

**WORK SESSION AND REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL
OCTOBER 20, 2025 – 5:00pm**

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

Work Session

Consent Agenda

Approval of Minutes – October 6, 2025

- Res. #2025-343 Authorization for the Payment of Vouchers \$ 683,599.92
- Res. #2025-344 Certification of Best Practices Inventory
- Res. #2025-345 Authorization for the Payout of Accumulated Compensatory Time (W.Omrod \$3,837.60)
- Res. #2025-346 Authorization for the Payout of Accumulated Compensatory Time (K.Walker \$14,126.84)
- Res. #2025-347 Approval of Contribution to Lower Township Chamber of Commerce
- Res. #2025-348 Approval of Change Order #1 to Phoenix Advisors for Municipal Advisory Services in connection with General Improvement Bonds
- Res. #2025-349 A Resolution Authorizing a Memorandum of Agreement between the Township of Lower and the County of Cape May regarding Code Blue Warming Centers
- Res. #2025-350 Insertion of Special Item of Revenue Pursuant to NJSA40A:4-87, Chapter 159 (NJ Green Acres \$750,000)
- Res. #2025-351 Approval for Cape May Hallowed Half Marathon
- Res. #2025-352 Authorizing Pay Out of Terminal Leave (L.Read \$6,300.85)
- Res. #2025-353 Approval of Change Order #2 for Remington & Vernick Engineers Services for an Environmental Report for the HVAC Replacement Project at the Township of Lower Municipal Building and Construction & Zoning Building

Regular Agenda

- Res. #2025-354 A Resolution to Terminate All Participation Under the State Health Benefits Program (SHBP) Including Drug Plan and/or Dental Plan Coverage
- Res. #2025-355 A Resolution Authorizing the Award of a Contract to Amerihealth for Health Insurance Coverage for the Township of Lower as an Extraordinary Unspecifiable Service
- Res. #2025-356 A Resolution Authorizing the Award of a Contract to Braven Health for Prescription Coverage for Retired Employees for the Township of Lower as an Extraordinary Unspecifiable Service

Engineer Report

Administrative Reports

Clerk, Dog, Vital

Public Comment

Council Comments

Adjourn

COUNCIL MEETING MINUTES – October 6, 2025

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on October 6, 2025 at 5:00 p.m. in the meeting room of the 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. via telephone
Deputy Mayor Kevin Coombs
Mayor Frank Sippel

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

Consent Agenda

Approval of Minutes - September 15, 2025

- Res. #2025-322 Authorization for the Payment of Vouchers \$ 1,154,046.54
Res. #2025-323 Authorization for Refund of Taxes
Res. #2025-324 Authorizing a Professional Services Contract with Standard & Poor's for Analytical Review and Issuance of a Credit Rating for the Township's 2025 Bond Sale
Res. #2025-325 Authorizing the Payout of Terminal Leave (S. Gindville \$5,087.35)
Res. #2025-326 Certification of Lot Clearing Charges to the Tax Collector
Res. #2025-327 Local Arts Program Grant
Res. #2025-328 Authorizing Competitive Contracting for Banking Services for the Township of Lower
Res. #2025-329 Authorization for the Payout of Accumulated Compensatory Time (K. Boyle, \$12,704.79)
Res. #2025-330 A Resolution Requesting Release of Performance Guarantee for Block 510, Lots 8 & 18.01; Escrow #10-09-03; Performance Bond: PA amusemen
Res. #2025-331 A Resolution Requesting Release of Performance Guarantee for Block 820; Lot 2.23; Escrow #Z23-02-03; P PKBrady
Res. #2025-332 A Resolution Requesting Release of Performance Guarantee for Block 571, Lots 1-6 + 9-14 Re: Escrow #Z18-05-01
Res. #2025-333 Bid Acceptance and Contract Award for Resurfacing of Ridgewood Avenue – Bayshore Road to Delaware Avenue – to South State Inc (LT-C-047) \$237,412.87
Res. #2025-334 A resolution amending the Personnel Policies and Procedures Manual of Lower Township – Emergency Action & Fire Prevention Plan
Res. #2025-335 A Resolution Authorizing a Shared Service Agreement with the Cape May County Municipal Utilities Authority for Solid Waste Disposal and Recycling Services
Res. #2025-336 Bid Rejection for the Clem Mulligan Sports Complex Storm Sewer Pump Station (LT-C-067)
Res. #2025-337 Authorizing the sale of Township of Lower Surplus no longer needed or public use on Govdeals Online Auction Website
Res. #2025-338 Approving Change Order #1 for DeBlasio & Associates for the Construction Phase of the Resurfacing of Ridgewood Avenue – Bayshore Road to Delaware (LT-C-047) \$23,000.
Res. #2025-339 Approving Change Order #1 with South State, Inc to include the Resurfacing of Bayberry Road from Cardinal Avenue to Maryland Avenue on the Cardinal Avenue Resurfacing Project – Beach Avenue to Main Street (LT-C-062) \$13,050
Res. #2025-340 Authorization for the Payout of Accumulated Compensatory Time (A. Hegarty \$7,199.38)

