

Signed Resolutions – Feb 1, 2016

- Res. #2016-52 Payment of Vouchers \$ 726,294.54
- Res. #2016-53 Appointment to the Historic Preservation Commission (moving B.Tell from an alternate to a regular)
- Res. #2016-54 Appointment to the Historic Preservation Commission (moving K.Hayes from an alternate to a regular)
- Res. #2016-55 Resolution Authorizing the Application to USDA Housing Rehabilitation Grant Program (Water Line Connection Program)
- Res. #2016-56 Approval of Contribution to the Coast Guard Community Festival (\$1,000)
- Res. #2016-57 Resolution Awarding A Professional Service Contract to Hatch Mott MacDonald for Tennis/Basketball Court Renovations at Freeman Douglass Jr. Memorial Park (\$45,395)
- Res. #2016-58 Appointment to the Historic Preservation Commission (Alternate member)
- Res. #2016-59 Appointment to the Historic Preservation Commission (Alternate member)
- Res. #2016-60 Approval of Introduced Budget

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

Include Project Line Items: Yes

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

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00007 ACME MARKETS, INC.*	16-00231	01/22/16	EMER SUPPLIES 01/22/16 STORM	Open	131.24	0.00		
00110 ANCO HOME CENTER*	15-02991	12/01/15	RDS/SIGNS/BLDG/ DEC	Open	109.94	0.00		
00134 ATLANTIC COUNTY JOINT INS FUND	16-00220	01/22/16	2016 JIF ASSESSMENT BILL	Open	234,102.00	0.00		
00179 AVERY TEITLER*	16-00067	01/07/16	BOARD SOLICITOR SALARY	Open	625.00	0.00		
00189 AUSTINS SPORTS CENTER	16-00298	01/26/16	CLEAN BASKETBALL UNIFORMS/PINN	Open	100.00	0.00		
00197 INKWELL PRINTING*	15-01097	05/04/15	POSTERS-CONCERTS/INDEPENDANCE	Open	200.00	0.00		
00298 BATELLINI TRANSPORTATION SYS*	16-00104	01/11/16	TOWING CHARGE/TRUCK #33	Open	630.00	0.00		
00370 BLUE CROSS/BLUE SHIELD OF NJ	16-00253	01/26/16	FEBRUARY MED D	Open	1,658.28	0.00		
00443 BSN SPORTS INC*	15-01696	06/25/15	BASES, SCOREBOOKS, WRISTBANDS	Open	776.92	0.00		
00784 CAPE MAY STAR & WAVE	16-00257	01/26/16	LEGAL PUBLICATION 1-20-16	Open	45.88	0.00		
	16-00258	01/26/16	LEGAL PUBLICATION 1-13-16	Open	102.32	0.00		
					148.20			
00807 CDW-GOVERNMENT INC*	15-03104	12/15/15	APPLE USB SUPER DRIVE LCMR	Open	80.00	0.00		
01110 COLLEEN CRIPPEN	16-00192	01/19/16	CONTRACTUAL REIMBURESMENT-V	Open	100.00	0.00		
01201 DELL CORPORATION*	16-00045	01/06/16	2 CASES FOR LAPTOPS	Open	103.18	0.00		
01239 DIANA L DeNOTE	16-00228	01/22/16	CONTRACTUAL REIMBURSEMENT- M	Open	1,258.80	0.00		
01267 EDWARD DONOHUE	16-00216	01/20/16	CONTRACT REIMBURSEMENT	Open	2,531.49	0.00		
01365 GARY DOUGLASS	16-00250	01/26/16	REIMBURSEMENT/JONAS STORM	Open	19.47	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01403 ENFORSYS FIRE SYSTEMS, INC*								
	16-00025	01/05/16	NFIRS 5.0 REPORTING SYSTEM	Open	462.00	0.00		
01443 ERMA VOLUNTEER FIRE CO								
	16-00279	01/26/16	SPECIAL SCHOOL ELECTION 1/26/1	Open	300.00	0.00		
01502 PAMELA FELDER								
	16-00303	01/27/16	CONTRACTUAL REIMBURSEMENT- M	Open	386.10	0.00		B
01581 FIRST ASSEMBLY OF GOD CHURCH								
	16-00276	01/26/16	SPECIAL SCHOOL ELECTION 1/26/1	Open	150.00	0.00		
01590 FORD, SCOTT & ASSOCIATES*								
	16-00068	01/07/16	2016 AUDITOR RES 16-04 \$40k	Open	6,500.00	0.00		B
01781 HATCH MOTT MACDONALD, LLC*								
