

## Signed Resolutions – August 17, 2020

- Res. #2020-223 Payment of Vouchers \$ 214,518.16
- Res. #2020-224 Authorization for Refund of Taxes
- Res. #2020-225 A Resolution Acknowledging the Award of a 24 Month Contract, Expiring August, 2022, to Constellation Newenergy, Inc and Direct Energy Business, LLC for Electric Generation Supply Services for the Township of Lower and SJPC Cooperative Members
- Res. #2020-226 A Resolution Supporting the Proposed Bus Stop Locations Located Along US Route 9 Within the Township of Lower as Recommended by the New Jersey Department of Transportation
- Res. #2020-227 Lower Cape Alliance
- Res. #2020-228 A Resolution Reappointing Sarah VanSeeters to Serve as Interim Court Administrator for the Township of Lower
- Res. #2020-229 Annual Renewal of Liquor Licenses for the Year 2020-2021
- Res. #2020-230 Approval of Change Order #1 for Mott MacDonald for Professional Landscape Architecture and Engineering Services for Jonathan Hoffman Park Playground Renovations (\$47,400)
- Res. #2020-231 Approving a Professional Service Contract with Mott MacDonald for Professional Engineering Services for the Recreation Center HVAC Project (\$69,950.00)
- Res. #2020-232 Approving Change Order #2 for Mott MacDonald for Professional Landscape Architecture and Engineering Services for Clem Mulligan Sports Complex Renovations (\$47,000)
- Res. #2020-233 Award National Cooperative Purchasing Agreement with Sourcewell to JESCO for one (1) 2020 John Deere 60G Compact Excavator (\$75,000)
- Res. #2020-234 Authorization for the Payout of Accumulated Compensatory Time (M.Perry \$2,427.23)



Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
<b>01171 VERIZON WIRELESS - TOWNHALL</b>								
	20-01880	08/10/20	IPHONE BILL 6/29/20-7/28/20	Open	1,073.57	0.00		
	20-01881	08/10/20	CELL PHONE 6/24-7/23/20	Open	<u>514.79</u>	0.00		
					1,588.36			
<b>01200 DELTA DENTAL PLAN OF NJ</b>								
	20-01811	08/03/20	JULY 2020 ADMIN	Open	1,324.80	0.00		
	20-01857	08/07/20	JULY 2020 CLAIMS	Open	<u>12,357.15</u>	0.00		
					13,681.95			
<b>01220 DRAEGER, INC*</b>								
	20-01597	07/01/20	ALCHOTEST CERTIFICATION	Open	179.00	0.00		
<b>01250 SCOTT DOUGLASS</b>								
	20-01903	08/11/20	CONTRACTUAL REIMBURSEMENT V	Open	85.00	0.00		
<b>01365 GARY DOUGLASS</b>								
	20-01902	08/11/20	CONTRACTUAL REIMBURSEMENT V	Open	325.00	0.00		
<b>01653 GENTILINI FORD*</b>								
	20-01440	06/18/20	PARTS FOR VEHICLES	Open	138.06	0.00		
<b>01806 ANTHONY J HARVATT, II, ESQ</b>								
	20-00905	04/08/20	ZONING BOARD SOLICITOR SALARY	Open	625.00	0.00		
	20-01805	08/03/20	JULY RESOLUTIONS	Open	<u>750.00</u>	0.00		
					1,375.00			
<b>02025 HUNTER JERSEY PETERBILT*</b>								
	20-01808	08/03/20	STEERING BOX	Open	688.00	0.00		
<b>02248 LAWMEN SUPPLY*</b>								
	20-01610	07/07/20	UNIFORMS	Open	10.00	0.00		
<b>02441 ERNEST MACOMBER</b>								
	20-01845	08/05/20	CONTRACTUAL REIMBURSEMENT M	Open	1,951.20	0.00		
<b>02626 FRED MCCLOSKEY</b>								
	20-01863	08/07/20	CONTRACTUAL REIMBURSEMENT V	Open	390.00	0.00		
<b>02965 KEITH PALEK</b>								
	20-01901	08/11/20	CONTRACTUAL REIMBURSEMENT V	Open	278.40	0.00		
<b>03008 NJ DEPT OF TREASURY/FEES</b>								
	20-01554	06/26/20	CLASS B MONITORING FEE	Open	2,282.50	0.00		
<b>03280 PARAMOUNT SANITARY SUPPLY*</b>								
	20-01681	07/14/20	TRASH BAGS FOR BUILDINGS	Open	430.10	0.00		
<b>03427 POLAR BEAR MECHANICAL SERVICES</b>								
	20-01688	07/15/20	REC CENTER - ROOM 1 A/C	Open	702.06	0.00		
	20-01759	07/23/20	AIR CONDITIONER @ RECREATION	Open	<u>733.00</u>	0.00		
					1,435.06			

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03448 REMINGTON,VERNICK & WALBERG*	20-00908	04/08/20	STAR/CAROLINE /GREENWOOD AVENU	Open	6,116.10	0.00		B
03491 RENTAL COUNTRY*	20-01573	06/29/20	PARTS FOR WEED WACKER	Open	863.32	0.00		
03518 RIGGINS, INC.*	20-01862	08/07/20	off HIGHWAY DIESEL7/1-7/31/20	Open	295.52	0.00		
03611 SERVICE TIRE TRUCK CENTERS*	20-01228	05/26/20	TIRES/RDS/SANT/RECY/DPW/JULY	Open	4,615.52	0.00		
03692 SOUTH JERSEY GAS CO*	20-01883	08/10/20	6/15-7/17/20 NATURAL GAS	Open	1,286.37	0.00		
03764 TCTANJ	20-01179	05/14/20	WEBINAR CONFERENCE 6/16,17/20	Open	200.00	0.00		
03810 MUNICIPAL UTIL AUTH USAGE COST	20-01912	08/13/20	4/15-7/15/20 POLICE SEWER	Open	80.00	0.00		
	20-01913	08/13/20	4/15-7/15/20 WATER	Open	1,456.94	0.00		
					1,536.94			
03820 MUNICIPAL UTIIL. AUTH ON CALL	20-01813	08/03/20	REIMBURSE HALF OF TOTAL BILL	Open	279.73	0.00		
03844 GIACOMO TROMBETTA	20-01844	08/05/20	CONTRACTUAL REIMBURSEMENT M	Open	51.00	0.00		
	20-01894	08/10/20	CONTRACTUAL REIMBURSEMENT M	Open	77.00	0.00		
					128.00			
03899 UPS	20-01786	07/29/20	SHIPPING	Open	34.77	0.00		PC1
	20-01797	07/29/20	SHIPPING	Open	34.77	0.00		PC1
					69.54			
03904 LOWE'S HOME CENTER INC*	20-01472	06/18/20	SUPPLIES/JUNE	Open	178.40	0.00		
03971 VERIZON WIRELESS MDT POLICE	20-01807	08/03/20	VERIZON - MDT	Open	843.35	0.00		
03985 VILLAS NAPA AUTO PARTS	20-00998	04/22/20	RDS/SANT/RECY/DPW/MAY	Open	1,919.80	0.00		
03992 VAL-U AUTO PARTS LLC*	20-01482	06/18/20	RDS/SANT/RECY/JULY	Open	3,502.10	0.00		
04266 NJ DEPT OF HEALTH&SENIOR SVCS	20-01887	08/10/20	JULY 2020	Open	68.40	0.00		
04301 SEASHORE ASPHALT CORPORATION*	20-01475	06/18/20	ASPHALT/PATCH/RDS/JUNE	Open	170.00	0.00		

