

**WORK SESSION AND REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL  
FEBRUARY 3, 2025 – 5:00pm**

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

**Work Session**

Presentation of Proclamation to Donna Blackley – Mayor Sippel  
Oath of Office - Patrolman Austin Cushman  
State of the Township – Mayor Sippel  
Presentation from Fire District #2 - Lew Conley

**Consent Agenda**

Approval of Minutes – January 22, 2025  
Res. #2025-81 Authorization for the Payment of Vouchers \$ 426,165.25  
Res. #2025-82 Authorization for the Payout of Accumulated Compensatory Time (M.Reilly \$2,645.61)  
Res. #2025-83 Approval of Change Order #1 for Final As Built Quantity Adjustments for the Town Bank ADA Improvement Project (LT-C-056 \$10,635.15)  
Res. #2025-84 Approval of Change Order #2 for the Final As Built Quantities and Contract Reduction for the Resurfacing of Corson Lane – Woolson Road to Southern End of Corson Lane (LT-C-050 \$-6,064.71)  
Res. #2025-85 Authorization for Refund of Taxes  
Res. #2025-86 Authorization for the Payout of Accumulated Compensatory Time (E.Danze \$8,072.48)  
Res. #2025-87 Authorization for the Payout of Accumulated Compensatory Time (M.James \$3,176.20)  
Res. #2025-88 A Resolution of the Township Council of the Township of Lower Approving the Renewal of a Class 5 Cannabis Retail License to Sea & Leaf, LLC.  
Res. #2025-89 A Resolution Awarding a Professional Service Contract Without Public Bidding to Triad Advisory Services, Inc. to Provide Consulting Services in Connection with the Pursuit of Federal, State, Regional and Foundation Grants and/or Financial Resources  
Res. #2025-90 Approving Change Order #1 with Paving Plus LLC for the Final As Built Quantities and Contract Reduction for the FY2023 NJDOT Municipal Aid/Local Transportation Projects Fund Reconstruction of Wildwood Avenue (LT-C-034A) (-57,429.02)  
Res. #2025-91 Contract Award to Rave Mobile Safety for Alerts for Public Safety  
Res. #2025-92 Preserve New Jersey Historic Preservation Fund Administered by the New Jersey Historic Trust (grant \$150,000)  
Ordinance #2025-04; An Ordinance Amending Chapter 90, Police Department, Article III, Off-Duty Police Services, to Modify Administrative Fees to account for Additional Taxes Incurred by the Township and to Modify Fees Associated with the Use of Township Police Department Vehicles. This is the first reading of this Ordinance. The second reading and Public Hearing has been scheduled for February 19, 2025.  
Ordinance #2025-05; An Ordinance Amending Chapter 583, Streets and Sidewalks, Article 1, Excavation of Streets, of the Code of the Township of Lower . This is the first reading of this Ordinance. The second reading and Public Hearing has been scheduled for March 2, 2025.

**Administrative Reports**

Personnel Action Report

**Public Comment**

**Council Comments**

**Closed Session**

Res. #2025-93 A Resolution Providing for a Meeting Not Open to the Public in accordance with the provisions of the New Jersey Open Public Meetings Act, NJSA 10:4-12 Negotiation Update

Council May return to open session

Res. #2025-94 A Resolution Amending Resolution #2024-102; Ratifying a Three (3) Year Memorandum of Agreement Between the Township of Lower and Lower Township Office Workers Association – Local #3779, AFSCME District Council 63 AFLCIO

**Adjourn**

## COUNCIL MEETING MINUTES – January 22, 2025

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on January 22, 2025 at 6:00 p.m. in the meeting room of Township Hall, 2600 Bayshore Road, Villas, New Jersey.

The 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 Joseph Wareham  
Councilmember Roland Roy, Jr.  
Deputy Mayor Kevin Coombs  
Mayor Frank Sippel – via telephone

Also present: Michael Laffey, Township Manager, Robert Belasco, Township Solicitor (via phone) and Karen Fournier, Deputy Township Clerk

### Work Session

Public Hearing - Green Acres Application

Colleen Crippen, Township Grant's Coordinator, informed that the Township is applying for a Jake's Law Accessible Playground as part of Phase 2 Rotary Community Park Renovations. Ms. Crippen explained the criteria and pointed out inclusions consisting of walking trails, seating, shaded areas, ramps, auditory stations, handicap restrooms and fencing. Also addressed were environmental concerns and findings, mitigation measures, and alternatives to the proposed act.

Will Hanson, project manager, spoke about the concept design for Phase 2 Rotary Park Renovations and the requirements for Jake's Law Accessible Playground, including accessible parking, accessible routes to the playground and facilities, unitary safety servicing, accessible bathrooms, shaded areas, fencing, inclusive play equipment, quiet play areas, ramps and transfer points as well as additional parking. Mr. Hanson pointed out that the concept design is subject to change contingent upon additional feedback from the public.

Councilmember Conrad voiced favor with the plan.

Councilmember Roy communicated this to be the first of its kind in the Township.

Deputy Mayor Coombs voiced favor with all aspects of the project.

Unknown attendee inquired about the surfacing material to be used.

Mr. Hanson stated that the surface will be pour-in-place rubber.

### Consent Agenda

Approval of Minutes – January 2, 2025

Res. #2025-64 Authorization for the Payment of Vouchers \$ 1,284,771.58

Res. #2025-65 A Resolution of the Lower Township Council amending Resolution #24-85; To Include the Governing Body's Commitment to Long Term Maintenance of the Exterior Improvements at David Douglass Sr Memorial Park

Res. #2025-66 Approval of 2025 Rotary Towing Licenses

Res. #2025-67 A Resolution Authorizing a Shared Service Agreement between the Township of Lower and the Lower Cape May Regional School District for the Placement of School Resource Officers (SRO) Within the Lower Cape May Regional School District

Res. #2025-68 Issuance of 2025 Taxi, Limousine and Operator Licenses

Res. #2025-69 Renewal of Trailer Park Licenses for the Year 2025

Res. #2025-70 Authorization for Waiver of Permitting Fees for Historic Cold Spring Village Associated with the Cold Spring Grange Roof Restoration

Res. #2025-71 Reappointment to the Municipal Utilities Authority Board (K. Rechner)

- Res. #2025-72 Resolution Authorizing a Contract Through the State of New Jersey Cooperative Purchasing Program (T1654) for Procurement Card Services with US Bank #25-GNSV2-86532
- Res. #2025-73 Authorization for the Green Acres Application
- Res. #2025-74 Authorizing the Purchasing Agent to Advertise for Competitive Contracting for Third-Party Management of Lower Township Police Outside Contracts
- Res. #2025-75 Authorization for the Payout of Accumulated Sick Time
- Res. #2025-76 Transfer of 2024 Appropriations
- Res. #2025-77 Appointment of Patrick F Martin as Conflict Prosecutor for the Township of Lower as a Professional Service Contract without Public Bidding
- Res. #2025-78 Approving a Professional Service Contract with Remington & Vernick Engineers for Engineering Services to Investigate and Develop the Design Phase for the HVAC Replacement Project at the Township of Lower Municipal Building and Construction & Zoning Building
- Res. #2025-79 Approving a Professional Service Contract with Remington & Vernick Engineers for the Engineering Phase of the Roofing Replacement Project at the Township of Lower Municipal Building and Construction & Zoning Building
- Ordinance #2025-03 An Ordinance Amending Chapter 3, Administration of Government, Article II, Township Council, Subsection 8, Powers and Duties of Township Council, of the Code of the Township of Lower This is the first reading of this Ordinance. The second reading and public hearing is scheduled for February 19, 2025

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

**Regular Agenda**

- Res. #2025-80 A Resolution Authorizing the Sale of Real Property located in the Township of Lower by way of an Open Public Auction

Deputy Mayor Coombs pointed out that this resolution is associated with the sale of Township property located at 9600 Seaview Ave, Block 703, Lot 1, and announced the open public auction scheduled for February 7, 2025 at 9 a.m. in Township Hall, 2600 Bayshore Road. The minimum bid is set at \$1,000,000.

Bill Greenfield, Villas, inquired about the dimensions of the property.  
Clerk Picard informed that the information can be obtained from the Township Tax Assessor.

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

Ordinance 2025-01 An Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a CAP Bank (N.J.S.A. 40A:4-15.14 This is the second reading and public hearing for this Ordinance. This Ordinance has been published. Posted and made available to the public.

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

Ordinance 2025-02 An Ordinance amending chapter 400, land Development, Article XII, Affordable Housing Regulations, of the Code of the Township of Lower to establish a Mandatory Affordable Housing Set-Aside. This is the second reading and public hearing for this Ordinance. This Ordinance has been published. Posted and made available to the public.

Councilmember Conrad commented in favor of this Ordinance.

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

**Engineer Report**

Will Hanson gave Council an update on the following engineering projects being handled by DeBlasio & Associates, including: Rotary Community Park Renovations; Bay Outfall Extensions; Reconstruction of Ridgewood Avenue; 2023 Stormwater GIS Mapping Services; David Douglass Sr. Memorial Park Renovations; Public Works Building Concept Design; Holmes, Gorham & Scott Avenues Storm Sewer & Roadway Improvement Project; Municipal Pool Building Evaluation; Reconstruction of Beach Avenue; and Town Bank ADA Ramp Project.

Manager Laffey complimented Mr. Hanson on his presentation to the Cape May County Open Space Board regarding the David Douglass Sr Memorial Park.

**Administrative Reports**

Clerk, Construction, Dog, Tax, Treasurer, Vital Statistics  
Tax Collector Annual Report

**Public Comment** - None

**Council Comments**

Councilmember Conrad voiced appreciation for all Township volunteers.

Councilmember Wareham – no comments

Councilmember Roy thanked the Public Works Department for a great job with storm clean up.

Deputy Mayor Coombs announced that Mayor Sippel will present the State of the Township Address at the next Council meeting on February 3<sup>rd</sup> and the Public Auction for 9600 Seaview Ave. will be held on February 7<sup>th</sup>. Go birds!

**Adjournment**

There being no further business to address, motion to adjourn moved by Councilmember Roy , seconded by Councilmember Wareham. Motion to adjourn was unanimous. Meeting adjourned at 6:23 p.m.

\_\_\_\_\_  
Frank Sippel, Mayor

\_\_\_\_\_  
Township Clerk

Approved:



*Resolution # 2025-81*

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

Vendor #	P.O. #	PO Date	Name	Description	Status	Amount	Void Amount	Contract	PO Type
\$00110			ANCO HOME CENTER		~				
25-00188		01/16/25	SNOW BLOWERS		Open	\$2,199.98	\$0.00		
25-00263		01/27/25	SUPPLIES/2024/DPW		Open	\$101.13	\$0.00		
25-00317		01/27/25	FS 9V BATTERIES		Open	\$32.99	\$0.00		
<b>Vendor Total:</b>						<b>\$2,334.10</b>			
\$00134			ATLANTIC COUNTY JOINT INS FUND						
25-00028		01/03/25	2025 JIF PAYMENT	\$1,155,672.00	Open	\$203,983.00	\$0.00		
\$00153			ATLANTIC CITY ELECTRIC*						
24-03188		11/20/24	STREET LIGHTS DEC ENCUMBER		Open	\$45,913.28	\$0.00		
\$00179			AVERY TEITLER						
25-00193		01/16/25	PB RESOLUTION VOUCHERS		Open	\$300.00	\$0.00		
\$00189			AUSTINS SPORTS CENTER						
25-00064		01/09/25	IN HOUSE LEAGUE SHIRTS		Open	\$2,649.20	\$0.00		
\$00611			COUNTY OF CAPE MAY (FUEL)						
24-03296		12/04/24	ENCUMBERED DEC. 2024		Open	\$22,901.86	\$0.00		
\$00741			CMC CHIEF'S OF POLICE ASSOC.						
25-00232		01/23/25	ANNUAL MEMBERSHIP CMCCOP		Open	\$1,500.00	\$0.00		
\$00807			CDW-GOVERNMENT INC*						
24-03138		11/19/24	BATTERY BACK UP FOR SERVER		Open	\$1,285.00	\$0.00		
\$01125			MARGARET CROMPTON						
25-00029		01/03/25	CONTRACTUAL REIMBURSEMENT M		Open	\$100.00	\$0.00		B
\$01389			EDDIE'S AUTO BODY						
25-00215		01/21/25	FOUR ALIGNMENT/DPW		Open	\$159.95	\$0.00		
\$01390			EDMUNDS & ASSOCIATES, INC.*						
25-00238		01/23/25	W2 & W3 FILING		Open	\$842.01	\$0.00		PC1
\$01653			GENTILINI FORD						
25-00262		01/27/25	SENSORS/2024/DPW		Open	\$414.46	\$0.00		
\$01806			ANTHONY J HARVATT, II, ESQ						
25-00202		01/21/25	ZBA SOLICITOR MONTHLY (JAN)		Open	\$834.00	\$0.00		
\$02027			JESCO INC~						
24-03496		12/24/24	COOLANT TANK LOADER		Open	\$298.29	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
02027		JESCO INC~					<i>Account Continued</i>
\$02032 25-00185	01/16/25	JOHN'S AUTO BODY 122B 23CHEVY TAHOE 12-11REPAIR	Open	\$960.50	\$0.00		
\$02108 25-00261	01/27/25	KEEN COMPRESSED GAS CO* BOTTLED GAS/DPW	Open	\$139.99	\$0.00		
\$02140 24-02877 25-00267	11/01/24 01/27/25	KINDLE FORD LINC/MERC., INC.* PARTS/DPW PARTS/2024/DPW	Open Open	\$827.68 \$32.10	\$0.00 \$0.00		
		<b>Vendor Total:</b>		<b>\$859.78</b>			
\$02247 25-00114	01/13/25	LAWSON PRODUCTS, INC. ~ SUPPLIES FOR GARAGE/DPW/JAN	Open	\$1,029.48	\$0.00		
\$02349 25-00179	01/15/25	ROBERT LUBBERMAN GAME OFFICIAL TRAVEL BASKETBAL	Open	\$400.00	\$0.00		
\$02358 25-00072	01/09/25	LCMR SCHOOL DISTRICT SHARED AGREEMENT 7&8 FOOTBALL	Open	\$3,000.00	\$0.00		
\$03021 25-00154	01/15/25	NJ MOTOR VEHICLE COMMISSION REGISTER 1 NEW POLICE VEHICLE	Open	\$85.00	\$0.00		PC1
\$03086 25-00234	01/23/25	NJ STATE ASSN CHIEFS OF POL* ACCREDITATION - 2 OF 3	Open	\$1,667.00	\$0.00		
\$03280 25-00190	01/16/25	PARAMOUNT SANITARY SUPPLY ~ CLEANING SUPPLIES	Open	\$1,134.18	\$0.00		
\$03293 25-00222	01/22/25	BLAINE PAYNTER CONTRACTUAL REIMBURSEMENT M	Open	\$137.95	\$0.00		
\$03305 25-00187 25-00199	01/16/25 01/21/25	PEDRONI FUEL* NO LEAD GAS/DPW 1/8/2025 NO LEAD GAS/DPW/1.9.25	Open Open	\$719.04 \$522.17	\$0.00 \$0.00		
		<b>Vendor Total:</b>		<b>\$1,241.21</b>			
\$03387 25-00195	01/21/25	POGUE INC. * SAFETY AND HEALTH CONSORTIUM	Open	\$300.00	\$0.00		
\$03518 25-00253	01/27/25	RIGGINS, INC.* OFF HIGHWAY DIESEL/DPW	Open	\$1,405.33	\$0.00		
\$03544 25-00233	01/23/25	PORTER LEE CORP* SOFTWARE BEAST 1/25-12/25	Open	\$1,185.00	\$0.00		
\$03764		TCTANJ					

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
03764		TCTANJ					
							<i>Account Continued</i>
25-00034	01/03/25	WEBINAR 1-16-25	Open	\$100.00	\$0.00		
\$03898		STATE OF NJ DIV OF PENSIONS					
25-00321	01/28/25	4 TH QUART PFRS 2024	Open	\$2,029.65	\$0.00		
\$03902		DONALD VANAMAN JR					
25-00313	01/27/25	CONTRACT REIMB V	Open	\$506.60	\$0.00		
\$03904		LOWE'S HOME CENTER INC*					
24-02881	11/01/24	SUPPLIES/DPW	Open	\$68.02	\$0.00		
25-00080	01/09/25	SUPPLIEWS FOR BUILDINGS/DPW	Open	\$296.34	\$0.00		
25-00189	01/16/25	50-LB CALCIUM ICE MELT	Open	\$341.70	\$0.00		
		<b>Vendor Total:</b>		<b>\$706.06</b>			
\$03985		VILLAS NAPA AUTO PARTS ~					
25-00265	01/27/25	PARTS/2024/DPW	Open	\$10.82	\$0.00		
\$03992		VAL-U AUTO PARTS LLC ~					
25-00266	01/27/25	PARTS/2024/DPW	Open	\$343.98	\$0.00		
\$04057		ELLEN WILL					
25-00323	01/28/25	CONTRACT REIMB	Open	\$830.00	\$0.00		
\$04059		THOMAS WILL					
25-00322	01/28/25	CONTRACT REIM	Open	\$830.00	\$0.00		
\$04085		CHRISTOPHER WINTER					
25-00194	01/16/25	CONTRACTUAL REIMBURSEMENT M	Open	\$261.39	\$0.00		
\$04097		CINTAS FIRST AID AND SAFETY*					
25-00196	01/21/25	FIRST AID SUPPLIES/DPW	Open	\$15.29	\$0.00		
\$04204		ZACHARY ZELWAK					
25-00220	01/21/25	MEDICARE SUPPLEMENT	Open	\$621.00	\$0.00		B
\$05064		CAPE ISLAND GRAPHICS					
25-00160	01/15/25	120-B LETTERING	Open	\$140.00	\$0.00		
\$5027		CAPE MAY COUNTY FIRE PROTECTIO					
25-00320	01/27/25	FS ASSOCIATION DUES 2025	Open	\$100.00	\$0.00		
\$6059		USABLE LIFE					
25-00346	01/28/25	FEB 2025 LIFE INS	Open	\$904.50	\$0.00		
\$6063		CAPE MINING & RECYCLING, LLC*					
25-00216	01/21/25	ASPHALT/DPW	Open	\$61.43	\$0.00		
25-00264	01/27/25	WOOD CHIPS/2024/DPW	Open	\$1,585.25	\$0.00		
		<b>Vendor Total:</b>		<b>\$1,646.68</b>			

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
6063		CAPE MINING & RECYCLING, LLC*		<i>Account Continued</i>			
\$6071		UNITED UNIFORMS LIMITED LIAB*					
24-02887	11/01/24	BLAUER JACKETS	Open	\$840.00	\$0.00		
25-00219	01/21/25	NEW RECRUIT ACADEMY UNIFORMS	Open	\$2,180.96	\$0.00		
		<b>Vendor Total:</b>		<b>\$3,020.96</b>			
\$7079		SUBURBAN PROPANE L P*					
25-00251	01/27/25	PROPANE-FREEMAN DOUGLASS PARI	Open	\$1,267.76	\$0.00		
\$7098		SHORE VETERINARIAN ANIMAL					
25-00026	01/03/25	RES#2025-48 DNE \$64K ANIMAL	Open	\$5,333.33	\$0.00		B
\$7196		LAUREN HUGGINS SUIT					
25-00027	01/03/25	RES#2025-07 2025 PUBLIC INFO	Open	\$1,356.67	\$0.00		B
\$7354		FLEETPRIDE INC.*					
25-00217	01/21/25	MATERIAL/DPW	Open	\$169.24	\$0.00		
\$7496		AMERICAN PARTS DISTRIBUTION*					
25-00218	01/21/25	MOTOR FOR ROAD BARN/DPW	Open	\$158.60	\$0.00		
\$7512		DIANA LILLO					
25-00171	01/15/25	GAME OFFICIAL TRAVEL BASKETBAL	Open	\$200.00	\$0.00		
\$7618		MEGONIGAL ELECTRIC LLC					
25-00224	01/22/25	SCHOOL HOUSE-REPLACE LIGHT	Open	\$1,250.00	\$0.00		
\$7711		LORETTA MURPHY					
25-00166	01/15/25	GAME OFFICIAL-TRAVEL BASKETBAL	Open	\$300.00	\$0.00		
\$7820		DEBLASIO & ASSOCIATES, P.C					
25-00200	01/21/25	ZBA BOARD ENGINEER VOUCHERS	Open	\$6,436.76	\$0.00		
25-00201	01/21/25	PB BOARD ENGINEER VOUCHERS	Open	\$5,535.25	\$0.00		
		<b>Vendor Total:</b>		<b>\$11,972.01</b>			
\$7833		AARONS MOBILE DETAILING LLC					
25-00207	01/21/25	FS VEHICLE CLEANING	Open	\$1,260.00	\$0.00		
\$7836		AXON ENTERPRISE, INC*					
24-02563	09/27/24	RES 24-301 AXON AIR 2024-2028	Open	\$66,625.20	\$0.00		
\$7929		AMAZON CAPITAL SERVICES, INC ~					
24-03394	12/10/24	SUPPLIES	Open	\$488.96	\$0.00		
25-00075	01/09/25	OFFICE/KITCHEN SUPPLIES 1/8/25	Open	\$142.35	\$0.00		
25-00125	01/13/25	Office Supplies	Open	\$98.33	\$0.00		
		<b>Vendor Total:</b>		<b>\$729.64</b>			
\$8012		FRED LAHM					

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
8012		FRED LAHM					
							<i>Account Continued</i>
25-00170	01/15/25	GAME OFFICIAL TRAVEL BASKETBAL	Open	\$150.00	\$0.00		
\$8043		JOHN FITCHETT					
25-00167	01/15/25	GAME OFFICIAL-TRAVEL BASKETBAL	Open	\$150.00	\$0.00		
\$8248		JOHN OLIVA					
25-00173	01/15/25	GAME OFFICIAL TRAVEL BASKETBAL	Open	\$150.00	\$0.00		
\$8253		FREDERICK PLENN					
25-00169	01/15/25	GAME OFFICIAL TRAVEL BASKETBALL	Open	\$150.00	\$0.00		
\$8450		MIKE STRICKLAND					
25-00180	01/15/25	GAME OFFICIAL TRAVEL BASKETBAL	Open	\$300.00	\$0.00		
\$8459		BATTERIES PLUS BULBS #636 ~					
25-00260	01/27/25	BATTERIES/DPW 2024	Open	\$349.56	\$0.00		
\$8517		STEWART BUSINESS SYSTEMS *					
25-00206	01/21/25	FS COPY MACHINE 1/2025-3/31/25	Open	\$113.85	\$0.00		
\$8707		PAUL J BALDINI P.A.					
25-00139	01/14/25	CO 1 TAX APPEAL 2024 RES24-365	Open	\$1,777.50	\$0.00		
\$8721		BLANEY, DONOHUE, & WEINBERG PC					
25-00023	01/03/25	RES#2025-04 PROSECUTOR DNE 40k	Open	\$3,750.00	\$0.00		B
25-00024	01/03/25	RES#2025-04 WWC DNE \$1OK	Open	\$833.33	\$0.00		
		<b>Vendor Total:</b>		<b>\$4,583.33</b>			
\$8723		HOFFMAN INTERNATIONAL INC*					
25-00124	01/13/25	WIPER MOTOR/DPW	Open	\$890.26	\$0.00		
\$8848		COMFORT NOW LLC					
25-00164	01/15/25	RENEWAL/COMM HVAC 2025 DPW	Open	\$1,839.00	\$0.00		
\$8931		CAPE REGIONAL URGENT CARE LLC					
25-00213	01/21/25	NEW HIRE ACADEMY EXAMS	Open	\$394.00	\$0.00		
\$9026		STARR SEPTIC LLC ~					
25-00259	01/27/25	LUXURY BATHROOM/DPW	Open	\$1,896.00	\$0.00		
\$9111		MICHAEL SHANK					
25-00178	01/15/25	GAME OFFICIAL TRAVEL BASKETBAL	Open	\$450.00	\$0.00		
\$9141		CITY OF WILDWOOD WATER UTILITY					
25-00204	01/21/25	237 E ROCHESTER WATER 9/8-12/8	Open	\$422.85	\$0.00		
\$9260		EARTHSAVER EQUIPMENT INC					
24-03139	11/19/24	DURATECH HAMMER BODIES-TUB GR	Open	\$6,137.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
9260		EARTHSAVER EQUIPMENT INC					<i>Account Continued</i>
\$9329 25-00174	01/15/25	WALT O'DONNELL GAME OFFICIAL TRAVEL BASKETBAL	Open	\$250.00	\$0.00		
\$9332 25-00252	01/27/25	MARY TORPEY REIMBURSEMENT-BASKETBALL	Open	\$20.00	\$0.00		
BAILEYL 25-00168	01/15/25	LANCE BAILEY GAME OFFICIAL TRAVEL BASKETBAL	Open	\$200.00	\$0.00		
BASILE 25-00165	01/15/25	FRANK BASILE GAME OFFICIAL-TRAVEL BASKETBAL	Open	\$100.00	\$0.00		
CARTYW 25-00177	01/15/25	WALLACE CARTY GAME OFFICIAL TRAVEL BASKETBAL	Open	\$300.00	\$0.00		
DOUGHERT 25-00349	01/28/25	GEORGIA DOUGHERTY CONTRACT REIM V	Open	\$291.95	\$0.00		
FAIR 25-00172	01/15/25	JOHN FAIR GAME OFFICIAL TRAVEL BASKETBAL	Open	\$300.00	\$0.00		
HALLK 25-00176	01/15/25	KERRY HALL GAME OFFICIAL TRAVEL BASKETBAL	Open	\$250.00	\$0.00		
NJSCO 24-03157	11/20/24	NJ SEX CRIMES OFFICERS ASSOC* 26TH ANNUAL SEX CRIMES CONFERE	Open	\$650.00	\$0.00		
ROSSIS 25-00175	01/15/25	STEVEN ROSSI GAME OFFICIAL TRAVEL BASKETBAL	Open	\$100.00	\$0.00		
TREAS005 25-00343	01/28/25	TREASURER, STATE OF NJ LEAD INSP 10-01-24 TO 12-31-24	Open	\$4,200.00	\$0.00		

