

WORK SESSION AND REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL

November 18, 2024 – 5:00 pm.

Opening Announcement
Pledge of Allegiance & Moment of Silence
Roll Call & Determination of Quorum

Work Session

Presentation – ACES Mechanical
Presentation of Plaques – Historic Preservation Commission

Consent Agenda

- Approval of Minutes – November 4, 2024
- Res. #2024-355 Authorization for the Payment of Vouchers \$365,809.92
 - Res. #2024-356 Authorization for Refund of Taxes
 - Res. #2024-357 A Resolution Requesting Release of Demolition Bond for Block 292, Lot 1; 202 Woodland Avenue, Villas, NJ; D Westerfer
 - Res. #2024-358 A Resolution Authorizing Increases for Non-Union Employees (AFSCME)
 - Res. #2024-359 A Resolution Authorizing Increases for Non-Union Employees (Supervisors)
 - Res. #2024-360 Authorization for the Payout of Accumulated Compensatory Time (A. Parker, \$5,979.14)
 - Res. #2024-361 Authorization for the Payment of College Credits
 - Res. #2024-362 Identifying Small Cities Fair Housing Officer
 - Res. #2024-363 Adoption of State Model Citizen Participation Plan for DCA Small Cities Program
 - Res. #2024-364 Approval of Public Facilities Grant Management Plan ADA Compliance Improvements at David Douglass, Jr. Memorial Park
 - Res. #2024-365 Approval of Change Order #1 for Paul J. Baldini, Esq. for Additional Tax Appeal Services
 - Res. #2024-366 Authorization for the Payout of Accumulated Vacation Time (K. Lewis, \$7,122.73)
 - Res. #2024-367 Approval of a Professional Service Contract with Wizard's Festival of Fun Inc. for the Township of Lower's Ferry Merry Christmas Party, December 15, 2024
 - Res. #2024-368 Bid Acceptance and Award for Outfitting Township Owned 2024 RAM Promaster 159" Van as a Drone Command Control Mobile Unit
 - Res. #2024-369 Approval for 2024 Christmas Parade
 - Res. #2024-370 Resolution Amending Contracts with Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A:11-12A Adding Municipal Emergency Services Vendor #V00004418
 - Res. #2024-371 Approving Change Order #4 to Fred M. Schiavone Construction, Inc. for Expanded Paving Limits/Installation of Sluice Gate in Lieu of Plug Valve and As Built Quantity Adjustments for Frances Avenue Emergency Storm Sewer Piping at Ohio Pump Station (LT-C-045)
 - Res. #2024-372 Approving a Professional Service Contract with DeBlasio & Associates for the Engineering and Survey Phase for the Bay Outfalls Extensions (LT-C-059)
 - Res. #2024-373 Approving a Professional Service Contract with DeBlasio & Associates for the Municipal Storm Sewer System Compliance (MS4) Permit Program (LT-C-060)
 - Res. #2024-374 A Resolution Approving an Agreement Between the Township of Lower and Donald Vanaman, Lower Township Deputy Chief of Police
 - Res. #2024-375 A Resolution Amending Manager Michael Laffey's Agreement with the Township of Lower

Ordinance #2024-18 Salary & Benefit Ordinance for the Township of Lower. This is the first reading of Ordinance 2024-18. The second reading and public hearing will be scheduled for December 16, 2024.

Regular Agenda

Ordinance #2024-15 An Ordinance Amending Chapter 90, Police Department, Article III, Off-Duty Police Services in Order to Modify Compensation Rates from Private Persons and Entities for Extra-Duty Details for Police-Related Matters. This is the second reading and public hearing for this Ordinance. This Ordinance has been posted, published and made available to the public.

Engineer Report

Administrative Reports

Clerk, Construction, Dog, Tax Collector, Vital Statistics

Public Comment

Council Comments

Closed Session

Res. # 2024-376 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 Attorney/Client Privilege

Adjourn

COUNCIL MEETING MINUTES – November 4, 2024

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on November 4, 2024 at 5:00 p.m. in the meeting room of Township Hall, 2600 Bayshore Road, Villas, New Jersey.

The Deputy Clerk announced that the meeting was being held in compliance with the Open Public Meetings Act and that adequate notice of the meeting had been provided according to law.

The following members of Council were present for roll call taken by the Clerk:

Councilmember Thomas Conrad
 Councilmember Kevin Coombs via telephone
 Councilmember Roland Roy, Jr.
 Deputy Mayor David Perry
 Mayor Frank Sippel

Also present: Michael Laffey, Township Manager, Robert Belasco, Township Solicitor and Amy Belasco, Township Registrar

Work Session

Proclamation – Epilepsy Awareness Month

Consent Agenda

Approval of Minutes – October 21, 2024

Res. #2024-342 Authorization for the Payment of Vouchers \$1,383,580.75

Res. #2024-343 Certification of Lot Clearing Charges to the Tax Collector

Res. #2024-344 Approval of Change Order #1 for the Resurfacing of Corson Lane – Woolson Road to Southern End of Corson Lane
 (LT-C-050)

Res. #2024-345 Authorization for Refund of Taxes

Res. #2024-346 A Resolution Authorizing the Execution and Recording of a Deed Memorializing a New Jersey Department of Environmental Protection Flood Hazard Area Verification Approval

Res. #2024-347 Authorization for the Payout of Accumulated Compensatory Time (J. Mathis)

Res. #2024-348 Authorization for the Payout of Accumulated Compensatory Time (Adjustments)

Res. #2024-349 Reappointment to the Planning Board (A. Parker)

Res. #2024-350 Approving a Professional Service Contract with Blauer Associates for the Application Submission and Administrative Work for the FY2025 Small Cities Project

Res. #2024-351 Transfer of 2024 Appropriations

Res. #2024-352 Public Facilities Grant Application for \$400,000 ADA Accessibility

Res. #2024-353 Authorizing Payout of Terminal Leave (R. Hansberry, \$768.93)

Ordinance #2024-16 An Ordinance Amending Chapter 3, Administration of Government, Article VI, Office of the Township Manager; Departments, Subsection 3-21, Township Manager, of The Code of The Township of Lower to Formally Establish the Duties and Obligations of the Position of Deputy Manager. This is the first reading of Ordinance 2024-16. The second reading and public hearing will be scheduled for December 2, 2024.

Ordinance #2024-17 Salary and Benefit Ordinance for the Township of Lower. This is the first reading of Ordinance 2024-17. The second reading and public hearing will be scheduled for December 2, 2024.

Motion to **TABLE** Ordinance #2024-17

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

On the Consent Agenda:

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

Regular Agenda

Res. #2024-354 A Resolution Ratifying the Memorandum of Agreement Between Lower Township and the Lower Township Supervisors Union

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

Administrative Reports

Tax Collector Tax Sale Report

Call to the Public

Pary Tell, Chairperson for Historic Preservation Commission (HPC), extended an invitation to Mayor, Council and Manager to Union Bethel Cemetery on Veteran's Day. She also informed that the HPC is awaiting an update from the Township on the Foster House and reminded that the Foster House and Fishing Creek School belong to the Township.

Mayor Sippel acknowledged Ms. Tell's comments and thanked HPC and Public Works for work done on the Foster House.

Council Comments

Councilmember Conrad complimented the Recreation Department and all Volunteers for the best ever Haunted Trails event.

Councilmember Coombs offered condolences to the Souder/Fournier family on the passing of David Souder.

Councilmember Roy echoed the above comments.

Deputy Mayor Perry echoed the above comments.

Mayor Sippel announced the Veteran's Parade, VFW Veteran's Day Service and reminded residents to vote.

Manager Laffey elaborated on details of the grant for the Foster House.

Adjournment

There being no further business to address, motion to adjourn moved by Councilmember Roy, seconded by Deputy Mayor Perry. Motion to adjourn was unanimous. Meeting adjourned at 5:11 p.m.

Frank Sippel, Mayor

Township Clerk

Approved:

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

RESOLUTION #2024-355

Title: AUTHORIZATION FOR THE PAYMENT OF VOUCHERS

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
AARONS MOBILE DETAILING LLC	DETAIL DURANGO TA	\$385.00
	TOTAL Manual Checks	\$385.00
	TOTAL Computer Generated	\$365,424.92
	TOTAL BILL	\$365,809.92

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 18, 2024

Julie A Picard, Township Clerk

Ranges		Item Status	Purchase Types	Misc
<i>Range: First to Last</i>		<i>Open: N</i>	<i>Bid: Y</i>	<i>P.O. Type: All</i>
<i>Rcvd Batch Id Range: First to Last</i>		<i>Void: N</i>	<i>State: Y</i>	<i>Include Project Line Yes</i>
		<i>Paid: N</i>	<i>Other: Y</i>	<i>Items:</i>
		<i>Held: Y</i>	<i>Exempt: Y</i>	<i>Format: Condensed</i>
		<i>Aprv: N</i>		<i>Y</i>
		<i>Rcvd: Y</i>		<i>Include Non-Budgeted:</i>
				<i>Vendors: All</i>

Vendor #	Name	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
\$00110	ANCO HOME CENTER							
24-02605		10/01/24	MONTHLY- OCTOBER '24	Open	\$939.80	\$0.00		
24-02926		11/07/24	DPS -SUPPLIES - OCTOBER	Open	\$44.97	\$0.00		
			Vendor Total:		\$984.77			
\$00153	ATLANTIC CITY ELECTRIC*							
24-02943		11/08/24	STREET LIGHTS OCT 2024	Open	\$44,539.83	\$0.00		
\$00301	BELMONT AND CRYSTAL SPRINGS*							
24-02914		11/07/24	FS water delivery	Open	\$25.48	\$0.00		
24-02924		11/07/24	WATER - DPS	Open	\$242.68	\$0.00		
24-02941		11/08/24	TOWNHALL WATER 10/07-10/21/24	Open	\$69.94	\$0.00		
			Vendor Total:		\$338.10			
\$00360	JANE BIENIECKI							
24-03068		11/13/24	General Election 11/5/2024	Open	\$300.00	\$0.00		
\$00425	CAROL A. BRAND							
24-02993		11/13/24	General Election 11/5/2024	Open	\$325.00	\$0.00		
\$00784	CAPE MAY STAR & WAVE							
24-02628		10/02/24	Legals - 9/25/2024	Open	\$69.50	\$0.00		
24-02955		11/12/24	FAIR HOUSING LEGAL AD	Open	\$16.00	\$0.00		
24-02962		11/12/24	Pending Ord #24-15	Open	\$14.00	\$0.00		
			Vendor Total:		\$99.50			
\$00825	COMCAST*							
24-02957		11/12/24	INTERNET (2954) 11/1-11/30/24	Open	\$215.21	\$0.00		
\$00928	CAPE MAY COUNTY CLERK							
24-02786		10/23/24	RECORD TAX SALE CERT 24-00034	Open	\$13.00	\$0.00		
24-02963		11/12/24	Record Deed - Rotary Park	Open	\$13.00	\$0.00		
			Vendor Total:		\$26.00			
\$01125	MARGARET CROMPTON							
24-03036		11/13/24	General Election 11/5/2024	Open	\$300.00	\$0.00		
\$01171	VERIZON WIRELESS - TOWNHALL							
24-02938		11/08/24	IPHONE 9/29-10/28/24	Open	\$960.18	\$0.00		
24-02939		11/08/24	CELL PHONE 8/24-9/23/24	Open	\$473.30	\$0.00		
			Vendor Total:		\$1,433.48			
\$01200	DELTA DENTAL PLAN OF NJ							
24-02913		11/07/24	OCT 2024 DENTAL ADMIN	Open	\$1,372.80	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
01200		DELTA DENTAL PLAN OF NJ		<i>Account Continued</i>			
24-02927	11/07/24	OCT 2024 DENTAL CLAIMS	Open	\$12,353.50	\$0.00		
			Vendor Total:	\$13,726.30			
\$01267 24-02889	11/01/24	EDWARD DONOHUE CONTRACTUAL REIMBURSEMENT M	Open	\$63.00	\$0.00		
\$01443 24-03001	11/13/24	ERMA VOLUNTEER FIRE CO General Election 11/5/2024	Open	\$300.00	\$0.00		
\$01532 24-02997	11/13/24	JACQUELINE U HENDERSON General Election 11/5/2024	Open	\$325.00	\$0.00		
\$01657 24-02828	10/28/24	GOPHER SPORT ~ BASKETBALLS	Open	\$1,593.38	\$0.00		
24-02931	11/07/24	RAINBOW TEAM WRIST BANDS	Open	\$398.43	\$0.00		
			Vendor Total:	\$1,991.81			
\$01791 24-03089	11/13/24	CINDY S. HARTLEY General Election 11/5/2024	Open	\$300.00	\$0.00		
\$01806 24-02866	10/31/24	ANTHONY J HARVATT, II, ESQ ZBA RESOLUTION VOUCHERS	Open	\$300.00	\$0.00		
\$01942 24-02858	10/29/24	INSTITUTE FOR PROF DEVELOP* WEBINAR - KATHY	Open	\$50.00	\$0.00		
\$01974 24-02528	09/24/24	I.A.C.P MEMBERSHIP* IACP 2024 ANNUAL CONFERENCE	Open	\$500.00	\$0.00		
\$02175 24-02890	11/01/24	BRUCE KLAUSING CONTRACTUAL REIMBURSEMENT V	Open	\$107.98	\$0.00		
\$02208 24-02981	11/13/24	PENNY BECICA-KRAUS General Election 11/5/2024	Open	\$325.00	\$0.00		
\$02541 24-02888	11/01/24	ROBERT D. MARTIN, JR CONTRACTUAL REIMBURSEMENT M	Open	\$89.00	\$0.00		
24-03111	11/14/24	CONTRACTUAL REIMBURSEMENT M	Open	\$4,192.80	\$0.00		
			Vendor Total:	\$4,281.80			
\$02632 24-02922	11/07/24	N J PLANNING OFFICIALS* NJPO MEMBERSHIP RENEWAL	Open	\$440.00	\$0.00		
\$02811 24-02905	11/07/24	JAMES MOY CONTRACTUAL REIMBURSEMENT M	Open	\$145.80	\$0.00		
\$02902 24-02629	10/02/24	J. BYRNE INSURANCE* Police Camp Policy	Open	\$187.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
02902		J. BYRNE INSURANCE*	<i>Account Continued</i>				
\$03003 24-02964	11/12/24	NEW JERSEY DIVISION OF ABC 24-25 LIQUOR LICENSES	Open	\$87.00	\$0.00		
\$03293 24-02904	11/07/24	BLAINE PAYNTER CONTRACTUAL REIMBURSEMENT M	Open	\$70.00	\$0.00		
\$03296 24-03002	11/13/24	PARISH OF ST. JOHN NEUMANN General Election 11/5/2024	Open	\$675.00	\$0.00		
\$03458 24-02990	11/13/24	JOANN H. RASH General Election 11/5/2024	Open	\$325.00	\$0.00		
\$03678 24-02952	11/12/24	SMELTZER & SONS INC.* 12 STRAW BALES	Open	\$108.00	\$0.00		
\$03702 24-02972	11/13/24	PAUL A. SMARGIASSI General Election 11/5/2024	Open	\$325.00	\$0.00		
\$03805 24-03000	11/13/24	TOWNBANK VOLUNTEER FIRE CO. General Election 11/5/2024	Open	\$450.00	\$0.00		
\$04075 24-02935	11/08/24	BARBER CONSULTING SERVICES LLC MIS OT 9/13-10/19/24	Open	\$2,368.47	\$0.00		
\$04089 24-02702	10/10/24	WIZARD'S FESTIVAL OF FUN, INC* FIREHOUSE BAND/VETERAN'S DAY	Open	\$950.00	\$0.00		
\$04097 24-02867	10/31/24	CINTAS FIRST AID AND SAFETY* FIRST AID SUPPLIES	Open	\$56.72	\$0.00		
24-02920	11/07/24	COURT CABINET SERVICE 11/2024	Open	\$7.42	\$0.00		
24-02923	11/07/24	MEDICAL CABINET REFILL	Open	\$51.55	\$0.00		
24-02940	11/08/24	TOWNHALL FIRST AID 11/6/24	Open	\$21.62	\$0.00		
		Vendor Total:		\$137.31			
\$04235 24-02984	11/13/24	COLLEEN P GALLAGHER General Election 11/5/2024	Open	\$325.00	\$0.00		
\$04261 24-02960	11/12/24	STATE OF NEW JERSEY 3RD QTR 2023 UNEMPLOYMENT	Open	\$1,213.07	\$0.00		
\$7005 24-02974	11/13/24	JULIE OSBORN General Election 11/5/2024	Open	\$325.00	\$0.00		
\$7070 24-03053	11/13/24	MARIE D COLL General Election 11/5/2024	Open	\$300.00	\$0.00		
\$7098		SHORE VETERINARIAN ANIMAL					

