correct appropriation line to be charged and the CFO's certification of the availability of funds as evidenced by her signature:

Appropriation: C-04-55-422-910 Ord. #18-07

CFO Signature:


Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the above correction be made and all charges for services be encumbered and charged to the correct appropriation line.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 20, 2018.


Julie A Picard, Township Clerk

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

RESOLUTION #2018-271

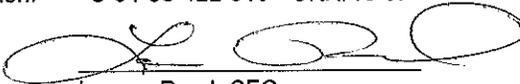
Title: APPROVING A PROFESSIONAL SERVICE CONTRACT WITH MOTT MACDONALD FOR THE PREPARATION OF SMALL CITIES CDBG 2019 GRANT APPLICATION; ADA IMPROVEMENTS AT CLEM MULLIGAN SPORTS COMPLEX

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, Mott MacDonald has provided a proposal for assistance in the preparation of the *Small Cities CDBG 2019 Grant Application; ADA Improvements at Clem Mulligan Sports Complex* in the amount of \$3,800; and

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

Appropriation: C-04-55-422-910 Ord #18-07

Signature: 
Lauren Read, CFO

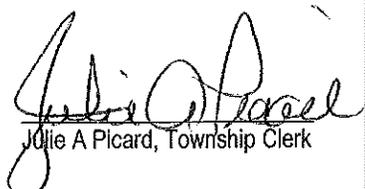
NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that a Professional Service Contract without public bidding is awarded as follows:

1. The Project Proposal between Mott MacDonald and the Township of Lower, in the form attached hereto as EXHIBIT A, for an amount of \$3,800.00 is hereby approved.

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.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 20, 2018.


Julie A. Picard, Township Clerk



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

Via email at jridgway@townshipoflower.org

Your Reference
Small Cities CDBG 2019
Grant Application for Mulligan
Sports Complex

Our Reference
393631.CM.06

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

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

**Application Assistance for Small Cities CDBG 2019 Grant Application
ADA Improvements at Clem Mulligan Sports Complex
Township of Lower
Cape May County, New Jersey**

August 15, 2018

Dear Mr. Ridgway:

As requested, Mott MacDonald is providing the following proposal to assist Blauer and Associates with the Small Cities CDBG 2019 grant application for various ADA improvements at the Clem Mulligan Sports Complex.

As discussed with Mr. Plenn, Ms. Crippen and Mr. Blauer it is the Township's intention to secure grant funds for the following ADA improvements at the Mulligan Sports Complex:

1. Modification of the existing non-complaint bathrooms and building access in the existing concession stand;
2. Provision of ADA compliant parking spaces and an accessible path to the bathrooms;
3. Provision of an ADA compliant play structure along the east side of the complex; and
4. Provision of ADA compliant parking spaces and accessible path to the play structure.

Mott MacDonald will prepare an Engineer's report describing the existing conditions, proposed improvements and the benefits/results of providing the proposed improvements for Mr. Blauer's inclusion in the grant application. Included in the report will be a site plan showing the location of the improvements, site photos and a cost estimate for the ADA improvements.

Mott MacDonald will be able to provide the above referenced information for a lump sum amount of **\$3,800**.



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

Very truly yours,

Mott MacDonald, LLC

A handwritten signature in black ink, appearing to read 'Mark R. Sray'. The signature is written in a cursive style with a prominent initial 'M'.

Mark R. Sray, PE, CME
Senior Associate
T 609.465.9377
mark.sray@mottmac.com

encl.

cc: Julie Picard, Township Clerk (via email)
Colleen Crippen, Coordinator of Federal & State Aid (via email)

P:\Lower\393631.CM.05 - 2019 CDBG Application - Jr0815.18 - Proposal.docx

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

RESOLUTION #2018-272

Title: A RESOLUTION REQUESTING RELEASE OF PERFORMANCE GUARANTEE FOR FCF REALTY (CAPE LIQUORS); BLOCK 776, LOTS 10-20 & 34-38, ESCROW #P17-08-07

WHEREAS, FCF Realty, Inc. posted a Performance Guarantee with the Township of Lower, in the amount of \$301,167.60; and

WHEREAS, the Township Engineer has recommended the improvements having a total value of \$301,167.60 have been properly installed and are presently acceptable; and

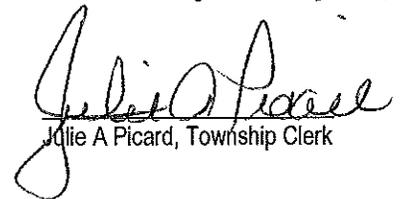
WHEREAS, the Township of Lower Land Development ordinance requires the posting of a fifteen percent (15%) Maintenance Guarantee; and

WHEREAS, fifteen percent (15%) equals \$4,852.50.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Performance Guarantee be and hereby is released leaving a balance of \$4,852.50 on account as Maintenance Guarantee.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 20, 2018.


