

Res. #2012-180 *Payment of Vouchers, \$ 1,726,117.96**
Res. #2012-181 Renewal of Membership in the Atlantic County Municipal Joint Insurance Fund (3 yr membership)
Res. #2012-182 Appointment of Blauer Associates Without Public Bidding (Grant Consultant)
Res. #2012-183 Certification to Local Finance Board of Receipt and Review of Audit Sections General Comments & Recommendations (Annual audit certification)
Res. #2012-184 Appointment to the Recreation Advisory Board (1 Reg. Member vacancy of J. Ridgeway)
Res. #2012-185 Appointment of Julie Picard As Municipal Clerk, Effective September 1, 2012
Res. #2012-186 Resolution Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12." (Labor Relations - Supervisor's Union Update; Possible Litigation Township Right-Of-Way Issues)

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

Include Project Line Items: Yes

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

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00055 LARRY AKINS	12-01808	06/28/12	MEDICAL CLAIMS	Open	130.39	0.00		
00085 AMERICAN SWIMMING POOLS*	12-01704	06/20/12	MONTHLY VOUCHER	Open	88.15	0.00		
00109 ARAWAK PAVING CO., INC.*	12-01360	05/23/12	ASPHALT FOR RDS/DPW	Open	1,456.90	0.00		
00110 ANCO HOME CENTER*	12-01080	04/25/12	JUNE 2012	Open	87.97	0.00		
	12-01454	06/04/12	SUPPLIES FOR RDS/SIGNS/BLDG	Open	473.76	0.00		
	12-01825	06/29/12	SUPPLIES FOR REFRIGERATOR	Open	4.47	0.00		
					<u>566.20</u>			
00153 ATLANTIC CITY ELECTRIC*	12-01827	07/02/12	STREET LIGHTS 06/01-07/01/12	Open	20,975.55	0.00		
00301 BELMONT AND CRYSTAL SPRINGS*	12-01891	07/10/12	TOWN HALL WATER 070112	Open	26.45	0.00		
00348 BENNETT BATTERIES, LLC*	12-01455	06/04/12	PARTS FOR RDS/DPS/DPW	Open	1,288.60	0.00		
00362 INTERNATIONAL CODE COUNCIL*	12-01702	06/20/12	ELECTRICAL CODE BOOK	Open	210.00	0.00		
00384 KIMBERLY BLACKLEY	12-01765	06/26/12	MILEAGE	Open	9.08	0.00		
00406 BLANEY & DONOHUE, PA	12-00554	02/24/12	EXP 2012 (\$40K)BAL 28,587.50	Open	3,900.00	0.00		
00616 ANIMAL ALLIANCE OF CAPE	12-01905	07/11/12	TNR & SPAY/NEUTER PROGRAM	Open	850.00	0.00		
	12-01906	07/11/12	TNR & SPAY/ NEUTER PROGRAM	Open	450.00	0.00		
					<u>1,300.00</u>			
00741 CMC CHIEF'S OF POLICE ASSOC.	12-01082	04/25/12	2012 TRAINING ASSESSMENT	Open	1,000.00	0.00		
