

Signed Resolutions – November 4, 2019

Res. #2019-329 - Payment of Vouchers \$ 841,591.92

Res. #2019-330 - Transfer of 2019 Appropriations

Res. #2019-331- A Resolution Authorizing and Directing the Lower Township Planning Board to Conduct an "Area in Need of Redevelopment" Study for the Cape May County Airport (Block 410.01, Lot 36) Pursuant to the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1, Et Seq.

Res. #2019-332 - A Resolution Requesting a Duplicate Tax Certificate Pursuant to Chapter 99 of the Public Laws of 1997 and Waiving the Duplication Fee

Res. #2019-333 - A Resolution Authorizing a Shared Services Agreement with the Cape May County Health Department and the Township of Lower

Res. #2019-334 - Approving a Professional Service Contract with Mott MacDonald for Professional Landscape Architecture and Engineering Services for Jonathan Hoffman Park Playground Renovations (\$35,900)

Res. #2019-335 - Certification of Lot Clearing Charges to the Tax Collector (\$1,085)

Res. #2019-336 - Authorization for Refund of Taxes (1 property \$2,223.79)

Res. #2019-337 - A Resolution Authorizing a Request for Funds from the Lower Township Municipal Utilities Authority (\$150,000)

Res. #2019-338 - Authorization for the Payout of Accumulated Compensatory Time (K.Boyle \$5,259.40)

Res. #2019-339 Authorization for the Payout of Accumulated Compensatory Time (M.Perry \$6,853.36)