	16-00058	01/06/16	TAX MAPS	Open	247.17	0.00		
	16-00237	01/22/16	PROFESSIONAL ENGINEERING	Open	322.90	0.00		
	16-00238	01/22/16	PROFESSIONAL ENGINEERING	Open	130.00	0.00		
	16-00239	01/22/16	PROFESSIONAL ENGINEERING	Open	65.00	0.00		
	16-00240	01/22/16	PROFESSIONAL ENGINEERING	Open	513.00	0.00		
	16-00241	01/22/16	PROFESSIONAL ENGINEERING	Open	39.00	0.00		
	16-00242	01/22/16	PROFESSIONAL ENGINEERING	Open	861.00	0.00		
	16-00243	01/22/16	PROFESSIONAL ENGINEERING	Open	520.00	0.00		
	16-00244	01/22/16	PROFESSIONAL ENGINEERING	Open	71.75	0.00		
	16-00245	01/22/16	PROFESSIONAL ENGINEERING	Open	143.50	0.00		
	16-00246	01/22/16	PROFESSIONAL ENGINEERING	Open	71.75	0.00		
	16-00247	01/22/16	PROFESSIONAL ENGINEERING	Open	1,840.25	0.00		
	16-00248	01/22/16	PROFESSIONAL ENGINEERING	Open	455.00	0.00		
					<u>5,280.32</u>			
01805 HERTRICH FLEET SERVICES INC*								
	15-02384	09/24/15	POLICE SUV	Open	36,483.00	0.00		
01806 ANTHONY J HARVATT, II, ESQ								
	16-00066	01/07/16	BOARD SOLICITOR SALARY	Open	625.00	0.00		
02134 THOMAS KEYWOOD								
	16-00302	01/27/16	CONTRACTUAL REIMBURSEMENT- M	Open	438.16	0.00		
02183 KLENSWITE POOL SPA SUP.CO INC*								
	15-01539	06/08/15	POOL SUPPLIES	Open	240.50	0.00		
	15-01571	06/10/15	WEEKLY SERVICE- LIQUID CHLORIN	Open	1,804.00	0.00		
					<u>2,044.50</u>			
02223 LANDSMAN UNIFORMS*								
	15-02909	11/20/15	UNIFORMS	Open	432.00	0.00		
02247 LAWSON PRODUCTS, INC.*								
	16-00086	01/08/16	SUPPLIES FOR DPW/JAN	Open	699.80	0.00		
02334 LOWER TWP CHAMBER OF COMMERCE								
	16-00229	01/22/16	LUNCHEON MEETING JAN 14,2016	Open	20.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
02585 WILLIAM MASTRIANA	16-00301	01/27/16	REFUND AIR FARE	Open	1,710.93	0.00		
02661 KENNETH J. MCGURK	16-00297	01/26/16	CONTRACTUAL REIMBURSEMENT- M	Open	1,258.80	0.00		
03026 NJ STATE HEALTH BENEFITS	16-00251	01/26/16	HEALTH BENEFITS- FEBRUARY 2016	Open	201,459.68	0.00		
03086 NJ STATE ASSN CHIEFS OF POL*	16-00142	01/11/16	TRAINING	Open	850.00	0.00		
03104 NORTHEAST IND. & MARINE SUPPLY*	15-03111	12/16/15	MAIN PTO FOR LEAF VAC	Open	4,865.45	0.00		
03296 PARISH OF ST. JOHN NEUMANN	16-00278	01/26/16	SPECIAL SCHOOL ELECTION 1/26/1	Open	600.00	0.00		
03305 PEDRONI FUEL*	16-00189	01/14/16	NO LEAD GAS	Open	181.72	0.00		
03366 AMERI-GAS*	16-00256	01/26/16	PROPANE- BENNETTS CROSSING	Open	268.37	0.00		
03387 POGUE INC. *	16-00076	01/08/16	2016 DRUG TESTING CONSORTIUM	Open	3,306.00	0.00		
03518 RIGGINS, INC.*	16-00193	01/19/16	OFF HIGHWAY DIESEL	Open	590.11	0.00		
03544 PORTER LEE CORP*	16-00139	01/11/16	ANNUAL CONTRACT 1/16-12/31/16	Open	882.00	0.00		
03573 SAFETY-KLEEN CORP*	15-02997	12/01/15	EQUIP MAINTENANCE/ DEC	Open	361.27	0.00		
03608 SEAWAVE CORPORATION*	16-00213	01/20/16	1/13/2016 PLANNING	Open	82.08	0.00		
	16-00222	01/22/16	LEGAL ADVERTISEMENTS- 1/13/16	Open	43.04	0.00		
					125.12			
03611 SERVICE TIRE TRUCK CENTERS*	15-02959	11/24/15	TIRES/DPW	Open	957.44	0.00		
03692 SOUTH JERSEY GAS CO*	16-00262	01/26/16	JANUARY 2016 GAS BILL	Open	7,362.36	0.00		
03734 STEWART INDUSTRIES, INC.*	16-00054	01/06/16	PRINTER MAIN 12/23/15-3/23/16	Open	2,200.39	0.00		