00784 CAPE MAY STAR & WAVE	12-01823	06/29/12	NOTICE OF DECISION INSERTION	Open	18.60	0.00		
00820 COMCAST OF WILDWOOD* DPW	12-01847	07/03/12	MONTHLY INTERNET	Open	95.18	0.00		
00823 CHAPMAN FORD*	12-01869	07/06/12	#2012-172 (2) 2012 FORD FOCUS	Open	31,884.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00825 COMCAST*	12-01883	07/10/12	TOWNHALL INTERNET 7/15-8/14/12	Open	95.18	0.00		
00928 CAPE MAY COUNTY CLERK	12-01766	06/26/12	2012 PRIMARY ELECTION COSTS	Open	6,812.19	0.00		
00991 COLONIAL ELECTRIC SUPPLY*	12-00765	03/21/12	EMERGENCY LIGHT - BENNETTS	Open	83.33	0.00		
01055 ERIC COOMBS	12-01669	06/15/12	UNIFORMS	Open	199.00	0.00		
01170 VERIZON WIRELESS* F/S	12-01868	07/06/12	CELL FIRE SAFETY 5/27-6/26/12	Open	74.25	0.00		
01171 VERIZON WIRELESS - TOWNHALL	12-01375	05/24/12	PHONES - DPS	Open	1,290.79	0.00		
	12-01857	07/06/12	CELL BILL 05/24-06/23/12	Open	458.68	0.00		
					<u>1,749.47</u>			
01365 GARY DOUGLASS	12-01833	07/02/12	MEDICAL CLAIMS	Open	137.70	0.00		
01416 BRUSH WORKS PAINTING INC*	12-00531	02/24/12	PAINT REC. HALLWAYS AND GYM	Open	4,350.00	0.00		
01502 PAMELA FELDER	12-01820	06/28/12	MEDICAL CLAIMS	Open	39.00	0.00		
01598 DEARBORN NATIONAL	12-01760	06/25/12	JULY 2012 LIFE INSURANCE	Open	517.50	0.00		
01781 HATCH MOTT MACDONALD, LLC*	11-00781	03/25/11	ENGINEERING SERVICES/OUTFALLS	Open	1,810.88	0.00		
	11-02505	09/12/11	DRAINAGE INVESTIGATION/	Open	184.50	0.00		B
	11-02875	10/19/11	ENGINEER SERVICE/DELBAY OUTFAL	Open	2,500.00	0.00		
	11-03226	11/16/11	2011-294 BAYSHORE ESTATE \$26k	Open	2,925.60	0.00		
	12-01709	06/20/12	ENG. SERV. DE BAY OUTFALL EXT.	Open	1,209.12	0.00		
	12-01733	06/22/12	PROFESSIONAL ENGINEERING SERV	Open	476.00	0.00		
	12-01854	07/06/12	PROFESSIONAL ENGINEERING SERV	Open	1,320.00	0.00		
	12-01855	07/06/12	PROFESSIONAL ENGINEERING SERV	Open	69.00	0.00		
					<u>10,495.10</u>			
01806 ANTHONY J HARVATT, II, ESQ	12-00985	04/17/12	BOARD SOLICITOR SALARY	Open	466.66	0.00		
	12-01856	07/06/12	O'NEILL RESOLUTION	Open	150.00	0.00		
					<u>616.66</u>			
01820 DARRIN D. HICKOK	11-01374	05/16/11	2011 EQUIP. ALLOWANCE	Open	150.00	0.00		
	12-01299	05/16/12	2012 EQUIP. ALLOWANCE	Open	19.55	0.00		B
					<u>169.55</u>			

