Signed Resolutions - October 3, 2016

Res. #2016-274	Payment of Vouchers $532,976.15
Res. #2016-275	A Resolution Requesting Release of Demolition Bond for Block 433, Lot 15, 631 Breakwater Road ($5,000)
Res. #2016-276	A Resolution Formally Requesting Congressman Frank LoBiondo Advocate on Lower Township's Behalf to FEMA Regarding the V Zone Maps
Res. #2016-277	A Resolution Amending Resolution #2015-219; A Resolution Adopting Financial Policies (adding annual report from Assessor)
Res. #2016-278	A Resolution in Support of the New Jersey Department of Transportation Regarding Route NJ 47 in the Township of Lower, County of Cape May (lane use reservations left/right turn only @ milepost 1.6 north & 1.23 south)
Res. #2016-279	Authorization for G-Transportation to Transfer a Limousine License (to a 2003 Ford Ecoline)
Res. #2016-280	A Resolution Amending Professional Service Contracts Awarded in 2016 (adding required language)
Res. #2016-281	A Resolution Adopting Procurement Card (P-Card) Policies and Procedures
Res. #2016-282	Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (DEDR $29,839.)
Res. #2016-283	Authorizing Payment of Voucher - $10,000 – Lower Township Rescue

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
00089 ARTHUR AMONETTE							
16-02534	09/27/16	CONTRACTUAL REIMBURSEMENT	Open	365.40	0.00		
16-02538	09/27/16	CONTRACTUAL REIMBURSEMENT-M	Open	159.06	0.00		
				524.46			
00179 AVERY TEITLER*							
16-00782	03/15/16	PB SOLICITOR SALARY	Open	625.00	0.00		
00189 AUSTINS SPORTS CENTER							
16-01803	06/23/16	CLEANING OF UNIFORMS	Open	120.00	0.00		
16-02207	08/12/16	CHEERLEADING UNIFORMS	Open	1,319.00	0.00		
16-02434	09/15/16	FALL SOCCER SHIRTS	Open	1,260.00	0.00		
				2,699.00			
00361 MARTIN R. BIERSBACH							
16-02507	09/21/16	TRAINING REIMBURSMENT	Open	30.69	0.00		
00370 BLUE CROSS/BLUE SHIELD OF NJ							
16-02492	09/21/16	OCTOBER MED D	Open	510.24	0.00		
00401 KATHLEEN BROWN							
16-02539	09/27/16	CONTRACTUAL REIMBURSEMENT-V	Open	317.97	0.00		
00651 MUNICIPAL UTIL AUTH DUMP FEES							
16-02497	09/21/16	TIPPING FEES/AUG	Open	88,408.28	0.00		
00775 CAPRIONI PORTABLE TOILETS,INC*							
16-02493	09/21/16	MONTHLY SERVICES	Open	274.00	0.00		
00784 CAPE MAY STAR & WAVE							
16-02489	09/21/16	LEGAL PUBLICATION 9-14-16	Open	51.46	0.00		
00825 COMCAST*							
16-02452	09/19/16	INTERNET SERVICE -	Open	815.40	0.00		
00928 CAPE MAY COUNTY CLERK							
16-02523	09/26/16	RECORD CAFRA PERMIT	Open	8.00	0.00		
01239 DIANA L DeNOTE							
16-02443	09/19/16	CONTRACTUAL REIMBURSEMENT-M	Open	154.15	0.00		
01685 W W GRAINGER, INC.*							
16-02397	09/09/16	RESPIRATOR WIPES/3V BATTERY	Open	37.20	0.00		
01785 ROBERT HARTMAN SR							
16-02495	09/21/16	CONTRACTUAL REIMBURSEMENT- V	Open	256.00	0.00		
01898 HERITAGE BUSINESS SYSTEMS,INC*							
16-02530	09/27/16	COPIER SERVICE 7/1/16-10/1/16	Open	85.54	0.00		

Vendor # Name / PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
02027 JESCO INC*							
16-02273	08/23/16	MATERIAL FOR LOADERS	Open	1,792.86	0.00		
02045 LIBERTY PARKS AND PLAYGROUNDS*							
16-00992	04/11/16	6" BENCH W/ BACK, SMALL HOLES	Open	3,184.50	0.00		
02134 THOMAS KEYWOOD							
16-02522	09/26/16	CONTRACTUAL REIMBURSEMENT-M	Open	602.16	0.00		
02183 KLENSWITE POOL SPA SUP.CO INC*							
16-01920	07/11/16	POOL CHEMICALS	Open	278.45	0.00		
02223 LANDSMAN UNIFORMS*							
16-02129	08/04/16	UNIFORMS	Open	50.00	0.00		
16-02292	08/25/16	UNIFORMS	Open	971.45	0.00		
				1,021.45			
02247 LAWSON PRODUCTS, INC.*							
16-02223	08/17/16	HYDRAULIC HOSE/DPW	Open	737.38	0.00		
02411 MENEAR'S TREE SERVICE*							
16-02350	08/31/16	REMOVE BLUE ATLIS CEDAR TREE	Open	300.00	0.00		
16-02354	09/01/16	TREE DAMAGE FROM STORM	Open	400.00	0.00		
				700.00			
02647 KATHLEEN MCPHERSON							
16-02454	09/19/16	CONTRACTUAL REIMBURSEMENT-M	Open	976.00	0.00		
03001 STATE TOXICOLOGY LABORATORY*							
16-02203	08/12/16	APPLICANT TESTING	Open	90.00	0.00		
03026 NJ STATE HEALTH BENEFITS							
16-02537	09/27/16	HEALTH BENEFITS-OCTOBER 2016	Open	288,047.92	0.00		
03072 NJ STATE LEAGUE OF MUNICIPALI*							
16-02445	09/19/16	LEAGUE OF MUNICIPALITIES 11/15	Open	1,210.00	0.00		
03086 NJ STATE ASSN CHIEFS OF POL*							
16-00143	01/11/16	TRAINING	Open	1,000.00	0.00		
03241 SARGENT OSHEA							
16-02519	09/26/16	CONTRACTUAL REIMBURSEMENT-M	Open	416.72	0.00		
03305 PEDRONI FUEL*							
16-02446	09/19/16	NO LEAD GAS	Open	314.70	0.00		
03321 PATRICK MARTIN, ESQ							
16-02293	08/25/16	SUBSTITUTE PROSECUTOR 8/23/16	Open	400.00	0.00		
03449 QC INC*							
16-01442	05/26/16	2016 SEASONAL CONTRACT/POOL	Open	372.00	0.00		

Vendor # Name / PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03466 R & R SPECIALTIES							
16-02521	09/26/16	CERTIFICATE HOLDERS	Open	12.00	0.00		
03518 RIGGINS, INC.*							
16-02444	09/19/16	OFF HIGHWAY DIESEL/DPW	Open	426.13	0.00		
16-02494	09/21/16	OFF HIGHWAY DIESEL	Open	262.23	0.00		
16-02517	09/26/16	OFF HIGHWAY DIESEL	Open	380.54	0.00		
				1,068.90			
03678 SMELTZER & SONS INC.*							
16-02435	09/15/16	DOGGIE BAGS-VARIOUS LOCATIONS	Open	644.97	0.00		
03692 SOUTH JERSEY GAS CO*							
16-02536	09/27/16	SEPTEMBER 2016 GAS BILL	Open	327.32	0.00		
03695 SPECIALTY AUTOMOTIVE EQUP INC*							
16-02379	09/07/16	ANNUAL LIFT INSPECTION/DPW	Open	750.00	0.00		
03810 MUNICIPAL UTIL AUTH USAGE COST							
16-02535	09/27/16	SEWER BILLING DUE 10/1/2016	Open	1,160.00	0.00		
03820 MUNICIPAL UTIIL. AUTH ON CALL							
16-02240	08/19/16	REIMBURSE HALF OF TOTAL BILL	Open	148.75	0.00		
03904 LOWE'S HOME CENTER INC*							
16-01948	07/12/16	SHELFING STORAGE CONTAINERS/BI	Open	621.00	0.00		
03915 TURF EQUIPMENT & SUPPLY CO*							
16-02249	08/19/16	MATERIAL FOR VEHICLES/DPW	Open	791.86	0.00		
03927 PRORIDER INC*							
16-02306	08/26/16	SAFETY BIKE HELMETS	Open	83.40	0.00		
03928 TREASURER, STATE OF NEW JERSEY							
16-02449	09/19/16	DEWATERING PERMIT/ROSEANNE AVE	Open	18,595.00	0.00		
03960 VECTOR SECURITY*							
16-02453	09/19/16	TAX ASSESSOR/KEYS/SERVICE CALL	Open	120.62	0.00		
03992 VAL-U AUTO PARTS LLC*							
16-01517	06/06/16	RDS/SANT/BLDG/AUG	Open	2,292.74	0.00		
04176 CHRISTOPHER J WINTER SR*CALEA							
16-00686	03/11/16	ACCRED. CONSULTANT- JULY	Open	450.00	0.00		
16-00687	03/11/16	ACCRED. CONSULTANT- AUGUST	Open	450.00	0.00		
				900.00			
04263 GRANTSTREET GROUP, INC*							
16-01896	07/08/16	2016 BOND SALE $4.52M	Open	2,750.00	0.00		
06021 MULTI-TEMP MECHANICAL INC*							
16-02208	08/12/16	GYM A/C NOT WORKING	Open	788.40	0.00		