Res. #2019-340 Payment of Voucher – \$35,000 L/T Rescue - Expenses

November 1, 2019  
11:00 AM

RESOLUTION #2019-329  
Lower Township  
Bill List By Vendor Id

Page No: 1

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

Include Project Line Items: Yes

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

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00037 AGATE CONSTRUCTION CO., INC.	18-01333	05/14/18	RES 18-162 ROSEANNE \$7,026,450	Open	58,842.73	0.00		
00134 ATLANTIC COUNTY JOINT INS FUND	19-00369	01/30/19	2019 JIF PAYMENTS	Open	208,284.00	0.00		
00153 ATLANTIC CITY ELECTRIC*	19-02897	10/29/19	OCT 19 ELECTRIC BILL	Open	17,915.07	0.00		
00206 JOSHUA MARCUS GROUP LLC*	19-02632	09/26/19	POLY SAVE BOTTLES 80-68918	Open	4,560.00	0.00		
	19-02634	09/26/19	PLASTIC FIRE HATS / LIFT GATE	Open	975.00	0.00		
					5,535.00			
00370 BLUE CROSS/BLUE SHIELD OF NJ	19-02844	10/22/19	NOV 19 MED-D GROUP 65-81933	Open	150.88	0.00		
00432 MICHAEL BROGAN	19-02886	10/28/19	CONTRACTUAL REIMBURSEMENT M	Open	315.92	0.00		
00611 COUNTY OF CAPE MAY (FUEL)	19-02867	10/24/19	DIESEL/NO LEAD	Open	19,224.67	0.00		
00775 CAPRIONI PORTABLE TOILETS, INC*	19-02914	10/29/19	MONTHLY- MAUD ABRAM	Open	50.00	0.00		
00784 CAPE MAY STAR & WAVE	19-02820	10/18/19	LEGAL PUBLICATION 10/16/19	Open	76.26	0.00		
00825 COMCAST*	19-02810	10/18/19	OCT 2019 INTERNET	Open	1,170.74	0.00		PC1
	19-02931	10/30/19	FS INTERNET 10/28-11/27/19	Open	157.16	0.00		
					1,327.90			
00928 CAPE MAY COUNTY CLERK	19-02882	10/28/19	RECORD UTILITY EASEMENT CRESE	Open	13.00	0.00		
01075 COPIERS PLUS*	19-02777	10/11/19	INK FOR DUPLICATOR	Open	111.95	0.00		
01200 DELTA DENTAL PLAN OF NJ	19-02939	10/31/19	SEPT 2019 ADMIN	Open	1,303.20	0.00		
	19-02940	10/31/19	OCT 2019 ADMIN	Open	1,310.40	0.00		
					2,613.60			
01269 DISCOUNT HYDRAULICS*	19-02765	10/10/19	HYDRAULIC HOSE	Open	478.68	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
<b>01340 EAGLE POINT GUN*</b>								
	19-02671	10/01/19	AMMO	Open	2,935.08	0.00		
	19-02672	10/01/19	GUN CLEANING SUPPLIES	Open	106.87	0.00		
					<u>3,041.95</u>			
<b>01480 E-Z PASS</b>								
	19-02857	10/24/19	ACCT# 2000123641772 REPLENISH	Open	100.00	0.00		
	19-02858	10/24/19	ACCT 2000123641748 REPLENISH	Open	100.00	0.00		
					<u>200.00</u>			
<b>01601 ORION SAFETY PRODUCTS*</b>								
	19-02729	10/07/19	FLARES	Open	155.52	0.00		
<b>01690 GRANTURK EQUIPMENT CO*</b>								
	19-02565	09/20/19	DPW SWEEPER PARTS	Open	869.68	0.00		
	19-02617	09/25/19	PARTS FOR COUNTY TRUCK	Open	1,663.70	0.00		
	19-02751	10/09/19	PARTS FOR TRUCKS/DPW	Open	610.38	0.00		
					<u>3,143.76</u>			
<b>02025 HUNTER JERSEY PETERBILT*</b>								
	19-02706	10/03/19	RADIATOR TRASH TRUCK	Open	2,063.36	0.00		
<b>02134 THOMAS KEYWOOD</b>								
	19-02887	10/28/19	CONTRACTUAL REIMBURSEMENT	Open	769.20	0.00		
	19-02888	10/28/19	CONTRACTUAL REIMBURSEMENT V	Open	155.00	0.00		
					<u>924.20</u>			
<b>02223 LANDSMAN UNIFORMS*</b>								
	19-02594	09/25/19	UNIFORMS	Open	191.80	0.00		
	19-02640	09/26/19	UNIFORMS	Open	152.55	0.00		
					<u>344.35</u>			
<b>02441 ERNEST MACOMBER</b>								
	19-02843	10/22/19	CONTRACTUAL REIMBURSEMENT M	Open	1,463.40	0.00		
<b>02538 MARSH &amp; MCLENNAN AGENCY, LLC*</b>								
	19-00052	01/04/19	DNE\$26,674.08 BROKER	Open	2,222.84	0.00		B
<b>02541 ROBERT D. MARTIN, JR</b>								
	19-02829	10/21/19	CONTRACTUAL REIMBURSEMENT M	Open	54.51	0.00		
<b>02585 WILLIAM MASTRIANA</b>								
	19-02934	10/31/19	IACP CONF REIMBURSEMENT	Open	1,852.87	0.00		
<b>02810 MOUNT CONSTRUCTION CO*</b>								
	19-02035	07/16/19	ROSEANN PHASE 3 DNE \$2464865.0	Open	132,364.40	0.00		
<b>02811 JAMES MOY</b>								
	19-02830	10/21/19	CONTRACTUAL REIMBURSEMENT M	Open	105.00	0.00		
<b>03026 NJ STATE HEALTH BENEFITS</b>								
	19-02884	10/28/19	NOV 19 ACTIVE ID#024700	Open	185,904.92	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03026 NJ STATE HEALTH BENEFITS			Continued					
	19-02885	10/28/19	NOV 19 RETIREES ID# 024700	Open	65,828.36	0.00		
					251,733.28			
03158 NYSCA*								
	19-02743	10/09/19	RENEWAL OF WRESTLING COACHES	Open	140.00	0.00		
03293 BLAINE PAYNTER								
	19-02889	10/28/19	CONTRACTUAL REIMBURSEMENT M	Open	20.00	0.00		
03305 PEDRONI FUEL*								
	19-02910	10/29/19	NO LEAD GAS	Open	159.76	0.00		
03427 POLAR BEAR MECHANICAL SERVICES								
	19-00074	01/07/19	HVAC MAINTENANCE/JAN	Open	746.32	0.00		
03518 RIGGINS, INC.*								
	19-02812	10/18/19	HIGHWAY DIESEL	Open	676.30	0.00		
	19-02923	10/30/19	OFF HIGHWAY DIESEL	Open	264.86	0.00		
					941.16			
03573 SAFETY-KLEEN CORP*								
	19-01283	05/02/19	EQUIP MAINTENANCE	Open	492.40	0.00		
03692 SOUTH JERSEY GAS CO*								
	19-02891	10/28/19	9/18-10/18/19 NATURAL GAS	Open	585.04	0.00		
03733 JAMES STRICKLAND								
	19-02895	10/29/19	CONTRACTUAL REIMBURSEMENT M	Open	1,568.52	0.00		
03820 MUNICIPAL UTIL. AUTH ON CALL								
	19-02911	10/29/19	REIMBURSE HALF /TOTAL BILL	Open	437.02	0.00		
03904 LOWE'S HOME CENTER INC*								
	19-01958	07/09/19	SUPPLIES/TWP/OCT	Open	227.55	0.00		
03954 VAN NOTE-HARVEY ASSOCIATES*								
	17-02751	10/25/17	RES 2017-281 TAX MAP	Open	45,361.88	0.00		B
03969 VERIZON								
	19-02834	10/21/19	10/13-11/12/19 LANDLINES	Open	259.11	0.00		
03978 USPS ACCT# 106000865324								
	19-02846	10/22/19	ADD POSTAGE ACCT# 106000865324	Open	10,000.00	0.00		
03995 VITAL COMMUNICATIONS, INC.*								
	19-02799	10/16/19	2019 ADDED ASSESSMENT TAPE	Open	100.00	0.00		
04085 CHRISTOPHER WINTER (EMPLOYEE)								
	19-02852	10/24/19	CONTRACTUAL REIMBURSEMENT M	Open	35.00	0.00		
04097 CINTAS FIRST AID AND SAFETY*								
	19-02813	10/18/19	FIRST AID SUPPLIES	Open	88.70	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
04097 CINTAS FIRST AID AND SAFETY* Continued	19-02814	10/18/19	MEDICAL CABINET REFILL	Open	48.33	0.00		
					137.03			
04261 STATE OF NEW JERSEY	19-02825	10/21/19	3RD QTR 2019 UNEMPLOYMENT	Open	2,963.30	0.00		
2023 ATLANTIC TACTICAL INC*	19-02503	09/12/19	GAS MASKS	Open	3,349.53	0.00		
6059 USABLE LIFE	19-02896	10/29/19	NOV 2019 LIFE INSURANCE	Open	631.40	0.00		
6074 CAPE ATLANTIC JUNIOR FOOTBALL	19-02623	09/25/19	FOOTBALL FINES	Open	200.00	0.00		
7054 GOOD DAY FOR A RUN	19-02784	10/11/19	RETURN OF UNUSED ESCROW	Open	668.12	0.00		
7062 LOUIS BARTLESON	19-02847	10/23/19	REIMBURSEMENT-CHEER	Open	15.00	0.00		
7077 COMMUNICATIONS CONSTRUCTION*	19-02657	09/27/19	UNUSED ESCROW REFUND	Open	1,500.00	0.00		
7098 SHORE VETERINARIAN ANIMAL *	19-00053	01/04/19	LOWER ANIMAL CONTROL DNE \$54K	Open	4,500.00	0.00		B
7115 LIFELINE TRAINING LP*	19-02234	08/07/19	STREET SURVIVAL 9TH ADDITION	Open	66.90	0.00		
7196 LAUREN HUGGINS SUIT*	19-00032	01/04/19	2019 DNE 12,900.00	Open	1,075.00	0.00		B
7199 STAPLES CREDIT PLAN-INSTORE PU	19-02511	09/13/19	SUPPLIES FOR DPW	Open	141.92	0.00		
	19-02718	10/07/19	COLORED PAPER FOR COPIES	Open	72.90	0.00		
	19-02849	10/23/19	PENDAFLEX FILE JACKET	Open	12.15	0.00		
					226.97			
7335 MAIL FINANCE/NEOPOST	19-02822	10/18/19	8/17-11/16/19 FINAL PAYMENT	Open	1,890.00	0.00		
7354 FLEETPRIDE INC.*	19-02912	10/29/19	COUPLING/HOSE	Open	79.70	0.00		
7393 ACCESS REC, LLC.	19-02809	10/17/19	CONNECTOR PLATES FOR DECKING	Open	79.92	0.00		
7475 SUZANNE M SCHEID	19-02842	10/22/19	CONTRACTUAL REIMBURSEMENT M	Open	58.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
<b>7476 JOSEPH MCKENNA</b>								
	19-02866	10/24/19	REFUND MUSIC PROGAM 10/23/19	Open	40.00	0.00		
<b>7478 WINDSTREAM COMMUNICATION INC*</b>								
	19-02850	10/23/19	4 CLEARWATER OCT 8TH	Open	59.77	0.00		
<b>7507 STEFANKIEWICZ &amp; BELASCO LLC</b>								
	19-00046	01/04/19	RES 2019-01 DNE 28,000	Open	2,333.33	0.00		B
<b>7548 JENNIFER DOWE</b>								
	19-02894	10/29/19	PARKING & MILEAGE REIMBURSEMENT	Open	85.22	0.00		
<b>7618 MEGONIGAL ELECTRIC LLC*</b>								
	19-02744	10/09/19	DNE \$200.00 CUT IN CARD FOSTER	Open	200.00	0.00		
<b>7636 MOTT MACDONALD LLC*</b>								
	18-01334	05/14/18	18-164 ROSEANN/BAYSHORE C/O 6	Open	4,065.31	0.00		
	19-01699	06/07/19	C/O 2 RES 19-205 ROSEANN IMPR	Open	19,606.05	0.00		B
	19-02831	10/21/19	PROFESSIONAL ENGINEERING	Open	865.26	0.00		
	19-02832	10/21/19	PROFESSIONAL ENGINEERING	Open	997.44	0.00		
	19-02833	10/21/19	PROFESSIONAL ENGINEERING	Open	758.00	0.00		
	19-02853	10/24/19	ROSEANNE #15-231 \$19,377.30	Open	1,747.83	0.00		B
					<u>28,039.89</u>			
<b>7734 SUSAN WILSON</b>								
	19-02811	10/18/19	TRAINING MEALS	Open	10.00	0.00		
<b>7918 JAMES M. RUTALA ASSOIATES LLC</b>								
	19-00054	01/04/19	ECONMIC DEV RES 19-41 DNE 50K	Open	8,000.00	0.00		
<b>7929 AMAZON CAPITAL SERVICES, INC</b>								
	19-02746	10/09/19	SUPPLIES	Open	349.73	0.00		
	19-02754	10/09/19	FIRE SAFETY SUPPLIES	Open	160.23	0.00		
	19-02763	10/10/19	SUPPLIES	Open	716.36	0.00		
	19-02779	10/11/19	OFFICE SUPPLIES	Open	279.78	0.00		
	19-02798	10/16/19	HALLOWEEN BAGS	Open	69.75	0.00		
	19-02817	10/18/19	SUPPLIES	Open	285.95	0.00		
	19-02835	10/22/19	TRICK OR TREAT ALLIANCE	Open	192.84	0.00		
	19-02848	10/23/19	ROUND STAMP-AUTUMN FEST	Open	44.95	0.00		
	19-02860	10/24/19	OFFICE SUPPLIES	Open	477.66	0.00		
	19-02879	10/25/19	DUAL MONITOR ARM	Open	517.61	0.00		
					<u>3,094.86</u>			
<b>8035 LANGUAGE LINE SERVICES INC</b>								
	19-02764	10/10/19	PHONE INTERPRETATION JULY 2019	Open	40.92	0.00		
	19-02767	10/10/19	PHONE INTERPRETATION SEPT 2019	Open	25.59	0.00		
					<u>66.51</u>			
<b>8039 CAPE MAY RUNNING LLC</b>								
	19-02785	10/11/19	RETURN OF UNUSED ESCROW	Open	862.50	0.00		
<b>8081 UGI ENERGY SERVICES</b>								
	19-02890	10/28/19	SEPTEMBER 2019 NATURAL GAS	Open	176.41	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
8131 DOCUVAULT SECURE SHREDDING LLC	19-02938	10/31/19	10/25/19 SHREDDING	Open	96.00	0.00		
8168 CMRS-FP ACTT# 106000865324	19-02859	10/24/19	OCT-DEC 2019 POSTAGE LEASE PYT	Open	659.50	0.00		
8169 THERESA INACKER	19-02755	10/09/19	REFUND REG FEE 10/9/19	Open	125.00	0.00		
8177 CHERYL EVOY	19-02868	10/24/19	REFUND FOR CHEER	Open	20.00	0.00		
8178 MARISSA MCCORKEL	19-02893	10/29/19	PARKING REIMBURSEMENT	Open	89.98	0.00		
8180 DEANNA FANELLI	19-02913	10/29/19	REIMBURSEMENT-CHEER	Open	59.05	0.00		
8181 JEANNIE ONELL	19-02933	10/31/19	10/30 REFUND 4TH QTR B763 L9	Open	2,223.79	0.00		
AMANJ AMANJ EDUCATION FUND*	19-02651	09/27/19	ASSESSOR LEAGUE LUNCHEON 11/20	Open	120.00	0.00		
DOUGHERT GEORGIA DOUGHERTY	19-02922	10/30/19	CONTRACTUAL REIMBURSEMENT M	Open	116.38	0.00		
NJAFM NJ ASSOC FOR FLOODPLAIN MANAGE	19-02552	09/18/19	ANNUAL NJAFM CONFERENCE	Open	700.00	0.00		
Total Purchase Orders: 110				Total P.O. Line Items: 0	Total List Amount: 840,301.92	Total Void Amount: 0.00		