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

Regular Agenda

Ord. #2025-20 An Ordinance Amending Chapter 7, Traffic, of the Code of the Township of Lower to enact Article IV, Electric Bicycle/Scooters, to establish regulations associated with the Operation of Electric Bicycles and Scooters. This is the second reading and public hearing of this Ordinance. This Ordinance has been posted, published and made available to the public.

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

Ord #2025-21 An Ordinance Amending Chapter 583, Streets and Sidewalks, Article I, Excavation of Streets, Subsection 4(B)(8), Street Restoration, of the Code of the Township of Lower . This is the second reading and public hearing of this Ordinance. This Ordinance has been posted, published and made available to the public.

Mayor Sippel gave a brief explanation of the Ordinance.

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

Res. #2025-341 A Resolution Appointing James Craft as Acting/Interim Chief Financial Officer for the Township of Lower

Mayor Sippel expressed his best wishes to the Township's current CFO, Lauren Read.

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

Administrative Reports

Tax Sale Report, Tax, Treasurer

Public Comment

Christina O'Leary, 211 Oak Ave, thanked Council for their continued efforts and voiced interest in improvements to the remaining beach access paths in Villas.

Mayor Sippel informed that not all access paths are owned by the Township.

Manager Laffey explained the process involved in obtaining a beach maintenance permit from the DEP and communicated the Township's intent moving forward.

Councilmember Conrad reiterated the process and informed about the opinions of different ownership entities.

Marianne Devlin, 202 Hollywood Ave, addressed Council with concern about speeding on Hollywood Avenue and requested a stop sign be erected to alleviate the problem.

Mayor Sippel informed that the Township is awaiting the results of a traffic study being conducted by the Lower Township Police Department.

Laurie Schiffelbein, 12 Beverly Road, addressed Council with concern about flooding on her street when it rains.

Manager Laffey agreed to look into the matter further.

Councilmember Wareham also agreed to follow up on the matter.

Council Comments

Mayor Sippel announced the following upcoming events: Halloween Costume Parade; Blood Drive; Beach Sweeps; Trunk or Treat; Haunted Trails; and Veterans Parade.

Deputy Mayor Coombs – no comments

Councilmember Roy – no comments

Councilmember Wareham – no comments

Councilmember Conrad – no comments

Closed Session

Res. # 2025-342 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 Attorney/Client Privilege

MOTION TO TABLE:

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

Adjournment

There being no further business to address, motion to adjourn moved by Mayor Sippel, seconded by Deputy Mayor Coombs. Motion to adjourn was unanimous. Meeting adjourned at 5:22 p.m.