**Total Purchase Orders: 95 Total P.O. Line Items: 0 Total List Amount: \$426,165.25 Total Void Amount: \$0.00**

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
WAREHAM							
ROY							
COOMBS							
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 February 3, 2025

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

RESOLUTION # 2025-82

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 Matthew Reilly in the amount of 2,645.61 is authorized and chargeable to the 2025 Budget account 5-01-25-240-124.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
WAREHAM						
ROY						
COOMBS						
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 February 3, 2025.

Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief Kevin Lewis  
FROM: Ptl. Reilly #222  
DATE: January 16, 2025  
SUBJECT: Comp Time Buyout

Chief Lewis,

I am asking to submit this letter to payroll requesting a buyout of 100 hours of accrued comp time. Thank you in advance for your time and attention to this request.

Respectfully Submitted,

Matthew Reilly  
Patrolman Badge 222

100 • x  
26 • 4561 =  
2,645 • 61 \*+

C	File	Date	Officer	Comments
		1/16/25	Sgt. [Signature]	to the LT
		1/17/25	LT McEug	to Capt. Magone Continued has Time
		1-17-25	Capt. Magone	FWD DC Vanenan
		1-20-25	T/C VANANAN	FWD CHIEF LEWIS
		1-20-25	181 (initials)	SENT TO TOWN HALL

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

RESOLUTION # 2025-83

Title: APPROVAL OF CHANGE ORDER #1 FOR FINAL AS BUILT QUANTITY ADJUSTMENTS FOR THE TOWN BANK ADA IMPROVEMENT PROJECT (LT-C-056)

WHEREAS, Charles Marandino LLC was approved by Resolution #2024-394 on December 2, 2024 for the Town Bank ADA Improvement Project (LT-C-056) for \$55,034.00; and

WHEREAS, DeBlasio and Associates have provided a proposal totaling \$10,635.15 for Final As-Built Quantities and additional 205 linear feet of concrete gutter for as requested by the Township; and

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

Appropriation: Ord #17-10 C-04-55-420-100

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 Change Order #1 to Charles Marandino LLC is hereby approved to increase the contract total to \$65,669.15.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
WAREHAM							
ROY							
COOMBS							
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 February 3, 2025

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

January 22, 2025

VIA EMAIL & REGULAR MAIL

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

**Re: Township of Lower, Cape May County, NJ  
Townbank ADA Improvement Project  
D&A File #: LT-C-056**

Dear Ms. Picard:

Enclosed please find three (3) copies of **CHANGE ORDER NO. 1 - Final** 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:

1. As-Built Quantity Adjustments.
2. Addition of 205 Linear Feet of Concrete Gutter as requested by the Township.

Please note this change order will result in an increase of \$10,635.15 to the original contract amount of \$55,034.00 for a final contract amount of \$65,669.15.

Should you have any questions or require any additional information, please do not hesitate to contact 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.)  
Charles Marandino, LLC (via email w/encl.)  
Cody Stanford (via email w/encl.)

# DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

Change Order #1 - Final

Client: Township of Lower  
 Date: 01/21/2025  
 Project Name: Townbank ADA Ramp Project  
 D&A Project #: LT-C-056

Contractor: Charles Marandino, LLC  
 P.O. Box 20  
 Millmay, NJ 08340

**A. Extras**

Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
2	CONCRETE SIDEWALK, 4" THICK	S.Y.	8.33	\$155.00	\$1,291.15
Subtotal:					\$1,291.15

**B. Supplemental Items**

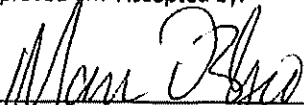
Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
S1	CONSTRUCT 205 LINEAR FEET CONCRETE GUTTER, 8" THICK	LUMP SUM	1	\$10,720.00	\$10,720.00
Subtotal:					\$10,720.00

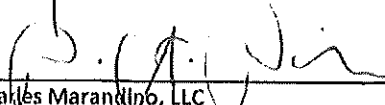
**C. Reductions**

Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
3	8" x 18" CONCRETE VERTICAL CURB	L.F.	-24	\$48.00	-\$1,152.00
5	TRAFFIC MARKING LINES, THERMOPLASTIC - 24"	L.F.	-24	\$8.50	-\$204.00
7	PAVEMENT RESTORATION (IF & WHERE DIRECTED)	S.Y.	-20	\$1.00	-\$20.00
Subtotal:					-\$1,376.00

Net Contract Change      \$10,635.15  
 Original Contract Amount:      \$55,034.00  
 Contract Percentage Change (%):      19.32  
 Final Contract Amount:      \$65,669.15

Approved and Accepted by:

  
 \_\_\_\_\_  
 Marc DeBlasio, P.E., Township Engineer      1/22/25      Date

  
 \_\_\_\_\_  
 Charles Marandino, LLC      1/21/2025      Date

\_\_\_\_\_  
 Township of Lower      Date

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

RESOLUTION # 2025-84

Title: APPROVAL OF CHANGE ORDER #2 FOR THE FINAL AS BUILT QUANTITIES AND CONTRACT REDUCTION FOR THE RESURFACING OF CORSON LANE-WOOLSON ROAD TO SOUTHERN END OF CORSON LANE (LT-C-050)

WHEREAS, South State Inc. has been approved by Resolution #2024-305 on September 16, 2024 for the Resurfacing of Corson Lane-Woolson Road to Southern End of Corson Lane (LT-C-050) for \$162,685.00; Change Order #1 was awarded on November 4, 2024 by Resolution #2024-207 for \$75,000.00; and

WHEREAS, DeBlasio and Associates have provided a proposal for the Final As-Built Quantities from South State for a reduction of \$6,064.71 for the Resurfacing of Corson Lane-Woolson Road to Southern End of Corson Lane Project (LT-C-050).

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 #2 to South State Inc. is hereby approved to decrease the contract total to \$186,095.29 is hereby awarded.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
WAREHAM						
ROY						
COOMBS						
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 February 3, 2025.

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

January 22, 2025

VIA EMAIL & REGULAR MAIL

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

**Re: Township of Lower, Cape May County, NJ  
Resurfacing of Corson Lane – Woolson Road to Southern End of Corson Lane  
D&A File #: LT-C-050**

Dear Ms. Picard:

Enclosed please find three (3) copies of **CHANGE ORDER NO. 2-Final** 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:

1. As-Built Quantity Adjustments.

Please note this change order will result in a decrease of \$6,064.71 to the amended contract amount of \$192,160.00 for a final contract amount of \$186,095.29.

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.)  
South State (via email w/encl.)  
Cody Stanford (via email w/encl.)

# DEBIASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

Change Order #2-Final

Client: Township of Lower  
 Date: January 17, 2025  
 Project Name: Resurfacing of Corson Lane -  
 Woolson Road to Southern End of Corson Lane  
 D&A Project #: LT-C-050

Contractor: South State, Inc.  
 P.O. Box 68  
 Bridgeton, NJ 08302

**A. Extras**


Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
11	TRAFFIC MARKING LINES, 24"	L.F.	9	\$18.00	\$162.00
S2	TRAFFIC STRIPES, EPOXY RESIN - 4"	L.F.	2928	\$1.25	\$3,660.00
Subtotal:					\$3,822.00

**B. Reductions**

Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
3	CONCRETE SIDEWALK, 4" THICK (IF & WHERE DIRECTED)	S.Y.	-10	\$200.00	-\$2,000.00
4	CONCRETE DRIVEWAY, 6" THICK (IF & WHERE DIRECTED)	S.Y.	-20	\$200.00	-\$4,000.00
7	HOT MIX ASPHALT 9.5M64 SURFACE COURSE, 3" THICK	TON	-6.14	\$120.00	-\$736.80
13	FUEL PRICE ADJUSTMENTS	DOLLAR	-809.12	\$1.00	-\$809.12
14	ASPHALT PRICE ADJUSTMENTS	DOLLAR	-2340.79	\$1.00	-\$2,340.79
Subtotal:					-\$9,886.71

Net Contract Change: **(\$6,064.71)**  
 Original Contract Amount: \$163,685.00  
 Amended Contract Amount: \$192,160.00  
 Percentage Change: -3.71  
 Total Contract Percentage Change (%): 13.69  
 Final Contract Amount: **\$186,095.29**

Approved and Accepted by:

  
 Marc DeBiasio, P.E., Township Engineer 1/22/25  
Date

  
 South State, Inc. 1/21/25  
Date

\_\_\_\_\_  
 Township of Lower Date

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

RESOLUTION #2024-85

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>
447	8	Ronald Bird 342 Route 9	Exempt Veteran 12/23/2024	\$ 87.51

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
WAREHAM							
ROY							
COOMBS							
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 February 3, 2025.

\_\_\_\_\_  
Julie A Picard, Township Clerk

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

RESOLUTION # 2025-86

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 Picard 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 Eric Danze in the amount of 8,072.48 is authorized and chargeable to the 2025 Budget account 5-01-25-240-121.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
WAREHAM						
ROY						
COOMBS						
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 February 3, 2025.

Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT


SPECIAL REPORT

TO: Chief Kevin Lewis  
FROM: Cpl. Eric Danze #200  
DATE: January 22, 2025  
SUBJECT: Comp Time Buyout

Chief Lewis,

I am asking to submit this letter to payroll requesting a buyout of 200 hours of accrued comp time. Thank you in advance for your time and attention to this request.

Respectfully Submitted,

  
Eric Danze  
Corporal Badge 200

200 • x  
40 • 3624 =  
8,072 • 48 \*+

C	File	Date	Officer	Comments
		01/22/25	Sgt. Feby <sup>2nd</sup> (71)	on to LTS
		1/22/25	Lt. f 190	Confirmed with Mrs. Lockin. FWD: Capt. Majano
		1-22-25	Capt. Dwyne	FWD. D.C. Vannan
		1-22-25	(B. K. E.)	FWD TO TOWN HALL

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

RESOLUTION # 2025-87

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 Picard that adequate funding is available for such payment in the current budget for Salaries and Wages.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to Michael James in the amount of 3,176.20 is authorized and chargeable to the 2025 Budget account 5-01-25-240-125.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
WAREHAM						
ROY						
COOMBS						
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 February 3, 2025.

Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

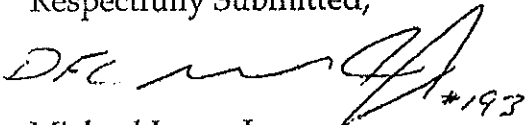
SPECIAL REPORT

TO: Chief Kevin Lewis  
FROM: DFC Michael James  
DATE: January 22, 2025  
SUBJECT: Comp Time

Sir,

I am submitting this Special Report to serve as a request to sell 75 hours of earned Compensatory Time. Thank you for your time and consideration.