Vendor # Name / PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
6059 USABLE LIFE							
16-02527	09/26/16	AUGUST 2016 LIFE INSURANCE	Open	513.95	0.00		
7091 STEVE SELBY							
16-02516	09/26/16	BASKETBALL OFFICIAL	Open	60.00	0.00		
7119 ENGINEERING DESIGN ASSOC*							
15-01760	07/06/15	2014-323 COASTAL RESIL GRANT	Open	2,732.00	0.00		B
7196 LAUREN HUGGINS SUIT*							
16-00063	01/07/16	RES 2016-30 PIO DNE $10,400	Open	866.67	0.00		
7382 ADVANCED ELECTRONIC DESIGN INC							
16-02001	07/21/16	RES# 15-131 IN CAR CAMERAS	Open	16,011.00	0.00		
7386 COREY SCHEID							
15-01043	04/28/15	2015 EQUIP. ALLOWANCE	Open	141.86	0.00		B
16-00597	03/02/16	2016 EQUIP. ALLOWANCE	Open	113.19	0.00		B
				255.05			
7475 SUZANNE M SCHEID							
16-02491	09/21/16	CONTRACTUAL REIMBURSEMENT- M	Open	18.00	0.00		
7507 STEFANKIEWICZ & BELASCO LLC							
16-00059	01/07/16	2016 LEGAL MONTHLY DNE $28k	Open	2,333.33	0.00		B
7508 BLANEY & KARAVAN PC*							
16-00062	01/07/16	2016-33 PROSECUTOR $23 DNE	Open	1,916.66	0.00		B
7526 J HARRIS ACADEMY OF POLICE LLC							
16-02225	08/17/16	TRAINING	Open	425.00	0.00		
7557 COASTAL DIGITAL SOLUTIONS,LLC*							
16-00842	03/24/16	VIDEO FILMING OF TWP. EVENTS	Open	2,500.00	0.00		
7568 AMERICAN FURNITURE RENTALS*							
16-01691	06/13/16	COURT RENTAL FURNITURE	Open	716.80	0.00		B
7615 WILLIAMS SCOTSMAN INC*							
16-01912	07/08/16	CONTAINER RENTALS FOR POLICE	Open	1,050.00	0.00		
7619 SOUTH JERSEY AGRICULTURE							
16-01959	07/13/16	REMOVAL OF STORM RELATED DEBRI	Open	26,500.00	0.00		B
16-02123	08/04/16	REMOVAL OF STORM RELATED DEBRI	Open	29,500.00	0.00		
				56,000.00			
7633 COUNTY CONSERVATION*							
16-02233	08/17/16	REMOVAL OF STORM RELATED DEBRI	Open	7,000.00	0.00		B
7636 MOTT MACDONALD LLC*							
16-02313	08/29/16	RENOVATIONS @ DOUGLASS PARK	Open	5,189.05	0.00		B

Vendor # Name / PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7636 MOTT MACDONALD LLC*		Continued					
16-02531	09/27/16	RES 16-143 GEN ENG	Open	458.29	0.00		B
				5,647.34			
7645 THERESA LASHLEY							
16-02518	09/26/16	REFUND JUDO REGISTRATION	Open	40.00	0.00		
7646 MR. & MRS. MICHAEL HILL JR							
16-02520	09/26/16	RETURN OF DEMO BOND	Open	5,000.00	0.00		
SEAGE SEAGEAR MARINE SUPPLY*							
16-02410	09/12/16	SUPPLIES FOR DPW	Open	193.86	0.00		

Total Purchase Orders: 77 Total P.O. Line Items: 0 Total List Amount: 530,276.15 Total Void Amount: 0.00

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

RESOLUTION #2016- 274

TITLE: **AUTHORIZING THE PAYMENT OF VOUCHERS**

Vendor	PO #	Description	CK		Amount
LEGATES MARKET	16-02440	VOUCHERS FRESH FRUIT	58254	$	1,000.00
WAWA VILLAS	16-02371	2016 SAFETY INCENTIVE	58255	$	1,700.00

Total Manual Check $ 2,700.00

Total Computer List $ 530,276.15

Total Bill List $ 532,976.15

	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 October 3 2016.

Julie A Picard, Township Clerk

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

RESOLUTION #2016-275

Title: **A RESOLUTION REQUESTING RELEASE OF DEMOLITION BOND FOR BLOCK 433, LOT 15, 631 BREAKWATER ROAD**

WHEREAS, Michael J. Hill, Jr. and Michele Hill posted a Demolition Bond with the Township of Lower in the amount of $5,000.00; and

WHEREAS, the Township Building Inspector made a final inspection and the Certificate of Occupancy was issued September 19, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, the Governing Body thereof, that the demolition bond be and hereby is **released**.

BE IT FURTHER RESOLVED, that the Township Treasurer is granted permission to issue a check in the amount of $5,000.00 plus any accrued interest for payment of the above released demolition bond.

	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 October 3, 2016.

Julie A Picard, Township Clerk

MEMORANDUM

TO: Mayor Michael Beck &
Council Members

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

DATE: September 21, 2016

RE: Release of Demolition Bond
Michael & Michele Hill
631 Breakwater Road
Block 433, Lot 15
Resolution #2016-275

Please release to the applicant the demolition bond that the Township is hold in trust, to assure the required demolition. A certificate of occupancy was issued September 19, 2016. Thank you.

WJG:las

att.

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

RESOLUTION #2016-276

Title: **A RESOLUTION FORMALLY REQUESTING CONGRESSMAN FRANK LOBIONDO ADVOCATE ON LOWER TOWNSHIP'S BEHALF TO FEMA REGARDING THE V ZONE MAPS**

WHEREAS, Lower Township Council has made application to FEMA to activate Scientific Resolution Panels (SRP) for an Independent third party review of the proposed 'V' Flood Zone along the Delaware Bay in Lower Township; and

WHEREAS, FEMA has not formally responded to Lower Township's request dated March 11, 2016, and acknowledged on June 7, 2016, by Michael Moriarty, Director, Mitigation Division, FEMA Region II; and

WHEREAS, time is of the essence, six (6) months has passed, and Lower Township Residents are suffering from extraordinarily high Flood Insurance Rate Increases; and

WHEREAS, Dr. Stewart Farrell, Director of the Coastal Research Center, Stockton University, has recommended this course of action among other actions including but not limited to litigation; and

WHEREAS, on September 22, 2016, a conference call was sponsored by FEMA with Lower Township Officials and consultants; and

WHEREAS, Congressman Frank LoBiondo's office was invited by The Lower Township Mayor and Manager, to participate in the conference call and the Congressman's office did in fact call in, and monitored the conference call with FEMA Officials; and

WHEREAS, Lower Township Officials believe that the Township and FEMA are at an impasse, and FEMA has not established the SRP requested by Lower Township.

NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of Lower, is formally requesting that Congressman Frank LoBiondo, advocate on Lower Township's behalf and request that FEMA immediately establish Scientific Resolution Panels to Independently review Lower Township's appeal of FEMA's proposed 'V' Zone mapping along the Delaware Bayshore, including all scientific analysis and storm surge models, and the FUNWAVE hydrodynamic model, produced by Dr. Stewart Farrell, Coastal Research Center, Stockton University in the Township of Lower.

	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 October 3, 2016.

Julie A Picard, Township Clerk

The Coastal Research Center

Ph. 609-652-4245
Fax 609-748-0656

30 Wilson Avenue
Port Republic, NJ 08241

www.stockton.edu/crc

NEW JERSEY'S DISTINCTIVE PUBLIC UNIVERSITY

Mr. James Ridgeway,
Township of Lower
2600 Bayshore Road
Villas, New Jersey 08251

September 23, 2016

Dear Mr. Ridgeway,

On Thursday afternoon September 22, 2016, Nick DiCosmo and I participated in a conference telephone call with Jeff Gangai and Alan Springett from FEMA Region II and yourself and Bill Galestok where we were told the following:

1. The existing data supplied to FEMA with regard to the WHAFIS wave model re-run for the 24 FEMA transects across the Lower Township shoreline was reviewed and set aside in favor of the mapped line defining the landward toe of the Primary Frontal Dune (PFD).
2. The geomorphic differences between the Lower Township bayshore and other localities were also a non-starter.
3. We asked for and received the Code of Federal Regulations cite for this PFD rule as Chapter 44, Part I Section 65-11 which sets up the basis for this rule adopted in 1988.
4. This adoption was AFTER the existing adopted coastal flood hazard maps were put in place for Lower Township, therefore no previous mention of the PFD or V-zone assignment in flood insurance regulations for Lower Township.
5. The recent Univ. of Delaware application of a second hydrodynamic wave model was explained to the FEMA representatives with little influence on their thinking decision wise.
6. The Township's request for a Scientific Review Panel (SRP) had been passed up the chain of command to Washington headquarters without any response as yet. There was ambivalence expressed as to this having any effect on the eventual decision's outcome.
7. They did allow that should a FEMA criteria compliant bulkhead be erected along the entire affected area's coastline that would adjust the landward limit of the V-zone to the bulkhead with a 20-foot wide splash area landward of the bulkhead.
8. I later questioned Mr. Gangai about the FEMA 540 square foot dune rule making the dune a shore protection feature and his answer follows: *Unfortunately not. The uncertainty in how much erosion occurs during extreme events, the variability in the data that determined the 540, and the potential for more erosion than 540 to occur is exactly why the PFD regulation exists. The 540 is used as the criteria to determine if surge and waves will go further inland than the PFD. When the 540 was put in place the data showed 540 to be an average value. The data showed 1080 as the maximum to occur for a 1% level event. Also to be clear the 540 is determined by what we call the frontal dune reservoir, it's measured by the volume of sand in the area seaward of the peak of the dune and above the 1% Stillwater elevation, not the mapped BFE.*
9. We pointed out that the PFD rule generated an order of magnitude increase in presumed "storm protection" for bayshore properties beyond two separate wave model results for V-zone wave breaking along the Township shoreline.
10. We pointed out that the Township bayshore was a geologic composite of wind deposits resting upon a pre-existing sedimentary deposit (Cape May Formation) that produced a 1000-foot wide shallow

offshore shelf or terrace that would preclude large format waves from reaching the dunes AND that the fetch limit on Delaware Bay of 22 miles maximum would preclude such waves from being generated in the first place.

11. We asked if these facts would make for a compromise on where the V-zone limit was drawn given that there appeared multiple reasons that the line as drawn was extremely excessive and resulted in economic impacts that actually rivaled a potential massive storm damage event, which the scientific evidence supports as being probabilistically unlikely. The answer was that the PFD rule was put in place in 1988 to provide a nationwide level of extra protection that exceeded any probable extreme storm event anywhere.
12. Finally, we were told that the second FUNWAVE model completed in August 2016 was not presumed to be allowed into the array of data considered by the SRP, if or when it convened. FEMA would have to request that Washington headquarters consider that request to include it.

This conversation concluded with the FEMA folks offering to determine if Washington headquarters would appoint a SRP anytime soon and request that the FUNWAVE hydrodynamic model be included in the materials for the SRP to review. Dr. Farrell reached out to Mr. Gangai to question the 540 square foot dune rule as prerequisite for a determination that if present this could modify the landward limit of the V-zone boundary. The discussion appears to have been based entirely on the FEMA stance that the PFD rule would trump any additional science, but they also iterated a series of statements that FEMA is constantly seeking better and more complete science upon which to base rule revisions or changes should that occur.

Storm damage estimates are always based on storm surge elevation models, wave dynamics and the evaluation of the shoreline topography, geomorphology and geologic resistance to erosion and water inundation and its impact on private/public structures or habitable dwellings. The Lower Township bayshore has been determined to be substantially different in its composition to other locations including the northeast-facing State of Delaware bayshore as to require modification to one nationwide application of the PFD rule. Since the Lower Twp. shoreline was not assigned a V-zone attribute in 1983 when the existing, adopted maps were put in place, bayshore property owners were not on notice of flood hazards impacting construction between 100 and 400 feet from the mean high water line. A lack of historical storm damage to property combined with a modest level of hard structure shore protection built over the past century, leads to conclusions that risks from extreme events are unlikely and imposing the existing V-zone extent is overkill.

This is especially true upon comparison between the economic impact of the new V-zone limit along Bayshore Road where it is drawn at the east edge of the roadway and affects no private homes (all of which occupy identical distance, elevation and position elements to those north of where the road is not the first built feature between the mean high water line and the first domestic development). This inconsistency is another in the series making acceptance of the line as drawn north of Fern Road excessive, based on arbitrary application of a nationwide rule, and that ignores the geomorphic differences between this coastal element and the sand barrier beaches along the Delaware Bay coast and the marsh fringe elsewhere in New Jersey bay shorelines.

Sincerely,

Stewart Farrell

Dr. Stewart Farrell
Executive Director
Coastal Research Center

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

RESOLUTION #2016-277

TITLE: A RESOLUTION AMENDING RESOLUTION #2015-219; A RESOLUTION ADOPTING FINANCIAL POLICIES

WHEREAS, the Township of Lower adopted Financial Policies on July 20, 2015 by adopting Resolution #2015-219; and

WHEREAS, there is a need to amend said policy to include the following:

III. Financial Policies
1. Financial Reporting Policies
C. Internal Reporting
**The Assessor will provide an annual report on or by June 1st to the Treasurer, Manager and Council listing the number, value and status of all tax appeals.*

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the Financial Policies of the Township of Lower is amended as stated above.

	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 October 3, 2016.

Julie A Picard, Township Clerk

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

RESOLUTION #2016-278

Title: **A RESOLUTION IN SUPPORT OF THE NEW JERSEY DEPARTMENT OF TRANSPORTATION REGARDING ROUTE NJ 47 IN THE TOWNSHIP OF LOWER, COUNTY OF CAPE MAY**

WHEREAS, the New Jersey Department of Transportation (NJDOT) recently completed a traffic investigation on Route NJ 47 in Lower Township; and

WHEREAS, the NJDOT is requesting a Resolution from Lower Township Council supporting their recommendations of Lane Use Reservations as follows:

Left Lane for Left Turn Only

a. From Route NJ 47 northbound into Shawcrest Road westbound, between the southerly curb line of Shawcrest Road and a point 350 feet southerly therefrom (approximate milepost 1.6)

Right Lane for Turn Only

a. From Route NJ 47 southbound into the "Wildwood Visitor Center" entrance, beginning at the concrete gore of the "Wildwood Visitor Center" parking lot entrance and extending 330 feet northerly therefrom (approximate mile post 1.23)

NOW, THERFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that it supports the use Lane Use Reservations as indicated above on Route NJ 47 in Lower Township as recommended by NJDOT.

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be forwarded to NJDOT as requested.

	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 October 3, 2016.