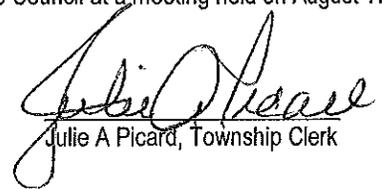
Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
<b>6071 UNITED UNIFORMS LIMITED LIAB*</b>								
	20-01379	06/11/20	6/4/20 UNIFORM ORDER	Open	773.93	0.00		
<b>7098 SHORE VETERINARIAN ANIMAL *</b>								
	20-01833	08/05/20	CO#1 BEACH PATROL RES #20-210	Open	4,000.00	0.00		
<b>7160 MICHAEL NUSCIS</b>								
	19-00954	03/29/19	2019 EQUIPMENT ALLOWANCE	Open	150.00	0.00		
	20-01033	04/22/20	EQUIPMENT ALLOWANCE 2020	Open	150.00	0.00		
					<u>300.00</u>			
<b>7327 RUTGERS/OFFICE OF CONTINUING P</b>								
	20-00765	03/18/20	NJ COMPOST OPERATOR	Open	255.00	0.00		
	20-01182	05/14/20	NJ COMPOST OPERATOR CERT	Open	510.00	0.00		
					<u>765.00</u>			
<b>7475 SUZANNE M SCHEID</b>								
	20-01850	08/06/20	CONTRACTUAL REIMBURSEMENT M	Open	30.00	0.00		
<b>7478 WINDSTREAM COMMUNICATION INC*</b>								
	20-01923	08/13/20	JULY 29TH PHONE SERVICE	Open	1,089.30	0.00		
<b>7507 STEFANKIEWICZ &amp; BELASCO LLC</b>								
	20-00221	01/17/20	DNE \$116K EXPENSES RES 2020-01	Open	24,933.54	0.00		
<b>7508 BLANEY &amp; KARAVAN PC*</b>								
	20-00155	01/10/20	RES# 2020-02 LABOR DNE \$40k	Open	1,512.00	0.00		B
	20-00156	01/10/20	RES#2020-04 TAX APPEAL \$10K	Open	1,743.75	0.00		B
					<u>3,255.75</u>			
<b>7636 MOTT MACDONALD LLC*</b>								
	19-01269	05/02/19	ROSEANN AVE PHASE 3 RES 19-157	Open	201.00	0.00		B
	20-00566	03/02/20	MULLIGAN CO#1 DESIGN PHS 20-92	Open	15,197.00	0.00		
	20-01002	04/22/20	CO 3 ROSEANNE RES 2020-137	Open	5,017.60	0.00		
	20-01867	08/10/20	AUG. BD. ENG. VOUCHER	Open	394.25	0.00		
	20-01895	08/11/20	ZBA BD. ENG. VOUCHERS	Open	1,905.55	0.00		
					<u>22,715.40</u>			
<b>7739 CHRISTOPHER KERVAN</b>								
	20-01846	08/05/20	CONTRACTUAL REIMBURSEMENT V	Open	15.00	0.00		
<b>7820 DEBLASIO &amp; ASSOCIATES, P.C*</b>								
	19-02342	08/21/19	2019 ROAD PROGRAM	Open	55.00	0.00		B
	20-01344	06/04/20	2019 ROAD PHASE 2/ SEC1 20-170	Open	1,425.00	0.00		B
					<u>1,480.00</u>			
<b>7833 AARONS MOBILE DETAILING LLC*</b>								
	20-01668	07/14/20	PATROL VEHICLE MAINT.	Open	3,910.00	0.00		
<b>7895 LAW ENFORCEMENT SOLUTIONS LLC</b>								
	19-02816	10/18/19	TRAINING DECEMBER 4-6, 2019	Open	578.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
<b>7929 AMAZON CAPITAL SERVICES, INC</b>								
	20-01613	07/07/20	SUPPLIES	Open	254.73	0.00		
	20-01689	07/15/20	office supplies/filter	Open	459.85	0.00		
	20-01723	07/21/20	OFFICE SUPPLIES	Open	180.80	0.00		
	20-01798	07/29/20	OFFICE SUPPLIES	Open	31.62	0.00		
	20-01802	07/30/20	RAGS FOR GARAGE	Open	97.98	0.00		
	20-01836	08/05/20	CARBON MONXIDE DETECTORS	Open	125.91	0.00		
	20-01860	08/07/20	ALEN 1100 SQFT PURIFIER	Open	636.99	0.00		
					<u>1,787.88</u>			
<b>8033 STACIE COOPER</b>								
	20-01905	08/12/20	REIMBURSEMENT-LACROSSE	Open	15.00	0.00		
<b>8131 DOCUVAULT SECURE SHREDDING LLC</b>								
	20-01925	08/13/20	7/31/20 SHREDDING	Open	96.00	0.00		
<b>8168 CMRS-FP ACTT# 106000865324</b>								
	20-01933	08/13/20	8/13/20 POSTAGE	Open	10,000.50	0.00		
<b>8197 GREAT AMERICAN FINANCIAL SERV</b>								
	20-01803	08/03/20	JULY TO DEC LEASE PAYMENT MAIL	Open	560.00	0.00		
<b>8241 ADOLEO INC*</b>								
	20-00881	04/03/20	SUMMER CONCERT RES 20-204	Open	4,500.00	0.00		
<b>8252 STELLAR MOJO JOHN KING</b>								
	20-00879	04/03/20	SUMMER CONCERT RES20-204	Open	3,000.00	0.00		
<b>8330 HILLYARD MID ATLANTIC</b>								
	20-01654	07/08/20	HAND SANITIZER	Open	1,182.24	0.00		
<b>8335 MARY A MAYBURY</b>								
	20-01701	07/16/20	REGISTRATION FEE REFUND	Open	125.00	0.00		
<b>8351 ELAINE LAWLER</b>								
	20-01816	08/04/20	REIMBURSEMENT-SUMMER BASKETBAL	Open	20.00	0.00		
<b>8356 DEBORAH DAUBERT</b>								
	20-01874	08/10/20	REIMBURSEMENT - POOL	Open	30.00	0.00		
<b>8357 ASHLEY VITELLI</b>								
	20-01875	08/10/20	REIMBURSEMENT-SOCCER	Open	15.00	0.00		
<b>8358 JENNIFER HILVERT</b>								
	20-01878	08/10/20	REIMBURSEMENT- SOCCER	Open	30.00	0.00		
<b>8359 RHIANNON CARINI</b>								
	20-01915	08/13/20	REIMBURSEMENT-POOL PASSES	Open	90.00	0.00		
<b>8360 NOEL COSSABOON</b>								
	20-01897	08/11/20	REIMBURSEMENT-SOCCER	Open	25.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
8662 EA MEDICAL LLC	20-00954	04/17/20	2 EDU 435 UV LIGHT UNITS	open	7,690.00	0.00		
BOSNA KAREN MANETTE BOSNA	20-01848	08/06/20	YOGA ON BAY PAYMENT-JUNE/JULY	open	230.00	0.00		
PRESS PRESS OF ATLANTIC CITY	20-01665	07/10/20	NTB REBID JONATHON HOFF ADV	open	117.60	0.00		
Total Purchase Orders: 101 Total P.O. Line Items: 0 Total List Amount: 214,518.16 Total Void Amount: 0.00								

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD			X				
COOMBS		X	X				
ROY			X				
PERRY	X		X				
SIPPEL			X				

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

  
Julie A Picard, Township Clerk

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

RESOLUTION #2020-224

Title: AUTHORIZATION FOR REFUND OF TAXES

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

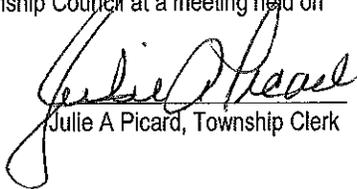
WHEREAS, a refund is due.

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>
283	5	Core Logic Real Estate 803 Delaware Ave	3 <sup>rd</sup> Qtr – 100% Exempt Vet for McMullIN	\$ 1,484.88
494.53	19	Timothy & Denise Tate 2703 Bybrook Dr.	3 <sup>rd</sup> Qtr Paid Erroneously	\$ 1,030.40
330	24	Tara J Stefannucci 62 Kentucky Avenue	3 <sup>rd</sup> Qtr Paid Erroneously	\$ 534.52
709	8 C-128	Louis & Michelle Cammarata 128 Cloisers Abbey	3 <sup>rd</sup> Qtr – Paid Twice	\$ 1,492.69
626	3	Tracey Brand 301 Hughes Avenue	3 <sup>rd</sup> Qtr – Paid Twice	\$ 859.79

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD			X				
COOMBS		X	X				
ROY			X				
PERRY	X		X				
SIPPEL			X				

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

  
Julie A Picard, Township Clerk

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

RESOLUTION #2020-225

Title: A RESOLUTION ACKNOWLEDGING THE AWARD OF A 24 MONTH CONTRACT, EXPIRING AUGUST, 2022 TO CONSTELLATION NEWENERGY, INC AND DIRECT ENERGY BUSINESS, LLC FOR ELECTRIC GENERATION SUPPLY SERVICES FOR THE TOWNSHIP OF LOWER AND SJPC COOPERATIVE MEMBERS

WHEREAS, N.J.S.A 40A:11-11 (5) authorizes two or more contracting units to enter into a Cooperative Pricing Agreement for the purposes of electrical distribution services; and

WHEREAS, the Township of Lower is a member of the South Jersey Power Cooperative (SJPC) with Camden County serving as the lead agency; and

WHEREAS, while serving as lead agency, Camden County issued bid specifications for the purchase of electric generation service utilizing energy consultant Concord Energy Services, Inc. during the process; and

WHEREAS, Township Council approved by Resolution #2020-141 to participate in the current South Jersey Power Cooperative bid process; and SJPC has awarded a contract to the lowest responsible bidders for electric to Constellation NewEnergy, Inc and Direct Energy Business, LLC for electric generation service for 24 Months and submitted the follow rates and terms: effective September 2020 Service End Date of August 31, 2022.

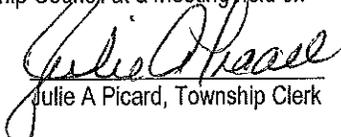
NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey authorized the South Jersey Power Cooperative (SJPC) to contract with the Constellation Energy Inc. and Direct Energy Business, LLC for electric generation services with Camden County acting as Lead Agency the following contract is hereby awarded over the term of the contract:

AWARD TO: Constellation Energy Inc.:  
Bid Group 2 : \$.07569/kWh  
Bid Group 3: \$.07897/kWh  
Bid Group 4: \$.04442/kWh  
Direct Energy Business, LLC:  
Bid Group 1: \$.07150/kWh

TERM: September 2020 - August 31, 2022 (24) Twenty Four Month Contract

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD			X				
COOMBS		X	X				
ROY			X				
PERRY	X		X				
SIPPEL			X				

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

  
Julie A Picard, Township Clerk

# Memo

TOWNSHIP OF LOWER

To: Jim Ridgway, Township Manager,  
Township Mayor and Council

From: Margaret Vitelli, QPA

Date: August 5, 2020

Re: 2020 Electric Cooperative Price Results

---

The Township participates in the Southern Regional Cooperative Agreement, Camden County as the lead agency for electricity. Collectively there are over 100 Municipalities and Counties that have been participating in this Regional effort since 2010. With the deregulations of natural gas and electric it has given Towns an opportunity to combine our needs to get the best possible price collectively.