Frank Sippel, Mayor

Township Clerk

Approved:

Resolution #2025-343

Ranges		Item Status		Purchase Types		Misc	
Range: First to Last Rcvd Batch Id Range: First to Last		Open: N Void: N Paid: N Held: Y Aprv: N Rcvd: Y		Bid: Y State: Y Other: Y Exempt: Y		P.O. Type: All Include Project Line Yes Items: Format: Condensed Include Non-Budgeted: Y Vendors: All	
Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00061		ALERT-ALL CORPORATION ~					
25-02609	10/01/25	Fire Prevention Week	Open	\$354.00	\$0.00		
00085		AMERICAN SWIMMING POOLS*					
25-02255	08/22/25	INGROUND POOL CLOSING	Open	\$725.00	\$0.00		
00089		ARTHUR AMONETTE					
25-02687	10/15/25	MEDICARE SUPPLEMENT	Open	\$1,850.00	\$0.00		
00134		ATLANTIC COUNTY JOINT INS FUND					
25-00028	01/03/25	2025 JIF PAYMENT \$1,155,672.00	Open	\$288,918.00	\$0.00		
00153		ATLANTIC CITY ELECTRIC*					
25-02681	10/15/25	ACE- STREET LIGHTS SEPT 2025	Open	\$41,744.28	\$0.00		
00189		AUSTINS SPORTS CENTER					
25-02536	09/24/25	SOCCER BALLS - THREE SIZES	Open	\$1,830.60	\$0.00		
25-02537	09/24/25	FALL SOCCER SHIRTS 2025	Open	\$2,408.50	\$0.00		
		Vendor Total:		\$4,239.10			
00194		ADVANCED VIDEO & SOUND LLC					
24-02462	09/13/24	CLEM MULL NEW NVR FOR CAMERA	Open	\$1,895.00	\$0.00		
25-02666	10/09/25	REPAIRS ON MEETING ROOM PC	Open	\$205.00	\$0.00		
		Vendor Total:		\$2,100.00			
00432		MICHAEL BROGAN					
25-02685	10/15/25	MEDICAL/VISION REIMBURSEMENT	Open	\$252.53	\$0.00		
00640		CAPE MAY COUNTY CLERKS OFFICE					
25-02603	10/01/25	RECORD TAX SALE CERTIFICATES	Open	\$104.00	\$0.00		
00784		CAPE MAY STAR & WAVE					
25-02619	10/02/25	legals - 9/24/2025	Open	\$50.50	\$0.00		
25-02646	10/08/25	Legals - 10/1/2025	Open	\$29.00	\$0.00		
		Vendor Total:		\$79.50			
01171		VERIZON WIRELESS - TOWNHALL					
25-02671	10/14/25	VERION PHONE #622310837-00001	Open	\$483.10	\$0.00		
25-02683	10/15/25	VERIZON IPHONE #723051842-0001	Open	\$1,368.56	\$0.00		
		Vendor Total:		\$1,851.66			
01340		EAGLE POINT GUN ~					
25-02581	10/01/25	TRAINING & DUTY AMMUNITION	Open	\$5,076.59	\$0.00		
01390		EDMUNDS & ASSOCIATES, INC.*					
25-02505	09/23/25	PERVASIVE SQL 10 USER LICENSE	Open	\$2,195.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
01590 25-02427	09/12/25	FORD, SCOTT & ASSOCIATES CO 1 ASSIST WITH ISSUANCE BOND	Open	\$12,700.00	\$0.00		
01603 25-02667	10/10/25	GENERAL CODE PUBLISHERS* Supp #45 & Analysis	Open	\$4,491.00	\$0.00		
01805 25-02668	10/10/25	HERTRICH FLEET SERVICES INC* BOCA NEW VEHICLE	Open	\$38,126.00	\$0.00		
01806 25-02590 25-02591	10/01/25 10/01/25	ANTHONY J HARVATT, II, ESQ ZBA SOLICITOR SALARY (OCTOBER) ZBA RESOLUTION VOUCHERS	Open Open	\$834.00 \$800.00	\$0.00 \$0.00		
