

Signed Resolutions – November 7, 2016

- Res. #2016-297 Payment of Vouchers \$573,233.18
- Res. #2016-298 Authorization for Refund of Taxes (1 property \$444.10)
- Res. #2016-299 Drunk Driving Enforcement Fund Application, \$7,714.01
- Res. #2016-300 2016 Drive Sober or Get Pulled Over Year End Holiday Crackdown Grant
- Res. #2016-301 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Drunk Driving Enforcement Fund \$7,714.01)
- Res. #2016-302 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Drive Sober or Get Pulled Over \$5,000)
- Res. #2016-303 Certification of Lot Clearing Charges to the Tax Collector (11 properties \$12,661.)
- Res. #2016-304 Award of Professional Service Contract Without Public Bidding to Wizards Festival of Fun for Entertainment at Ferry Merry Christmas Event December 18, 2016 (\$5,500.)
- Res. #2016-305 Transfer of 2016 Appropriations (\$220,000)
- Res. #2016-306 A Resolution Authorizing and Approving an Interlocal Service (Shared Services) Agreement between the Borough of Wildwood Crest, Wildwood Crest Volunteer Fire Company No. 1, the Commissioners of Lower Township Fire District No. 3 and the Township of Lower for the Furnishing of Fire Protection Services (Diamond Beach Area)
- Res. #2016-307 A Resolution Approving an Interlocal Service Agreement Between the Township of Lower and Lower Township Fire District #3
- Res. #2016-308 Approval of Change Order #1, Contract Price Reduction for the Tennis/ Basketball Court Renovations at the Freeman Douglass Park (Total project \$229,684.58 decrease of \$2,500.42)
- Res. #2016-309 A Resolution Supporting Senate Bill 2663 and Assembly Bill 4234 (allowing Joint Insurance Funds to invest in debt obligations of any government entity)
- Res. #2016-310 A Resolution Authorizing the Transfer of A Tire Changing Machine No Longer Needed For Public Use to the Lower Township Municipal Utilities Authority
- Res. #2016-311 Processing Final Payment to Ricky Slade Construction as per Resolution #2016-308 (\$229,684.58)
- Res. #2016-312 Authorizing Payout of Terminal Leave (5 dispatchers \$30,720.40)
- Res. #2016-313 Authorizing Payout of Terminal Leave (P.Hildreth \$17,631.)
- Res. #2016-314 Authorizing the Payment of Vouchers- Lower Twp Rescue Final Payment \$35,000 & Final Expense Payment \$5,000
- Res. #2016-315 A Resolution Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12. CONTRACT NEGOTIATION –Flexible Spending Accounts - Possible Award
- Res. #2016- 316 Authorization of an Agreement with American Fidelity to Provide Employee Flexible Spending Accounts

November 2, 2016
12:54 PMLower Township
Bill List By Vendor Id

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
00110 ANCO HOME CENTER*	16-01252	05/06/16	RDS/SIGNS/BLDG/AUG	Open	134.72	0.00		
00153 ATLANTIC CITY ELECTRIC*	16-02784	10/31/16	OCTOBER 2016 ELECTRIC	Open	16,675.63	0.00		
00179 AVERY TEITLER*	16-00782	03/15/16	PB SOLICITOR SALARY	Open	625.00	0.00		
00189 AUSTINS SPORTS CENTER	15-00452	02/18/15	MYLEC REPLACEMENT NETS	Open	155.80	0.00		
00257 BAYSHORE LANDSCAPING INC*	16-01428	05/25/16	BLANKET PO	Open	845.00	0.00		
00301 BELMONT AND CRYSTAL SPRINGS*	16-02716	10/24/16	WATER DPS	Open	59.55	0.00		
00348 BENNETT BATTERIES, LLC*	16-01797	06/23/16	RDS/DPS/DPW/AUG	Open	1,114.10	0.00		
00362 INTERNATIONAL CODE COUNCIL*	16-02037	07/25/16	BOOKS	Open	346.45	0.00		
00370 BLUE CROSS/BLUE SHIELD OF NJ	16-02758	10/27/16	NOVEMBER MED D	Open	510.24	0.00		
00404 STEVE'S LAWN CARE*	16-01425	05/25/16	BLANKET PO	Open	1,450.00	0.00		
00480 BURKE CHEVROLET*	16-02075	07/26/16	PARTS FOR POLICE VEHICLE/AUG.	Open	193.40	0.00		
00509 CAPE REGIONAL MEDICAL CENTER	16-01127	04/26/16	HEPATITIS SHOTS/DPW	Open	120.00	0.00		
00611 COUNTY OF CAPE MAY	16-02696	10/19/16	GASOLINE/DIESEL/DPW/AUG	Open	17,814.93	0.00		
00651 MUNICIPAL UTIL AUTH DUMP FEES	16-02780	10/31/16	TIPPING FEES/SEPT.	Open	75,303.45	0.00		
00652 CAPE COUNTY CLIPPERS LLC*	16-01424	05/25/16	BLANKET PO	Open	1,500.00	0.00		
00736 CAPE PRINTING EXPRESS*	16-02614	10/05/16	PROPERTY CHANGE MEMOS	Open	128.00	0.00		

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00775 CAPRIONI PORTABLE TOILETS, INC*	16-02698	10/19/16	MONTHLY SERVICES	Open	334.00	0.00		
00784 CAPE MAY STAR & WAVE	16-02653	10/14/16	LEGAL PUBLICATION 10/5/16	Open	39.68	0.00		
	16-02675	10/19/16	LEGAL PUBLICATION 10-12-16	Open	22.32	0.00		
	16-02766	10/27/16	LEGAL PUBLICATION 10-19-16	Open	9.92	0.00		
					<u>71.92</u>			
00807 CDW-GOVERNMENT INC*	16-01387	05/20/16	EPSON RECEIPT PRINTERS/ADAPTER	Open	1,102.23	0.00		
00825 COMCAST*	16-02654	10/14/16	FIRE SAFETY 8499050090215761	Open	125.90	0.00		
	16-02676	10/19/16	INTERNET SERVICE	Open	79.38	0.00		
					<u>205.28</u>			
00852 CHERRY VALLEY TRACTOR CO.*	16-02659	10/14/16	PARTS FOR VECHICLE/DPW	Open	454.50	0.00		
00933 CAPE MAY CO. COURT ADMIN. ASSN.	16-02566	09/30/16	DUES	Open	200.00	0.00		
01171 VERIZON WIRELESS - TOWNHALL	16-02808	11/02/16	CELL PHONE 10/24/16-11/23/16	Open	521.21	0.00		
01196 H A DEHART & SON*	16-00963	04/08/16	PARTS FOR VEHICLES/MAY	Open	297.60	0.00		
01319 EDWARD EDWARDS	16-02771	10/27/16	TRAINING MEALS	Open	47.36	0.00		
01340 EAGLE POINT GUN*	16-02432	09/15/16	AMMO	Open	3,711.86	0.00		
	16-02561	09/30/16	FIREARM CLEANING SUPPLIES	Open	93.00	0.00		
	16-02567	09/30/16	DETECTIVE SUPPLIES	Open	120.00	0.00		
					<u>3,924.86</u>			
01550 FIRE DISTRICT #3	16-02729	10/24/16	INTERLOCAL SERVICE AGREEMENT	Open	10,000.00	0.00		
01641 GALL'S INC*	16-02438	09/15/16	FLASHLIGHTS	Open	1,450.00	0.00		
01643 WILLIAM GALESTOK	16-02662	10/14/16	CONTRACTUAL REIMBURSEMENT--V	Open	110.00	0.00		
01657 GOPHER SPORT*	16-02549	09/29/16	BASKETBALLS	Open	959.82	0.00		
	16-02580	10/03/16	LACE UP POST PADS	Open	512.46	0.00		
					<u>1,472.28</u>			

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01661 GENERAL SALES ADMINISTRATION*	16-02504	09/21/16	VEHICLE MAINT	Open	931.21	0.00		
01685 W W GRAINGER, INC.*	16-02693	10/19/16	AIR FILTERS	Open	162.00	0.00		
01690 GRANTURK EQUIPMENT CO*	16-01885	07/08/16	PARTS FOR RECYCING/JULY	Open	1,927.23	0.00		
01730 GTBM INC.*	16-02616	10/05/16	SIERRA WIRELESS GATEWAY	Open	1,866.33	0.00		
01751 GRINDER WEAR PARTS, INC	16-02646	10/12/16	TUB GRINDER PARTS	Open	2,309.98	0.00		
01873 HOME DEPOT*	16-02541	09/27/16	SUPPLIES FOR SHOP/DPW	Open	529.87	0.00		
01898 HERITAGE BUSINESS SYSTEMS, INC*	16-02655	10/14/16	COPIER SERVICE 10/1/16-12/31/6	Open	85.54	0.00		
02025 HUNTER JERSEY PETERBILT*	16-01525	06/07/16	PARTS FOR TRUCKS/ AUG.	Open	1,058.36	0.00		
02027 JESCO INC*	16-02496	09/21/16	MATERIAL FOR TRUCK	Open	1,792.86	0.00		
02032 JOHN'S AUTO BODY*	16-02396	09/09/16	VEHICLE REPAIR	Open	2,030.50	0.00		
02045 LIBERTY PARKS AND PLAYGROUNDS*	16-02035	07/25/16	TRASH CAN LIDS- DOME	Open	553.15	0.00		
02108 KEEN COMPRESSED GAS CO*	16-01077	04/22/16	BOTTLED WATER/JUNE	Open	440.80	0.00		
02140 KINDLE FORD LINC/MERC., INC.*	16-02243	08/19/16	PARTS FOR POLICE VECHICLE/OCT	Open	1,716.24	0.00		
02247 LAWSON PRODUCTS, INC.*	16-02557	09/29/16	SUPPLIES FOR DPW GARAGE/NOV	Open	771.86	0.00		
02334 LOWER TWP CHAMBER OF COMMERCE	16-02595	10/03/16	INSTALLATION DINNER	Open	260.00	0.00		
02415 STEPHEN FLITCROFT	16-02751	10/26/16	CONTRACTUAL REIMBURSEMENT-V	Open	155.00	0.00		
02585 WILLIAM MASTRIANA	16-02734	10/24/16	TRAINING CONFERENCE	Open	2,128.17	0.00		
	16-02735	10/24/16	TRAINING MEALS	Open	181.94	0.00		

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02585 WILLIAM MASTRIANA				Continued				
	16-02785	10/31/16	TRAINIJNG MEALS	Open	<u>70.39</u>	0.00		
					2,380.50			
02632 N J PLANNING OFFICIALS*								
	16-02618	10/05/16	BOARD MEMBER TRAINING	Open	50.00	0.00		
02656 MICHAEL MCPHERSON*								
	16-01426	05/25/16	BLANKET PO	Open	1,500.00	0.00		
02719 MITCHELL PLENN								
	16-02772	10/27/16	REIMBURSEMENT-SOCCER COACH	Open	15.00	0.00		
02732 LAURA MILBRANDT								
	16-02750	10/26/16	CONTRACTUAL REIMBURSEMENT-V	Open	69.00	0.00		
02811 JAMES MOY								
	16-02757	10/27/16	CONTRACTUAL REIMBURSEMENT-M	Open	91.00	0.00		
02940 MUNICIPAL RECORD SERVICE*								
	16-02529	09/26/16	RECOGNIZANCE	Open	219.00	0.00		
03022 PRICE CHOPPER, INC*								
	16-02635	10/12/16	WRIST BANDS FOR L.T. POOL	Open	120.08	0.00		
03026 NJ STATE HEALTH BENEFITS								
	16-02752	10/26/16	HEALTH BENEFITS-NOVEMBER 2016	Open	298,029.25	0.00		
03052 NATIONAL FIRE PROTECTION ASSN*								
	16-02490	09/21/16	FIRE PREVENTION PROGRAM PRINTO	Open	170.30	0.00		
03158 NYSCA*								
	16-02455	09/19/16	SOCCER COACHES RECERTIFICATION	Open	180.00	0.00		
03305 PEDRONI FUEL*								
	16-02695	10/19/16	NO LEAD GAS/DPW	Open	210.64	0.00		
03330 PENNANT SPORTS, INC*								
	16-02515	09/26/16	SOCCER BALLS	Open	501.20	0.00		
03427 POLAR BEAR*								
	16-02731	10/24/16	UNIT 12 PSBL FAN/CAPACITOR	Open	847.64	0.00		
03466 R & R SPECIALTIES								
	16-02543	09/28/16	TROPHY & MEDALS-HALLOWEEN	Open	58.25	0.00		
	16-02550	09/29/16	APPRECIATION PLAQUE	Open	<u>125.00</u>	0.00		
					183.25			
03518 RIGGINS, INC.*								
	16-02670	10/18/16	OFF HIGHWAY DIESEL/DPW	Open	563.82	0.00		
	16-02717	10/24/16	OFF HIGHWAY DIESEL/DPW	Open	186.60	0.00		

