

September 17, 2012

Res. #2012-229	Payment of Vouchers, \$ 2,211,948.11
Res. #2012-230	Certification of Best Practice Inventory (required by State)
Res. #2012-231	Requesting Approval to Establish A Dedicated Trust By Rider For Snow Removal Pursuant To N.J.S.A.40A:4-62.1
Res. #2012-232	Authorization to Cancel Taxes on Township Owned Property (2610 Bayshore Rd)
Res. #2012-233	Authorization: Determination of Municipal Service Fees for 2013 (\$120.00 per year for 2013)
Res. #2012-234	Authorization for Refund of Taxes (2 properties - duplicate payments)
Res. #2012-235	Appointment of Christopher J. Winters For Consulting Services (\$2,500. CALEA Accreditation)
Res. #2012-236	Bid Acceptance and Contract Award for Delaware Bay Shore Outfall Extensions Contract M-7 (KC Marine Contracting, Inc \$178,261.)
Res. #2012-237	Authorization for the Greater Cape May Elks #2839 to Conduct an Outdoor Flea Market (date changed from October 6 th to October 13,2012)
Res. #2012-238	Certification of Lot Clearing Charges To The Tax Collector (8 properties \$7,200.00)
Res. #2012-239	Authorizing Payout of Terminal Leave (C. Kammer, \$70,322.75)
Res. #2012- 241	Authorizing the Payment of Vouchers (Douglass Landscaping \$7,690.63)

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00616 ANIMAL ALLIANCE OF CAPE								
	12-02362	09/05/12	TNR AND SPAY/NEUTER PROGRAM	Open	900.00	0.00		
	12-02461	09/13/12	SPAY NEUTER PROGRAM #96	Open	<u>650.00</u>	0.00		
					1,550.00			
00735 CATERINA SUPPLY, INC.*								
	12-01732	06/22/12	RES 2012-153 GRANT \$ OPTION #1	Open	32,050.00	0.00		
	12-01735	06/22/12	RES 2012-153 TIDE FLEX VALES	Open	<u>8,030.00</u>	0.00		
					40,080.00			
00775 CAPRIONI PORTABLE TOILETS, INC*								
	12-02212	08/15/12	ONE MONTH RENTAL	Open	46.50	0.00		
00784 CAPE MAY STAR & WAVE								
	12-02338	08/30/12	ONE INSERTION 8-29-12	Open	23.56	0.00		
00820 COMCAST OF WILDWOOD* DPW								
	12-02196	08/13/12	MONTHLY INTERNET	Open	95.18	0.00		
	12-02347	08/30/12	MONTHLY INTERNET 9/1-9/30/12	Open	<u>95.18</u>	0.00		
					190.36			
00825 COMCAST*								
	12-02448	09/12/12	TOWNHALL 01925223681-01-6	Open	102.19	0.00		
00925 DONALD PAUL CLARK JR.								
	12-02446	09/12/12	CONTRACTUAL REIMBURSEMENT-V	Open	220.00	0.00		
00986 COMMUNICATIONS MARKETING ASSOC								
	11-03512	12/19/11	DISPATCH CHAIRS	Open	1,983.75	0.00		
01092 CONTINENTAL FIRE & SAFETY, INC*								
	12-02241	08/20/12	ANNUAL FIRE EXTINGUISHER INSPE	Open	283.00	0.00		
01130 GAYLE HADLEY								
	12-02400	09/10/12	PAYEMNT TO ZUMBA INSTRUCTOR	Open	60.00	0.00		
01132 CUMMINS POWER SYSTEMS, LLC*								
	12-02236	08/20/12	REPAIRS FOR TRUCKS	Open	1,433.20	0.00		
01170 VERIZON WIRELESS* F/S								
	12-02391	09/06/12	CELL SERVICE FIRE/SAFETY	Open	73.09	0.00		
01171 VERIZON WIRELESS - TOWNHALL								
	12-02216	08/16/12	CELL PHONE B GALESTOK	Open	222.48	0.00		
	12-02462	09/13/12	ACCT 723051842-IPHONES	Open	1,109.65	0.00		
	12-02464	09/13/12	ACCT 62231083700001 AUG 2012	Open	697.91	0.00		
	12-02465	09/13/12	723051842-0001 IPHONE AUG 2012	Open	669.40	0.00		
	12-02466	09/13/12	723051842-00001 IPHONE JULY	Open	<u>666.81</u>	0.00		
					3,366.25			
01201 DELL CORPORATION*								
	12-02071	07/30/12	2 COMPUTER/PRINTER CONST	Open	3,782.06	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01365 GARY DOUGLASS	12-02433	09/11/12	REIMBURSEMENT RADIOSHACK/WIRE	Open	31.01	0.00		
01530 FIRE DISTRICT #1	12-00665	03/08/12	2012 TAXES DUE	Open	122,659.75	0.00		
01540 FIRE DISTRICT #2	12-00663	03/08/12	2012 TAXES - FIRE DISTRICT #2	Open	261,538.20	0.00		
01550 FIRE DISTRICT #3	12-00841	03/29/12	FIRE DISTRICT TAXES	Open	174,366.00	0.00		
01598 DEARBORN NATIONAL	12-02308	08/27/12	SEPTEMBER 2012 LIFE INSURANCE	Open	481.50	0.00		
01641 GALL'S INC*	12-02082	08/01/12	FLASHLIGHT AND CHARGERS	Open	44.00	0.00		
01660 GENERAL SPRING SERVICE*	12-02270	08/21/12	RECYCLING PARTS	Open	3,975.32	0.00		
	12-02342	08/30/12	PARTS FOR MACK ROLL OFF	Open	2,597.00	0.00		
					<u>6,572.32</u>			
01690 GRANTURK EQUIPMENT CO*	12-02213	08/15/12	GARAGE SUPPLIES DPW	Open	13.57	0.00		
	12-02233	08/20/12	PARTS FOR LEAF TURNER/ RECY	Open	2,064.52	0.00		
	12-02283	08/22/12	2 SPEED WATER PUMP	Open	844.31	0.00		
					<u>2,922.40</u>			
01751 GRINGER WEAR PARTS, INC	12-01946	07/13/12	PARTS FOR TUB GRINDER-DPW	Open	1,732.00	0.00		
01781 HATCH MOTT MACDONALD, LLC*	12-02397	09/10/12	PROFESSIONAL ENGINEERING	Open	69.00	0.00		
	12-02443	09/12/12	PROFESSIONAL ENGINEERING	Open	345.00	0.00		
					<u>414.00</u>			
01785 ROBERT HARTMAN SR	12-02468	09/13/12	CONTRACT REIMBURSEMENT	Open	299.70	0.00		
01806 ANTHONY J HARVATT, II, ESQ	12-00985	04/17/12	BOARD SOLICITOR SALARY	Open	466.66	0.00		
	12-02398	09/10/12	RESOLUTIONS SEE EACH LINE	Open	450.00	0.00		
					<u>916.66</u>			
01826 WILLIAM HIENKEL	12-02385	09/05/12	CONTRACTUAL REIMBURSEMENT	Open	790.59	0.00		
01859 HESS CORPORATION	12-02318	08/27/12	ELECTRICITY 7/12/12-8/13/20/12	Open	1,104.71	0.00		
	12-02319	08/27/12	ELECTRICITY 7/18/12-8/16/12	Open	8,834.29	0.00		
					<u>9,939.00</u>			