Vendor Total:				\$1,634.00			
02001 25-01316	05/23/25	KC SIGN COMPANY* PER RES#25-197 SIGNS & SCOREBO	Open	\$96,475.00	\$0.00		
02292 25-02684	10/15/25	DONALD LOMBARDO MEDICAL CLAIMS	Open	\$1,776.25	\$0.00		
02461 25-02688	10/15/25	JOHN MAHER MEDICAL CLAIMS	Open	\$3,477.52	\$0.00		
02632 25-02625	10/06/25	N J PLANNING OFFICIALS* NJPO MUNICIPAL MEMBER RENEWAL	Open	\$425.00	\$0.00		
02635 25-02680	10/15/25	ARTHUR MCCLOSKEY MEDICAL CLAIMS	Open	\$894.00	\$0.00		
02658 25-02616	10/02/25	McELWEE & QUINN, LLC* \$12M BOND SALE PRINTING	Open	\$2,000.00	\$0.00		
03033 25-00432	02/10/25	T&C SPORTS INC* HOCKEY DEK TILES	Open	\$200.00	\$0.00		
03280 25-02659	10/09/25	PARAMOUNT SANITARY SUPPLY ~ CLEANING SUPPLIES	Open	\$968.66	\$0.00		
03387 25-02612	10/02/25	POGUE INC. * PRE EMPLOYMENT TEST/DPW	Open	\$150.00	\$0.00		
03414 25-02686	10/15/25	WILLIAM PRIOLE VISION REIMBURSEMENT	Open	\$400.00	\$0.00		
03466 25-00671 25-02473	03/10/25 09/18/25	R & R SPECIALTIES Signs for Offices HALLOWEEN PARADE MEDALS/TROPH	Open Open	\$240.00 \$101.50	\$0.00 \$0.00		
Vendor Total:				\$341.50			
03518 25-02652	10/09/25	RIGGINS, INC.* OFF HIGHWAY DIESEL/DPW	Open	\$293.09	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
03518		RIGGINS, INC.*	<i>Account Continued</i>				
25-02654	10/09/25	OFF HIGHWAY DIESEL/DPW	Open	\$814.36	\$0.00		
25-02655	10/09/25	OFF HIGHWAY DIESEL/DPW	Open	\$522.80	\$0.00		
25-02676	10/14/25	OFF HIGHWAY DIESEL/DPW/10.2.25	Open	\$332.94	\$0.00		
		Vendor Total:		\$1,963.19			
03863		TREASURER, STATE OF NEW JERSEY					
25-02628	10/06/25	BOCA 3RD QUARTER REPORT	Open	\$16,685.00	\$0.00		
03917		STATE OF NJ DEPT OF CHILD/FAML					
25-02650	10/09/25	3rd Quarter Marriage Licenses	Open	\$1,275.00	\$0.00		
03923		STANDARD AND POOR'S*					
25-02644	10/08/25	2025 BOND SALE RATING	Open	\$23,450.00	\$0.00		
03971		VERIZON WIRELESS MDT POLICE					
25-02649	10/09/25	SEPTEMBER 2025 MDT INVOICE	Open	\$1,238.27	\$0.00		
03985		VILLAS NAPA AUTO PARTS ~					
25-02125	08/04/25	RDS/SANT/RECY/OCT	Open	\$3,599.24	\$0.00		
03992		VAL-U AUTO PARTS LLC ~					
25-00965	04/14/25	RDS/SANT/REC/DPW/MARCH	Open	\$4,814.14	\$0.00		
04075		BARBER CONSULTING SERVICES LLC					
25-02624	10/06/25	MIS SERVICES 7/18- 9/19/25	Open	\$2,475.00	\$0.00		
04097		CINTAS FIRST AID AND SAFETY*					
25-02657	10/09/25	PD SAFETY CABINET STOCK 10/3	Open	\$67.37	\$0.00		
25-02679	10/14/25	RE-STOCK CLEM MULLIGAN	Open	\$110.87	\$0.00		
		Vendor Total:		\$178.24			
04266		NJ DEPT OF HEALTH&SENIOR SVCS					
25-02696	10/15/25	Dog Lic - Sept, 2025	Open	\$22.80	\$0.00		
04300		W B MASON CO INC*					