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01834 RICHARD HOOYMAN	12-01842	07/03/12	MEDICAL CLAIMS	Open	88.00	0.00		
01859 HESS CORPORATION	12-01826	07/02/12	ELECTRICITY 5/16-6/15/12	Open	8,698.46	0.00		
02005 JUST SPORTS INC.*	12-01672	06/15/12	WILSON FOOTBALLS	Open	1,182.72	0.00		
02018 JAMAR TECHNOLOGIES, INC.*	12-01749	06/22/12	RADAR RECORDER UNIT	Open	7,856.00	0.00		
02065 S. VITALE PYROTECNICO IND CORP	12-01356	05/21/12	FIREWORKS DISPLAY 7/03/12	Open	40,000.00	0.00		
02108 KEEN COMPRESSED GAS CO*	12-01757	06/25/12	HAZMAT /COMPLY/RECOVER COST	Open	118.00	0.00		
02125 KDI*	12-01762	06/26/12	OVERAGE BILL 11/01/11-01/31/12	Open	114.61	0.00		
02136 TED KINGSTON INC*	12-01832	07/02/12	NEW VEHICLE INSTALL	Open	697.85	0.00		
02140 KINDLE FORD LINC/MERC., INC.*	12-01457	06/04/12	PARTS FOR POLICE VEH.	Open	1,250.44	0.00		
02183 KLENSWITE POOL SPA SUP.CO INC*	12-01692	06/20/12	VALVES FOR SWIMMING POOL	Open	248.85	0.00		
02200 KOHLER'S AUTO GLASS*	12-01800	06/28/12	REPLACE WINDSHIELD #6500	Open	235.00	0.00		
02292 DONALD LOMBARDO	12-01834	07/02/12	MEDICAL CLAIMS	Open	697.45	0.00		
	12-01835	07/02/12	MEDICAL CLAIMS	Open	37.00	0.00		
					<u>734.45</u>			
02294 MARIE A. LOMONACO	12-01929	07/12/12	MEDICAL CLAIMS	Open	15.00	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
02333 LOWER TWNSP RESCUE SQUAD, INC.	12-01403	05/30/12	2012 EXPENSE RESCUE	Open	25,972.96	0.00		B
02461 JOHN MAHER	12-01819	06/28/12	MEDICAL CLAIMS	Open	842.21	0.00		
02541 ROBERT D. MARTIN, JR	12-01866	07/06/12	MEDICAL CLAIMS	Open	101.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
02715 MODERN HANDLING EQUIP CO*	12-01675	06/15/12	PARTS FOR MOWER	Open	632.55	0.00		
02732 LAURA MILBRANDT	12-01764	06/26/12	REIMBURSEMENT FOR MEETING	Open	30.00	0.00		
03086 NJ STATE ASSN CHIEFS OF POL*	12-01206	05/10/12	TRAINING	Open	250.00	0.00		
03104 NORTHEAST IND.&MARINE SUPPLY*	12-01682	06/18/12	PARTS FOR COUNTY MOWER	Open	1,394.39	0.00		
03279 PARDO'S TRUCK PARTS WHSE*	12-01459	06/04/12	PARTS FOR RDS/SANT/RECY/DPW	Open	103.81	0.00		
03280 PARAMOUNT SANITARY SUPPLY*	12-01684	06/18/12	2 PLY TOILET TISSUE	Open	38.00	0.00		
03293 BLAINE PAYNTER	12-01873	07/06/12	MEDICAL CLAIMS	Open	118.00	0.00		
03305 PEDRONI FUEL*	12-01811	06/28/12	NO LEAD GAS/DPW	Open	794.18	0.00		
03347 DAVID PERRY	12-01822	06/28/12	6' FOLDING TABLE & CHAIRS	Open	89.85	0.00		
03491 RENTAL COUNTRY*	12-01816	06/28/12	GENERATORS	Open	201.67	0.00		
03495 ELIZABETH BYRNE	12-01763	06/26/12	REIMBURSEMENT FOR MEETING	Open	30.00	0.00		
03608 SEAWAVE CORPORATION*	12-01850	07/05/12	LEGAL NOTICE	Open	12.15	0.00		
03814 UNIVERSAL COMPUTING SERV., INC*	12-01687	06/18/12	MAILERS	Open	371.10	0.00		
03821 TRANS AXLE*	12-01666	06/14/12	PTO FOR TRUCK 38	Open	599.22	0.00		
03834 CAPE MAY COUNTY TREASURER/HAVE	12-01499	06/08/12	HAVEN HSE IN LIEU-DUE COUNTY	Open	980.30	0.00		
03848 TREASURER STATE OF NEW JERSEY	12-01701	06/20/12	NEW JERSEY CONSTRUCTION CODE	Open	65.00	0.00		
03863 TREASURER, STATE OF NEW JERSEY	12-01848	07/05/12	STATE SURCHARGE 2ND QUARTER	Open	4,006.00	0.00		
	12-01849	07/05/12	STATE SURCHARGE 2ND QUARTER	Open	354.00	0.00		
					<u>4,360.00</u>			