Julie A. Picard, Township Clerk

MEMORANDUM

TO: Mayor Erik Simonsen &
Council members

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

DATE: August 15, 2018

RE: Cape Liquors Major Site Plan
Block 776, Lots 10-20 & 34-38
Resolution # 2018-272

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

Pursuant to the above referenced Subsection 400-81E, Resolution # 2018-272 is required to release the Performance Guarantee held in trust by the Township of Lower for FCF Realty (Cape Liquors) Major Site Plan, Block 776, Lots 10-20 & 34-38. The required final inspection report, certifying completion, compliance and condition of the work, has been received from the Township Engineer, Mott MacDonald.

The Township Engineer recommends release of the retained \$301,167.60.

The inspection and construction costs of the bonded improvements have been paid for by the developer. All mandated improvements must be completed for the project's final approval.

Subsection 400-81F(3) of the Land Development Ordinance of the Township of Lower requires that a Maintenance Guarantee, in an amount equal to not more than fifteen percent (15%) of the original estimate of the cost of improvements, shall be filed by the owner. Therefore, \$4,852.50, which is fifteen percent, shall be retained as the Maintenance Guarantee.

cc: financial file

RECEIVED
8-14-18

M
M
MOTT
MACDONALD

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

Via E-mail

Your Reference
Twp. No. P17-08-07

**Cape Liquors Major Site Plan, Block 776, Lots 10-20 & 34-38
Township of Lower, Cape May County**

Our Reference
380640PB14

August 14, 2018

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

Dear Mr. Galestok:

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

Per the Developer's request for a performance guarantee release, Mott MacDonald conducted multiple inspections at the above referenced site. The inspections were based on review of the drawings entitled "Major Site Plan Block 776, Lots 10-20 & 34-38 Township of Lower Cape May County, New Jersey" prepared by Engineering Design Associates, P.A., last revised 5/25/18.

The inspections revealed that, to the best of our knowledge and belief, the site improvements have been installed in accordance with the above referenced documents and comply with the Land Development Ordinance of the Township of Lower. Mott MacDonald recommends that the performance bond for the project be released and a two-year maintenance guarantee in the amount of 15% of the cost of the applicable improvements, **\$4,852.50**, as indicated below be posted with the Township.

MAINTENANCE GUARANTEE ITEMS					
ITEM	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL
1	Basin Retaining Wall	285	LF	\$60.00	\$17,100.00
2	15" Diameter RCP	5	LF	\$45.00	\$225.00
3	Type "E" Inlet	1	EA	\$3,500.00	\$3,500.00
4	Manhole	1	EA	\$3,000.00	\$3,000.00
5	Outfall Stone & Apron	2	EA	\$1,500.00	\$3,000.00
6	Basin Grading	130	CY	\$25.00	\$3,250.00
7	Coniferous Tree	13	EA	\$175.00	\$2,275.00
ESTIMATED IMPROVEMENT TOTAL (MAINTENANCE GUARANTEE ITEMS)					\$32,350.00
MAINTENANCE GUARANTEE ESTIMATE <i>(15% of Estimated Improvement Total)</i>					\$4,852.50



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

Very truly yours,

Mott MacDonald, LLC

A handwritten signature in black ink, appearing to read 'Shawn A. Carr', written over a horizontal line.

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

SAC

cc: Lisa Schubert, Board Secretary (via e-mail)
Bill Feraco (via e-mail)
Brian Rehm (via e-mail)
Mark Sray, PE, CME (via e-mail)

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

RESOLUTION # 2018-273

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to Michael Nuscis in the amount of \$1,972.27 is authorized and chargeable to the 2018 Budget account 8-01-25-240-124.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held August 20, 2018.


Julie A. Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

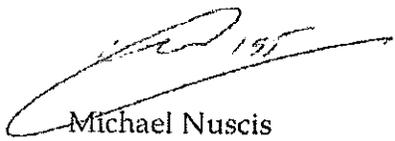
SPECIAL REPORT

TO: Chief Mastriana
FROM: Ptlm. Michael Nuscis
DATE: 08/14/2018
SUBJECT: Comp Time

Sir,

I am writing this special report, requesting to sell 75 hours of comp time. I thank you in advance for your consideration.

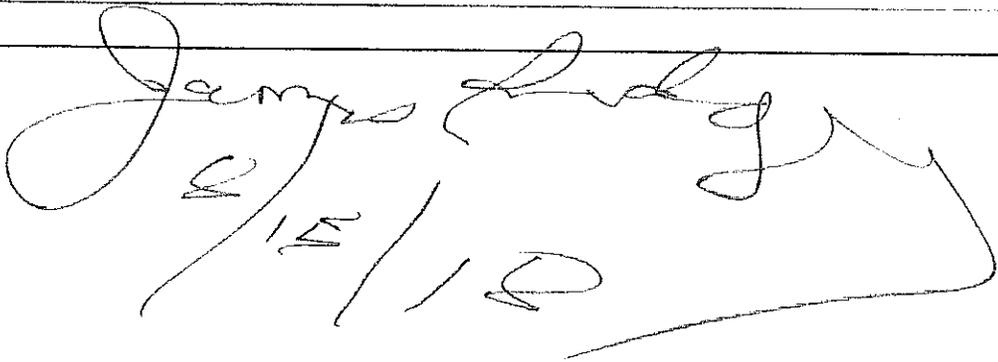
Respectfully Submitted,



Michael Nuscis
Patrolman Badge 195

0 *
26.2970 x
75 =
1,972.27 *+

C	File	Officer	Comments
Date	8/14/18	MB	Received. FWD to TWP



8/15/18

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

RESOLUTION # 2018-274

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

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

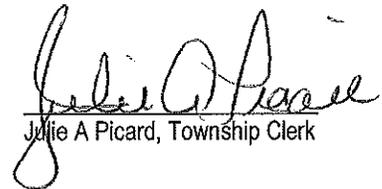
WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) authorizes the sale of surplus personal property no longer needed for public use through the use of an online auction service; and

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

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 20, 2018.