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
7098		SHORE VETERINARIAN ANIMAL					
							<i>Account Continued</i>
24-02925	11/07/24	ANIMAL CONTROL	Open	\$375.00	\$0.00		
\$7117		NJLM					
24-02942	11/08/24	PURCHASING LEG BULLETIN	Open	\$7.00	\$0.00		
\$7188		CHRISTINE CRAIG					
24-03061	11/13/24	General Election 11/5/2024	Open	\$300.00	\$0.00		
\$7286		PETER H ZEREGA					
24-03038	11/13/24	General Election 11/5/2024	Open	\$300.00	\$0.00		
\$7291		WILLIAM FREDERICKSDORF					
24-03041	11/13/24	General Election 11/5/2024	Open	\$300.00	\$0.00		
\$7310		CORELOGIC REAL ESTATE TAX SER					
24-02916	11/07/24	B-495.02 L-1.02 Estill	Open	\$698.28	\$0.00		
24-02928	11/07/24	B-494.14 L-14 WOLEF	Open	\$3,926.21	\$0.00		
24-02929	11/07/24	RE: B 658 L-8 ROSELLI	Open	\$3,148.93	\$0.00		
24-02970	11/12/24	B-334.13 L-1.01 KOSOBUCKI	Open	\$856.32	\$0.00		
		Vendor Total:		\$8,629.74			
\$7410		MARILYN MEIKLE					
24-02980	11/13/24	General Election 11/5/2024	Open	\$325.00	\$0.00		
\$7414		DANIELLE MORRISON					
24-02999	11/13/24	General Election 11/5/2024	Open	\$325.00	\$0.00		
\$7480		DENISE L JONES					
24-03090	11/13/24	General Election 11/5/2024	Open	\$300.00	\$0.00		
\$7507		STEFANKIEWICZ & BELASCO LLC					
24-00002	01/02/24	RES#24-01 EXSPENSES DNE\$150K	Open	\$9,462.00	\$0.00		B
\$7585		SHARON A TAYLOR					
24-03091	11/13/24	General Election 11/5/2024	Open	\$300.00	\$0.00		
\$7586		KAREN GRASCH					
24-03072	11/13/24	General Election 11/5/2024	Open	\$300.00	\$0.00		
\$7590		STEPHEN D ACKERMAN					
24-02986	11/13/24	General Election 11/5/2024	Open	\$325.00	\$0.00		
\$7594		JUDITH SARACCO					
24-03029	11/13/24	General Election 11/5/2024	Open	\$300.00	\$0.00		
\$7597		DIANE BAKER					
24-03009	11/13/24	General Election 11/5/2024	Open	\$300.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
\$7665 24-02979	11/13/24	JOHN BENIGNO General Election 11/5/2024	Open	\$325.00	\$0.00		
\$7671 24-03018	11/13/24	PAMELA KOPP General Election 11/5/2024	Open	\$300.00	\$0.00		
\$7673 24-03064	11/13/24	RANDI M ZIRING General Election 11/5/2024	Open	\$300.00	\$0.00		
\$7771 24-02878	11/01/24	CITY OF WILDWOOD 2024 EMS INTERLOCAL	Open	\$5,000.00	\$0.00		
\$7772 24-02659	10/07/24	PIONEER ATHLETICS* PAINT FOR FIELDS	Open	\$1,029.27	\$0.00		
\$7779 24-03067	11/13/24	THOMAS HANNAN General Election 11/5/2024	Open	\$300.00	\$0.00		
\$7820 23-02340	09/14/23	DEBLASIO & ASSOCIATES, P.C RES#23-303 CO #1 ROTARY PARK	Open	\$576.25	\$0.00		B
23-03045	11/28/23	#23-389 SURF RIDGEWOOD DNE 48K	Open	\$560.00	\$0.00		
24-01011	04/18/24	RES#2024-123 REC PLAYGROUND	Open	\$446.25	\$0.00		
24-02286	08/21/24	RES #2024-279 CH 2 FRANCES AVE	Open	\$1,053.75	\$0.00		B
24-02404	09/06/24	RES 2024-288 C/O 2 DPW BUILDNG	Open	\$2,900.00	\$0.00		B
24-02506	09/18/24	RES 2024-307 TOWNBANK ADA RAMP	Open	\$7,242.50	\$0.00		B
24-02510	09/18/24	RES 2024-309 CHG ORD 1 CORSON	Open	\$2,726.25	\$0.00		B
24-02706	10/10/24	LT-C-057EMERGENCY DUNE GRASS	Open	\$560.00	\$0.00		B
24-02932	11/07/24	ZBA BOARD ENGINEER VOUCHERS	Open	\$2,928.19	\$0.00		
Vendor Total:				\$18,993.19			
\$7846 24-03005	11/13/24	MARY E MCHUGH General Election 11/5/2024	Open	\$300.00	\$0.00		
\$7847 24-03054	11/13/24	JAMES F. STEVENS General Election 11/5/2024	Open	\$300.00	\$0.00		
\$7848 24-03083	11/13/24	ROBIN LINN General Election 11/5/2024	Open	\$300.00	\$0.00		
\$7929 24-02511	09/18/24	AMAZON CAPITAL SERVICES, INC ~ OUTDOOR WALL SCONCES	Open	\$86.97	\$0.00		
24-02757	10/21/24	HALLOWEEN SUPPLIES	Open	\$477.32	\$0.00		
24-02788	10/24/24	BULBS FOR HALCO MC175DX	Open	\$231.74	\$0.00		
24-02822	10/28/24	2025 BUDGET SUPPLIES	Open	\$132.14	\$0.00		
24-02830	10/28/24	LIGHT BULBS	Open	\$94.04	\$0.00		
24-02842	10/29/24	P&Z OFFICE SUPPLIES	Open	\$78.42	\$0.00		
24-02852	10/29/24	Adding Machine	Open	\$249.35	\$0.00		
24-02856	10/29/24	OFFICE SUPPLIES TAX COLLECTOR	Open	\$284.06	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
7929		AMAZON CAPITAL SERVICES, INC ~		<i>Account Continued</i>			
24-02891	11/01/24	POLICE 8 CELL PHONES	Open	\$300.70	\$0.00		
24-02930	11/07/24	NUMBERERED PINNIES FOR SPORTS	Open	\$137.96	\$0.00		
		Vendor Total:		\$2,072.70			
\$7960		CATHY HOLT ROBINSON					
24-02973	11/13/24	General Election 11/5/2024	Open	\$325.00	\$0.00		
\$7962		WILLIAM R HARTLEY SR					
24-02996	11/13/24	General Election 11/5/2024	Open	\$325.00	\$0.00		
\$7966		SUSAN REMER					
24-03084	11/13/24	General Election 11/5/2024	Open	\$300.00	\$0.00		
\$7968		KATHLEEN HENNESSY					
24-03045	11/13/24	General Election 11/5/2024	Open	\$300.00	\$0.00		
\$7985		EAW SECURITY					
24-02934	11/08/24	CYBERLOCK ANNUAL 10/24-10/25	Open	\$2,000.00	\$0.00		
\$8106		JOSEPHINE PETERSEN					
24-03069	11/13/24	General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8107		THERESE HILLER					
24-03014	11/13/24	General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8197		GREAT AMERICAN FINANCIAL SERV					
24-03110	11/13/24	11/10-12/9/24 MAIL MACHINE	Open	\$560.00	\$0.00		
\$8460		RE BUSINESS SOLUTIONS ~					
24-02944	11/08/24	3RD QTR PRINTER MAINT 2024	Open	\$2,303.93	\$0.00		
\$8500		ROBERT OSBORN SR					
24-03007	11/13/24	General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8502		KATHLEEN MILEY					
24-03037	11/13/24	General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8524		FRED M SCHIAVONE CONSTRUCTION					
24-02285	08/21/24	RES #2024-271 ROSEANN AVE	Open	\$41,295.00	\$0.00		
\$8588		DAVID CHARLES BRAND					
24-02991	11/13/24	General Election 11/5/2024	Open	\$325.00	\$0.00		
\$8589		MARK S NATHAN					
24-03066	11/13/24	General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8590		ROBERT H BASCO					
24-03093	11/13/24	General Election 11/5/2024	Open	\$300.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
8590		ROBERT H BASCO	<i>Account Continued</i>				
\$8592 24-03095	11/13/24	MICHAEL ROSENBERG General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8596 24-03052	11/13/24	JOHN ERDOSY General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8597 24-02985	11/13/24	GEORGE SOMERS General Election 11/5/2024	Open	\$325.00	\$0.00		
\$8599 24-02983	11/13/24	WADE RINIER General Election 11/5/2024	Open	\$325.00	\$0.00		
\$8600 24-03100	11/13/24	NANCI M BROGAN PIECARA General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8601 24-02977	11/13/24	KEVIN F DAVIS General Election 11/5/2024	Open	\$325.00	\$0.00		
\$8604 24-03058	11/13/24	CAROLYN L QUALTERS General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8605 24-03099	11/13/24	PATRICIA S NOLFI General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8608 24-03044	11/13/24	NANCY SMARGIASSI General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8610 24-03040	11/13/24	DIANA L MILLER General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8706 23-03158	12/07/23	GOLDENBERG, MACKLER & SAYEGH 2023 Tax Foreclosure Atty	Open	\$5,879.96	\$0.00		B
\$8711 24-02853	10/29/24	DISC JOCKEY SUPPLY OUTLET LLC 24 VETERANS PARADE VIDEO TRUCK	Open	\$550.00	\$0.00		
\$8721 24-00003	01/02/24	BLANEY, DONOHUE, & WEINBERG PC RES#24-02 LABOR DNE\$40K	Open	\$5,115.00	\$0.00		B
\$8794 24-03073	11/13/24	NANCY MONTGOMERY General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8795 24-03078	11/13/24	MARC BRESLOW General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8796 24-03077	11/13/24	LYNNE BRESLOW General Election 11/5/2024	Open	\$300.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
8796		LYNNE BRESLOW					<i>Account Continued</i>
\$8797 24-03048	11/13/24	SUSAN ROBERT General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8798 24-03070	11/13/24	JOHN BRUSCO General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8799 24-03057	11/13/24	THERESA MCCABE General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8800 24-02975	11/13/24	MARK DELANO General Election 11/5/2024	Open	\$325.00	\$0.00		
\$8801 24-03032	11/13/24	DIANNE SMODGRASS General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8804 24-03017	11/13/24	ARTHUR MILLER General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8809 24-02989	11/13/24	JOSEPH SCARDONE General Election 11/5/2024	Open	\$325.00	\$0.00		
\$8810 24-03010	11/13/24	THOMAS J MCLAUGHLIN General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8811 24-03026	11/13/24	PATRICIA DUDA General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8812 24-03024	11/13/24	JASON O HIRSH General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8848 24-02832	10/29/24	COMFORT NOW LLC RENEW HVAC MAIN.11/1-10/31/25	Open	\$1,015.00	\$0.00		
24-02851	10/29/24	BOILER OPERATION REC DOS 10/16	Open	\$317.00	\$0.00		
24-02959	11/12/24	10/22/24 BOILER	Open	\$1,835.00	\$0.00		
		Vendor Total:		\$3,167.00			
\$8857 24-02864	10/31/24	TRI TECH FORENSICS INC MINI CPMPRESSION BANDAGES	Open	\$129.90	\$0.00		
\$8876 24-03092	11/13/24	LESLIE A FALLON General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8877 24-03087	11/13/24	THERESA MCPHERSON General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8878 24-03088	11/13/24	ANNETTE WEIGELE General Election 11/5/2024	Open	\$300.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
8878		ANNETTE WEIGELE	<i>Account Continued</i>				
\$8884 24-03055	11/13/24	ALAN WOLFERSBERGER General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8885 24-03015	11/13/24	JANE A SENICO General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8886 24-03027	11/13/24	CAROL RODANO General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8887 24-03012	11/13/24	WILLIAM TIRRI JR General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8889 24-03023	11/13/24	JAMES DI MARTINO General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8891 24-03020	11/13/24	FRANK J URSINO General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8895 24-03097	11/13/24	LEE SACHS General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8898 24-03062	11/13/24	DOROTHY C KNAPP General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8899 24-03043	11/13/24	GREG RUDINSKI General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8901 24-03056	11/13/24	DIANA M MCNAIR General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8902 24-03080	11/13/24	PATRICIA ROSENBERG General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8908 24-02965	11/12/24	COMCAST BUISNESS VOICE PHONES 11/1-11/30/24	Open	\$1,317.11	\$0.00		
\$8909 24-02956	11/12/24	COMCAST BUSINESS BUS INTERNET PD 11/1-11/30/24	Open	\$984.95	\$0.00		
\$8982 24-03063	11/13/24	ALDA GROFESIK General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8983 24-03051	11/13/24	STEPHEN MULLOCK General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8984 24-03046	11/13/24	DENNIS CHIOCCHI General Election 11/5/2024	Open	\$300.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Vold Amount	Contract	PO Type
8984		DENNIS CHIOCCHI	<i>Account Continued</i>				
\$8985 24-03019	11/13/24	CHARLOTTE D CHERRY General Election 11/5/2024	Open	\$300.00	\$0.00		
\$8987 24-03008	11/13/24	ROBERT OENNING General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9064 24-02564	09/27/24	INSIGHT PUBLIC SECTOR INC ~ RES 24-293 ALPR 6 EXP 2028	Open	\$107,811.00	\$0.00		
\$9077 24-03006	11/13/24	SUZANNE MORGAN General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9080 24-03016	11/13/24	ANDREW GRANDY General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9081 24-03028	11/13/24	CHERYL SWEENEY General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9082 24-02994	11/13/24	KARL DUERR General Election 11/5/2024	Open	\$325.00	\$0.00		
\$9083 24-03042	11/13/24	KATHY ROHRER General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9166 24-02507	09/18/24	REMINGTON & VERNICK ENG II INC RES 2024-308 CHG ORD 2 CRESSE	Open	\$9,827.50	\$0.00		B
\$9169 24-02954	11/12/24	EB EMPLOYEE SOLUTIONS LLC DIFF CARD NOV 2024 ADMIN	Open	\$3,753.75	\$0.00		
\$9190 24-03034	11/13/24	THOMAS R DAVIS General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9191 24-03025	11/13/24	ERINA JAMIE MCPEAKE General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9192 24-03035	11/13/24	SUSAN WALTZ General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9193 24-03039	11/13/24	JOAN M FRANCESCO General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9194 24-03049	11/13/24	CONSTANCE EAGAN General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9197 24-03085	11/13/24	FRANK PLUMLEY General Election 11/5/2024	Open	\$300.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
9197		FRANK PLUMLEY	<i>Account Continued</i>				
\$9199 24-03075	11/13/24	MARY MANYAK General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9201 24-03059	11/13/24	MICHAEL KIRK General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9202 24-03060	11/13/24	CHARLOTTE KORNICKI General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9261 24-02645	10/07/24	WHEELABRATOR GLOUCESTER Disposal of illegal drugs	Open	\$545.40	\$0.00		
\$9268 24-02783	10/22/24	ADOBE INC ADOBE MARGARET 10/24-10/25	Open	\$191.80	\$0.00		PC1
\$9269 24-02784	10/23/24	DEANA FOLEY Refund STR	Open	\$240.00	\$0.00		
\$9274 24-02882	11/01/24	CIVICPLUS LLC RENEWAL 8/13/24-8/13/25	Open	\$3,294.27	\$0.00		
\$9277 24-02947	11/12/24	MEGAN PIOTROWSKI b-166 I-15 Piotrowski	Open	\$487.62	\$0.00		
\$9280 24-02992	11/13/24	JOSEPH BRADBURY General Election 11/5/2024	Open	\$325.00	\$0.00		
\$9281 24-03109	11/13/24	EMMA NARCISO General Election 11/5/2024	Open	\$120.00	\$0.00		
\$9282 24-03003	11/13/24	THOMAS SWIDER General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9283 24-03004	11/13/24	BETTY JEAN WAGNER General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9284 24-03011	11/13/24	LUCIA PELOSI General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9285 24-03013	11/13/24	WANDA S DIAK General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9286 24-03021	11/13/24	KEVIN SWENOR General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9287 24-03030	11/13/24	SUSAN KATZ General Election 11/5/2024	Open	\$300.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
9287		SUSAN KATZ					<i>Account Continued</i>
\$9288 24-03098	11/13/24	ASHLEY HOCKING General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9289 24-03101	11/13/24	DEBBIE RAYNER General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9290 24-03102	11/13/24	JAMIE LARNEY General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9291 24-03103	11/13/24	DANIEL GILBERT General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9292 24-03104	11/13/24	MARJORIE MADONNA General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9293 24-03105	11/13/24	IRENE LOGLISCI General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9294 24-03107	11/13/24	MARCIA GROFF General Election 11/5/2024	Open	\$300.00	\$0.00		
\$9295 24-03108	11/13/24	BERADETTE NARCISO General Election 11/5/2024	Open	\$300.00	\$0.00		
ADAMC 24-03082	11/13/24	ROSEMARY ADAMCZYK General Election 11/5/2024	Open	\$300.00	\$0.00		
AGHAK 24-02995	11/13/24	MARYAM AGHAKHANI General Election 11/5/2024	Open	\$325.00	\$0.00		
BOSNA 24-02961	11/12/24	KAREN MANETTE BOSNA YOGA- OCTOBER'24	Open	\$130.00	\$0.00		
BUCKD 24-02988	11/13/24	DIANE E PANNELLI General Election 11/5/2024	Open	\$325.00	\$0.00		
CZAJKOWS 24-03086	11/13/24	ARTHUR & KATHLEEN CZAJKOWSKI General Election 11/5/2024	Open	\$300.00	\$0.00		
CZES 24-03071	11/13/24	MARY LOU CZESCIK General Election 11/5/2024	Open	\$300.00	\$0.00		
DOUGHE 24-03074	11/13/24	MARK DOUGHERTY General Election 11/5/2024	Open	\$300.00	\$0.00		
DOUGHERT 24-02982	11/13/24	GEORGIA DOUGHERTY General Election 11/5/2024	Open	\$325.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Vold Amount	Contract	PO Type
DOUGHERT		GEORGIA DOUGHERTY	<i>Account Continued</i>				
FREAS 24-03079	11/13/24	JEAN FREAS General Election 11/5/2024	Open	\$300.00	\$0.00		
G-UNITED 24-02917	11/07/24	UNITED UNIFORM FS - JE uniforms	Open	\$75.00	\$0.00		
HARTL 24-03106	11/13/24	WILLIAM HARTLEY, JR General Election 11/5/2024	Open	\$300.00	\$0.00		
HARTLEY 24-02998	11/13/24	CHRISTINE HARTLEY General Election 11/5/2024	Open	\$325.00	\$0.00		
JOANE005 24-03050	11/13/24	JOAN ELIASON General Election 11/5/2024	Open	\$300.00	\$0.00		
KEEND 24-02978	11/13/24	DOLORES RAMBO General Election 11/5/2024	Open	\$325.00	\$0.00		
LOWER 24-02918	11/07/24	LOWER TOWNSHIP OCT DIFF CARD USAGE	Open	\$13,255.40	\$0.00		
MEIER 24-03022	11/13/24	SHAINE P MEIER General Election 11/5/2024	Open	\$300.00	\$0.00		
MEIERH 24-03031	11/13/24	HELEN T MEIER General Election 11/5/2024	Open	\$300.00	\$0.00		
MICHA010 24-03047	11/13/24	MICHAEL ELIASON General Election 11/5/2024	Open	\$300.00	\$0.00		
MOHAN 24-03076	11/13/24	NANCY MOHAN General Election 11/5/2024	Open	\$300.00	\$0.00		
MORNI 24-03096	11/13/24	CARRISE MORNICK General Election 11/5/2024	Open	\$300.00	\$0.00		
MORRIC 24-03094	11/13/24	CRAIG R MORRISON General Election 11/5/2024	Open	\$300.00	\$0.00		
NOLANM 24-02976	11/13/24	MICHELLE NOLAN General Election 11/5/2024	Open	\$325.00	\$0.00		
SCHI 24-02987	11/13/24	ELAINE SCHIANO General Election 11/5/2024	Open	\$325.00	\$0.00		
SEAGE 24-02915	11/07/24	SEAGEAR MARINE SUPPLY* FS - WB uniforms	Open	\$132.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
SEAGE		SEAGEAR MARINE SUPPLY*					<i>Account Continued</i>
SMITHS 24-03065	11/13/24	SHEILA D SMITH General Election 11/5/2024	Open	\$300.00	\$0.00		
STEBL 24-03033	11/13/24	RALPH P STEBLEIN General Election 11/5/2024	Open	\$300.00	\$0.00		
YABOR 24-03081	11/13/24	PATRICIA YABOR General Election 11/5/2024	Open	\$300.00	\$0.00		