Julie A Picard, Township Clerk

RCVD SEP 26 '16

State of New Jersey

DEPARTMENT OF TRANSPORTATION
P.O. Box 600
Trenton, New Jersey 08625-0600

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

RICHARD T. HAMMER
Commissioner

Lane Use for Left and Right Turns Only
Route NJ 47
Lower Township
Cape May County

September 20, 2016

Julie Picard
Township Clerk
Township of Lower
2600 Bayshore Road
Villas, N.J. 08251

Dear Ms. Picard:

Due to a current reconstruction project along Route NJ 47, the New Jersey Department of Transportation (NJDOT) has conducted an investigation of the current traffic regulations along Route NJ 47 in Lower Township. Based upon the results of this investigation, the Bureau of Traffic Engineering (BTE) staff has identified lane use reservations in two locations which are described below. Both locations have been found to be unapproved and will need to be properly established.

In order to legally establish these regulations, the NJDOT is required to promulgate a Traffic Regulation Order (TRO). An initial step in the TRO process is to receive a Resolution of Support from the municipal governing body. It is therefore requested that an adopted and certified Resolution of Support be submitted to this office to read substantially as follows:

In the Township of Lower
County of Cape May
Route NJ 47 (Delsea Drive):

Lane Use Reservations:
The lane locations described are designated as Lane Use Reservations and traffic shall move as indicated.

1. **Left Lane for Left Turn Only**
   a. From Route NJ 47 northbound into Shawcrest Road westbound, between the southerly curb line of Shawcrest Road and a point 350 feet southerly therefrom (approximate milepost 1.16).

2. **Right Lane for Right Turn Only**
   a. From Route NJ 47 southbound into the "Wildwood Visitor Center" entrance, beginning at the concrete gore of the "Wildwood Visitor Center" parking lot entrance and extending 330 feet northerly there from (approximate mile post 1.23).

Repealer Clause:

All former traffic resolutions/ordinances or parts of resolutions/ordinances in conflict with or inconsistent with the provisions of this resolution are hereby repealed.

Once this office is in receipt of the certified adopted Resolution of Concurrence from the Lower Township governing body a TRO will be promulgated at which point the appropriate signs will be installed. If you should have any questions please contact Jim Mentzer, Traffic Investigator at 609-530-3510.

Sincerely,

Michael E. Mihalic
Supervisor, Traffic Investigations

cc: William Mastriana, Chief of Police, Lower Township Police Department

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

RESOLUTION #2016-279

Title: **AUTHORIZATION FOR G-TRANSPORTATION TO TRANSFER A LIMOUSINE LICENSE**

WHEREAS, G-Transportation applied for and received a limousine license for a 2005 Dodge Caravan Vin #1D4GP24R95B192368 ; and

WHEREAS, G-Transportation has replaced the above vehicle with a 2003Ford Ecoline, Vin #1FBSS31L03HB58894 and has requested the license be transferred to the new vehicle; and

WHEREAS, G-Transportation has paid the required twenty five dollar ($25) transfer fee and provided the required insurance certificate showing the new vehicle.

NOW, THEREFORE BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the license transfer is hereby approved.

	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 October 3, 2016.

Julie A Picard, Township Clerk

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

RESOLUTION #2016-280

TITLE: A RESOLUTION AMENDING PROFESSIONAL SERVICE CONTRACTS AWARDED IN 2016

WHEREAS, the Township of Lower has the authority to award Professional Service Contracts as non-fair and open contracts pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

WHEREAS, the Resolutions awarding the services are now required to contain the specific reason for the award; and

WHEREAS, the wording which shall appear on all professional service contract awards should read *"WHEREAS, the Township has a need to acquire (professional service) and is satisfied with services rendered by the current vendor and desires to authorize this appointment using a non-fair and open contract pursuant to the provisions of .....;*

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the below listed Professional Service Contracts awarded in 2016 are hereby amended to include the above required paragraph:

Resolution #2016-01	Solicitor
Resolution #2016-04	Auditor
Resolution #2016-24	Engineer
Resolution #2016-25	Bond Counsel
Resolution #2016-30	Public Information Officer
Resolution #2016-32	Labor Attorney

	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 October 3, 2016.

Julie A Picard, Township Clerk

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

RESOLUTION #2016-281

Title: A RESOLUTION ADOPTING PROCUREMENT CARD (P-CARD) POLICIES AND PROCEDURES

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

WHEREAS, the attached policy manual establishes internal accounting control policies and procedures designed to protect and secure the finances of the Township of Lower regarding the use of P-CARDS.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the Procurement Card (P-Card) policies and Procedures manual attached to this resolution are hereby adopted.

	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 October 3, 2016.

Julie A Picard, Township Clerk

TOWNSHIP OF LOWER

PROCUREMENT CARD (P-CARD) PROGRAM

POLICIES & PROCEDURES

MANUAL

All
Cardholders
Managers/Accountants

2016

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Township of Lower Procurement Card (P-Card) Program
KEY TERMS

PARTIES INVOLVED

1. **P-Card Issuer** – Financial Institution of contract whose services include issuing Procurement Cards (P-Cards) to Township employees, providing electronic transaction authorizations and billing the Organization for all purchases made on the P-Cards. (Currently Bank of America (BOA) per the New Jersey State Cooperative Purchasing Contract)

2. **Organization (Township)** – Arranges with the P-Card Issuer, to have Procurement Cards issued to approved employees and agrees to accept liability for the employees' use of the P-Cards.

3. **Department Head** – Township official who shall be required to approve employee's initial request for a Procurement Card, assign Department Liaison, designate default accounting code for purchases on the Procurement Card, and submit application to the Procurement Card Coordinator. The Department Head will assign a backup for the liaison and or Cardholder in case of any leave or absence.

4. **Procurement Card Administrator** – The Township's Administrator is located in the Purchasing Office who administrates the Procurement Card Program for the Township and acts as the Township's intermediary in correspondence with the P-Card Issuer.

5. **Procurement Card Coordinator** – The Township's Coordinator is located in the Finance Department/Accounting Office who coordinates the Procurement Card Program for the Township and acts as the Township's intermediary in correspondence with the P-Card Issuer.

6. **Department Accountant** – The third and final electronic signature required for a department to process a transaction. Accountant is responsible for double checking all transactions. At cycle end they will assemble documentation of all Cardholder's activity and back-up for all invoices. Submit this to the Department Head for approval and signature and finally forward the Finance Office. Accountant is also responsible for the retention and filing of all monthly cycle documents.

7. **Managerial Liaison** – Employees within a using department/agency that have been designated by the Department Head to be responsible for the reconciliation, documentation and entering account codes for the Procurement Card transactions made by a specified group of Cardholders. They represent the second electronic signature to complete a transaction.

8. **Cardholder** – An employee of the Township who is approved by their Department Head, the Chief Financial Officer, the Procurement Card Program Coordinator and the Township Purchasing Manager to use the Procurement Card to execute purchase transactions on behalf of the Township.

9. **Proxy Cardholder** – A Cardholder who's electronic and report generating responsibilities are performed by another cardholder within that department. The proxy Cardholder shall be required to provide all invoices and receipts to the person performing these tasks on their behalf.

10. **Vendor** – The merchant from whom a Cardholder is making an authorized purchase.

Township of Lower Procurement Card (P-Card) Program
KEY TERMS (CONTINUED)

11. **Bank** – For this Program the Bank will be Bank of America (BOA) as the financial institution responsible for the issuing and support the Program, until further notice from the State of New Jersey.

12. **Billing Cycle** – For the purpose of this Program, the billing cycle will be one (01) month, with a seven (07) day grace period before payment is due.

13. **Cardholder Agreement** – Visa's terms & conditions that define Cardholder use of the Procurement Card.

14. **Financial P-Card Settings**
    a. **Per Cycle Limit** - Dollar limit of purchases that may be made during the current bill cycle. An accumulation of daily purchases during the billing cycle.
    b. **Discretionary** - The maximum amount that a P-Card can be utilized for while waiting for the manager to signoff on transactions. Once signed off by manager funds available to cardholder will be restored.
    c. **Single Transaction Limit** - The maximum dollar threshold assigned for each P-Card on a per purchase basis by both the Procurement Card Program Coordinator and the Township Purchasing Manager.