Julie A Picard, Township Clerk

GOV DEALS- 2018-274

FIXED ASSET #	DESCRIPTION	DEPARTMENT
#1062	3 DRAWER FILING CABINET	TOWNHALL
#0996	4 DRAWER FILING CABINET	TOWNHALL
#0826	3 DRAWER FILING CABINET	TOWNHALL
#055	3 DRAWER FILING CABINET	TOWNHALL
#3411	4 DRAWER FILING CABINET	TOWNHALL
#0832	3 DRAWER FILING CABINET	TOWNHALL
N/A	2 DRAWER FILING CABINET	TOWNHALL
#2147	BROTHER INTELLIFAX 4100	TOWNHALL
#02426	HP PRINTER	TOWNHALL
#3155	HP PRINTER	TOWNHALL
N/A	HP PRINTER	TOWNHALL
N/A	BROTHER INTELLIFAX 2800	TOWNHALL
N/A	SWINTEC TYPEWRITER	TOWNHALL
N/A	HP 6310 ALL IN ONE PRINTER	TOWNHALL
#3043	HP PRINTER	TOWNHALL
N/A	HP PRINTER	TOWNHALL
N/A	HP PRINTER	TOWNHALL
#2595	EPSON PRINTER	TOWNHALL
N/A	DELL PRINTER	TOWNHALL
N/A	DELL TOWER	TOWNHALL
N/A	780 DELL TOWER	TOWNHALL
#3164	DELL TOWER	TOWNHALL
#2575	DELL VOSTRO TOWER	TOWNHALL
N/A	DELL GX 240 TOWER	TOWNHALL
N/A	3 DELL MONITORS	TOWNHALL
#TBD	VARIOUS FOLDING WOOD TABLES	TOWNHALL

FIXED ASSET#	DAMAGED & REMOVED	DEPARTMENT
#0593	TELEPHONE	TOWNHALL
#0597	TELEPHONE	TOWNHALL
#0598	TELEPHONE	TOWNHALL
#3817	HOLE PUNCH	TOWNHALL

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

RESOLUTION #2018-275

Title: A RESOLUTION APPOINTING BRUCE A MACLEOD, CTC, AS ACTING/INTERIM TAX COLLECTOR FOR THE TOWNSHIP OF LOWER TO MAINTAIN CONTINUITY DURING THE TEMPORARY ABSENCE OF THE TOWNSHIP'S TAX COLLECTOR

WHEREAS, due to an unforeseen medical emergency, the Township has determined that there is an emergent need to appoint an Interim Tax Collector, to serve on an as-needed-basis, in order to perform the ordinary duties required of a Tax Collector within the Township of Lower; and

WHEREAS, N.J.S.A. 40A:9-141 requires municipalities to provide for the appointment of a Tax Collector; and

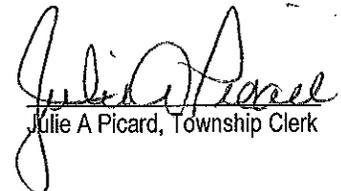
WHEREAS, N.J.S.A. 40A:9-145.7 provides that no person shall be appointed to the position of Tax Collector in any municipality of this State unless he/she holds a Tax Collector certificate issued pursuant to N.J.S.A. 40A:9-141; and

WHEREAS, upon the advice of the Lower Township CFO and Township Manager Manager, Bruce A MacLeod, who holds the required Tax Collector certification and qualifications necessary to perform the duties of a Tax Collector, shall be appointed as the Interim Tax Collector, at a salary of \$300.00 per day, to serve on an as-needed basis determined by the Township CFO, when and until the Township's current Tax Collector is medically cleared to return to her position as Township Tax Collector.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Bruce A. MacLeod is hereby appointed as Acting/Interim Tax Collector for the Township of Lower at the rate of \$300.00 per day to serve on an as-needed basis to be determined by the CFO.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 20, 2018.