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03518 RIGGINS, INC.*								
	16-02781	10/31/16	OFF HIGHWAY DIESEL/	Open	324.07	0.00		
					1,074.49			
03544 PORTER LEE CORP*								
	16-02582	10/03/16	INVESTIGATIVE SUPPLIES	Open	412.87	0.00		
03573 SAFETY-KLEEN CORP*								
	16-01801	06/23/16	EQUIP. MAINTENCE/DPW	Open	378.14	0.00		
03611 SERVICE TIRE TRUCK CENTERS*								
	16-01381	05/19/16	COMPOST TRAILER & BACKHOE TIRE	Open	7,333.59	0.00		
	16-02447	09/19/16	TIRES/RDS/SANT/RECY/DPW	Open	7,230.84	0.00		
					14,564.43			
03655 PENN JERSEY MACHINERY*								
	16-00091	01/08/16	PARTS FOR GARAGE/JAN	Open	758.44	0.00		
03683 SNAP-ON TOOLS*								
	16-02409	09/12/16	MATERIAL /DPW	Open	235.00	0.00		
03692 SOUTH JERSEY GAS CO*								
	16-02782	10/31/16	OCTOBER 2016 GAS BILL	Open	372.27	0.00		
03844 GIACOMO TROMBETTA								
	16-02664	10/14/16	CONTRACTUAL REIMBURSEMENT- M	Open	32.65	0.00		
	16-02774	10/28/16	CONTRACTUAL REIMBURSEMENT-MV	Open	114.00	0.00		
	16-02775	10/28/16	CONTRACTUAL REIMBURSEMENT-V	Open	145.00	0.00		
					291.65			
03867 UNIVERSAL SUPPLY CO.								
	16-00810	03/21/16	RE-ROOF DPW OFFICE	Open	2,193.16	0.00		
03899 UPS								
	16-02715	10/24/16	SHIPPING	Open	12.10	0.00		
03904 LOWE'S HOME CENTER INC*								
	16-02554	09/29/16	SUPPLIES/SIGNS/DPW/NOV	Open	231.16	0.00		
03915 TURF EQUIPMENT & SUPPLY CO*								
	16-02300	08/26/16	PARTS FOR POLICE VEHICLES	Open	182.42	0.00		
03969 VERIZON								
	16-02783	10/31/16	VERIZON PHONE BILL 2016	Open	716.44	0.00		
03992 VAL-U AUTO PARTS LLC*								
	16-01887	07/08/16	RDS/SANT/BLDG/SEPT	Open	5,207.53	0.00		
04097 CINTAS FIRST AID AND SAFETY*								
	16-02694	10/19/16	FIRST AID SUPPLIES/DPW	Open	96.52	0.00		
	16-02812	11/02/16	FIRST AID SUPPLIES/DPW	Open	96.49	0.00		
					193.01			

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04261 STATE OF NEW JERSEY	16-02755	10/27/16	3RD QTR 2016 UNEMPLOYMENT	Open	8,709.09	0.00		
04266 NJ DEPT OF HEALTH&SENIOR SVCS	16-02809	11/02/16	DOG LICENSE FEES OCTOBER 2016	Open	25.80	0.00		
04300 W B MASON CO INC*	16-02483	09/21/16	SUPPLIES	Open	1,735.29	0.00		
	16-02559	09/30/16	2016 DESK/WALL CALENDARS	Open	657.85	0.00		
	16-02573	09/30/16	OFFICE SUPPLIES	Open	190.22	0.00		
					<u>2,583.36</u>			
04327 SHI INTERNATIONAL CORP*	16-02505	09/21/16	DETECTIVE EQUIPMENT	Open	645.00	0.00		
06021 MULTI-TEMP MECHANICAL INC*	16-02034	07/25/16	A/C UNITS @ MILLMAN CENTER	Open	330.00	0.00		
06040 RICHARD STOCKTON COASTAL RSCH*	16-00862	03/28/16	RES# 2016-85 APPEAL PHASE	Open	8,301.76	0.00		B
4104 DOUGLASS LANDSCAPING LLC*	16-00721	03/14/16	RES# 16-71 LANDSCAPING SERVICE	Open	4,748.50	0.00		B
	16-01423	05/25/16	Blanket PO	Open	475.00	0.00		
					<u>5,223.50</u>			
5032 NORTH WILDWOOD \$ CREST SHIRT*	16-02730	10/24/16	HOLLOWAY SHARK BITE POLOS	Open	232.00	0.00		
	16-02778	10/28/16	SPORT TEK BLACK/WHITE PINNIES	Open	119.40	0.00		
					<u>351.40</u>			
6037 PETER G DALY	16-02762	10/27/16	REIMBURSEMENT-SOCCER COACH	Open	25.00	0.00		
6056 PHYLLIS MULDOON	16-02669	10/18/16	CONTRACTUAL REIMBURSEMENT-V	Open	290.00	0.00		
6059 USABLE LIFE	16-02756	10/27/16	NOVEMBER 2016 LIFE INSURANCE	Open	510.15	0.00		
6071 UNITED UNIFORMS LIMITED LIAB*	16-02128	08/04/16	UNIFORMS	Open	436.50	0.00		
7098 SHORE VETERINARIAN ANIMAL *	16-00064	01/07/16	16-26 FINAL YEAR ANIMAL CONT	Open	8,500.00	0.00		B
7119 ENGINEERING DESIGN ASSOC*	15-01760	07/06/15	2014-323 COASTAL RESIL GRANT	Open	1,285.00	0.00		B
7134 HAMPTON INN NEPTUNE/WALL	16-00531	03/01/16	FIRE SFTY TRAINING 03/14-30/16	Open	1,199.52	0.00		

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7142 LINDSAY BECHTLER	16-02806	11/02/16	ZUMBA INSTRUCTOR OCTOBER 2016	Open	125.00	0.00		
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								
16-02381	09/07/16	PAPER	Open	199.92	0.00			
16-02407	09/09/16	OFFICE SUPPLIES	Open	150.85	0.00			
16-02427	09/13/16	HEATERS/BINDER	Open	123.16	0.00			
16-02439	09/15/16	OFFICE SUPPLIES	Open	238.74	0.00			
16-02441	09/15/16	OFFICE SUPPLIES	Open	1,574.40	0.00			
16-02479	09/21/16	SUPPLIES	Open	219.59	0.00			
16-02528	09/26/16	SAFCO DELUXE MACHINE STAND	Open	284.99	0.00			
16-02569	09/30/16	OFFICE SUPPLIES	Open	231.99	0.00			
16-02596	10/03/16	OFFICE SUPPLIES-TREASURER	Open	413.51	0.00			
16-02620	10/05/16	PRINTER	Open	209.48	0.00			
16-02624	10/05/16	MEDLINE SAFETY PINS	Open	65.05	0.00			
16-02651	10/13/16	OFFICE SUPPLIES	Open	48.17	0.00			
					3,759.85			
7261 CHRISTINA TOSTO	16-02763	10/27/16	REIMBURSEMENT-SOCCER COACH	Open	15.00	0.00		
7269 TOM DUNLEVY'S LANDSCAPE LLC*	16-01427	05/25/16	BLANKET PO	Open	1,391.00	0.00		
7354 FLEETPRIDE INC.*	16-00973	04/08/16	RDS/SANT/RECY/DPW/JUNE	Open	3,913.79	0.00		
7384 JORDAN SAINI	16-02697	10/19/16	TRAINING MEALS	Open	191.51	0.00		
7466 MARCUS H. KARAVAN, P.C.*	15-02415	09/28/15	RITE AID TAX COURT APPEAL	Open	112.50	0.00		B
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
	16-01316	05/12/16	RES#16-127 TAX APPEAL ATTORNEY	Open	731.25	0.00		B
					2,647.91			
7521 SOUTHERN COMPUTER WHSE INC*	16-02578	09/30/16	HP COLOR LASER PRO MFP M477FDN	Open	369.64	0.00		
	16-02579	10/03/16	PRINTER REPLACEMENTS	Open	2,006.35	0.00		
					2,375.99			
7532 HEATHER MCNULTY*	16-02804	11/02/16	HIFITNESS ACADEMY OCTOBER 2016	Open	260.00	0.00		

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7556 ATLANTIC ENVELOPE COMP, INC*	16-02661	10/14/16	MARRIAGE LICENCE ENVELOPES	Open	241.55	0.00		
7576 ROBERT THOMPSON JR.	16-02807	11/02/16	CONTRACTUAL REIMBURSEMENT-M	Open	216.47	0.00		
7618 MEGONIGAL ELECTRIC LLC*	16-02581	10/03/16	REPLACEMENT OF LIGHT TIMER	Open	175.00	0.00		
	16-02608	10/05/16	ELECTRICAL MAINTENANCE	Open	170.00	0.00		
					345.00			
7636 MOTT MACDONALD LLC*	16-02308	08/29/16	RES#16-117 BIKE PATH ADDITIONS	Open	2,689.08	0.00		B
	16-02310	08/29/16	RES#2016-172 ROSEANNE AVE	Open	3,700.00	0.00		
	16-02313	08/29/16	RENOVATIONS @ DOUGLASS PARK	Open	5,648.56	0.00		B
	16-02498	09/21/16	RES#16-267 CLUBHOUSE RECONSTRU	Open	537.75	0.00		B
	16-02499	09/21/16	RES#16-268 BIKE PATH ENGINEERI	Open	1,934.56	0.00		B
	16-02720	10/24/16	PROFESSIONAL ENGINEERING	Open	132.50	0.00		
	16-02721	10/24/16	PROFESSIONAL ENGINEERING	Open	66.25	0.00		
	16-02722	10/24/16	PROFESSIONAL ENGINEERING	Open	291.50	0.00		
	16-02723	10/24/16	PROFESSIONAL ENGINEERING	Open	238.50	0.00		
	16-02724	10/24/16	PROFESSIONAL ENGINEERING	Open	132.50	0.00		
	16-02725	10/24/16	PROFESSIONAL ENGINEERING	Open	887.75	0.00		
					16,258.95			
7643 ALLEN PRECISION EQUIPMENT INC	16-02503	09/21/16	OFFICE SUPPLIES	Open	41.98	0.00		
7644 ATLANTICARE REGIONAL MEDICAL*	16-02506	09/21/16	CPR	Open	70.00	0.00		
7648 RE/MAX AT THE SHORE	16-02592	10/03/16	REFUND REGISTRATION FEE	Open	220.00	0.00		
7651 GARDEN STATE COUNCIL BSA	16-02663	10/14/16	2016 CAPE MAY COUNTY DISTINGUI	Open	250.00	0.00		
7652 MATTHEW A. BABOT	16-02674	10/18/16	REIMBURSEMENT FOR FALL SOCCER	Open	61.45	0.00		
7654 THOMAS & NORMA JACOB	16-02726	10/24/16	REFUND 2016 TAXES	Open	444.10	0.00		
7656 DANIEL HARRIS	16-02764	10/27/16	REIMBURSEMENT -SOCCER COACH	Open	69.20	0.00		
7657 NICOLE CASTELLANO	16-02761	10/27/16	REIMBURSEMENT- FOOTBALL REGIST	Open	30.00	0.00		
7660 JASON GRIMES	16-02811	11/02/16	REIMBURSEMENT REGISTRATION	Open	15.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
BERB BERNADETTE ERB	16-02760	10/27/16	REIMBURSEMENT- SOCCER COACH	Open	25.00	0.00		
BOSNA KAREN MANETTE BOSNA	16-02805	11/02/16	YOGA PAYMENT OCTOBER 2016	Open	75.00	0.00		
G-UNITED UNITED UNIFORMS OF NEW JERSEY	16-02291	08/25/16	UNIFORMS	Open	1,833.50	0.00		
HOOVER ROBERT HOOVER & SONS INC*	16-00099	01/08/16	SUPPLIES FOR TRUCKS/JAN	Open	382.94	0.00		
LYNNCA LYNN CARD COMPANY*	16-02584	10/03/16	CARDS	Open	75.95	0.00		
PRINCE STEPHEN PRINCE	16-02773	10/27/16	REIMBURSEMENT- FOOTBALL COACH	Open	20.00	0.00		
TILL TILL PAINT CO CORP*	16-02623	10/05/16	CASES OF ATHLETIC PAINT	Open	1,720.00	0.00		

Total Purchase Orders: 166 Total P.O. Line Items: 0 Total List Amount: 563,953.13 Total Void Amount: 0.00

Vendor	PO #	Description	CK	Amount
DELL CORPORATION	16-02647	MAINTENANCE CONTRACTS	58403	\$7,660.06
WILLIAM SCOTSMAN	16-01912	CONTAINER RENTALS	58402	\$ 1,050.00
NJ MOTOR VEHICLES	16-02814	REGISTRATION VEHICLE	58404	\$ 120.00
CVS PHARMACY	16-02813	NARCAN KITS	58405	\$ 449.99

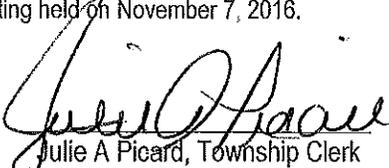
Total Manual Check \$ 9,280.05

Total Computer List \$ 563,953.13

Total Bill List \$ 573,233.18

	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 November 7, 2016.


Julie A Picard, Township Clerk

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

RESOLUTION #2016-298

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>
95	63	Thomas & Norma Jacob	Disabled Veteran	\$444.10

	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 November 7, 2016.


Julie A. Picard, Township Clerk

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

RESOLUTION #2016 - 299

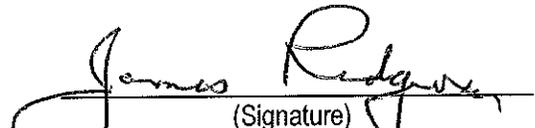
Title: DRUNK DRIVING ENFORCEMENT FUND APPLICATION, \$7,714.01

WHEREAS, the Township of Lower desires to apply for and obtain a grant from the New Jersey Department of Law and Public Safety, Division of Highway Traffic Safety for \$7,714.01 to receive funds from the Drunk Driving Enforcement Fund (DDEF) from July 1, 2016 through June 30, 2017.

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

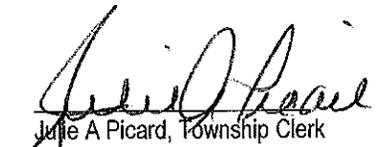
BE IT FURTHER RESOLVED, that the persons whose names, titles and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement and any other documents necessary in connection therewith:


(Signature)
Michael E. Beck, Mayor


(Signature)
James Ridgway, Township Manager

	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 November 7, 2016.