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03904	LOWE'S HOME CENTER INC*							
	12-01875	07/09/12	SHUNPIKE TOWER AIR	Open	464.55	0.00		
03971	VERIZON WIRELESS							
	12-01362	05/23/12	IPHONE	Open	398.99	0.00		
03985	VILLAS NAPA AUTO PARTS							
	12-01460	06/04/12	PARTS FOR RDS/SANT/RECY	Open	3,327.25	0.00		
03992	VAL-U AUTO PARTS LLC*							
	12-01452	06/04/12	PARTS FOR RDS/SANT/RECY/DPW	Open	5,494.16	0.00		
03995	VITAL COMMUNICATIONS, INC.*							
	12-01674	06/15/12	MODIV UPDATE 2012 EXTENDED DUP	Open	100.00	0.00		
04059	THOMAS WILL							
	12-01821	06/28/12	MEDICAL CLAIMS	Open	235.65	0.00		
04085	CHRISTOPHER WINTER							
	12-01843	07/03/12	MEDICAL CLAIMS	Open	15.00	0.00		
04089	WIZARD'S FESTIVAL OF FUN, INC*							
	12-00904	04/04/12	TRILBY STRING BAND	Open	2,600.00	0.00		
	12-01246	05/16/12	CONCESSION FOR RIDES 2012	Open	<u>12,500.00</u>	0.00		
					15,100.00			
04097	CINTAS FIRST AID AND SAFETY*							
	12-00931	04/09/12	REFILL MEDICAL KITS	Open	596.73	0.00		
04105	PITNEY BOWES GLOBAL FINANCIAL							
	12-01761	06/25/12	EQUIP LEASE 5/30-6/30/12	Open	451.00	0.00		
04266	NJ DEPT OF HEALTH&SENIOR SVCS							
	12-01884	07/10/12	STATE DOG LICENSE FEES 06/2012	Open	106.20	0.00		
04300	W B MASON CO INC*							
	12-01326	05/18/12	OFFICE SUPPLIES	Open	193.77	0.00		
04301	SEASHORE ASPHALT CORPORATION*							
	12-01433	05/30/12	PATCH FOR RDS/DPW	Open	146.30	0.00		
04320	PREMIER OFFICE SUPPLY*							
	12-01717	06/21/12	OFFICE SUPPLIES	Open	206.53	0.00		
04502	TODD LALIBERTE							
	12-01806	06/28/12	LACROSSE REFEREE	Open	120.00	0.00		
04504	MEDIA FIVE LTD*							
	12-01748	06/22/12	JULY 25,2012 CONCERT	Open	3,500.00	0.00		
	12-01886	07/10/12	7/27 FARMERS MARKET CROBOT	Open	700.00	0.00		
	12-01887	07/10/12	7/13 FARMER MARKET LECOMPT	Open	700.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
04504 MEDIA FIVE LTD*			Continued					
	12-01888	07/10/12	7/20 FARMER MARKET THE NEXT	Open	700.00	0.00		
					5,600.00			
4104 DOUGLASS LANDSCAPING LLC*								
	12-00687	03/09/12	LANDSCAPING/MAINTENANCE	Open	6,490.63	0.00		B
BLAUE BLAUER ASSOCIATES INC*								
	10-02446	09/29/10	SCPF APPLICATION & ADMIN	Open	1,650.00	0.00		B
HOLTJ AL HOLTJE								
	12-01691	06/20/12	LACROSSE REFEREE	Open	60.00	0.00		
NARY DAVE NARY								
	12-01700	06/20/12	LACROSSE REFEREE	Open	56.00	0.00		
RICHARDS JAMES RICHARDSON								
	12-01227	05/14/12	4/27/2012 REF 1/2 GIRLS GAME	Open	30.00	0.00		
SCHILI JANET SCHILLIG								
	12-01699	06/20/12	LACROSSE REFEREE	Open	90.00	0.00		