Julie A Picard, Township Clerk

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

RESOLUTION #2018-276

Title: **BID ACCEPTANCE AND CONTRACT AWARD FOR RECONSTRUCTION OF GEORGIA AVENUE, ALABAMA AVENUE & MAIN STREET**

WHEREAS, the Notice to Bidders for the Reconstruction of Georgia Avenue, Alabama Avenue & Main Street, FY2018 NJDOT Municipal Aid Project was advertised on August 1, 2018 and accepted on August 15, 2018 at 10:00 a.m. prevailing time; and

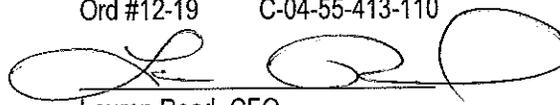
WHEREAS, Six (6) sealed bids were submitted and reviewed by the Engineer Marc DeBlasio, the QPA and Gary Douglass, Public Works Director; and

WHEREAS, South State Inc., the lowest qualified bidder, complied with the specifications and supplied all required bid documents; and

WHEREAS, as per Resolution #2018-245, Lower Township Municipal Utilities Authority will share equal costs for the sanitary sewer line replacement portion of the contract; and the CFO has certified the availability of funds as evidenced by her signature below:

Appropriation: Ord #12-19 C-04-55-413-110

Signature:



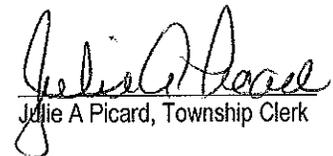
Lauren Read, CFO

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

AWARD TO: South State Inc.
TOTAL: \$428,817.18

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 20, 2018.



Julie A Picard, Township Clerk

Res # 2018-0276

DEBLASIO & ASSOCIATES

CONSULTING ENGINEERS AND PLANNERS

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

August 15, 2018

VIA EMAIL & REGULAR MAIL

Julie Picard, Clerk
Township of Lower
2600 Bayshore Road
Villas, NJ 08251

**Re: Township of Lower, Cape May County, NJ
FY2018 NJDOT Municipal Aid
Reconstruction of Georgia Avenue, Alabama Avenue & Main Street
D&A File #: LT-C-005**

Dear Ms. Picard:

We have tabulated the six (6) bids received on August 15, 2018 for the above referenced project. As such, we have determined that the lowest responsible bidder appears to be South State, Inc., P.O. Box 68, Bridgeton, NJ 08302 in the amount of \$428,817.18. Enclosed please find one (1) copy of the bid tabulation for your files.

In accordance with N.J.S.A. 40A:11-1 et seq., the award should be made to the lowest responsible bidder which appears to be South State, Inc., P.O. Box 68, Bridgeton, NJ 08302 in the amount of \$428,817.18. The contractual award should be made contingent upon approval from the New Jersey Department of Transportation, Township Purchasing Agent, Chief Financial Officer and Solicitor.

Should you have any questions or require any additional information, please do not hesitate to contact me at our office.

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


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

- cc: Jim Ridgway, Manager (via email w/encl.)
- Margaret Vitelli, Qualified Purchasing Agent (via email w/encl.)
- Gary Douglass, Public Works Superintendent (via email w/encl.)
- David Stefankiewicz, Solicitor (via email w/encl.)
- Michael Chapman, LTMUA Executive Director (via email w/encl.)
- Colleen Crippen, Grants Coordinator (via email w/encl.)
- Vincent Masciandro, NJDOT Local Aid District 4 (via email w/encl.)
- Lucero Mendoza, NJDOT Local Aid District 4 (via email w/encl.)

WWW.DEBLASIOASSOC.COM

DEBIASIO & ASSOCIATES

CONSULTING ENGINEERS AND PLANNERS

BID TABULATION

Project Name: FY2018 NJDOT Municipal Aid Reconstruction of Georgia Avenue, Alabama Avenue & Main Street