Julie A. Picard, Township Clerk

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

RESOLUTION #2016-300

Title: 2016 Drive Sober or Get Pulled Over Year End Holiday Crackdown Grant

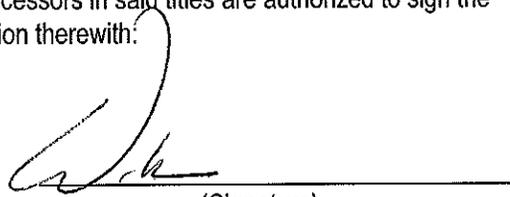
WHEREAS, the Township of Lower desires to apply for and obtain a grant from the New Jersey Department of Law and Public Safety, Division of Highway Traffic Safety for \$5,000.00 to carry out a 2016 Drive Sober or Get Pulled Over Year End Holiday Crackdown Grant from December 9, 2016 – January 1, 2017.

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

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


(Signature)

Michael E. Beck, Mayor


(Signature)

William Mastriana, Chief of Police

	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 November 7, 2016.


Julie A. Picard, Township Clerk

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

RESOLUTION #2016-301

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

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

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

SECTION 1.

NOW, THEREFORE BE IT RESOLVED that the Township of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of \$7,714.01 for an item of revenue in the budget of the year 2016 as follows:

Miscellaneous Revenues –
Revenue Offset with Appropriations - DRUNK DRIVING ENFORCEMENT FUND
Total with increase to be \$7,714.01

SECTION 2.

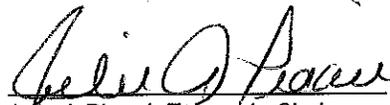
BE IT FURTHER RESOLVED that a like sum of \$7,714.01 be and the same is hereby appropriated under the caption of:

General Appropriations –
Public & Private Programs Offset by Revenues - DRUNK DRIVING ENFORCEMENT FUND
State/Federal Share \$ 7,714.01
Non State Share \$
Total with increase to be \$ 7,714.01

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

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD	+		+			
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 November 7, 2016.


Julie A Picard, Township Clerk



State of New Jersey
 Department of Law & Public Safety
 Division of Highway Traffic Safety
 P.O. Box 048
 Trenton, NJ 08625-0048
 www.njsaferoads.com



Phone (609) 633-9300

Fax (609) 633-9020

**2016
 Drunk Driving Enforcement Fund Application
 N.J.S.A. 39:4-50.8 /N.J.A.C. 13:86**

Law Enforcement Agency and Address:	Funding currently available:
Lower Township Police Department 405 Breakwater Road Erma NJ 08204	2016 Surcharge Funds: \$ <u>7,714.01</u> 2016 Bottle Tax Funds: \$ <u>included w/surcharge funds</u> Prior Unclaimed Funds: \$ <u>0.00</u>
County: <u>Cape May</u>	Total Funds Available: \$ <u>7,714.01</u>

Proposed Drunk Driving Enforcement Fund Expenditures

PRIMARY - MANDATORY:

(a minimum of 50 percent of total available funds, DHTS approval not required)

1. Officer overtime salaries for DWI patrols or checkpoints: \$ _____

OPTIONAL:

(DHTS approval not required)

2. Salaries for overtime court appearances of law enforcement office required in connection with prosecution of violation of 39:4-50: \$ _____

3. Audio visual equipment and supplies used to document and preserve evidence of Enforcement of 39:4-50: \$ _____

4. Breath testing instruments and supplies approved by the Attorney General pursuant to N.J.A.C. 13:51-3.1: \$ _____

5. Blood Test Kits: \$ _____

6. Safety equipment needed to conduct DWI Checkpoints for Enforcement of 39:4-50 (cones, flares, lighting, reflectorized vests): \$ _____

OTHER EXPENDITURE:

(DHTS approval required)

7. Request to expend funds for time or equipment not listed above: \$ _____
 Funds expended must enhance the enforcement of 39:4-50.
 Justification must be attached. Approval on a case by case basis.

Total DDEF Proposal (1-7) \$ _____

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

RESOLUTION #2016-302

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

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

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

SECTION 1.

NOW, THEREFORE BE IT RESOLVED that the Township of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of \$5,000.00 for an item of revenue in the budget of the year 2016 as follows:

Miscellaneous Revenues –
Revenue Offset with Appropriations - Drive Sober or Get Pulled Over
Total with increase to be \$5,000.00

SECTION 2.

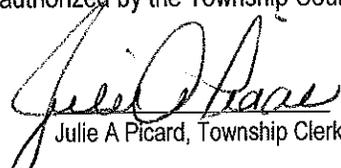
BE IT FURTHER RESOLVED that a like sum of \$5,000.00 be and the same is hereby appropriated under the caption of:

General Appropriations –
Public & Private Programs Offset by Revenues - Drive Sober or Get Pulled Over
State/Federal Share \$ 5,000.00
Non State Share \$
Total with increase to be \$ 5,000.00

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

	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 November 7, 2016.


Julie A. Picard, Township Clerk

NARRATIVE DESCRIPTION OF PROJECT

I agree to the Terms and Conditions found below.*

Problem Statement:

Impaired driving remains a significant issue, both in New Jersey and nationally. In 2014, alcohol impaired fatalities (based on all drivers and motorcycle riders with a .08 BAC or higher) accounted for 29% of New Jersey's traffic fatalities. This project will provide funding to implement a statewide impaired driving enforcement campaign as part of the 2016 Drive Sober or Get Pulled Over Year End Holiday Crackdown.

Between December 9, 2016 and January 1, 2017, police officers, on an overtime basis, will conduct special enforcement patrols targeting impaired drivers. The patrols will consist of roving patrols and fixed checkpoints.

Objectives:

To reduce the rate of alcohol-related driving fatalities in the state by 2.5 percent from the 2012-2014 calendar base year average through targeted impaired driving enforcement and education during the 2016 Drive Sober or Get Pulled Over Year End Holiday Crackdown.

Methodology:

REMINDER: As per directives from the National Highway Traffic Safety Administration (which provides the federal funding for this grant) Chiefs of Police are not eligible to work grant-funded overtime through this grant.****

This federally-funded grant project consists of an enforcement overtime campaign from December 9, 2016 through January 1, 2017. The project is designed to raise awareness about the dangers of drinking and driving, to offer deterrence through visible enforcement, to arrest impaired drivers, and to issue summonses for relevant motor vehicle violations. The grant will pay for 100 hours of overtime enforcement during the crackdown period, with a maximum rate to be reimbursed of \$50 per hour. The 100 overtime hours will be used for roving patrols and checkpoints.

This is a **reimbursement grant**. Participating departments will incur all costs and then submit the necessary documentation to the Division of Highway Traffic Safety for reimbursement.

This is an **enforcement campaign**. A reasonable number of impaired driving arrests and other summonses are expected in relation to overtime hours worked. Overtime activities can only be conducted within the dates of the project period and must be conducted between the hours of 8 pm and 4 am.

All grantees are expected to conform to the established "Law Enforcement Performance/Productivity Standards for Federally Funded NJDHTS Grants."

The maximum project overtime rate is \$50.00 per hour regardless of what officer works the project hours. The officer is to receive the full dollar amount in overtime. Administrative costs or fees should be considered "in kind services" or soft matches and are not a part of this grant. It is up to the agency to establish its pay rate for the project. The Division encourages agencies to pay all participating officers a flat \$50 per hour rate for this overtime detail, but agencies may pay their usual overtime rates, if they wish, in which case the reimbursement from the Division will be:

Officers paid \$50.00 - project will reimburse at \$50.00 per hour
Officers paid less than \$50.00 - project will reimburse at that lower rate
Officers paid more than \$50.00 - project will reimburse at \$50.00 per hour with the municipality covering the remainder of the rate

Again, the maximum hourly rate to be reimbursed is \$50 per hour, regardless of whether all the grant-budgeted hours are worked or not.

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

RESOLUTION #2016-303

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:

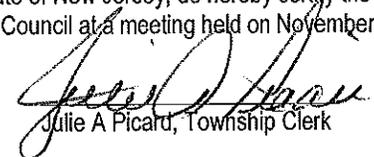
Block	Lot	Name	Property Location	Amount	Admin Fee	Lien Amount
382	24	Petito, Anthony	313 Broadway Ave	\$ 575.00	\$ 500.00	\$ 1,075.00
289	53	Hawthorne, David P	150 W Greenwood Ave	\$ 845.00	\$ 500.00	\$ 1,345.00
509.01	4	Matthews, Ethel	828 Weeks Landing Rd	\$ 1,177.00	\$ 500.00	\$ 1,677.00
17	15	Flounders, Nancy E	106 W. Miami Ave	\$ 214.00	\$ 500.00	\$ 714.00
44	18	Hardesty, Marynell	609 E St Johns Ave	\$ 445.00	\$ 500.00	\$ 945.00
321	8	McElwain Wilbur C & Elizabeth	6 Spruce Ave	\$ 325.00	\$ 500.00	\$ 825.00
146	22	Hamilton, Joseph	120 Pennsylvania Ave	\$ 475.00	\$ 500.00	\$ 975.00
494.13	2	Grills, Delores D & Ketterer Evelyn B	313 Townbank Rd	\$ 800.00	\$ 500.00	\$ 1,300.00
512.36	1	Dulucia, Robert	2802 Bay Drive	\$ 650.00	\$ 500.00	\$ 1,150.00
387	11	US Bank National Assoc	218 Broadway	\$ 730.00	\$ 500.00	\$ 1,230.00
499.16	6	US Bank NA for RMAC Trust 2016-CTT	211 Old Mill Drive	\$ 925.00	\$ 500.00	\$ 1,425.00
					TOTAL	\$12,661.00

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, 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	+		+			
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 November 7, 2016.


Julie A Picard, Township Clerk

Memo

To: Julie Picard, Clerk

From: Walter Fiore, Code Enforcement Officer

Subject: Liens for Lot Clearings

Date: 10/19/16

CC: File

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

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

BLK/LOT	Name (As Assessed)	Amount	Property Location
382 / 24	PETITO, ANTHONY	\$575.00	313 BROADWAY AVE
289 / 53	HAWTHORNE, DAVID P	\$845.00	150 W GREENWOOD AVE
509.01 / 4	MATTHEWS, ETHEL	\$1,177.00	828 WEEKS LANDING RD
17 / 15	FLOUNDERS, NANCY E	\$214.00	106 W MIAMI AVE
44 / 18	HARDESTY, MARYNELL	\$445.00	609 E ST JOHNS AVE
321 / 8	MC ELWAIN WILBUR C & ELIZABETH	\$325.00	6 SPRUCE AVE
146 / 22	HAMILTON, JOSEPH	\$475.00	120 PENNSYLVANIA AVE
494.13 / 2	GRILLS, DELORES D & KETTERER EVELYN B	\$800.00	313 TOWNBANK ROAD
512.36 / 1	DULUCIA, ROBERT	\$650.00	2802 BAY DRIVE
387 / 11	US BANK NATIONAL ASSOC	\$730.00	218 BROADWAY

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

RESOLUTION #2016-304

TITLE: AWARD OF PROFESSIONAL SERVICE CONTRACT WITHOUT PUBLIC BIDDING TO WIZARDS FESTIVAL OF FUN FOR ENTERTAINMENT AT FERRY MERRY CHRISTMAS EVENT DECEMBER 18, 2016

WHEREAS, the Township of Lower is given authority by N.J.S.A 40A:11-5(k) 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

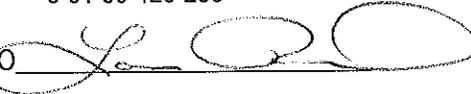
WHEREAS, the amount of said contract shall be in accordance with the services set forth on Exhibit A, which will be paid upon the completion of event; and

WHEREAS, the event and payment is as follows:

FERRY MERRY CHRISTMAS \$5,500.00
Date: Sunday December 18, 2016
Time: 12:00 Noon-3:00
Location: DRBA Ferry Terminal

WHEREAS the CFO has determined sufficient funds are available in the budget line item:

6-01-30-420-256

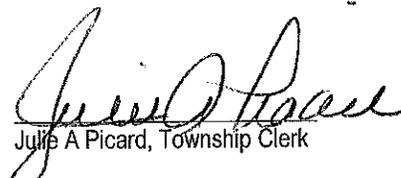
Signature CFO 

WHEREAS, Wizards Festival of Fun has completed and submitted a Business Entity Disclosure Certification which certifies that Wizards Festival of Fun has not made any reportable contributions to a political or candidate committee in the Township of Lower in the previous one year, and that the contract will prohibit Wizards Festival of Fun from making any reportable contributions through the term of the contract.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Lower hereby approves a contract with Wizards Festival of Fun for the services herein described and that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution and that a notice of Award of Professional Contract for the above appointment shall be published in the Township's Official paper.

	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 November 7, 2016.


Julie A. Picard, Township Clerk

Wizard's Festival of Fun Inc

125 Coles Road
Blackwood, NJ 08012
Phone (609) 206-5244
www.wizardsfestivaloffun.com
e-mail: abelmont@wizardsfestivaloffun.com

October 20, 2016

Mr. Mitchell Plenn, Ass't Director of Parks and Recreation
Township of Lower
2600 Bayshore Road
Villas, NJ 08251 (Via Fax (609) 886-7838) recreation@townshipoflower.org
Dear Mr. Plenn:

Thanks for your interest in our proposal for your ***Ferry Merry Christmas Party***. Our credentials include more than twenty years experience in creating exciting Special Events for government and corporate clients, compliance with all New Jersey regulations, membership in leading trade groups and one-million dollar Liability Insurance including certificate of insurance with our clients named as additional insured.

From Noon until 3 PM on Sunday, Dec 18, 2016, we propose to provide:

Professional Entertainment in Santa's Theater in the Sunset Lounge. Santa's Theater will feature two twenty-five minute programs of Mirth, Magic, and Mystery with the ***Magic Moments Magic Show!***

Crafts in the Gallery. Three Craft Stations with attendants means lots of fun for kids from 3 to 9. Each child will receive 3 craft tickets to use at any of the three stations either ***Decorated Christmas Ornament, Build Your Own Snowman and Decorated Christmas Cookie.***

Face Painting by Lynn. Two accomplished artists using all non-allergenic paints will be a real treat for your young guests with beautiful Christmas Designs.