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

RESOLUTION #2019-329

Title: **AUTHORIZING THE PAYMENT OF VOUCHERS**

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
NJ DEPT TRANSPORTATION	APPLICATION SCHELLENGER	\$790.00
CUB SCOUT PACK 87	INTERNATIONAL CLEAN UP	\$500.00
	TOTAL Manual Checks	\$1290.00
	TOTAL Computer Generated	\$840,301.92
	TOTAL BILL LIST	\$841,591.92

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on NOV 04, 2019.

  
 Julie A Picard, Township Clerk

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

RESOLUTION #2019-330

Title: TRANSFER OF 2019 APPROPRIATIONS

WHEREAS, N.J.S.A. 40A: 4-58 provides for appropriation transfers during the last two months of the current fiscal year when it has been determined that any appropriation is insufficient to pay the claims authorized or incurred during the current year, which are chargeable to said appropriation, and there is an excess in any appropriation over and above the amount deemed to be necessary to fulfill its purpose.

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 transfers totaling \$73,500. be made between

LINE ITEM		ACCT. NUMBER	TO	FROM
MANAGER	OE	9-01-20-100-100	3,000.00	
COUNCIL	OE	9-01-20-110-200	6,000.00	
TAX COLLECTOR	S&W	9-01-20-145-100	10,000.00	
BUILDINGS & GROUNDS	OE	9-01-20-310-300	4,500.00	
DPW	OE	9-01-26-305-200	15,000.00	
RECREATION	OE	9-01-28-370-200	35,000.00	
GROUP HEALTH INSURANCE	OE	9-01-23-220-400		73,500.00
			73,500.00	73,500.00

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 4, 2019.

  
Julie A Picard, Township Clerk

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

RESOLUTION #2019-331

Title: **A RESOLUTION AUTHORIZING AND DIRECTING THE LOWER TOWNSHIP PLANNING BOARD TO CONDUCT AN "AREA IN NEED OF REDEVELOPMENT" STUDY FOR THE CAPE MAY COUNTY AIRPORT (BLOCK 410.01, LOT 36) PURSUANT TO THE LOCAL REDEVELOPMENT AND HOUSING LAW, N.J.S.A. 40A:12A-1, ET SEQ.**

**WHEREAS**, the County of Cape May (the "County") is the owner of the Cape May County Airport, Block 410.01, Lot 36 (the "Airport") which, among other uses, hosts a multiuse commercial and industrial park; and

**WHEREAS**, the County has partnered with the Delaware River and Bay Authority pursuant to an Acquisition Agreement and Ground Lease, under which the DRBA is responsible for the general maintenance and operation of the Airport; and

**WHEREAS**, both the DRBA, as manager, and the County, as owner, have committed significant monetary resources to and commenced construction of infrastructure and other improvements to the Airport as a part of a joint and collective effort to invigorate the complex, attract new commercial and industrial activity especially in high-tech aviation and developing industries, and create new jobs for County residents; and

**WHEREAS**, the Township of Lower, as the "host municipality" of the Airport, is a vital partner with the County and the DRBA in the plans for redevelopment and revitalization of the area; and

**WHEREAS**, the Township desires to facilitate redevelopment of areas in need within the Township and more specifically areas with the bounds of the Cape May County Airport; and

**WHEREAS**, the Township believes that parts of or the entirety of Block 410.10, Lots 36 and as shown on the map attached hereto as Exhibit 'A' are in need of redevelopment ("the Area") and will complement and strengthen the currently designated Tech Village Redevelopment Area; and

**WHEREAS**, prior to designating said "Area" as in need of redevelopment and adopting a redevelopment plan therefor, the Township must act in accordance with the New Jersey Local Redevelopment and Housing Law (the "LRHL"), N.J.S.A. 40A:12A-1 *et seq.*, which requires, among other things, that the Planning Board conduct a "Preliminary Investigation" and prepare a map of the Area, conduct a public hearing and make findings and recommendations that the Area meets the statutory requirement to be declared as an Area in Need of Redevelopment.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Lower Township Planning Board is hereby directed and required to:

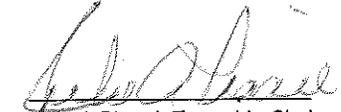
1. Conduct a preliminary investigation and any necessary public hearing to evaluate and make recommendations to the Township Council as to whether the properties known as part of Block 410.01, Lot 36, is in need of redevelopment, utilizing the statutory criteria set forth in the LRHL. The Planning Board shall make findings and recommendations to the Township Council as required by the LRHL; and
2. Consider all available options through and tools available under the LRHL other than the use of eminent domain and this area shall be determined to be a non-condemnation redevelopment area.