15. **Merchant Category Code (MCC)** - A method to control where spending is permitted. All Visa merchants are assigned an industry specific Merchant Category Code (MCC), which the Township can restrict from Procurement Card access. Once an MCC code is blocked, all merchants within that category will be declined.

16. **Procurement Card (P-Card)** - A Procurement Card issued to an employee for the purpose of purchasing approved goods, materials, supplies and/or services for use by and for the Township.

17. **Personal Purchases** - Any purchase of goods, materials or services that are not purchased for the direct use and/or ownership of the Township. **These types of purchases are NOT permitted by the Township and are restricted by Law under the program guidelines established by the State of New Jersey.**

18. **Purchase Request** - The process to request additional funds on a P-Card is referred to as. When doing a request you only need to supply four (04) items - 1). Vendor's Name, 2). Description of what you are buying, 3). Dollar Amount & 4). Budget Appropriation/Account Number.

19. **Flag** - Process by which a transaction can be electronically sent back to the source for additional information and/or clarification.

Township of Lower Procurement Card (P-Card) Program
HOW THE P-CARD PROGRAM WORKS

1. Department Head approves the Procurement Card Program Cardholder Agreement Form requesting that certain personnel within their department be authorized to posses and utilize a Procurement Card (P-Card) issued to them, and the assignment of a managerial liaison. All approval requests for the issuance of a P-Card shall be signed by the Township Purchasing Manager, the Chief Financial Officer, the Procurement Card Program Coordinator and the Department Head.

2. The Finance Office/Purchasing Department shall coordinate the issuance of the Procurement Card between the issuing Bank (BOA), and the Township personnel. This includes the required training and support on the basic use & limitations of the P-Card & the Township's Edmund's Accounting System.

3. Cardholder presents the P-Card to a merchant for the purchase of goods/services.
   a. Merchant processes the P-Card information to obtain authorization for the purchase.
   b. Cardholder receives the merchandise & a copy of the receipt.
   c. Cardholder maintains the original receipt which is remitted to the Finance/Accounting Department with the monthly cycle reconciliation for signature.
   d. Bank receives the transaction information electronically from Visa.
   e. Bank verifies the account number along with the dollar amounts and transaction limits on the P-Card.
   f. Merchant receives payment for the merchandise within 2-3 business days.
   g. Transaction goes through - 1). A series of electronic reviews within department, Cardholder/Manager/Accountant, 2). Financial Filtering, 3). Purchase Request & 4). Merchant Category Code (MCC) Filtering.

4. Cardholder electronically produces a monthly statement for reconciliation and payment certification at the end of the cycle. Attach this report to all invoices to support charges.

5. The original report and backup documents are forwarded to the Finance/Accounting Department for review & processing.

6. Post to the proper Operating/Capital/Trust and/or Grant Account. (To avoid utilizing the wrong account, please use the GL Account Assistant).

7. Accounting will collect and review all monthly reconciliation for each billing cycle. Once the review has been completed the Accounting Office will signoff on each reconciliation and assemble payment packet.

8. The Accounting Office will file the originals with payment document for the billing cycle.

Township of Lower Procurement Card (P-Card) Program
PROCUREMENT CARD PROGRAM OVERVIEW

- Procurement Cards shall be issued and utilized **only** by pre-approved Township employees.
- The employee's full name shall be embossed on the front of the P-Card. Only the Cardholder's whose name is embossed on the P-Card shall be authorized to utilize the P-Card and is solely responsible for ensuring that all charges made with the card are in compliance with these Policies & Procedures and the New Jersey State Law that governs their use.
- **Procurement Cards shall NOT be permitted to be transferred between individuals or Departments/Divisions.**
- Each Cardholder will be assigned to a Department Manager.
- Each Cardholder will be assigned a default fund, Department and, if applicable, sub department accounting code.
- Department Managers may be the reviewer for more than one (01) Cardholder.
- All Department Managers will be required to follow the guidelines of the Township's Procurement Card Program Policies & Procedures Manual.
- Employee's Department Manager shall be required to approve the request for a P-Card, assign the default account number and assign the Department Liaison for the Cardholder.
- Cardholders shall make purchases (using the established guidelines) and print a monthly Cardholder statement.
- The Department Manager shall have the responsibility for overriding the default accounting code for a transaction, identifying transactions and approving bills.
- The P-Card Issuer shall send consolidated invoices to Procurement Card Coordinator at the end of each monthly billing cycle.
- An Automatic Clearing House (ACH) payment will be made to the P-Card Issuer within a period specified by the terms of the contract.
- P-Cards are permitted to be utilized by suppliers utilizing an electronic swipe card machine, online purchases, as well as telephone orders.
- **No single P-Card transaction shall exceed the dollar threshold amount of $6,000.00 without the prior written (e-mail) approval of the Township Purchasing Manager or his designees (PCARD).**
- Cardholders can only purchase items from approved suppliers and transactions approved by the Township's Purchasing Department.
- The normal circumstances the request shall be made via e-mail and sent **TO: PCARD** in the Township's Outlook e-mail system. The individuals listed in the **PCARD** e-mail group will review the request on a daily basis and shall attempt to answer all inquiries within one (01) business day. The Cardholder should strive to purchase from Township, County/Regional, New Jersey State and nationally approved co-op vendors and preferred merchants whenever possible to take advantage of pricing and terms negotiated on our behalf and in compliance with the established rules of the Local Public Contracts Law and other applicable procurement laws. Please note that this does not always afford the best possible pricing, but ensures that the procurement requirements of the State of New Jersey have been met and that the approved contractor's are familiar with the same.

Township of Lower Procurement Card (P-Card) Program
CARDHOLDER RESPONSIBILITIES

- The Cardholder shall utilize the P-Card for legitimate Township purchases only. The P-Card **SHALL NOT** be utilized for the following:

- **Items for personal or non-Township purposes or use**
- **Prepared foods & beverages, including alcoholic beverages**
- **Travel related expenses, including transportation, lodging, fuel, dining, etc…**
- **Gasoline for travel purposes**
- **Entertainment expenses**
- **Recreation activities & sporting events**
- **Financial services**
- **Capital Account items, motor vehicles, motor boats/watercraft, equipment, etc… Items that exceed $6,000 in single dollar value. A Fixed Asset tag is required to be generated and affixed to these items.**
- **Cash advances and any other categories as prescribed by Law**
- **Any purchases prohibited by Township policy and/or not related to Township business**

Misuse of the P-Card may subject the Cardholder to disciplinary action in accordance with the Township Policies & Procedures relating to disciplinary action & possible termination for cause. The Cardholder shall be required to do the following:

- Ensure the P-Card is utilized for legitimate Township business purposes only.
- Ensure that only approved goods & services are purchased with the card.
- Maintain that the P-Card is in held safe & secure at all times. The card should not be left out on a desk or in the open for others to access.
- **Do not permit other individuals to utilize your Procurement Card under ANY circumstances**. Only you are permitted to use the card!
- Adhere to the pre-established purchase limits and restrictions of the P-Card and ensure that the total transaction amount of any single transaction does not exceed the dollar amounts established by the Department Head, Procurement Card Program Coordinator & Township Purchasing Manager.
- Obtain & reconcile all sale slips, register receipts, and/or Procurement Card slips to P-Card Issuer Cardholder Statement and provide same to Department Manager for reconciliation, approval & allocation of transactions.
- Signoff on transactions electronically, reallocating & adding comments as may be required.
- Note that funds are not restored to the P-Card until both the Cardholder & the Department Manager have both signed off on the transactions.
- When purchases or items are found to be defective, please return the item(s) to the merchant as soon as possible for full replacement or to receive a credit on the purchase.
- Ensure that an appropriate credit for the reported disputed items or billing errors appear on a subsequent Cardholder Statement.
- Do not accept cash in lieu of a credit to the P-Card account.
- Immediately report a lost or stolen P-Card to the P-Card Issuer (24 hours a day, 365 days a year).
- Notify Department Manager of a lost or stolen P-Card at the first opportunity during normal business hours.