03805 TOWNBANK VOLUNTEER FIRE CO.	16-00277	01/26/16	SPECIAL SCHOOL ELECTION 1/26/1	Open	300.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03969 VERIZON	16-00260	01/26/16	VERIZON PHONE BILL JAN 2016	Open	3,393.05	0.00		
04049 SUSAN JACKSON	16-00191	01/19/16	CONTRACTUAL REIMBURESMENT-V	Open	110.00	0.00		
04075 BARBER CONSULTING SERVICES LLC	16-00023	01/05/16	MIS SUPPORT 2016	Open	1,300.00	0.00		
04097 GINTAS FIRST AID AND SAFETY*	16-00208	01/20/16	FIRSTAID SUPPLIES DPW	Open	115.49	0.00		
	16-00221	01/22/16	FIRST AID SUPPLIES- PUBLIC WOR	Open	81.41	0.00		
					196.90			
04115 WHITE & WILLIAMS, LLP	16-00205	01/19/16	06/30/2015-12/31/15 VS BALDINI	Open	10,227.73	0.00		
04261 STATE OF NEW JERSEY	16-00235	01/22/16	4TH QTR 2015 UNEMPLOYMENT	Open	13,820.85	0.00		
04280 G.F.O.A. OF NJ	16-00188	01/14/16	2016 ANNUAL MEMBERSHIP	Open	90.00	0.00		
04300 W B MASON CO INC*	15-03197	12/28/15	GOJO SOAP	Open	355.00	0.00		
04510 LEADER PRINTERS*	15-03083	12/15/15	WARNING TICKETS	Open	481.27	0.00		
2122 DOLORES MAJANE	16-00287	01/26/16	CONTRACTUAL REIMBURSEMENT-M	Open	129.00	0.00		
6061 AMERIHEALTH ADMINISTRATORS	16-00212	01/20/16	1/19/2016 HEALTH INS	Open	56,317.35	0.00		
	16-00252	01/26/16	1/25/2016 HEALTH INS	Open	30,214.84	0.00		
					86,532.19			
6071 UNITED UNIFORMS LIMITED LIAB*	15-02171	08/26/15	UNIFORMS	Open	1,727.00	0.00		
	15-02482	10/02/15	UNIFORMS	Open	3,818.88	0.00		
	15-02529	10/08/15	UNIFORMS	Open	413.00	0.00		
					5,958.88			
7098 SHORE VETERINARIAN ANIMAL *	16-00064	01/07/16	16-26 FINAL YEAR ANIMAL CONT	Open	4,250.00	0.00		B
7119 ENGINEERING DESIGN ASSOC*	15-01760	07/06/15	2014-323 COASTAL RESIL GRANT	Open	660.00	0.00		B
7143 VERONICA LUGO	16-00224	01/22/16	REIM BASKETBALL REGISTRATION	Open	15.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7196 LAUREN HUGGINS SUIT*	16-00063	01/07/16	RES 2016-30 PIO DNE \$10,400	Open	866.67	0.00		
7199 STAPLES CREDIT PLAN-INSTORE PU	15-03080	12/15/15	OFFICE SUPLIES	Open	38.85	0.00		
	15-03124	12/16/15	FILE FOLDERS	Open	223.78	0.00		
	15-03147	12/21/15	LABEL MAKER & LABELS	Open	38.48	0.00		
	15-03205	12/29/15	FAX MACHINE	Open	129.99	0.00		
	16-00154	01/11/16	OFFICE SUPPLIES	Open	565.14	0.00		
					996.24			
7282 GSW, GA	15-02594	10/22/15	RETURN UNUSED ESCROW	Open	612.50	0.00		
7430 HUTCHINSON MECHANICAL SERV	16-00227	01/22/16	EMERGENCY WORK-RECREATION GYM	Open	212.50	0.00		
7478 WINDSTREAM COMMUNICATION INC*	16-00300	01/27/16	PHONE SERVICE- MILLMAN	Open	112.28	0.00		
7501 ACTION UNIFORM CO LLC*	15-03146	12/21/15	NAVY SPORT TEK #850	Open	50.00	0.00		
7507 STEFANKIEWICZ & BELASCO LLC	16-00059	01/07/16	2016 LEGAL MONTHLY DNE \$28k	Open	2,333.33	0.00		B
7508 BLANEY & KARAVAN PC*	16-00062	01/07/16	2016-33 PROSECUTOR \$23 DNE	Open	1,916.66	0.00		B
7509 ECOVENTURES LLC*	16-00167	01/12/16	RECYCLING SCHOOL PROGRAM	Open	2,277.00	0.00		
7518 ROBERT SCHEIDL	16-00226	01/22/16	FINGERPRINT/BACKGROUND CHECK	Open	24.20	0.00		
BLAUE BLAUE ASSOCIATES INC*	15-01940	07/22/15	RES#2015-214 2016 SMALL CITIES	Open	3,750.00	0.00		B
LYNNCA LYNN CARD COMPANY*	15-03082	12/15/15	CARDS	Open	75.20	0.00		
MOUSTAFI CAROLINE MOUSTAFI	16-00225	01/22/16	REIM JUDO REGISTRATION	Open	40.00	0.00		
TILL TILL PAINT CO CORP*	16-00030	01/05/16	CASES OF FIELD PAINT	Open	860.00	0.00		
Total Purchase Orders: 98 Total P.O. Line Items: 0 Total List Amount: 665,321.49 Total Void Amount: 0.00								