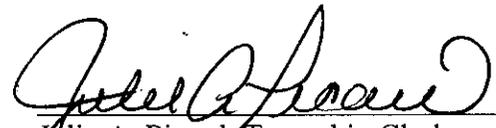
Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
02025 HUNTER JERSEY PETERBILT*	12-02345	08/30/12	PARTS FOR TRASH TRUCK DPW	Open	1,576.45	0.00		
02100 CLAUDIA KAMMER	12-02390	09/06/12	CONTRACTUAL REIMBURSEMENT-V	Open	257.00	0.00		
02125 KDI*	12-02223	08/16/12	SAVIN/C3828& SAVIN/C5050	Open	450.93	0.00		
02320 LOWER TOWNSHIP BRD OF EDUCATN	12-00968	04/11/12	2012 SCHOOL TAX 7/01-12/2012	Open	1,495,251.40	0.00		B
02334 LOWER TWP CHAMBER OF COMMERCE	12-02455	09/12/12	LUNCH-MAYOR, MANAGER, CHIEF	Open	45.00	0.00		
02473 FRANCIS P. MAJANE	12-02459	09/13/12	CONTRACTUAL REIMBURSEMENT	Open	1,074.99	0.00		
02800 MURPHY FENCE COMPANY*	12-02144	08/08/12	FENCE FOR TOWNSHIP POOL	Open	13,789.34	0.00		
03072 NJ STATE LEAGUE OF MUNICIPALITI*	12-02428	09/11/12	LEGISLATIVE BULLETIN 2012-2013	Open	28.00	0.00		
03086 NJ STATE ASSN CHIEFS OF POL*	12-02292	08/23/12	ACCREDITATION DUES 2012	Open	1,666.34	0.00		
03279 PARDO'S TRUCK PARTS WHSE*	12-02160	08/08/12	PARTS FOR RDS/SANT/RECY/DPW	Open	1,004.27	0.00		
03280 PARAMOUNT SANITARY SUPPLY*	12-02202	08/14/12	CLOROX WIPES FOR WEIGHT ROOM	Open	55.00	0.00		
03293 BLAINE PAYNTER	12-02436	09/11/12	CONTRACTUAL REIMBURSEMENT	Open	573.00	0.00		
03427 POLAR BEAR*	12-02242	08/20/12	HVAC	Open	269.00	0.00		
	12-02322	08/29/12	RETURNS FOR NEW OFFICE CLERK	Open	685.00	0.00		
	12-02323	08/29/12	NEW EXHAUST FAN REPLACE CLERK	Open	1,075.00	0.00		
					<u>2,029.00</u>			
03452 THOMAS QUINN	12-02386	09/05/12	CONTRACTUAL REIMBURSEMENT	Open	226.01	0.00		
03466 R & R SPECIALTIES	12-02337	08/30/12	DESK WEDGES	Open	82.00	0.00		
03478 RED THE UNIFORM TAILOR, INC.*	12-01368	05/24/12	UNIFORMS	Open	1,051.00	0.00		
03484 LAUREN M. READ	12-02458	09/13/12	AFLAC FLEX REIMBURSEMENT	Open	799.92	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03518 RIGGINS, INC.*	12-02394	09/07/12	HIGHWAY DIESEL 8/31/12	Open	1,699.65	0.00		
03544 PORTER LEE CORP*	12-02207	08/15/12	SUPPLIES FOR BEAST SYSTEM	Open	35.00	0.00		
03608 SEAWAVE CORPORATION*	12-02239	08/20/12	SPONSER RECOGNITION AD 1/2 PG	Open	818.00	0.00		
03692 SOUTH JERSEY GAS CO*	12-02327	08/29/12	GAS BILL AUGUST 2012	Open	182.99	0.00		
03723 STAPLES, INC.*	12-02151	08/08/12	3 HP PRINTERS DPW	Open	749.97	0.00		
	12-02152	08/08/12	ANIMAL CONTROL INK CARTRIDGE	Open	89.98	0.00		
	12-02389	09/06/12	OFFICE SUPPLIES	Open	<u>268.87</u>	0.00		
					1,108.82			
03734 STEWART INDUSTRIES, INC.*	12-01931	07/13/12	EQUIPMENT MAINT	Open	211.25	0.00		
03783 THIS AND THAT UNIFORMS*	12-02320	08/28/12	WHITE SHIRT-CLASS A UNIFORM	Open	46.00	0.00		
	12-02351	08/30/12	UNIFORMS	Open	<u>1,661.00</u>	0.00		
					1,707.00			
03915 TURF EQUIPMENT & SUPPLY CO*	12-02220	08/16/12	CAPSCREWS	Open	99.18	0.00		
03960 VECTOR SECURITY*	12-02290	08/23/12	KEYS	Open	9.00	0.00		
03969 VERIZON	12-02463	09/13/12	TELEPHONE	Open	5,183.47	0.00		
03971 VERIZON WIRELESS	12-02396	09/10/12	MDT WIRELESS	Open	1,523.25	0.00		
04075 BARBER CONSULTING SERVICES LLC	12-02245	08/20/12	NETWORK LINES FOR NEW OFFICES	Open	759.95	0.00		
	12-02445	09/12/12	COMPUTER SERVICES	Open	<u>1,473.72</u>	0.00		
					2,233.67			
04085 CHRISTOPHER WINTER (EMPLOYEE)	12-02387	09/05/12	CONTRACTUAL REIMBURSEMENT	Open	12.00	0.00		
04090 WIRELESS ELECTRONICS, INC*	12-02121	08/03/12	MOTOROLA RADIOS	Open	1,188.00	0.00		
04097 CINTAS FIRST AID AND SAFETY*	12-02038	07/24/12	FIRST AID KIT SUPPLIES	Open	174.60	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
04097 CINTAS FIRST AID AND SAFETY* Continued	12-02284	08/22/12	FIRST AID SUPPLIES DPW	Open	<u>206.03</u>	0.00		
					380.63			
04123 TAMMY DECKER	12-02378	09/05/12	PAYMENT TO INSTRUCTOR	Open	168.00	0.00		
	12-02380	09/05/12	PAYMENT TO INSTRUCTOR	Open	<u>18.00</u>	0.00		
					186.00			
04266 NJ DEPT OF HEALTH&SENIOR SVCS	12-02366	09/05/12	STATE DOG LICENSE FEES AUG2012	Open	63.00	0.00		
04300 W B MASON CO INC*	12-02098	08/01/12	CERAMIC HEATER	Open	61.14	0.00		
	12-02179	08/09/12	OFFICE SUPPLIES	Open	200.58	0.00		
	12-02249	08/21/12	DRUM FOR DET. PRINTER	Open	152.99	0.00		
	12-02303	08/24/12	OFFICE SUPPLIES	Open	<u>268.27</u>	0.00		
					682.98			
04320 PREMIER OFFICE SUPPLY*	12-02280	08/22/12	OFFICE SUPPLIES	Open	84.66	0.00		
04385 SOUTH JERSEY ENERGY SERVICE PL	12-00670	03/08/12	PUBLIC SAFETY HVAC & LIGHTS	Open	13,708.74	0.00		
04505 SOUTH JERSEY PUBLISHING	12-02467	09/13/12	FOURTH OF JULY THANK YOU AD	Open	310.00	0.00		
04508 LOWER CAPE MAY HOCKEY ASSC	12-01913	07/11/12	DONATION FOR HOCKEY ASSOC.	Open	1,500.00	0.00		
04511 RUSLING & MARY REIGHN	12-02317	08/27/12	REFUND OVERPAYMENT 512.33, 10	Open	36.00	0.00		
05065 U.S. MUNICIPAL SUPPLY, INC*	12-02221	08/16/12	DPW GARAGE PARTS	Open	79.94	0.00		
	12-02237	08/20/12	GARAGE PARTS DPW	Open	<u>59.97</u>	0.00		
					139.91			
05067 PRO TUFF DECALS*	12-02288	08/23/12	HELMET DECALS AND STRIPES	Open	680.94	0.00		
5015 ANA RECOVERY LIMITED LIABILIT*	12-02339	08/30/12	LIGHT BAR	Open	682.00	0.00		
5032 NORTH WILDWOOD \$ CREST SHIRT*	12-02125	08/06/12	CHEERLEADING UNIFORMS	Open	1,272.34	0.00		
BENNETT ROBERT & KRISTEN BENNETT	12-02426	09/11/12	RESOLUTION 2012-234	Open	2,225.09	0.00		
BOSNA KAREN MANETTE BOSNA	12-02379	09/05/12	PAYMENT TO INSTRUCTOR	Open	100.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
JAJAS JAJA'S PONY RIDES	12-02395	09/07/12	NATIONAL NIGHT OUT PONY RIDES	Open	300.00	0.00		
TRC THOMAS R. CLYDESDALE	12-02427	09/11/12	RESOLUTION 2012-234	Open	613.36	0.00		
WELLSF WELLS FARGO REAL ESTATE TAX	12-02316	08/27/12	REFUND OVERPAYMENT 497.10,5.01	Open	718.48	0.00		
Total Purchase Orders: 123 Total P.O. Line Items: 263 Total List Amount: 2,211,948.11 Total Void Amount: 0.00								