Respectfully Submitted,

  
Michael James Jr.  
DFC Budge 193

75 x  
42.3493 =  
3,176.20 \*+

C File

Date	Officer	Comments
1/22/2025	DSG Comp. Sam	FWD TO: Lt. Acmebruster
1/22/25	Lt. J. 193	Confirmed time with m.s. Buid. FWD Capt Majan
1-22-25	Capt. Majane	FWD D.C. Vanaman
1-22-25	(B) (Fwd)	FWD TO TOWN HALL

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

RESOLUTION #2025-88

Title: **A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF LOWER APPROVING THE RENEWAL OF A CLASS 5 CANNABIS RETAIL LICENSE TO SEA & LEAF, LLC**

**WHEREAS**, on January 24, 2023, Sea & Leaf, LLC submitted an application to the Township of Lower seeking approval of a license to operate a Class 5 Cannabis Retail Facility at 3860 Bayshore Road, Unit 7, North Cape May, New Jersey 08204, a/k/a Block: 690, Lot: 1.01, and provided evidence that they received Conditional License Approval from the New Jersey Cannabis Regulatory Commission on September 12, 2022; and

**WHEREAS**, the Township of Lower's Zoning Office issued a Zoning Permit to Sea & Leaf, LLC on January 24, 2023 confirming the suitability of and compliance with all applicable zoning regulations associated with the proposed Cannabis Retail Use to be operated at 3860 Bayshore Road, Unit 7, North Cape May, New Jersey 08204, a/k/a Block: 690, Lot: 1.01; and

**WHEREAS**, on February 6, 2023, after receiving Council's Approval, Sea & Leaf, LLC was issued a one (1) year Class 5 Cannabis Retail License; and

**WHEREAS**, in accordance with the provisions of § 432-4(O), Class 5 Cannabis Retail Licenses must be renewed with the Township on an annual basis; and

**WHEREAS**, the annual license issued to Sea and Leaf, LLC will expire on March 6, 2025, and Sea and Leaf, LLC has submitted the requisite application and fee to the Township of Lower, requesting the renewal of the Class 5 Cannabis Retail License for an additional year; and

**WHEREAS**, N.J.A.C. 17:30-5.1 requires that a municipality with a governing body provide evidence of local support for a cannabis license applicable through the adoption of a Resolution; and

**WHEREAS**, pursuant to N.J.A.C. 17:30-5.1(g), the Resolution from the governing body must indicate that the proposed cannabis business location is appropriate and/or otherwise suitable for the operation of the proposed cannabis business; and

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

1. The aforementioned recitals are incorporated herein as if full set forth at length.
2. The Township Council of the Township of Lower has determined that the renewal of the municipal Class 5 Cannabis License Application filed by Sea & Leaf, LLC would not exceed the municipal license limit of two (2) Class 5 Retail Licenses within the Township of Lower.
3. The Township of Lower recognizes that Sea & Leaf will be operating a Class 5 Cannabis Retail Business and that same will be located at 3860 Bayshore Road, Unit 7, North Cape May, New Jersey 08204, a/k/a Block: 690, Lot: 1.01, subject to approvals from the New Jersey Cannabis Regulatory Commission.
4. The proposed location of Sea & Leaf, LLC's Class 5 Cannabis Business, 3860 Bayshore Road, Unit 7, North Cape May, New Jersey 08204, a/k/a Block: 690, Lot: 1.01, is in compliance with the Township's Zoning Ordinance and Cannabis Regulations as evidence by the January 24, 2023 Zoning Permit, and the Township Council of the Township of Lower hereby determines that the aforementioned location continues to be an appropriate and suitable for the operation of a Class 5 Cannabis Retail Business, and that a municipal Class 5 Cannabis Retail License is hereby issued to Sea & Leaf, LLC.
5. Sea & Leaf, LLC must continue to comply with any applicable state and/or local regulations/ordinances governing cannabis operations and the operation of a Class 5 Cannabis Retail Business and any future modifications made to same.

6. In the event Sea & Leaf, LLC is not in compliance at any time with the Township's Cannabis Ordinances and any future modifications made to same, the Township of Lower reserves the right to rescind/withdraw its support of its application and suspend and/or revoke its municipal cannabis license.
7. The Mayor, Township Manager, and Township Clerk are hereby authorized to execute any and all documents and to take any and all actions necessary to effectuate the purpose and intent of this Resolution.
8. This Resolution shall take effect immediately.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
WAREHAM							
ROY							
COOMBS							
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 February 3, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION #2025-89

Title: A RESOLUTION AWARDING A PROFESSIONAL SERVICE CONTRACT WITHOUT PUBLIC BIDDING TO TRIAD ADVISORY SERVICES, INC. TO PROVIDE CONSULTING SERVICES IN CONNECTION WITH THE PURSUIT OF FEDERAL, STATE, REGIONAL, AND FOUNDATION GRANTS AND/OR FINANCIAL RESOURCES

WHEREAS, the Township of Lower has a need to acquire/retain the services of a consultant to assist the Township with the pursuit of financial resources for capital, infrastructure, programmatic and related needs, and desires to authorize this appointment using a non-fair and open contract pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, the Township has determined and certified in writing that the value of the acquisition will not exceed \$17,500; and

WHEREAS, the anticipated term of this contract is one year; and

WHEREAS, Triad Advisory Services, Inc. has submitted a proposal to serve as a consultant to the Township of Lower at a rate set forth in the attached proposal; not to exceed \$10,000.00; and

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

Appropriation #: C-04-55-433-910

CFO Signature: Lauren Read, CFO

WHEREAS, Triad Advisory Associates, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political candidate or committee in the Township of Lower in the previous year, and that the contract will prohibit them from making any reportable contributions during the term of the contract.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that a professional services contract without public bidding be awarded to Triad Advisory Services, Inc. to serve as a consultant to the Township of Lower in connection with the pursuit of financial resources for capital, infrastructure, programmatic and related needs at the rate attached hereto; for a total price not to exceed \$10,000.00 for the year.

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certification and the Determination of Value be placed on file with this Resolution.

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 and 5 rows of names: CONRAD, WAREHAM, ROY, COOMBS, 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 February 3, 2025

Julie A Picard, Township Clerk

## PROFESSIONAL SERVICE AGREEMENT

This Professional Service Agreement ("Agreement") made January 1, 2025, between **TRIAD ADVISORY SERVICES, INC.** (trading as **TRIAD ASSOCIATES**), 1301 W. Forest Grove Road, Vineland, New Jersey 08360 ("Consultant") and **TOWNSHIP OF LOWER**, 2600 Bayshore Road, Villas, New Jersey 08251 ("Principal").

The Principal desires to engage the professional services of Consultant as described in "Exhibit A – Project Description and Scope of Services" (the "Services"), attached and made a part of this Agreement, for the term January 1, 2025, through December 31, 2025, and

The Consultant is willing to perform the Services for the Principal upon the terms and conditions stated below.

In consideration of the mutual covenants and agreements set forth below, Consultant and Principal agree as follows:

1. The Principal shall provide to the Consultant information and documentation that the Consultant may require to properly render the services provided for in this Agreement. Such information or documentation may include planning, economic and engineering studies, reports or analyses, codes and ordinances, environmental assessments, property appraisals, capital improvement and other development plans and programs, data on housing conditions and current community development activities, maps, correspondence, and other pertinent materials.
2. Performance of the Services in a timely manner by Consultant is expressly conditioned upon the furnishing to Consultant by the Principal of information and documentation pursuant to Paragraph 1 of this Agreement and the timely performance of all other obligations required of the Principal in this Agreement. Notwithstanding anything elsewhere to the contrary in this Agreement, the Consultant shall not be responsible for any delays in performance of the Services caused by the failure or delay of the Principal in performance of its obligations under this Agreement, actions or inaction of any governmental agency, or any other cause beyond the control of the Consultant.
3. The Principal and Consultant each agree at all times to exert their best efforts to complete the Services (as described in Exhibit A) in a professional and timely manner.
4. In the event that the Consultant is prevented from performing this Contract by circumstances beyond its control, then any obligations owing by the Consultant to the Principal shall be suspended without liability for the period during which the Consultant is so prevented.
5. In the event that the Principal claims that Consultant is in default of this Agreement or has failed to fulfill in a timely and proper manner its obligations under this Agreement, then the Principal agrees that it will not exercise any right or remedy for default unless it shall have first given written notice thereof to Consultant, and Consultant shall have failed, within fifteen (15) days thereafter to actively and diligently, in good faith, proceed with the Contract and the correction of the default. Consultant reserves the right to terminate this Agreement at any time by providing Principal with 30 days written notice.

6. This Agreement constitutes the entire Agreement between parties and supersedes all prior or contemporaneous agreements and understandings (either oral or written).
7. No covenant or condition not expressed in this Agreement shall be effective to interpret, change or restrict this Agreement.
8. Except as otherwise provided in this Agreement, no change, termination or attempted waiver of any of the provisions of this Agreement shall be binding on their respective heirs, administrators, executors, personal representatives, successors and assigns.
9. Nothing in this Agreement, expressed or implied, shall be construed to confer upon or to give to any person or entity, other than the Principal and the Consultant, their respective heirs, administrators, executors, personal representatives, successors and assigns, and their respective shareholders, or any of them, any rights or remedies under this Agreement.
10. This Agreement shall be construed and interpreted according to the laws of the **STATE OF NEW JERSEY**.
11. Consultant shall comply with all federal, state, county and municipal laws, regulations, and ordinances applicable to Consultant or the work in the states and municipalities where the work is to be performed.
12. As compensation for the Services to be performed under this Agreement, Principal agrees to pay Consultant and Consultant agrees to accept for the Services, the compensation outlined in "Exhibit B – Compensation and Method of Payment" that is attached and made a part of this Agreement.
13. This contract may not be assigned by the Principal in whole or in part, without the prior written consent of Consultant.
14. Consultant reserves the right to cease performance under this Agreement due to:
  - a. Principal's nonpayment of compensation as required by Exhibit B;
  - b. Principal's failure to pay invoices within 45 days of receipt;
  - c. Failure of Principal to provide information and documentation outlined in Section 1 of the Professional Services Agreements.
15. Except for the non-payment of Consultant's compensation under this Agreement, Principal and Consultant agree to submit any dispute under this Agreement to binding arbitration. Principal and Consultant shall bear their own costs for presentation of their case to the arbitration.
16. Consultant reserves the right to institute legal proceedings to collect unpaid compensation for services rendered under this Agreement. In the event that Consultant is successful in obtaining a judgment against Principal, the Principal shall also be responsible for the Consultant's legal fees and costs related to the collection action.
17. Except to the extent caused by the negligence or willful misconduct of Consultant, Principal shall indemnify, defend and hold Consultant, its principals, officers, directors, employees and agents harmless against and from all losses which may be imposed upon, incurred by or asserted against Consultant by any third party and arising out of or in connection with bodily injury or property

damage resulting from (a) force majeure, (b) acts of third parties, (c) the acts or omissions (including violations of Law) of Principal, or (d) any matter not within the reasonable control of Consultant.

- 18. The chief financial officer (or equivalent) of the government entity shall certify that the funds are available to pay the compensation of this Agreement.
- 19. A resolution approving this Agreement from the governing body shall be attached to this Agreement as the next lettered Exhibit.
- 20. All subsequent modifications or amendments to this Agreement shall be attached to this Agreement as the next lettered Exhibit. In the event that the Principal is the state, county or municipal government, or a state, county or municipally created entity, a resolution approving the amendment or modification to this Agreement from the governing body shall be attached to this Agreement as the next lettered Exhibit. The chief financial officer of the applicable government entity shall also certify that funds are available to pay the compensation required by the modification or amendment to this Agreement.
- 21. Failure of Consultant to enforce any provision of this Agreement is not a waiver by Consultant of that provision in the Agreement.
- 22. Notices and payments pursuant to this Agreement shall be given in writing by ordinary mail to the parties of the following addresses:

<b>To the Consultant:</b>	<b>To the Principal(s):</b>
TRIAD ASSOCIATES 1301 W. Forest Grove Road Vineland, New Jersey 08360	TOWNSHIP OF LOWER 2600 Bayshore Road Villas, New Jersey 08251
Attn: Carolyn P. Zumpino President	Attn: Michael Laffey Township Manager

or to such other address as the parties may hereafter designate by notice given in accordance with the terms of this Paragraph. Notice or payments sent through courier service, or private overnight delivery service also comply with the terms of this paragraph.

[SIGNATURE PAGE FOLLOWS]

The Consultant and Principal executed this Agreement as of the date first above written.

Monica Mervisi  
Witness

**TRIAD ASSOCIATES**

Carolyn P. Zumpino  
Carolyn P. Zumpino  
President

Date: \_\_\_\_\_

**TOWNSHIP OF LOWER**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By:

\_\_\_\_\_  
Date:

**BILLING CONTACT INFORMATION:**

Triad Associates will submit all invoices associated with this Agreement to the Principal's designated department staff member identified below.