DBA Project #: LT-C-005

Client: Township of Lower Merion, NJ 08032

Bid Opening Date: August 15, 2018

Item #	DESCRIPTION	QUANTITY & UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	
1	ADDITIONAL PARTICIPATING ITEMS												
2	CONSTRUCTION SIGNS	241	S.F.	\$10.00	\$2,410.00	\$28.80	\$6,939.20	\$2.00	\$482.00	\$10.00	\$2,410.00	\$9.50	\$2,289.50
3	BREAKAWAY BARRICADES	14	UNIT	\$0.01	\$0.14	\$403.20	\$5,644.80	\$300.00	\$4,200.00	\$100.00	\$1,400.00	\$1.00	\$14.00
4	FUEL PRICE ADJUSTMENTS	4	UNIT	\$0.01	\$0.04	\$100.80	\$403.20	\$800.00	\$3,200.00	\$200.00	\$800.00	\$1.00	\$4.00
5	ASPHALT PRICE ADJUSTMENTS	2,100	DOLLAR	\$1.00	\$2,100.00	\$1.00	\$2,100.00	\$1.00	\$2,100.00	\$1.00	\$2,100.00	\$1.00	\$2,100.00
6	HMA PROFILE MILLING, 0.2" DEPTH	1,300	S.Y.	\$5.00	\$6,500.00	\$7.88	\$10,244.00	\$7.50	\$9,750.00	\$8.00	\$10,400.00	\$7.50	\$9,750.00
7	ROADWAY EXCAVATION, UNCLASSIFIED	1,400	C.Y.	\$22.00	\$30,800.00	\$9.88	\$13,832.00	\$13.50	\$18,900.00	\$45.00	\$63,000.00	\$45.00	\$63,000.00
8	DENSE GRADED AGRGREGATE BASE COURSE, 6" THICK	4,500	S.Y.	\$8.00	\$36,000.00	\$8.88	\$39,876.00	\$7.45	\$33,425.00	\$8.00	\$36,000.00	\$8.00	\$36,000.00
9	HOT MIX ASPHALT SURFACE COURSE, MIX 12M/S4, 3" THICK	900	TON	\$75.00	\$67,500.00	\$79.88	\$71,892.00	\$82.50	\$74,250.00	\$75.00	\$67,500.00	\$80.00	\$72,000.00
10	HOT MIX ASPHALT SURFACE COURSE, MIX 9.5M/S4, 2" THICK	950	TON	\$85.00	\$80,750.00	\$89.88	\$85,586.00	\$95.00	\$88,970.00	\$85.00	\$80,750.00	\$85.00	\$80,750.00
11	INLET FILTERS, TYPE 1	60	S.F.	\$10.00	\$600.00	\$5.58	\$334.80	\$0.01	\$0.60	\$10.00	\$600.00	\$1.00	\$60.00
12	TURF REPAIR STRIP	1,700	L.F.	\$1.00	\$1,700.00	\$3.00	\$5,100.00	\$1.50	\$2,550.00	\$3.00	\$5,100.00	\$4.50	\$7,650.00
13	TRAFFIC MARKINGS, LINES, LONG-LIFE, THERMOPLASTIC - 12" WIDE	120	L.F.	\$14.50	\$1,740.00	\$9.00	\$1,080.00	\$15.95	\$1,914.00	\$10.00	\$1,200.00	\$10.00	\$1,200.00
14	CONCRETE DRIVEWAY, 6" THICK	230	S.Y.	\$32.00	\$7,360.00	\$35.86	\$8,254.00	\$42.00	\$9,660.00	\$40.00	\$9,200.00	\$40.00	\$9,200.00
15	RESET EXISTING MANHOLE CASTING	40	S.Y.	\$125.00	\$5,000.00	\$108.80	\$4,352.00	\$117.00	\$4,680.00	\$150.00	\$6,000.00	\$100.00	\$4,000.00
16	RESET WATER VALVE BOX	22	UNIT	\$1.00	\$22.00	\$78.80	\$1,731.60	\$95.00	\$2,090.00	\$200.00	\$4,400.00	\$200.00	\$4,400.00
17	RESET EXISTING MANHOLE CASTING	6	UNIT	\$300.00	\$1,800.00	\$480.00	\$2,880.00	\$190.00	\$1,140.00	\$400.00	\$2,400.00	\$400.00	\$2,400.00
18	INLETS, TYPE "A"	2	UNIT	\$650.00	\$1,300.00	\$3,188.00	\$6,376.00	\$5,500.00	\$11,000.00	\$5,000.00	\$10,000.00	\$4,000.00	\$8,000.00
19	12" HIGH DENSITY POLYETHYLENE CONDUIT PIPE	50	L.F.	\$100.00	\$5,000.00	\$48.88	\$2,444.00	\$75.00	\$3,750.00	\$120.00	\$6,000.00	\$100.00	\$5,000.00
20	TEST PIT EXCAVATION	4	UNIT	\$500.00	\$2,000.00	\$1.86	\$7.52	\$0.25	\$1.00	\$500.00	\$2,000.00	\$25.00	\$100.00
N.J.D.O.T. NON-PARTICIPATING ITEMS													
21	6" SANITARY SEWER MANHOLE, 4" DIAMETER	5	UNIT	\$30,000.00	\$150,000.00	\$4,900.00	\$24,500.00	\$7,255.00	\$36,275.00	\$5,000.00	\$25,000.00	\$6,250.00	\$31,250.00
22	8" POLYVINYL CHLORIDE SANITARY SEWER PIPE - SDR 35	1,100	L.F.	\$80.00	\$88,000.00	\$99.80	\$99,780.00	\$78.00	\$85,800.00	\$90.00	\$99,000.00	\$90.00	\$99,000.00
23	SANITARY SEWER SERVICES - PNC	20	UNIT	\$1,500.00	\$30,000.00	\$988.00	\$19,760.00	\$1,350.00	\$27,000.00	\$2,000.00	\$40,000.00	\$1,800.00	\$36,000.00
24	CONNECT TO EXISTING SANITARY SEWER PIPE	2	UNIT	\$6,000.00	\$12,000.00	\$888.00	\$1,776.00	\$5,500.00	\$11,000.00	\$1,000.00	\$2,000.00	\$2,500.00	\$5,000.00
25	CLEANING AND TIE-IN SANITARY SEWER SYSTEM	1,100	L.F.	\$3.50	\$3,850.00	\$3.88	\$4,268.00	\$3.40	\$3,740.00	\$2.00	\$2,200.00	\$4.50	\$4,950.00
26	SELECT FILL	2,500	C.Y.	\$0.01	\$25.00	\$12.88	\$32,200.00	\$0.01	\$25.00	\$0.01	\$25.00	\$45.00	\$112,500.00
TOTAL AMOUNT BID BASED ON ESTIMATED QUANTITIES FOR BID ITEMS 1 - 26					\$428,817.18		\$447,679.40		\$449,717.70		\$464,435.00		\$767,460.00