Professional Entertainment on the Terminal Bridge. Mrs. Claus and her Magical Elves will present three twenty-five minute Sing-a-Long Shows.

Meet Frozen's Princess Elsa and Olaf the Snowman will join up with the one and only Rudolph. Two delightful costume characters manned by your volunteers will join up with our professional Princess Elsa to mix with your young guests throughout the terminal. It will be advisable to have a volunteer escort for each character if possible.

Join Santa in the Lobby. Our beautifully costumed Santa, seated on a colorful Santa Throne, will personally meet and greet each of your young guests.

Christmas Inflatable. An adorable Christmas Inflatable will mark the entrance to your event.

All of the above will add up to a memorable and fun-filled party. Total cost as outlined above will be \$ 5,500. At the Christmas season is so busy, most performers will not give holds on their services; therefore a prompt reply will be appreciated. Thanks again for your consideration.

Sincerely,

Al Belmont

President/Executive Producer
Wizard's Festival of Fun Inc.
125 Coles Road
Blackwood, NJ 08012
E-mail: abelmont@wizardsfestivaloffun.com

AMB/sp

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

RESOLUTION #2016-305

Title: TRANSFER OF 2016 APPROPRIATIONS

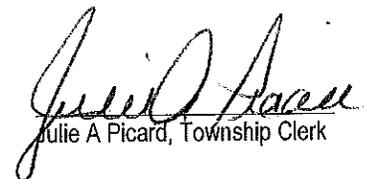
WHEREAS, N.J.S.A. 40A: 4-58 provides for appropriation transfers during the last two months of the current fiscal year when it has been determined that any appropriation is insufficient to pay the claims authorized or incurred during the current year, which are chargeable to said appropriation, and there 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, State of New Jersey that the following transfers totaling \$220,000.00 be made between the 2016 budget appropriations:

LINE ITEM	ACCT. NUMBER	FROM	TO
PENSION	6-01-36-471-500	30,000.00	
GASOLINE	6-01-31-460-200	100,000.00	
HEATING OIL	6-01-31-447-200	20,000.00	
ANIMAL CONTROL OE	6-01-27-340-200	15,000.00	
PLANNING S&W	6-01-20-170-100	20,000.00	
DISPATCH S&W	6-01-25-250-100	35,000.00	
DISPATCH OE	6-01-22-195-100		100,000.00
TIPPING FEES	6-01-32-465-600		55,000.00
CONSTRUCTION S&W	6-01-22-195-100		10,000.00
ELECTRIC	6-01-31-430-200		18,000.00
STREET LIGHTING	6-01-31-435-200		22,000.00
INSURANCE-LIABILITY	6-01-23-210-400		15,000.00
		<u>220,000.00</u>	<u>220,000.00</u>

	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 November 7, 2016.


Julie A. Picard, Township Clerk

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

RESOLUTION #2016-306

Title: A RESOLUTION AUTHORIZING AND APPROVING AN INTERLOCAL SERVICE (SHARED SERVICE) AGREEMENT BETWEEN THE BOROUGH OF WILDWOOD CREST, WILDWOOD CREST VOLUNTEER FIRE COMPANY NO. 1, THE COMMISSIONERS OF LOWER TOWNSHIP FIRE DISTRICT NO. 3, AND THE TOWNSHIP OF LOWER FOR THE FURNISHING OF FIRE PROTECTION SERVICES

WHEREAS, pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., the Township of Lower desires to contract with the Borough of Wildwood Crest, Wildwood Crest Volunteer Fire Company No. 1 and the Commissioners of Lower Township Fire District No. 3 for the furnishing of fire protection services; and

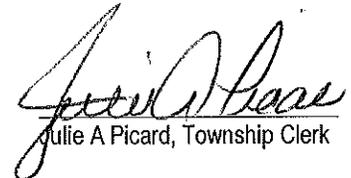
WHEREAS, this agreement is in the best interest for the safety of the citizens of the Township of Lower.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Township of Lower, County of Cape May, State of New Jersey, that the attached Interlocal Services Agreement (Shared Services Agreement) between the Borough of Wildwood Crest, Wildwood Crest Volunteer Fire Company No. 1, the Commissioners of Lower Township Fire District No. 3 and the Township of Lower be and is hereby authorized and accepted and that the proper officials of the Township of Lower are authorized to execute said agreement.

BE IT FURTHER RESOLVED, that the Agreement shall take effect upon the adoption of appropriate resolutions by all the parties thereto, and the executions of the Agreement by the persons set forth in the Agreement.

	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 November 7, 2016.


Julie A. Picard, Township Clerk

INTERLOCAL SERVICES AGREEMENT
FIRE SUPPRESSION SERVICES

BETWEEN **THE BOROUGH OF WILDWOOD CREST**
AND **WILDWOOD CREST VOLUNTEER FIRE COMPANY NO. 1**
AND **THE TOWNSHIP OF LOWER**
AND **THE COMMISSIONERS OF FIRE DISTRICT NO. 3, TOWNSHIP OF LOWER, COUNTY OF CAPE MAY**

THIS AGREEMENT made on this _____ day of _____, 2016, by and between **BOROUGH OF WILDWOOD CREST**, a municipal corporation of the State of New Jersey, having its principal place of business at 6101 Pacific Avenue, Wildwood Crest, New Jersey, 08260, hereinafter referred to as the "Borough", **WILDWOOD CREST VOLUNTEER FIRE COMPANY NO. 1**, having its principal place of business at 7100 Pacific Avenue, Wildwood Crest, New Jersey, 08260, hereinafter referred to as "Volunteer Fire Company", **TOWNSHIP OF LOWER**, a municipal corporation of the State of New Jersey, having its principal place of business at 2600 Bayshore Road, Villas, New Jersey, 08251, hereinafter referred to as the "Township, and **THE COMMISSIONERS OF FIRE DISTRICT NO. 3, TOWNSHIP OF LOWER, COUNTY OF CAPE MAY**, having its principal place of business at 415 Breakwater Road, Erma, New Jersey, 08204, hereinafter referred to as the "District".

WHEREAS, pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., the Borough, Volunteer Fire Company, Township and District desire to contract for the furnishing of fire protection services, and

WHEREAS, it is in the best interest of the citizens of both the Borough and the Township to enter into this joint agreement for the furnishing of fire protection services.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereto agree as follows:

1. FIRE SUPPRESSION SERVICES: The current volunteer fire department known as Wildwood Crest Volunteer Fire Company No. 1 shall provide fire suppression services ONLY to the Township exclusively for the geographical area of the Township known as Diamond Beach. This shall include all areas of Diamond Beach from Richmond Avenue to the base of the bridge known as the Ocean Drive Bridge. This shall also include the geographical area of the Township which is located along Bayview Drive. In addition to the Volunteer Fire Company providing

suppression services, the Borough will provide police and EMT services with the Volunteer Fire Co. ONLY for all fire calls and/or fire suppression services when responded to by the Volunteer Fire Co. The Borough, through the Volunteer Fire Co., shall be the initial response for all fire calls and fire suppression services within the designated geographic location, and the Volunteer Fire Co. will respond to all fire calls and fire suppression services in the same manner, utilizing the same equipment and manpower that the Volunteer Fire Co. currently utilizes in response to such calls within Wildwood Crest, and the District shall be required to also respond on site to all calls. After arriving on site, as soon as safe and reasonably practical, the Township's police, EMTs and the District will relieve all Wildwood Crest units that are on scene. The District and/or Township shall have all reporting and post-response obligations as to documentation, claims, reports, etc. It is expressly understood and agreed to by all parties hereto that the Borough shall not be required to provide EMT or police services or protection EXCEPT as to any and all fire calls. All dispatch obligations shall be that of Township. Borough shall have no responsibility or liability pertaining to dispatch operations or dispatch communications. This agreement does not include any services from Borough to Township for annual or other fire, life hazard, smoke detector or carbon monoxide inspections, all of which shall remain the sole responsibility of the Township of Lower, Bureau of Fire Safety.

2. TERM OF AGREEMENT: The term of this agreement shall be three (3) years from January 1, 2017 to December 31, 2019. This agreement shall be cancelled by either party upon written notice to all parties of cancellation ninety (90) days prior to the requested cancellation date, except that Borough may terminate this agreement upon thirty (30) days written notice from Borough to all parties of nonpayment.

3. CONSIDERATION/CONTRIBUTION FOR OPERATING EXPENSES: The agreed-upon cost of providing said services shall be as follows:

Year 1:

\$38,750.00 on or before February 1, 2017

\$38,750.00 on or before October 1, 2017

Total Year 1 \$77,500

Year 2:

\$40,000.00 on or before February 1, 2018

\$40,000.00 on or before October 1, 2018

Total Year 2 \$80,000

Year 3:

\$42,500.00 on or before February 1, 2019

\$42,500.00 on or before October 1, 2019

Total Year 3 \$85,000

7. **AMENDMENTS TO AGREEMENT:** Any modifications or changes to this agreement must be made in writing by mutual consent of the parties hereto and executed by all parties. Unless so modified or in the event of termination of the agreement pursuant to Paragraph 5 herein, all conditions and terms of this agreement shall be binding on the parties.

IN WITNESS WHEREOF, the parties affix their signatures to this Agreement, intending to be legally bound. If a party is a corporation, this Agreement is signed by its proper corporate officers and its corporate seal is affixed.

WITNESS:

BOROUGH OF WILDWOOD CREST

By: _____
Carl Groon, Mayor

By: _____
Patricia Feketics, Borough Clerk

WITNESS:

WILDWOOD CREST VOLUNTEER FIRE
COMPANY NO. 1

By: _____
Ron Harwood, Chief

WITNESS:

TOWNSHIP OF LOWER

By: Michael Beck
Michael Beck, Mayor

By: Julie A. Picard
Julie A. Picard, Clerk

WITNESS:
[Signature]

THE COMMISSIONERS OF FIRE DISTRICT
NO. 3, TOWNSHIP OF LOWER, COUNTY OF
CAPE MAY

By: [Signature]
Jeff Van Mourik, Chairman

By: [Signature]
Steve Douglass, Secretary

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

RESOLUTION #2016-307

TITLE: A RESOLUTION APPROVING AN INTERLOCAL SERVICE AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND LOWER TOWNSHIP FIRE DISTRICT # 3

WHEREAS, the Township of Lower believes it is in the best interest of the residents of the Diamond Beach Area of Lower Township to provide additional fire services through an inter-local service agreement; and

WHEREAS, Lower Township Fire District # 3 has agreed to provide the services and the Township of Lower has agreed to pay Fire District # 3 a yearly amount for said service as follows:

2017	\$ 11,250.00
2018	\$ 13,750.00
2019	\$ 18,750.00

; and

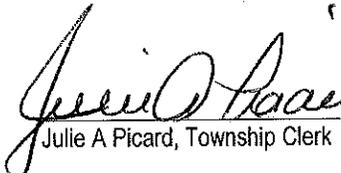
WHEREAS, each year of said agreement, Council will adopt a Resolution approving payment for current year and the CFO will certify that sufficient funds will be available in the that current year's budget.

WHEREAS, the Agreement is authorized by N.J.S.A. 40:8A-1 *et seq.*

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, in the County of Cape May, State of New Jersey, that the Mayor and Township Clerk are hereby authorized and directed to execute this Agreement.

	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 November 7, 2016.


Julie A. Picard, Township Clerk

**THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW
JERSEY**

RESOLUTION #- 2016-24

TITLE:

**AUTHORIZING INTER-LOCAL SERVICES AGREEMENT WITH WILDWOOD
CREST VOLUNTEER FIRE COMPANY NO. 1 FOR FIRE SUPPRESSION SERVICES**

WHEREAS, The Commissioners of Fire District No. 3, in the Township of Lower, County of Cape May, State of New Jersey (the "Commissioners" when referring to the governing body and "Fire District" when referring to the legal entity governed by the Commissioners), determines that it is proper and appropriate to contract with the Borough of Wildwood Crest and Wildwood Crest Volunteer Fire Company No. 1 to provide fire suppression and emergency services in the Diamond Beach section of the Fire District; and

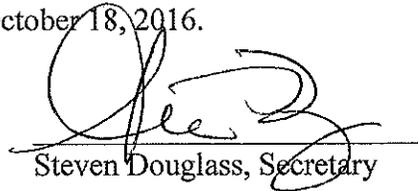
WHEREAS The Commissioners desire to approve and adopt, as authorized by N.J.S.A. 40A:14-70.2 and N.J.S.A. 40A:65-1 et seq., the Interlocal Services Agreement for fire suppression services by and between the Borough of Wildwood Crest, Wildwood Crest Volunteer Fire Company No. 1, Township of Lower, and Erma Volunteer Fire Company, Station 62 Fire District No. 3 which is attached hereto and incorporated herein as if set forth at length (the "Agreement").

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Fire District No. 3, in the Township of Lower, County of Cape May, State of New Jersey that the Interlocal Services Agreement attached hereto as EXHIBIT "A", is hereby approved.

BE IT FURTHER RESOLVED, that the Chairman and Secretary are hereby authorized and directed to execute the Agreement and take any and all necessary action to effectuate the terms and condition thereof.

BE IT FURTHER RESOLVED, that Interlocal Services Agreement shall take effect upon the adoption of appropriate resolutions by all the parties thereto, and executions of the Agreement by the persons set forth in the Agreement.

I hereby certify the foregoing to be the original resolution adopted by the Board of Commissioners of Fire District No. 3 at a meeting held October 18, 2016.