I provided the awarded Cooperative electric rate from 2017 to present. The per kilowatt rate has consistently reduced since joining the Southern Regional Cooperative Agreement.

	Group 1	Group 2	Group 3	Group 4
2017	.07370kWh	.08180 kWh	.09280 kWh	.04900 kWh
2018-2020	.07289 kWh	.07774 kWh	.08132 kWh	.04569 kWh
2020-2022	.07150 kWh	.07569 kWh	.07897 kWh	.04442 kWh

I forwarded a Resolution to award the Electric Contract to Constellation NewEnergy and Direct Energy Business, LLC. for a (24) Twenty Four Month contract from 09/01/2020 – 08/31/2022.

If you have any questions please feel free to contact me.

Thank you

Margaret Vitelli QPA

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

RESOLUTION #2020-226

Title: A RESOLUTION SUPPORTING THE PROPOSED BUS STOP LOCATIONS LOCATED ALONG US ROUTE 9 WITHIN THE TOWNSHIP OF LOWER AS RECOMMENDED BY THE NEW JERSEY DEPARTMENT OF TRANSPORTION

WHEREAS, the New Jersey Department of Transportation ("NJDOT") recently completed a study investigating the feasibility of establishing bus stopes along US Route 9 located within the Township of Lower, County of Cape May in response to a March 4, 2020 Municipal Review Statement associated with proposed bus stops on the north and south side of Breakwater Road in order to address motorist and pedestrian safety concerns; and

WHEREAS, in connection with the aforementioned feasibility study, the NJDOT and New Jersey Transit also conducted a survey to inventory all existing bus stop locations along Route US 9 within the Township of Lower, County of Cape May in order to identify all existing bus stops and approve same by a Traffic Regulation Order (TRO); and

WHEREAS, in order to legally establish these regulations, the NJDOT is required to promulgate a TRO, and an initial step in the TRO process is to receive a Resolution of Support from the municipal governing body pursuant to the provisions of N.J.S.A. 39:4-8c; and

WHEREAS, this feasibility study and survey included the following bus stops as currently existing or recommended along US Route 9 within the Township of Lower:

**Bus Stops:**

**Along Route US 9, northbound, on the easterly side at:**

- A. **Between Route NJ 109 and Tabernacle Road (CR 647) - (mid-block) (NJ Transit ID# 16552)**  
Beginning at a point 185 feet north of the northerly curb line of Route NJ 109 and extending 135 feet northerly therefrom.
- B. **Between Route NJ 109 and Tabernacle Road (CR 647) – (mid-block) (NJ Transit ID# 30810)**  
Beginning at a point 3285 feet north of the northerly curb line of Route NJ 109 and extending 135 feet northerly therefrom.
- C. **Between Route NJ 109 and Tabernacle Road (CR 647) - (mid-block) (NJ Transit ID# 30811)**  
Beginning at a point 5880 feet north of the northerly curb line of Route NJ 109 and extending 135 feet northerly therefrom.
- D. **Heather Lane – (far side) (NJ Transit ID# 30812)**  
Beginning at the northerly curb line of Heather Lane and extending 100 feet northerly therefrom.
- E. **Breakwater Road (CR 613) - (far side) (NJ Transit ID# pending)**  
Beginning at the prolongation of the northerly curb line of Breakwater Road (CR 613) and extending 100 feet northerly therefrom.
- F. **Honeysuckle Lane - (far side) (NJ Transit ID# 30814)**  
Beginning at the northerly curb line of Honeysuckle Lane and extending 100 feet northerly therefrom.
- G. **Walnut Street - (far side) (NJ Transit ID # 30815)**  
Beginning at the prolongation of the northerly curb line of Walnut Street and extending 100 feet northerly therefrom.

**Along Route US 9, southbound, on the westerly side at:**

- A. **Walnut Street– (near side) (NJ Transit ID # 30816)**  
Beginning at the northerly curb line of Walnut Street and extending 105 feet northerly therefrom.

- B. Honeysuckle Lane - (far side) (NJ Transit ID# 30817)  
Beginning at the prolongation of the southerly curb line of Honeysuckle Lane and extending 100 feet southerly therefrom
- C. Breakwater Road (CR 613) (far side) (NJ Transit ID# pending)  
Beginning at the southerly curb line of Breakwater Road (CR 613) and extending 100 feet southerly therefrom.
- D. Heather Lane - (far side) (NJ Transit ID# 30819)  
Beginning at the prolongation of the southerly curb line of Heather Lane and extending 100 feet southerly therefrom.
- E. Between Tabernacle Road (CR 647) and Route NJ 109 - (mid-block) (NJ Transit ID# 30820)  
Beginning at a point 1635 feet south of the southerly curb line of Tabernacle Road (CR 647) and extending 135 feet southerly therefrom.
- F. Between Tabernacle Road (CR 647) and Route NJ 109 - (mid-block) (NJ Transit ID# 30821)  
Beginning at a point 4225 feet south of the southerly curb line of Tabernacle Road (CR 647) and extending 135 feet southerly therefrom.
- G. Between Tabernacle Road (CR 647) and Route NJ 109 - (mid-block) (NJ Transit ID# 16563)  
Beginning at a point 7340 feet south of the southerly curb line of Tabernacle Road (CR 647) and extending 135 feet southerly therefrom.

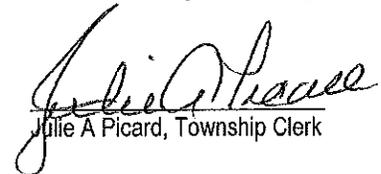
NOW THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Township of Lower supports the aforementioned bus stops located along US Route 9 as set forth herein.

BE IT FURTHER RESOLVED, that the Township of Lower concurs that any approved bus stop locations or traffic regulations in conflict with or inconsistent with the provisions of this resolution be rescinded upon approval of the Traffic Regulation Order.

BE IT FURTHER RESOLVED, that a true certified copy of this Resolution shall be submitted to the State of New Jersey, Department of Transportation as requested.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD			X				
COOMBS		X	X				
ROY			X				
PERRY	X		X				
SIPPEL			X				

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

  
Julie A. Picard, Township Clerk



## State of New Jersey

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

PHILIP D. MURPHY  
*Governor*

DIANE GUTIERREZ-SCACCETTI  
*Commissioner*

SHEILA Y. OLIVER  
*Lt. Governor*

**BUS STOPS**  
Route US 9  
Various locations  
Lower Township  
Cape May County

July 29, 2020

Julie Picard  
Municipal Clerk  
2600 Bayshore Road  
Villas, New Jersey 08251

Dear Ms. Picard:

This is in reference to a request received on March 10, 2020 from Mr. Daniel O’Gorman, Field Representative for NJ Transit, requesting this office to investigate the feasibility of establishing bus stops along Route US 9, in the Township of Lower, County of Cape May. Also submitted was Municipal Review Statement, signed by yourself, dated March 4, 2020, concurring with the requested bus stops. The New Jersey Department of Transportation (NJDOT) and the Bureau of Traffic Engineering (BTE) share your concern for motorist and pedestrian safety.

Based upon a field investigation conducted by this office, the requested bus stop locations are recommended for approval. In addition to the requested bus stop locations, NJ Transit and the NJDOT have conducted a survey to inventory all existing bus stop locations along Route US 9 within the Township of Lower, County of Cape May. Based upon this survey all currently recommended bus stop locations will be approved by a Traffic Regulation Order (TRO). This consolidation will enable NJDOT to update our regulation files of all existing bus stop locations along Route US 9 in the Township of Lower, County of Cape May.

In order to legally establish these regulations, the NJDOT is required to promulgate a TRO. An initial step in the TRO process is to receive a **Resolution** of support from the municipal governing body pursuant to N.J.S.A. 39:4-8c. It is therefore requested that a certified adopted **Resolution** of support affixed with the raised seal of the Township of Lower be submitted to the attention of **Ms. Jaime Oplinger, Executive Manager**, of this office, which reads substantially as follows:

**Bus Stops:**

**Along Route US 9, northbound, on the easterly side at:**

- A. **Between Route NJ 109 and Tabernacle Road (CR 647) - (mid-block) (NJ Transit ID# 16552)**  
**Beginning at a point 185 feet north of the northerly curb line of Route NJ 109 and extending 135 feet northerly therefrom.**

- B. Between Route NJ 109 and Tabernacle Road (CR 647) – (mid-block) (NJ Transit ID# 30810)  
Beginning at a point 3285 feet north of the northerly curb line of Route NJ 109 and extending 135 feet northerly therefrom.
- C. Between Route NJ 109 and Tabernacle Road (CR 647) - (mid-block) (NJ Transit ID# 30811)  
Beginning at a point 5880 feet north of the northerly curb line of Route NJ 109 and extending 135 feet northerly therefrom.
- D. Heather Lane – (far side) (NJ Transit ID# 30812)  
Beginning at the northerly curb line of Heather Lane and extending 100 feet northerly therefrom.
- E. Breakwater Road (CR 613) - (far side) (NJ Transit ID# pending)  
Beginning at the prolongation of the northerly curb line of Breakwater Road (CR 613) and extending 100 feet northerly therefrom.
- F. Honeysuckle Lane - (far side) (NJ Transit ID# 30814)  
Beginning at the northerly curb line of Honeysuckle Lane and extending 100 feet northerly therefrom.
- G. Walnut Street - (far side) (NJ Transit ID # 30815)  
Beginning at the prolongation of the northerly curb line of Walnut Street and extending 100 feet northerly therefrom.