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

RESOLUTION # 2018-277

Title: **AUTHORIZING COMPETITIVE CONTRACTING FOR BANKING SERVICES FOR THE TOWNSHIP OF LOWER**

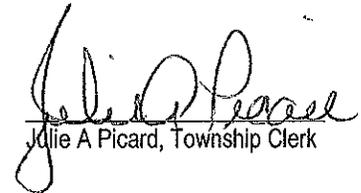
WHEREAS, PL 1999 c440 amended the Local Public Contract Law creating the category of contracting called Competitive Contracting; and N.J.S.A. 40A:11-4.3(a) requires that in order to initiate competitive contracting, the governing body shall pass a resolution authorizing the use of competitive contracting each time specialized goods or services enumerated in 40A-4.1 are desired to be contracted; and

WHEREAS, 40A: 11 -4.3(b) requires that the competitive contracting process shall be administered by the qualified purchasing agent pursuant to 40A: 11-9, or by legal counsel of the contracting unit, or by an administrator of the contracting unit.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the Qualified Purchasing Agent is hereby authorized to initiate the competitive contracting for the Banking Services for the Township of Lower.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 20, 2018.


Julie A. Picard, Township Clerk

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

RESOLUTION # 2018-278

Title: **BID ACCEPTANCE AND CONTRACT AWARD OF GRINDING, PROCESSING AND REMOVAL OF BRUSH, STUMPS, LARGE WOOD AND CHIPS**

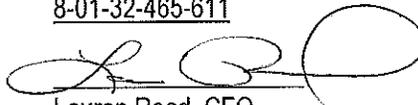
WHEREAS, the Notice to Bidders for Grinding/Processing and Removal of Brush, Stumps, Large Wood and Chips was advertised on August 8, 2018 and accepted on August 17, 2018 at 11:00 a.m. prevailing time; and

WHEREAS, Three (3) sealed bids were submitted and reviewed by the QPA and Gary Douglass, Public Works Superintendent; and

WHEREAS, Britton Industries Inc., the lowest qualified bidder, complied with the specifications and supplied all required bid documents, and the CFO has certified the availability of funds as evidenced by her signature below:

Appropriation: 8-01-32-465-611

Signature:



Lauren Read, CFO

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

AWARD TO: Britton Industries Inc.
TOTAL: \$144,950.00

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 20, 2018.



Julie A. Picard, Township Clerk

2018-08 Grinding Processing and Removal of Brush Stumps

Adv 08/08/2018 Open 8/17/2018 11:00 a.m.

Bid Results

Vendor Name	Address	Bid	NJDEP Location
Britton Industries	PO Box 6499 Lawrenceville, NJ 08648	\$ 144,950.00	Britton Ind
SJ Agriculture	395 Route 77 South Elmer, NJ 08318	\$ 174,500.00	
Garrison Industries	211 West Elmer Road Vineland, NJ 08360	\$ 249,500.00	

Bid Opening 8/17/2018

11:00 am

PROPOSAL PAGE
 BID #2018-08
 REMOVAL OF BRUSH, STUMPS, LOGS AND WOOD CHIPS

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

1. \$ 144,950.00
 Amount in numbers
 \$ One Hundred Forty Four Thousand Nine Hundred Fifty
 Amount in words Dollars

2. Name of approved NJDEP New Jersey Class B facility
 accepting material: Britton Industries Inc

3. Equipment Listing Sheet

4. Reference List

Britton Industries Inc 22-3769860
 Company Name Federal I.D. # or Social Security #

227 Bakers Basin Rd Lawrenceville, NJ 08648
 Address

[Signature] Dan Carr
 Signature of Authorized Agent Type or Print Name

Title: Vice President

609-588-8225 8/13/18
 Telephone Number Date

609-479-2800 bsalsburg@brittonindustries.com
 Fax Number E-mail address

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

RESOLUTION #2018-279

Title: A RESOLUTION REQUESTING RELEASE OF PERFORMANCE GUARANTEE FOR
DEGROFF MAJOR SUBDIVISION; BLOCK 792, LOTS 6.01, 6.02, 7, 9, 22-25
ESCROW #P17-01-04

WHEREAS, Clark E. DeGroff, III posted a Performance Guarantee with the Township of Lower, in the amount of \$36,000.00; and

WHEREAS, the Township Engineer has recommended that the Performance Bond of \$36,000.00 be released; and

WHEREAS, the Township of Lower Land Development Ordinance states that the requirements for a Maintenance Guarantee may be waived by the Governing Body; and

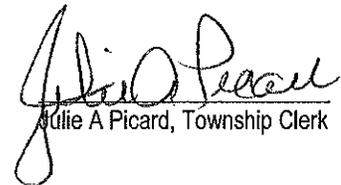
WHEREAS, the Township Engineers, Shawn Carr, PE, CME, Mott MacDonald, has recommended that the requirement for the Maintenance Bond be waived.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, the Governing Body thereof, that the Performance Guarantee of \$36,000.00 be and hereby is released.