Total Purchase Orders: 229 Total P.O. Line Items: 0 Total List Amount: \$365,424.92 Total Void Amount: \$0.00

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

RESOLUTION #2024-356

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>
494.14	14	Core Logic re: Woief 38 Croydon Drive	Duplicate	\$ 3,926.21
685	8	Core Logic re: Roselli 713 Winslow Avenue	Duplicate	\$ 3,148.93
166	15	Megan Piotrowski 20 E New York Avenue	Mortgage Co Responsible	\$ 487.62
334.13	1.01	Core Logic re: Kosobucki 2304 Bayshore Road	Exempt Veteran	\$ 856.32
499.01	30.18	Core Logic Re: Shustack 7 Sheriff Taylor Blvd.	Duplicate	\$ 3,149.48
91	10	Core Logic re: Shuman 320 E Pacific Avenue	Overpayment of lien redemption	\$ 63.73
499.19	1.06	Ruperto Dela Pena 3 Misty Lane	Exempt Veteran	\$ 880.71

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 18, 2024.

Julie A Picard, Township Clerk

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

RESOLUTION #2024-357

Title: A RESOLUTION REQUESTING RELEASE OF DEMOLITION BOND FOR BLOCK 292, LOT 1;
202 WOODLAND AVENUE, VILLAS, NJ; D WESTERFER

WHEREAS, Donald Westerfer and Dyane Westerfer, posted a Demolition Bond with the Township of Lower in the amount of \$6,000.00; and

WHEREAS, a demolition bond was required; and this requirement is now satisfied.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the demolition bond be and hereby is released,

BE IT FURTHER RESOLVED that the Township Treasurer is granted permission to issue a check in the amount of \$6,000.00 plus any accrued interest, for payment of the above released demolition bond.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on Nov. 18, 2024

Julie A Picard, Township Clerk

TOWNSHIP OF LOWER

2660 Bayshore Road
Villas, New Jersey 08251



Incorporated 1798

(609) 886-2005

MEMORANDUM

TO: Mayor Frank Sippel &
Council Members

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

DATE: November 7, 2024

RE: Release of Demolition Bond
202 Woodland Avenue
Villas, NJ
Block 29~~2~~, Lot 1
Resolution #2024-357

Please release to the applicant the demolition bond that the Township is hold in trust, to assure the required demolition. A certificate of occupancy was issued October 22, 2024.

Thank you.

WJG:kms

att.

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

RESOLUTION #2024-358

Title: A RESOLUTION AUTHORIZING INCREASES FOR NON-UNION EMPLOYEES (AFSCME)

WHEREAS, The Township negotiated a contract with the Lower Township Office Workers Association Local #3779, AFSCME and ratified said agreement on March 18, 2024; and

WHEREAS, the employees and titles listed below are not covered by a union:

Jason Diiworth, Fire Subcode Official
Shelby Rambo, Fire Bureau Clerk/Recording Secretary
Jeremy Embs, Fire Prevention Specialist
William Belles IV, Fire Prevention Specialist

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the non-union employee listed above be granted the increase pursuant to the Lower Township Office Workers Association Local #3779, AFSCME for the years 2024-2026.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
COOMBS						
ROY						
PERRY						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 18, 2024.

Julie A Picard, Township Clerk

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

RESOLUTION #2024-359

Title: A RESOLUTION AUTHORIZING INCREASES FOR NON-UNION EMPLOYEES (SUPERVISORS)

WHEREAS, The Township negotiated a contract with the Lower Township Supervisors Union and ratified said agreement on November 4, 2024; and

WHEREAS, the employees and titles listed below are not covered by a union:

Lauren Read, CFO
Julie Picard, Township Clerk
Karen Fournier, Deputy Township Clerk
Donna Blackley, Fire Official
Christina Lewis, Human Resources Coordinator

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the non-union employees listed above are granted the increases pursuant to the Lower Township Supervisor Union for the years 2024-2026.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
COOMBS						
ROY						
PERRY						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 18, 2024.

Julie A Picard, Township Clerk

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

RESOLUTION #2024-360

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

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

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

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

NOW THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to Austin Parker in the amount of \$ 5,979.14 is authorized and chargeable to the 2024 Budget account 4-01-25-240-122.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
COOMBS						
ROY						
PERRY						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held November 18, 2024.

Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief Kevin Lewis
FROM: Patrolman Austin Parker
DATE: November 7, 2024
SUBJECT: Comp Time Cash Out

Sir,

I am respectfully requesting to cash out 200 hours of accrued Comp Time. Thank you for your time and consideration sir.

Respectfully Submitted,



Austin Parker
Patrolman Badge 215

C	File	Date	Officer	Comments
		11/7/24	LT [Signature]	to the LT
		11/7/24	LT [Signature]	To Capt Mojore, Confirmed has the Time
		11-7-24	Capt. Mojore	Fwd re DC. Vanaman
		11-7-24	DC Vanaman	Fwd to Township [Signature]

200. x
29.8957 =
5,979.14 *+

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

RESOLUTION #2024-361

Title: AUTHORIZATION FOR THE PAYMENT OF COLLEGE CREDITS

WHEREAS, the employees listed on the attached schedule have earned college credits and per union contract the Township will pay employees for those credits earned as determined in their union contracts; and

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

WHEREAS, it has been determined by the Township Treasurer as evidenced by her signature, Lauren Reed that adequate funding is available for such payment in the 2024 Budget for Salaries and Wages.