I hereby certify the foregoing to be a Resolution adopted by the Township Council at a meeting held on September 17, 2012.


Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD		X	X			
CRAIG						X
DOUGLASS	X		X			
LARE			X			
BECK			X			

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

RESOLUTION #2012- 230

TITLE: CERTIFICATION OF BEST PRACTICES INVENTORY

WHEREAS, the New Jersey State Appropriations Act (P.L. 2011, c85) requires the Division of Local Government Services (DLGS) to determine the payment amount for each municipality's final share of State Aid based upon the results of the Best Practices Checklist; and

WHEREAS, the purpose of the Best Practices Checklist is to promote and improve financial accountability and transparency by withholding some or all of the final payment of State Aid unless the municipality certifies a minimum of 41 out of 50 best practices; and

WHEREAS, the attached 2012 Best Practices Inventory for the Township of Lower shows that the Township qualifies to receive 100% of the final payment of State Aid;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower that the 2012 Best Practices Inventory has been reviewed and may be forwarded to the State of New Jersey Department of Community Affairs.

I hereby certify the foregoing to be a resolution adopted by the Township Council at a public meeting held on September 17, 2012.


Julie A. Picard, Township Clerk

	MOITON	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD		X	X			
CRAIG						X
DOUGLASS	X		X			
LARE			X			
BECK			X			

Best Practices Worksheet CV 2012/SFY2013

Lower Township (Cape May)

0505

Please see Color Key at bottom of sheet for limits on answers

Question

Comments

Sharing services has been promoted for many years as a means to control costs. In addition to sharing resources such as labor, facilities and equipment with a county or with neighboring communities, shared services include similar agreements with school boards, independent authorities and fire districts. Shared services do not include cooperative purchasing, cooperative pricing or commodity resale agreements. Did your municipality actively negotiate (i.e. meet with representatives from a neighboring town, your county or another local unit) and/or enter into at least one new shared service agreement in 2011?

Yes
N.J.S.A. 40A:65-4b requires municipalities to file a copy of their shared service agreements, including amendments and renewals thereof, with the Division of Local Government Services. Has your municipality filed a copy of all shared service agreements presently in effect, along with any amendments thereto, with the Division? This response shall not include cooperative purchasing, cooperative pricing or commodity resale agreements.

Yes
Has your municipality adopted a vehicle use policy prohibiting personal use of municipal vehicles, and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)?

Yes
Does your municipality's legal counsel and/or qualified purchasing agent review and approve procurement specifications and professional service contracts before contracts are executed?

Yes
Municipalities and their agencies are allowed to prohibit the award of public contracts to business entities that have made certain campaign contributions exceeding \$300 and to limit the contributions that the holders of a contract can make during the term of a contract to \$300. A model ordinance concerning pay-to-play can be found at www.nj.gov/dea/lgs/municipaid/pay_to_play_ordinance-contractor.doc. Has your municipality adopted a pay-to-play ordinance pursuant to N.J.S.A. 40A:11-51 that is more restrictive than state statutory requirements?

Best Practices Worksheet CY 2012/SFY2013

Lower Township (Cape May)

0505

Please see Color Key at bottom of sheet for limits on answers

Question

Comments

Answer

Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget including the full adopted budget for current year when approved by governing body; most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; contact information for elected and appointed officials, municipal administrator or manager, municipal clerk, police chief, municipal court administrator and all department heads; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?

Yes

No

Yes

Does your municipality require its elected officials to attend on an annual basis at least one course offered by the Rutgers University Center for Government Services (or a similar education provider such as the NJ League of Municipalities) covering the responsibilities and obligations of elected officials (for example: ethics, municipal finance, labor relations, capital planning, shared services)?

Are ordinances codified on an annual basis, with both the code and any uncodified ordinances made available online?

Financial Standards - FS

Best Practices Worksheet CV 2012/SFY2013

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0505	Question	Comments
9	<p>With regard to your municipality's collective bargaining agreements that replaced contracts expiring on or after 1/1/11, is the overall impact of the aggregate economic costs limited to an average increase of 2% or less per year over the contract term? An example of such analysis can be found on the "PERC Summary Form; Public Sector; Non-Police and Non-Fire; Section V Impact of Settlement" and "PERC Summary Form; Police and Fire; Section VII Impact of Settlement"</p> <p>Internal accounting control processes, procedures and authorizations are designed to safeguard assets and to limit the risk of loss or misstatement. Does your CFO evaluate and discuss this risk assessment annually with your governing body or an appropriate subcommittee of the governing body (Audit or Finance Committee) with a focus on developing accounting control processes, procedures and authorizations designed to limit the risk of loss or misstatement?</p> <p>An accounting policy manual documenting all internal accounting control processes, procedures and authorizations is of great value for staff to understand these safeguards. Are internal accounting control processes, procedures and authorizations documented and communicated to staff?</p> <p>Are all General Ledger cash balances reconciled to bank statements (e.g. receipts postings to bank deposits; disbursement postings to cleared checks and wire transfers) with all reconciling differences verified (e.g. deposits in transit, outstanding checks and posting differences)?</p> <p>Municipalities have the potential to save significant money by auditing their telephone lines annually, and other utilities on a less frequent but nonetheless regular basis. Does your municipality perform an audit of its utility accounts (e.g. telephone, electric meters, streetlighting) at least once every three years to ensure that inactive accounts are cancelled?</p> <p>In submitting your corrective action plan for findings cited in your annual audit, are these items reviewed by the CFO with the governing body or an appropriate subcommittee of the governing body (e.g. finance or audit committee)?</p> <p>Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. Have all audit findings from the 2010 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2011 audit? If the answer is no, please list the repeat findings in the comments section.</p>	
15	<p>Yes</p>	