*Please Print*

Name/Title: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Fax No. \_\_\_\_\_

**CERTIFICATION OF FUNDS**

I am the Chief Financial Officer (or equivalent) for the Principal and I certify that funds are available and set aside to pay for the services under this Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name & Title

## EXHIBIT A

### PROJECT DESCRIPTION AND SCOPE OF SERVICES

Attached to and made a part of the Agreement dated January 1, 2025, between **TRIAD ASSOCIATES** ("Consultant"), and **TOWNSHIP OF LOWER** ("Principal").

For the following project, Principal agrees to retain Consultant to provide these services:

**PROJECT DESCRIPTION:** Principal has a need for Consultant to pursue financial resources for capital, infrastructure, programmatic and related needs of the Principal. Consultant shall (1) recommend federal, state, regional and foundation grant and/or financing resources and/or programs available to meet Principal's needs, (2) apply for the applicable programs upon Principal's approval of Consultant's recommendations, and (3) other services as authorized.

**SCOPE OF SERVICES:** The Consultant shall, as authorized, undertake the necessary analyses, applications and related activities, which are broken down into tasks:

- Task 1:** Conduct grants investigation, research and evaluation.
- Task 2:** Preliminary program and financial analysis and strategy development, informal and formal communications with prospective funding agencies, development of project profiles and other descriptive documents outlining proposed projects with the purpose of securing an invitation to apply for funding. This task shall also include negotiations with other municipal, county and regional agencies, foundations and the private sector to the extent necessary to carry forth the development goals of the Principal. This includes attending meetings when necessary, and providing sufficient support for all services required by the Principal.
- Task 3:** Preparation of pre-application and/or application documents as specified by and required for submission to state, federal and regional agencies and foundations/philanthropies.
- Task 4:** Provision of program implementation and project administrative services in order to ensure that programs approved are carried out in accordance with contractual terms and conditions and in compliance with all applicable federal and/or state statutes, regulations and executive orders, etc.
- Task 5:** Special technical support services including, but not limited to, planning and implementation strategies, innovative financing strategies, economic development initiatives, Project and Funding Matrices, objective/third party review with recommendations of applications prepared in-house by the Principal, and other services supporting the overall objectives of the Principal.
- Task 6:** As a value-added service, Triad can prepare a wide range of media materials including press releases concerning successful applications, media advisories, weekly columns and more.

## EXHIBIT B COMPENSATION AND METHOD OF PAYMENT

Attached to and made a part of the Agreement dated January 1, 2025, between **TRIAD ASSOCIATES** ("Consultant"), and **TOWNSHIP OF LOWER** ("Principal").

Principal agrees to pay the Consultant as follows:

**COMPENSATION:** The Principal shall provide compensation for services provided in accordance with Exhibit A as follows:

- Task 1 of Exhibit A shall be conducted by the Consultant without charge.
- Services under Task 2, will be provided on an hourly basis in accordance with Exhibit C.
- For services under Tasks 3 and 4 of Exhibit A, the amount shall be determined based on the specific program or project for which state, federal, regional or other funds are derived. An estimate of cost will be provided by Consultant for preparation of required application(s) for review and authorization by the Principal.
- For services under Tasks 5 and 6 of Exhibit A, the amount shall be determined based on the specific program or project identified and or requested by the Principal. An estimate of cost will be provided by Consultant for review and authorization by the Principal.

**METHOD OF PAYMENT:**

- For Task 2: Consultant shall provide an invoice commensurate with the level of work completed.
- For Tasks 3, 4, 5 or 6: Consultant shall provide an Authorization to Proceed letter to Principal, which stipulates the cost for services. Upon receipt of the executed Authorization to Proceed letter from Principal, Consultant shall provide the services and Invoice accordingly.
- Principal shall process all invoices for payment upon receipt.
- **Payment Address:** All payments must be remitted to Triad Associates, 1301 W. Forest Grove Road, Bldg. 3A, Vineland, NJ 08360

**UNSPECIFIED TECHNICAL SERVICES:** For services outside the scope of this contract, Consultant shall invoice at the hourly rate effective at the time of service. These rates include all clerical and related services. Unspecified technical services will be performed upon prior authorization from the Principal and/or Principal's staff. Our current hourly rates are shown on Exhibit C.

**OVERNIGHT DELIVERY AND CERTIFIED MAIL SERVICES:** Consultant's compensation excludes charges for sending items via overnight delivery services (e.g., UPS, FedEx, USPS Express Mail Service, USPS Certified mail, or other similar services) to the Principal or on behalf of the Principal to other parties. Consultant will charge the Principal the actual cost of these services.

**COPIES:** Consultant shall provide the appropriate number of copies of applications/study/ work product necessary to meet submission requirements of the funding source. Consultant will also provide one (1) complimentary hard copy and one (1) PDF copy of final application, study or final work product for the Principal's file.

**EXHIBIT C  
HOURLY RATE CHART**

**HOURLY RATES:** The following chart includes the hourly rates that are effective as of the signing of this Agreement. These rates are subject to change annually. Services provided on an hourly basis will be invoiced at the hourly rate effective at the time of service. These rates include all clerical and related expenses.

<b>STAFF CATEGORY</b>	<b>RATE</b>
Chief Executive Officer	\$225 per hour
President/Vice President/COO/Technical Specialist	\$200 per hour
Senior Associate	\$175 per hour
Associate	\$150 per hour
Housing Technician	\$135 per hour
Junior Associate	\$135 per hour

This includes all expenses for which the Consultant will seek reimbursement for the tasks as outlined in this Agreement.

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

RESOLUTION # 2025-90

Title: APPROVING CHANGE ORDER #1 WITH PAVING PLUS LLC FOR THE FINAL AS BUILT QUANTITIES AND CONTRACT REDUCTION FOR THE FY 2023 NJDOT MUNICIPAL AID/LOCAL TRANSPORTATION PROJECTS FUND RECONSTRUCTION OF WILDWOOD AVENUE (LT-C-034A)

WHEREAS, Paving Pluss LLC has been approved by Resolution #2024-111 on March 18, 2024 for the FY2023 NJDOT Municipal Aid/Local Transportation Projects Fund for the Reconstruction of Wildwood Avenue (LT-C-034A) for \$498,860.50; and

WHEREAS, DeBlasio and Associates have provided a proposal for the Final As-Built Quantities from Paving Plus LLC for a reduction of \$57,429.02.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Change Order #1 to Paving Plus LLC is hereby approved to decrease the contract total to \$441,431.48. .

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
WAREHAM							
ROY							
COOMBS							
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 February 3, 2025

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

January 24, 2025

VIA EMAIL & REGULAR MAIL

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

**Re: Township of Lower, Cape May County, NJ  
FY2023 NJDOT Municipal Aid Program/Local Transportation Project Fund  
Reconstruction of Wildwood Avenue  
D&A File #: LT-C-034**

Dear Ms. Picard:

Enclosed please find four (4) copies of **CHANGE ORDER NO. 1-Final** regarding the above referenced project for review and approval. Upon execution, please return three (3) copies to our office.


Please note that this change order reflects the following:

1. As-Built Quantity Adjustments

Please note this change order will result in a decrease of \$57,429.02 to the original contract amount of \$498,860.50 for a final contract amount of \$441,431.48.

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.)  
Paving Plus, LLC (via email w/encl.)



Change Order #1-Final

Client: Township of Lower  
 Date: January 23, 2025  
 Project Name: FY2023 NJDOT Municipal Aid Program/Local Transportation Projects Fund  
 Reconstruction of Wildwood Avenue  
 D&A Project #: LT-C-034

Contractor: Paving Plus, LLC  
 PO Box 508  
 Franklinville, NJ 08322

**A. Supplemental Items**

Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
S1	WATER SERVICE RELOCATION	LUMP SUM	1	\$855.00	\$855.00
S2	APRON REPAIR (3)	LUMP SUM	1	\$8,750.00	\$8,750.00
S3	ASPHALT REPAIR	LUMP SUM	1	\$11,652.30	\$11,652.30
S4	CORE SAMPLES, HOT MIX ASPHALT	LUMP SUM	1	\$1,700.00	\$1,700.00
Subtotal:					\$22,957.30

**B. Extras - Local Transportation Projects Fund**

Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
L16	ASPHALT PRICE ADJUSTMENT	DOLLAR	2388	\$1.00	\$2,388.00
Subtotal:					\$2,388.00

**C. Reductions - Local Transportation Projects Fund**

Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
L1	12" HIGH DENSITY POLYETHYLENE PIPE	L.F.	-200	\$90.00	-\$18,000.00
L2	INLETS, TYPE "A"	UNIT	-2	\$4,800.00	-\$9,600.00
L3	CONCRETE SIDEWALK, 4" THICK	S.Y.	-20	\$180.00	-\$3,600.00
L4	RESET BRICK PAVERS	S.Y.	-20	\$100.00	-\$2,000.00
L7	RESET STONE MULCHING	S.Y.	-140	\$10.00	-\$1,400.00
L8	CONCRETE DRIVEWAY, 6" THICK	S.Y.	-40	\$180.00	-\$7,200.00
L9	8" x 18" CONCRETE VERTICAL CURB	L.F.	-50	\$50.00	-\$2,500.00
L10	TURF REPAIR STRIP	L.F.	-2000	\$1.00	-\$2,000.00
L11	DETECTABLE WARNING SURFACES	S.Y.	-1	\$500.00	-\$500.00
L12	INLET FILTERS, TYPE 1	S.F.	-420	\$1.00	-\$420.00
L14	BICYCLE SAFE GRATE	UNIT	-1	\$700.00	-\$700.00
L15	RECONSTRUCTED INLET, TYPE "B", USING NEW CASTING	UNIT	-1	\$1,900.00	-\$1,900.00
L18	CLEANING EXISTING PIPE, 8" TO 24" DIAMETER	L.F.	-248.3	\$8.50	-\$2,110.55
L19	VIDEO INSPECTION OF PIPE	L.F.	-134.2	\$8.50	-\$1,140.70
L20	FUEL PRICE ADJUSTMENT	DOLLAR	-860	\$1.00	-\$860.00
L21	TRAFFIC MARKING LINES, 24"	L.F.	-75	\$10.00	-\$750.00
Subtotal:					-\$54,681.25

**D. Extras - Municipal Aid**

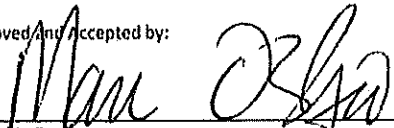
Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
M8	CONCRETE SIDEWALK, 4" THICK	S.Y.	1.75	\$180.00	\$315.00
M14	TRAFFIC MARKING LINES, 24"	L.F.	41	\$10.00	\$410.00
M19	ASPHALT PRICE ADJUSTMENT	DOLLAR	2647.2	\$1.00	\$2,647.20
Subtotal:					\$3,372.20

**E. Reductions - Municipal Aid**

Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
M1	12" PERFORATED HIGH DENSITY POLYETHYLENE CULVERT PIPE IN STONE TRENCH	L.F.	-18	\$125.00	-\$2,250.00
M2	24" PERFORATED HIGH DENSITY POLYETHYLENE CULVERT PIPE IN STONE TRENCH	L.F.	-7	\$225.00	-\$1,575.00
M3	12" HIGH DENSITY POLYETHYLENE PIPE	L.F.	-48	\$90.00	-\$4,320.00
M4	INLETS, TYPE "A"	UNIT	-1	\$4,800.00	-\$4,800.00
M5	DETECTABLE WARNING SURFACES	S.Y.	-0.22	\$500.00	-\$110.00
M7	HMA MILLING, 3" OR LESS	S.Y.	-759.11	\$3.40	-\$2,580.97
M9	RESET STONE MULCHING	S.Y.	-140	\$10.00	-\$1,400.00
M10	CONCRETE DRIVEWAY, 6" THICK	S.Y.	-33.5	\$180.00	-\$6,030.00
M11	8" x 18" CONCRETE VERTICAL CURB	L.F.	-3.25	\$50.00	-\$162.50
M12	RESET BRICK PAVERS	S.Y.	-20	\$100.00	-\$2,000.00
M13	TURF REPAIR STRIP	L.F.	-2346	\$1.00	-\$2,346.00
M15	TRAFFIC STRIPES, 4"	L.F.	-471	\$0.70	-\$329.70
M18	FUEL PRICE ADJUSTMENT	DOLLAR	-858.5	\$1.00	-\$858.50
M20	VIDEO INSPECTION OF PIPE	L.F.	-9.3	\$32.00	-\$297.60
M21	CLEANING EXISTING PIPE, 8" TO 24" DIAMETER	L.F.	-13	\$185.00	-\$2,405.00
				Subtotal:	-\$31,465.27

Net Contract Change (\$57,429.02)  
 Original Contract Amount: \$498,860.50  
 Contract Percentage Change (%) -11.51  
 Final Contract Amount: \$441,431.48

Approved and Accepted by:

  
 Township Engineer

1/23/25  
Date

  
 Joy Putz, Owner

1/23/2024  
Date

Paving Plus, LLC

Date

Township of Lower

Date

**NEW JERSEY DEPARTMENT OF TRANSPORTATION  
DIVISION OF LOCAL AID AND ECONOMIC DEVELOPMENT  
CHANGE ORDER NUMBER – 1-Final  
STATE AID PROJECT**

<b>Project</b>	FY2023 NJDOT Municipal Aid Program Reconstruction of Wildwood Avenue
<b>Municipality</b>	Township of Lower
<b>County</b>	Cape May
<b>Contractor</b>	Paving Plus, LLC

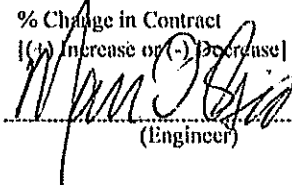
**In accordance with the project Supplementary Specification, the following are changes in the contract.  
Location and Reason for Change (Attach additional sheets if required)**

As-Built Quantity Adjustments

<u>Item No.</u>	<u>Description</u>	<u>Quantity (+/-)</u>	<u>Unit Price</u>	<u>Amount</u>
See Attached.				