<u>Vendor</u>	<u>PO #</u>	<u>Description</u>	<u>Amount</u>
NJ DIVISION OF MOTOR VEH	12-01907	TITLE 2- 2012 FORD FOCUS	\$ 120.00
JAMES QUINN	12-01824	JULY 3 BAND OLD SCHOOL	\$ 600.00
MEDIA FIVE ENTERTAINMENT	12-01753	JULY 3 BAND BACK 2 LIFE	\$ 700.00
	12-01772	JULY 3 BAND COCONUTZ	\$2,000.00
TOTAL BILL LIST			<u>\$1,726,117.96</u>

I hereby certify the foregoing to be a resolution adopted by the Township Council at a meeting held on July 16, 2012.

Claudia R. Kammer
Claudia R. Kammer, Township Clerk

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

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

RESOLUTION #2012-181

TITLE: RENEWAL OF MEMBERSHIP IN THE ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

WHEREAS, the Township of Lower is a member of the Atlantic County Joint Insurance Fund (herein the "FUND"); and

WHEREAS, said membership terminates as of January 1, 2013 unless earlier renewed by agreement between the municipality and the FUND; and

WHEREAS, the Township of Lower desires to renew said membership.

NOW, THEREFORE BE IT RESOLVED as follows:

1. The Township of Lower agrees to renew its membership in the FUND and to be subject to the Bylaws, Rules and Regulations, coverages and operating procedures thereof as presently existing or as modified from time to time by lawful act of the FUND.

2. The Township of Lower's Fund Commissioner shall be and hereby is authorized to execute the "Agreement to Renew Membership" annexed hereto and made a part hereof and to deliver same to the FUND evidencing Lower Township's intention to renew its membership.

I hereby certify the foregoing to be a resolution adopted by the Township council at a meeting held on July 16, 2012.


Claudia R. Kammer, Township Clerk

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

**AGREEMENT TO RENEW MEMBERSHIP TO THE
ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND**

WHEREAS, the Atlantic County Municipal Joint Insurance Fund (hereinafter the "FUND") is a duly chartered Municipal Joint Insurance Fund as authorized by NJSA 40A: 10-36 et seq., and;

WHEREAS, the Township of Lower is currently a member of said FUND, and;

WHEREAS, effective January 1, 2013, said membership will expire unless earlier renewed, and;

WHEREAS, the Governing Body of the Township of Lower has resolved to renew said membership;

NOW, THEREFORE, it is agreed as follows:

1. Township of Lower hereby renews its membership in the FUND for a three (3) year period, beginning January 1, 2013 and ending January 1, 2016.
2. The Township of Lower hereby ratifies and reaffirms the Indemnity and Trust Agreement, Bylaws and other organizational and operating documents of the FUND as from time to time amended and altered by the Department of Insurance in accordance with the applicable statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.
3. Township of Lower agrees to be a participating member of the FUND for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. In consideration of the continuing membership of Township of Lower in the FUND, the FUND agrees, subject to the continuing approval of the Commissioner of Insurance to accept the renewal application of the Township of Lower.
5. Executed this 16th day of July 2012 as the lawful and binding act and deed of the Township of Lower which execution has been duly authorized by public vote of the governing body.

(Municipal Official)

Attest:

Date:

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

RESOLUTION #2012- 182

TITLE: APPOINTMENT OF BLAUER ASSOCIATES WITHOUT PUBLIC BIDDING

WHEREAS, the Township of Lower ("Township") has a need to acquire a Grant Consultant as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

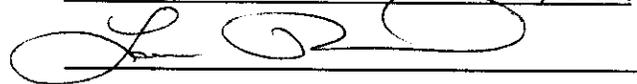
WHEREAS, the Township has determined and certified in writing that the value of administration will be \$16,000, and Blauer Associates has submitted a proposal indicating that they will provide the goods or services described above for a price not to exceed \$16,000; and

WHEREAS, the anticipated term of this contract is until the completion of the Small Cities Public Facilities (ADA Improvements) project; and

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

Appropriation # All Administrative Costs Are Borne By Grant

Signature



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

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

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Township Council at a meeting held on July 16, 2012.


Claudia R. Kammer, Township Clerk

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



BLAUER ASSOCIATES



P.O. Box 363, Nescopeck, Pa. 18635
Tel: 570.379.2552 Fax: 570.379.2006
mblauer@evenlink.com

June 22, 2012

Ms. Colleen Crippen
Grants Coordinator
Lower Township
2600 Bay Shore Road
Villas, NJ 08251-1399

Re: DCA 2013 Project

Dear Colleen;

I am enclosing two copies of my firm's proposal to assist the Township with a Fiscal Year 2013 Small Cities project to improve community facilities to comply with ADA.

In my opinion the ADA compliance application submitted last year is worth resubmitting. It is likely that it will be better received since previously approved projects are being drawn down.