25-02365	09/05/25	LARGE FORMAT PAPER	Open	\$222.72	\$0.00		
25-02391	09/09/25	OFFICE PAPER/DPW	Open	\$196.92	\$0.00		
25-02618	10/02/25	OFFICE SUPPLIES	Open	\$45.03	\$0.00		
		Vendor Total:		\$464.67			
04301		SEASHORE ASPHALT CORPORATION*					
25-01217	05/13/25	ASPHALT FOR ROADWAYS	Open	\$1,829.85	\$0.00		B
25-02622	10/06/25	ASPHALT/DPW	Open	\$3,725.98	\$0.00		
		Vendor Total:		\$5,555.83			
6063		CAPE MINING & RECYCLING, LLC*					
25-00105	01/13/25	SUPPLIES FOR ROADS/DPW/JAN	Open	\$564.75	\$0.00		
7066		KETCHUM MFG CO INC*					
25-02598	10/01/25	2026 Dog Tags	Open	\$551.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
7098 25-00026	01/03/25	SHORE VETERINARIAN ANIMAL RES#2025-48 DNE \$64K ANIMAL	Open	\$5,333.33	\$0.00		B
7117 25-02610	10/02/25	NJLM AD-CFO	Open	\$210.00	\$0.00		
7354 25-01456	06/06/25	FLEETPRIDE INC.* SUPPLIES/BLDG/DPW	Open	\$806.32	\$0.00		
7386 25-02665	10/09/25	COREY SCHEID NOTARY EXAM/REGISTRATION/OATH	Open	\$47.50	\$0.00		
7475 25-02672	10/14/25	SUZANNE M SCHEID MEDICAL REIMBURSEMENT	Open	\$58.55	\$0.00		
7618 25-02595	10/01/25	MEGONIGAL ELECTRIC LLC DOUGLASS PARK LIGHTS	Open	\$1,790.00	\$0.00		
7636 25-02593	10/01/25	MOTT MACDONALD LLC MOTT MACDONALD ZBA VOUCHERS	Open	\$1,113.00	\$0.00		
7687 25-02670	10/10/25	ENHANCED WEB SERVICES* JAMES CRAFT CFO FONT	Open	\$29.95	\$0.00		
7748 24-00251 25-00294	01/22/24 01/27/25	JAMES MATHIS 2024 EQUIPMENT ALLOWANCE 2025 EQUIPMENT ALLOWANCE	Open Open	\$126.04 \$150.00	\$0.00 \$0.00		
Vendor Total:				\$276.04			
7820 25-02617	10/02/25	DEBLASIO & ASSOCIATES, P.C ZBA ENGINEER VOUCHERS	Open	\$2,660.74	\$0.00		
7826 25-02434	09/12/25	CASANI CANDY CO. INC* HALLOWEEN CANDY-TRUNK OR TREA	Open	\$2,515.95	\$0.00		
7929 25-02535 25-02549 25-02563 25-02585 25-02597 25-02615 25-02626	09/24/25 09/26/25 09/29/25 10/01/25 10/01/25 10/02/25 10/06/25	AMAZON CAPITAL SERVICES, INC ~ MOWER TIRES & GATE ROLLER Office Supplies BOCA OFFICE SUPPLIES PD OFFICE SUPPLIES HARDWARE Flags for Veterans Day Parade GAS POWER WASHER	Open Open Open Open Open Open Open	\$137.97 \$616.04 \$452.28 \$1,028.50 \$133.28 \$114.95 \$599.99	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00		
Vendor Total:				\$3,083.01			
8130 25-02645	10/08/25	MUNIHUB \$12M BOND SALE	Open	\$500.00	\$0.00		
8175 25-02614	10/02/25	INTEGRITY INTERPRETING LLC COURT INTERPRETER 8/2025	Open	\$131.25	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
8197 25-00655	03/07/25	GREAT AMERICAN FINANCIAL SERV 2 NEW POSTAGE MACH 4/25-12/25	Open	\$650.00	\$0.00		
8439 25-00637	03/06/25	J&D SERVICES LLC RES#25-49 FERTILIZING SERVICES	Open	\$3,434.00	\$0.00		B