Steven Douglass, Secretary

	MOTION	SECOND	YEA	NAY	ABSTAIN	ABSENT
Robertson			X			
G. Douglass	X		X			
S. Douglass		X	X			
Van Mourik			X			
Sweeten			X			

EXHIBIT A

INTERLOCAL SERVICES AGREEMENT

INTERLOCAL SERVICES AGREEMENT
FIRE SUPPRESSION SERVICES

BETWEEN **THE BOROUGH OF WILDWOOD CREST**
AND **WILDWOOD CREST VOLUNTEER FIRE COMPANY NO. 1**
AND **THE TOWNSHIP OF LOWER**
AND **THE COMMISSIONERS OF FIRE DISTRICT NO. 3, TOWNSHIP OF LOWER, COUNTY OF CAPE MAY**

THIS AGREEMENT made on this _____ day of _____, 2016, by and between **BOROUGH OF WILDWOOD CREST**, a municipal corporation of the State of New Jersey, having its principal place of business at 6101 Pacific Avenue, Wildwood Crest, New Jersey, 08260, hereinafter referred to as the "Borough", **WILDWOOD CREST VOLUNTEER FIRE COMPANY NO. 1**, having its principal place of business at 7100 Pacific Avenue, Wildwood Crest, New Jersey, 08260, hereinafter referred to as "Volunteer Fire Company", **TOWNSHIP OF LOWER**, a municipal corporation of the State of New Jersey, having its principal place of business at 2600 Bayshore Road, Villas, New Jersey, 08251, hereinafter referred to as the "Township, and **THE COMMISSIONERS OF FIRE DISTRICT NO. 3, TOWNSHIP OF LOWER, COUNTY OF CAPE MAY**, having its principal place of business at 415 Breakwater Road, Erma, New Jersey, 08204, hereinafter referred to as the "District".

WHEREAS, pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., the Borough, Volunteer Fire Company, Township and District desire to contract for the furnishing of fire protection services, and

WHEREAS, it is in the best interest of the citizens of both the Borough and the Township to enter into this joint agreement for the furnishing of fire protection services.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereto agree as follows:

1. FIRE SUPPRESSION SERVICES: The current volunteer fire department known as Wildwood Crest Volunteer Fire Company No. 1 shall provide fire suppression services ONLY to the Township exclusively for the geographical area of the Township known as Diamond Beach. This shall include all areas of Diamond Beach from Richmond Avenue to the base of the bridge known as the Ocean Drive Bridge. This shall also include the geographical area of the Township which is located along Bayview Drive. In addition to the Volunteer Fire Company providing

suppression services, the Borough will provide police and EMT services with the Volunteer Fire Co. ONLY for all fire calls and/or fire suppression services when responded to by the Volunteer Fire Co. The Borough, through the Volunteer Fire Co., shall be the initial response for all fire calls and fire suppression services within the designated geographic location, and the Volunteer Fire Co. will respond to all fire calls and fire suppression services in the same manner, utilizing the same equipment and manpower that the Volunteer Fire Co. currently utilizes in response to such calls within Wildwood Crest, and the District shall be required to also respond on site to all calls. After arriving on site, as soon as safe and reasonably practical, the Township's police, EMTs and the District will relieve all Wildwood Crest units that are on scene. The District and/or Township shall have all reporting and post-response obligations as to documentation, claims, reports, etc. It is expressly understood and agreed to by all parties hereto that the Borough shall not be required to provide EMT or police services or protection EXCEPT as to any and all fire calls. All dispatch obligations shall be that of Township. Borough shall have no responsibility or liability pertaining to dispatch operations or dispatch communications. This agreement does not include any services from Borough to Township for annual or other fire, life hazard, smoke detector or carbon monoxide inspections, all of which shall remain the sole responsibility of the Township of Lower, Bureau of Fire Safety.

2. **TERM OF AGREEMENT:** The term of this agreement shall be three (3) years from January 1, 2017 to December 31, 2019. This agreement shall be cancelled by either party upon written notice to all parties of cancellation ninety (90) days prior to the requested cancellation date, except that Borough may terminate this agreement upon thirty (30) days written notice from Borough to all parties of nonpayment.

3. **CONSIDERATION/CONTRIBUTION FOR OPERATING EXPENSES:** The agreed-upon cost of providing said services shall be as follows:

Year 1:

\$38,750.00 on or before February 1, 2017

\$38,750.00 on or before October 1, 2017

Total Year 1 \$77,500

Year 2:

\$40,000.00 on or before February 1, 2018

\$40,000.00 on or before October 1, 2018

Total Year 2 \$80,000

Year 3:

\$42,500.00 on or before February 1, 2019

\$42,500.00 on or before October 1, 2019

Total Year 3 \$85,000

All funds are to be made payable to the Wildwood Crest Volunteer Fire Company No. 1.

4. **INSURANCE:** It is understood and agreed to that the Borough and the Township are currently insured through the Atlantic County Municipal Joint Insurance Fund, and the District is current insured through VFIS. The parties hereto agree, to the extent that it is necessary, each party will name the other as additional insured, if required for purposes of this Interlocal Services Agreement. Each party shall provide, if required, certificates of insurance setting forth coverage and naming the other party as additional insured, with a proviso that any such policies cannot be cancelled except upon sixty (60) days notice to the other party. In the event either party ceases to participate in its insurance program as is in effect on the date of this Agreement, such party shall provide alternative insurance comparable to the coverage in effect on the date of this Agreement, subject to the approval of the other party, which approval shall not be unreasonably withheld, conditioned or delayed.

5. **TERMINATION:** This agreement may be terminated upon three (3) months written notification by any party to all parties, in which event the parties agree to meet and resolve all issues associated with such termination. This agreement may also be terminated upon the default of any payments due hereunder, subject to Borough providing thirty (30) days written notice to all parties of said default and providing an opportunity to cure the default within the 30-day notice period. Should said default continue beyond the 30-day notice period, Borough shall be entitled to issue written notice to all parties of termination.

6. **NOTICE:** All notices pertaining to this agreement shall be made only in writing, duly authorized and signed by the parties' authorized representatives. All notices, statements or other documents required by this agreement shall be hand delivered, emailed, faxed or mailed to the following addresses:

For the Borough:	Director of Public Safety and Borough Clerk Borough of Wildwood Crest 6101 Pacific Avenue Wildwood Crest, NJ 08260
For the Volunteer Fire Co.	Wildwood Crest Volunteer Company No. 1 7100 Pacific Avenue Wildwood Crest NJ 08260
For the Township:	Mayor and Township Manager 2600 Bayshore Road Villas NJ 08251
For the District:	Board of Commissioners Chairman P. O. Box 162 Rio Grande NJ 08242

7. **AMENDMENTS TO AGREEMENT:** Any modifications or changes to this agreement must be made in writing by mutual consent of the parties hereto and executed by all parties. Unless so modified or in the event of termination of the agreement pursuant to Paragraph 5 herein, all conditions and terms of this agreement shall be binding on the parties.

IN WITNESS WHEREOF, the parties affix their signatures to this Agreement, intending to be legally bound. If a party is a corporation, this Agreement is signed by its proper corporate officers and its corporate seal is affixed.

WITNESS:

BOROUGH OF WILDWOOD CREST

By: _____
Carl Groon, Mayor

By: _____
Patricia Feketics, Borough Clerk

WITNESS:

WILDWOOD CREST VOLUNTEER FIRE
COMPANY NO. 1

By: _____
Ron Harwood, Chief

WITNESS:

TOWNSHIP OF LOWER

By: Michael Beck
Michael Beck, Mayor

By: Julie A. Picard
Julie A. Picard, Clerk

WITNESS:

TZ [Signature]

THE COMMISSIONERS OF FIRE DISTRICT
NO. 3, TOWNSHIP OF LOWER, COUNTY OF
CAPE MAY

By: Jeff Van Mourik
Jeff Van Mourik, Chairman

By: Steve Douglass
Steve Douglass, Secretary

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

RESOLUTION # 2016-308

Title: APPROVAL OF CHANGE ORDER #1 FOR A CONTRACT PRICE REDUCTION FOR THE TENNIS/BASKETBALL COURT RENOVATIONS AT THE FREEMAN DOUGLASS PARK

WHEREAS, at the June 6, 2016 Council Meeting, Ricky Slade Construction was awarded a contract by Resolution #2016-178, in the amount of \$232,185.00 for Renovations of Freeman Douglass Tennis/Basketball Courts , and;

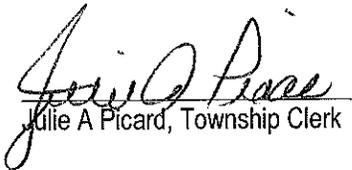
WHEREAS, Ricky Slade Construction has agreed to a contract deduction for liquid damages, due to a delay in completion of the project and has requested increases and reductions to contract quantities and asphalt price adjustments, as per Mott MacDonald, and;

WHEREAS, the Township Council desires to approve the final changes in the contract for Ricky Slade Construction Inc. which will reduce the final Contract total award to \$229,684.58.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Change Order #1 for Ricky Slade Construction is hereby approved; the final total \$229,684.58.

	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 November 7, 2016.


Julie A. Picard, Township Clerk

M

MOTT
MACDONALD

Mr. Mitchell Plenn
Township of Lower
2600 Bayshore Road
Villas, NJ 08251

Your Reference
Tennis/Basketball Court
Renovations

Our Reference
368519

833 Route 9 North
PO Box 373
Cape May Court House NJ
08210
United States of America

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

**Payment Application No.1 – Final & Change Order No. 1
Tennis/Basketball Court Renovations, Contract M-9
Township of Lower, Cape May County**

October 28, 2016

Dear Mr. Plenn:

Please find enclosed herewith Payment Application No. 1 - Final for the above referenced project. The attached indicates the work completed by Rick Slade Construction, Inc. for the above referenced project is valued at \$229,684.58. The amount due the contractor at this time for Application No.1 - Final is **\$229,684.58**.

Also attached is Change Order No. 1 for the project which reflects the increase in the asphalt price adjustment, adjustments (increases and reductions) to contract plan quantities and the project liquidated damages.

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

Very truly yours,

Mott MacDonald, LLC



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

cc: James Ridgway, Township Manager (via email)
Margaret A. Vitelli, RPPS, QPA (via email)
Gary Douglass, CPWM (via email)
John Sorantino, Ricky Slade Construction Inc. (via email)



CONTRACT CHANGE ORDER

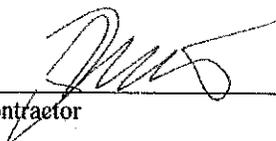
CHANGE ORDER NO. 1
DATE: October 27, 2016
CONTRACT NO. M-9
PROJECT DESCRIPTION: Tennis/Basketball Renovations

REASON FOR CHANGE ORDER: See Below.

ITEM NO.	DESCRIPTION	ADDITIONS	DEDUCTIONS
1	For Asphalt Price Adjustment. For the price adjustment of asphalt binder usage according to NJDOT's price index table.	\$1,545.21	
2	Adjustments (Reductions) to Contract Plan Quantities. For reduction in quantities not used/needed in Item Nos. 3 & 4.		\$900.00
3	Adjustments (Overruns) to Contract Plan Quantities. For extra work in Item No. 2.	\$354.37	
4	Liquidated Damages. In accordance with Article XXII of the Contract and as agreed to by the Township and the Contractor		\$3,500.00
Sub-Total		\$1,899.58	\$4,400.00
Total Change Order No. 1 Value			\$2,500.42

ACCEPTED: Ricky Slade Construction, Inc.

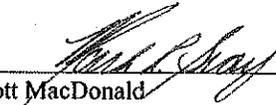
ORIGINAL CONTRACT BID PRICE: \$232,185.00

 11-1-16
 Contractor Date

APPROVAL RECOMMENDED:

CHANGE ORDER NO. 1: (\$2,500.42)

REVISED CONTRACT PRICE INCLUDING CHANGE ORDER NO. 1 IS \$229,684.58

 10/28/16
 Mott MacDonald Date



TOWNSHIP OF LOWER
 CONTRACTOR'S APPLICATION AND CERTIFICATE FOR PAYMENT UNDER CONTRACT NO. M-9 WITH
 RICKY SLADE CONSTRUCTION, INC.
 TENNIS/BASKETBALL COURT RENOVATIONS

Item No.	Description	Est. Total Contract Quantity		Quantity Previous Estimate	Quantity Completed To Date	Unit Price	Amount
1	FOR CONSTRUCTION OF TENNIS AND BASKETBALL COURT RENOVATIONS IN ACCORDANCE WITH THE SCOPE OF ITEM 1 AND THE CONTRACT PLANS AND SPECIFICATIONS	1	LS	0.00	1.00	\$ 195,285.00	\$ 195,285.00
2	FOR THE ALLOWANCE OF FUEL PRICE ADJUSTMENT (IF AND WHEN REQUIRED)	1	LS	0.00	4.5437	\$ 100.00	\$ 454.37
3	EXCAVATION, UNCLASSIFIED	30	CY	0.00	0.00	\$ 10.00	\$ -
4	SOIL AGGREGATE BASE COURSE, TYPE I-5, VARIABLE THICKNESS (IF AND WHEN DIRECTED)	30	CY	0.00	0.00	\$ 20.00	\$ -
S1	FOR THE CONSTRUCTION OF CHAIN LINK FENCING IN ACCORDANCE WITH THE SCOPE OF ITEM S1 AND THE CONTRACT PLANS AND SPECIFICATIONS	1	LS	0.00	1.00	\$ 35,900.00	\$ 35,900.00
CO 1	FOR THE ALLOWANCE OF ASPHALT PRICE ADJUSTMENT	1	LS				\$ 1,545.21
CO 4	FOR LIQUIDATED DAMAGES	1	LS				\$ (3,500.00)
TOTAL AMOUNT OF WORK COMPLETED TO DATE							\$ 229,684.58
LESS PREVIOUS PAYMENTS							\$ -
TOTAL AMOUNT DUE THIS APPLICATION NO. 1 - FINAL							\$ 229,684.58

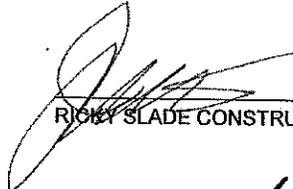
AMOUNT DUE THIS APPLICATION ----- \$229,684.58

TOWNSHIP OF LOWER
CONTRACTOR'S APPLICATION AND CERTIFICATE FOR PAYMENT UNDER CONTRACT NO. M-9 WITH
RICKY SLADE CONSTRUCTION, INC.
TENNIS/BASKETBALL COURT RENOVATIONS

CERTIFICATE OF CONTRACTOR

I certify that all items, units, quantities and prices of work and material shown in this application for Payment are correct; that all work has been performed and materials supplied in full accordance with the terms of the Tennis/ Basketball Court Renovations - Contract No. M-9 between the Township of Lower and Ricky Slade Construction, Inc., dated May 25, 2016 and all authorized changes thereto; that the foregoing is a true and correct statement of the contract account up to and including the last day of the period covered by this application and that no part of the stated amount due has been received.