Best Practices Worksheet CY 2012/SFY2013

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0505	Question	Comments
Answer		
	<p>The CFO should prepare both the annual financial statement and annual debt statement. Excessive auditor assistance on these documents could create a perception that the auditor is not truly independent of the client in auditing the client's financial statements. At an absolute minimum, each CFO should prepare audit-ready financial records including books of original entry, general ledgers, subsidiary ledgers and other computer reports that accurately analyze and reflect the municipality's financial position. These records should have sufficient detail for an accountant with sufficient knowledge of New Jersey's municipal accounting system to extract the information necessary in preparing the annual financial and debt statements. This requires that all financial transactions (both cash and non-cash) be posted in the general ledger and that all general ledger accounts be supported by subsidiary ledgers, reports, reconciliations or are otherwise analyzed. If your CFO does not prepare the annual financial statement or annual debt statement, and does not present the financial records in a complete and audit-ready condition, are you retaining outside assistance to do so from an individual or entity separate from your municipality's audit firm?</p>	<p>The CFO prepares the AFS and ADS.</p>
16	<p>N/A</p>	
17	<p>N/A</p> <p>The CFO should prepare a municipality's annual budget. If your CFO does not prepare the municipality's annual budget, are you retaining outside assistance to do so from an individual or entity separate from your municipality's audit firm?</p>	<p>The CFO prepares the annual budget.</p>
18	<p>Yes</p> <p>Grant programs can create a significant burden on a municipality's cash flow if program expenses are either not timely reimbursed or are charged to other operating accounts instead of to the grant. Are all grant revenues reviewed at least quarterly to determine that all program expenses have 1) been filed for reimbursement and 2) have been properly charged to the grant, with follow up communication to grantor agencies in instances where payments are delayed?</p> <p>Budget Preparation and Presentation - BP</p>	
Yes	<p>Has your municipality fully and accurately disclosed in the "Budget Message" section of your CY2012/SFY 2013 budget the following: Revenues at Risk; Non-Recurring Cost Reductions; Anticipated CY2013/SFY 2014 Appropriation Increases; and Structural Balance Offsets as detailed in Local Finance Notice 2011-37?</p>	

Best Practices Worksheet CY 2012/SFY2013

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0505	Question	Comments
Answer	<p>In preparing your annual budget it is important for both the governing body and public to understand the concept of surplus and how it accumulates (or declines) over the years. A formal policy regarding surplus serves as a basis for decisions concerning future financial solvency, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy your CFO should analyze and explain at least a five-year trend of surplus, illustrating the factors causing each annual increase or decrease. A surplus policy with realistic and sustainable goals can then be determined. Does your municipality have a written policy goal for the amount of surplus available in support of municipal operations, and is this goal evaluated annually?</p>	
No	<p>In preparing your annual budget for the current year it is important that the impact that these decisions may have on future years' budgets be presented, evaluated and considered before final action is taken. Long term plans concerning revenue, appropriations, tax levy, tax levy cap and surplus are critical toward sustaining (or achieving) a solid fiscal condition. Are projections calculated and discussed in sufficient detail so that the governing body understands the impact that the current year's budget may have on the future tax levy (as restricted by the levy cap) and future surplus balances for at least two (2) future year's budgets?</p>	
Yes	<p>Certain municipalities have indirectly pledged prompt payment (i.e. issued a guarantee) of debt service with respect to debt issued by counties, independent authorities or developers. Bond Rating Agencies (e.g. Moody's, Fitch, Standard & Poor's) have downgraded certain municipalities' bond ratings to below investment grade for lack of preparation in the event a lender calls in a debt guarantee. If your municipality guarantees any debt, are direct service revenues that may be pledged against debt repayment monitored by the municipal CFO; and to the extent that cash flow from pledged revenue will not satisfy the debt repayment, are sufficient funds held in reserve to satisfy the guarantee or is an existing authorization in place to issue debt (e.g. a bond ordinance) in the event a lender calls in the guarantee?</p>	
Yes	<p>Do elected officials receive status reports at least quarterly on all budget revenues and appropriations as they correspond to the annual adopted budget?</p>	

Best Practices Worksheet CY 2012/SFY2013

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0505	Question	Comments
Answer		
Yes	<p>Given the potential fiscal impact of property tax appeals on municipalities, the Tax Assessor and CFO should review the status of filed appeals on a regular basis to determine their effect on future budgets and plan accordingly. With input and approval from the governing body, this plan should include an evaluation of current assessment values and should consider setting aside an adequate estimated reserve to fund potentially successful state tax court appeals. <u>Has your municipality considered a property reassessment/revaluation to counter the effect of successful residential tax appeals?</u> In answering this question, a yes answer indicates that the municipality either 1) determined after reviewing assessed values that a reassessment/revaluation is unnecessary due to assessed values accurately reflecting market values (resulting in a small number of successful appeals); or 2) if the impact of appeals is significant, a revaluation plan has been filed with your County Board of Taxation.</p>	
Yes	<p>In developing your multi-year capital plan, is your municipality dedicating sufficient revenues to fund maintenance, repair and eventual replacement of infrastructure such as roads, storm sewers, sanitary sewers and water systems?</p>	
Prospective	<p>N.J.S.A. 40A:4-62.1 allows for the creation of a dedicated trust fund to reserve funds budgeted during years with relatively little snowfall for use in future years when excessive snowfalls may exceed budgeted funds. Although this past winter may have been mild, a responsible budget will take into consideration its impact on future years. In your 2012 budget, has your municipality reserved at least the average of snow removal expenses incurred over a minimum of 3 years?</p>	
Yes	<p>Health Insurance - HI Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)?</p>	
Yes	<p>Does your municipality limit health benefits to full-time (35 or more hours weekly) employees (excluding elected and appointed officials)?</p>	
Yes	<p>Does your municipality conduct a monthly review of health benefit covered lives in an effort to delete employees, spouses or dependents who should no longer be receiving coverage?</p>	

Best Practices Worksheet CY 2012/SFY2013

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0505	Answer	Comments
	<p>Question</p> <p>As explained in Local Finance Notices <u>2011-20R</u> and <u>2011-34</u>, P.L. 2011 c. 78 requires employees to contribute toward healthcare based on a percentage of total premium cost, subject to a four-year phase-in. Has your municipality implemented the employee healthcare contribution provisions contained in P.L.2011 c. 78?</p>	
31	<p>N/A</p> <p>Municipalities frequently contract with or designate insurance brokers to secure healthcare coverage from insurance carriers. Brokers are typically paid by third-party administrators (TPA's) hired to collect, review and pay healthcare bills. The municipality pays the TPA, who in turn pays the broker. Broker fees are often directly related to the amount of insurance premiums or fees paid by the municipality (i.e. the higher the premium, the larger the broker's commission). Thus, the municipality-broker-TPA arrangement is vulnerable to abuse because brokers could face conflicting incentives in seeking lower-cost insurance alternatives. If your municipality contracts with or otherwise designates an insurance broker, is the structure for broker payments pre-set (i.e. plainly disclosed in the resolution and/or contract designating the broker of record) so as to mitigate the risk of brokers recommending more expensive insurance coverage to earn higher fees?</p>	<p>We recently opted out of SHB and saved \$150,000 in this year's budget by contracting with BC/BS through a broker. It's our policy to obtain competitive rates annually from the SHB and other companies to assure the best prices. While we don't pre-set the broker's rate, we also don't rely solely on the broker to recommend plans so we aren't at risk for paying higher costs.</p>
32	<p>Yes</p> <p>The State Health Benefits Program (SHBP) offers medical, prescription and dental coverage options for more than 850,000 participants, including employees, dependents and retirees. All plans have substantial networks of healthcare providers, and provide services nationwide. 62% of municipalities, and 33% of counties, within New Jersey participate in SHBP. As your municipality's collective bargaining agreements come up for renegotiation, do your municipality's negotiation proposals seek contract provisions allowing its employees to be switched to SHBP?</p>	
33	<p>Yes</p> <p>If your municipality does not participate in the State Health Benefits Program (SHBP), have competitive proposals for health insurance been solicited in the last three years; including from the Division of Pensions and Benefits for SHBP health insurance coverage?</p>	<p>Personnel PE</p>