NOW THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that payment to the employees listed on the attached schedule, not to exceed the amount of \$33,230, is authorized and chargeable to the 2024 Budget.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
COOMBS						
ROY						
PERRY						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 18, 2024.

Julie A Picard, Township Clerk

Dept Id	Descript	Name	Earnings	Budget
110-00	Human Resources Coord.	LEWIS, CHRISTINA	1,000.00	4-01-20-140-101
120-00	Clerk	BELASCO, AMY L	250.00	4-01-20-120-101
130-00	Finance	DOUGHERTY, GEORGIA F	500.00	4-01-20-130-101
130-00	Finance	READ, LAUREN M	1,000.00	4-01-20-130-101
130-01	Grants	CRIPPEN, COLLEEN	1,000.00	4-01-20-130-101
145-00	Collector	PHILLIPPE, JESSICA	1,000.00	4-01-20-145-101
145-00	Collector	FRITSCH, STEPHANIE	250.00	4-01-20-145-101
150-00	ASR	MCCORKEL, MARISSA	1,000.00	4-01-20-150-101
170-00	Planning	GALESTOK, WILLIAM	1,000.00	4-01-20-170-101
170-00	Planning	WOOD, PATRICK	1,000.00	4-01-20-170-101
370-04	BUILDINGS & GROUNDS	DOUGHERTY, MARK D	750.00	4-01-20-310-101
195-00	BOCA	FIORE, WALTER S	1,250.00	4-01-22-195-101
195-00	BOCA	BLANA, BECCA	250.00	4-01-22-195-101
195-00	BOCA	DUNN, JILLIAN	1,000.00	4-01-22-195-101
240-01	Squad 1	FELSING, JASON	820.00	4-01-25-240-121
240-01	Squad 1	KOCIS III, WILLIAM T	1,000.00	4-01-25-240-121
240-01	Squad 1	MICCICHE, ANTHONY	1,000.00	4-01-25-240-121
240-01	Squad 1	PARKER, AUSTIN P	1,000.00	4-01-25-240-121
240-02	Squad 2	OMROD, WILLIAM M	1,000.00	4-01-25-240-122
240-02	Squad 2	PERRY, MICHAEL C	1,000.00	4-01-25-240-122
240-02	Squad 2	SAINI, JORDAN C	980.00	4-01-25-240-122
240-03	Squad 3	SCHECK, JONATHAN J	660.00	4-01-25-240-123
240-03	Squad 3	WALKER Jr., KENNETH E	1,000.00	4-01-25-240-123
240-04	Squad 4	GRETO, ANTHONY T	1,000.00	4-01-25-240-124
240-04	Squad 4	DANZE, ERIC	1,000.00	4-01-25-240-124
240-05	Detectives	BOYLE, KAITLIN O	1,000.00	4-01-25-240-125
240-05	Detectives	IAMES JR, MICHAEL F	520.00	4-01-25-240-125
240-08	Community Police	ELWELL, JENNIFER M	1,000.00	4-01-25-240-126
240-06	Records	BAILEY, JANIA	250.00	4-01-25-240-197
240-06	Records	SCHEID, SUZANNE M	750.00	4-01-25-240-197
240-06	Records	SENICO, AAREN D	500.00	4-01-25-240-197
240-06	Records	WILSON, SUSAN M	1,250.00	4-01-25-240-197
265-00	UFSA	EMBS, JEREMY B	500.00	4-01-25-265-101
265-00	UFSA	RAMBO, SHELBY	1,000.00	4-01-25-265-101
265-00	UFSA	BELLES, WILLIAM	250.00	4-01-25-265-101
305-01	DPW Admin 35 hour	CRECCA, KATHRYN R	1,000.00	4-01-26-305-175
305-01	DPW Admin 35 hour	THOMAS, LINDA	500.00	4-01-26-305-175
370-01	Recreation	FOURNIER, BRUCE	1,000.00	4-01-28-370-101
370-01	Recreation	PLENN, MITCHELL B	1,000.00	4-01-28-370-101
490-00	Court	PEREZ, CLAUDIA	1,000.00	4-01-43-490-101
			33,230.00	

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

RESOLUTION #2024-362

Title: IDENTIFYING SMALL CITIES FAIR HOUSING OFFICER

WHEREAS, the Township of Lower is applying for a Fiscal Year 2024 Small Cities Community Development Block Grant for approximately \$400,000 for ADA compliance improvements at David Douglass, Jr. Memorial Park; and

WHEREAS, the Township of Lower must make efforts to affirmatively further fair housing; and

WHEREAS, the Township of Lower has reviewed various actions that would be acceptable to the New Jersey State Department of Community Affairs and the U.S. Department of Housing and Urban Development; and

WHEREAS, the Township of Lower has made assurances in the grant agreement that:

- 1. It will comply with the Housing and Community Development Act of 1974, as amended, and regulations issues thereto; and
2. It will comply with the Civil Rights Act of 1964, and the regulations issued thereto it; and
3. It will comply with the Fair Housing Act of 1968 and will affirmatively further fair housing; and
4. It will comply with the Age Discrimination Act of 1975 and with the Rehabilitation Act of 1973.

NOW, THEREFORE, BE IT RESOLVED that Colleen Crippen shall be designated as the Small Cities Program Fair Housing Officer for the Township of Lower; and

BE IT FURTHER RESOLVED that the Fair Housing Officer shall contact the USHUD Regional Office of Housing and Equal Opportunity and the NJ Division on Civil Rights to inform those agencies of her appointment as Fair Housing Officer and request Fair Housing Information; and

BE IT FURTHER RESOLVED, that the Fair Housing Officer shall provide fair housing advisory services and assistance and referral advice to persons requesting such assistance from the Township of Lower; and

BE IT FURTHER RESOLVED, that the Township of Lower will publish in the local newspaper of record and post at the Township Municipal Building a public notice announcing the appointment of the Fair Housing Officer and the availability of local fair housing advisory services.

Table with 8 columns: MOTION, SECOND, AYE, NAY, RECUSE, ABSTAIN, ABSENT and 5 rows of names: CONRAD, COOMBS, ROY, PERRY, SIPPEL.

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 18, 2024

Julie A Picard, Township Clerk

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

RESOLUTION #2024-363

Title: ADOPTION OF STATE MODEL CITIZEN PARTICIPATION PLAN FOR DCA SMALL CITIES PROGRAM

WHEREAS, the Township of Lower is an applicant for Department of Community Affairs Fiscal Year 2024 funds for approximately \$400,000 to carry out a Public Facilities project to provide ADA compliance improvements at David Douglass, Jr. Memorial Park; and

WHEREAS, the Township will enter into grant agreement(s) for said grant(s) if approved; and

WHEREAS, that grant agreement(s) will require the Township of Lower to comply with all federal regulations with respect to citizen participation; and

WHEREAS, the Township of Lower has reviewed the State Model Citizen Participation Plan prepared for Small Cities CDBG grantees.

NOW, THEREFORE BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the State Model Citizen Participation Plan developed by the New Jersey Department of Community Affairs, Small Cities Community Development Block Grant program is adopted; and

BE IT FURTHER RESOLVED that The Township of Lower will follow all regulations set forth in that document throughout the term of the grant agreement cited above.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 18, 2024

Julie A Picard, Township Clerk

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

RESOLUTION #2024-364

Title: APPROVAL OF PUBLIC FACILITIES GRANT MANAGEMENT PLAN
ADA COMPLIANCE IMPROVEMENTS AT DAVID DOUGLASS, JR. MEMORIAL PARK

WHEREAS, the Township of Lower will apply for approximately \$400,000 to carry out a NJDCA Fiscal Year 2024 Small Cities CDBG Public Facilities project to provide ADA compliance improvements at the David Douglass, Jr. Memorial Park; and

WHEREAS, the NJ Department of Community Affairs requires the Township of Lower to prepare a Grant Management Plan to define project staffing and project activities; and

WHEREAS, the NJ Department of Community Affairs requires the Township of Lower to officially adopt its Grant Management Plan; and

WHEREAS, the Township of Lower has prepared a Grant Management Plan for its Fiscal Year 2025 Public Facilities project.

NOW THEREFORE, BE IT RESOLVED, that the Township Council of the Township of Lower, County of Cape May, State of New Jersey, adopts the Grant Management Plan prepared by Colleen Crippen for the Fiscal Year 2025 Public Facilities project.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 18, 2024

Julie A Picard, Township Clerk

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

RESOLUTION #2024-365

Title: APPROVAL OF CHANGE ORDER #1 FOR PAUL J. BALDINI, ESQ. FOR ADDITIONAL TAX APPEAL SERVICES

WHEREAS, Paul J. Baldini Esq. was awarded a professional Service Contract by Resolution #2024-169 on May 6, 2024 as the Township's Tax Appeal Attorney for a cost not to exceed amount of \$10,000.00; and

WHEREAS, Paul J. Baldini Esq. provided a proposal for additional Tax Appeal Services through the end of 2025 year for a fee of \$8,648.00; and

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

Appropriation: 4-01-20-155-189 Solicitor-Tax Appeals

Signature: *Lauren Read*
Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Change Order #1 for Paul Baldini Esq is hereby approved to increase the contract total to \$18,648.00.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 18, 2024.

Julie A Picard, Township Clerk

LAW OFFICES
PAUL J. BALDINI, P.A.
A PROFESSIONAL CORPORATION

PAUL J. BALDINI, ESQUIRE
E-Mail – paul@paulbaldinilaw.com

4413 New Jersey Avenue
Wildwood, NJ 08260
(609) 729-2600
(609) 729-8627 – Fax
File No.: 3200-17

November 8, 2024

Via email only
Elizabeth Ross, CTA
Municipal Assessor
Township of Lower
2600 Bayshore Road
Villas, NJ 08251

Re: Lower Township Tax Appeals Attorney

Dear Liz:

Please accept this letter as an update to the contract submitted in May of 2024 and adopted by Resolution 2024-169 for calendar year 2024 with regard to the above referenced matter.

The not to exceed amount of \$10,000.00 in the above noted contract has been exceeded and with this letter a not to exceed amount of the remainder of 2024, October – December, is hereby submitted for consideration.

An invoice and voucher was submitted by this firm for work performed in September 2024 exceeding the amount of the above noted contract by \$3,148.00. In addition, after a review of the files it is projected that this firm's bills to the end of the year, October through December 2024, will be approximately \$5,500.00.

To that end this firm submits a not to exceed amount of \$8,648.00 for the remainder of 2024.

Should you have any questions or require additional information with regard to this updated proposal please let me know.

Thank you for your time and attention to this matter.

Sincerely,

/s/Paul J. Baldini
Paul J. Baldini, Esquire

PJB/hkb

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

RESOLUTION # 2024-366

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED VACATION TIME

WHEREAS, Article 8 of the Chief of Police contract permits Kevin Lewis to sell back to the Township two weeks of accumulated vacation; and

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

WHEREAS, it has been determined by the Township Treasurer as evidenced by her signature, Lauren Reed, that adequate funding is available for such payment in the 2024 budget for Salaries and Wages.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that payment to Kevin Lewis, not to exceed the amount of \$7,122.73, is authorized and chargeable to the 2024 Budget.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 18, 2024

Julie A Picard, Township Clerk

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

RESOLUTION #2024-367

Title: APPROVAL OF A PROFESSIONAL SERVICE CONTRACT WITH WIZARD'S FESTIVAL OF FUN INC. FOR THE TOWNSHIP OF LOWER'S FERRY MERRY CHRISTMAS PARTY, DECEMBER 15, 2024

WHEREAS, the Township of Lower is given authority by N.J.S.A 40A:11-5 et seq to enter into contracts for "Professional Services" without competitive bidding, when the need arises so long as the award of such contract is made public by a Resolution of the Governing Body and satisfies the requirements of the New Jersey Pay to Play law; and

WHEREAS, Al Belmont, President of Wizards Festival of Fun Inc. has provided a proposal for entertainment for the Township of Lower's Ferry Merry Christmas Party at a fee of \$6,950.00; and

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

Appropriation # 4-01-30-420-256

Signature: Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the attached contract, without public bidding be awarded to Wizard's Festival of Fun Inc. for the entertainment or the Township of Lower's Ferry Merry Christmas Party at a fee of \$6,950.00.

BE IT FURTHER RESOLVED that a notice of Award of Professional Contract for the above award shall be published in the Township's Official paper.

Table with 8 columns: MOTION, SECOND, AYE, NAY, RECUSE, ABSTAIN, ABSENT. Rows for CONRAD, COOMBS, ROY, PERRY, SIPPEL.

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 18, 2024.

Julie A Picard, Township Clerk

Wizard's Festival of Fun Inc

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

September 19, 2024

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

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

From 11 AM until 2 PM on Sunday, Dec 15, 2024, we propose to provide:

Professional Entertainment in Santa's Theater in the Sunset Lounge. Two twenty-five minute programs of Mirth, Magic, and Mystery with the New ***2024 Christmas Magic Show!***

Crafts in the Gallery. Three Craft Stations with attendants means lots of fun for kids from 3 to 9. Each child will receive different color tickets – one for each craft: *Letter to Santa, Hand-Print Christmas Ornament and Christmas Cookies* which has proven very popular at past events. Guests design their own colorful and tasty creations with candy dispensed from a sanitary and attractive dispensing machine. Similar to sand art but when finished, you can eat your artwork. Up to 300 participants over the course of your event

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

Gala Santa Mailbox in the Gallery. Children have an opportunity to place their "Letter to Santa" in the North Pole Mail Box. Santa's Elves will present a Christmas gift to each child as they leave their letter.

Balloonatic. Energetic, outgoing, friendly, colorfully costumed pitchman creating every conceivable balloon sculpture - and then some. Great Fun and always a hit

Meet Chris Mouse, Frosty the Snowman and the one and only Rudolph. Three delightful costume characters manned by your volunteers will mix with your young guests throughout the terminal. It will be advisable to have a volunteer escort for each character if possible.

Join Santa on Stilts in the Lobby. Our beautifully costumed Santa on Stilts, under a colorful inflatable arch, will personally meet and greet each of your young guests as they enter the Lobby.

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

The acts and attractions are reserving your date and time specifically for your event, and will refuse any other bookings for Sunday, Dec. 15 from 11 AM until 2 PM. Since the acts and attractions work both indoor and outdoor events throughout the tri-state area, our terms are rain or shine. If your event is cancelled due to foul weather or any other cause on your scheduled event date, our commitments to Lower Township will be deemed met and we will be entitled to payment in full.