Township of Lower Procurement Card (P-Card) Program Continued
CARDHOLDER RESPONSIBILITIES

- Return the Procurement Card to Department Manager upon terminating employment with the Township or transferring Departments within the Township.
- If a vendor does not accept the P-Card, contact the Township's Program Coordinator as soon as possible for further assistance and guidance concerning this matter.

- Report erroneous & emergency transaction needs to the Department Manager during normal business hours.
- Make sure the vendor includes an itemized invoice with the delivery along with the packing slip, or ask the vendor to fax you an itemized invoice.
- Verify that only in-stock items are ordered. NO BACK ORDERS shall be accepted or processed. Please verify that all telephone orders are in stock and ready for immediate shipment.
- Maintain a log of orders placed by each Cardholder to verify that supplier processes the order. Transactions only appear on statements, if the order is processed & shipped.
- Enter on each transaction the contract type and/or number for the supplier (i.e. Township Contract #: CC #12-59).

Township of Lower Procurement Card (P-Card) Program
MANAGER/ACCOUNTANT RESPONSIBILITIES

DEPARTMENTAL MANAGER RESPONSIBILITIES

Each Department Head shall be required to designate one or more Department Managers for their department. The Department Head will assign a Department Manager for each Procurement Card application approved for their employees. The Department Manager shall receive basic training before any employees in the department may receive a Procurement Card. Their responsibilities include the following:

- Reviews budget coding, reference box entry & drop down description entry.
- Check compliance of including a general description of items purchased from the New Jersey State Contracts Listing or from one of the National Cooperative Contracts that the Township is currently a participating member.
- Reviews cardholder transactions on a regular basis.
- Attempts to resolve any disputes with the vendor and/or P-Card Issuer that can not be resolved by Cardholder.
- Notifies the Procurement Card Coordinator within 3-5 business days of any unresolved disputes, noting the reason for the dispute.
- Notifies the Procurement Card Program Coordinator of any lost or stolen P-Cards as soon as possible.
- Request the Procurement Card Program Coordinator to cancel a Cardholder's P-Card (e.g. terminated employees, transferring departments, and loss of Procurement Card privileges) as approved by Department Head.
- Collects the canceled P-Cards from Cardholders and forwarding them to the Procurement Card Program Coordinator.
- Notifies the Procurement Card Program Coordinator of a Cardholder request(s) to have a P-Card Issuer set up a vendor to accept the Procurement Card.
- Assists the Cardholders with erroneous declines & emergency transactions.

DEPARTMENTAL ACCOUNTANT RESPONSIBILITIES

- Check all Cardholder charge slips and receipts for audit by internal and external auditors and department head signature.
- Forward reconciled and signed statements to the Accounting Office monthly for payment within the timelines specified by the P-Card Program Coordinator.

DEPARTMENT HEAD RESPONSIBILITIES

- Review and signoff on the monthly paper report of expenditures within that department. Forward a photocopy of the report to the Accounting Office with the original report with backup.

Township of Lower Procurement Card (P-Card) Program
PROCUREMENT CARD PROGRAM COORDINATOR RESPONSIBILITIES

PROCUREMENT CARD COORDINATOR RESPONSIBILITIES

The Accounting Office has been assigned as the Procurement Card Program Coordinator to be responsible for the over-all Procurement Card Program. Responsibilities shall include the following:

- Township liaison with the P-Card Issuer.
- Utilizing software from the P-Card Issuer.
- Reviewing Department approved P-Card applications for completeness of required information.
- Submitting completed application to the P-Card Issuer and receiving the Procurement Card from the P-Card Issuer.
- Assisting in the training of the Department Manager and Department Heads and or any other related parties before releasing Procurement Cards.
- Assisting in the basic Cardholder training before releasing the Procurement Card.
- Ensuring that prior to the issuance of the card that the Cardholder has signed a Procurement Card Program Cardholder Agreement Form (Attachment #1), signifying agreement with the terms of the Township's Procurement Card Program.
- Handling disputed charges/discrepancies not resolved by Cardholder, Departmental Manager and/or Purchasing Department.
- Initiating change of default accounting codes upon request of Department liaisons as approved by their Department Head.
- Securing revoked Procurement Cards and submitting the information to P-Card Issuer.
- Receiving & reviewing the P-Card Issuer bill.
- Collection & review of all Cardholder's cycle reconciliations & backup invoicing.
- Processing electronic uploads of the bill to accounting.
- Preparing the bill for payment for Automatic Clearing House (ACH) payment.
- Reconciling the P-Card Issuer's bill to card issuer's electronic file to the transaction totals posted to the Township's accounting system.
- Reviewing usage of the Procurement Card data for appropriateness & validity.
- Ensuring that lost or stolen P-Cards have been blocked by the P-Card Issuer.
- Forwarding vendor set up requests to the P-Card Issuer.
- Assisting the Department Liaison with erroneous declines & emergency transactions.

P-CARDHOLDER ELIGIBILITY

Criteria to receive a Procurement Card are as follows:

- Applicant shall be an employee of the Township.
- Applicant's request for a Procurement Card shall be approved by both their Division & Department Heads.
- Applicant shall be assigned a Department Manager selected by their Department Head.
- Employee shall receive a basic training session before being issued their Procurement Card.
- Each individual Cardholder shall be required to sign a Procurement Card (P-Card) Program Cardholder Agreement Form (Attachment #1), prior to the issuance of a P-Card.

P-CARDHOLDER LIABILITY

The Procurement Card (P-Card) is a governmental charge card which will not affect the Cardholder's personal credit; however, it is the Cardholder's responsibility to ensure that the P-Card is only utilized within the stated guidelines of the Procurement Card Cardholder Procurement Program Policies & Procedures Manual as well as Township & New Jersey State codes & Local Finance Notices (LFN) relating to the expenditure of Township funds & the use of P-Cards. Failure to comply with program guidelines may result in permanent revocation of the P-Card, notification of the situation to management, and further disciplinary measures that may include termination of employment.

P-CARDHOLDER TERMINATION

The Procurement Card Coordinator upon notification is responsible to close an account, if a Cardholder: (a). transfers to a different department, (b). moves to a new position/title in which a Procurement Card is no longer required, (c). terminates employment with the Township or (d). for any of the following reasons which will also subject the Cardholder to disciplinary action in accordance with Township Policies & Procedures relating to disciplinary action and termination for cause:

- The P-Card is utilized for personal use or for any unauthorized purposes.
- The P-Card is utilized to purchase alcoholic beverages or any substance, material, or service which violates policy, Law or regulations pertaining to the Township or State of new Jersey.
- The Cardholder allows their P-Card to be utilized by another individual.
- The Cardholder splits a purchase to circumvent the established dollar limitations that have been placed on the Procurement Card.
- The Cardholder utilizes another Cardholder's P-Card to circumvent the established purchasing limit assigned to either Cardholder or the limitations of the Procurement Card.
- The Cardholder fails to provide Department Manager with the required receipts & backup paperwork.
- The Cardholder fails to provide, when requested, information about any specific nature of the purchase and/or the use of the card.
- The Cardholder fails to adhere to all of the Procurement Card Program Policies & Procedures as attached herein and guidelines established by the State of New Jersey.

PURCHASING DEPARTMENT RESPONSIBILITIES

- For approved New Jersey State & National Cooperative Purchasing Contracts the Purchasing Department will generate and maintain a listing of approved suppliers. This list shall be electronically maintained and is subject to revision on a regular basis by the Purchasing Department.
- The Purchasing Department will monitor transactions to ensure compliance with the Local Public Contracts Law.
- The Purchasing Department will assist the Accounting Office with the administration of the P-Card Program.
- The Purchasing Department will assist participants with the basic training of P-Card Program.

LOST, MISPLACED OR STOLEN PROCUREMENT (P-CARD) CARDS

Cardholders are required to **immediately report** any lost or stolen Procurement Card to P-Card Issuer (Bank) toll-free @ 1 (888) 449-2273 (24 hours a day, 365 days a year). The Cardholder shall also be required to immediately notify their Department Manager about the lost or stolen P-Card at the first opportunity during normal business hours.