The fee for application submission will be \$1. Post approval administrative work would again be applicable only if the grant is approved. The contract notes that administrative work is not to exceed \$16,000.

Contact my office if you have any questions on my contract proposal. If it is satisfactory please return one signed copy.

Sincerely,

Mark Blauer
President

Enclosures

AGREEMENT

BETWEEN

TOWNSHIP OF LOWER, NEW JERSEY

AND

MARK BLAUER, DBA BLAUER ASSOCIATES

This agreement entered into this 16th day of July 2012, by and between the Township of Lower, New Jersey, hereinafter called the "Municipality" and Mark Blauer, an individual doing business as Blauer Associates, hereinafter called the "Service Provider".

Whereas, the Municipality desires to engage the Service Provider to assist the Municipality in developing an application for assistance under the Fiscal Year 2013 New Jersey Small Cities Community Development Block Grant (CDBG) program and in administering such project, the following shall apply;

ARTICLE I: SCOPE OF SERVICES

Section A - Activities Prior to Application Submission

The Service Provider will assist the Municipality in conducting an analysis of local needs to determine which of several funds the Municipality should address its application. The analysis will seek to examine the Municipality's relative strengths and weaknesses under the review criteria which have been developed and made public as a document entitled "Final Statement For New Jersey's Administration of the Small Cities Community Development Block Grant Program". Based upon this analysis, the Service Provider will make its recommendations to the Municipality as to the type of application it should submit.

Section B - Application Services

Based upon the results of Section A of Article I above, the Service Provider will prepare the required application for funds from the state's Public Facilities Fund, in cooperation with the appropriate Municipal staff or its assigns, in accordance with the State's Fiscal Year 2013 Application Guide.

Section C - Post Approval Advisory and Monitoring
Administrative Assistance

The Service Provider will perform the following services, contingent only upon the approval of the Small Cities Program application by the Department of Community Affairs.

Item 1 - Environmental Review Record

The Service Provider will conduct an Environmental Assessment process necessary to comply with the National Environmental Policy Act (NEPA).

Such services will include:

- a. Researching local environmental conditions with respect to the CDBG project;
- b. Conducting an Environmental Impact Assessment in accordance with regulations implementing NEPA established by HUD or DCA, as appropriate;
- c. Discussing possible project modifications, where appropriate, with the Municipality so as to minimize potentially adverse environmental impacts;
- d. Making the appropriate level of clearance finding;
- e. Preparing the written Environmental Review Record to document the level of clearance finding;
- f. Where the level of clearance finding does not require an Environmental Impact Statement, the Service Provider may prepare newspaper notices and HUD "Request for Release of Funds and Certification Form" and assist in the publication and distribution of same;
- g. Environmental review services do not include completion of Environmental Impact Statements as may be required by NEPA or by State regulations such as those of CAFRA.

Item 2 - Accounting System

The Service Provider will assist in establishing an accounting system in accordance with Federal and State standards.

Item 3 - Construction Contractor Selection and Labor Standards Compliance (applicable to Public Facilities Fund projects):

The Service Provider will assist the Municipality in the following areas:

- a. Assistance in coordination activity with the local engineer for preparation of bid specifications;

- b. Assistance in examining the proposed bid specifications to determine that language complies with all required Federal and State statutes;
- c. Assistance in preparing and publishing the proper legal advertising;
- d. Assistance in securing DCA approval of selected contractor(s);
- e. Assistance in the arranging and conducting of preconstruction conferences including preparation of preconstruction minutes;
- f. Assistance securing labor standards and equal opportunity documentation from contractor(s);
- g. Assistance in maintaining construction records including the following:
 - I. Contractors Certification with respect to Davis-Bacon, Equal Opportunity, and other Federal Statutory requirements;
 - ii. Payroll Compliance forms;
 - iii. Employee Interview forms;
 - iv. Copies of inspection reports from the Construction Inspector;
 - v. Labor Officer Reports;
 - vi. Correspondence with respect to violation of standards.
- h. As required, supply the Municipality with appropriate labor standards and equal opportunity forms, posters, etc.
- I. Assistance in monitoring the compliance of contractors with respect to the following:
 - I. Davis-Bacon Act;
 - ii. Contract Work Hours and Safety Standards Act;
 - iii. Copeland Act;
 - iv. Section 3 of the Housing and Urban Development Act of 1968;
 - v. Executive Order 11246.