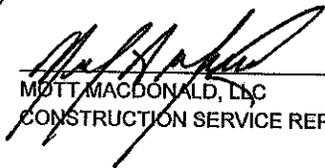
By:



RICKY SLADE CONSTRUCTION, INC.

11-1-16
DATE

RECOMMENDED:



MOTT MACDONALD, LLC
CONSTRUCTION SERVICE REPRESENTATIVE

10.28.16
DATE

RECOMMENDED:



MOTT MACDONALD, LLC

10/28/16
DATE

APPROVED:



TOWNSHIP OF LOWER

11-07-16
DATE



TOWNSHIP OF LOWER
CONTRACTOR'S APPLICATION AND CERTIFICATE FOR PAYMENT UNDER CONTRACT NO. M-9 WITH
RICKY SLADE CONSTRUCTION, INC.
TENNIS/BASKETBALL COURT RENOVATIONS

MONTHLY PROGRESS REPORT

1. WORK INCLUDED IN THIS PROGRESS REPORT

All construction has been completed at Douglass Park's tennis/basketball courts. The project is complete and final.

2. CONDITIONS OF THE WORK

The conditions of the work are satisfactory.



TOWNSHIP OF LOWER
CONTRACTOR'S APPLICATION AND CERTIFICATE FOR PAYMENT UNDER CONTRACT NO. M-9 WITH
RICKY SLADE CONSTRUCTION, INC.
TENNIS/BASKETBALL COURT RENOVATIONS

MONTHLY PROGRESS REPORT

3. APPLICATION OF THE AMOUNT AND VALUE OF
THE WORK TO DATE UNDER THIS CONTRACT

The Contractor has completed work on the project valued at \$229,684.58.
Payment is recommended at \$229,684.58 at this time. This is the final payment application for this project.

4. REMARKS

This payment includes work completed through October 03, 2016.

SUBMITTED BY: _____


Mott MacDonald, LLC
Construction Services Representative

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

RESOLUTION # 2016-309

Title: A RESOLUTION SUPPORTING SENATE BILL 2663 and ASSEMBLY BILL 4234

WHEREAS, almost all local units of government and Boards of Education in New Jersey including Lower Township secure insurance through governmental entities known as joint insurance funds (hereinafter JIFs); and

WHEREAS, existing law limits JIFs to investments otherwise authorized for local governmental entities and Boards of Education; and

WHEREAS, insurance mechanisms such as JIFs have different cash flow needs than local government and Boards of Education; and

WHEREAS, existing law greatly limits the potential investment earnings, currently less than 1% on investments of approximately \$1 billion; and

WHEREAS, S-2663 and A-4234 would permit JIFs to invest in debt obligations of any governmental entity established under the laws of the State of New Jersey and federal agencies or governmental corporations; and

WHEREAS, while the range of investments permitted by S-2663 and A-4234 is still very conservative, it would save the taxpayers at least \$10 million per year; and

WHEREAS, S-2663 and A-4234 would also reduce interest expense for local units of government and Boards of Education by creating an additional purchaser of their bonds; and

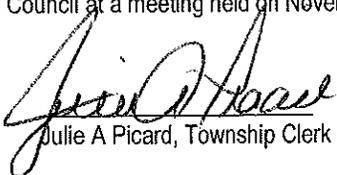
WHEREAS, S-2663 and A-4234 would also permit JIFs to join together and create a joint investment and cash management program further increasing investment income.

NOW THEREFORE BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May that:

1. The Legislature is urged to adopt S-2663 and A-4234 and;
2. A copy of this resolution shall be sent to all area legislators as well as the Governor, Commissioner of the Department of Banking and Insurance and the Commissioner of the Department of Community Affairs

	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 November 7, 2016.


Julie A. Picard, Township Clerk

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

RESOLUTION #2016-310

TITLE: RESOLUTION AUTHORIZING THE TRANSFER OF A TIRE CHANGING MACHINE NO LONGER NEEDED FOR PUBLIC USE TO THE LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

WHEREAS, Director Gary Douglass of the Lower Township Department of Public Works currently has a piece of equipment no longer needed for public use and which is of minimal monetary value; and

WHEREAS, the Lower Township Municipal Utilities Authority (MUA) has a need for this piece of equipment and has requested a transfer of equipment between entities.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Tire Changing Machine the Lower Township Department of Public Works is hereby authorized to be transferred to the Lower Township MUA to be used servicing the residents.

BE IT FURTHER RESOLVED that the Tire Changing Machine, fixed asset #0847 shall be removed from Lower Township's fixed assets list.

	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 November 7, 2016.


Julie A Picard, Township Clerk

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

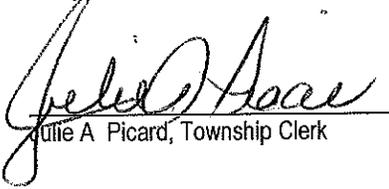
RESOLUTION #2016-311

TITLE: PROCESSING FINAL PAYMENT TO RICKY SLADE CONSTRUCTION AS PER RESOLUTION #2016-308

<u>Vendor</u>	<u>PO #</u>	<u>Description</u>	<u>CK</u>	<u>Amount</u>
Ricky Slade Construction	16-01560	Final Payment		\$229,684.58

	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 November 7, 2016.


 Julie A Picard, Township Clerk

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

RESOLUTION # 2016-312

Title: AUTHORIZING PAYOUT OF TERMINAL LEAVE

WHEREAS, the employees included on the attached list were subject to a layoff from the Township of Lower for their positions as Dispatchers and are entitled to payment for accumulated vacation, holiday, guaranteed overtime and personal time; and

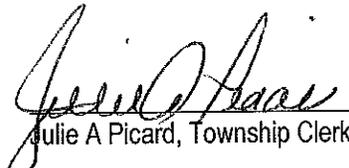
WHEREAS, it is necessary to obtain authorization for any salary and wage disbursement to a Township employee that is not specified in the salary ordinance; and

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

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Lower that a payment due to see attached list in the amount of \$ 30,720.40 is authorized and chargeable to the 2016 Budget Account 6-01-56-910-199.

	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 November 7, 2016.


Julie A Picard, Township Clerk

	Vacation, Personal Sick & Holiday	104 Hrs	Total
Didonato, Lauren	\$ 2,945.36	\$ 1,860.58	\$ 4,805.94
LaBar, Tiffany	\$ 1,327.43	\$ 1,935.74	\$ 3,263.18
Piggott, John	\$ 11,144.49	\$ 3,043.61	\$ 14,188.10
White, Kristi	\$ 1,564.32	\$ 2,639.20	\$ 4,203.53
Scheid, Suzanne	\$ 1,525.85	\$ 2,733.81	\$ 4,259.65
	\$ 18,507.45	\$ 12,212.95	\$ 30,720.40

TOWNSHIP OF LOWER
DISPATCHER PAYOUT ANALYSIS
2016

EMPLOYEE: Piggott, John
 ASSUMPTIVE DATE OF LAYOFF 11/1/2016
 DATE OF PAYMENT: _____
 RESOLUTION #: 2016

Annual Salary:	\$49,075.32
Longevity	
Hourly Rate:	\$23.59
College Credits	

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	0.00	23.59	0.00
Personal	34.46	23.59	813.08
Sick		23.59	0.00
Vacation	365.88	23.59	8,632.65
Holidays	72.00	23.59	1,698.76
104 Hrs	86.00	35.39	3,043.61
Terminal Leave Payout			\$14,188.10

	(A)	(B)	(C)	(B * C)	(E)	(F)	A + D - E - F
	Carryover	Annual Accrual	43 weeks / 52 weeks	Prorated Time Due	Time Used	Hours to County	Hours Available for
Comp	12.00			41.50	53.50	0.00	0.00
Personal	8.00	32.00	0.83	26.46	0.00	0.00	34.46
Sick	1,396.00	120.00	0.83	99.23	0.00	1495.23	0.00
Vacation	205.00	200.00	0.83	165.38	4.50	0.00	365.88
Holidays (9)			0.00	72.00			72.00
104 hrs		104.00	0.73	86.00			86.00

Accrual and time used are current to 10/29/16 subject to change if time is used or not currently reported.

Employee Signature: _____

Date: _____

Treasurer's Signature: _____ W _____

Date: _____

TOWNSHIP OF LOWER
DISPATCHER PAYOUT ANALYSIS
2016

EMPLOYEE: DiDonato, Lauren
 ASSUMPTIVE DATE OF LAYOFF 11/1/2016
 DATE OF PAYMENT: _____
 RESOLUTION #: 2016

Annual Salary:	\$30,000.00
Longevity	
Hourly Rate:	\$14.42
College Credits	

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	23.00	14.42	331.73
Personal	14.46	14.42	208.58
Sick		14.42	0.00
Vacation	94.75	14.42	1,366.59
Holidays	72.00	14.42	1,038.46
104 Hrs	86.00	21.63	1,860.58
Terminal Leave Payout			\$4,805.94

	(A)	(B)	(C)	(B * C)	(E)	A + D - E - F
	Carryover	Annual Accrual	43 weeks / 52 weeks	(D) Prorated Time Due	Time Used	(G) Hours Available for
Comp	0.00	0.00		35.00	12.00	23.00
Personal	5.50	32.00	0.83	26.46	17.50	14.46
Sick	20.75	120.00	0.83	99.23	0.00	119.98
Vacation	56.75	104.00	0.83	86.00	48.00	94.75
Holidays (9)				72.00		72.00
104 hrs		104.00	0.83	86.00		86.00

Accrual and time used are current to 08/20/16 subject to change if time is used or not currently reported.

Employee Signature: _____

Date: _____

Treasurer's Signature: _____ W _____

Date: _____

TOWNSHIP OF LOWER
DISPATCHER PAYOUT ANALYSIS
2016

EMPLOYEE: White, Kristi
 ASSUMPTIVE DATE OF LAYOFF 11/1/2016
 DATE OF PAYMENT: _____
 RESOLUTION #: 2016

Annual Salary:	\$42,554.60
Longevity	
Hourly Rate:	\$20.46
College Credits	

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	0.00	20.46	0.00
Personal	20.46	20.46	418.62
Sick		20.46	0.00
Vacation	(16.00)	20.46	(327.34)
Holidays	72.00	20.46	1,473.04
104 Hrs	86.00	30.69	2,639.20
Terminal Leave Payout			\$4,203.53

	(A)	(B)	(C)	(B * C)	(E)	(F)	A + D - E - F
	Carryover	Annual Accrual	43 weeks / 52 weeks	(D) Prorated Time Due	(E) Time Used	(F) Hours to County	(G) Hours Available for
Comp	0.00	0.00		0.00	0.00	0.00	0.00
Personal	0.00	32.00	0.83	26.46	6.00	0.00	20.46
Sick	71.25	120.00	0.83	99.23	60.00	110.48	0.00
Vacation	42.00	104.00	0.83	86.00	144.00	0.00	(16.00)
Holidays (9)			0.83	72.00			72.00
104 hrs		104.00	0.83	86.00			86.00

Accrual and time used are current to 10/29/16 subject to change if time is used or not currently reported.

Employee Signature: _____

Date: _____

Treasurer's Signature: _____ W _____

Date: _____

TOWNSHIP OF LOWER
DISPATCHER PAYOUT ANALYSIS
2016

EMPLOYEE:	LaBar, Tiffany
ASSUMPTIVE DATE OF LAYOFF	11/1/2016
DATE OF PAYMENT:	
RESOLUTION #:	2016

Annual Salary:	\$31,212.00
Longevity	
Hourly Rate:	\$15.01
College Credits	

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	1.00	15.01	15.01
Personal	7.96	15.01	119.47
Sick		15.01	0.00
Vacation	7.50	15.01	112.54
Holidays	72.00	15.01	1,080.42
104 Hrs	86.00	22.51	1,935.74
Terminal Leave Payout			\$3,263.18

	(A)	(B)	(C)	(B * C)	(E)	(F)	A + D - E - F
	Carryover	Annual Accrual	43 weeks / 52 weeks	(D) Prorated Time Due	(E) Time Used	(F) Hours to County	(G) Hours Available for
Comp	.00	7.50		7.50	6.50	0.00	1.00
Personal	3.00	32.00	0.83	26.46	21.50	0.00	7.96
Sick	174.00	120.00	0.83	99.23	69.50	203.73	0.00
Vacation	41.50	104.00	0.83	86.00	120.00	0.00	7.50
Holidays (9)			0.83	72.00			72.00
104 hrs		104.00	0.83	86.00			86.00

Accrual and time used are current to 10/29/16 subject to change if time is used or not currently reported.