Along Route US 9, southbound, on the westerly side at:

- A. Walnut Street– (near side) (NJ Transit ID # 30816)  
Beginning at the northerly curb line of Walnut Street and extending 105 feet northerly therefrom.
- B. Honeysuckle Lane - (far side) (NJ Transit ID# 30817)  
Beginning at the prolongation of the southerly curb line of Honeysuckle Lane and extending 100 feet southerly therefrom
- C. Breakwater Road (CR 613) (far side) (NJ Transit ID# pending)  
Beginning at the southerly curb line of Breakwater Road (CR 613) and extending 100 feet southerly therefrom.
- D. Heather Lane - (far side) (NJ Transit ID# 30819)  
Beginning at the prolongation of the southerly curb line of Heather Lane and extending 100 feet southerly therefrom.
- E. Between Tabernacle Road (CR 647) and Route NJ 109 - (mid-block) (NJ Transit ID# 30820)  
Beginning at a point 1635 feet south of the southerly curb line of Tabernacle Road (CR 647) and extending 135 feet southerly therefrom.
- F. Between Tabernacle Road (CR 647) and Route NJ 109 - (mid-block) (NJ Transit ID# 30821)  
Beginning at a point 4225 feet south of the southerly curb line of Tabernacle Road (CR 647) and extending 135 feet southerly therefrom.
- G. Between Tabernacle Road (CR 647) and Route NJ 109 - (mid-block) (NJ Transit ID# 16563)  
Beginning at a point 7340 feet south of the southerly curb line of Tabernacle Road (CR 647) and extending 135 feet southerly therefrom.

Repealer Clause:

The Township of Lower concurs that any approved bus stop locations or traffic regulations in conflict with or inconsistent with the provisions of this resolution be rescinded upon approval of the Traffic Regulation Order.

Once this office is in receipt of the certified adopted Resolution of Support from the Township of Lower's governing body, a Traffic Regulation Order will be promulgated.

Should you have any questions regarding this matter, please contact Senior Traffic Investigator, Troy Midgette at (609) 963-1804. Please enclose a copy of this letter with any further correspondence concerning this matter in order to expedite the process.

Sincerely,



Charles R. Reilly  
Supervisor, Traffic Investigations  
Bureau of Traffic Engineering

C: Donald Pigford, Manager, Bus Stop Sign and Shelter Programs, NJ Transit  
Daniel O'Gorman, Field Representative, NJ Transit (email)  
Chief William Mastriana, Lower Township Police Department

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

RESOLUTION #2020-227

Title: LOWER CAPE ALLIANCE

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey; and

WHEREAS, The Township Council of the Township of Lower, County of Cape May, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and

WHEREAS, the Township Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and

WHEREAS, the Township Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Cape May.

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

- The Township Council does hereby authorize submission of a strategic plan for the Lower Cape Municipal Alliance grant for fiscal year 2021 in the amount of:

DEDR \$13,279.00  
Cash Match \$ 3,319.75  
In-Kind \$ 9,959.25

The Township of Lower Cash Match portion will be \$ 2,356.75

- The Township Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD			X				
COOMBS		X	X				
ROY			X				
PERRY	X		X				
SIPPEL			X				

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

  
 Julie A Picard, Township Clerk

FORM 1A

FOR COUNTY USE ONLY	
Approved:	_____ YES _____ NO
Date:	_____ / _____ / _____

**STRATEGIC PLAN FOR FUNDING MUNICIPAL ALLIANCES**

Grant Year: FY 2021 Alliance Tier 2

APPLICANT MUNICIPALITY/IES: Lower Township, West Cape May, Cape May, Cape May Point	COUNTY: Cape May
ALLIANCE NAME: Lower Cape Municipal Alliance	ALLIANCE WEBSITE:
ALLIANCE STREET ADDRESS: 2600 Bayshore Road TOWN: Villas STATE: NJ ZIP: 08251	
TELEPHONE: (609) 886-2005 x134	FAX: (609) 263-2142
ALLIANCE CHAIRPERSON: Carolann McDonald STREET ADDRESS: 1040 Idaho Avenue TOWN: Cape May STATE: NJ ZIP: 08204 EMAIL: reds1040@verizon.net	ALLIANCE COORDINATOR: Colleen Crippen STREET ADDRESS: 2600 Bayshore Road. TOWN: Villas STATE: NJ ZIP: 08251 EMAIL: ccrippen@townshipoflower.org
DATE OF RESOLUTION AUTHORIZING THE STRATEGIC PLAN (MM/DD/YYYY): / /	

- A) Alliance DEDR Allocation \$ 13,279.00
- B) Cash Match (must be 25% of DEDR Allocation) \$ 3,319.75
- C) In-Kind Match (must be 75% of the DEDR Allocation) \$ 9,959.25
- TOTAL ALLIANCE BUDGET (add A+ B+C) \$ 26,558.00

Lower Township

Frank Sippel

\_\_\_\_\_  
\*MUNICIPALITY

\_\_\_\_\_  
NAME/ MAYOR/Head of Governing Body

  
\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
\*MUNICIPALITY

\_\_\_\_\_  
NAME/TITLE OF GOVERNING  
BODY REPRESENTATIVE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
\*MUNICIPALITY

\_\_\_\_\_  
NAME/TITLE OF GOVERNING  
BODY REPRESENTATIVE

\_\_\_\_\_  
SIGNATURE

Carolann McDonald

  
\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

ALLIANCE CHAIRPERSON

**\* If a municipality is part of a consortium, a signature and resolution is required from all participating municipalities entering into the agreement. Signatures hereby accept all components of this grant including membership terms, Statement of Assurances and Fiscal Requirements.**

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

RESOLUTION #2020-228

Title: A RESOLUTION REAPPOINTING SARAH VAN SEETERS TO SERVE AS INTERIM COURT ADMINISTRATOR FOR THE TOWNSHIP OF LOWER

WHEREAS, pursuant to a May 31, 2019 Court Order issued by the Honorable Julio L. Mendez, A.J.S.C., Sarah Van Seeters was appointed as Court Administrator for the Township of Lower, effective June 29, 2019, in order to fill a vacancy in the position of Court Administrator; and

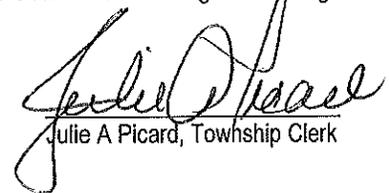
WHEREAS, in accordance with the provisions of N.J.S.A. 12-11(e), said appointment was made on an interim basis for a period not to exceed one (1) year; and

WHEREAS, pursuant to N.J.S.A. 12-11(e), Ms. Van Seeters is eligible for two (2) additional one (1) year interim appointments to the position of Court Administrator while pursuing the requisite Court Administrator Certification from the State of New Jersey.

NOW THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that Sarah Van Seeters is hereby reappointed to the position of Court Administrator for the Township of Lower, effective July 1, 2020, on an interim basis for a period of one (1) year.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD			X				
COOMBS		X	X				
ROY			X				
PERRY	X		X				
SIPPEL			X				

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

  
Julie A Picard, Township Clerk

SUPERIOR COURT OF NEW JERSEY

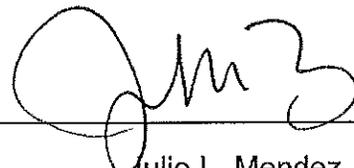
VICINAGE 1

IN THE MATTER OF DESIGNATING A :  
COURT ADMINISTRATOR FOR :  
LOWER TOWNSHIP MUNICIPAL COURT :

**ORDER**

**IT APPEARING** that there is presently the need for a Court Administrator for the Lower Township Municipal Court;

**IT IS** on this 31<sup>st</sup> day of May 2019, **ORDERED** pursuant to R.1:34-3(d) that as of June 29, 2019 Sarah Van Seeters, is appointed as Court Administrator for the Lower Township Municipal Court.



Julio L. Mendez, A.J.S.C.

# TOWNSHIP OF LOWER

2600 Bayshore Road  
Villas, New Jersey 08251



Incorporated 1798

(609) 886-2005

DATE: July 8, 2019  
TO: Lauren Read, CFO  
FROM: James Ridgway, Manager  
RE: Sarah Van Seeters

Effective July 1, 2019, Sarah Van Seeters has been promoted to the position of Municipal Court Administrator in the Municipal Court, to replace Laura Milbrandt at a salary of \$68,709.45 annually.

c: Clerk  
Council  
Judge Hillegas  
Ms. Van Seeters  
Shop Steward  
Payroll Department  
Personnel File (Original)

A handwritten signature, likely of James Ridgway, is written in black ink and is enclosed within a hand-drawn black oval.