Amount of Original Contract	\$ 498,860.50	Extra	\$ 5,760.20
Adjusted amount Based on Change Orders ...1...	\$ 441,431.48	Supplemental	\$ 22,957.30
		Reduction	\$ 86,146.52
		Total Change	\$ (57,429.02)

% Change in Contract  
[(+) Increase or (-) Decrease]      -11.51 %

  
\_\_\_\_\_  
(Engineer)  
\_\_\_\_\_  
(Presiding Officer)

1/23/25  
\_\_\_\_\_  
(Date)

Approved: \_\_\_\_\_  
(District Manager)  
(Bureau of Local Aid)      \_\_\_\_\_  
(Date)

  
\_\_\_\_\_  
Joy Putz, Owner  
(Contractor)

1/23/2024  
\_\_\_\_\_  
(Date)

(Submit four (4) copies to the Local Aid District Office)

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

RESOLUTION #2025-91

Title: **CONTRACT AWARD TO RAVE MOBILE SAFETY FOR ALERTS FOR PUBLIC SAFETY**

**WHEREAS**, Rave Mobile Safety has provided Lower Township Police and Council with a proposal for a Lower Township Community-Wide Notification System. Rave will provide residents the ability to receive mass notifications and/or targeted messages to connect and inform the community with critical information through SMS (text), email, voice and social media outlets; and

**WHEREAS**, Township of Lower and LTMUA have enter into a Shared Service Agreement pursuant to Resolution #2018-263 within the agreement LTMUA will reimburse the Township 50% of the contract for the notification service; and

**WHEREAS**, Township Council hereby approves a One (1) Year contract with Rave Mobile Safety and the CFO has certified the availability of funds by her signature in the budget as follows:

Appropriation: 5-01-25-240-276

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: RAVE MOBILE SAFETY**

**AMOUNT: February 25, 2025 through February 24, 2026 \$7,929.93**

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
WAREHAM							
ROY							
COOMBS							
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 February 3, 2025.

Julie A Picard, Township Clerk



492 Old Connecticut Path  
Framingham, MA 01701  
[rave.renewals@motorolasolutions.com](mailto:rave.renewals@motorolasolutions.com)

**RENEWAL QUOTE**

Date: December 3, 2024

Quote #Q-48740

Lower Township Police Department  
405 Breakwater Rd  
Erma, New Jersey  
08204 United States

**RAVE MOBILE SAFETY RENEWAL**

Your Rave service contract is set to expire soon and requires your immediate attention.

Please Return a signed copy of this renewal quote today, and no later than **February 25, 2025** to continue to enjoy your Rave subscription and avoid any lapse in service.

**INSTRUCTIONS FOR COMPLETING RENEWAL:**

1. Select Renewal Option A, B or C on the enclosed Renewal Quote by checking the respective checkbox.
2. Complete the required billing Information section & sign in the designated signature block.
3. Return via email to: [rave.renewals@motorolasolutions.com](mailto:rave.renewals@motorolasolutions.com) or fax: (917) 591-9105



With a *5-year renewal*, your costs will not increase during the contract period. That's over a *20% savings!*

**THIS IS NOT AN INVOICE**



492 Old Connecticut Path  
 Framingham, MA 01701  
 rave.renewals@motorolasolutions.com

**RENEWAL QUOTE**

Date: December 3, 2024

Quote # Q-48740

Lower Township Police Department  
 405 Breakwater Rd  
 Erma, New Jersey  
 08204 United States

<b>OPTION A: 1-Year Renewal: February 25, 2025 through February 24, 2026</b>	
Rave Voice Add-on Module	\$0.00
Premium SMS Messaging for Rave Alert for Public Safety	\$0.00
Rave Alert for Public Safety Social Media Integration	\$0.00
Rave Alert for Public Safety	\$3,755.70
Rave Alert for Public Safety Loaded Landlines	\$0.00
Rave Alert for Public Safety Procurement per 1,000 phone numbers	\$0.00
Inbound 800 Service	\$0.00
Rave SMS to Opt-in for Public Safety	\$0.00
Rave Prepare Add-On to Rave Alert	\$0.00
SL Pro Bundle	\$0.00
Geopolling	\$0.00
Conference Blasts	\$0.00
Rave EyeWitness	\$0.00
SMS Block: 10,000 messages	\$1,070.00
Population Add-On	\$3,104.23
<b>Annual Cost:</b>	<b>\$7,929.93</b>

<b>OPTION B: 3-Year Renewal: February 25, 2025 through February 24, 2028</b>	
Rave Voice Add-on Module	\$0.00
Premium SMS Messaging for Rave Alert for Public Safety	\$0.00
Rave Alert for Public Safety Social Media Integration	\$0.00
Rave Alert for Public Safety	\$3,580.20

**THIS IS NOT AN INVOICE**

Rave Alert for Public Safety Loaded Landlines	\$0.00
Rave Alert for Public Safety Procurement per 1,000 phone numbers	\$0.00
Inbound 800 Service	\$0.00
Rave SMS to Opt-in for Public Safety	\$0.00
Rave Prepare Add-On to Rave Alert	\$0.00
SL Pro Bundle	\$0.00
Geopolling	\$0.00
Conference Blasts	\$0.00
Rave EyeWitness	\$0.00
SMS Block: 10,000 messages	\$1,020.00
Population Add-On	\$2,959.17
<b>Annual Cost:</b>	<b>\$7,559.37</b>
<i>Total Contract Value:</i> <i>(To be paid in the amount of \$7,559.37 per year)</i>	<b>\$22,678.12</b>

<b>OPTION C: 5-Year Renewal: February 25, 2025 through February 24, 2030</b>	
Rave Voice Add-on Module	\$0.00
Premium SMS Messaging for Rave Alert for Public Safety	\$0.00
Rave Alert for Public Safety Social Media Integration	\$0.00
Rave Alert for Public Safety	\$3,510.00
Rave Alert for Public Safety Loaded Landlines	\$0.00
Rave Alert for Public Safety Procurement per 1,000 phone numbers	\$0.00
Inbound 800 Service	\$0.00
Rave SMS to Opt-in for Public Safety	\$0.00
Rave Prepare Add-On to Rave Alert	\$0.00
SL Pro Bundle	\$0.00
Geopolling	\$0.00
Conference Blasts	\$0.00
Rave EyeWitness	\$0.00

**THIS IS NOT AN INVOICE**

SMS Block: 10,000 messages	\$1,000.00
Population Add-On	\$2,901.15
<b>Annual Cost:</b>	<b>\$7,411.15</b>
<i>Total Contract Value:</i> <i>(To be paid in the amount of \$7,411.15 per year)</i>	<b>\$37,055.75</b>

*Renewal Quote does not include Sales Tax, if applicable.*

**THIS IS NOT AN INVOICE**

**Desired Renewal Term:**

**\* BILLING INFORMATION (Required):**

\* Billing Contact:

\_\_\_\_\_

\* Billing Phone:

\_\_\_\_\_

\* Billing Email:

\_\_\_\_\_

\* PO Required?

If YES, enter PO #:

\_\_\_\_\_

*Please Note: If a PO is required for payment purposes, please provide a PO # within 7 days of submitting your signed quote or upon receipt of Auto-Renewal Invoice*

**BILLING INFORMATION:**

1. Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.
2. Is the contracting entity exempt from sales tax? If yes, please submit a copy of your tax exemption form to [taxexempt@ravemobilesafety.com](mailto:taxexempt@ravemobilesafety.com)
  - Please ensure that your proof of exemption is a State Tax Exemption for your billing state. We cannot accept proof of IRS Federal Tax Exemption or W-9 forms in lieu of proof of state tax exemption.

Please Note: Invoices for this order will be from [rave-ar@ravemobilesafety.com](mailto:rave-ar@ravemobilesafety.com). Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk folder or caught in a spam filter.

***New! Optional Training Sessions***

Are you interested in including a one-time online training engagement to your renewal? It is a great way to keep your staff current on our products' new and enhanced features.

To purchase a Standard 4-hour online training session, please check this box (price is \$1200 for US renewals)

*Please note: Training must be used within the 12-month period of your annual subscription period. For an additional cost, customized training is available upon request. Please contact your Account Executive for further details.*

**THIS IS NOT AN INVOICE**

**QUOTE ACCEPTANCE:**

*This Renewal Quote is governed by the Master License and Service Agreement found at <https://www.getrave.com/terms-of-service/current.pdf> and, by its signature hereto, Customer accepts that Agreement.*

*Please sign and date this Renewal Quote to indicate your acceptance of this proposal as an authorized representative of Customer.*

**QUOTE ACCEPTED BY**

**Authorized Signature:**

**Date:**

**Name (Printed or Typed):**

Donald Vanaman

**Title:**

Deputy Chief of Police

**2nd Authorized Signature  
(if required):**

**Date:**

**Name (Printed or Typed):**

**Title:**

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

RESOLUTION #2025-92

Title: PRESERVE NEW JERSEY HISTORIC PRESERVATION FUND ADMINISTERED BY THE NEW JERSEY HISTORIC TRUST

WHEREAS, the Township of Lower desires to further historic preservation through a grant from the New Jersey Historic Trust in the amount of \$150,000 for the following project

Judge Nathaniel Foster House.

BE IT THEREFORE RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the persons whose names, titles, and signatures appear below are authorized to sign the application, the agreement, and any other documents in connection therewith:

\_\_\_\_\_  
Frank Sippel  
Mayor

\_\_\_\_\_  
Michael Laffey  
Township Manager

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
WAREHAM						
ROY						
COOMBS						
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 February 3, 2025.

\_\_\_\_\_  
Julie A Picard, Township Clerk



*PO Box 457  
Trenton, NJ 08625*

January 7, 2025

Colleen Crippen  
Lower Township  
2600 Bayshore Road  
Villas, NJ 08251

**Re: Judge Nathaniel Foster House; Grant No. 2024.1030; Grant Award:  
\$150,000**

Dear Colleen Crippen:

A bill appropriating funds from the Preserve New Jersey Historic Preservation Fund to the New Jersey Historic Trust has been introduced in the legislature. After the bill is passed and signed by the Governor, the grant funds awarded in the 2024 grant round will be available for disbursement.

To obtain grant funds, your organization must execute a Grant Agreement with the New Jersey Historic Trust. The Grant Agreement will define the scope of the project we are funding and the project schedule, as well as schedules for project reports and reimbursement requests. Once the Agreement is executed, grant funds will become available.

Several items needed to complete the Grant Agreement are enclosed including an information form. The New Jersey Historic Trust Board of Trustees has approved matching grant funds for the Scope of Work based on the information submitted in your application and as outlined in Attachment D-1 of the Grant Agreement. Attachment D-1 will be submitted separately by your Program Officer for your review. In its final form, it will serve as the basis on which all grant payments are made.