You may wish to secure rain insurance to cover your such costs. Such insurance will reimburse your expenses if a pre-determined amount of rain falls within a prescribed time frame. You may want to contact Mr. Robert Holmes, Meteorologist/President Spectrum Insurance, 816-810-2346. Allied Insurance also offers rain insurance at reasonable cost. The contact at Allied is Mr. Jeff Kolenic at 216-598-0385. Another provider is Alexander Freedman, Client Services, Rain Protection Insurance at (800) 528-7975. Please note:

We offer the above providers as a courtesy. We do not receive any commission or special considerations from any of the above providers.

All of the above will add up to a memorable and fun-filled party. Total cost as outlined above will be \$ 6,950. At the Christmas season is so busy, most performers will not give holds on their services; therefore a prompt reply will be appreciated. Thanks again for your consideration.

Sincerely,

Al Belmont

President/Executive Producer

Wizard's Festival of Fun Inc.

125 Coles Road

Blackwood, NJ 08012; E-mail: belmontmagic@verizon.net

AMB/sp

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

RESOLUTION #2024-368

Title: **BID ACCEPTANCE AND AWARD FOR OUTFITTING TOWNSHIP OWNED 2024
RAM PROMASTER 159" VAN AS A DRONE COMMAND CONTROL MOBILE UNIT**

WHEREAS, the Notice to Bidders for the Outfitting of a Township Owned 2024 Ram ProMaster 159" Van as a Drone Command Control Mobile Unit, was advertised on September 25, 2024 and accepted on Tuesday, October 29, 2024 at 11:00 a.m. prevailing time; and

WHEREAS, Three (3) sealed bids were submitted and reviewed by the QPA and Lieutenant Brian McEwing; and

WHEREAS, the lowest qualified bidder complied with the specifications and supplied all required bid documents and the CFO has certified the availability of funds as evidenced by her signature below:

Appropriation #:	Ord #23-08 C-04-55-437-880	\$15,000.00
	Ord #24-04 C-04-55-439-820	\$26,264.00
	Police Forfeiture 4-19-40-300-318	\$29,350.00

Signature: *Lauren Read*
Lauren Read, CFO

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

AWARD TO: 10-75 EMERGENCY VEHICLES
TOTAL: \$70,614.00

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 18, 2024

Julie A Picard, Township Clerk

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

RESOLUTION #2024-369

Title: APPROVAL FOR 2024 CHRISTMAS PARADE

WHEREAS, Lower Township Rotary Club has been hosting the Lower Township Parade for a number of years and has requested permission to host the parade on Saturday, December 14, 2024; and

WHEREAS, Lower Township Rotary has provided proof of the proper insurance and has received the required permission from the Cape May County Board of Commissioners to close a portion of Breakwater Road and Bayshore Road from Breakwater to Rosehill Parkway from approximately 4:30 pm until the conclusion of the parade

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that permission is hereby granted for the above stated event to take place.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 18, 2024

Julie A Picard, Township Clerk



LOWER TOWNSHIP ROTARY
Parade Committee
% 638 Seashore Road
Cape May, NJ 08204

September 26, 2024

Cape May County Board of Commissioners
William Sturm Administration Building
4 Moore Road
Cape May Court House, NJ 08210

RE: Lower Township Rotary Christmas Parade

Dear Commissioners,

The Lower Township Rotary Club will be holding its **42nd Annual Christmas Parade** on Saturday, **December 14, 2024, beginning at 6:00 p.m.** We are requesting approval to close Breakwater Road from approximately 4:30 to 6:00 p.m. to Bayshore Road and Bayshore Road from Breakwater to Rosehill Parkway from approximately 6:00 p.m. until the conclusion of the parade. The parade usually lasts for about an hour, but it could be longer depending on the number of entrants.

A copy of this letter along with the completed Certificate of Insurance and Indemnification Form as been delivered to the Office of the Clerk of the Board. We have also requested Chief Lewis to send his letter of approval separately.

Please contact me by phone at (609) 827-8771 or email to crkammer@aol.com if there is any additional information you need.

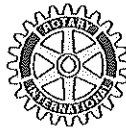
Thank you.

Sincerely,

Claudia Kammer

Claudia Kammer
Lower Township Rotary Club

Cc: Chief Kevin Lewis
Cc Clerk of the Board, Kevin Lare
Cc: LT Municipal Clerk, Julie Picard



LOWER TOWNSHIP ROTARY

Parade Committee
638 Seashore Road
Cape May, NJ 08204

September 24, 2023

Mayor & Council
2600 Bayshore Road
Villas, NJ 08251

Re: Tree Lighting/Veteran's Ceremony and
42nd Annual Christmas Parade

Dear Mayor and Councilmembers:

On behalf of the Lower Township Rotary Club, I am requesting support for this year's annual Tree Lighting & Veteran's Ceremony, and the 42nd Annual Christmas Parade. We have enjoyed organizing these community events with the assistance of the Police and Recreation Department as part of our "Service above Self" commitment.

The **Tree Lighting & Veteran's Ceremony** is planned for Tuesday, December 3rd at 7:00 p.m. at the Recreation Center and the **Annual Christmas Parade** will be Saturday, December 14 beginning at 6:00 p.m. I have included our Certificate of Insurance and will complete the use of facilities form for the Tree Lighting.

We appreciate the support of the Township as we host these events. We are filing the request to the County for the temporary road closings of Breakwater Road from Fishing Creek to Bayshore Road and Bayshore Road from Breakwater to Rosehill Parkway. We will copy the Police Chief on our correspondence to the County Commissioners, and we will make ourselves available to meet with them to discuss the parade details if needed.

Your assistance in spreading the word would be appreciated. We look forward to seeing you join us in these upcoming holiday celebrations. Please let us know if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Claudia Kammer".

Claudia Kammer,
Lower Township Rotary Club

C. Michael Laffey, Manager
Kevin Lewis, Chief of Police

Att. Certificate of Insurance

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

RESOLUTION #2024-370

Title: RESOLUTION AMENDING CONTRACTS WITH APPROVED STATE CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12A ADDING MUNICIPAL EMERGENCY SERVICES VENDOR #V00004418

WHEREAS, the Township of Lower, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury Contract T2007 Police Pursuit and SSV Sedans Contract; and

WHEREAS, the Township of Lower intends to award State Contract Vendor Municipal Emergency Services Vendor #V00004418 under State Contract #17-FLEET-00754 for Point Blank Vest and various police equipment, which shall be subject to all the conditions applicable to the current State contracts.

NOW THEREFORE, BE IT RESOLVED, pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds shall certify the full maximum amount against the budget at the time the contract is awarded. No contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer.

BE IT FURTHER RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Purchasing Agent is hereby authorized to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State contracts until December 31, 2024.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 18, 2024.

Julie A Picard, Township Clerk

2024 Referenced State Contract Vendor Listing

Revised 11-18-2024

Exhibit A

<u>Vendor</u>	<u>Vendor#</u>
Advanced Electronic Design d/b/a Patrol PC	V00001448
All Traffic Solutions	V00014060
Amazon Services LLC	V00034812
Atlantic Tactical	V00000829
Axon Enterprise, Inc/Taser Intl	V00001512
Beyer Fleet LLC	V00000451
BRT Technologies	V00039583
CDW Government	V00001715
Celebrity Chrysler Jeep	V00000449
Chapman Ford Sales Inc.	V00004927
Chas S. Winner Ford	V00001600
Code 3/Vineland Auto Electric	V00001516
Day Chevrolet	V00002989
Dell Marketing Co	V00000889
DFFLM, LLC t/a Dditschman/Flemington Ford	V00000797
Drager Inc.	V00022167
Eagle Point Gun	V00000219
FP Mailing Solutions	V00003919
Garden State Highway Products	V00000174
Garden State Office Systems & Equipment	V0000218
General Sales Administration/Major Police	V00003997
General Spring Service	V00002775
Gentilini Ford	V00044491
GTBM /Gold Type Business Machines	V00000081
Hertrich Fleet Services	V00000212
HON Company	V00004896
Idemia Identity & Security USA LLC	V00001446
Insight Public Sector	V00004701
Kindle Ford	V00025617
KML Technology Inc	V00004733
Kyocera Document Solution	V00003913
Lawnmen Supply	V00001560
Liberty Parks and Playgrounds	V00013839
Lilliston Ford	V00017494
Lilliston Chrysler	V00004211
Malouf Ford Inc	V00000479
Mohawk Resources LTD	V00000882
Morphotrak Inc	V00001682
Motorolla Solutions Inc.	V00001813
MPH Industries	V00003203
Municipal Equipment Enterprises	V00003883
Neopost/ Quadient	V00002640
Nielsen Ford	V00032807
Office Business Systems Inc	V00000223
Pedroni Fuel Co	V00001489
Pitney Bowes	V00004523
R & R Radar Inc.	V00008868
Richard E. Pierson Materials	V00000871
Riggins	V00000345
Rubbercycle LLC	V00004506
Service Tire Truck Center	V00003901
SHI International	V00000229
Spatial Data Logic LLC	V00001955
Suburban Propane	V00004505
Ted Kingston	V00038670
Tricomm Service	V00000370
Valu-Auto Parts	V00005597
Verizon Wireless	V00002215
W.B Mason	V00001705
Watchguard Video	V00023307
Wireless Communications & Electronics	V00038639
* Municipal Emergency Services	V00004418

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

RESOLUTION #2024-371

Title: APPROVING CHANGE ORDER #4 TO FRED M. SCHIAVONE CONSTRUCTION, INC. FOR EXPANDED PAVING LIMITS /INSTALLATION OF SLUICE GATE IN LIEU OF PLUG VALVE AND AS BUILT QUANTITY ADJUSTMENTS FOR FRANCIS AVENUE EMERGENCY STORM SEWER PIPING AT OHIO PUMP STATION (LT-C-045)

WHEREAS, Fred M. Schiavone Inc. was awarded the Francis Avenue Ohio Pump Station Emergency Repair (LT-C-045) project on May 6, 2024 by Resolution #2024-163, with a contract amount of \$582,800.00; a contract Extension of 35-Day No Cost was passed by Resolution #2024-274 on August 19, 2024; on September 16, 2024 was passed by Resolution #2024-298 for additional Piping for \$27,428.90; a contract extension of 45-Day No Cost was passed by Resolution #2024-325 on October 7, 2024; and

WHEREAS, DeBlasio & Associates has submitted a proposal for Change Order #4 to reflect the Expanded Paving Limits of Project Area/Installation of Sluice Gate in Lieu of Plug Valve and As-Built Quantity Adjustments for a contract increase of \$82,490.96; and

WHEREAS, the Chief Financial Officer (CFO) has certified the availability of funds, as evidenced by her signature below:

Appropriation: Ord #23-03 C-04-55-436-100

Signature: _____

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that Change Order #4 attached is hereby approved to increase the contract total to \$692,719.86.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 18, 2024.

Julie A Picard, Township Clerk

DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

PHONE: 609-854-3311 • FAX: 609-854-4323

November 13, 2024

VIA EMAIL & REGULAR MAIL

Julie Picard, Clerk
Township of Lower
2600 Bayshore Road
Villas, NJ 08251

**Re: Township of Lower, Cape May County, NJ
Frances Avenue Emergency Storm Sewer Replacement
D&A File #: LT-C-045**

Dear Ms. Picard:

Enclosed please find three (3) copies of **CHANGE ORDER NO. 4** regarding the above referenced project for review and approval. Upon execution, please return two (2) copies to our office.

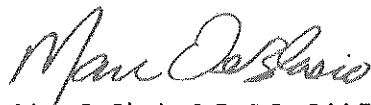
Please note that this change order reflects the following work requested by the Township:

1. Expanded Paving Limits of Project Area.
2. Installation of Sluice Gate in Lieu of Plug Valve.
3. As-Built Quantity Adjustments.

Please note this change order will result in an increase of \$82,490.96 to the amended contract amount of \$610,228.90 for an amended contract amount of \$692,719.86.

Should you have any questions or require any additional information, please do not hesitate to contact me or Will Hanson at our office.

Very truly yours,
DeBlasio & Associates, P.C.



Marc DeBlasio, P.E., P.P., C.M.E.
President
T: 609-854-3311
Marc@deblasioassoc.com

cc: Mayor Frank Sippel, (via email w/encl.)
Michael Laffey, Manager (via email w/encl.)
Margaret Vitelli, QPA, Purchasing Agent (via email w/encl.)
Gary Douglass, Superintendent of Public Works (via email w/encl.)
Fred M. Schiavone Construction (via email w/encl.)

DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

Change Order #4

Client: Township of Lower
 Date: November 13, 2024
 Project Name: Frances Avenue Emergency Storm Sewer Replacement
 D&A Project #: LT-C-045

Contractor: Fred M. Schiavone Construction, Inc.
 PO Box 416
 Malaga, NJ 08328

A. Extras

Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
10	DENSE GRADED AGGREGATE BASE COURSE, 6" THICK	S.Y.	450	\$14.00	\$6,300.00
11	HOT MIX ASPHALT BASE COURSE, MIX 19M64, 4" THICK	S.Y.	450	\$35.00	\$15,750.00
12	HOT MIX ASPHALT SURFACE COURSE, MIX 9.5M64, 1.5" THICK	S.Y.	3,050	\$15.00	\$45,750.00
13	HMA MILLING, 1.5" DEPTH	S.Y.	3,050	\$7.00	\$21,350.00
Subtotal:					\$82,850.00

B. Reductions

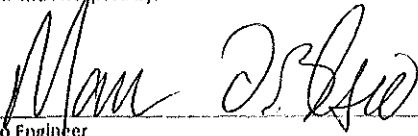
Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
6	30" HIGH DENSITY POLYETHYLENE CULVERT PIPE	L.F.	-44	\$177.00	-\$7,788.00
7	24" DUCTILE IRON PIPE	L.F.	-10	\$379.00	-\$3,790.00
Subtotal:					-\$11,578.00

C. Supplemental Items

Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
S2	RELOCATE WATER METER BOX	LUMP SUM	1	\$3,853.03	\$3,853.03
S3	SLUICE GATE IN LIEU OF PLUG VALVE	LUMP SUM	1	-\$11,114.40	-\$11,114.40
S4	CONCRETE DRIVEWAY APRONS	LUMP SUM	1	\$12,476.36	\$12,476.36
S5	RETAINING WALL	LUMP SUM	1	\$8,153.37	\$8,153.37
S6	CREDIT FOR DEPTH REDUCTION	LUMP SUM	1	-\$2,149.40	-\$2,149.40
Subtotal:					\$11,218.96

Net Contract Change \$82,490.96
 Original Contract Amount: \$582,800.00
 Amended Contract Amount: \$610,228.90
 Contract Percentage Change (%): 14.15
 Total Contract Percentage Change (%): 18.86
 Amended Contract Amount: \$692,719.86

Approved and Accepted by:



Township Engineer

Date



Fred M. Schiavone Construction, Inc.