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

RESOLUTION #2016- 52

TITLE: AUTHORIZING THE PAYMENT OF VOUCHERS

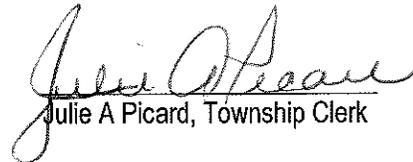
<u>Vendor</u>	<u>PO #</u>	<u>Description</u>	<u>CK</u>	<u>Amount</u>
AMERIHEALTH ADMIN	16-00204	JANUARY ADMIN/STOP	126161	\$40,884.96
COMCAST	16-00215/261	INTERNET	56688	\$ 1,456.17
VERIZON WIRELESS	16-00249	POLICE MDT	56689	\$ 691.29
ATLANTIC CITY ELECT	15-03206	ELECTRIC	56687	\$ 17,940.63

Total Manual Checks \$ 60,973.05
 Total Computer \$ 665,321.49

Total Bill List \$ 726,294.54

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD	X		X			
PERRY			X			
SIMONSEN		X	X			
CLARK			X			
BECK			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 February 1 2016.


 Julie A Picard, Township Clerk

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

RESOLUTIUN #2016-53

TITLE: APPOINTMENT TO THE HISTORIC PRESERVATION COMMISSION

WHEREAS, Kurt Hughes was appointed to the Historic Preservation Commission as a Regular Member with a term expiration of September 30, 2017; and

WHEREAS, Kurt Hughes has tenured his resignation to the Board; and

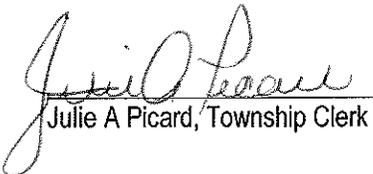
WHEREAS, the Commission has requested the Alternate Member be moved into this position.

NOW, THEREFORE, BE IT RESOLVED by the Township Council that the following appointment be made:

<u>NAME</u>	<u>TYPE</u>	<u>CLASS</u>	<u>TERM EXP</u>
Bruce Tell	Regular Member	Class C	September 30, 2017

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

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 February 1, 2016.


Julie A Picard, Township Clerk

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

RESOLUTIUN #2016-54

TITLE: APPOINTMENT TO THE HISTORIC PRESERVATION COMMISSION

WHEREAS, Karlson Hughes was appointed to the Historic Preservation Commission as a Regular Member with a term expiration of September 30, 2016; and

WHEREAS, Kurt Hughes has tenured his resignation to the Board; and

WHEREAS, the Commission has requested the Alternate Member be moved into this position.

NOW, THEREFORE, BE IT RESOLVED by the Township Council that the following appointment be made:

<u>NAME</u>	<u>TYPE</u>	<u>CLASS</u>	<u>TERM EXP</u>
Kathleen Hayes	Regular Member	Class C	September 30, 2016

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

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Julie A Picard, Township Clerk

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

RESOLUTION #2016-55

TITLE: RESOLUTION AUTHORIZING THE APPLICATION TO USDA HOUSING REHABILITATION GRANT PROGRAM

WHEREAS, the U.S. Department of Agriculture, provides grants for housing rehabilitation to low income households; and

WHEREAS, the Township of Lower desires to further the public interest by obtaining such a grant of \$50,000 from the U.S. Department of Agriculture to fund the following project(s): Water Line Connection Program.