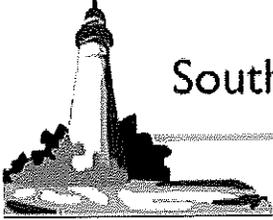
**BE IT FURTHER RESOLVED**, that the Township directs all requisite Township offices to assist the Planning Board in the preparation of the study.

**BE IT FURTHER RESOLVED**, that a duly executed copy of this resolution will be delivered to the Planning Board and filed in the office of the Township Clerk.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 4, 2019.

  
 Julie A Picard, Township Clerk



## South Jersey Economic Development District

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Will Morey, Chairman  
Cape May County

John Risley, Vice-Chair  
Atlantic County

Charles Hassler, Secretary  
Salem County

James Quinn, Treasurer  
Cumberland County

October 25, 2019

Transmittal

To: James Ridgway, Township Manager  
Lower Township

From: Louis Joyce, PP/AICP

Re: Proposed Resolution

Jim,

Attached for your consideration per our conversation is the draft Resolution with Map from Township Council, directing the Planning Board to conduct an "Area in Need of Redevelopment" study for the commercial/industrial areas at the Airport.

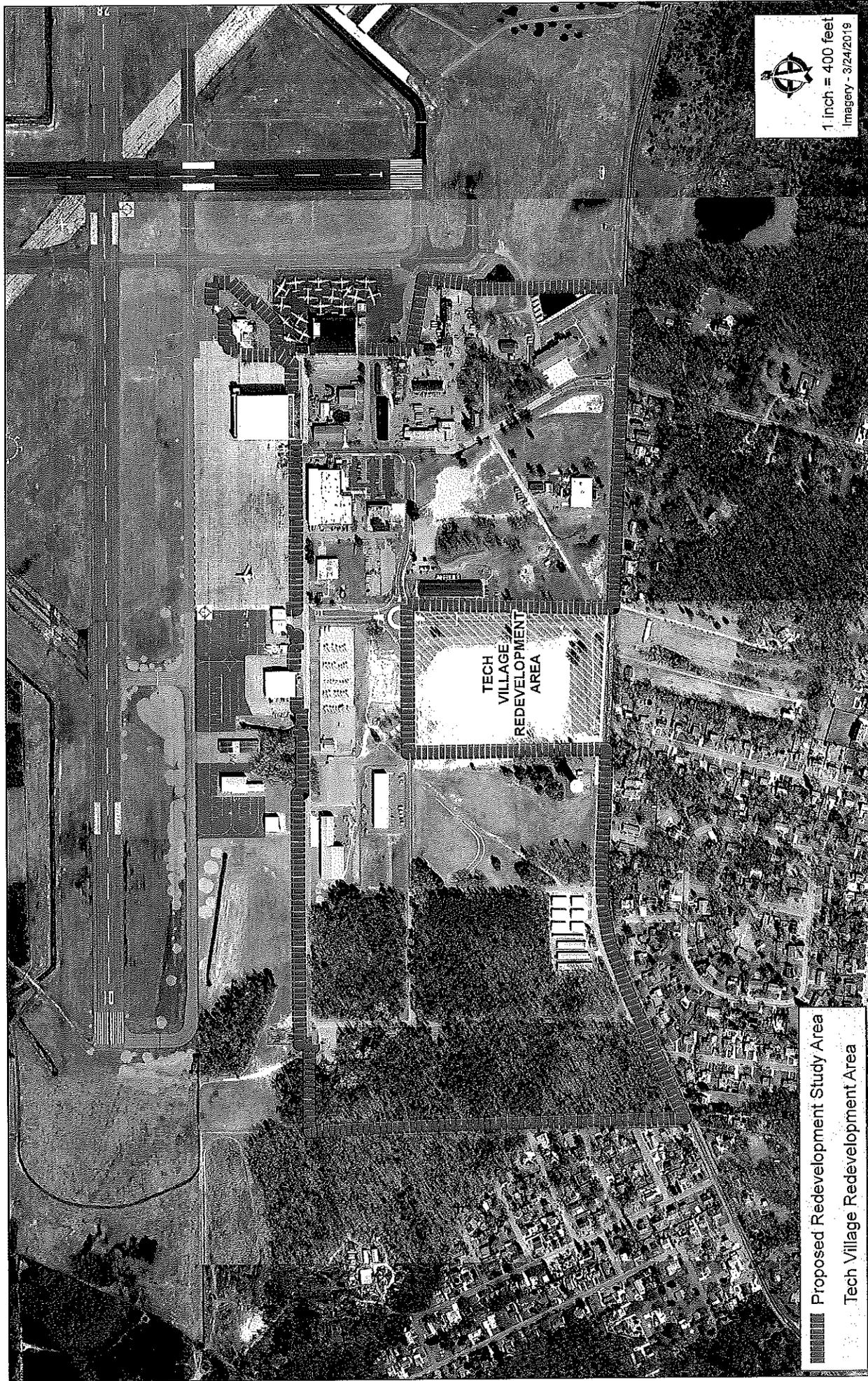
This resolution mirrors the one adopted by Council in 2017 (#2017-87) in form and content. The intent of this further study is to lead to the determination that the "non-airside" lands at the Airport outlined on Exhibit 'A' will receive the Redevelopment Area designation.

The current designation as an "Area in Need of Rehabilitation" does not provide for the opportunity for the County to utilize the services of the ACIA as redeveloper which has been successful in implementing the Tech Village project. Redevelopment designation expands the tools that the County can utilize in expanding the economic development opportunities on the Airport property.

Please consider this for Council approval at their next regular meeting. We are available at your convenience for discussion or further information.

Enc. Resolution and map

cc: Jeff Lindsay, Esq., Cape May County w/enc  
Will Morey, Freeholder, Cape May County w/enc



Proposed Redevelopment Study Area  
Tech Village Redevelopment Area

1 inch = 400 feet  
Imagery - 3/24/2019

EXHIBIT A

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

RESOLUTION #2019-332

Title: A RESOLUTION REQUESTING A DUPLICATE TAX CERTIFICATE PURSUANT TO CHAPTER 99 OF THE PUBLIC LAWS OF 1997 AND WAIVING THE DUPLICATION FEE

WHEREAS, the Tax Collector of the Township of Lower has previously issued a tax sale certificate to FIDELITY ASSET MANAGEMENT, LLC dated SEPTEMBER 10, 2019 covering premises commonly known and referred to as 116 W WILDE AVENUE, BLOCK 246 LOT 24 as set out on the municipal tax map then in use which certificate bears number 19-00010; and

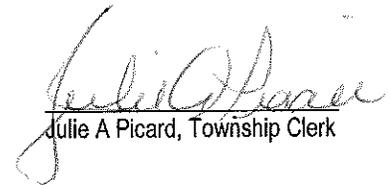
WHEREAS, the purchaser of the aforesaid tax sale certificate has indicated to the Tax Collector that they/we have lost or otherwise misplaced the original tax sale certificate and have duly filed the appropriate Affidavit of Loss with the Tax Collector, a copy of which is attached hereto.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Tax Collector of Lower Township be and is hereby authorized, upon receipt of the appropriately executed and notarized Loss Affidavit and the payment of a fee of \$0.00 per certificate, to issue an appropriate duplicate tax sale certificate to the said purchaser covering the certificate lost as previously described all in accordance with the requirements of Chapter 99 of Public Laws of 1997.