Date

11-13-24

Township of Lower

Date

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

RESOLUTION #2024-372

TITLE: APPROVING A PROFESSIONAL SERVICE CONTRACT WITH DeBLASIO & ASSOCIATES FOR THE ENGINEERING AND SURVEY PHASE FOR THE BAY OUTFALLS EXTENSIONS (LT-C-059)

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

WHEREAS, DeBlasio & Associates have provided a proposal for the Engineering and Survey Phase for the Bay Outfalls Extension in Lower Township for a fee of \$64,000.00. Including existing storm sewer system for St. Johns Avenue, Ocean Avenue, Ohio Avenue, Francis Avenue, Woodland Avenue. Including the permits required; NJDEP Waterfront Development Permit, CAFRA Permit Modification, Army Corps of Engineers Permit; and

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

Appropriation: Ord #23-03 C-04-55-436-100

Signature: Lauren Read
Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that a Professional Service Contract without public bidding is awarded as follows:

- 1. The Proposal between DeBlasio & Associates and the Township of Lower, in the form attached hereto as EXHIBIT A is hereby approved:

Engineering Services \$64,000.00

BE IT FURTHER RESOLVED that a notice of Award of Professional Service Contract for the above award shall be published in the Township's Official paper.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 18, 2024.

Julie A Picard, Township Clerk

DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

PHONE: 609-854-3311 • FAX: 609-854-4323

November 5, 2024

VIA EMAIL

Gary Douglass, Superintendent of Public Works
Township of Lower
2600 Bayshore Road
Villas, NJ 08251

**Re: Township of Lower, Cape May County, NJ
Bay Outfall Extensions – *Engineering & Survey Phase*
D&A File #: LT-C-059**

Dear Mr. Douglass:

As per your request, **DeBlasio & Associates, P.C.** is pleased to provide a proposal for final ***Engineering & Survey Phase*** services for the ***Bay Outfalls Extensions*** in Lower Township.

It is our understanding that the Township wants to construct (5) five outfall extensions. The outfall extensions will allow for the existing storm sewer system to function more efficiently. The outfall extensions included in this proposal are located at the following locations:

- St. Johns Avenue
- Ocean Avenue
- Ohio Avenue
- Francis Avenue
- Woodland Avenue

Due to the outfalls' proximity to Delaware Bay and many of them extending below the Mean Low Water Line (MLWL), multiple permits from various agencies are required to extend the outfalls. As such, the following permits are required:

- NJDEP Waterfront Development Permit
- CAFRA Permit Modification
- Army Corps of Engineers Permit

DeBlasio & Associates, P.C. has previously completed the required permits for the outfall extensions which are currently being reviewed for approval. Advertising the project for public bid is contingent upon receiving approval from the responsible government agencies. DeBlasio & Associates, P.C. will commence preparing bid ready construction documents prior to permit approvals as per Lower Township's request.

DeBlasio & Associates, P.C. will be responsible for drafting final construction documents for the five (5) proposed outfall extensions and public bidding services. Furthermore, since the outfall ends are located in tidally influenced areas where surrounding sand shifts over time, DeBlasio & Associates, P.C. will conduct surveys of the outfall ends to ensure the proposed designs in the permit plans remain functional and to confirm that field conditions have not changed.

To complete the above referenced scope of work, our professional service fee is listed below:

- | | |
|--|--------------------|
| ➤ Final Engineering and Survey Phase Cost: | \$64,000.00 |
| • Survey | |
| • Construction Plans and Specifications | |
| • Public Bidding Services. | |

Total Professional Service Fee: \$64,000.00

An engineer's construction cost estimate is attached to this proposal for your reference. Please note this proposal does not include any construction phase services. Upon your request a separate proposal can be provided for these services.

Should you have any questions or require additional information, please do not hesitate to contact me or Will Hanson at our office. We thank you for the opportunity to submit this proposal.

Very truly yours,
DeBlasio & Associates, P.C.



Marc DeBlasio, P.E., P.P., C.M.E.
President
T: 609-854-3311
Marc@deblasioassoc.com

cc: Mayor Frank Sippel (via email)
Michael Laffey, Manager (via email)
Margaret Vitelli, QPA (via email)
Julie Picard, Clerk (via email)
Finance (via email)

ENGINEER'S CONSTRUCTION COST ESTIMATE

Client:
TOWNSHIP OF LOWER
Date:
November 1, 2024
Project Name:
BAY OUTFALL EXTENSION PROJECT

D&A Project #: LT-C-059

#	DESCRIPTION	UNITS	PLAN QUANTITY	IF & WHERE DIRECTED	CONTRACT QUANTITY	EST. UNIT PRICE	BID AMOUNT
1	CLEARING SITE	LUMP SUM	LUMP SUM	LUMP SUM	LUMP SUM	\$20,000.00	\$20,000.00
2	WOODLAND AVENUE OUTFALL EXTENSION	LUMP SUM	LUMP SUM	LUMP SUM	LUMP SUM	\$106,000.00	\$106,000.00
3	RIDGEWOOD AVENUE OUTFALL EXTENSION	LUMP SUM	LUMP SUM	LUMP SUM	LUMP SUM	\$116,000.00	\$116,000.00
4	FRANCES AVENUE OUTFALL EXTENSION	LUMP SUM	LUMP SUM	LUMP SUM	LUMP SUM	\$240,000.00	\$240,000.00
5	OHIO AVENUE OUTFALL EXTENSION	LUMP SUM	LUMP SUM	LUMP SUM	LUMP SUM	\$175,000.00	\$175,000.00
6	ST. JOHN AVENUE OUTFALL EXTENSION	LUMP SUM	LUMP SUM	LUMP SUM	LUMP SUM	\$84,000.00	\$84,000.00

Subtotal, Items 1-6: \$741,000.00

10% Contingency: \$74,100.00

Total Estimated Construction Cost: \$815,100.00

The above cost estimate is an approximation of the probable construction cost based upon recent bid prices and assumes that the Contractor will pay wages on this project in conformance with the New Jersey Prevailing Wage Rate Act and Federal Davis Bacon Wage Act. DeBlasio & Associates, P.C. cannot and does not guarantee that proposals, bids or actual costs will not vary from these opinions of probable costs.

Prepared by:



Marc DeBlasio, P.E., P.P., C.M.E.
Township Engineer

11/1/2024
Date

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

RESOLUTION #2024-373

Title: APPROVING A PROFESSIONAL SERVICE CONTRACT WITH DeBLASIO & ASSOCIATES FOR THE MUNICIPAL STORM SEWER SYSTEM COMPLIANCE (MS4) PERMIT PROGRAM (LT-C-060)

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

WHEREAS, DeBlasio & Associates have provided a proposal for the Engineering Phase for a fee of \$16,000.00. Including Stream Scouring Program, Update MSWMP, Discharge Detection and Elimination Program, Private Stormwater Facility Maintenance Enforcement Program, Public and Private Stormwater Facility Inspection Program and the Update SPPP; and

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

Appropriation: Ord #23-03 C-04-55-436-100

Signature: Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that a Professional Service Contract without public bidding is awarded as follows:

- 1. The Proposal between DeBlasio & Associates and the Township of Lower, in the form attached hereto as EXHIBIT A is hereby approved:

Engineering Services \$16,000.00

BE IT FURTHER RESOLVED that a notice of Award of Professional Service Contract for the above award shall be published in the Township's Official paper.

Table with 8 columns: MOTION, SECOND, AYE, NAY, RECUSE, ABSTAIN, ABSENT and 5 rows: CONRAD, COOMBS, ROY, PERRY, SIPPEL

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 18, 2024.

Julie A Picard, Township Clerk

24-313

DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260 PHONE: 609-854-3311 • FAX: 609-854-4323

November 5, 2024

VIA EMAIL

Gary Douglass, Superintendent of Public Works
Township of Lower
2600 Bayshore Road
Villas, NJ 08251

**Re: Township of Lower, Cape May County, NJ
Lower Township MS4 Compliance
D&A File #: LT-C-060**

Dear Mr. Douglass:

As per your request, **DeBlasio & Associates, P.C.** is pleased to provide engineering services to assist the Township of Lower with complying with the stormwater management requirements set forth within the Municipal Storm Sewer System (MS4) permit program. The MS4 program requires municipalities to control stormwater discharges, reduce pollutants in stormwater runoff, and implement measures that protect and improve water quality. The Township, as part of their MS4 Tier A Permit issued by the New Jersey Department of Environmental Protection (NJDEP), undergoes Township wide compliance inspections on a regular basis. A compliance inspection was conducted on January 9, 2024 by the NJDEP in which they found multiple areas of non-compliance. The items of non-compliance have been outlined in a letter to the Township dated August 1, 2024 which is attached to this proposal.

DeBlasio & Associates, P.C. will provide the necessary engineering services to resolve the non-compliance findings and set Lower Township on a clear path toward ongoing MS4 compliance. The areas we propose to address include:

1. Assisting the Township in implementing a program to detect, investigate and control localized stream scouring at their MS4 outfalls.
2. Update the Municipal Stormwater Management Plan (MSWMP) which is required every 10 years.
3. Assisting the Township in implementing an Illicit Discharge Detection and Elimination Program.
4. Assisting the Township in ensuring that stormwater facilities not owned or operated by the Township are inspected and maintained pursuant to approved maintenance plans.
5. Assisting the Township in implementing and enforcing a program to ensure adequate long-term cleaning, operation and maintenance of all municipally owned or operated storm water facilities.
6. Assisting the Township in implementing and enforcing a program to ensure adequate long-term cleaning, operation and maintenance of stormwater facilities not owned or operated by the Township.
7. Update the Township Stormwater Pollution Prevention Plan (SPPP).

To complete the above referenced scope of work, our professional service fee is listed below:

Engineering Phase Cost:	\$ 16,000.00
• Stream Scouring Program	
• Update MSWMP	
• Discharge Detection and Elimination Program.	
• Private Stormwater Facility Maintenance Enforcement Program.	
• Public Stormwater Facility Inspection Program	
• Private Stormwater Facility Inspection Program	
• Update SPPP	
Total Professional Service Fee	\$16,000.00

Should you have any questions or require additional information, please do not hesitate to contact Will Hanson or myself at our office. We thank you for the opportunity to submit this proposal.

Very truly yours,
DeBlasio & Associates, P.C.



Marc DeBlasio, P.E., P.P., C.M.E.

President

T: 609-854-3311

Marc@deblasioassoc.com

cc: Mayor Frank Sippel (via email)
Michael Laffey, Manager (via email)
Margaret Vitelli, QPA (via email)
Julie Picard, Clerk (via email)
Finance (via email)

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

RESOLUTION #2024-374

Title: **A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND DONALD VANAMAN, LOWER TOWNSHIP DEPUTY CHIEF OF POLICE**

WHEREAS, extensive negotiations were conducted by the Township Manager and Labor Counsel with Lower Township Deputy Chief of Police Donald Vanaman; and

WHEREAS, the parties have reached an agreement; and

WHEREAS, the Township Manager and Labor Counsel recommend the Township Council's approval of the attached agreement.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the attached Agreement between the Township of Lower and Donald Vanaman, Lower Township Deputy Chief of Police is hereby approved.

BE IT FURTHER RESOLVED that the Mayor, Township Manager and Township Clerk are hereby authorized and directed to execute the Agreement attached hereto on behalf of the Township.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 18, 2024

Julie A Picard, Township Clerk

AGREEMENT BETWEEN
THE TOWNSHIP OF LOWER
AND
DONALD VANAMAN
THE DEPUTY CHIEF OF POLICE
OF THE TOWNSHIP OF LOWER

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EMPLOYMENT CONTRACT BY AND BETWEEN
THE TOWNSHIP OF LOWER AND THE DEPUTY CHIEF OF POLICE OF
THE TOWNSHIP OF LOWER

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Article 4	Work Week
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Article 23	Effective Date and Term

**EMPLOYMENT CONTRACT BY AND BETWEEN
THE TOWNSHIP OF LOWER AND THE DEPUTY CHIEF OF POLICE OF
THE TOWNSHIP OF LOWER**

THIS AGREEMENT dated 11/14, 2024 is by and between the **Township of Lower**, a municipal corporation of the County of Cape May, State of New Jersey, (herein after referred to as the "**Township**") and **Donald Vanaman**, of North Cape May, New Jersey 08204, (herein referred to as "**The Deputy Chief**").

RECITALS

WHEREAS, **Donald Vanaman** has been appointed Deputy Chief of Police of Lower Township since September 21, 2023 and has performed admirably in that position;

WHEREAS, the Township and the Deputy Chief wish to continue this relationship for the foreseeable future upon terms deemed acceptable to both parties;

WHEREAS, the parties further seek to memorialize the terms of this employment relationship in writing; and

NOW THEREFORE the parties agree as follows:

ARTICLE 1

EMPLOYMENT: The Township agrees to employ **Donald Vanaman** as the Deputy Chief of Police of the Township of Lower Police Department, during good behavior and in accordance with New Jersey State Statute and New Jersey Civil Service Regulations subject to the terms and conditions of employment set forth in this agreement.

ARTICLE 2

MANAGEMENT RIGHTS: The Township hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and invested in it prior to the signing of this agreement, by the laws and constitution of the State of New Jersey and of the United States, except those limited by the specific and expressed terms of this agreement and then only to the extent that such specific and expressed terms hereof are in

conformance with the constitution and laws of New Jersey and of the United States.

ARTICLE 3

DUTIES AND RESPONSIBILITIES OF THE DEPUTY CHIEF: The Deputy Chief shall perform his duties in a diligent manner in conformance with New Jersey State Statutes, in compliance with Township ordinances and the regulations and policies established by the New Jersey Attorney General's office. The Deputy Chief shall perform all duties assigned by the Chief of Police

ARTICLE 4

WORK WEEK: The position of Deputy Chief is a salaried position compensated pursuant to the salary paragraph in this contract.