Item 4 - Professional Contractor Selection

The Service Provider will assist the Municipality in the selection of professional service contractors in accordance with OMB Circular A-102, Attachment "O".

Item 7 - Assistance in Performance Reporting

The Service Provider will assist the Municipality in the research for and preparation of grant performance reports as may be required by the Department of HUD or DCA. These reports will include but are not limited to the following:

- Monthly Fiscal Monitoring Report
- Monthly Program Progress Report
- Monthly Matching Funds Report
- Monthly Contract and Subcontract Activity Report
- Monthly Fiscal Monitoring Report/Payment Voucher

Item 8 - DCA Monitoring Sessions

The Service Provider will assist the Municipality at monitoring visits and attend meetings with DCA staff at Trenton as necessary.

Item 9 - Grant Close-out Procedures

The Service Provider will coordinate the Activity necessary to accomplish the audit upon completion of the project and also prepare the necessary project completion forms.

ARTICLE II: PAYMENT FOR ARTICLE I SERVICES

The Municipality agrees to pay the Service Provider a fee of \$1,00 for Article I, Section A and B services. Such fee is due upon execution of this agreement.

Services under Article I, Section C shall be compensated upon the basis of invoices submitted monthly describing the services performed and the hourly rate and number of hours taken to perform the service. Invoices will list an hourly fee of \$100.00 for professional time.

It is understood and agreed that total compensation for Article I, Section C services shall not exceed \$16,000.00 per approved DCA grant project.

ARTICLE III: TERM OF SERVICE

The termination date of this agreement will coincide with the Department of Community Affairs's grant agreement with the Municipality ending date or March 31, 2015, whichever date is later.

ARTICLE IV: TERMINATION OF SERVICE FOR CAUSE

If, through any cause, the Service Provider shall fail to fulfill in a timely and proper manner his obligations under this agreement, or if the Service Provider shall violate any of the covenants, agreements, or stipulations of this agreement the Municipality shall, thereupon, have the right to modify, suspend or terminate this agreement by giving written notice to the Service Provider and specifying the effective date thereof, at least five days before the effective date of such suspension, modification, or termination.

Exhibit A, Mandatory Equal Employment Opportunity Language is part of this Agreement.

IN WITNESS THEREOF, the parties hereto executed this agreement on the day and year first written above.

TOWNSHIP OF LOWER, NEW JERSEY
MUNICIPALITY

BY: Michael Beck
Michael Beck, Mayor

WITNESS:

Claudia R. Kemmer

MARK BLAUER, dba BLAUER ASSOCIATES
SERVICE PROVIDER

BY: Mark Blauer
Mark Blauer, President

WITNESS:

Susan Barron

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

RESOLUTION #2012-183

**TITLE: CERTIFICATION TO LOCAL FINANCE BOARD OF RECEIPT AND REVIEW OF AUDIT SECTIONS
GENERAL COMMENTS & RECOMMENDATIONS**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2011 has been filed by a Registered Municipal Accountant with the Township Clerk as per the requirements of N.J.S. 40A:5-6, and a copy has been received by each member of the governing body, and

WHEREAS, the Local Finance Board of the State of new Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34, and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall be resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled:

GENERAL COMMENTS
RECOMMENDATIONS

and

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

GENERAL COMMENTS
RECOMMENDATIONS

as evidenced by the group affidavit form of the governing body, and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, as per the regulations of the Local Finance Board, and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 to wit:

R.S. 52:27BB-52 - "A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director, under the provisions of this Article, Shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000) or imprisoned for not more than one year, or both, in addition shall forfeit his office."

NOW, THEREFORE BE IT RESOLVED that the Township Council governing body of the Township of Lower hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I hereby certify the foregoing to be a resolution adopted by the Township Council on July 16, 2012.