BE IT FURTHER RESOLVED that a copy of this Resolution and the Loss Affidavit be attached to the duplicate certificate to be issued to said purchaser; and that said duplicate certificate shall be stamped or otherwise have imprinted upon it the word "Duplicate" as required by law.

	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 November 4, 2019.

  
Julie A Picard, Township Clerk

2600 Bayshore Road  
Villas, New Jersey 08251



Incorporated 1798  
(609) 886-2005

REQUEST FOR DUPLICATE CERTIFICATE BY LIENHOLDER AFFIDAVIT OF LOST TAX SALE  
CERTIFICATE; PURSUANT TO CHAPTER 99 OF PUBLIC LAWS OF 1997

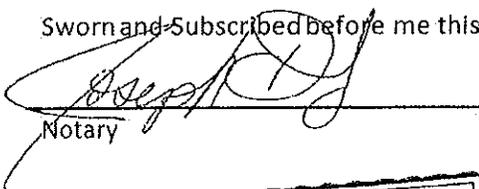
October 28, 2019

I, *Fidelity Asset Management LLC*, residing at *740 Marmora Hwy*  
*(Heather Cahnowski)* *Ste 104*

of full age, being duly sworn according to law, upon my oath, depose and say: *Moorestown, NJ 08057*

1. I am the true and lawful owner of Tax Sale Certificate #19-00010 issued by the Municipality of Lower Township, NJ., constituting a municipal lien on property known as Block 246 Lot 24 assessed to Kathleen E Salfi.
2. This Tax Sale Certificate was duly recorded in the Office of the County Clerk for the County of Cape May on 9-10-19 in Mortgage Book #M6100 on Page 988-990.
3. I remain the owner of said certificate and have not sold, assigned, transferred or otherwise hypothecated said certificates.
4. I make this affidavit to induce the municipality to authorize the issuance of a Duplicate Tax Sale Certificate to me.

Sworn and Subscribed before me this 28 day of October, 2019.

  
Notary





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

RESOLUTION #2019-333

Title: A RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH THE CAPE MAY COUNTY HEALTH DEPARTMENT AND THE TOWNSHIP OF LOWER

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. (the "Act"), authorizes local units of this State to enter into agreements with any other local unit or units in order to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive in its own jurisdiction; and

WHEREAS, the Cape May County Health Department has offered to contract with the Township of Lower in order to provide health services of a technical and professional nature pursuant to the provisions of N.J.S.A. 40A:65-1 et seq., N.J.S.A. 26:1A-15 et seq., and N.J.S.A. 26:3A2-1 et seq.; and

WHEREAS, over the past several years the Township of Lower has received technical and professional health services from the Cape May County Health Department and it seeks to maintain and receive said services from the Cape May County Health Department; and

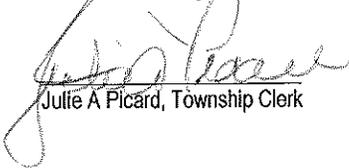
WHEREAS, the Township of Lower and the Cape May County Health Department have elected to memorialize the terms and conditions of this arrangement in the form of a Shared Service Agreement, a copy of which is attached hereto as Exhibit A, effective January 1, 2020 through December 31, 2020, and which shall automatically renew on an annual basis for a term of seven (7) years, unless terminated sooner by either party in accordance with the terms of said Agreement; and

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 approving a Shared Service Agreement with the Cape May County Board of Health, entitled "Shared Services Agreement Between Cape May County Health Department and Local Boards of Health – Municipalities," effective January 1, 2020, in the form attached hereto as Exhibit A, to be maintained on file in the Office of the Township of Lower Clerk.

BE IT FURTHER RESOLVED that the Mayor of the Township of Lower and the Township Clerk are hereby authorized and directed to execute said 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 November 4, 2019.

  
Julie A. Picard, Township Clerk

**SHARED SERVICES AGREEMENT BETWEEN  
CAPE MAY COUNTY HEALTH DEPARTMENT AND  
LOCAL BOARDS OF HEALTH - MUNICIPALITIES**

**THIS SHARED SERVICES AGREEMENT** entered into this First day of January, 2020 by and between **THE COUNTY OF CAPE MAY**, a Body Politic of the State of New Jersey, part of the first part, hereinafter designated "**PROVIDER**" and **THE BOARD OF HEALTH of Township of Lower**, hereafter "**RECIPIENT**" pursuant to the provisions of the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et. seq., the entities herein agree to the following terms and conditions:

**WHEREAS**, the parties hereto desire to contract for the furnishing of health services of a technical and professional nature, the same to be furnished by the **PROVIDER** to the **RECIPIENT**, pursuant to N.J.S.A. 40A:65-1 et. seq., N.J.S.A. 26:1A-15 et. seq and N.J.S.A. 26:3A2-1 et. seq.

**NOW, THEREFORE, THIS AGREEMENT WITNESSED:**

For and in consideration of the terms and conditions hereinafter set forth, the said parties do covenant and agree as follows:

1. The **PROVIDER** shall provide duly licensed personnel to carry out the public health activities set forth in Schedule "A", attached hereto and by this reference made a part hereof. All the above activities shall meet the standard set forth at the Public Health Practice Standards of Performance for Local Boards of Health in New Jersey, N.J.A.C. 8:52.
2. The Health Officer of the **PROVIDER** shall direct and supervise all public health activities and employees of the **RECIPIENT**.
3. The **RECIPIENT** shall appoint the Health Officer of the **PROVIDER** as its Health Officer. The Health Officer shall be the enforcement agent of the **RECIPIENT** for its public health Ordinances and shall administer the local public health program meeting the standard set forth at the Public Health Practice Standards of Performance for Local Boards of Health in New Jersey, N.J.A.C. 8:52 within the Recipient municipality.

**SHARED SERVICES AGREEMENT BETWEEN  
CAPE MAY COUNTY HEALTH DEPARTMENT AND  
LOCAL BOARDS OF HEALTH - MUNICIPALITIES**

4. The **PROVIDER** shall provide the services outlined in Schedule "A" specified herein from the date of this contract.
5. It is understood and agreed by and between the parties hereto that the **PROVIDER** will receive any state health aid accruing to the Local Board of Health and that the funding for the services to be rendered on behalf of the municipalities individually and collectively, shall derive from the general County tax levy, and be pursuant to the contract funding formula provisions of 40A:65-1 et seq.
6. It is understood and agreed by and between the parties that to this shared services agreement shall begin on January 1, 2020, following which the contract shall be automatically renewed annually for a term of seven (7) years unless the **RECIPIENT** submits a resolution to the provider requesting termination of the agreement and specifying its method of continuing to meet Standards of Performance contained in N.J.A.C. 8:52. A certified copy of such a resolution shall be submitted to the **PROVIDER** by July 1 of each year, in order to withdraw by January 1 of the following year. Failure to give notice by July 1 shall make the **RECIPIENT** a party to this contract for the following year. A copy of any withdrawal resolution shall be submitted to the New Jersey State Commissioner of Health by the **RECIPIENT** at least six months prior to the withdrawal date.
7. In order to unify policy and facilitate solution of common problems, the Board of Health of the **PROVIDER** and **RECIPIENT** shall have regular meeting of designated representatives. The scheduling of these meetings will be by mutual consent of the parties.
8. The Health Officer shall provide the Recipient and its Board of Health with an annual report.