Home    Select Jurisdiction    New Transaction    Admin    Reports    Queries    Help    Logout

User: KREIS EILEEN  
 Juris Base: 050500 - Lower Township - All Depts: Online

**Advancement (19)**

**Current:**

Employee ID	000260341	Request Number	05050003071900004
Employee Name	SARAH VANSEETERS	Job Number	2
Appointment Type	RAN	Permanent Status	Y
Title Code	07796	Appointment Date	11/13/2017
Title Name	DPTY MUNCPAL CRT ADMINR	Class of Service	N
Jurisdiction Base	050500	Jurisdiction Dept	03-MUNICIPAL COURT
Jurisdiction Name	LOWER TWP		

**Update:**

*Appointment Type	RAN	Transaction Status	80-Approved
*Title Code	07795 <input type="button" value="Validate"/>	*Effective Date	07/01/2019
Title Name	MUNCPAL CRT ADMINR	Working Test Start Date	07/01/2019
Class of Service	N	Working Test End Date	10/01/2019
*Compensation Method	01-Full Time - Annual Salary	Appointment Duration	[Select]
Related Title		TA End Date	
Base Salary (\$)	68709.45	Part Time Percentage	%
Extra Salary		Certification Number	
Total Salary	68709.45	Exam Symbol	
Interim Replaced Emp ID	<input type="button" value="Look up"/>	Essential Employee	[ Select ]
Interim Thru Date		Special Authorization	
License Code	[Select]	Legislation Citation	
Salary Range Min		Work Week Hours	
Salary Range Max			
Comments			
Prior Comments			

Submit Date: 07/25/2019

**Review:**

Document Received (DPF31's)	<input type="checkbox"/>	Certified Signature Received	<input type="checkbox"/>	Certification Issued	<input type="checkbox"/>
Return Reason					
Audit Performed	[ Select ]	Class Review	[ Select ]		
Audit Date		Assigned To	[Select]		
InLine Title					

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

RESOLUTION #2020-229

Title: ANNUAL RENEWAL OF LIQUOR LICENSES FOR THE YEAR 2020-2021

**WHEREAS**, applications have been made by the persons, firms, and/or corporations hereinafter named for renewal of Plenary Retail Consumption Licenses, Plenary Retail Distributions Licenses and/or Club Licenses, heretofore granted by this issuing authority; and

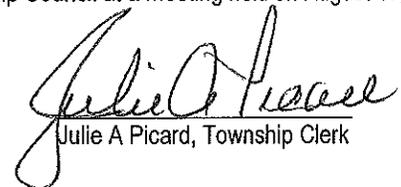
**WHEREAS**, all requirements of the applicants have been met, including the payment of the required fees and all laws and regulations for the control of alcoholic beverages; and

**WHEREAS**, this governing body is of the opinion that said applications should be granted and licenses issued.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, the Municipal Issuing Authority, that the licenses be issued to the person, firms and/or corporations named on the attached Schedule "A" for the period of one year commencing July 1, 2020 through June 30, 2021.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD			X				
COOMBS		X	X				
ROY			X				
PERRY	X		X				
SIPPEL			X				

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

  
Julie A. Picard, Township Clerk

**SCHEDULE "A"**

<u>Number</u>	<u>Name &amp; Address</u>	<u>Type</u>	<u>Amount</u>
0505-31-021-001	Lt. Charles Buddy Lewis Veterans Home Association 6 E. Delaware Parkway Villas, NJ 08251 t/a Lt. Charles Buddy Lewis Veterans	Club	\$150.00
0505-31-022-001	Stella Maris Home Association 324 Breakwater Road Cape May, NJ 08251 t/a Stella Maris Home Association	Club	\$150.00
0505-31-023-003	Villas Fishing Club, Inc. 301 Pennsylvania Ave. Villas, NJ 08251 t/a Villas Fishing Club	Club	\$150.00
0505-31-024-001	Sunset Beach Sportsmen's Club Sunset Blvd., Lower Township Cape May Point, NJ 08212 t/a Sunset Beach Sportsmen Club	Club	\$150.00
0505-31-026-003	Lower Township Moose Lodge #1054 Loyal Order of Moose 569 Seashore Road Cape May, NJ 08204 t/a Lower Township Moose Lodge #1054	Club	\$150.00
0505-31-030-001	Grand Beach Club 600 E. Rochester Avenue Wildwood Crest, NJ 08260 t/a Grand Beach Club	Club	\$150.00
0505-31-031-002	Greater Cape May Elks Lodge #2839 901 Bayshore Road Villas, NJ 08251 t/a Greater Cape May Elks Lodge #2839 Benevolent and America Inc.	Club	\$150.00
0505-32-001-012	Cooks Liquor 3845 Bayshore Road N. Cape May, NJ 08204 t/a Gorman's Wines & Spirits	PRC (Broad C)	\$2,000.00
0505-33-004-005	Spicer Creek 1216 Rt 109 Cape May, NJ 08204 t/a Mayer's Bar	PRC	\$2,000.00
0505-33-006-007	The Cold Spring Fish & Supply Co. Fisherman's Wharf, P.O. Box 497 Cape May, NJ 08204 t/a Lobster House & Bar, The Raw Bar	PRC	\$2,000.00
0505-33-008-006	Ford Creek LLC 954 Ocean Drive Cape May, NJ 08204 t/a Harbor View Restaurant	PRC	\$2,000.00
0505-33-009-010	Driftwood Cove LLC 1200 Route 9 Cape May, NJ 08204 t/a Lucky Bones	PRC	\$2,000.00

0505-33-011-005	Spy Glass of Cape May. POCKET LICENSE	PRC	\$2000.00
0505-33-016-006	Maypoint Hospitality Scott Ave. & Beach Drive N. Cape May, NJ 08204 t/a Harpoons on the Bay	PRC	\$2,000.00
0505-33-017-006	Jake's Bar & Grill, Inc. 5-7 W. Delaware Parkway, Villas, NJ 08251 t/a Jake's Bar & Grill	PRC	\$2,000.00
0505-33-020-004	Marco Voeks, Inc. 9600 Pacific Ave., Lower Township Wildwood Crest, NJ 08260 t/a Fitzpatrick's Crest Tavern	PRC	\$2,000.00
0505-36-014-005	Pier Beverage / Icona Ocean Blue 9701 Atlantic Ave., Wildwood Crest, NJ 08260 T/A Pier 6600 Motor Inn	PRC	\$2,000.00
<b>Special Conditions</b>	<b>This license shall be exercised only during such period of time as the establishment is in operation as a hotel/motel containing at least 100 sleeping rooms equipped furnished for accommodation of guests.</b>		
0505-44-028-005	Acme Markets Inc. 3845 Bayshore Road N. Cape May, NJ 08204 t/a Acme	PRD	\$1,000.00
0505-44-018-005	O'Doyle's Inc. 1900 Bayshore Road Villas, NJ 08251 t/a Villas Country Liquor Store	PRD	\$1,000.00

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

RESOLUTION #2020-230

Title: APPROVAL OF CHANGE ORDER #1 FOR MOTT MACDONALD FOR PROFESSIONAL LANDSCAPE ARCHITECTURE AND ENGINEERING SERVICES FOR JONATHAN HOFFMAN PARK PLAYGROUND RENOVATIONS

WHEREAS, Mott MacDonald was awarded a professional service contract in the amount of \$35,900.00 on November 4, 2019 by Resolution #2019-334 to provide Professional Landscape Architecture and Engineering Services for Jonathan Hoffman Park Playground Renovations project; and

WHEREAS, Mott MacDonald has provided a quote, attached hereto, for additional services including Re-Bid services, Construction Administration Services and Construction Observation Inspections in the amount of Not To Exceed \$47,400;and

Task 1 Bid Phase Services – Rebid	\$ 4,800.00
Task 2 Construction Administration Services	\$ 19,600.00
Task 3 Construction Observation Inspections	\$ 23,000.00
<b>TOTAL:</b>	<b>\$ 47,400.00</b>

WHEREAS, the Township Council desires to approve Change Order #1 and the CFO has certified the availability of funds as evidenced by her signature:

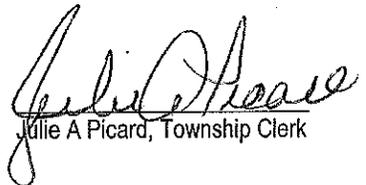
Appropriation: C-04-55-425-910

Signature:   
Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that Change Order #1 attached hereto in the amount of \$47,400.00 for Mott MacDonald is hereby approved and the contract total is now increased to \$83,300.00.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD			X				
COOMBS		X	X				
ROY			X				
PERRY	X		X				
SIPPEL			X				

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

  
Julie A Picard, Township Clerk



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

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

**Your Reference**  
Jonathan Hoffman  
Playground Improvements –  
Mitnick Park

**REVISED Professional Landscape Architecture & Engineering Services  
Proposal – Rebid & Construction Phase  
Jonathan Hoffman Playground Improvements – Mitnick Park  
Township of Lower, Cape May County, New Jersey**

**Our Reference**  
405951

August 10, 2020

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

Dear Mr. Plenn:

Please find enclosed herewith our REVISED proposal for rebid and construction phase services for the above referenced project.

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

**Task 1**

**Bid Phase Services - Rebid**

---

***Please note that Mott MacDonald has already provided most of the services under this Task. This was done at the request of the Township in order to not delay the project from rebidding.*** The services under Task 1 are as follows:

- Coordinate revised scope of work with Township for rebidding the project;
- Revise bid documents including plans and specifications for public bidding and assist the Township with the bidding process. It is assumed that the Township will advertise and assume advertising costs for the notice to bidders;
- Respond to potential questions and requests for additional information from Contractors bidding on the project;
- Prepare any addenda or clarification memos resulting from bidders' inquiries during the bidding phase. Report to the Township when clarifications and interpretations of the Contract Documents are needed and transmit to the Township clarifications and interpretations to be issued to prospective bidders;
- Attend the bid opening;

- Furnish a Bid Report that summarizes the information in the bids received and provide recommendations for the award of the Contract based upon input received from references and review of bid forms. (It is assumed the Township will contact Contractors' references and perform a legal review of the bidder's documents – bonds, technical completeness, compliance with public bidding laws, etc.).