BE IT FURTHER RESOLVED that the Township Treasurer is granted permission to issue a check in the amount of \$36,000.00 plus any accrued interest for payment of the above released Guarantee.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 20, 2018.


Julie A. Picard, Township Clerk

MEMORANDUM

TO: Mayor Erik Simonsen &
Council members

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

DATE: August 17, 2018

RE: DeGroff Major subdivision
638 Sea Grove Avenue
Cape May, NJ 08204
Block 792, Lots 6.01, 6.02, 7, 9, 22-25
Resolution # 2018-279

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

Pursuant to the above referenced Subsection 400-81E, Resolution # 2018-279 is required to **release** the Performance Guarantee held in trust by the Township of Lower for Clark E. DeGroff, III t/a H & R Block, Block 792, Lots 6.01-25. The required final inspection report, certifying completion, compliance and condition of the work, has been received from the Township Engineer, Mott MacDonald.

The Township Engineer recommends **release** of the retained \$36,000.00. "No development is now proposed on the site. The subdivision was sold to the State of New Jersey for Conservation.

cc: financial file

RECEIVED
8-16-18

M
M
MOTT
MACDONALD

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

Via E-mail

Your Reference
Twp. No. P17-01-04

**Block 792, Lots 6.01, 6.02, 7, 9, 22, 23, 24 & 25 Major Subdivision
Township of Lower, Cape May County**

Our Reference
380640.PB.02

August 16, 2018

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

Dear Mr. Galestok:

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

The Developer has requested the release of the Performance Guarantee submitted for the above referenced project. Due to the site being sold to the State of New Jersey (Deed # 2018064251, Book D3806, Page 648-659), and no development now proposed on site, Mott MacDonald recommends that the performance guarantee be released, and the maintenance guarantee be waived.

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

Very truly yours,

Mott MacDonald, LLC



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

SAC

cc: Lisa Schubert, Board Secretary (via e-mail)
John Sachar, Esquire (via e-mail)
Mark Sray, PE, CME (via e-mail)

**TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY
RESOLUTION #2018-280**

CAPITAL BUDGET AMENDMENT

WHEREAS, the local capital budget for the year 2018 was adopted on the 19th day of March, 2018, and

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

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

<u>RECORDED VOTE</u>	<u>AYES</u>	<u>NAYS</u>	
Erik Simonsen	X		ABSTAIN
Frank Sippel	X		
Roland Roy	X		
Thomas Conrad	X		ABSENT
David Perry	X		

**FROM
CAPITAL BUDGET (Current Year Action)
2018**

Planned Funding Services for
Current Year 2018

<u>Project</u>	<u>Estimated Total Cost</u>	<u>Amounts Reserved in Prior Years</u>	<u>Capital Improvement Fund</u>	<u>Capital Surplus</u>	<u>Grants and Other Funds</u>	<u>Debt Authorized</u>	<u>To Be Funded in Future Years</u>
Equipment	4,883,000.00		72,500.00			1,377,500.00	3,433,000.00
Recreation Facilities	15,685,000.00		730,500.00			13,879,500.00	1,075,000.00
Police Equipment	263,000.00		400.00			7,600.00	255,000.00
Municipal Buildings	270,000.00		13,500.00			256,500.00	0.00
Vehicles	2,052,000.00		6,350.00			120,650.00	1,925,000.00
Road Program/Infrastructure	2,000,000.00		0.00			0.00	2,000,000.00
Total All Projects	25,153,000.00	0.00	823,250.00	0.00	0.00	15,641,750.00	8,688,000.00

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY
RESOLUTION #2018-280

CAPITAL BUDGET AMENDMENT

6 YEAR CAPITAL PROGRAM 2018 - 2022
Anticipated Project Schedule and Funding Requirement

Estimated Total Costs	2018	2019	2020	2021	2022	2023
Equipment	4,883,000.00	1,450,000.00	1,784,200.00	237,200.00	613,200.00	287,200.00
Recreation Facilities	15,685,000.00	14,610,000.00	75,000.00	200,000.00	200,000.00	200,000.00
Police Equipment	263,000.00	8,000.00	55,000.00	55,000.00	55,000.00	35,000.00
Municipal Buildings	270,000.00	270,000.00				
Vehicles	2,052,000.00	127,000.00	1,585,000.00	85,000.00	85,000.00	85,000.00
Road Program/Infrastructure	2,000,000.00		1,800,000.00		200,000.00	
Total All Projects	25,153,000.00	16,465,000.00	5,299,200.00	577,200.00	1,153,200.00	607,200.00

6 YEAR CAPITAL PROGRAM 2018 - 2022
Summary of Anticipated Funding Sources and Amounts

Estimated Total Costs	Capital			Grants and Other Funds	General Debt Authorized
	Improvement Fund	Capital Surplus			
Equipment	244,150.00				4,638,850.00
Recreation Facilities	784,250.00				14,900,750.00
Police Equipment	13,150.00				249,850.00
Municipal Buildings	13,500.00				256,500.00
Vehicles	102,600.00				1,949,400.00
Road Program/Infrastructure	100,000.00				1,900,000.00
Total All Projects	1,257,650.00	0.00	0.00	0.00	23,895,350.00