Best Practices Worksheet CV 2012/SFY2013

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0505	Question	Comments
Answer	<p>N.J.S.A. 43:15A-7.2 and 43:15C-2(b)(4) preclude independent contractors and individuals performing professional services for any municipality or agency (e.g. municipal attorney, auditor, planner) under a professional services contract awarded pursuant to the Local Public Contracts Law from membership in the Public Employees' Retirement System (PERS) and Defined Contribution Retirement Program (DCRP) . Has your municipality reviewed the status of your independent contractors and professional services providers to ensure they are not deemed eligible for PERS and/or DCRP?</p>	
Yes	<p>The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, municipal managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and are not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with your labor counsel for more detailed guidance). <u>Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA?</u> In answering this question, be aware that exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings, participation in training sessions, and police "off-duty" assignments (a/k/a "Jobs in Blue").</p>	<p>We are currently in contract negotiations.</p>
Prospective	<p>N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. Has your municipality filed all current contracts with PERC?</p>	
Yes		

Best Practices Worksheet CV 2012/SFY2013

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0505	Question	Comments
Answer		
Yes	Does your municipality make available to the public free of charge, either through an internet posting or on-site review, documents that show the current salaries of all personnel and additional documents that would allow the public to view how your municipality's salaries have changed over a three year period?	
Yes	Are standardized forms completed and filed, either electronically or by paper, to verify all employee time worked (e.g. time cards, electronic time keeping)?	
Yes	Does your personnel/human resources office maintain records that account for all leave time earned and used by employees?	
Yes	Do supervisors review and approve/deny employee time and attendance documentation before those records are submitted to management and, in the case of department heads, is such documentation reviewed and verified independently?	
Yes	Does your municipality limit the carry forward of accrued vacation time to no more than the amount earned in the previous year (meaning no employee hired after the effective date of the limitation policy can keep in any given year more vacation time that they earned in the prior year)?	

Best Practices Worksheet CY 2012/SFY2013

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0505	Question	Comments
Answer		
Yes	Does the municipal governing body approve all payments for accumulated absences pursuant to the requirements of N.J.A.C. 5:30-15.4?	
Yes	Does your municipality provide annual employment practice liability training for elected officials, managers, administrators, department heads and supervisors?	
Yes	Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work?	
No	The State Workers Compensation Law provides that, when an employee receives a work-related injury producing temporary disability, the employee is entitled to wage-related injury producing temporary disability, the employee is entitled to wage-continuation equal to 70% of the employee's weekly wages, subject to a maximum compensation as determined by the Commissioner of Labor. Does your municipality limit benefits for work-related injuries to the above statutory benefit?	
Yes	The weekly benefit rate provided under the State Temporary Disability Law for a non-work-related injury is calculated on the basis of claimant's average weekly wage. Each claimant is paid 2/3 of their average weekly wage up to the maximum amount payable, which is \$572 for disabilities beginning on or after 1/1/12. Does your municipality refrain from supplementing the Temporary Disability benefit?	
Prospective	Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees?	We are currently in contract negotiations.
48 Yes	For any employees covered by a collective bargaining agreement, has your municipality eliminated longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing longevity awards, bonuses or payments for employees hired before a specified date? Public Safety - PS	
Yes	Does your municipality schedule and undertake periodic inspections/assessments of all municipal facilities to ensure they are in good repair and proper maintainance is being performed?	

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

Question

Comments

0505

Answer

Has your municipality reviewed its policies and staffing requirements for providing traffic safety around utility and construction work, and implemented policies to assure that the most efficient and cost-effective approach is taken? Traffic safety policies for utility and construction work should balance the interests of public safety with those of controlling costs. For example, uniformed police officers controlling a cul-de-sac may be excessive; while parking a policeman in a patrol car on a major highway to act in lieu of a "crash truck" may be insufficient and could endanger the officer. An appropriate traffic safety plan should include parameters governing when police officers, flag men and safety apparatus are used in different circumstances.

50 Yes

0 Select

41 Yes

3 No

3 N/A

3 Prospective

50 Total Answered:

47 Score (Yes + N/A + Prospective)

94% Score %

0% Percent Withheld

Chief Financial Officer Completion Certification:

Type Name of CFO and Certification # in cells below:

Lauren Read

Name

Cert #

Date Prepared:

9/6/2012

Color Key

Red = Repeat Question. Prospective answers not permitted

Blue = Questions where neither "not applicable" nor "N/A" answers are permitted

Green = Repeat questions where neither "Prospective" nor "Not Applicable" are permitted

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0505	Answer	Question	Comments
	No Color = "Yes", "No", "Prospective" and "Not Applicable" are all permissible answers		
	# of Questions scored Yes, prospective, or "not applicable"	Amount of Aid Disbursed	Impact on final 5% aid payment/impact on total aid
	41-50	100%	No penalty
	33-40	80%	Lose 20% which equals 1% of total aid
	25-32	60%	Lose 40% which equals 2% of total aid
	17-24	40%	Lose 60% which equals 3% of total aid
	9-16	20%	Lose 80% which equals 4% of total aid
	0-8	0%	Lose 100% which equals 5% of total aid
	Question	Table of Weblinks (Cut and paste into browser)	
	5	www.nj.gov/dca/igs/rmuni/aid/pay_to_play_ordinance-contractor.doc	
	9	http://www.state.nj.us/perc/Collective_Bargaining_Agreement_Summary_Form_Police_and_Fire_2012.04.02_Instructions_and_Example.pdf	
	9	http://www.state.nj.us/perc/Collective_Bargaining_Agreement_Summary_Form_Police_and_Fire_2012.04.02_Instructions_and_Example.pdf	
	19	http://nj.gov/dca/divisions/digs/fhs/11/2011-37.doc	
	30	http://nj.gov/dca/divisions/digs/fhs/11/2011-20R.doc	
	30	http://nj.gov/dca/divisions/digs/fhs/11/2011-34.doc	
	34	http://nj.gov/dca/divisions/digs/fhs/07/2007-28.doc	
	42	http://www.nj.gov/dca/igs/fhs/02/fhs/cfo-2002-1.pdf	

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

RESOLUTION #2012-231

TITLE: REQUESTING APPROVAL TO ESTABLISH A DEDICATED TRUST BY RIDER FOR SNOW REMOVAL PURSUANT TO N.J.S.A.40A:4-62.1

WHEREAS, permission is required of the Director of the Division of Local Government Services for approval as a dedication by rider by a municipality when the revenue is not subject to reasonable accurate estimates in advance, and

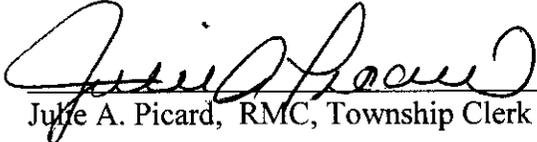
WHEREAS, N.J.S.A 40A: 4-62.1 allows municipalities to reserve excess funds budgeted in association with snow removal, and

WHEREAS, N.J.S.A. 40A: 4-39 provides that the Director of the Division of Local Government Services may approve expenditures of monies by dedication by rider,

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Township of Lower, County of Cape May, State of New Jersey as follows:

1. The Mayor and Council hereby request permission of the Director of the Division of Local Government Services to pay expenditures for snow removal costs as per N.J.S.A. 40A:4-39.
2. The Municipal Clerk of the Township of Lower is hereby directed to forward two certified copies of this resolution to the Director of the Division of Local Government Services.