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

We propose to complete the scope of work outlined above for the lump sum amount of **\$4,800 for Task 1.**

---

**Task 2** **Construction Administration Services**

---

Mott MacDonald will provide the following services under Task 2:

- Following the Bid and Award by Council, Mott MacDonald will issue a Notice of Award, prepare the Contracts for execution, review insurance and performance bond, and issue a Notice to Proceed;
- Prepare Pre-Construction meeting agenda, coordinate and attend pre-construction meeting and prepare meeting minutes;
- Perform shop drawing review of construction materials to be submitted by Contractor;
- Prepare Contractor's applications for payment and potential change orders;
- Provision of contract and construction oversight by the Project Manager and other licensed engineers in the various disciplines required.

We propose to complete the scope of work outlined above for the lump sum amount of **\$19,600 for Task 2.**

---

**Task 3** **Construction Observation Inspections**

---

Mott MacDonald will provide the following services under Task 3:

- Part time inspection of the construction. The construction contract period for this project will be one hundred twenty (120) calendar days. We have included one hundred fifty (150) hours (approximately 12 hours per week for three months) of inspection time in this task for budgeting purposes.

We have also included hours in the Task for Mott MacDonald's Licensed Landscape Architect to conduct periodic inspections of the work at critical times during the course of the project;

- Prepare a list of required shop drawings and submittals and review/coordinate all shop drawing submittals;
- Inspect Contractor's work on a part-time/limited basis as indicated above, review compliance with materials being incorporated into the project, and monitor construction compliance with requirements of specifications and plans. Keep representatives of the Township informed of progress and potential issues;
- Maintain project documentation. Keep contract diary and author inspection reports;
- During construction: take appropriate progress photographs to document conditions and issues. Review monthly, Contractor-submitted work schedules and provide comments to the Township. Monitor work progress for compliance with staging plans, work schedules and overall contract requirements;
- Review materials and construction techniques for compliance with contract requirements;
- Review monthly pay requisition quantities. Review requisition forms, quantities and payment applications for timely submission to the Township for processing;
- Monitor work progress. Record any changes in contract conditions and advise owner. Keep records of potential extra work/claim situations and/or contract reductions/credits. Prepare periodic change orders and justification thereto;
- Review and prepare all change orders either resulting from unforeseen circumstances (Contractor change notices) or owner initiated prior to submission for approval by the Township;
- Perform final inspection and prepare punch list of items requiring attention for contract closeout;
- Perform project closeout services.

The scope of work for these Tasks has been based on a one hundred twenty (120) calendar day construction contract with an anticipated one hundred fifty (150) hours of on-site inspection by our local inspection staff and additional inspection by our Licensed Landscape Architect at critical milestones.

However, we have no control over the Contractor's performance of the construction work and we will notify the Township when billings for this task reach 80 percent of the construction observation budget and advise on whether the remaining funds are adequate to complete the work and, if not, how much additional funds will be necessary to complete the work.

Based on the anticipated construction period and the assumptions identified above, we anticipate a **budget of \$23,000** for **Task 3** will be required for construction inspection services and direct expenses incurred during the construction of the project.



**FEE SUMMARY**

<u>Scope of Work</u>	<u>Description</u>	<u>Payment Method</u>	<u>Cost</u>
Task 1	Bid Phase Services - Rebid	Lump Sum	\$4,800
Task 2	Construction Administration Services	Lump Sum	\$19,600
Task 3	Construction Observation Inspections	Reimbursable (as incurred)	\$23,000
<b>TOTAL</b>			<b>\$47,400</b>

Contract: Mott MacDonald will perform this work under our 2020 "Agreement for Professional Engineering Services" with the Township of Lower.

Invoicing: Compensation for Tasks 1 & 2 of this project shall be on a lump sum basis and the Township shall be invoiced on a percent complete basis.

Compensation for Task 3 of this project shall be based upon a reimbursable method of compensation for direct expenses in accordance with our current rate schedule.

We thank you for the opportunity to provide this scope of work for landscape architecture & engineering services for the rebid and construction phase of the Jonathan Hoffman Playground Improvements – Mitnick Park project. Should you have any questions regarding the above information or should you wish to discuss this proposal in more detail, please do not hesitate to contact this office.

Very truly yours,

**Mott MacDonald, LLC**

Thomas R. Thornton, PE, CME  
Vice President  
T 609.465.9377  
[thomas.thornton@mottmac.com](mailto:thomas.thornton@mottmac.com)

Shawn A. Carr, PE, CME  
Associate  
T 609.465.9377  
[shawn.carr@mottmac.com](mailto:shawn.carr@mottmac.com)

cc: Jim Ridgway, Township Manager (via email)  
Julie Picard, RMC, Township Clerk (via email)  
Margaret Vitelli, RPPS, QPA, Township Purchasing Agent (via email)  
Cathleen Marcelli, PE, CME, Sr. Vice President, Mott MacDonald (via email)  
Jason Harkins, LLA, Mott MacDonald (via email)

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

RESOLUTION #2020-231

Title: **APPROVING A PROFESSIONAL SERVICE CONTRACT WITH MOTT MACDONALD FOR PROFESSIONAL ENGINEERING SERVICES FOR THE RECREATION CENTER HVAC PROJECT**

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

WHEREAS, Mott Macdonald has provided a proposal in the amount of \$69,950.00 for Professional Engineering Services for the Recreation Center HVAC Project including the following scope of work:

- Contract Documents Preparation:
  - Mechanical/Architecture/Electrical
- Proposed Drawing List
- Bid Services

and the CFO has certified the availability of funds in the following budget lines as evidenced her signature:

Appropriation: C-04-55-419-910

Signature:   
Lauren Read, CFO

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

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that a Professional Service Contract without public bidding is awarded to Mott MacDonald for the Recreation Center HVAC Project in the amount of \$69,950.00.

BE IT FURTHER RESOLVED that this award shall be published in the Township's Official newspaper.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD			X				
COOMBS		X	X				
ROY			X				
PERRY	X		X				
SIPPEL			X				

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

  
Julie A. Picard, Township Clerk



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

**Professional Engineering Services Proposal  
Recreation Center – HVAC Upgrade  
Township of Lower, Cape May County, New Jersey**

Mott MacDonald LLC.  
211 Bayberry Drive, Suite 1A  
Cape May Court House, NJ 08210  
United States of America

August 6, 2020

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

Dear Mr. Plenn:

In accordance with the Township of Lower's request, Mott MacDonald is pleased to submit our fee proposal for professional services for the referenced project.

**Description of Work:**

Mott MacDonald will develop the drawings, specifications, construction cost estimate & provide bidding services for the Lower Township Recreation Center - HVAC Upgrade.

**Project Scope:**

As per our discussions, the scope of work will include the following:

Contract Documents (CD) Preparation:

**A. Mechanical:**

- Remove the two existing heating and ventilation units which are hung from the underside of the roof. Demolition to include equipment hangers.
- Remove the hot water supply and return piping, hangers, insulation, valves, etc. from the mains to the two heating & ventilation units
- Provide new gate valves and cap the remaining ends of the hot water supply and return piping to remain.
- Remove ductwork, air outlets, duct hangers, electrical power conduit and wire, power disconnects, controls conduit & wire, associated with the two heating & ventilation units.
- Blank off outdoor air intake louvers for the two heating & ventilation units with insulated sheet metal sandwich panels.



- Remove the two existing air conditioning units which are mounted outdoors on a concrete slab.
- Remove vertical outdoor supply & return ductwork for one of the air conditioning units back to edge of roof. Demolition to include duct insulation and jacket and duct supports.
- Remove all the supply and return ductwork for the other air conditioning unit from the unit to the penetration through the roof and the associated ductwork inside the gymnasium. Demolition to include duct insulation and jacketing and roof curbs.
- Provide and install a new 17.5 ton packaged, outdoor air conditioning unit with gas furnace, economizer, and powered exhaust on the existing outdoor concrete slab where the previous AC units were installed.
- Provide new manufacturer packaged controls for new AC unit with indoor control panel.
- Provide and install new supply and return ductwork from the existing supply & return ducts near the edge of the roof, down the side of the building to the new AC unit. Include duct insulation and jacketing and duct supports.
- Relocate half of the existing drum louvers in the gymnasium supply duct to the opposite side of the duct. Patch remaining holes accordingly with sheet metal.
- Provide and install spring loaded, insulated back-draft dampers on the existing 24"X24" wall propeller fans. Provide a sheet metal sleeve on the inside of the wall to mount the damper and reuse the existing 24"X24" grilles to be installed behind the new damper. Insulate the sides of damper sleeve. Typical for 6.
- Provide and install a new 2" gas pipe from the existing gas service in the front of the building to the rear of the building and connect to new AC unit with new gas regulator and shut off valve. This item may require some civil work if gas pipe is buried.
- Re-balance the existing heating hot water circulation pumps for new performance (without existing heating & ventilation units).

#### **B. Architecture**

- Fill the two roof openings which were used for the ductwork, which was removed, and patch roofing to match existing, including concrete, steel reinforcement, insulation and roofing.
- Patch roof where any duct supports are removed.

#### **C. Electrical**

- Remove the electrical power conduit and wire, power disconnects, controls conduit & wire, associated with the outdoor air conditioning units.
- Remove the electrical power conduit and wire, power disconnects, controls conduit & wire, associated with the indoor heating & ventilation units.
- Provide and install new electrical power to new AC unit, including breakers, disconnect switch, conduit and wire.
- Provide duct smoke detector(s) and interface with fire alarm as necessary.