This shall mean that the Deputy Chief shall dedicate himself to performing his duties without respect to a specific minimum or maximum number of hours worked per day of each week.

However, the Deputy Chief shall work on average a minimum of 40 hours per week. Time requirements for optimal job performance vary based on specific assignments, seasonal demands, or other factors. All parties endorse a policy of flexibility which allows the Deputy Chief to adjust normal working hours as conditions require to include all hours which enable the Deputy Chief to complete routine duties of his office and to perform special duties as assigned, attend meetings as assigned, to work hours as required in order to complete critical work tasks or handle emergency conditions as they arise.

Prior to scheduling any time off, the Deputy Chief shall make every effort to coordinate with the Chief of Police to ensure sufficient leadership is available if/when needed.

ARTICLE 5

SICK LEAVE: The Deputy Chief shall be entitled to utilize accumulated sick leave as provided for in the 2024-2027 SOA CBA.

ARTICLE 6

INJURY LEAVE: The Deputy Chief shall be entitled to injury leave as provided for in the 2024-2027 SOA CBA .

ARTICLE 7

FUNERAL LEAVE: In the event of the death in the Deputy Chief of Police's immediate family, the Deputy Chief of Police shall be given five (5) days leave with pay for a family member within the State of New Jersey and seven (7) days leave with pay if not within the State of New Jersey.

Immediate family shall mean spouse, sibling, child or grandchild, parent, parent-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.

ARTICLE 8

VACATION DAYS: The Deputy Chief shall be entitled to vacation days as provided for in the 2024-2027 SOA CBA .

Vacation time carried forward must be used by December 31 of the following year.

ARTICLE 9

HOLIDAY TIME: The Deputy Chief shall be entitled to the same holidays as provided for in the 2024-2027 SOA CBA .

ARTICLE 10

PERSONAL DAYS: The Deputy Chief shall be entitled to the same number of personal days as provided for in the 2024-2027 SOA CBA . (Such personal days shall not accumulate from year to year.)

ARTICLE 11

MEDICAL INSURANCE, HEALTH, AND EYE EXAMINATION PLAN:

1. The Deputy Chief shall have the same medical insurance, health, prescription, dental and eye examination coverage as specified in the 2024-2027 SOA CBA .
2. Upon retirement the Deputy Chief of Police shall be entitled to receive retiree health, dental, prescription and eye insurance coverage consistent with the then current Township of Lower Police Superior Officers' Collective Bargaining Contract as of the date of his retirement, as though the Deputy Chief of Police was a retired member of that unit. Upon his death, his spouse will receive health, dental and eye insurance coverage along with the drug prescription plan as provided for in the 2024-2027 SOA CBA

as if the Deputy Chief of Police were still living so long as she does not re-marry.

3. Upon reaching the age of sixty-five (65) years or age or whenever the retired Employee is first eligible for Medicare, the Township shall provide to the Deputy Chief health benefits in accordance with the health benefits provided to retirees age sixty-five (65) or whenever the retired Employee is first eligible for Medicare as provided for in the 2024-2027 SOA CBA.

ARTICLE 12

CLOTHING ALLOWANCE:

1. The Deputy Chief of Police shall not receive a clothing allowance.
2. It shall be left to the professional discretion of the Deputy Chief of Police as to when he should wear a formal or informal uniform or plain clothes unless otherwise directed by the Chief of Police.

ARTICLE 13

PERSONAL CAR:

1. Due to the nature of the employment conditions of the Deputy Chief of Police, the Township agrees to supply the Deputy Chief with an unmarked automobile to be used for police work and limited personal use. The make and model of the automobile shall be determined by the Township. However, it shall be a full size four-door car or SUV and shall be equipped with such safety equipment as needed for police work.
2. There shall be no limit on the use of the vehicle for police work or anything associated with police work, such as attending meetings, in-service training, conferences, and any other traveling needed to carry out the duties of the Deputy Chief.
3. The Township shall pay all expenses for the operation and upkeep of the vehicle such as car insurance, tires, gas, oil changes, etc.
4. The vehicle shall not be used by anyone other than the Deputy Chief of Police except that the Deputy Chief of Police may designate other members of the police department as appropriate, to use the vehicle for a designated police purpose.

ARTICLE 14

COLLEGE CREDITS:

The Deputy Chief of Police shall no longer be entitled to payment for college credits.

ARTICLE 15

COMPENSATION:

During the terms of this Agreement the Deputy Chief shall receive the following base wages retroactive the date of appointment as the Deputy Chief:

1/1/2023	\$166,318.57 (Pro-rated 9/21/23)
1/1/2024	\$171,308.13 (3%)
1/1/2025	\$176,447.37 (3%)

The Deputy Chief and the Township agree to discuss the potential for a wage adjustment should there be a merger of police departments or should the Township's Police Department enter into a contract to provide police services to another municipality.

ARTICLE 16

LONGEVITY PAY INCREASES:

The Deputy Chief of Police is not entitled to Longevity Pay.

ARTICLE 17

RETIREMENT:

The Deputy Chief shall retain all pension rights under New Jersey Law. Upon retirement, the Deputy Chief shall receive a terminal leave benefit based upon the cash value of accumulated unused sick leave to a maximum of 180 days and subject to any statutory cap or limitation. The Deputy Chief may elect that such payments be made over two (2) budget years prior to the Deputy Chief's 25th year of service and/or retirement date. Just prior to retirement, an Employee shall receive in a lump sum, all unused vacation time which had accumulated in the year of retirement and immediately preceding calendar year, together with all compensatory or other time off due him, or the time off at the Employees' option but, in either case, subject to approval of the Chief of Police and the Township Manager. If the lump sum option is not approved, the Employee shall be paid the amount due in equal monthly installments over a period not to exceed 12 months.

ARTICLE 18

LEGAL DEFENSE:

1. The Township shall supply the Deputy Chief of Police with necessary legal advice and counsel in the defense of legal claims filed against him in the performance of his duties in accordance with the laws of the State of New Jersey and of the United States. A selection of an attorney may be made by the Deputy Chief of Police subject to the approval of the Township and such approval shall not be unreasonably withheld by the Township. The Township shall similarly be responsible for indemnification and counsel fees in connection with all such claims subsequent to the expiration of this agreement.
2. In the event that the Deputy Chief of Police utilizes counsel other than that supplied by the Township, the fees and costs shall be agreed upon by the attorney and the Township prior to the attorney performing such services.

ARTICLE 19

NON-PRECEDENT:

This contract shall not be interpreted or used as a guide or benchmark for any other employment contract or terms and conditions of any other employee including Collective Bargaining Agreements and shall not be deemed an increase in salary given to all other municipal Officers and employees.

ARTICLE 20

CONTINUATION OF BENEFITS NOT COVERED BY THIS AGREEMENT:

All employment conditions not covered by this agreement shall continue to be governed, controlled, and interpreted by reference to either the Township Ordinances or the 2024-2027 SOA CBA (Township Police Superior Officers' Collective Bargaining Contract).

ARTICLE 21

ENTIRE AGREEMENT:

This agreement represents and incorporates the complete and final understanding between the parties on all issues, which form the subject matter of this contract.

ARTICLE 22

SEPARABILITY AND SAVINGS AND APPLICATION:

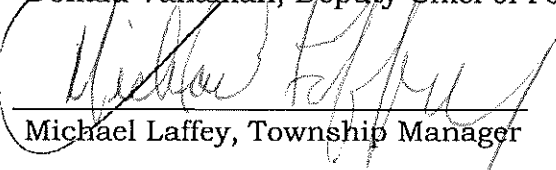
If any provision of the Agreement or any application of this Agreement to said employee or group of employees is held to be invalid by operation of law or by a court or other tribunal of competent jurisdiction, such provision shall be inoperative, but all other provisions shall not be affected thereby and shall continue in full force and effect.

ARTICLE 23

TERM: The term of this Agreement shall commence on 9/21/23 through 12/31/2025, and thereafter from year to year until otherwise negotiated by the parties. No separation of the Deputy Chief shall occur except under the requirements of the State of New Jersey Statutes and the New Jersey Civil Service Regulations. The terms of this Agreement may only be modified by the mutual consent of the parties.

IN WITNESS THEREOF, the parties hereto have caused this document to be properly signed and sealed this _____ day of _____, 2024.

BY:  _____
Donald Vanaman, Deputy Chief of Police

BY:  _____
Michael Laffey, Township Manager

BY: _____
Mayor Frank Sippel

BY: _____
Julie Picard, Township Clerk

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

RESOLUTION #2024-375

Title: A RESOLUTION AMENDING MANAGER MICHAEL LAFFEY'S AGREEMENT WITH THE TOWNSHIP OF LOWER

WHEREAS, pursuant to Resolution #2020-304, in accordance with N.J.S.A. 40:69-81 et seq., the Township Council of the Township of Lower appointed Michael Laffey as Manager of the Township of Lower and authorized the execution of an Agreement between the Township of Lower and Manager Laffey; and

WHEREAS, in 2021, pursuant to Resolution #2021-342, the Agreement was amended to increase the number of vacation days available to Manager Laffey from 20 days to 30 days; and

WHEREAS, pursuant to the Agreement, Manager Laffey's compensation was set for calendar years 2020 and 2021 at \$125,000.00, and the Agreement anticipated an annual review of Manager Laffey's salary beginning in calendar 2022 and each subsequent year thereafter; and

WHEREAS, Manager Laffey's compensation remained \$125,000.00 in calendar year 2022; and

WHEREAS, pursuant to Resolution #2022-364, Manager Laffey's compensation was set at \$128,125.00 for the year 2023; and

WHEREAS, pursuant to Resolution #2023-385, Manager Laffey's compensation was set at \$131,968.75 for the year 2024; and

WHEREAS, in advance of the 2025 calendar year, Mayor and Council find that an increase in the annual compensation paid to the Township Manager is appropriate.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Agreement be amended as follows:

The Manager shall be paid in accordance with the salary provisions of the Agreement. He shall be paid a salary of \$137247.50 in 2025. For every year thereafter that Mr. Laffey remains the Manager, the salary compensation for Mr. Laffey shall be determined on an annual basis prior to the expiration of the previous year. All remaining provisions of the original Manager's Agreement, shall remain as stated unless herein modified.

Table with 8 columns: MOTION, SECOND, AYE, NAY, RECUSE, ABSTAIN, ABSENT and 5 rows of names: CONRAD, COOMBS, ROY, PERRY, SIPPEL.

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 18, 2024

Julie A Picard, Township Clerk

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

ORDINANCE #2024-18

Title: **SALARY AND BENEFIT ORDINANCE FOR THE TOWNSHIP OF LOWER**

BE IT ORDAINED by the Township Council, the governing body of the Township of Lower, County of Cape May, State of New Jersey, that the following ranges and rates of pay are established as follows:

TOWNSHIP COUNCIL

Mayor	18,000	To	23,000
Councilmembers	15,000	To	20,000

AFSCME

Assistant Supt. of Recreation (P/T)	27,000	To	56,287
Assistant Municipal Tax Collector	47,000	To	80,000
Building Inspector	51,000	To	58,000
Building Inspector (P/T)	10,000	To	48,000
Building Maintenance Worker	35,000	To	48,000
Building Service Worker	35,000	To	48,000
Building Sub- Code Official	5,000	To	58,287
Clerk 1	35,000	To	45,463
Clerk 2	39,000	To	48,710
Clerk 3	43,000	To	68,000
Code Enforcement Officer	39,000	To	56,000
Electrical Sub-Code Official	37,769	To	58,287
Keyboarding Clerk 1	35,000	To	46,463
Keyboarding Clerk 2	39,000	To	48,710
Keyboarding Clerk 3	43,000	To	72,000
Plumbing Sub-Code Official	5,000	To	58,287
Registrar Vital Statistics	39,000	To	48,710
Senior Building Service Worker	39,000	To	58,000
Senior Code Enforcement Officer	43,000	To	72,000
Supervising Code Enforcement Officer	47,000	To	72,000

BUREAU OF FIRE SAFETY

Fire Inspector	15.13 hr.	To	25.00 hr.
Fire Investigator	2,5000	To	2,500
Fire Official	67,000	To	96,000
Fire Prevention Specialist (F/T)	42,000	To	68,000
Fire Prevention Specialist (P/T)	15.13 hr.	To	25.00 hr.
Fire Safety Board Member		Annually	1,8000

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

ORDINANCE #2024-18

SALARY AND BENEFIT ORDINANCE FOR THE TOWNSHIP OF LOWER (continued)

NON-UNION ADMINISTRATIVE /MANAGEMENT PERSONNEL

Assistant Municipal Clerk	46,000	To	80,000
Chief Financial Officer	77,000	To	128,000
Confidential Assistant/Secretary	35,000	To	90,000
Deputy Manager	80,000	To	95,000
Human Resources Officer	50,000	To	70,000
Municipal Clerk	74,000	To	117,500
Personnel Officer	70,000	To	90,000
Municipal Manager	85,000	To	138,000

NON-UNION POLICE PERSONNEL

Chief of Police	107,584	To	186,000
Deputy Chief of Police	107,584	To	172,000

POLICE PERSONNEL

Police Sergeant	86,051	To	130,000
Police Officer	33,000	To	120,000
Special Law Enforcement Class II	15.13 hr.	To	25.00 hr.