8460 25-02623	10/06/25	RE BUSINESS SOLUTIONS ~ 9/19/25 Printer Repair	Open	\$114.00	\$0.00		
8495 25-02584	10/01/25	COASTAL FENCE AND RAILING OFF SET HINGE/DPW	Open	\$48.65	\$0.00		
8721 25-00022	01/03/25	BLANEY, DONOHUE, & WEINBERG PC RES#2025-03 LABOR DNE \$40K	Open	\$2,244.00	\$0.00		B
8723 25-02653	10/09/25	HOFFMAN INTERNATIONAL INC* FILLER CAP, HOSE/DPW	Open	\$931.06	\$0.00		
8735 25-00482	02/13/25	SURENIAN EDWARDS & NOLAN LLC AFF HOUSING RES #2025-15	Open	\$60.00	\$0.00		B
8837 25-02689	10/15/25	REBECCA BLANDA MEDICAL CLAIMS	Open	\$285.00	\$0.00		
8908 25-02673	10/14/25	COMCAST BUISNESS PHONES COMCAST VOICE EDGE #905366178	Open	\$1,322.01	\$0.00		
8909 25-02682	10/15/25	COMCAST BUSINESS PD INTERNET COMCAST PD #708748079	Open	\$999.72	\$0.00		
9026 25-02602	10/01/25	STARR SEPTIC LLC ~ LUXURY BATHROOM/DPW	Open	\$948.00	\$0.00		
9166 25-00269	01/27/25	REMINGTON & VERNICK ENG II INC RES 2025-79 ROOFING TOWNHALL	Open	\$1,980.00	\$0.00		
25-00270	01/27/25	RES 2025-79 HVAC REPL TOWNHALL	Open	\$6,750.00	\$0.00		
25-01210	05/13/25	RES#2025-177 CHG ORD 1 HVAC TH	Open	\$40,500.00	\$0.00		B
Vendor Total:				\$49,230.00			
9169 25-02664	10/09/25	EB EMPLOYEE SOLUTIONS LLC OCT 2025 DIFF CARD ADMIN	Open	\$3,789.50	\$0.00		
9316 25-00021	01/03/25	THE BELASCO LAW FIRM LLC RES#2025-01 DNE\$150K EXPENSES	Open	\$1,159.00	\$0.00		
9317 25-02674	10/14/25	VERIZON CONNECT FLEET USA LLC FLEET GPS JULY, AUG, SEPT	Open	\$1,023.30	\$0.00		
9354 25-02524	09/24/25	AEHG LLC- MR APPLIANCE MILLMAN REFRIGERATOR	Open	\$580.62	\$0.00		
25-02526	09/24/25	FREEMAN DOUGLASS REFRIGERATO	Open	\$652.75	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
9354		AEHG LLC- MR APPLIANCE	<i>Account Continued</i>				
		Vendor Total:		\$1,233.37			
9412 25-02587	10/01/25	BLUETRITON BRANDS INC. TOWNSHIP FINAL WATER BILLS	Open	\$402.59	\$0.00		
9445 25-02621	10/06/25	TWIN ROCKS WATER 9/18- TOWNHALL WATER DELIVERY	Open	\$79.90	\$0.00		
9448 25-02426	09/12/25	PHOENIX ADVISORS RES 25-282 ADVISORY BONDS	Open	\$15,230.00	\$0.00		B
9454 25-02285	08/27/25	ED GRANT REFUND- SUMMER CAMP	Open	\$326.00	\$0.00		
9459 25-02445	09/17/25	CETH JOHNS B-500.02 L-7	Open	\$361.78	\$0.00		
9461 25-02498	09/23/25	TAC NERD PRODUCTIONS LLC TAC NERD TRAINER TARGETS	Open	\$800.00	\$0.00		
9462 25-02582	10/01/25	SHAWN HAINSWORTH BLOCK 453 LOT 9	Open	\$159.57	\$0.00		
BOSNA 25-02675	10/14/25	KAREN MANETTE BOSNA YOGA- MONTH OF SEPTEMBER '25	Open	\$80.00	\$0.00		
FBINA 25-01051	04/23/25	FBINAA NJ CHAPTER* 2025 ANNUAL FBINAA TRAINING	Open	\$3,695.00	\$0.00		
IAMES 25-02583	10/01/25	MICHAEL IAMES TRAINING REIMBURSEMENT	Open	\$52.11	\$0.00		