Attachments E and G of the Grant Agreement are included. Please have the appropriate individuals sign the documents and return them to the Trust. If you have any questions concerning the Scope of Work or attachments, please contact your NJHT Program Officer who will be administering your grant, Tara Ritz, at (609) 930-1002 or [tara.ritz@dca.nj.gov](mailto:tara.ritz@dca.nj.gov).

It is important to inform the Trust of all new developments that pertain to this project. The program staff should receive copies of all documentation for review and approval **before** proceeding with any work. The Trust must also review the qualifications of all consultants and contractors hired to complete grant-funded documents since your application was submitted.

Please have the duly authorized representative of your organization sign this letter and return it to the Trust. This signature indicates that you have approved the outlined Scope of Work and agreed to abide by the regulations that govern this program.

We look forward to working with you to successfully complete this project.

Sincerely,



Glenn A. Ceponis  
Executive Director

Please sign and return original to the Historic Trust with your Grantee Info Packet

**Approved and accepted:**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name:      Frank Sippel

Title                      Mayor

Organization      Lower Township

*phone 609/984-0473 e-mail: njht@dca.nj.gov www.njht.org fax 609/984-7590*

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

ORDINANCE #2025-04

Title: **AN ORDINANCE AMENDING CHAPTER 90, POLICE DEPARTMENT, ARTICLE III, OFF-DUTY POLICE SERVICES, TO MODIFY ADMINISTRATIVE FEES TO ACCOUNT FOR ADDITIONAL TAXES INCURRED BY THE TOWNSHIP AND TO MODIFY FEES ASSOCIATED WITH THE USE OF TOWNSHIP POLICE DEPARTMENT VEHICLES**

**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**, that section of the Township Code also establishes an administrative fee to offset expenses incurred by the Township and a per diem rate for the use of Township Police Department vehicles; 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**, on November 18, 2024 the Township adopted Ordinance 2024-15 which formally increased the compensation rates for extra-duty assignments from \$60.00 per hour to \$85.00 per hour, consistent with the above referenced Memorandums of Agreement; and

**WHEREAS**, the Township's Chief Financial Officer has advised Township Council that the increase in compensation paid to officers has resulted in an increase in the administrative fees incurred by the Township, specifically payroll taxes, which necessitates an increase in the amount of administrative fees that must be collected by the Township; and

**WHEREAS**, upon further review the Township has also determined that the compensation rates associated with the utilization of Township Police Department vehicles must be modified to an hourly rate as opposed to a per diem rate in order to comport with the regulations set forth within N.J.A.C. 5:30-8.6.

**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 \$7.00 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 \$23.00 per hour, which fee may be waived when vehicles are used by other public entities.

**Section 2.** Chapter 90, Article III, Off-Duty Police Services, Subsection 20(B), is hereby amended as follows:

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

- (B) The Township of Lower and/or a third-party vendor contracted by the Township to manage and oversee its extra-duty details shall make arrangements, with the person or entity for whom such

services are to be provided, for the collection of amounts on a periodic basis, which may be weekly, biweekly or monthly. All extra details will be covered by contract between the Township of Lower and the requesting party, and contracts will be executed by the Chief of Police and the Township Manager, or their respective designees.

**Section 3.** All other ordinances in conflict or inconsistent with this Ordinance are hereby repealed to the extent of such conflict or inconsistency.

**Section 4.** 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 5.** This Ordinance shall become effective 20 days after final passage and publication according to law.

\_\_\_\_\_  
Thomas Conrad, Councilmember

First Reading: February 3, 2025

\_\_\_\_\_  
Joseph Wareham, Councilmember

Adopted:

\_\_\_\_\_  
Roland Roy, Jr., Councilmember

Attest: \_\_\_\_\_  
Julie A Picard, Township Clerk

\_\_\_\_\_  
Kevin Coombs, Deputy Mayor

\_\_\_\_\_  
Frank Sippel, Mayor

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

ORDINANCE #2025-05

Title: AN ORDINANCE AMENDING CHAPTER 583, STREETS AND SIDEWALKS, ARTICLE I, EXCAVATION OF STREETS, OF THE CODE OF THE TOWNSHIP OF LOWER

**WHEREAS**, as outlined within Chapter 583, Streets and Sidewalks, Article I, Excavation of Streets, the Township has established regulations governing the excavation and repaving of streets and roadways under its jurisdiction; and

**WHEREAS**, pursuant to § 583-4B(8)(g) of the Township Code of the Township of Lower, any capital improvement, repaving, and/or reconstruction on any street or roadway within the Township of Lower is subject to a five (5) year road/street opening moratorium after the completion of construction, reconstruction, resurfacing, repaving or overlay; and

**WHEREAS**, pursuant to § 583-4B(8)(h) and (i) of the Township Code of the Township of Lower, the Township has established limited exceptions for which a street or roadway that is subject to the aforementioned five (5) year moratorium on street openings may be excavated/opened, primarily limited to emergencies or claimed hardships asserted by a property owner, which is subject to the review and approval of Township Council; and

**WHEREAS**, in accordance with § 583-4B(8)(h) and (i) of the Township Code of the Township of Lower, in the event a street or road opening is permitted in connection with an emergency or an approved hardship, individuals are required to repave the roadway, in accordance with the requirements of Chapter 583 of the Township Code, generally from intersection to intersection for the full width of the roadway (curbline to curbline); and

**WHEREAS**, given the distances that exist between various streets/roadways within the Township, and the limited amount of emergency and hardship road opening approvals that are requested and ultimately granted, the Township Council of the Township of Lower has determined that it is appropriate to revise the length of an excavated street or roadway that is required to be repaved and/or reconstructed;

**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 583, Streets and Sidewalks, Article I, Excavation of Streets, be and hereby is amended as follows:

**Section 1.** Chapter 583, Streets and Sidewalks, Article I, Excavation of Streets, Subsection (h)[3], is hereby amended as follows:

583-4B(8)(h) Emergency opening.

- (3) In the event that an emergency street or road opening of a street or roadway subject to a five (5) moratorium is required/approved, a minimum restoration of the full width of the street or road, extending 50 linear feet in each direction from any road or street opening, from curbline to curbline, will be required on all streets constructed, reconstructed, resurfaced, repaved or overlaid by the Township within the previous five years of an opening necessitated by emergency or moratorium waiver opening. The restoration shall consist of six-inch-thick dense graded aggregate base course and a six-inch-thick bituminous stabilized base course, Mix I-2, or equivalent as determined by the Director of Public Works or the Township Engineer, brought flush with existing grade, within the excavated area. A full width, curb-to-curb, milling two inches in depth to extend 50 feet beyond the limit of excavations shall be performed after proper settlement in the trench area. The allowable time for trench settlement shall be 45 days unless directed otherwise by the Director of

Public Works or the Township Engineer. The final surface course shall be a two-inch-thick bituminous concrete surface course, Mix 1-5, or equivalent as determined by the Director of Public Works or the Township Engineer.

**Section 2.** Chapter 583, Streets and Sidewalks, Article I, Excavation of Streets, Subsection (1)[5], is hereby amended as follows:

583-4B(8)(i) In the event a property owner experiences a hardship condition which requires a street opening permit to be issued contrary to the sections contained in this article, the Township of Lower may grant relief if and only if the following conditions are satisfied:

[5] In the event Township Council grants a moratorium waiver request authorizing excavation of a street or roadway under a five (5) year moratorium necessitated by utility main improvements, final restoration will require a minimum restoration of the full width of the street or road, extending 50 linear feet in each direction from any road or street opening, from curblineline to curblineline. The applicant will be required to mill the existing roadway to a depth of two inches extending 50 linear feet in each direction from the road/street opening, from curblineline to curblineline, and install a two-inch-thick lift of bituminous concrete surface course, Mix 1-5, for the entire length. All edges shall be coated with an asphalt tack coat prior to a two-inch lift of bituminous concrete surface course being placed on the roadway.

**Section 3.** Chapter 583, Streets and Sidewalks, Article I, Excavation of Streets, Subsection 5, Bonding Requirements, is hereby repealed and replaced as follows:

583-5 Bonding Requirements.

- A. A road opening permit shall not be issued until a satisfactory performance guaranty is posted with the Township Clerk. The amount of the guaranty shall be determined by the construction estimates prepared by the Township Engineer based on current estimates of the market value of the work. The performance guaranty shall be a certified check, performance bond or letter of credit or cash equivalent in an amount approved by the Township Engineer and in a form approved by the Township Solicitor. Performance bonds or letters of credit must be supplied by an institution authorized to do business in the State of New Jersey. The performance guaranty, whether performance bond or letter of credit, shall be a perpetual surety and shall not contain an expiration date. The applicant/permittee is responsible to ensure that these sureties will remain in effect until the Township Clerk receives a written release issued by the Township Engineer stating that all improvements are completed and acceptable to the Township.
- B. A public utility company or construction company, in lieu of giving a separate guaranty for each project, may annually once in January of each year post a guaranty for \$10,000 to cover the work performed by said company during the ensuing calendar year. In the event that construction, excavation or road openings exceed the posted guaranty amount, additional guaranties and/or cash security will be required.
- C. The purpose of depositing the performance guaranty, surety bond or cash is to guarantee to the Township of Lower that any construction,

excavation or road opening will be performed and completed in an acceptable fashion consistent with the provisions of this article. In the event that the Township Director of Public Works or Township Engineer determines that the excavation, construction or restoration and refilling has not been performed consistent with the requirements of this article, he shall be entitled, after reasonable notice to the applicant to correct such deficiencies, to take the performance guaranty, surety bond or cash posted by the applicant and utilize it to correct any deficiencies and/or to have the area restored to its proper condition.

**Section 4.** All other ordinances in conflict or inconsistent with this Ordinance are hereby repealed to the extent of such conflict or inconsistency.

**Section 5.** 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 6.** This Ordinance shall become effective 20 days after final passage and publication according to law.

\_\_\_\_\_  
Thomas Conrad, Councilmember

\_\_\_\_\_  
Joseph Wareham, Councilmember

First Reading: February 3, 2025

\_\_\_\_\_  
Roland Roy, Jr., Councilmember

Adopted:

\_\_\_\_\_  
Kevin Coombs, Deputy Mayor

Attest: \_\_\_\_\_  
Julie A Picard, Township Clerk

\_\_\_\_\_  
Frank Sippel, Mayor

# PERSONNEL ACTIONS

## Report for Council Meeting of 02/03/2025

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<u>Department</u>	<u>Name</u>	<u>Eff. Date</u>	<u>Replaces</u>	<u>Action</u>	<u>Title</u>	<u>Budgeted Item</u>
DPW	Qualli, Jesse	09/09/2024		New Hire	Temp Laborer	Yes
DPW	Mendez, Richard	09/23/2024		New Hire	Temp Laborer	Yes
DPW	Harvey, Daniel	10/07/2024		New Hire	Temp Laborer	Yes
DPW	Hickey, Dylan	11/25/2024		New Hire	Temp Laborer	Yes
Recreation	Muldoon, Emma	12/01/2024		New Hire	Rec Aide	Yes
Clerk	Perry, David	12/31/2024		Separated	Council Member	Yes
Clerk	Wareham, Joseph	01/01/2024		Appointed	Council Member	Yes
Public Safety	Sluder-Armbruster, Ryan	01/27/25		New Hire	Special Officer	Yes
Public Safety	Valencia, Miguel	01/27/2025		New Hire	Special Officer	Yes
Manager	Lewis, Christina	01/14/2025		Promotion	Deputy Manager	Yes

Date of report: 01/29/2025

c: Manager  
Clerk

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

RESOLUTION #2025-93

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.

X (7) Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege: any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, assembled in public session on February 3, 2025 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.

Table with 8 columns: MOTION, SECOND, AYE, NAY, RECUSE, ABSTAIN, ABSENT and 5 rows: CONRAD, WAREHAM, ROY, COOMBS, 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 February 3, 2025

Julie A Picard, Township Clerk

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

RESOLUTION #2025-94

Title: **A RESOLUTION AMENDING RESOLUTION #2024-102 RATIFYING A THREE (3) YEAR MEMORANDUM OF AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND THE LOWER TOWNSHIP OFFICE WORKS ASSOCIATION – LOCAL #3779, AFSCME DISTRICT COUNCIL 63 AFL-CIO**

**WHEREAS**, on March 18, 2024, the Township Council of the Township of Lower adopted Resolution #2024-102 approving a Memorandum of Agreement between the Township of Lower and the Lower Township Office Workers Association, Local #3779, AFSCME District Council 63, AFL-CIO; and

**WHEREAS**, notwithstanding the adoption of Resolution #2024-102, the Memorandum of Agreement was not fully executed by the parties, effectively rendering same null and void, reopening negotiations between the parties; and

**WHEREAS**, the parties resumed negotiations and have reached an Agreement, a copy of which is annexed to this Resolution, which will be utilized to prepare the Collective Bargaining Agreement with AFSCME; and

**WHEREAS** the Township Manager and Labor Counsel recommend Township Council's ratification of the Collective Bargaining Agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Township of Lower, County of Cape May, State of New Jersey, that the attached Memorandum of Agreement is hereby ratified and approved.