**IN WITNESS WHEREOF**, and in consideration of the sum of ONE (\$1.00) DOLLAR paid to the County Treasurer annually, the parties hereto have caused these presents to be signed and sealed by their duly authorized officers the day and year first above written.

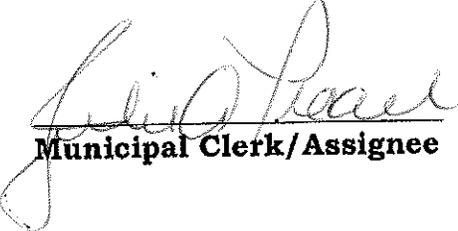
**SHARED SERVICES AGREEMENT BETWEEN  
CAPE MAY COUNTY HEALTH DEPARTMENT AND  
LOCAL BOARDS OF HEALTH - MUNICIPALITIES**

**ATTEST:**

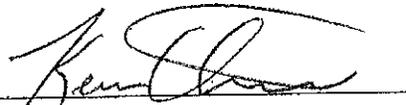
\_\_\_\_\_  
Elizabeth Bozzelli  
Administrator/Clerk of the Board

**DATE:** \_\_\_\_\_

**ATTEST:**

  
\_\_\_\_\_  
Municipal Clerk/Assignee

**CAPE MAY COUNTY  
HEALTH DEPARTMENT**

  
\_\_\_\_\_  
Kevin Thomas  
Public Health Coordinator

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Lauren Fogarty, Esquire  
Asst. County Counsel

**THE COUNTY OF CAPE MAY**

\_\_\_\_\_  
Gerald M. Thornton  
Freeholder Director

**DATE:** \_\_\_\_\_

**BOARD OF HEALTH OF  
Township of Lower**

  
\_\_\_\_\_  
Mayor/Assignee

**DATE:** \_\_\_\_\_

**SHARED SERVICES AGREEMENT BETWEEN  
CAPE MAY COUNTY HEALTH DEPARTMENT AND  
LOCAL BOARDS OF HEALTH - MUNICIPALITIES**

**SCHEDULE "A"**

Recognized standards set forth at the Public Health Practice Standards of Performance for Local Boards of Health in New Jersey, N.J.A.C. 8:52:

**NEW JERSEY ADMINISTRATIVE CODE  
(TITLE 8 - CHAPTER 51)**

**A. ADMINISTRATIVE AND SUPPORTING SERVICES**

Administration  
Health Education  
Clinical Services  
Public Health Nursing Services

**B. ENVIRONMENTAL HEALTH**

Bathing Places  
Youth Camps  
Food Surveillance  
Housing  
Insects & Rodents  
Campgrounds  
Sewage Disposal  
Solid Waste Disposal  
Body Art  
Ragweed & Poison Ivy  
CBRNE/ Haz Mat

**C. COMMUNICABLE DISEASE**

Acute Communicable Disease  
Rabies Control  
Tuberculosis Control  
Sexually Transmitted Disease

**D. MATERNAL & CHILD HEALTH**

Infants and Preschool Children  
Lead Poisoning  
Family Planning  
School Age Children

**E. CHRONIC ILLNESS**

Cancer Services  
Diabetes Services  
Heart & Circulatory Disease Services

**SHARED SERVICES AGREEMENT BETWEEN  
CAPE MAY COUNTY HEALTH DEPARTMENT AND  
LOCAL BOARDS OF HEALTH - MUNICIPALITIES**

**SCHEDULE "B"**

The following Municipalities are included in the Shared Services Agreement:

Borough of Avalon  
City of Cape May  
Borough of Cape May Point  
Township of Dennis  
Township of Lower  
Township of Middle  
City of North Wildwood  
City of Ocean City  
City of Sea Isle City  
Borough of Stone Harbor  
Township of Upper  
Borough of West Cape May  
Borough of West Wildwood  
City of Wildwood  
Borough of Wildwood Crest  
Borough of Woodbine

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

RESOLUTION #2019-334

Title: **APPROVING A PROFESSIONAL SERVICE CONTRACT WITH MOTT MACDONALD FOR PROFESSIONAL LANDSCAPE ARCHITECTURE AND ENGINEERING SERVICES FOR JONATHAN HOFFMAN PARK PLAYGROUND RENOVATIONS**

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

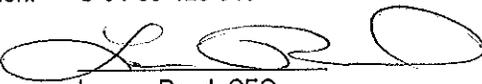
WHEREAS, Mott MacDonald has provided a proposal for Professional Landscape Architecture and Engineering Services for Jonathan Hoffman Park Playground Renovations including the following services:

- Task 1 Site Investigations \$ 5,600
  - Task 2 Conceptual Design \$ 4,700
  - Task 3 Design Development \$ 9,500
  - Task 4 Permitting \$ 2,600
  - Task 5 Construction Documents \$ 9,900
  - Task 6 Bidding Services \$ 3,600
- TOTAL PROPOSAL \$ 35,900**

WHEREAS, Mott MacDonald has provided a proposal for the above services in an amount of \$35,900.00; and

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

Appropriation: C-04-55-425-910

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:

The Project Proposal between Mott MacDonald and the Township of Lower, in the form attached hereto as EXHIBIT A, in the amount of \$35,900. is hereby approved.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 4, 2019.

  
Julie A. Picard, Township Clerk



Mr. Mitchell Plenn  
Superintendent of Parks and Recreation  
Township of Lower  
2600 Bayshore Road  
Villas, NJ 08251

Via email at [recreation@townshipoflower.org](mailto:recreation@townshipoflower.org)

Your Reference  
Jonathan Hoffman Park  
Playground Renovations

**Professional Landscape Architecture and Engineering Services Proposal  
Jonathan Hoffman Park Playground Renovations  
Township of Lower, Cape May County, New Jersey**

Our Reference  
405951

October 10, 2019

211 Bayberry Drive  
Suite 1A  
Cape May Court House NJ  
08210

T +1 (609) 465 9377  
F +1 (609) 465 5270  
[www.mottmac.com](http://www.mottmac.com)

Dear Mr. Plenn:

Mott MacDonald is pleased to provide herewith this formal proposal for Landscape Architecture and Engineering Services for the preparation of plans and specifications for the proposed renovations to the existing playground within Jonathan Hoffman Park and the addition of fitness equipment stations and associated improvements.

Based upon our previous conversations, we understand the proposed improvements include replacement of the existing playground with ADA compliant playground equipment and new playground surfacing. Additionally, the scope includes creation of an area of outdoor fitness stations adjacent to the playground.

We have developed the following scope of services for the preparation of the above improvements.

**Task 1            Site Investigations**

Mott MacDonald will provide the following services under Task 1:

**Task 1.1 – Survey Services**

- Establish survey control and benchmark for the project. The horizontal datum for the project will be NAD83, and the vertical datum will be NAVD88;
- Perform a topographic survey of the project area as required to complete the design tasks. The topographic survey will include one-foot contours, supplemented with spot elevations where it is necessary to depict the existing topography;

- Locate existing surface utility features and structures within the project area, including any visible utility mark-out paint and/or flags;
- Prepare base mapping for the project area. The plan will be prepared using AutoCAD incorporating the above information on 24" x 36" drawing sheets.