SPENDING CONTROLS

The procurement card is to be utilized only for the purchase of supplies & needed services. The Township, through the Procurement Card Program Coordinator & the Township Purchasing Manager in conjunction with Department Heads, will adjust credit limits and allowed merchant types as determined by demonstrated need or emergent situation. The Procurement Card **SHALL NOT** be utilized for **travel, room & board expenses, dining, prepared foods & beverages and entertainment expenses or any supplier or items or services that have not been preapproved** by the Township Purchasing Manager. Ideally all exceptions to these rules shall be gained through written permission of Township Purchasing Manager or his designees. An e-mail shall be required to be sent **TO: PCARD** group requesting permission to utilize the P-Card for such exceptions or other items that have not been preauthorized.

ERRONEOUS DECLINES

Should the Procurement Card be erroneously declined by a vendor, the Cardholder should immediately contact the Department Manager for assistance. If purchase is being made outside of normal Township business hours, the employee should attempt to find an alternate payment method or terminate the purchase and contact the Department Liaison during normal hours. If the Department Manager cannot determine the decline reason, the decline should be escalated to a Procurement Card Program Coordinator.

EMERGENCY TRANSACTIONS

Emergency transactions may not be handled with the Procurement Card, unless prior approval has been granted by both the Township's Purchasing Manager & the Procurement Card Program Administer. The Cardholder shall be required to contact the Department Manager, the Department Head and in turn they will contact the Procurement Card Program Coordinator & Township Purchasing Manager for final authorization & approvals.

CREDITS & RETURNS

Vendors will be required to issue credits to the individual procurement card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement received by the Township. **Under no circumstances** shall the Cardholder be permitted to **accept cash in lieu of a credit** to the Procurement Card account.

UNRESOLVED DISPUTES & BILLING ERRORS

The Cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the Cardholder/Department Liaison shall do the following:

- Contact the Department Manager/Procurement Card Program Coordinator for assistance, if an acceptable resolution is not obtained as may be desired.
- Contact P-Card Issuer Bank of America @ 1 (888) 449-2273, twenty-four (24) hour customer service directly for further assistance.
- Mail or fax to the P-Card Issuer a signed P-Card Issuer Dispute Form to document the reason for the dispute.
- Ensure that the total amount billed by P-Card Issuer (BOA) is charged to the individual departmental accounts and credits for disputed transactions are posted to departmental accounts when the credit appears on the P-Card Issuer billing statements.
- Complete a copy of the Procurement Card Program (P-Card) Cardholder Statement of Disputed Items form and submit to the Accounting Office for further action. (See Attachment #2)

SECURITY & STORAGE

Procurement Cards (P-Cards) – Cardholders shall always treat the Procurement Card with at least the same level of care as one would do with their own personal credit/debit cards. The P-Card should be maintained in a safe & secure location and the P-Card account number should be carefully guarded at all times. The only person entitled to utilize the P-Card is the person whose name appears on the face of the P-Card. **The Procurement Card may not be lent or utilized by another person for any reason.** Failure to adhere to this policy shall be just cause for the termination of all P-Card privileges.

Program Documentation – All documentation concerning the Procurement Card Program will be maintained by the Procurement Card Program Coordinator located in the Finance Office. This documentation includes, but is not limited to, applications, Cardholder Agreements, billing statements, reconciliation of accounting statements, software programs, and copies of transmittals and correspondence with P-Card Issuer. Any time a purchase is made that will be paid utilizing the Procurement Card, whether it is done over the counter or by telephone, a document shall be retained as proof of the purchase. The documents will later be utilized to verify the purchases shown on the cardholder's monthly account statement.

VENDOR SETUP

The Purchasing Department will monitor the frequently used vendors for purchases which qualify for use of the Procurement Card by the Cardholders. If a vendor frequently used by Township employees does not accept a Procurement Card, the Township will assist in recruiting the vendor to take the necessary steps to begin acceptance of the P-Card and provide this information to P-Card Issuer. Cardholders should contact the Purchasing Department when encountering vendors who do not accept the Procurement Card.

TELEPHONE/ONLINE PURCHASE PROCEDURES

"Telephone/Online Procedure," as used in these instructions, means a procedure where an order is placed or a purchase is made through an oral agreement which is made via a telephone and/or online. No written purchase order or contract will be issued by the Township. The commodities are provided by the vendor and the payment is made using the Procurement Card.

When placing a telephone/online order to be paid utilizing the Procurement Card, the Cardholder shall be required to do the following:

- Confirm that the vendor agrees to charge the Procurement Card when shipment is made so that receipt of the supplies may be certified on the monthly account statement.
- Instruct supplier that the Township is **tax exempt** and provide the number which is printed on the front of every P-Card.
- Instruct the vendor to include the following information on the shipping documents or packing slip: This information will alert the receiving office and the requisitioner that the supplies have been purchased with the Procurement Card (P-Card).

    - Cardholder's full name & department
    - Building/property name
    - Delivery address
    - Cardholder's telephone number
    - Ensure that **No** credit charge fees are being assessed to the purchase
    - Ensure that they know that the purchase is **Tax Exempt**

Cardholders are encouraged to receive their own shipments; however, if someone in the Township will be receiving a shipment on the Cardholder's behalf, the Cardholder should notify them in advance. Regardless of who receives the shipment, the Cardholder is responsible for obtaining all the required documentation (packing slips, mail order form copies, etc…) related to the purchase and verifying that the documentation complies with the requirements for support documentation set forth in this guide.

Note: The documentation shall be held until the monthly account statement is printed and then attached with the statement along with any other receipts for the billing period when the statement is submitted for final processing & payment.

VENDOR BLOCKING

Transactions may be blocked at the point-of-sale level for specific types of commodities/transactions, dictated by the Merchants Commodity Code (MCC).

PROCUREMENT CARD SETUP, MAINTENANCE & CLOSURE

All contact with P-Card Issuer for Procurement Card setup, maintenance and closure (except for reporting lost or stolen P-Card) will be handled by the Procurement Card Program Coordinator or designated staff members who are located in the Township Finance Department.

P-Card Setup:

- Township employee completes a Township Procurement Card application and submits to their Department Head for completion and approval.
- Department Head completes the application by providing the name of the Departmental Manager, default accounting code to be assigned to the P-Card, settings for, discretionary funds, cycle credit limits, transaction limits and the Merchants Commodity Code (MCC) controls (General Purchasing, Fleet Professional & Trades/Food Services).
- Department Head signature approval delegates transaction authority to the Cardholder.
- Approved application is to be sent to the Procurement Card Program Coordinator.
- Procurement Card Program Coordinator reviews application for completeness and submits application to P-Card Issuer in format approved by Township.
- Upon receipt of the Procurement Card from P-Card Issuer, the Procurement Card Program Coordinator will conduct a training session with the Cardholder prior to issuing the P-Card.
- Cardholder signs Cardholder Agreement signifying agreement with the terms of the Procurement Card Program.

P-Card Maintenance:

- Department Manager is to make all maintenance request to the Procurement Card Program Coordinator
- Procurement Card Program Coordinator shall make periodic changes and upgrades in Works software.

P-Card Closure:

Lost or Stolen P-Cards – Cardholder shall be required to immediately report the lost/stolen P-Card to P-Card Issuer (BOA) twenty-four (24) hour customer service @ 1 (888) 449-2273. The Cardholder shall be required to also notify the Department Liaison who will contact the Procurement Card Program Coordinator who will follow up with P-Card Issuer (BOA) to ensure the account has been properly closed.

P-Card Closure: Continued)

Terminated or Transferred Employees – the Department Manager shall be responsible to secure the procurement P-Cards from all terminated employees and employees who have transferred to another Township department. The Department Manager shall be required to immediately notify the Procurement Card Program Coordinator by telephone or e-mail of the termination or transfer. A request for closing the Cardholder account shall be submitted to P-Card Issuer by the Procurement Card Program Coordinator within two (02) working days of receiving the notification. All Procurement Cards shall be returned to the Procurement Card Program Coordinator for proper disposal.

Other P-Card Revokes/Closures – the Procurement Card Program Coordinator will notify P-Card Issuer immediately of all revokes and closures.