NOW, THEREFORE, the governing body resolves that Michael E. Beck or the successor to the office of Mayor is hereby authorized to:

- (a) make application for such a grant
- (b) provide additional application information and furnish such documents as may be required
- (c) act as the authorized correspondent of the above named applicant, and

WHEREAS, the U.S. Department of Agriculture shall determine if the application is complete and in conformance with the scope and intent of the Housing Preservation Grant Program, and notify the applicant of the amount of the funding award; and

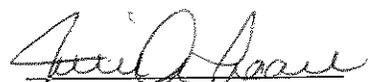
WHEREAS, the applicant is willing to use the U.S. Department of Agriculture's funds in accordance with such rules, regulations and applicable statutes, and is willing to enter into an agreement with the U.S. Department of Agriculture for the above named project.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP COUNCIL

1. That the Township Council is hereby authorized to execute an agreement and any amendment thereto with the U.S. Department of Agriculture known as project name Water Line Connection Program.
2. That, in the event the U.S. Department of Agriculture's funds are less than the total project cost specified above, the applicant has the balance of funding necessary to complete the project, and;
3. The applicant agrees to comply with all applicable federal, state, and local laws, rules, and regulations in its performance of the project.
4. That this resolution shall take effect immediately.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD	X		X			
PERRY			X			
SIMONSEN		X	X			
CLARK			X			
BECK			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 February 1, 2016.


Julie A Picard, Township Clerk

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

RESOLUTION # 2016-56

Title: APPROVAL OF CONTRIBUTION TO THE COAST GUARD COMMUNITY FESTIVAL

WHEREAS, Cape May County, has been granted the official designation as a "Coast Guard Community"; and

WHEREAS, Cape May Coast Guard personnel and their families are an integral part of our community, contributing their time and efforts throughout the Township; and

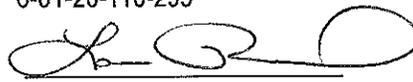
WHEREAS, the second annual Coast Guard Community Festival has been scheduled for May 6 thru May 8, 2016; and

WHEREAS, Cape May County has requested each municipality contribute towards the cost of sponsoring the festival lunch for the Coast Guard families; and

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

Appropriation # 6-01-20-110-299

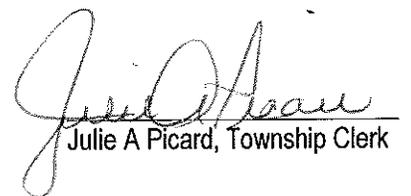
Signature:



NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Lower does hereby authorize and approve a contribution of \$1,000.00 towards the Coast Guard Community Festival lunch to be provided for Coast Guard Families.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD	X		X			
PERRY			X			
SIMONSEN		X	X			
CLARK			X			
BECK			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 February 1, 2016.



Julie A. Picard, Township Clerk

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

RESOLUTION #2016-57

TITLE: RESOLUTION AWARDING A PROFESSIONAL SERVICE CONTRACT TO HATCH MOTT MACDONALD FOR TENNIS/BASKETBALL COURT RENOVATIONS AT FREEMAN DOUGLASS JR MEMORIAL PARK

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

WHEREAS, Hatch, Mott MacDonald has provided a proposal for engineering services related to the tennis courts and basketball courts at the Freeman Douglass Memorial Park located on Route 9 in Lower Township; 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:

Account: C-04-55-413-910

Signature: 
Lauren Read, CFO

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

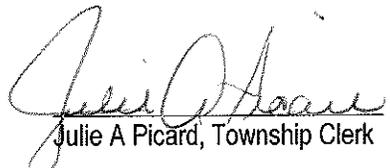
1. The Professional Engineering Services Proposal between Hatch Mott MacDonald and the Township of Lower, in the form attached hereto as EXHIBIT A:

Task 1 – Topographic Survey	\$ 3,075
Task 3 – Design & Construction Documents	\$ 12,670
Task 4 – Bid & Award Phase Services	\$ 4,825
Task 5 – Construction Inspection Phase-Not to exceed:	\$ 24,825
<u>TOTAL:</u> Not to exceed	<u>\$ 45,395</u>

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			
SIMONSEN			X			
CLARK			X			
BECK				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 February 1, 2016.


Julie A Picard, Township Clerk



Hatch Mott MacDonald

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

December 3, 2015

Via Email at jridgway@townshipoflower.org & 1st Class Mail

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

**RE: Professional Engineering Services Proposal
Freeman Douglass Jr. Memorial Park
Tennis/ Basketball Court Renovations
Township of Lower, Cape May County, NJ
HMM No. 361063**

Dear Mr. Ridgway:

In accordance with the Township's request, Hatch Mott MacDonald (HMM) is pleased to provide herewith our formal proposal for Professional Engineering Services for the renovations to the three existing tennis and two basketball courts located in Freeman Douglass Jr. Memorial Park.