### **Task 1.2 – Site Analysis**

Mott MacDonald's team of landscape architects and engineers will develop a site analysis of the existing conditions through site visits and review of the survey information prepared as part of task 1.1 and any record maps/information provided by the Township. The goal of this subtask will be to identify opportunities and constraints that the site presents for utilization in developing the design drawings.

We propose to complete the scope of work outlined above (**Task 1**) for the lump sum amount of **\$5,600**. This scope of work includes a topographic survey of the project area only. It is assumed that the property is owned by the Township and that a boundary survey of the property is not required. If lot lines are required to be shown on the plan, they will be incorporated from the Cape May County GIS system.

### **Task 2 Conceptual Design**

Mott MacDonald will prepare a conceptual layout for the proposed playground improvements and the fitness station area using the previously provided playground equipment sketches as a guide for the type of playground components the Township is interested in having incorporated. Mott MacDonald will develop one (1) conceptual design for the layout of the proposed improvements for presentation to the project stakeholders for discussion and evaluation. Input gathered from one (1) meeting with the stakeholders will be synthesized into the final conceptual plan.

During this task Mott MacDonald will prepare an order of magnitude construction cost estimate for the improvements.

We propose to complete the scope of work outlined above (**Task 2**) for the lump sum amount of **\$4,700**.

### **Task 3 Design Development (90% Design)**

The Mott MacDonald design team will advance the approved conceptual design plan through Design Development Documents (90% Design). The plans developed during this phase will be to a level of detail and engineering for submission of any permit applications. Mott MacDonald will expand upon the conceptual design plan and design site improvements including:

#### **3.1 Site Layout and Dimensioning**

The Mott MacDonald design team will advance the approved conceptual design to illustrate final material selections, horizontal and vertical organization and detailed design of proposed playground, playground equipment and fitness equipment. The

site layout will include the design of the associated path required for ADA compliant access from the parking area to the playground. Site restoration and any landscaping enhancements will be included as well. The design team will also prepare the necessary construction details for the proposed improvements. This will include the incorporation of the specifications for the selected playground/fitness equipment.

### **3.2 Grading and Drainage**

Any grading necessary will be incorporated to enhance the spaces and provide positive drainage. We have not included the design of stormwater storage measures as we assume the improvements will not exceed ¼ of acre of new impervious cover nor will the overall project disturbance exceed 1 acre per the Stormwater Management rules (N.J.A.C. 7:8) with regards to stormwater quantity, quality, and groundwater recharge.

### **3.3 Cost Estimating**

During this task Mott MacDonald will revise the approved Order of Magnitude cost estimate developed during Task 2 to a Construction Cost Estimate level. This estimate will refine the budget costs developed under Task 2 including detailed demolition/removal, repairs, site improvements, grading/drainage, etc.

We propose to complete the scope of work outlined above (**Task 3**) for the lump sum amount of **\$9,500**.

## **Task 4 Permitting**

The project will require a Soil Erosion Sediment Control Permit (SESC). If during the course of performing our preliminary project tasks – site visits, topographic survey, or conceptual design, it is determined that Township Building Permits or NJDEP permits are required, Mott MacDonald will prepare a separate scope of work and fee proposal to address the potential additional permitting requirements. We assume the Township of Lower will be responsible for all permit application fees. Mott MacDonald will prepare complete permit applications, but Mott MacDonald cannot guarantee that the regulatory agencies will issue permits for the project. Modifications or requests for additional work to permit applications that are required by the regulatory agencies, which are not the result of an error or omission on Mott MacDonald's part, will be considered an extra to the Scope of Work and the costs for the additional work are in addition to the cost estimate provided herein. The following is a summary of the work required for the permit applications.

### **Soil Erosion and Sediment Control (SESC) Permit**

Mott MacDonald will prepare a Soil Erosion and Sediment Control (SESC) Plan Certification Application for submission to the Cape-Atlantic Soil Conservation District. The application will include details on the control devices, temporary, and permanent seeding requirements, standard soil erosion control notes, etc.

The SESC Plan Certification is required when there is a disturbance of land greater than 5,000 square feet. It is required for the purpose of ensuring

that there is no off-site migration of soil due to an increase in surface runoff as a result of construction, mud tracking by vehicles, or blown dust. The following must be submitted for a Soil Erosion and Sediment Control Plan:

- Standard SCD application form
- Project plans, soil erosion and sediment control plan
- Soil mapping and hydraulic calculations
- USGS location map
- Application fee

We propose to complete the scope of work outlined above (**Task 4**) for the lump sum amount of **\$2,600**.

## **Task 5 Construction Documents**

Mott MacDonald will prepare the final Bid Documents (100% Plans and Specifications) incorporating any comments received during the 90% review. These documents will be used for competitive public bidding and project construction.

### **5.1 Contract Specifications**

Complete specifications will be prepared for the proposed improvements. 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 and architects will also be included into the technical section of the specifications. The specifications will follow the three-part Construction Specification Institute (CSI) format.

### **5.2 Contract Plans**

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

- Cover sheet
- Key plan with site plan notes
- Standard notes and abbreviations
- Site Demolition Plan
- Site Layout Plan
- Site Grading and Drainage Plan
- Soil Erosion and Sediment Control Plan
- 100% complete specifications (plus manufacturer's information for any special products proposed for the project)
- 100% engineers estimate of quantities and final cost estimate

The final project deliverables will include:

- One (1) set of regular reproducible plans on 24"x 36". Drawings prepared on CADD will be compatible with AutoCAD Systems and also submitted on CD-ROM.
- Up to fifteen (15) sets of signed and sealed plans on 24" X 36" sheets.
- Up to fifteen (15) sets of signed and sealed Final Specifications on 8 1/2" x 11" sheets. Specifications shall also be submitted in Microsoft Word format on CD-ROM.

- One (1) set of Engineer's Cost Estimates.
- Two (2) design packages, signed and sealed, containing all pertinent design data, criteria and calculations

We propose to complete the scope of work outlined above (**Task 5**) for the lump sum amount of **\$9,900**.

#### **Task 6            Bidding Services**

Mott MacDonald will assist the Township of Lower with the bidding process. During the bid phase Mott MacDonald will provide the following services.

- Answer technical questions from prospective bidders;
- Prepare addenda or clarifications 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 prospective bidders clarifications and interpretations;
- Attend the bid opening;
- Review the bids received and evaluate the completeness and accuracy of bid forms (it is assumed the Township will perform a legal review of the bidders documents – bonds, technical completeness, compliance with public bidding laws, etc.);
- 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; and
- Following Bid and Award Mott MacDonald will revise the contract bid documents (plans, contract documents and specifications) to incorporate all clarifications and addendum details issued during the bidding process.

Mott MacDonald's proposal is based upon one round of bidding. If for any reason, other than an error on the part of Mott MacDonald, 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 6**) for the lump sum amount of **\$3,600**.