Total Purchase Orders: 105 Total P.O. Line Items: 0 Total List Amount: \$683,599.92 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 October 20, 2025

Julie A Picard, Township Clerk

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

RESOLUTION #2025-344

Title: **CERTIFICATION OF BEST PRACTICES INVENTORY**

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

WHEREAS, the purpose of the Best Practices worksheet is to promote and improve financial accountability and transparency by withholding some or all of the final payment of State Aid from municipalities who do not score high enough on the annual worksheet; and

WHEREAS, the attached 2025 Best Practices Inventory for the Township of Lower shows the Township scored a 39.5 of a possible 43.5 (no aid withholding for scores > 32).

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the 2025 Best Practices Inventory has been reviewed and can be forwarded to the State of New Jersey Department of Community Affairs.

	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 October 20, 2025

Julie A Picard, Township Clerk

Best Practices Inventory Online Platform

Survey

Lower Township

Printable Current Answers

Best Practices		Budget
001	Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5, and does it annually deposit appropriations into the fund? Only answer N/A if your municipality 1) does not offer (for any employee hired after a certain date) payouts upon retirement for accumulated sick leave, and 2) no current employee has a grandfathered right to sick leave payouts upon retirement	[0.50] Yes
Best Practices		Budget
002	N.J.S.A. 40A:4-62.1 allows municipalities to establish a storm recovery reserve for purposes such as, but not limited to, snow, ice, and debris removal. Unexpended balances budgeted annually for storm recovery purposes may be lapsed into the reserve. Review LFN 2025-10 for further information. Has your municipality established a storm recovery reserve to ensure the consistent availability of funds for this purpose?	[0.50] Yes
Core Competencies		Budget
003	Unless the Local Finance Board sets forth a later date pursuant to N.J.S.A. 40A:4-5.1, N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) and N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities). For CY2025 budgets the Local Finance Board extended these dates to March 31 and April 30, respectively, or the date of the next regularly scheduled governing body meeting thereafter (See Local Finance Notice 2024-20). Timely budget adoption helps a municipality avoid having to issue estimated tax bills or tax anticipation notes (TANS). Did your municipality introduce and adopt its current year budget no later than the extended dates authorized by the Local Finance Board? This question may only be answered N/A if your municipality's budget is subject to adoption by the Local Finance Board under State Supervision or if the Division instructed the municipality to delay budget adoption.	[1.00] Yes Comment Intro 3/3/25 Adopt 4/7/25