I hereby certify the foregoing to be a resolution adopted by the Township Council on September 17, 2012


Julie A. Picard, RMC, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD		X	X			
CRAIG						X
DOUGLASS	X		X			
LARE			X			
BECK			X			

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

RESOLUTION #2012-232

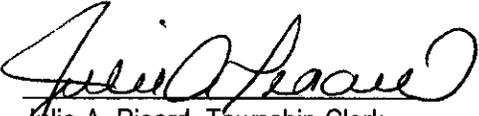
TITLE: AUTHORIZATION TO CANCEL TAXES ON TOWNSHIP OWNED PROPERTY

WHEREAS, block 410.01, lot 63.02 , also known as 2610 Bayshore Road, Villas NJ, was acquired by the Township of Lower on August 16, 2012: and

WHEREAS, the Township of Lower is exempt from paying taxes.

NOW, THEREFORE, BE IT RESOLVED that the Tax Collector is authorized to cancel the 4th quarter 2012 taxes in the amount of \$1,060.28 on block 410.01 lot 63.02.

I hereby certify the foregoing resolution was adopted by the governing body at a Council meeting held on September 17, 2012.


Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD		X	X			
CRAIG						X
DOUGLASS	X		X			
LARE			X			
BECK			X			

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

RESOLUION #2012-233

TITLE: AUTHORIZATION: DETERMINATION OF MUNICIPAL SERVICE FEES FOR 2013

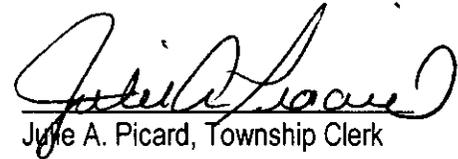
WHEREAS, the Township of Lower has by ordinance no. 2003-12 provided for the imposition of an annual municipal service fee on manufactured homes installed in mobile home parks within the confines of the Township of Lower ; and

WHEREAS, section 2A-9.2 states that the municipal service fee shall be determined by resolution each year by the Township Council on or before November 1 of the pre-tax year; and

WHEREAS, the Tax Collector and CFO have established the annual fee based on the established formula.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Tax Collector is hereby authorized to bill the owners of the mobile home parks within the confines of the Township of Lower \$120.00 per each manufactured home for the year 2013 to be paid quarterly on March 15, June 15, September 15 and December 15.

I hereby certify the foregoing resolution was adopted by the governing body at a Council meeting held on September 17, 2012.


Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD		X	X			
CRAIG						X
DOUGLASS	X		X			
LARE			X			
BECK			X			

Lower Township: Municipal Service Fee

2011

School Tax Portion:

1	2010-2011 School Budget	25,841,165.39
2	Children in School	3,384
3	Children from Mobile Home Parks	4
4	% of Mobile Home Park Children to Total Population (line 4 / line 3)	0.12%
5	School Costs for Mobile Home Parks (line 4 x line 1)	30,545.11

Other Tax Portion

6	County Tax	7,699,151.37
7	County Library Tax	1,230,751.89
8	Open Space Tax	424,346.62
9	Local Purpose Tax	18,118,526.42
10	Fire District Levy	2,039,240.31
	Billing Difference	118,387.66
11	Total Other Revenues	29,630,404.27

12	Total Line Items	15,378
13	less-#mobile home parks	(6)
14	add-#mobile home line items	555
15	Total Adjusted line Items	15,927

16	Percentage (line 14 / line 15)	3.48%
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17	Total Other Revenues (line 16 x line 11)	1,032,515.50
----	--	--------------

18	Mobile Home-Residential Home Value Ratio (formula 1)	26.33%
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19	Total Other Tax Portion for Mobile Home Parks (line 18 x line 17)	271,862.07
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20	Balance of Revenue required (line 19 + line 5)	302,407.18
21	Less: Property Taxes Received (formula 2)	(265,410.72)
22	Less: Mercantile Fee (formula 2)	(250.00)
23	Total Revenue Required from Site Fees	36,746.46
24	Total Number of Occupied Mobile Homes	555
25	Total Revenue divided by occupied pad sites (line 23 / line 24)	66.21
26	Divided by 12 Months	5.52

27	Monthly Municipal Service Fee (round to nearest \$5)	10.00
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28	*Annual charge	120.00
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TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2012-234

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>
497.01	4.04	Thomas R Clydesdale	Paid Twice	613.36
700.01	3 C0207	Robert & Kristen Bennett	Paid Twice	2,225.09

I hereby certify the foregoing to be a resolution adopted by the governing body at a meeting held on September 17, 2012.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
CRAIG						
DOUGLASS						
LARE						
BECK						

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

RESOLUTION #2012- 235

TITLE: APPOINTMENT OF CHRISTOPHER J. WINTERS FOR CONSULTING SERVICES

WHEREAS, the Township of Lower ("Township") has the need to acquire a Consulting Service for the NJSACOP/CALEA Accreditation Program, which will not exceed the Township's bid threshold; and,

WHEREAS, Christopher J Winters has submitted a proposal indicating that he will provide the services described above for a price of \$40.00 per hour not to exceed \$2,500.00; and

WHEREAS, the anticipated term of this appointment is until the completion of the NJSACOP/CALEA Accreditation; and

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

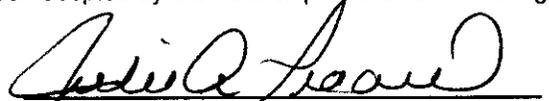
Appropriation # 2-01-20-310-343
ING Police Service Contracts

Signature 

WHEREAS, Lower Township will be eligible to receive reimbursement of up to \$10 per hour up to \$1000 from the Atlantic County Municipal Joint Insurance Fund with the requirement that the Consulting firm be appointed by Resolution of the municipality's governing body.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Lower hereby approves the appointment of Christopher J Winters as the consultant for the NJSACOP/CALEA Accreditation Program. .

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Township Council at a meeting held on September 17, 2012.