## Proposed Drawing List

### Mechanical

1. Symbols, Abbreviations, General Notes & Schedules
2. Outdoors & Roof Demo Plan
3. Indoor Demo Plan
4. Outdoor and Roof Plan
5. Indoor Plan
6. Details
7. Control Diagrams & SOP

### Architecture

1. Roof Demolition Plan
2. Roof New Work Plan
3. Details

### Electrical

1. Symbols, Abbreviations and General Notes
2. Demolition Plan
3. Power Plan
4. Panel Schedules
5. Details

### Bid Services:

- Finalize Bid Documents for public bidding and assist the Township with the bidding process. It is assumed that the Township will advertise and assume advertising costs for the notice to bidders;
- Respond to potential questions and requests for additional information from Contractors bidding on the project;
- Prepare any addenda or clarification memos resulting from bidders' inquiries during the bidding phase. Report to the Township when clarifications and interpretations of the Contract Documents are needed and transmit to the Township clarifications and interpretations to be issued to prospective bidders;
- Attend the bid opening;
- Furnish a Bid Report that summarizes the information in the bids received and provide recommendations for the award of the Contract based upon input received from references and review of bid forms. (It is assumed the Township will contact Contractors' references and perform a legal review of the bidder's documents – bonds, technical completeness, compliance with public bidding laws, etc.).

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



Our proposed fee for the Recreation Center – HVAC Upgrade design and bid services is **\$69,950**.

#### PRELIMINARY PROJECT SCHEDULE

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

Activity	Completion
Authorization to Proceed	August 2020
Design Development and Review with Township (90%)	October 2020
Finalize Construction Documents & Advertise for Bids	November 2020
Receive Bids	December 2020

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

Contract: Mott MacDonald will perform this work under our 2020 "Agreement for Professional Engineering Services" with the Township of Lower.

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

We thank you for the opportunity to provide this proposal for the Recreation Center – HVAC Upgrade. Should you have any questions regarding the above information, or should you wish to discuss this proposal in more detail, please do not hesitate to contact this office.

Very truly yours,  
Mott MacDonald LLC

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

Shawn Carr, PE, CME  
Associate

A handwritten signature in black ink, appearing to read 'Michael LaPilusa', with a horizontal line underneath.

Michael LaPilusa, PE  
Vice President

cc: Jim Ridgway, Township Manager (via email)  
Julie Picard, RMC, Township Clerk (via email)  
Margaret Vitelli, RPPS, QPA, Township Purchasing Agent (via email)  
Cathleen Marcelli, PE, CME, Sr. V.P., Mott MacDonald (via email)

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

RESOLUTION #2020-232

Title: **APPROVING CHANGE ORDER #2 FOR MOTT MACDONALD FOR PROFESSIONAL LANDSCAPE ARCHITECTURE AND ENGINEERING SERVICES FOR CLEM MULLIGAN SPORTS COMPLEX RENOVATIONS**

WHEREAS, Mott MacDonald was approved by Resolution #2018-383 on December 17, 2018, a Professional Landscape Architecture and Engineering Services for the Mulligan Field Renovations Project in the amount of \$34,150.00, AND Change Order #1 was approved by Resolution #2020-92 in the amount of \$116,900.00;and

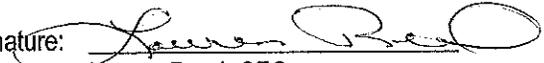
WHEREAS, Mott MacDonald has provide a proposal for additional engineering services for Design Changes, Incorporation of one bid, Open Space Funding Services and Reimbursable Services and Direct Expenses in the amount of \$47,000 (broken down in tasks as listed below) and the purchase order sign-off will be under the direction of the Recreation Director; and

- Task 1 Phase 1 Design Changes \$ 6,200.00
- Task 2 Phase 2 Design Completion/  
Incorporating as one bid \$ 26,700.00
- Task 3 CMC Open Space Funding Services \$ 2,300.00
  - 3B Open Space Program Revisions \$ 10,300.00
- Task 4 Reimbursable Services/Direct Expense \$ 1,500.00

**TOTAL PROPOSAL \$ 47,000.00**

WHEREAS, the Township Council desires to approve Change Order #1 and the CFO has certified the availability of funds by her signature in the budget as follows:

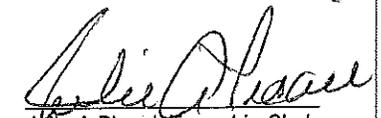
Appropriation: C-04-55-422-660 \$ 33,100  
C-04-55-422-910 \$ 13,900

CFO Signature:   
Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Change Order #2 in the form attached hereto in the amount of \$47,000.00 to Mott MacDonald is hereby approved, increasing the contract total to \$198,050.00.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD			X				
COOMBS		X	X				
ROY			X				
PERRY	X		X				
SIPPEL			X				

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

  
Julie A. Picard, Township Clerk



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

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

Your Reference  
Clem Mulligan Sports  
Complex Renovations

**Professional Landscape Architecture and Engineering Services Proposal  
Clem Mulligan Sports Complex Renovations  
Township of Lower, Cape May County, New Jersey**

Our Reference  
402390

August 12, 2020

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

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

Dear Mr. Plenn:

Mott MacDonald is pleased to provide herewith this formal proposal for Landscape Architecture and Engineering Services for Clem Mulligan Sports Complex Renovations. This proposal includes extra work encountered during Phase I design, the preparation of plans and specifications for the completion of Phase 2 design services, the combining of Phases 1 & 2 design into one plan and specification set for bidding purposes, and to assist Lower Township with Cape May County Open Space application and associated plan and specification revisions required to receive Open Space grant funding. It is our understanding that the Township will be requesting that the currently awarded CDBG funding deadline be extended based on the changes noted above.

The scope of work associated with this proposal includes the following:

Task 1 – Phase 1 Design Changes

Under the Phase 1 design, Mott MacDonald prepared a security camera design to replace the existing security camera system in generally the same location. A 30% security system design was prepared and submitted to the Township, which was then advanced to 90% design. Upon submission of the 90% design submission, Mott MacDonald was directed by the Township that the park required a security camera system that provides full coverage of the entire park. Recent criminal activities were the catalyst for this change, and Mott MacDonald proceeded to revise the design to include full coverage of the park with its security camera system.

In addition, as per the approved master plan, the proposed playground equipment was to be purchased by the Township under State Contract, and installed by Gametime's playground equipment installer as part of the state contract pricing, during the future construction. The Township requested that this be revised to require the awarded Contractor to both purchase and install all playground equipment as part of the playground renovation. This change required additional



technical specification work to be incorporated into the bid package for the Contractor to accurately bid for the complete purchase and install of the playground equipment.

Our fees for this additional work under Task 1 totals **\$6,200**.

#### Task 2 – Phase 2 Design Completion and Incorporation as One Bid

As discussed at the meeting held on Wednesday, 8/5/2020 with Township representatives Jim Ridgway, Mitch Plenn and Colleen Crippen, and Mott MacDonald representatives Shawn Carr and Jason Harkins, the Township would like to pursue bidding the entire project as a whole and eliminate the phasing of the project. In order to accomplish this Mott MacDonald's scope includes the following:

- Finalize the design of the Phase 2 Improvements that were started and completed up to 90% design under the previously approved proposal for this project;
- Finalize the plans and specifications for these improvements;
- Incorporate the final design elements and plans and specifications of the Phase 2 improvements into the previously prepared Phase 1 bid documents including modifications to those previously prepared documents; and
- Put the project out to bid as one (1) contract.

The Phase 2 Improvements include the proposed irrigation well, hockey rink, hockey rink scoreboard relocation, hockey rink lighting, multi-purpose field, grading and drainage, associated electrical and structural design for the site features, and demolition of the interior features of the site.

We propose to complete the scope of work outlined above (**Task 2**) for the lump sum amount of **\$26,700**.

#### Task 3 – Cape May County Open Space Funding Services

As discussed at the meeting held on Wednesday, 8/5/2020 with Township representatives Jim Ridgway, Mitch Plenn and Colleen Crippen, and Mott MacDonald representatives Shawn Carr and Jason Harkins, the Township would like to pursue Cape May County Open Space funding for the project, and has asked for assistance with this process. Mott MacDonald's scope for these services includes the following:

##### Task 3A – Open Space Application Services and Meeting Attendance

- Review Chapter 4 Placemaking Elements and Design Guidelines of the Cape May County Creative Placemaking Plan;
- Prepare an updated Site Plan Rendering for inclusion in the Township's application package;
- Attend one (1) Cape May County Open Space Board review meeting to answer any technical questions that may arise (the Township's grants coordinator will prepare and provide the presentation to the Board);

We propose to complete the scope of work outlined above (**Task 3A**) for the lump sum amount of **\$2,300**.

Task 3B – Open Space Placemaking Program Plan Revisions

- If the Township is successful in receiving Open Space grant funding, incorporate the applicable design guidelines (to replace the previously designed features) into the plans and specifications including park sign, shade structure, playground surfacing, fences, benches, trash receptacles, picnic tables, path lighting, and sports lighting.

We propose to complete the scope of work outlined above (**Task 3B**) for the lump sum amount of **\$10,300**.

If the Cape May County Open Space Review Board requires additional site features beyond those elements that were approved in the Clem Mulligan Masterplan and would be revised as described above, this would be considered out of our scope of work and Mott MacDonald can prepare a proposal to address these, as necessary.

Task 4 – Reimbursable Services and Direct Expenses

The scope of work under this section includes the following services and direct expenses that will be spent during our scope of work for the entire project (Tasks 1 thru 3):

- Attendance at Meetings (beyond one (1) meeting as described in Task 3)
- Travel
- Reproductions of plans and specifications for Cape May County Open Space Review Board application and reviews

For budgeting purposes, we estimate meeting attendance and printing costs of **\$1,500**. We propose to complete the work under Task 4 based upon a reimbursable method of compensation for the actual time required and at the hourly rates for the individual(s) employed in accordance with our current rate schedule.