Claudia R. Kammer
Claudia R. Kammer, Township Clerk

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

TOWNSHIP OF LOWER

2600 Bayshore Road
Villas, New Jersey 08251



Incorporated 1798

(609) 886-2005

TOWNSHIP OF LOWER
COUNTY OF CAPE MAY
CORRECTIVE ACTION PLAN: 2011 AUDIT RECOMMENDATIONS

Prior Year Audit Findings (2010)

THERE WERE NO AUDIT RECOMMENDATIONS IN 2010.

TOWNSHIP OF LOWER

2600 Bayshore Road
Villas, New Jersey 08251



Incorporated 1798

(609) 886-2005

TOWNSHIP OF LOWER
COUNTY OF CAPE MAY
CORRECTIVE ACTION PLAN: 2011 AUDIT RECOMMENDATIONS

Current Year Audit Findings (2011)

THERE WERE NO AUDIT RECOMMENDATIONS IN 2011.

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

RESOLUTION #2012-184

TITLE: APPOINTMENT TO THE RECREATION ADVISORY BOARD

WHEREAS, James Ridgeway, Regular Member resigned from the Recreation Board in order to avoid any conflict of interest with his new position as Assistant Superintendent of Recreation, and

WHEREAS, his resignation created a vacancy for a regular member, and

WHEREAS, Council has reviewed the applications on file with the Clerk.

NOW, THEREFORE, BE IT RESOLVED the following appointment to the Recreation Advisory Board be made as noted below:

<u>Name</u>	<u>Type</u>	<u>Term Exp.</u>
Eileen Kreis	Regular Member (Replaced J. Ridgeway)	December 31, 2013

I hereby certify the foregoing to be a resolution adopted by the Township Council at a meeting held on July 16, 2012.

Claudia R. Kammer
Claudia R. Kammer, Township Clerk

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

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

RESOLUTION #2012-185

TITLE: APPOINTMENT OF JULIE PICARD AS MUNICIPAL CLERK, EFFECTIVE SEPTEMBER 1, 2012

WHEREAS, Julie, prior to moving to Lower Township worked for the Borough of Norristown, PA beginning part time while she was still in high school, and rose through the ranks serving in several positions in Norristown, culminating with the Clerk of Council until her family moved to Lower Township, and

WHEREAS, Julie began her employment with Lower Township in 2004 in the Finance Office until her move to the Municipal Clerk's Office and the Deputy Clerk position, and

WHEREAS, Julie has successfully completed all five required Rutgers courses, passing each with a grade of not less than 95 and

WHEREAS, Julie successfully passed the State exam for Municipal Clerk on April 11, 2012, and

WHEREAS, Registered Municipal Clerk, Claudia R. Kammer, will be retiring after 37 years with the Township on August 31, 2012.

NOW, THEREFORE, BE IT RESOLVED by the Township Council, pursuant to NJSA 40A:9-133 that Julie Picard is hereby appointed as Municipal Clerk, for a three year term effective September 1, 2012.

I hereby certify the foregoing to be a resolution adopted by the Township Council at a meeting held on July 16, 2012.


Claudia R. Kammer, Township Clerk

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

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

RESOLUTION # 2012- 186

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

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

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

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

- _____ (1) Matters Required by Law to be Confidential: Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- _____ (2) Matters Where the Release of Information Would Impair the Right to Receive Funds: Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
- _____ (3) Matters Involving Individual Privacy: Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information, relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.
- X (4) Matters Relating to Collective Bargaining Agreement: Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body. (Supervisor's Collective Agr.)
- _____ (5) Matters Relating to the Purchase, Lease of Acquisition of Real Property or the Investment of Public Funds: Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.
- _____ (6) Matters relating to Public Safety and Property: Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations of possible violations of the law.
- X (7) Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege: any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer. (Potential litigation issue regarding Township right-of-way)

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township council of the Township of Lower, assembled in public session on July 16, 2012 that an Executive Session closed to the public shall be held on this date at approximately 7:32 P.M. in the Conference Room of the Township Hall, 2600 Bayshore Road, Villas for the discussion of matters relating to the specific items designated above.

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

I hereby certify the foregoing to be a resolution adopted by the Township Council on July 16, 2012.

Claudia R. Kammer

Claudia R. Kammer, Township Clerk

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