It is our understanding that the scope of renovations includes the following:

- Replacement of (3) tennis courts and (2) basketball courts, including replacement of asphalt pavement and base stone, color coating, and striping. We understand the Township is interested in modifying the configuration if possible to include five (5) tennis courts and one (1) basketball court;
- Removal and replacement of existing tennis and basketball court furnishings, including tennis nets and posts, basketball backstops (posts, backboard, rims);
- Grading improvements to the courts to improve the existing poor drainage conditions;
- Replacement of the existing perimeter chain link fencing; and
- We understand that the Township plans to demo the existing courts themselves (removal and disposal of existing asphalt/base stone, and perimeter fencing) and therefore have not included the design services associated with demolition in this proposal beyond making the bidders aware of the condition the Township will leave the courts in prior to their mobilization.

To address the above improvements, HMM's scope of work includes the following five (5) tasks:



Task 1

Topographic Survey

HMM will prepare a topographic survey of the existing three (3) tennis courts and two (2) basketball courts limited to the area within the perimeter retaining wall on three sides and the sidewalk and curb on the parking lot side of the courts (hereafter known as the "Construction Area"). The map will include the various site features within this area including top of walls, curbs, sidewalk elevations, court surface elevations, nets, posts, and basketball goals.

The topographical mapping will form the basis of the layout of site improvements that will be required for the court renovations. The topographic map will be provided to the Township in an electronic format on AutoCAD Version 2013 along with signed prints of the topographic survey map. Horizontal and vertical survey control will be established and all survey data will be based upon NJ State Plane Coordinates (NAD 83 & NGVD 88), with reference benchmarks located in the field and documented on the plans. The topographic survey will also indicate the geotechnical boring locations described in Task 2 of this proposal.

We propose to complete the scope of work outlined above (**Task 1**) for the lump sum amount of **\$3,075**.

Task 2

Limited Geotechnical Investigations

Due to substantial cracking throughout portions of the existing tennis and basketball courts we recommend that a limited geotechnical investigation be performed to evaluate the subgrade conditions that currently exist under the courts. HMM's geotechnical scope of work consists of performing seven 15-foot deep soil borings throughout the Construction Area. One boring within each tennis court footprint will be advanced in a staggered fashion between courts, and two borings (one at each end) will be advanced within the basketball court footprint. The borings will be completed to evaluate any constructability concerns related to native subbase material, and requirements for compaction and proof-rolling of court subbase.

The scope includes the geotechnical borings, geotechnical field observation, and geotechnical report. HMM will coordinate with the driller (subcontractor), geotechnical laboratory, and client staff for scheduling and site access. The geotechnical report will include soil properties, groundwater, bearing/settlement/design parameters for structural design, and construction recommendations. The scope includes retaining a licensed drilling subcontractor, soils lab, as well as direct expenses. Each boring will be sampled continuously to target end depth. It is anticipated that, as the courts will be demolished, the site may be accessible by truck rig. Removal of any fencing is not anticipated as part of the scope and is assumed to be performed by the Township if required. The lump sum fee associated with this task assumes the drilling subcontractor is allowed 8 hours of uninterrupted work per workday. We estimate the program will be completed in one day.

This scope of work was completed in November 2015. A copy of the "Geotechnical Evaluation and Recommendation Report was hand-delivered to the Township on December 1, 2015.



Task 3	Design & Construction Documents
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Task 3.1 – Schematic Court Layout

HMM will utilize the topographic survey prepared under Task 1 as the basis for developing construction documents for the court renovations. Prior to preparing construction documents HMM will prepare a Schematic Court Layout Drawing to determine the court layout that will maximize the number of courts that will fit understanding that the Township is interested in fitting (5) tennis courts and (1) basketball court. Court layout and dimensions will be based upon the current standard dimensions/guidelines for tennis/ basketball courts. HMM will provide the schematic court layout to the Township for approval prior to proceeding with Construction Documents.

Task 3.2 – 90% Construction Documents

Upon receiving approval from the Township HMM will advance the Schematic Court Layout to 90% complete Construction Documents. Following the 90% Township Review, 100% complete construction documents (plans, specifications and cost estimate) will be prepared for public bidding purposes.

During this task HMM will finalize the site plan, grading changes to the courts and drainage improvements and design details. Complete specifications will be prepared for the project. The technical specifications will provide the contractor with the technical information required to construct the project. The specification language from the various disciplines of engineers will also be included into the technical section of the specifications. The specifications will follow the three (3) part Construction Specification Institute (CSI) format. HMM will also provide a copy of the geotechnical report (included as an appendix) within the contract documents.

Task 3.3 – 100% Construction Documents for Bidding

Upon completion of Township's review of the 90% submission, the HMM design team will incorporate comments and finalize the plans and specifications into 100% Contract Documents that will be of sufficient detail for competitive public bidding purposes.

The final contract documents will include, at a minimum, the following:

- Title Sheet
- Existing Conditions Plan
- Site and Grading Plan
- Detail Sheets
- Complete specifications (plus manufacturer's information for any special products proposed for the project) for bidding purposes.
- Geotechnical specifications for underlying court materials, compaction and testing requirements

The final project deliverables will include:



- Ten (10) sets of Contract Documents (Plans and Specifications) for public bidding purposes.
- Engineer's estimate of quantities and final cost estimate.
- Anticipated construction schedule.