Julie A Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD		X	X			
CRAIG						X
DOUGLASS	X		X			
LARE			X			
BECK			X			

Christopher J. Winter Sr.
Lieutenant (Ret)
Lower Township (NJ) Police Department
Law Enforcement Accreditation Consultant
NJSACOP Team Leader / Assessor
NJPSAC Trustee, South Jersey

609-780-4769

N.J. Bus.Registration #1547367

PROPOSAL

September 03, 2012

Lower Township Police Department
415 Breakwater Rd
Erma, New Jersey 08204

Chief Brian Marker

Chief Marker,

As per our conversation on Friday 08/31/12, the following proposal is for the remainder of the 2012 year as it relates to the accreditation program and your agency

The following proposal is submitted to assist your agency with the NJSACOP/CALEA Accreditation Program as you have requested. The consultant's services will include working with your assigned Accreditation Manager and the members of your agency on a part time basis to assist with policy revisions as deemed necessary, to ensure compliance with the law Enforcement Accreditation Program to include but not limited to the oversight of the process necessary to assemble proofs of compliance, compilation and management of files and the on-site assessment.

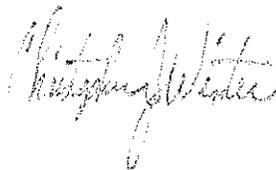
The consultant's services will enable the Lower Township Police Department to complete the self- assessment phase towards re-accreditation and prepare for the final on-site assessment to become accredited.

My consultant services will include but are not limited to the following:

- ✓ Assess your agency's current level of compliance and develop a plan of action to achieve full compliance with each accreditation standard.
- ✓ Review your current written directives to determine if they meet compliance requirements. Where they do not, I will custom write policy for your agency that complies, subject to agency approval.
- ✓ Guide your accreditation manager through the entire process, building the accreditation files, revising directives as needed in comportment with CEO approval.
- ✓ Assist in the identification and recommendation of new programs and equipment and the development of systems or procedures required to meet applicable standards.
- ✓ Review your accreditation files for proper construction, proofs of compliance, and a properly completed Individual Standard Status Report (ISSR). All the proofs of compliance will be reviewed to verify they are compliant and that they represent the agency's best compliance efforts.
- ✓ Prepare your agency for your on-site assessment and have a project manager on-site at your agency during the official on-site assessment.
- ✓ Continually keep your Accreditation Manager and their team informed regarding all aspects of the accreditation process, including proposed changes or amendments to standards, and assessing the impact of changes on your current policies and procedures.

Consulting services to assist your agency with the accreditation process on a part time basis would be \$40.00 per hour based on the amount of hours determined by the agency. Pending the initial review with your assigned Accreditation Manager and staff to determine the status of your current files and work to be completed, your cost is hereby estimated at \$2,500 to complete the process in a timely fashion. I appreciate the opportunity to assist your agency in maintaining this prestigious status and look forward to working with you and the members of the department.

Sincerely,



Christopher J. Winter



New Jersey Division of Revenue

Revenue | NJBGS

On-Line Business Registration Certificate Service

CERTIFICATE NUMBER 1547367 FOR WINTER, CHRISTOPHER J SR IS VALID.

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

RESOLUTION # 2012-236

TITLE: BID ACCEPTANCE AND CONTRACT AWARD FOR DELAWARE BAY SHORE OUTFALL
EXTENSIONS CONTRACT M-7

WHEREAS, The Notice to Bidders for the Delaware Bay Shore Outfall Extensions Contract M-7 was advertised on July 11, 2012 and accepted on August 8, 2012 at 10:00 a.m.; and

WHEREAS, Six (6) proposals were submitted and reviewed by the QPA, Public Works Superintendent and Township Engineer; and

WHEREAS, the lowest qualified bidder complied with the specifications and supplied all required certifications and bid documents and the CFO has determined sufficient funds are available in the budget as follows:

Appropriation # : 2-01-56-750-351
Small Cities Public Facilities
CFO Signature: 

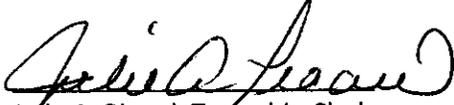
NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the contract for the above is hereby awarded to the lowest qualified responsible bidder as follows:

Base Bid plus Supplemental Items S1, S2, S3, S4 & S5

AWARD TO: KC Marine Contracting, Inc.

TOTAL AWARD: \$178,261.00

I hereby certify the foregoing Resolution was adopted by the Township Council at a meeting held on September 17, 2012.


Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD		X	X			
CRAIG						X
DOUGLASS	X		X			
LARE			X			
BECK			X			



**Hatch Mott
MacDonald**

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

September 11, 2012
Via Email at mvoll@townshipoflower.org & 1st Class Mail

Michael J. Voll, Township Manager
Township of Lower
2600 Bayshore Road
Villas, NJ 08251

**RE: Report on Bids
Delaware Bay Shore Outfall Extensions
Contract M-7
Township of Lower, Cape May County
HMM No. 311948**

Dear Mr. Voll:

On August 8, 2012 at 10:00 A.M. sealed bids were received for the above referenced project. Thirteen (13) contractors picked up bid documents during the bidding period with six (6) contractors submitting a bid for the project.

Based on the prices submitted and the amount of grant funding available, the Township will be able to award all five supplemental items in addition to the base bid items. The bids are summarized below from lowest to highest based on the amount submitted for the Base Bid plus Supplemental Items S1, S2, S3, S4 & S5.

Contractor	Base Bid + Supplemental Items S1-S5
KG Marine Contracting, Inc.	\$178,261.00
R.A. Walters & Son, Inc.	\$199,500.00
Lafayette Utility Construction, Co.	\$235,254.00
Channel Marine Construction, Inc.	\$295,200.00
Walters Marine Construction	\$360,000.00
Agate Construction Co., Inc.	\$527,000.00

The close range of the bids indicate that the bid was competitive, and that the low bid is favorable to the Township. Therefore, subject to a review of the bid/contract documents by the Township Purchasing Agent, we recommend the Township award the contract (Base Bid and Supplemental Items S1, S2, S3, S4 & S5) to KG Marine Contracting, Inc. of Manahawkin, New Jersey, for the amount of **\$178,261.00**.



Hatch Mott
MacDonald

Should you have any questions or require additional information, please feel free to contact our office.

Very truly yours,

Hatch Mott MacDonald

Mark R. Sray, PE, CME
Senior Associate
T 609.465.9377 F 609.465.5270
mark.sray@hatchmott.com

cc (via Email): Julie Picard, Clerk
Margaret A. Vitelli, RPPS, QPA, Purchasing Agent
Colleen Crippen, Coordinator of Federal and State Aid
Gary Douglass, CPWM, Public Works Superintendent
Mark Blauer, Township Consultant

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

RESOLUTION #2012- 237

TITLE: AUTHORIZATION FOR GREATER CAPE MAY ELKS #2839 TO CONDUCT AN OUTDOOR FLEA MARKET

WHEREAS, Section 359-13 of the Code of Lower Township prohibits outdoor flea markets within the confines of Lower Township except as provided for in Section 359.13b, and

WHEREAS, Section 359-13 of the General Ordinances of the Township of Lower permits non-profit, charitable, civic and religious organizations to conduct four (4) outdoor flea markets within the confines of the Township if approved by the Township Council; and.

WHEREAS, the Township Council has reviewed the application and the current ordinance, and has determined the applicant meets the ordinance requirements of a non-profit, charitable, civic and/or religious organization.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, that approval for an Outdoor Flea Market originally scheduled for October 6, 2012 and approved by Resolution #2012-122 now rescheduled for October 13, 2012 is hereby granted.

I hereby certify this is the original resolution adopted by the Township Council at the meeting held on September 17, 2012.


Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD		X	X			
CRAIG						X
DOUGLASS	X		X			
LARE			X			
BECK			X			

Judith Titus
263 Arbor Road
Villas, N.J. 08251
Home # 609-888-1633
E-mail: heyjude263@msn.com

May 1, 2012

Lower Township Council Members

Dear Council Members:

The Greater Cape May Elks Lodge # 2839 would like permission to hold a outdoor Flea Market at our location at 917 Bayshore Road in the Villas, on the following Saturdays May 19th, 2012 & October 6th 2012.

We are thanking you in advance for your prompt attention to this matter.

Sincerely,

Judy Titus

Please change Oct 6th date
to read Oct 13th 2012

Judy Titus 9/11/12

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

RESOLUTION #2012- 238

TITLE: CERTIFICATION OF LOT CLEARING CHARGES TO THE TAX COLLECTOR

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

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

WHEREAS, the properties listed below contained conditions which violated Section 302 of the Property Maintenance Code; and notice was duly sent to the property owners to abate the conditions and such conditions were not abated; and

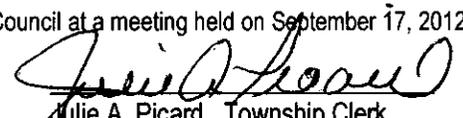
WHEREAS, the Township of Lower has abated the conditions pursuant to the requirements of the Property Maintenance Code and desires to place a lien on the properties listed below:

Block	Lot	Name (as assessed)	Property Location	Amount	Admin Fee	Lien Amount
27	27	Gas Restaurant LLC	401 Bayshore Road	300.00	500.00	800.00
334.06	3.02	Stecher, Eleanor Marie	6 Federal Lane	200.00	500.00	700.00
334.17	4	Carrol, Michael V C/O Eugene	12 Vermont Ave	285.00	500.00	785.00
496.14	25	Bruckno, Gregory	3 Heron Way	305.00	500.00	805.00
236	3	Campiglia C/O Rev Eldridge Evans	28 Bayberry & Frances Ave	520.00	500.00	1,020.00
368.02	3	Brad, Frank J & Jacqueline	20 Village Road	1,200.00	500.00	1,700.00
89	41	Akins, Christopher & Iapalucci, Nina	155 E Delaware Pkwy	250.00	500.00	750.00
210	21	Mazzo, Jason D	143 Ohio Ave	150.00	500.00	650.00
TOTAL				3,210.00	4,000.00	7,210.00

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

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

I hereby certify the foregoing to be a resolution adopted by the Township Council at a meeting held on September 17, 2012.


 Julie A. Picard, Township Clerk

	Motion	Second	Aye	Nay	Abstain	Absent
Conrad		X	X			
Craig						X
Douglass	X		X			
Lare			X			
Beck			X			

Memo

To: Julie Picard, Clerk

From: Walter Fiore, Code Enforcement Officer

Subject: Liens for Lot Clearings

Date: September 13,, 2012

CC: File

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

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

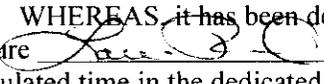
BLK/LOT	Name (As Assessed)	Amount	Property Location
27 /27	GAS RESTAURANT LLC	\$300.00	401 BAYSHORE ROAD
334.06 / 3.02	STECHEER, ELEANOR MARIE	\$200.00	6 FEDERAL LANE
334.17 / 4	CARROLL, MICHAEL V C/O EUGENE	\$285.00	12 VERMONT AVE
496.14 / 25	BRUCKNO, GREGORY	\$305.00	3 HERON WAY
236 / 3	CAMPIGLIA C/O REV ELDRIDGE EVANS	\$520.00	28 BAYBERRY & FRANCES AVE
368.02 / 3	BRAD, FRANK J & JACQUELINE	\$1200.00	20 VILLAGE ROAD
89 / 41	AKINS, CHRISTOPHER & IAPALUCCI, NINA	\$250.00	155 E DELAWARE PRKWY
210 / 21	MAZZO, JASON D	\$150.00	143 OHIO AVE

**TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY
RESOLUTION # 2012-239**

Title: Authorizing Pay Out of Terminal Leave

WHEREAS, the employee listed below has retired from the Township and is entitled to payment for accumulated vacation, sick and compensatory and personal time, and

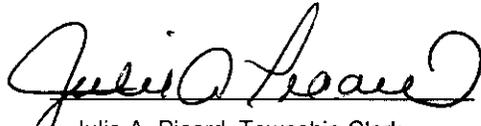
WHEREAS, it is necessary to obtain authorization for any salary and wage disbursement to a Township employee that is not specified in the salary ordinance, and

WHEREAS, it has been determined by the Township Treasurer as evidenced by signature  that adequate funding is available for accumulated time in the dedicated line item "Reserved for Accumulated Absences".

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Lower that a revised payment due to Claudia Kammer in the amount of \$ 70,322.75 is authorized and chargeable to the Reserve for Accumulated Absences.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the funds shall be disbursed in biweekly payments totaling \$20,000 in 2012 and \$50,322.75 in 2013.

I hereby certify the foregoing to be a resolution adopted by the Township Council on 9-17-12.


Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD		X	X			
CRAIG						X
DOUGLASS	X		X			
LARE			X			
BECK			X			

Kammer

TOWNSHIP OF LOWER
 RETIREMENT PAYOUT ANALYSIS
 DATE: 9/1/2012

EMPLOYEE: Kammer, Claudia
 DATE OF RESIGNATION: 8/31/2012
 DATE OF PAYMENT: _____
 RESOLUTION #: _____

Annual Salary:	\$84,995.33
Hourly Rate:	\$46.70
Longevity	\$3,000.00

SALARY:		
Salary due to	8/31/2012	\$60,919.92
Salary paid through	8/31/2012	\$60,919.92
longevity due		\$3,000.00
Longevity paid		\$1,846.24
Balance due		\$1,153.76

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	0.00	46.70	0.00
Personal	1.35	46.70	62.87
Sick	1,260.00	46.70	58,842.00
Vacation	219.79	46.70	10,264.12
Terminal Leave Payout			\$69,168.99
Final pay			\$70,322.75

	(A)	(B)	(C)	(B * C) (D)	(E)	A + D - E (F)
	Carryover	Annual Accrual	35 weeks / 52 weeks	Prorated Time Due	Time Used	Hours to be paid
Comp	0.00	0.00		0.00		0.00
Personal	1.50	28.00	0.67	18.85	19.00	1.35
Sick	3,061.75	105.00	0.67	70.67	41.50	1,260.00
Vacation	175.00	175.00	0.67	117.79	73.00	219.79
Total	3,238.25	308.00		207.31	133.50	1,481.13

Accrual and time used are current to _____ subject to change if time is used or not currently reported.

Employee Signature: _____
 Date: _____

Treasurer's Signature: _____
 Date: _____

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

RESOLUTION # 2012- 241

TITLE: AUTHORIZING THE PAYMENT OF VOUCHERS

<u>Vendor</u>	<u>PO#</u>	<u>Description</u>	<u>Amount</u>
Douglass Landscaping	12-00687	Landscaping Payment	\$ 6,490.63
Douglass Landscaping	12-02081	Lot Clearing 20 Village	1,200.00

TOTAL BILL LIST: \$ 7,690.63

I hereby certify the foregoing to be a Resolution adopted by the Township of Council at a meeting held on September 17, 2012


Julie A Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD	X		X			
CRAIG						X
DOUGLASS					X	
LARE			X			
BECK		X	X			