Special Law Enforcement WITHOUT Police Academy Certification
 Applicable to Minimum Wages Established by the Dept of Labor

PUBLIC WORKS PERSONNEL (PER HOUR)

Equipment Operator	23.81	To	35.00
Laborer 1	17.50	To	30.00
Laborer 2	18.75	To	34.00
Laborer 3	18.75	To	35.00
Maintenance Repair	23.06	To	30.00
Maintenance Worker 1 Grounds	18.75	To	25.00
Mechanic	18.75	To	40.00
Mechanic Diesel	18.75	To	40.00
Mechanics Helper	24.14	To	32.00
Motor Broom Driver	22.58	To	35.00
Parks & Rec Maint. Worker/Grounds	17.42	To	26.00

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

ORDINANCE #2024-18

SALARY AND BENEFIT ORDINANCE FOR THE TOWNSHIP OF LOWER (continued)

PUBLIC WORKS PERSONNEL (PER HOUR)

Senior Maintenance Repair	28.25	To	45.00
Senior Mechanic Diesel	28.25	To	45.00
Supervising Equipment Operator	25.82	To	40.00
Supervising Mechanic Diesel	38.00	To	48.00

SUPERIOR OFFICER- POLICE

Police Captain	100,034	To	158,000
Police Lieutenant	94,000	To	145,000

SUPERVISORS UNION

Assistant Building Superintendent	59,000	To	91,000
Assistant Supervisor of Garage Services	66,000	To	91,000
Construction Official	52,000	To	103,000
Coordinator Fed & State Aid	50,000	To	93,000
Deputy Municipal Court Administrator	45,000	To	68,000
Deputy Tax Assessor	50,000	To	80,000
General Supervisor Public Works	59,000	To	100,000
Municipal Court Administrator	55,000	To	90,000
Senior Planner	60,000	To	119,000
Purchasing Agent	45,000	To	97,000
Superintendent of Public Works	75,000	To	126,000
Superintendent of Recreation	56,000	To	93,000
Tax Assessor	60,000	To	103,000
Tax Collector	60,000	To	103,000
Township Engineer	70,000	To	108,245

TITLES ADDITIONAL

Administrative Secretary/ Office Manager	37,000	To	68,000
Assistant Municipal Treasurer	6,900	To	17,000
Court Administrator /Shared Agreement	25,00	To	25,000
Court Attendant /Shared Agreement	5,000	To	9,000
Clean Committee Coordinator	5,000	To	3,500
Deputy Court Administrator	15,000	To	15,000
Deputy Emergency Mngt Coordinator	2,000	To	10,000
Development Fee Collection Officer	1,000	To	10,000
Digital Records Coordinator	1,000	To	3,000
District Recycling Coordinator	250	To	500
Fire Protection Sub-Code Official	1,000	To	20,000
Flood Plan Manager	1,000	To	10,000

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

ORDINANCE #2024-18

SALARY AND BENEFIT ORDINANCE FOR THE TOWNSHIP OF LOWER (continued)

TITLES ADDITIONAL

Government Deals Coordinator	1,000	To	1,000
JIF Fund Commissioner	2,000	To	3,000
JIF Safety Coordinator	2,000	To	3,000
JIFOSHA Compliance Coordinator	1,000	To	1,000
JIF Workers Comp Admin	2,000	To	2,000
Lifeguard/Swimming Instructor	15.13 hr.	To	20.00 hr.
Municipal Emergency Mngt Coord	6,900	To	25,000
Municipal Judge	40,000	To	52,000
Prosecutor	20,000	To	20,000
Public Defender	13,500	To	13,500
Recording Secretary	1,000	To	1,000
Recording Secretary Planning	3,000	To	3,000
Recreation Aide	15.13 hr.	To	20.00 hr.
Right to Know Coordinator	3,500	To	3,500
Short Term Rental Coordinator	3,000	To	3,000
Tax Searcher	3,000	To	13,500

Section 2. Owners of private automobiles that are used for travel in connection with Township business shall be reimbursed for the use of said automobiles in accordance with the business use mileage rate established by the Internal Revenue Service in the year in which the travel occurred. All employees who do use their personal cars for Township business must furnish the Department of Revenue & Finance with a Certificate of Insurance supplied by the employee's insurance agent.

Section 3. Whenever a salary range is provided in this ordinance, the Township Council pursuant to the Lower Township Administrative Code and pursuant to contract shall determine the salary of the employees involved in the range, such determination to be made on the basis of time holding the position, experience, ability and performance. The Township shall not be obligated with respect to any employee to grant an increase in any year, except as may be provided by contract.

A. The Township Clerk shall be granted the same salary increase as shall be agreed for the Township Chief Financial Officer/Treasurer, Township Tax Assessor and Township Tax Collector pursuant to contract and New Jersey State Statute.

B. Permanent managerial/confidential employees not part of any bargaining unit by nature of their position shall continue to be governed by and receive the same benefits pursuant to the union contract which governs their annual increase.

C. All other non-union personnel shall be granted such salary increases as approved by the Township Council.

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

ORDINANCE #2024-18

SALARY AND BENEFIT ORDINANCE FOR THE TOWNSHIP OF LOWER (continued)

Section 4. The Chief Executive Official is hereby authorized to adopt a group hospitalization plan and other insurance plans pursuant to contract and to provide that such premiums be paid by the Township of Lower.

Section 5. The Township Council is hereby authorized to award overtime pay at the rate of one and one half of the regular rate, in accordance with the Federal Labor Standards Act applicable thereto, pursuant to contracts for all employees.

Section 6. All other ordinances in conflict or inconsistent with this Ordinance are hereby repealed to the extent of such conflict or inconsistency.

First Reading: November 18, 2024

Thomas Conrad, Councilmember

Second Reading:

Kevin Coombs, Councilmember

Roland Roy, Jr. Councilmember

Attest: _____
Julie A Picard, Township Clerk

David Perry, Deputy Mayor

Frank Sippel, Mayor

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

ORDINANCE #2024-15

Title: **AN ORDINANCE AMENDING CHAPTER 90, POLICE DEPARTMENT, ARTICLE III, OFF-DUTY POLICE SERVICES, IN ORDER TO MODIFY COMPENSATION RATES FROM PRIVATE PERSONS AND ENTITIES FOR EXTRA-DUTY DETAILS FOR POLICE-RELATED MATTERS**

WHEREAS, Chapter 90, Article III, subsection 20, of the municipal code of the Township of Lower establishes compensation rates for patrol officers, sergeants, and superior officers performing extra-duty details for police-related matters for private or public entities; and

WHEREAS, on October 7, 2024, the Township Council of the Township of Lower adopted Resolutions 2024-334 and 2024-335 ratifying four (4) year Memorandums of Agreement with the Lower Township Policemen's Benevolent Association (PBA) Local 59 and the Lower Township Superior Officers Association which included a provision increasing the rate of compensation for police officers working "extra duty" assignments to a rate of \$85.00 per hour; and

WHEREAS, the Township Council of the Township of Lower finds it to be necessary and appropriate to revise §90-20(A) of the Code of the Township of Lower to reflect the increase in compensation rates for extra-duty assignments from \$60.00 per hour to \$85.00 per hour, consistent with the above referenced Memorandums of Agreement;

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Chapter 90, Police Department, Article III, Off-Duty Police Services, Subsection 20(A), Terms and conditions for performance of extra-duty details, of the Code of the Township of Lower, be and hereby is amended as follows:

Section 1. Chapter 90, Article III, Off-Duty Police Services, Subsection 20(A), is hereby amended as follows:

90-20 Terms and conditions for performance of extra-duty details.

- (A) The compensation from the private persons or entities to the Township of Lower police officers shall be fixed at \$85.00 per hour. In addition, the private person or entity shall also pay the Township of Lower the sum of \$5 per hour worked by each Lower Township police officer to offset the cost of administration. For the use of Lower Township Police Department vehicles, the private person or entity shall pay the Township of Lower the sum of \$50 per day (or fraction thereof), which fee may be waived when vehicles are used by other public entities.

Section 2. All other ordinances in conflict or inconsistent with this Ordinance are hereby repealed to the extent of such conflict or inconsistency.

Section 3. Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason, the remaining portions of this Ordinance shall not be affected thereby and shall remain in full force and effect, and to this end the provision of this Ordinance are hereby declared to be severable.

Section 4. This Ordinance shall become effective 20 days after final passage and publication according to law.

Thomas Conrad, Councilmember

Kevin Coombs, Councilmember

Roland Roy, Jr., Councilmember

David Perry, Deputy Mayor

Frank Sippel, Mayor

First Reading: October 21, 2024

Adopted:

Attest: _____
Julie A Picard, Township Clerk



Lower Township
 2600 Bayshore Road
 Villas, NJ 08251

Construction Permit Activity Report

10/1/2024 -> 10/31/2024

Summary

	Cost:	Count:			
New:	\$60,500.00	3	Cubic Footage:	96,611 Cu.ft	Permits Issued: 131
Addition:	\$793,480.00	13	Square Footage:	7,124 Sq.ft	Updates Issued: 9
Alteration:	\$1,053,732.00	121			
Demolition:	\$5,250.00	3			
Total:	\$1,912,962.00	140			

Permits	Count	Permit Fees	Admin Fees	Total	Inspections	Passed	Failed	Other
Building:	43	\$14,966.00	\$0.00	\$14,966.00	B 142	114 %80.3	27 %19	1 %0.7
Plumbing:	61	\$7,618.00	\$0.00	\$7,618.00	P 75	68 %90.7	4 %5.3	3 %4
Electrical:	86	\$8,544.00	\$0.00	\$8,544.00	E 144	111 %77.1	26 %18.1	7 %4.9
Fire:	24	\$3,360.00	\$0.00	\$3,360.00	F 23	16 %69.6	7 %30.4	0 %0
Elevator:	0	\$0.00	\$0.00	\$0.00	V 0	0 %	0 %	0 %
Mechanical:	40	\$2,685.00	\$0.00	\$2,685.00	M 26	22 %84.6	1 %3.8	3 %11.5
	254	\$37,173.00	\$0.00	\$37,173.00	410	331	65	14
DCA Training:	20		498	Other Fees	(Note: Does not include result of none)			
DCA State:	110		1933	\$151.00				
DCA Minimum:	10		10					
	140	\$2,441						

Variations	Total	Paid	Certificates	Issued Total	Paid Total
Building	0	0	CA 44	\$0.00	\$0.00
Plumbing	0	0	CCO 0	\$0.00	\$0.00
Electrical	0	0	CO 10	\$3,482.00	\$1,729.00
Fire	0	0	CC 0	\$0.00	\$0.00
Mechanical	0	0	TCO 0	\$0.00	\$0.00
Elevator	0	0	TCC 0	\$0.00	\$0.00
Total:	\$0.00	\$200.00	Total: 64	\$3,482.00	\$1,729.00

NOTE:
 Information gathered is based on the Issue date for that item, ie permit issue date, certificate issue date.
 This will cause discrepancies between the payments section which uses Payment date. Example you took in money for a CO but the CO has not been issued yet.

Permit Subcode Exempted (State) Fees			Permit Subcode Waived (Local) Fees		
	Record Count	Total Exempted		Record Count	Total Waived
Building	0	\$0	Building	0	\$0
Plumbing	0	\$0	Plumbing	0	\$0
Electrical	0	\$0	Electrical	0	\$0
Fire	0	\$0	Fire	0	\$0
Mechanical	0	\$0	Mechanical	0	\$0
Elevator	0	\$0	Elevator	0	\$0
Total:		\$0	Total:		\$0
	Record Count	Total Exempted	Violations	Fines	Paid
DCA Fees	0	\$0	Issued	0	\$0.00

Payments (Based on Payment Date)	
Permit (141)	\$41,494.00
NON-UCC (2)	\$20.00
Variation Payments	\$200.00
Penalty (0)	\$0.00
Inspection Payments	\$0.00
Ongoing Invoice	\$0.00
Test Payments	\$0.00
Other Payments	\$300.00
Grand Total	\$42,014.00



Lower Township
2600 Bayshore Road
Villas, NJ 08251

Daily Bank Summary

All payments collected between the dates of 10/1/2024 and 10/31/2024.

	Summary	Totals
UCC Permits		
Total Cash		\$1,344
Total Check		\$35,791
Total Charge		\$4,359
Total Permit Fees Collected		\$41,494
Non-UCC Permits		
Total Cash		\$20
Total Check		\$0
Total Charge		\$0
Total Permit Fees Collected		\$20
Penalties		
Total Cash		\$0
Total Check		\$0
Total Charge		\$0
Total Penalty Fees Collected		\$0
Other Payments		
Total Cash		\$0
Total Check		\$500
Total Charge		\$0
Total Other Fees Collected		\$500
Report Grand Total		
Total Cash		\$1,364
Total Check		\$36,291
Total Charge		\$4,359
Total Collected		\$42,014

**2024 CASH RECEIPTS
OCTOBER**

Township of Lower
Office of the Tax Collector

	MONTH TO DATE	YEAR TO DATE
Receipts		
Preliminary Tax Year (2025)	123,969.31	1,189,760.70
Current year taxes (2024)	4,257,383.23	29,138,684.37
Prior year taxes (2023)	44,531.07	325,129.31
Previously exempt property		0.00
State Audit Pay Back		0.00
Municipal Lien		1,873.09
Recording		50.00
Bankruptcy		0.00
6% Penalty		0.00
Municipal Service Fees		24,840.00
Tax Search Fees		0.00
Interest	15,541.87	56,184.61
Lot clearing		700.00
Returned Check Fees*	80.00	300.00
Duplicate Bills	145.00	475.00
Trash	2,091.00	14,509.75
Tax Sale Costs	3,598.70	8,468.38
MUA	23,615.07	58,200.48
TOTAL DEPOSITS	4,470,955.25	30,819,175.69
DEPOSITED TO COUNCIL CHECK	3,457,771.38	25,912,723.15
DEPOSITED TO WIPP ACCOUNT	1,013,183.87	4,906,452.54
TOTAL DEPOSITS	4,470,955.25	30,819,175.69
NSF Reversals *	1,693.60	29,559.42
WIPP NSF Reversals	566.83	42,582.50
NSF Fee Reversal (20.00)*		0.00
TOTAL NSF	2260.43	72,141.92
TOTAL	4,468,694.82	30,747,033.77

Prepared by Kathy Brown

**OCTOBER 2024
VITAL STATISTICS**

Marriages,Civil Unions	10
Domestic Partners	0
Certified Copies	150
Certified Copies EDRS	2
Burial Permits	0

Marriages, Civil Unions State	\$250.00
Domestic Partners State	\$0.00
Marriages, Civil Unions Twp	\$30.00
Domestic Partners Twp	\$0.00
Certified Copies	\$1,500.00
Certified Copies EDRS	\$20.00
Burial Permits	\$0.00

TOTAL **\$1,800.00**

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

RESOLUTION #2024-376

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

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

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

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

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

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

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

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

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

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

(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. **Attorney/Client Privilege**

____(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 if 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 November 18, 2024 that an Executive Session closed to the public shall be held on this date at approximately 5:30 p.m. in the Conference Room of the Township Hall, 2600 Bayshore Road, Villas for the discussion of matters relating to the specific items designated above.

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 18, 2024.

Julie A Picard, Township Clerk