**BE IT FURTHER RESOLVED** that the Township Manager and Township Clerk are hereby authorized and directed to execute the ratified Collective Bargaining Agreement, once prepared, in accordance with and under the terms as outlined attached hereto on behalf of the Township.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
WAREHAM							
ROY							
COOMBS							
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 February 3, 2025.

\_\_\_\_\_  
Julie A Picard, Township Clerk

**Township of Lower  
And  
Lower Township Office Workers Association - Local #3779, AFSCME NJ, AFL-CIO  
MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement (MOA) is made this \_\_\_\_\_ day of December 2024 between the Township of Lower (the Township) and Lower Township Office Workers Association - Local #3779, AFSCME NJ, AFL-CIO (AFSCME or Union).

The Township and AFSCME have engaged in collective bargaining negotiations regarding a new Collective Bargaining Agreement (CBA) to replace the existing CBA between the parties, which set to expire on December 31, 2023.

The Borough and AFSCME have reached a tentative agreement of the terms and conditions of a new CBA and purpose of this MOA is to confirm that agreement.

Said tentative agreement and this MOA will not be effective until ratified by the membership of AFSCME and the governing body of the Township

NOW, THEREFORE, the Township and AFSCME agree that the following changes shall be made in the existing agreement.

1. Retroactivity – the agreement shall be retroactive to January 1, 2024.
2. Preamble– 3-year term.
3. Article III. Agency Shop. The following shall replace the existing language:
  - A. The Union shall provide the Township appropriate signature cards from represented employees authorizing dues deductions and shall notify the Township promptly of any change in status.
  - B. Dues deducted by the Township shall be transmitted to the designated Union official of the American Federation of State, County, and Municipal Employees, New Jersey Council 63, AFL-CIO. The Township agrees to provide the Union, on a monthly basis, a complete up-to-date electronic listing of all employees covered by this Contract. Such listing shall be in the Excel format and include the employee's department, job classification, work location, home address, employment status, membership status and the amount of dues deducted as it appears on the records of the Township. For the purpose of the deduction of dues for titles covered by this Agreement; Any member working 40 or fewer, but more than 20n hours per week shall be considered a full-time member, any member working 20 or fewer, but more than 12 hours per

Handwritten initials "SD" inside a circle, followed by a signature.

week shall be considered a lower part-time member. The Union shall provide a secure e-mail address for the receipt of the electronic listing and disclose such information only to its officials and representatives whose duties require access. The Township shall provide the Union with a list of departmental payroll codes in order to identify the Department name on the above-mentioned electronic listing.

C. The Union shall indemnify and hold the Township harmless for any dues wrongfully deducted.

4. Article VII. Insurance, Health & Welfare

- Change Health Insurance language to provide for the 20/35 Plan with a difference card.
- Change maximum dental benefit to \$1700 a year.

5. Article VIII. Leaves of Absence.

- Remove Paragraph H.

6. Article X. Grievance Procedure.

- Fix typo in Paragraph F; Change "t" to "at".

7. Article XII. Work Week and Overtime.

- Remove Paragraph F(4).

8. Article XIII. Wages.

- 2024 Revise starting wage and grade ranges as set forth in Exhibit A.
- Existing employees to be paid wage adjustments as of January 1, 2024 in accordance with Exhibit B.
- 4% wage increase per year for all union members in 2024, 2025 and 2026.
- New Employees may be hired at any salary within the appropriate grade.
- Change Paragraph C, promotional increase is \$4,000.
- Remove Paragraph D.

9. Article XVI – Clothing Allowance.

- Change language to indicate that the "boot allowance" will be paid as a taxable stipend in December of each year without need for a receipt.

This MOA is subject to the ratification of the members of AFSCME and approval of the governing body of the Township. The bargaining members of AFSCME and of the Township represent that they will recommend approval of the terms to their respective constituents.

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For Township of Lower:

For Lower Township Office Workers Association -  
Local #3779, AFSCME NJ, AFL-CIO:

\_\_\_\_\_  
Print/Sign Date

Georgia Dougherty 1-21-25  
Print/Sign Date Georgia Dougherty

\_\_\_\_\_  
Print/Sign Date

\_\_\_\_\_  
Print/Sign Date 1/24/25

\_\_\_\_\_  
Print/Sign Date

Renée M. DeZubbo 1/25/25  
Print/Sign Date

\_\_\_\_\_  
Print/Sign Date

Renée M. DeZubbo  
Print/Sign Date

Initials required per page by all signing parties for record.

12/20/2024

## EXHIBIT A: Job Titles (AFSCME 2024-2026) &amp; Salary

Title:	Grades (1-5)/Comments
Account Clerk (NC)	1
Assessing Aide (C)	2 1-year experience
Assessor Trainee (NC)	1-2 Some experience/12 months training period before advancement
Assistant Assessor (C)	2-3 1-year experience
Assistant Super Recreation (C)	4 Some College/experience
Assistant Municipal Tax Collector (C)	4-5 Bachelor's degree or two years full-time experience
Assistant Municipal Treasure (C)	4-5 30 Semester hrs. or 1 year experience/Bachelor's degree
Assistant Zoning Officer (C)	3-4 2 years' experience
Building Maintenance Worker (NC)	1
Building Service Worker (NC)	1
Building Sub-Code Official (C)	5 License requirements under job specification
Chief Assistant Assessor (C)	5 3-5 years' experience – license requirement under job specification
Clerk (NC to C)	1-3 Requirements/experience under job specification
Code Enforcement Officer (C)	2 Requirements under job specification
Code Enforcement Officer Trainee (NC)	1 12-month training period before advancement
Computer Operator (C)	1 Need one year experience or some college
Electrical Sub-Code Official (C)	5 Requirements under job specification
Keyboarding Clerk (NC to C)	1-4 Requirements/experience under job specification
Personnel Technician (C)	2 Requirements/experience under job specification
Principal Account Clerk (C)	3 2 years' experience
Principle Assistant Assessor (C)	3-4 3 years' experience
Plumbing Sub-Code Official (C)	5 License requirements under job specification
Registrar of Vital Statics (U)	2 3 years clerical experience
Record Support Technician (NC to C)	1-3 Requirements/experience under job specification
Senior Assistant Assessor (C)	3 2 years' experience assessing or appraising
Senior Account Clerk (C)	2 1-year experience in preparation and review of finance records
Senior Building Service Worker (C)	4 Requirements/experience under job specification
Senior Computer Operator (C)	2 Requirements/experience under job specification
Senior Code Enforcement Officer (C)	3 3 years' experience conducting inspections
Senior Telephone Operator (C)	2 1-year experience clerical and switchboard
Supervising Code Enforce Off (C)	4 4 years' experience conducting inspections
Supervising Computer Operator	3 Requirements/experience under job specification
Technical Assistant to Construction (C)	4 Requirements/experience under job specification
Telephone Operator (NC)	1

C= Competitive

NC= Non-Competitive

U= Unclassified

All Civil Service Titles can be located at <https://info.csc.state.nj.us/TitleList/TitleSearch.aspx>

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Last Name, Suffix	First Name, Middle I	Position Id	Description	Hire Date	Cur Position Start Dat	2024	2025	2026
BAILEY	JANIA	KEYBOARDING CLERK 3		1/12/2015	1/12/2015	\$ 48,972.90	\$ 50,931.82	\$ 52,969.09
BAILEY	DAWN M	KEYBOARDING CLERK 2		6/23/2014	4/9/2018	\$ 46,800.00	\$ 48,672.00	\$ 50,618.88
BEJASCO	AMY	KEYBOARDING CLERK 1	Provisional	5/15/2018	10/22/2018	\$ 45,800.00	\$ 48,672.00	\$ 50,618.88
BLANDA	REBECCA	KEYBOARDING CLERK 1	Provisional	7/12/2021	7/12/2021	\$ 41,500.00	\$ 43,264.00	\$ 44,994.56
BLUND	JOANNE M	KEYBOARDING CLERK 3		11/16/2008	10/13/2008	\$ 54,056.66	\$ 56,218.93	\$ 58,467.69
CUEVAS	VALARIE	BUILDING SERVICE WORKER		10/25/2021	4/11/2023	\$ 42,640.00	\$ 44,345.60	\$ 46,119.42
DOUGHERTY	MARK	SENIOR BUILDING SERVICE WORKER		9/29/2011	3/1/2015	\$ 56,902.86	\$ 59,178.97	\$ 61,546.13
DOUGHERTY	GEORGIA F	KEYBOARDING CLERK 2	Provisional	5/30/2017	6/18/2018	\$ 46,800.00	\$ 48,672.00	\$ 50,618.88
DUNN	JILLIAN	KEYBOARDING CLERK 1		6/20/2022	1/1/2023	\$ 37,440.00	\$ 38,937.60	\$ 40,495.10
EUBANKS	LACIE	KEYBOARDING CLERK 2		6/21/2021	6/28/2021	\$ 41,600.00	\$ 43,264.00	\$ 44,994.56
FIORE	WALTER S	SUPERVISING CODE ENFORCE		6/6/1999	6/6/1999	\$ 71,128.32	\$ 73,973.46	\$ 76,932.40
FOURNIER	BRUCE	ASSISTANT SUPER RECREATION		6/29/2015	6/29/2015	\$ 43,883.64	\$ 45,638.99	\$ 47,464.55
FRTSCH	STEPHANIE	KEYBOARDING CLERK 1	Provisional	2/6/2019	3/9/2020	\$ 49,920.00	\$ 51,916.80	\$ 53,993.47
KALANDER	RICHARD	PLUMBING SUBCODE OFFICIAL		10/2/2014		\$ 30,516.32	\$ 31,736.98	\$ 33,006.46
KELLEHER	WILLIAM	CODE ENFORCEMENT OFFICER		5/15/2017	4/30/2018	\$ 46,800.00	\$ 48,672.00	\$ 50,618.88
LINDSLEY	KURT A	ELECTRIC SUBCODE OFFICIAL		1/8/2020	1/8/2020	\$ 38,622.38	\$ 40,167.27	\$ 41,773.96
MULLOON	PHYLLIS A	KEYBOARDING CLERK 1	Provisional	10/19/2009	10/19/2009	\$ 49,156.76	\$ 51,164.63	\$ 53,211.22
PHILLIPPE	JESSICA	CLERK 1		10/30/2023	10/30/2023	\$ 37,440.00	\$ 38,937.60	\$ 40,495.10
SCHIED	SUZANNE M	KEYBOARDING CLERK 3		9/21/2009	10/31/2016	\$ 52,092.90	\$ 54,176.62	\$ 56,343.68
SENICO	AAREN D	KEYBOARDING CLERK 3		2/24/2014	2/24/2014	\$ 49,134.81	\$ 51,079.40	\$ 53,122.58
STEIGER	KATHRYN	KEYBOARDING CLERK 1		5/2/2023	5/2/2023	\$ 14,560.00	\$ 15,142.40	\$ 15,748.10
THOMAS	LUNDA	KEYBOARDING CLERK 3		1/3/1990	1/3/1990	\$ 65,185.87	\$ 67,793.30	\$ 70,505.04
VENDETTA	MATTHEW	CLERK 1		9/11/2023	9/11/2023	\$ 37,440.00	\$ 38,937.60	\$ 40,495.10
WOLF	KAREN	KEYBOARDING CLERK 3		6/24/1992	6/24/1992	\$ 65,820.70	\$ 68,453.52	\$ 71,191.66
WOOD	PATRICK	KEYBOARDING CLERK 1		6/23/2022	6/23/2022	\$ 37,440.00	\$ 38,937.60	\$ 40,495.10

Handwritten initials 'JB' in a circle and a signature 'D. Wood'.

EXHIBIT A  
Salaries Min/Max

Grade Number	Min/Max
1	\$35,000 - \$40,000
2	\$39,000 - \$44,000
3	\$43,000 - \$48,000
4	\$47,000 - \$52,000
5	\$51,000 - \$56,000

*Handwritten initials and signature*