**Cost Proposal**

The following table provides a summary of our proposal fees for the above tasks:

<b>Task</b>	<b>Description</b>	<b>Cost</b>	<b>Payment Method</b>
1	Site Investigations	\$5,600	Lump Sum
2	Conceptual Design	\$4,700	Lump Sum
3	Design Development (90% Design)	\$9,500	Lump Sum
4	Permitting	\$2,600	Lump Sum
5	Construction Documents	\$9,900	Lump Sum
6	Bidding Services	\$3,600	Lump Sum
<b>Total</b>		<b>\$35,900</b>	

**PRELIMINARY PROJECT SCHEDULE**

Mott MacDonald anticipates the following preliminary schedule for the various phases of the project:

<b>Activity</b>	<b>Completion</b>
Authorization to Proceed	November 2019
Kick-Off Meeting	November 2019
Stakeholders Meeting and Concept Plan Review	December 2019
Design Development (90%)	January 2020
Finalize Plans and Specifications (100% Design)	February 2020
Advertise for Bids	March 2020
Receive Bids	April 2020

We trust that the above scope of services and method of reimbursement meet with your approval and look forward to your authorization on this project.

Contract: Mott MacDonald will perform this work under our 2019 "Agreement for Professional Engineering Services" with the Township of Lower.

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

We thank you for the opportunity to provide this Scope of Work for the Jonathan Hoffman Park Playground Renovations. 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,

Mott MacDonald, LLC

A handwritten signature in black ink that reads 'Cathleen Marcelli'. The signature is written in a cursive style with a prominent loop at the end.

Cathleen Marcelli, PE, CME  
Senior Vice President  
T 732.780.6565  
cathleen.marcelli@mottmac.com

A handwritten signature in black ink that reads 'Shawn A. Carr'. The signature is written in a cursive style with a prominent loop at the end.

Shawn A. Carr, PE, CME  
Associate  
T 609.465.9377  
shawn.carr@mottmac.com

cc: Jim Ridgway, Township Manager (via email)  
Julie Picard, Township Clerk (via email)  
Jason Harkins, LLA, RLA, Mott MacDonald (via email)

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

RESOLUTION #2019-335

Title: CERTIFICATION OF LOT CLEARING CHARGES TO THE TAX COLLECTOR

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

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

WHEREAS, the properties listed below contained conditions which violated Section 302 of the Property Maintenance Code; and

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

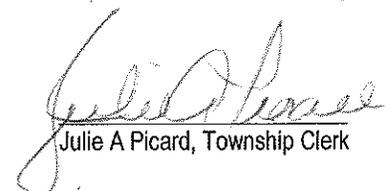
Block	Lot	Name	Property Location	Amount	Admin Fee	Lien Amount
325	3	Anderson, R & Moyer, C	107 Carolina Ave – Board Up Property	585.00	500.00	1,085.00
					<b>TOTAL</b>	<b>\$ 1,085.00</b>

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

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

	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 November 4, 2019.

  
Julie A Picard, Township Clerk



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

RESOLUTION #2019-336

Title: AUTHORIZATION FOR REFUND OF TAXES

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

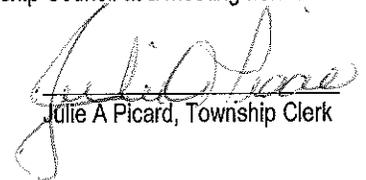
WHEREAS, a refund is due.

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

<u>Block</u>	<u>Lot</u>	<u>Refund To</u>	<u>Reason</u>	<u>Tax</u>
763	9	Jennie O'Neill c/o Windmill Marina Assoc.	Pd 4 <sup>th</sup> Qtr twice On line & ACH	\$2,223.79

	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 November 4, 2019.

  
Julie A Picard, Township Clerk

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

RESOLUTION #2019-337

Title: **A RESOLUTION AUTHORIZING A REQUEST FOR FUNDS FROM THE LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**WHEREAS**, the Lower Township Municipal Utilities Authority (MUA) budget for Fiscal Year December 1, 2018 through November 30, 2019 for both water and sewer contains a line item entitled Maximum Allowable for Appropriation to Municipality/County; and

**WHEREAS**, the amount listed on the Supplement Schedule as Maximum Allowable for Appropriation to Municipality/County in the sewer budget is \$ 188,372.50 and the amount listed in the water budget is \$ 127,989.15 for a maximum allowable total of \$ 316,361.65;and

**WHEREAS**, Council would like to officially request a portion of the allowable appropriation totaling \$150,000.00 be appropriated to the Township.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Lower Township Council hereby requests the Lower Township MUA appropriate a portion of the amounts listed in the Maximum Allowable for Appropriation to Municipality/County as listed in the Supplemental Schedules from the sewer & water budgets to the Township of Lower in the total amount of \$ 150,000.00.

	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 November 4, 2019.

  
Julie A Picard, Township Clerk

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

RESOLUTION # 2019-338

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

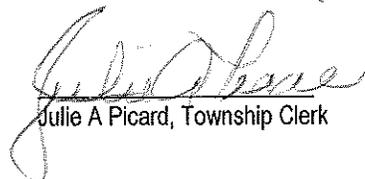
WHEREAS, it is necessary to obtain authorization for any salary and wage disbursement to a Township employee that is not specified in the salary ordinance; and

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 Kyle Boyle in the amount of \$5,259.40 is authorized and chargeable to the 2019 Budget account 9-01-25-240-121.

	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 November 4, 2019.

  
Julie A. Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief William Mastriana  
FROM: Patrolman Kyle Boyle  
DATE: Thursday, October 24, 2019  
SUBJECT: Compensation Time

Sir,

I am submitting this special requesting to cash in two hundred (200) hours of banked compensation time,

Respectfully Submitted,

*K. Boyle #203*

Kyle Boyle  
Patrolman Badge 203

200 • x  
26 • 2970 =  
5,259 • 400 \*\*

C	File	Date	Officer	Comments
		10-24-19	Patm [Signature] 176	
		10-24-19	PO LEWIS 181	FORWARDED TO CHIEF
		10-30-19	Chief [Signature]	

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

RESOLUTION # 2019-339

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

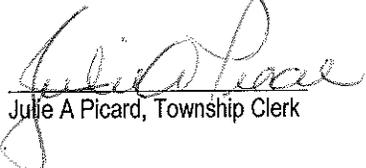
WHEREAS, it is necessary to obtain authorization for any salary and wage disbursement to a Township employee that is not specified in the salary ordinance; and

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 Perry in the amount of \$6,853.36 is authorized and chargeable to the 2019 Budget account 9-01-25-240-125.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD			X			
PERRY					X	
ROY			X			
SIPPEL		X	X			
SIMONSEN	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 November 4, 2019.

  
Julie A. Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief William Mastriana

FROM: Detective Michael Perry

DATE: October 21, 2019

SUBJECT: Comp Time Pay Out

Sir,

I am submitting this special report as a request to cash in 144 hours comp time. Thank you for your consideration in this matter.

Respectfully Submitted,

*Det Perry #178*

Michael Perry  
Patrolman Badge 178

0° \*  
144° x  
47°5928 =  
6,853°363 \*+

C	File	Officer	Comments
Date	10/21/19	<i>MP</i>	FWA TO Twp

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

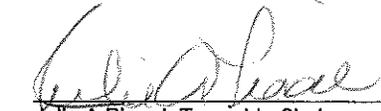
RESOLUTION #2019- 340

Title: AUTHORIZING THE PAYMENT OF VOUCHERS

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
LOWER TWNSP RESCUE	EXPENSES	\$35,000.00
TOTAL		\$35,000.00

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD					X	
PERRY	X		X			
ROY		X	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 NOV 04, 2019.

  
 Julie A Picard, Township Clerk