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY
RESOLUTION #2018-280

CAPITAL BUDGET AMENDMENT

TO

CAPITAL BUDGET (Current Year Action)
2018

Project	Estimated Total Cost	Amounts Reserved in Prior Years	Capital Improvement Fund	Capital Surplus	Grants and Other Funds	Debt Authorized	To Be Funded in Future Years	Planned Funding Services for Current Year 2018	
								Capital Improvement Fund	Capital Surplus
Equipment	4,356,000.00		67,400.00			1,280,600.00	3,008,000.00		
Recreation Facilities	15,725,000.00		732,500.00			13,917,500.00	1,075,000.00		
Police Equipment	255,000.00		0.00			0.00	255,000.00		
Municipal Buildings	475,000.00		23,750.00			451,250.00	0.00		
Vehicles	552,000.00		6,350.00			120,650.00	425,000.00		
Road Program/Infrastructure	10,525,000.00		210,000.00			3,990,000.00	6,325,000.00		
Total All Projects	31,888,000.00	0.00	1,040,000.00	0.00	0.00	19,760,000.00	11,088,000.00		

6 YEAR CAPITAL PROGRAM 2018 - 2022
Anticipated Project Schedule and Funding Requirement

Project	Estimated Total Costs	2018	2019	2020	2021	2022	2023	Planned Funding Services for Current Year 2018	
								Capital Improvement Fund	Capital Surplus
Equipment	4,356,000.00	1,348,000.00	511,200.00	1,359,200.00	237,200.00	613,200.00	287,200.00		
Recreation Facilities	15,725,000.00	14,650,000.00	400,000.00	75,000.00	200,000.00	200,000.00	200,000.00		
Police Equipment	255,000.00	0.00	55,000.00	55,000.00	55,000.00	55,000.00	35,000.00		
Municipal Buildings	475,000.00	475,000.00							
Vehicles	552,000.00	127,000.00	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00		
Road Program/Infrastructure	10,525,000.00	8,100,000.00		2,225,000.00		200,000.00			
Total All Projects	31,888,000.00	24,700,000.00	1,051,200.00	3,799,200.00	577,200.00	1,153,200.00	607,200.00		

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY
RESOLUTION #2018-280

CAPITAL BUDGET AMENDMENT

6 YEAR CAPITAL PROGRAM 2018 - 2022
Summary of Anticipated Funding Sources and Amounts

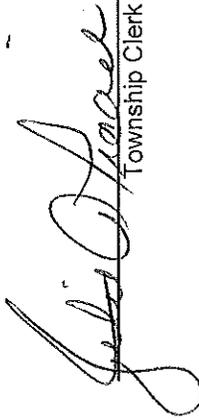
Project	Estimated Total Costs	Capital			Grants and Other Funds	General Debt Authorized
		Improvement Fund	Capital Surplus			
Equipment	4,356,000.00	217,800.00			4,138,200.00	
Recreation Facilities	15,725,000.00	786,250.00			14,938,750.00	
Police Equipment	255,000.00	12,750.00			242,250.00	
Municipal Buildings	475,000.00	23,750.00			451,250.00	
Vehicles	552,000.00	27,600.00			524,400.00	
Road Program/Infrastructure	10,525,000.00	526,250.00			9,998,750.00	
Total All Projects	31,888,000.00	1,594,400.00	0.00	0.00	30,293,600.00	

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

It is hereby certified that this is a true copy of a resolution amending the capital budget section adopted by the governing body on the 19th day of March, 2018.

Certified by me:

August 20, 2018
Date


Township Clerk

Trenton, New Jersey

Approved _____ 2018

Director of Local Government Services

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

RESOLUTION # 2018-281

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

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

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

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

_____ (1) **Matters Required by Law to be Confidential:** Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.

_____ (2) **Matters Where the Release of Information Would Impair the Right to Receive Funds:** Any matter in which the release of information would impair a right to receive funds from the Government of the United States.

_____ (3) **Matters Involving Individual Privacy:** Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information, relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.

_____ (4) **Matters Relating to Collective Bargaining Agreement:** Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.

_____ (5) **Matters Relating to the Purchase, Lease or Acquisition of Real Property or the Investment of Public Funds:** Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.

_____ (6) **Matters relating to Public Safety and Property:** Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations of possible violations of the law.

 X (7) **Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege:** any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer. **Attorney-Client Privilege / Possible Litigation**

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

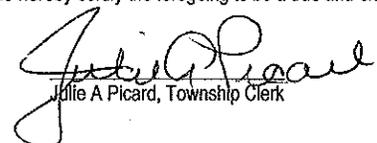
_____ (9) **Matters Relating to the Potential Imposition of a Penalty:** Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss if a license or permit belonging to the responding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

NOW, THEREFORE, BE IT RESOLVED by the Township council of the Township of Lower, assembled in public session on August 20, 2018 that an Executive Session closed to the public shall be held on this date at approximately 7:58 P.M. in the Conference Room of the Township Hall, 2600 Bayshore Road, Villas for the discussion of matters relating to the specific items designated above.

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 20, 2018


Julie A. Picard, Township Clerk