RECONCILIATION, APPROVAL & ALLOCATION OF THE BILLING

Receipt & Payment of P-Card Issuer Billing:

- At the close of the monthly billing cycle, the Department will send an electronic billing statement to the Township Procurement Card Program Coordinator.
- Procurement Card Program Coordinator will review the bills and payments made by the P-Card Issuer (BOA).
- Procurement Card Program Coordinator will prepare for an Automatic Clearing House (ACH) payment to be issued to P-Card Issuer, so that payment will reach P-Card Issuer no later than seven (07) working calendar days after the close of the billing cycle of the previous month.
- Automatic Clearing House (ACH) will be transmitted in accordance with P-Card Issuer's instructions.

Allocation of Procurement Card Charges to Township Departments:

- The total amount billed by P-Card Issuer will be charged to the individual departmental accounts and credits for disputed transactions will be posted to departmental accounts when credit appears on the P-Card Issuer billing.
- Procurement Card Program Coordinator will reconcile the detailed electronic billing statement to amount paid P-Card Issuer (BOA).

Audit:

The Township's internal control policies & procedures are as follows:

Cardholder Audit Requirements:

- Reconcile vendor receipts to the Cardholder Statement.
- Submit vendor receipts & the Cardholder Statement to the Department Manager.

RECONCILIATION, APPROVAL & ALLOCATION OF THE BILLING (CONTINUED)

Procurement Card Program Coordinator Audit Requirements:

- Establish & notify Department Liaisons of monthly cutoff date for approvals.
- Make periodic audits of P-Card use and charges for appropriateness through the use of software's online reporting system. Areas to be monitored include, but not limited to compliance with procurement card policies and procedures, compliance with State regulations and LFN notices. Nonuse of P-Card by Cardholders will also be monitored by the Township.

Training Tips:

- Please make sure that the vendor has been entered into the Edmunds Accounting System **before** utilizing the P-Card for a purchase transaction. If they are not listed in the Edmunds Accounting System you shall first need to obtain both a completed W-9 Form and a copy of their current New Jersey Business Registration Certificate (BRC). Once you have these documents photocopies shall be forwarded to the Accounting Office.
- If you utilize your P-Card for a certain vendor and notice that once the charge comes through the vendor shows up as a different name (i.e. Career Track can show up as Fred Pryor or Park University). Please let the Accounting Office know as soon as possible to avoid any confusion when the invoice are being processed.
- Remember, the purchase **will not** register on the General Ledger (GL) in the Edmunds Accounting System until the cycle payment has been posted by the Accounting Office, which could be as long as the middle of the following month. This is important to keep in mind to avoid any over expenditure of your budgeted funds.
- When making a purchase request, please make sure that you put in the vendor's name and not the vendor ID.
- The comment field should always be filled out for all purchases with either the invoice number; account number or something to reference the charge to this vendor.
- **Please use the GL Assistant option in the Works System as opposed to keying in the General Ledger number yourself. This will greatly assist the Accounting Office to post your charges to the Edmunds General Ledger (GL) correctly.**
- If you are buying anything from box stores such as Wal-Mart, Costco, Sam's Club, K-Mart, Lowes, Home Depot, etc.., an explanation as to what is being purchased shall be required to process the order.

Attachment #1 Procurement Card Program Cardholder Agreement
Attachment #2 Procurement Program Cardholder Statement of Disputed Items

TOWNSHIP OF LOWER

2600 Bayshore Road
Villas, New Jersey 08251

Incorporated 1798
(609) 886-2005

Attachment #1

Procurement Card (P-Card) Program Cardholder Agreement

Policies & Procedures for Procurement Card Usage

I, _____, hereby certify that I have been trained in the proper use
(Please Print or Type Full Name)

& procedures for the Township of Lower's Procurement Card (P-Card) Program and that I fully understand the rules & requirements for the usage of the Township's Procurement Card.

I hereby agree to follow the provisions of the Procurement Card Program, its policies and procedures. I fully understand that violations of these rules may result in revocation of the privilege of use and/or disciplinary action up to and including termination of employment. I also understand that inappropriate use of the Township Procurement Card may require that I reimburse all costs associated with such improper use of the P-Card.

Cardholder:

_____
(P-Cardholder's – Print Full Name)

_____
(P-Card Cardholder's – Signature)

_____/_____/_20___
(Dated)

___#_____
(Last Four (4) Digits of Assigned Card Number)

_____/_____/_20__
(Date that Training was Completed & the Policies & Procedure Manual was Provided to the Cardholder)

Approvals:

_____
(Signature of the Department Head)

_____
(Signature of the Department Head)
(If & when applicable)

_____
(Margaret Vitelli, QPA, Township Purchasing Agent/Procurement Card Administrator)

_____
(Lauren Read,CFO, Chief Financial Officer)

_____
(_____Township Procurement Card Coordinator)

TOWNSHIP OF LOWER

2600 Bayshore Road
Villas, New Jersey 08251

Incorporated 1798
(609) 886-2005

Attachment #2

Procurement Card (P-Card) Program
Cardholder Statement of Disputed Item(S)

To: Procurement Card Program Coordinator

Through: (Procurement Card Group Managers)

From: (P-Cardholder)

The following item(s) listed on the Statement of Account are/is disputed.

Date of Statement of Account: __/__/ 20____

Item(s) Disputed: _____

_____

_____

_____

Reason: Provide information as to why the item(s) does not meet your requirements. Indicate actions requested of merchant, reason's merchant refused to correct dispute and any other information that is available to assist the Purchasing Office to negotiate dispute.

Action Requested: Return Item & obtain Credit

Exchange for same Item(s)

Exchange for different make, model, brand etc... w/applicable deduction/increase in cost. (This action will require prior approval from Cardholder, if a cost increase is required)

Other Comments: _____

_____

_____
(P-Cardholder's Signature)

Note: Submit this form with the Statement of Accounts to the Finance Office

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

RESOLUTION #2016-282

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 $29,839.00 for an item of revenue in the budget of the year 2016 as follows:

Miscellaneous Revenues –
Revenue Offset with Appropriations - DEDR
Total with increase to be $29,839.00

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of $29,839.00 be and the same is hereby appropriated under the caption of:

General Appropriations –
Public & Private Programs Offset by Revenues - DEDR

State/Federal Share	$	29,839.00
Non State Share	$	
Total with increase to be	$	29,839.00

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

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD	X		X			
PERRY		X	X			
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 October 3, 2016.

Julie A Picard, Township Clerk

CAPE MAY COUNTY
DEPARTMENT of HUMAN SERVICES

Kristine Gabor
Freeholder
Patricia A. Devaney
Director

4 Moore Road, DN 907
Cape May Court House, N.J. 08210
(609) 465-1055 ☐ Fax: (609) 465-4639

June 21, 2016

Honorable Michael Beck
Township of Lower
2600 Bayshore Road
Villas, New Jersey 08251

Re: Notice of Award - Municipal Alliance Grant

Dear Mayor Beck:

My office has been informed by the Governor's Council on Alcoholism and Drug Abuse staff that the Lower Cape Municipal Alliance application for the grant period July 1, 2016 to June 30, 2017 has been approved in the amount of:

DEDR (State) **Funds**	**$29,839.00**
Municipal Cash Match (required)	**$ 7,460.00**
In Kind Match (required)	**$22,379.00**

Contracts for the grant will be mailed to the municipality shortly. Please note that should there be changes in the grant due possibly to statewide fiscal situations or other considerations you will be notified immediately. Thank you for your continued cooperation with the Municipal Alliance programs. Please call if you have any questions.

Sincerely,

Patricia A. Devaney, Director
Department of Human Services

cc: Mayor Dr. Edward J. Mahaney
Mayor Robert Moffatt
Mayor Pamela Kaithern
J. Ridgway, Manager
L. Read, CFO
C. Crippen, Alliance Coordinator

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

RESOLUTION #2016- 283

TITLE: **AUTHORIZING THE PAYMENT OF VOUCHERS**

Vendor	PO #	Description	CK	Amount
LOWER TWP RESCUE	16-00070	EXPENSES		$ 10,000.00

Total Bill List **$ 10,000.00**

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on October 3, 2016.

Julie A Picard, Township Clerk