**Cost Proposal**

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

<b>Task</b>	<b>Description</b>	<b>Cost</b>	<b>Payment Method</b>
1	Phase 1 Design Changes	\$6,200	Lump Sum
2	Phase 2 Design Completion and Incorporation as One Bid	\$26,700	Lump Sum
3	Cape May County Open Space Funding Services		
	3A Open Space Application & Meeting Attendance	\$2,300	Lump Sum
	3B Open Space Placemaking Program Plan Revisions	\$10,300	Lump Sum
4	Reimbursable Services and Direct Expenses	\$1,500	Reimbursable (Budget)
<b>Total</b>		<b>\$47,000</b>	



We thank you for the opportunity to provide this Scope of Work for the Clem Mulligan Field Sports Complex Renovations. Should you have any questions regarding the above information or should you wish to discuss this proposal in more detail, please do not hesitate to contact this office.

Very truly yours,

**Mott MacDonald, LLC**

Handwritten signature of Thomas R. Thornton in black ink.

Thomas R. Thornton, PE, CME  
Vice President  
T 609.465.9377  
Thomas.thornton@mottmac.com

Handwritten signature of Shawn A. Carr in black ink.

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

cc: Jim Ridgway, Township Manager (via email)  
Julie Picard, Township Clerk (via email)  
Margaret Vitelli, RPPS, QPA (via email)  
Colleen Crippen, Township Grants Coordinator (via email)  
Jason Harkins, LLA, RLA, Mott MacDonald (via email)  
Jeffrey Betz, PE, CME, Mott MacDonald (via email)

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

RESOLUTION #2020-233

Title: **AWARD NATIONAL COOPERATIVE PURCHASING AGREEMENT WITH SOURCEWELL TO JESCO FOR ONE (1) 2020 JOHN DEERE 60G COMPACT EXCAVATOR**

**WHEREAS**, The Township of Lower participates in the National Cooperative Purchasing agreement with Sourcewell Membership # 28077; and intends to purchase under Sourcewell Contract #032119-JDC, Heavy Construction Equipment; One (1) 2020 John Deere 60G Compact Excavator; and

**WHEREAS**, the National Cooperative Bid #2020-06 Contract for a 2020 John Deere 60G Compact Excavator was reviewed by the QPA and Gary Douglass, Public Works Director; and advertised on August 5, 2020 with comment period ending August 15, 2020; the Township of Lower is permitted to join national cooperative purchasing agreements under the authority of N.J.S.A. 52:34-6.2(b)(3) ; and

**WHEREAS**, the CFO has certified the availability of funds as evidenced by her signature below:

Appropriation: Ord #20-12 C-04-55-428-220

Signature:   
Lauren Read, CFO

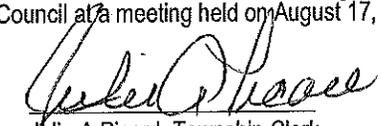
**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the following contract is hereby awarded to JESCO pursuant to the proposal submitted in response to Sourcewell for the Request for Proposals as follows:

**AWARD: JESCO \$75,000.00**  
**Contract #032119-JDC**  
**Contract expires 05/13/2023**

**BE IT FURTHER RESOLVED**, upon approval of the resolution, the fully executed Purchase Order shall serve as the Contract for the award of the bid.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD			X				
COOMBS		X	X				
ROY			X				
PERRY	X		X				
SIPPEL			X				

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

  
Julie A Picard, Township Clerk



John Deere Construction, Industrial & Utility Equipment

JOHN DEERE

PREPARED FOR:

Township of Lower Public Works

Date:

8/13/2020

SOURCEWELL Quote: 2020 John Deere 60G Compact Excavator - Sourcewell (formerly NIPA) Cooperative

Contract # 032119

All the prices in the detailed sections are Per machine basis.

Machine Configuration:

Code	Description	Qty	Unit Price
0071FF	60G COMPACT EXCAVATOR	1	\$ 77,990.00
3125	16" (400MM) RUBBER TRACK	1	IN BASE
7120	6'1" (1.85M) LONG ARM	1	\$ 1,781.00
8185	CAB WITH AC	1	\$ 6,243.00
9555	ANGLE BLADE	1	\$ 4,694.00
<b>Total</b>			<b>\$ 90,708.00</b>
NIPA Discount			\$ 29.00%
			\$ (26,305.32)
<b>Net Price</b>			<b>\$ 64,402.68</b>

Attachments

Code	Description	Qty	Price
BUCKET	18" BUCKET WITH TEETH	1	\$ 1,157.88
BUCKET	24" BUCKET WITH TEETH	1	\$ 1,304.29
BUCKET	30" BUCKET WITH TEETH	1	\$ 1,509.00
THUMB	HYDRAULIC THUMB	1	\$ 1,892.00
RADIO	RADIO	1	\$ 345.57
<b>Total</b>			<b>\$ 6,208.74</b>

Custom Jobs

Code	Description	Qty	Price
PDI	PRE-DELIVERY INSPECTION	1	\$ 800.00
PDI	DLR TO INSTALL ATTACHMENTS	1	\$ 272.79
<b>Total</b>			<b>\$ 1,072.79</b>

Warranty

Code	Description	Qty	Price
WARR	COMPREHENSIVE: 60 MONTHS/3,000 HOURS	1	\$ 1,168.00

		<b>Total</b>	<b>\$ 1,168.00</b>
--	--	--------------	--------------------

Code	Description	Qty	Price
FREIGHT	FACTORY FREIGHT	1	\$ 1,875.00
DELIVERY	LOCAL DELIVERY	1	\$ 272.79
<b>Total</b>			<b>\$ 2,147.79</b>

**Quote Summary - 60G Compact Excavator (Per Unit)**

Item Description:	Prices
Machine net Price	\$ 64,402.68
Attachments	\$ 6,208.74
Custom Jobs	\$ 1,072.79
Warranty	\$ 1,168.00
Freight	\$ 2,147.79
Price Per Machine	\$ 75,000.00

Trade Information	Trade in Value

<b>Total Net Price (Quantity = 1)</b>	<b>\$ 75,000.00</b>
---------------------------------------	---------------------

**Warranty Terms**

Warranty: 24 Months/2,000 hour full machine coverage

60 Months or 2000 Hours powertrain & hydraulic coverage, whichever occurs first.

**Remarks:**

Please note that this quote is valid for 30 days

Purchase Orders must be made out to: Jesco Inc, 118 St Nicholas Ave, South Plainfield, NJ

**TOWNSHIP OF LOWER  
CAPE MAY COUNTY  
NEW JERSEY**

**NOTICE OF INTENT TO AWARD CONTRACT  
UNDER A NATIONAL COOPERATIVE PURCHASING AGREEMENT -  
SOURCEWELL (formerly NJPA)**

The Township of Lower intends to participate in Sourcewell (formerly NJPA) through Contract #032119-JDC effective 5/13/2019 by Sourcewell (formerly NJPA) to establish a national cooperative contract for Heavy Construction Equipment. The Township of Lower wishes to purchase a 2020 John Deere 60G Compact Excavator.

Information regarding the contract may be examined at the Township of Lower's Purchasing Office, 2600 Bayshore Road, Villas, NJ 08251 during regular business hours, as well as on Sourcewell website at: <https://www.sourcewell-mn.gov/>.

The Township of Lower is a member in good standing of Sourcewell (formerly NJPA). The Sourcewell (formerly NJPA) contract term matures on 05/13/2023.

It is the intent of the Township of Lower to make a contract award to JESCO Construction for \$75,000.00 pursuant to the proposals submitted in response to Contract #032119-JDC issued by Sourcewell (formerly NJPA).

The Township of Lower is permitted to join national cooperative purchasing agreements under the authority of N.J.S.A. 52:34-6.2(b)(3).

The comment period for this notice ends at 11:00 a.m. on August 15, 2020. Comments should be submitted to Margaret Vitelli, Qualified Purchasing Agent, Township of Lower, 2600 Bayshore Road, Villas, NJ 08251 or via email [mvitelli@townshipoflower.org](mailto:mvitelli@townshipoflower.org).

Margaret Vitelli, QPA

Advertised 08/5/2020

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

RESOLUTION # 2020-234

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

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

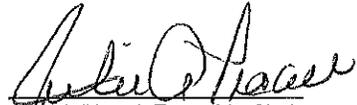
WHEREAS, it is necessary to obtain authorization for any salary and wage disbursement to a Township employee that is not specified in the salary ordinance; and

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to Michael Perry in the amount of \$2,427.23 is authorized and chargeable to the 2020 Budget account 0-01-25-240-125.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD	X		X				
COOMBS			X				
ROY		X	X				
PERRY						X	
SIPPEL			X				

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 17, 2020.

  
Julie A. Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief William Mastriana  
FROM: Detective First Class Michael C. Perry  
DATE: August 4, 2020  
SUBJECT: Comp. time cash out.

Sir,

This is a formal request to cash in fifty one (51) hours of accrued comp. time. Thank you for your consideration in this matter.

Respectfully Submitted,

Signature  
Goes here →



Michael C. Perry  
Detective Badge 178

87-5927 x  
31  
27 27 23

C	File	Date	Officer	Comments
		8/4/20	u6	REVD FWD TO CHIEF FWD TO Twp HALL per chief