We propose to complete the scope of work outlined above (Task 3) for the lump sum amount of **\$12,670**.

Task 4	Bid & Award Phase Services
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HMM will provide the following services under Task 4:

- HMM will assist the Township with the bidding process. It is assumed that the Township will advertise the notice to bid;
- Respond to potential questions and requests for additional information from Contractors bidding on the project;
- Prepare any addenda or clarification memos resulting from bidders' inquiries during the bidding phase. Report to the Township when clarifications and interpretations of the Contract Documents are needed and transmit to the Township clarifications and interpretations to be issued to prospective bidders;
- Attend the bid opening;
- Furnish a Bid Report that summarizes the information in the bids received and provide recommendations for the award of the Contract based upon input received from references and review of bid forms. It is assumed the Township will contact Contractors' references and perform a legal review of the bidders documents – bonds, technical completeness, compliance with public bidding laws, etc.);
- Following Bid and Award HMM will revise the contract bid documents (plans, contract documents and specifications) to incorporate all clarifications and addendum details issued during the bidding process.
- Prepare Pre-Construction meeting agenda, attend pre-construction meeting and prepare meeting minutes;

HMM's proposal is based upon one round of bidding. If for any reason, other than an error on the part of HMM, additional round(s) of bidding are required, those additional services will be considered beyond our original scope of services.

We propose to complete the scope of work outlined above (**Task 4**) for the lump sum amount of **\$4,825**.



Task 5	Construction Inspection Services
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HMM will provide the following services under Task 5:

- Perform periodic inspection of the construction to be performed by the Contractor. It is assumed that the contract period for this project will be **sixty (60) calendar days**. During this time period we recommend that HMM provide an inspector to perform construction observation of the Contractor’s activities for a minimum of **16 hours per week** for the duration of the contract. It is our understanding that the Township intends to utilize in-house staff to supplement construction observation as they deem necessary;
- Perform shop drawing review of construction materials to be submitted by Contractor;
- Prepare Contractor’s applications for payment (assuming two) and final punchlist;
- Prepare final punchlist; and
- Perform final inspection and project closeout services.

Based on the anticipated construction period and the assumptions identified above regarding limited construction observation, we anticipate a **budget of \$24,825 for Task 5** will be required for construction inspection services. Should the Township find that additional construction observation is warranted, HMM will provide that out-of-scope construction observation on a reimbursable basis as authorized by the Township.

FEE SUMMARY			
<u>Scope Of Work</u>	<u>Description</u>	<u>Payment Method</u>	<u>Cost/Budget</u>
Task 1	Topographic Survey	Lump Sum	\$3,075
Task 2	Limited Geotechnical Investigation		
Task 3	Design & Construction Documents	Lump Sum	\$12,670
Task 4	Bid & Award Phase Services	Lump Sum	\$4,825
Task 5	Construction Inspection Services	Reimbursable (As Incurred)	\$24,825
TOTAL			\$45,395

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

Invoicing: Compensation for Tasks 1, 3 & 4 of this project shall be on a lump sum basis and the Township shall be invoiced on a percent complete basis.

Compensation for Task 5 of this project shall be based upon a reimbursable method of compensation for the actual time required and at



Hatch Mott
MacDonald

the actual hourly rates for the individual(s) that may be employed during the construction phase as requested by the Township.

We thank you for the opportunity to provide this Scope of Work for the Freeman Douglass Jr. Memorial Park Tennis/ Basketball Court Renovations Project. Should you have any questions regarding the above information or should you wish to discuss this proposal in more detail, please do not hesitate to contact this office.

Very truly yours,

Hatch Mott MacDonald, LLC

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mark.sray@hatchmott.com

Steven C. Morey, CEP
Associate
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MRS

encl.

cc: Mitchell Plenn, Superintendent, Department of Parks and Recreation
Eric C. Betz, PE, BCEE, CME, Vice President, HMM
Thomas R. Thornton, PE, CME, Senior Associate, HMM
Jason Harkins, LLA, HMM

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

RESOLUTIUN #2016-58

TITLE: APPOINTMENT TO THE HISTORIC PRESERVATION COMMISSION

WHEREAS, Bruce Tell was appointed to the Historic Preservation Commission as an Alternate Member with a term expiration of September, 2016; and

WHEREAS, Bruce Tell was appointed as a Regular Member to the Commission to fill a vacancy, thus creating a vacancy for an Alternate Member; and

WHEREAS, the Clerk has received applications for the Commission which the Council has reviewed.