Employee Signature: _____

Date: _____

Treasurer's Signature: _____ W _____

Date: _____

TOWNSHIP OF LOWER
DISPATCHER PAYOUT ANALYSIS
2016

EMPLOYEE:	Scheid, Suzanne
ASSUMPTIVE DATE OF LAYOFF	N/A
DATE OF PAYMENT:	
RESOLUTION #:	2016

Annual Salary:	\$44,079.99
Longevity	
Hourly Rate:	\$21.19
College Credits	

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	0.00	21.19	0.00
Personal	0.00	21.19	0.00
Sick		21.19	0.00
Vacation	0.00	21.19	0.00
Holidays	72.00	21.19	1,525.85
104 Hrs	86.00	31.79	2,733.81
Terminal Leave Payout			\$4,259.65

	(A)	(B)	(C)	(B * C) (D)	(E)	(F)	A + D - E - F (G)
	Carryover	Annual Accrual	43 weeks / 52 weeks	Prorated Time Due	Time Used	Hours Retained	Hours Available for
Comp	0.00	0.00		12.00	12.00	0.00	0.00
Personal	0.00	32.00	1.00	32.00	0.00	32.00	0.00
Sick	143.00	120.00	1.00	120.00	36.00	227.00	0.00
Vacation	134.00	128.00	1.00	128.00	64.00	198.00	0.00
Holidays (9)				72.00			72.00
104 hrs		104.00	0.83	86.00			86.00

Accrual and time used are current to 08/20/16 subject to change if time is used or not currently reported.

Employee Signature: _____

Date: _____

Treasurer's Signature: _____ W _____

Date: _____

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

RESOLUTION # 2016-313

Title: AUTHORIZING PAYOUT OF TERMINAL LEAVE

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

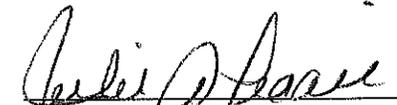
WHEREAS, it is necessary to obtain authorization for any salary and wage disbursement to a Township employee that is not specified in the salary ordinance; and

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

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Lower that a payment due to Paul Hildreth in the amount of \$ 17,631.00 is authorized and chargeable to the 2016 Budget Account 6-01-56-910-199.

	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 November 7, 2016.


Julie A. Picard, Township Clerk

TOWNSHIP OF LOWER
DISPATCHER PAYOUT ANALYSIS
2016

EMPLOYEE:	Hildreth, Paul
DATE OF RETIREMENT	11/1/2016
DATE OF PAYMENT:	
RESOLUTION #:	2016

Annual Salary:	\$51,645.83
Longevity	
Hourly Rate:	\$24.83
College Credits	

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	12.00	24.83	297.96
Personal	58.46	24.83	1,451.58
Sick	(2.77)	24.83	(68.78)
Vacation	441.38	24.83	10,959.46
Holidays	72.00	24.83	1,787.74
104 Hrs	86.00	37.24	3,203.03
Terminal Leave Payout			\$17,631.00

	(A)	(B)	(C)	(B * C)	(E)	A + D - E
	Carryover	Annual Accrual	43 weeks / 52 weeks	Prorated Time Due	Time Used	Hours Available
Comp	12.00	0.00		0.00	0.00	12.00
Personal	32.00	32.00	0.83	26.46	0.00	58.46
Sick	30.00	120.00	0.83	99.23	144.00	(14.77)
Vacation	312.00	200.00	0.83	165.38	36.00	441.38
Holidays (9)			0.83	72.00		72.00
104 hrs		104.00	0.83	86.00		86.00
Total	386.00	456.00		363.08	180.00	655.08

Accrual and time used are current to 10/29/16 subject to change if time is used or not currently reported.

Employee Signature: _____

Date: _____

Treasurer's Signature: _____

Date: _____

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

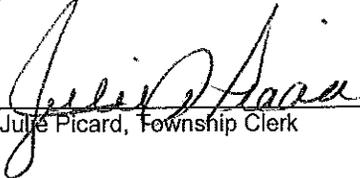
RESOLUTION #2016- 314

TITLE: AUTHORIZING THE PAYMENT OF VOUCHERS

<u>Vendor</u>	<u>PO #</u>	<u>Description</u>	<u>Amount</u>
Lower Rescue	16-00069	Final Payment Due 11/1/2016 (Released upon receipt of Audit)	\$35,000.00
Lower Rescue	16-00070	Final Payment Expense	\$ 5,000.00
BILL LIST TOTAL			\$40,000.00

	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 November 7, 2016.


 Julie Picard, Township Clerk

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

RESOLUTION # 2016-315

TITLE:

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

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

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

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

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

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

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

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

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

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

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

CONTRACT NEGOTIATION – FLEX SPENDING

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

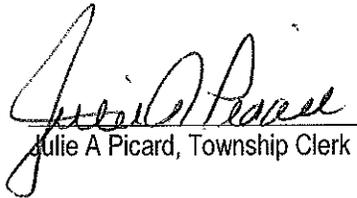
_____ (9) Matters Relating to the Potential Imposition of a Penalty: Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding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

NOW, THEREFORE, BE IT RESOLVED by the Township council of the Township of Lower, assembled in public session on 11/7 , 2016 that an Executive Session closed to the public shall be held on this date at approximately 7:30 P.M. in the Conference Room of the Township Hall, 2600 Bayshore Road, Villas for the discussion of matters relating to the specific items designated above.

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

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD		+	+			
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 November 7, 2016.


Julie A Picard, Township Clerk

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

RESOLUTION #2016-316

Title: AUTHORIZATION OF AN AGREEMENT WITH AMERICAN FIDELITY TO PROVIDE EMPLOYEE FLEXIBLE SPENDING ACCOUNTS

WHEREAS, as it applies to employee health care coverage, New Jersey P.L. 2011 c. 78 requires the Township of Lower to establish a Premium Only Plan and a Flexible Spending Account for eligible employees pursuant to Section 125 of the Internal Revenue Code; and

WHEREAS, the Township shall withhold from the participant's compensation an amount equal to the contributions required from the participant for the coverage of the participant, as the source of premium payments; and

WHEREAS, the Township Manager has reviewed the requirements and recommends American Fidelity Assurance Company to be the Section 125 provider; and

WHEREAS, American Fidelity Assurance Company, as the provider, has agreed to administer the plan at no cost to the Township of Lower; and

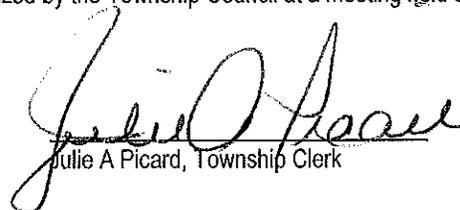
WHEREAS, participation by the eligible employees in the plan is voluntary.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Township of Lower as follows:

1. The Township Manager is hereby authorized, without further resolution, to execute the required agreement and any related documents which may be necessary or appropriate to adopt the plan or maintain its compliance with applicable Federal, State and Local law.
2. The Flexible Benefits Plan will have an effective date of January 1, 2017.
3. The Flexible Benefits Plan shall include a Dependent Care Flexible Spending Account, as permitted by the law.
4. The maximum annual employee deduction for the medical expenses Flexible Spending Account shall be \$2,500.

	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 November 7, 2016.


Julie A. Picard, Township Clerk

Colleen Crippen

From: Rich Datz <Rich.Datz@americanfidelity.com>
Sent: Friday, November 04, 2016 11:52 AM
To: Colleen Crippen
Subject: RE: Lower Township

Hi Colleen,

Thanks very much for your note.

There are no costs to the Township. We will do the Section 125 administration and Flexible Spending Account administration (including debit cards) at no cost.

If any employees choose to participate in any of the voluntary benefits (long term disability, critical illness insurance, etc) they would have a cost. That cost would be whatever the premium is (and it would be payroll deducted).

If you need anything else or have any other questions please just let me know.

Thanks very much!

Rich

Rich Datz
Northeast District Manager
609-937-8398 cell
800-450-3506 x8932 office

AMERICAN FIDELITY 
a different opinion

From: Colleen Crippen [<mailto:ccrippen@townshipoflower.org>]
Sent: Friday, November 04, 2016 11:46 AM
To: Rich Datz
Subject: Lower Township

Hi Rich,

I'm still trying to get this hammered out for Monday Night's meeting. I know you stated that there would be no cost to the Township (what is the maximum coverage level for no cost), however, are there any costs for the employee? Please verify any costs associated whether they are for the employee or the employer.

Thanks.

Colleen Crippen
Assistant Treasurer, Township of Lower
2600 Bayshore Road
Villas, NJ 08251
Phone: 609-886-2005, ext. 134
Fax: 609-886-9489



Our Family, Dedicated To Yours.™

Name Richard Datz
Title Health & Government Markets Manager
Phone 609-937-8398
Email rich.datz@americanfidelity.com

Service Exchange Agreement - Township of Lower, NJ

American Fidelity is pleased to offer the following services to Township of Lower, NJ, effective 01/01/17 in return for the required services and resources. Below is a summary of the services to be provided by each party.

American Fidelity will provide Township of Lower, NJ the following services:

- Section 125 Administrative Services
- Flexible Spending Accounts Services
- Provide Debit Card Services for FSA Participants
- Health Care Reform Education and Assistance. Some services, such as webinars, require a fee to participate
- Year-Round Support from a Salaried, Career Account Manager

In return for the above services, American Fidelity will receive from Township of Lower, NJ the following:

Products

- Opportunity to offer supplemental insurance products to eligible employees; and
- Opportunity to offer additional life insurance through Texas Life to all eligible employees.

Communication

- Opportunity to present at one or more employee group meetings prior to enrollment;
- Availability of employees for one-on-one meetings to discuss their employee benefit options [and to make their annual Section 125 Plan enrollment elections; and
- Working conditions (i.e., building space for one-on-one benefit reviews, incidentals) during enrollment meetings that support American Fidelity's staff.

Administration

- Provide any required employee census data to American Fidelity in an agreed upon electronic format each year;
- Utilize American Fidelity's Online Billing services to manage the billing of products and services;
- Provide such other administrative services to American Fidelity regarding the products as may be mutually agreed to by and between the parties;
- Direct Deposit services for FSA participants; and
- Payroll deduction capability and related employer administration for offered products and services.

By agreeing to the listed services above, Township of Lower, NJ acknowledges its understanding of the following:

- The services described above will only be provided to the extent allowed by law;
- American Fidelity does not provide tax or legal advice;
- Certain additional services and obligations may be required; and
- American Fidelity reserves the right to change the terms herein, but only with advanced written communication.

_____	_____	_____	_____
American Fidelity Representative	Date	Employer Representative	Date

SECTION 125 DOCUMENT COMPLETION
REQUEST FORM

MINIMUM OF 10 ELIGIBLE EMPLOYEES AND AFA PRODUCT REQUIRED TO OFFER SECTION 125
ADMINISTRATIVE SERVICES

Complete each blank on this form - use "N/A" if not applicable

Account Manager Name and Agent #: Rich Datz 01704

1. Legal Name of Employer/Plan Sponsor: Township of Lower

2. Employer Federal ID # (9 digits): - MCP #

a. Is this Tax ID number registered in the name of the Employer listed above? Yes No

b. If no, list name of entity to which the tax ID number is registered.

3. Employer MAILING Address (required): 2600 Bayshore Road

City: Villas State: NJ Zip: 08251

Employer PHYSICAL Address (required): Same

City: State: Zip:

Section 125 Contact Person: Title:

Section 125 Contact Telephone #: Ext.

Employer/125 Contact Email Address:

(This address is used primarily for emailing plan documents or compliance info. Make sure AFA emails are not blocked as SPAM.)

Flex Contact Person (for flex billing):

Flex Contact Email Address:

Flex Contact Telephone #: Ext.

4. Business Entity Type*: "C" Corporation Sole Proprietorship Partnership Limited Liability Partnership
 Sub-"S" Corporation Limited Liability Company Not-For-Profit Governmental Entity

If anything other than a "C" Corporation, it is possible some owners and their relatives cannot participate in Section 125 plans. Review participation guidelines on Section 125 plans before enrollment.

5. Principal Business Activity (American Fidelity does not offer Section 125 services to PEOs):

Municipality

6. Plan Name (If different than Employer) Flexible Benefit Plan

7. Plan Number: (Welfare benefit plans, fringe benefit plans [cafeteria plans] and Health Reimbursement Arrangements [HRAs] all use the same numbering sequence, beginning with 501. Make sure that the correct plan number is shown here. If there are other existing welfare benefit or HRA plans using #501, 502, etc., this cafeteria plan will require the next sequential number. Please explain if other than #501 for this cafeteria plan.)

8. Effective Date - This Plan will be:

a. a new plan effective as of (date)

(NOTE: IRS regulations require that Employer show intent to adopt a plan. Generally this is accomplished by a signed and dated corporate or Board resolution, or a partnership or membership agreement.)

b. an amendment to an existing plan, effective as of (date)

If this is an amendment, the original effective date of the plan (required)

9. Plan Year (Taking over an existing Section 125 plan mid-year does not change the current plan year.)

The current plan year will begin on (mmddyy) and end on (mmddyy) .

Each subsequent plan year will begin on (mmdd) and end on (mmdd) .

Name of Employer: **Township of Lower**

10. This plan is intended to be governed under the laws of NJ (STATE), to the extent Federal law is not otherwise applicable. (Employers typically choose the laws of the state of incorporation or the laws of the state of principal office; however, since the choice of applicable law involves legal considerations, Employers may want to consult their legal counsel.)

11. **RELATED EMPLOYERS** [any employer that is a member of a related group of organizations with the Employer as specified under Code Section 414(b), (c) or (m)]: Please list all related employers who will participate in this plan: (Use a separate sheet if needed)

	Related Employer 1	Related Employer 2
Related Employer Legal and DBA Name		
MCP Number		
Physical Address		
Mailing Address		
Tax ID		
Related ER Contact name		
Contact phone and e-mail		
	Related Employer 3	Related Employer 4
Related Employer Legal and DBA Name		
MCP Number		
Physical Address		
Mailing Address		
Tax ID		
Related ER Contact name		
Contact phone and e-mail		

12. PLAN ELIGIBILITY: Employees are eligible after (choose one):

- First day of the month following employment.
- First day of the month following _____ months of service.
- First day of the month following _____ days of service.