NOW, THEREFORE, BE IT RESOLVED by the Township Council that the following appointment be made:

<u>NAME</u>	<u>TYPE</u>	<u>CLASS</u>	<u>TERM EXP</u>
Michael Rosenberg	Alternate Member	Class C	September 30, 2016

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD	X		X			
PERRY			X			
SIMONSEN			X			
CLARK		X	X			
BECK			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 February 1, 2016.


Julie A Picard, Township Clerk

FOR TOWNSHIP USE ONLY

Res. # _____

Board/Comm./Auth. _____

Term Exp. _____

Replaced _____ or Reappointed

TOWNSHIP OF LOWER
CITIZEN LEADERSHIP FORM

RECEIVED
9-9-15

NAME MICHAEL ROSENBERG

CITY AND STATE LOWER TOWNSHIP, NEW JERSEY

YEARS OF RESIDENCY IN TOWNSHIP 16 OCCUPATION RETIRED PARTTIME TITLE SEARCHER

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

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

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

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

WORK AND VOLUNTEER IN CAPE MAY COUNTY CLERKS OFFICE

WAS RECREATION SUPERVISOR NORTH WILDWOOD REC.

Date: 9/9/15 Signature: Michael Rosenberg (VALID FOR ONE YEAR FROM DATE OF RECEIPT)

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

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

RESOLUTION #2016-59

TITLE: APPOINTMENT TO THE HISTORIC PRESERVATION COMMISSION

WHEREAS, Kathleen Hayes was appointed to the Historic Preservation Commission as an Alternate Member with a term expiration of September, 2017; and

WHEREAS, Kathleen Hayes was appointed as a Regular Member to the Commission to fill a vacancy, thus creating a vacancy for an Alternate Member; and

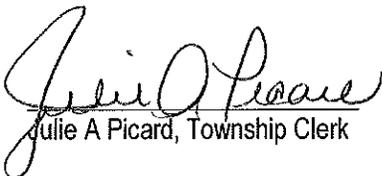
WHEREAS, the Clerk has received applications for the Commission which the Council has reviewed.

NOW, THEREFORE, BE IT RESOLVED by the Township Council that the following appointment be made:

<u>NAME</u>	<u>TYPE</u>	<u>CLASS</u>	<u>TERM EXP</u>
Judy Gillis	Alternate Member	Class C	September 30, 2017

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD			X			
PERRY			X			
SIMONSEN		X	X			
CLARK			X			
BECK	X		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 February 1, 2016.


Julie A Picard, Township Clerk

FOR TOWNSHIP USE ONLY

Res. # _____

Board/Comm./Auth. _____

Term Exp. _____

Replaced _____ or Reappointed

TOWNSHIP OF LOWER
CITIZEN LEADERSHIP FORM

RECEIVED
8-31-15
P.

NAME Judy Gillis (RAFF)

CITY AND STATE VILLAS, N.J.

YEARS OF RESIDENCY IN TOWNSHIP 57 OCCUPATION LABORER w/ TOWNSHIP

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

Cable Television Advisory Board

Municipal Utilities Authority

Environmental Commission

Planning Board

Historic Preservation Commission

Recreation Advisory Board

Citizen Advisory Board

Zoning Board of Adjustment

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

I did beach clean up in 2014 on my own. also got different groups to help with project. Beach clean up with Seer Pro in 2015. Different projects with U.S. military m.c. also with Friends of Nature. This is near+ dear to my heart because it is part of my family history

Date: 21-Aug-15 Signature: Judy Gillis

(VALID FOR ONE YEAR FROM DATE OF RECEIPT)

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

MUNICIPAL BUDGET NOTICE

RESOLUTION #2016-60

Section 1.

Municipal Budget of the TOWNSHIP of LOWER, County of CAPE MAY for the Fiscal Year 2016

Be it resolved, that the following statements of revenues and appropriations shall constitute the Municipal Budget for the Fiscal year 2016;

Be it Further Resolved, that said Budget be published in the CAPE MAY STAR AND WAVE

In the issue of February 10th, 2016

The Governing Body of the TOWNSHIP of LOWER, does hereby approve the following as the Budget for the Fiscal Year 2016:

RECORDED VOTE

(Insert last name)	Ayes	BECK CLARK CONRAD PERRY SIMONSEN	Nays		Abstained	
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Notice is hereby given that the Budget and Tax Resolution was approved by the TOWNSHIP COUNCIL of the Township of LOWER, County of CAPE MAY, on FEBRUARY 1st, 2016.

A Hearing on the Budget and Tax Resolution will be held at TOWNSHIP HALL MUNICIPAL BUILDING, on March 7th, 2016 at 7:00 o'clock (P.M.) at which time and place objections to said Budget and Tax Resolution for the year 2016 may be presented by taxpayers or other interested persons.