Number of **Eligible Employees:** _____
 Number of **hours** per week employees must work to be eligible for Section 125: _____
 Minimum **age** requirement for employee eligibility: _____ or None

13. NON-ELECTIVE CONTRIBUTIONS: (Employer dollars contributed as the Employer's share of specific premiums OR flex dollars employees can use towards any benefit. For example: Employer pays \$100.00 per month toward employee-only medical premium OR Employers provides \$1000.00 per employee per plan year for any elected pre-tax benefit.)

- Are there any non-elective contributions (ie: does the employer contribute)? Yes No
 If Yes, can employees opt out of coverage and receive taxable cash instead? Yes No
 If employees can receive taxable cash, what amount? \$ _____ per month.
- Specify in the grid below any Employer contributions to Employee benefits included in the cafeteria plan (include spouse/dependent non-elective contributions if offered). **(Example: Employer pays 100% of employee-only medical coverage, or Employer pays \$100 toward employee-only medical premium.)**

	% or \$ amount	Level of coverage (employee-only, ee + child, family, etc.)	Type of coverage (medical, dental, etc.)
1			
2			
3			

Other (Example: employer pays a \$300.00 monthly benefit for disability):

NOTE: If Non-Elective contributions are not specifically stated above, the plan document will use generic language. If generic language is used, the enrollment materials **MUST** specify the non-elective contributions.

14. ELECTIVE CONTRIBUTIONS: (Employee Salary Reduction) Enter the maximum amount one employee can salary reduce to purchase elected benefits for the plan year*: **(Must choose one)**

- \$ _____ per plan year, or
- _____ % of compensation per plan year, or
- \$ _____ per plan year, not to exceed _____ % of compensation.

Remember to include maximum amounts stated for the flexible spending accounts and health savings accounts, if applicable

15. QUALIFIED AVAILABLE BENEFITS UNDER SECTION 125. (If eligibility requirements for products are different than 125 plan eligibility, please list.) Use current information. If carrier changes are made prior to plan year, we will send corrected page.

BENEFIT	CARRIER(S)	PRODUCT DESCRIPTION*
Major Medical (or Supplemental) Plan		
Disability (Long or Short Term)		
Cancer		
Dental		
Vision		
Accident		
Term Life (must meet Sec 79 Requirements)		
Other		

*For product descriptions, enter Policy #, Contract #, C-9 & subsequent policies, 5 year R & C, etc.

**If disability premiums are paid on a pre-tax basis, benefits received are taxable to employee.

SECTION 79 Life Insurance - PLEASE COMPLETE: If group term life is available, the plan may or may not exceed \$50,000. Does account have existing group term life? Yes No. If yes, does everyone have same face amount? Yes No. If yes, what is the face amount? \$ _____.

VERIFICATION

I verify that the information provided in this Document Completion Request Form is true and correct to the best of my knowledge and understanding. I certify that it is my intent to adopt a cafeteria plan, and further state that the information contained in this document request form is furnished by me to American Fidelity for preparation of a Section 125 Plan Document. I understand that the Employer is the Plan Administrator, and further understand that in order for American Fidelity to provide a cafeteria plan document and certain administrative services for the cafeteria plan, American Fidelity products must be placed in the group and there must be at least 10 eligible employees.

Signed by: _____

On behalf of the Employer

Dated this _____ day of _____, 20__.

FLEXIBLE SPENDING ACCOUNT INFORMATION:**16. Dependent Daycare Reimbursement:**

Minimum per plan year: \$ _____ Maximum per plan year: \$ _____

Recordkeeper: AFA Employer Other (TPA name) _____

Eligibility (if different than plan eligibility): _____

17. Health Flexible Spending Account:

Minimum per plan year: \$ _____ Maximum per plan year: \$ _____

Recordkeeper: AFA Employer Other (TPA name) _____

Eligibility (if different than plan eligibility): _____

HEART ACT: Is the Employer electing the provisions of the **Qualified Reservist Distribution of the Heroes Earnings Assistance and Relief Tax (HEART)**? Yes NoGRACE PERIOD: Is Employer electing the 2 1/2 month Grace Period? Yes NoCARRYOVER PROVISION: Is the Employer Electing the \$500 Carryover? Yes No (Cannot have both the Grace Period and Carryover)ADMINISTRATION FEE: \$4.00 per month per participant Other: \$ _____**18. DEBIT CARD:** Will the Employer offer the **Debit Card** for the Health FSA? Yes No (NOTE: The Debit Card Employer Agreement is required when submitting this DCRF and Debit Card Rules of Participation are required with elections whether transmitted or manual. If a debit card group has plans with dollar amount co-pays (not % or deductibles), please submit the Schedule of Benefits.)Debit Card Fee: \$1.50 per month per participant Other: \$ _____**19. Uniform Coverage Risk:** Please indicate who will assume the risk and have the employer complete and sign the appropriate Agreement. *The premium is \$7.00 per participant per plan year per \$1,250 of maximum coverage as stated in the plan document and can be paid by the Employer only. Maximum must be established prior to enrollment.

- AFA (Trust Subscription Agreement and Application for Medical Expense Reimbursement would need to be signed.)
 Employer (Flexible Spending Account Agreement would need to be signed.)

Coverage Level	Annual Premium Per Participant*
\$1250	\$7.00
2500	14.00

About the risk: If AFA is insuring the employer's Health Flexible Spending Account (Health FSA) risk, the maximum amount available for reimbursement under the terms of the policy is prorated for those participants participating in the plan for less than 12 months (including new hires). If AFA insures the risk, **the only election change allowed is termination of employment** as explained in the Summary of Provisions.

20. Flex Bill Pay Mode (how the employer will remit flex contributions): monthly (12) semi-monthly (24) bi-weekly (26) If bi-weekly, will they skip the 3rd pay period? Yes No

First Payroll Date for FSA reduction: _____

Does the related employer(s) want a separate flex billing?: Y or N

If yes, employer will remit contributions:

 monthly (12) semi-monthly (24) bi-weekly (26) (If bi-weekly, will they skip the 3rd pay period? Yes No)

First Payroll Date for FSA reduction: _____

If separate, send billing to: Main employer or the related employer

NOTES CONCERNING FLEXIBLE SPENDING ACCOUNTS:

1. No participant reimbursements will be made until the 1st deduction has been received by American Fidelity each plan year.
2. All reimbursement checks will be mailed to the address provided on the Reimbursement Agreement or laptop election form.
3. Billings will be prepared and mailed as soon as we receive all election forms and/or reimbursement agreements for the flexible spending accounts. The first billing also includes the annual premium for the risk insurance, if applicable (risk insurance **must** be paid by employer).
4. The runoff period for Flexible Spending Accounts is 90 days after the end of the plan year.

HEALTH SAVINGS ACCOUNT INFORMATION

The Maximum Contribution limit is indexed annually by the IRS.

22. Trustee or Custodian Name (if not AFA): _____

Employer HSA Contact Person: _____

Telephone #: _____

Email address: _____

23. Limited Purpose Medical Expense Reimbursement sold with Health Savings Account Only (Reimbursement for Vision & Dental Expense Only): Eligibility, recordkeeper, minimum and maximum, and risk for the Limited Purpose Medical Expense Reimbursement will be the same as General Purpose Medical Expense Reimbursement account. If not offering the General Purpose account, please complete the Limited Purpose account information below.

Minimum per plan year: \$ _____ Maximum per plan year: \$ _____

Recordkeeper: AFA Employer Other (TPA name) _____

Eligibility (if different than plan eligibility): _____

**TRUST SUBSCRIPTION AGREEMENT
AND APPLICATION FOR
MEDICAL EXPENSE REIMBURSEMENT COVERAGE**

As an employer, the undersigned hereby subscribes to a particular agreement in its present form or as hereinafter amended, known as:

THE NATIONAL SCHOOL EMPLOYEES INSURANCE TRUST
THE NATIONAL BUSINESS INSURANCE TRUST
THE NATIONAL PUBLIC EMPLOYEES INSURANCE TRUST
THE AMERICAN BANKING, MORTGAGE AND FINANCIAL INSURANCE TRUST
THE AMERICAN EMPLOYERS BUSINESS INSURANCE TRUST
THE AMERICAN PUBLIC EMPLOYEES INSURANCE TRUST
THE AMERICAN SCHOOL EMPLOYEES INSURANCE TRUST
U. S. BUSINESS INSURANCE TRUST

In addition, the Employer hereby makes application for Medical Expense Reimbursement coverage as issued by American Fidelity Assurance Company.

Name of Employer: Township of Lower

Address: 2600 Bayshore Road

City: Villas State: NJ Zip: 08251

The maximum plan year reimbursement per participant will be as stated in the plan document for the current plan year, up to a maximum of \$6,000 per plan year.

The employer acknowledges the eligibility rules and understands that no coverage is in force until this subscription and application have been approved by both the Trustee and Underwriter and the premium for the insurance provided under the plan is paid. This Trust Subscription Agreement will continue in force from year to year unless (1) a new agreement is signed, (2) the plan is terminated, or (3) until terminated in writing by either party, whichever is the earliest to occur. By execution of this Trust Subscription Agreement, Employer agrees to the Statement of Terms and Conditions (Flex Spending Account Recordkeeping by American Fidelity Assurance Company) (the "Statement"), which is hereby incorporated and made a part of this Agreement by reference. A copy of the Statement has been or will be provided to Employer, as presently in effect and as hereafter amended, any such amendment to be effective as to Employer upon written notice to Employer.

Dated at _____, this ____ day of _____, 20__.

Signature

Title _____

THIS TRUST WILL BE NULL AND VOID IF ALTERED IN ANY WAY.

AWD – Trust 0205 (Required for AFA to assume risk.)

FLEXIBLE SPENDING ACCOUNT AGREEMENT

The Employer shown below is including a Medical Expense Flexible Spending Account as a benefit option under a Section 125 Flexible Benefit Plan ("Plan"). The Employer understands that certain Internal Revenue Service guidelines must be followed to maintain the account's tax-qualified status. The proposed regulations issued by the Internal Revenue Service in 1989 state that a Medical Expense Reimbursement Account will not qualify for the tax-favored treatment unless there is a risk of loss to the Employer maintaining the plan or another insurer.

The Employer has declined the opportunity to insure the medical expense account risk as offered by American Fidelity Assurance Company ("AFA"), but desires to have the medical expense reimbursement vouchers submitted by participating employees processed on a daily basis by the recordkeeper. The Employer understands that AFA will provide this service if, and only if, the Employer agrees to the following:

1. AFA is the flexible spending account recordkeeper;
2. The Employer will reimburse AFA for any amounts paid to participating employees in excess of the payments received by AFA for the Employer's medical expense reimbursement portion of the Plan; and,
3. The Employer will provide the reimbursement to AFA within 30 days of the Employer's receipt of the notification of the amount due. This notification will be sent following the run-off period at the end of the plan year.

Employer hereby agrees to the terms of this agreement and acknowledges that the Agreement will continue in force from year to year unless (1) a new agreement is signed, (2) the plan is terminated, or (3) until terminated in writing by either party, whichever is the earliest to occur. By execution of this Agreement, Employer further agrees to the Statement of Terms and Conditions (Flex Spending Account Recordkeeping by American Fidelity Assurance Company) (the "Statement"), which is hereby incorporated and made a part of this Agreement by reference. A copy of the Statement has been or will be provided to Employer, as presently in effect and as hereafter amended, any such amendment to be effective as to Employer upon written notice to Employer.

Dated this _____ day of _____, 20____.

Township of Lower

Employer

Signature

Title

THIS AGREEMENT WILL BE NULL AND VOID IF ALTERED IN ANY WAY.

AWD – FSAA 0401 (Required for Employer to assume risk.)

SUBSCRIPTION AGREEMENT

The undersigned hereby subscribes to one or more of the following trusts in its present form, or as hereinafter amended, known as the trust and makes application to the Trustee of said trust for coverage issued by American Fidelity Assurance Company (the "Underwriter").

- National Business Insurance Trust
- National Service Industry Insurance Trust
- National Employers Insurance Trust (Group Life Insurance not available)
- U.S. Business Insurance Trust
- National Automotive Insurance Trust
- National Public Employees Insurance Trust
- National Publishers Insurance Trust
- National Group Insurance Trust
- American Banking, Mortgage and Financial Insurance Trust
- American Employers Business Insurance Trust
- American Public Employees Insurance Trust
- Other _____

Number of eligible full-time employees (including employer, if eligible) for coverage hereunder _____

We are acquainted with the eligibility rules and understand that all eligible personnel must be enrolled now and in the future in accordance with the participation rules established by the Underwriter. We understand that American Fidelity Assurance Company (the "Underwriter") may end the coverage of a subscribing employer unit if fewer persons are insured than required by the Policyholder's application. We understand that no coverage is in force until both the Trustee and Underwriter have approved this subscription agreement and application and the first premium for the insurance provided under the plan is paid.

The Employer named below agrees to subscribe to the trust through which group insurance coverage will be provided by American Fidelity Assurance Company (the "Underwriter").

ERISA Acknowledgment: The Employer named below acknowledges that the Employee Retirement Income Security Act of 1974 (ERISA), as amended or other laws, if applicable, may require that the Employer be responsible for certain duties or obligations with respect to the Employer or Employer's Employees and dependents under any certificate under such group policy or policies.

It is requested that the agreement become effective the first day of _____, 20 _____

Dated at _____, the _____ day of _____, 20 _____

Township of Lower
Name of Employer

2600 Bayshore Road
Address

VILLAS NJ 08251
City, State and Zip Code

Signature (Must be signed by a person authorized to make a legally binding decision for the employer)

Printed Signature

Title