004	Core Competencies	Budget	[1.00] Yes
N.J.S.A. 40A:5-12 requires the chief financial officer of each municipality to file the Annual Financial Statement (AFS) with the Division no later than February 10 (August 10 for SFY municipalities). Local Finance Notice 2024-20 announced the extension of this deadline to March 7. The statute specifies a \$5 per day penalty payable by the CMFO for failing to file the AFS within 10 days of after the time fixed for filing. Did your municipality file its AFS with the Division by no later than March 7 (or August 10 for SFY municipalities)?			
005	Core Competencies	Budget	[1.00] Yes
Pursuant to N.J.S.A. 40A:2-40, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file its Annual Debt Statement with the Division of Local Government Services. Did your municipality file its Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?			
006	Core Competencies	Budget	[1.00] Yes
Recent amendments to N.J.A.C. 5:30-7.4 disqualify from local examination a municipality that has failed to submit to the Division the user-friendly budget section corresponding with the previous year's adopted budget. Has your municipality electronically submitted to the Division the User-Friendly Budget section of its adopted CY2024/SFY2025 and CY2025 budgets?			
007a	Unscored Survey	Budget	
If your municipality permits one or more classes of cannabis businesses, does your municipality impose a local cannabis tax pursuant to N.J.S.A. 40:48i-1?			
007b	Unscored Survey	Budget	
If your municipality imposes a local cannabis tax, was tax revenue received in CY2024/SFY2025 reported as Municipal Revenue Not Anticipated (MRNA)?			
008	Unscored Survey	Budget	
Has your municipality formed an advisory committee or other similar approach to seek out or develop additional non-tax revenues?			
			[0.00] No

009	Core Competencies	Capital Projects	
Any municipality having its own water system is required to adopt an annual capital budget and program reflecting the water infrastructure improvements listed on the annual Water Quality Accountability Act (WQAA) capital improvement report. The WQAA capital improvement report must be submitted to the Department of Environmental Protection (DEP) by no later than March 15. If your municipality has its own water system, does the capital budget and program reflect the capital projects listed in the annual WQAA report submitted to DEP that fall within the time period of the municipality's capital budget and capital program?			[1.00] N/A
010	Core Competencies	Capital Projects	
Has your municipality adopted a capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year operating costs and savings? Only answer N/A if your municipality does not have a capital budget and is not required to adopt a capital budget pursuant to N.J.A.C. 5:30-4.3.			[1.00] Yes
011	Unscored Survey	Emergency Services	
A disaster preparedness drill can help plan appropriate emergency responses for scenarios such as, but not limited to, natural disasters, active shooter, wildfires, and chemical spills. Has your municipality participated in a disaster preparedness drill involving local, county, and/or regional partners within the past year?			[0.00] Yes
012	Unscored Survey	Emergency Services	
Municipalities may adopt a resolution to establish a Volunteer Tuition Credit Program for its volunteer firefighters and/or EMS. The Program allows an active volunteer in good standing, their spouse, or their dependent children to receive tuition credit at a county college, county vocational school, or county technical institute. The maximum tuition credit is \$600 for each year of volunteer service for a total credit not to exceed \$2,400 over a four-year volunteer service period. Review for further details LFN MC-99-5 and https://www.nj.gov/dca/divisions/dlgs/programs/volunteer_docs/vtc_descrp_with_forms.pdf . Has your municipality established a Volunteer Tuition Credit Program for its volunteer firefighters and/or EMS?			[0.00] No
013	Best Practices	Environment	
Have one or more public electric vehicle charging stations been installed on municipal property?			[0.00] No

014	Best Practices	Environment	
When purchasing new vehicles, does your municipality have a formal policy to purchase hybrid or alternative fuel vehicles whenever such vehicles are suited to the intended use? Only answer N/A if your municipality does not own any vehicles.			[0.00] No
015	Core Competencies	Ethics	
The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Statements (FDSs) annually. Compliance by local elected officials is required by N.J.S.A. 40A:9-22.6. Did all governing body members timely file their annual Financial Disclosure Statements for 2025 such that they were not issued a Notice of Violation (NOV) by the Local Finance Board? A "No" answer is permissible if the governing body members' NOV were rescinded by the Board. Only answer N/A if your municipality has an ordinance on the books establishing a municipal ethics board.			[1.00] Yes
016	Core Competencies	Ethics	
If your municipality has a municipal ethics board, did the municipal ethics board enforce the Financial Disclosure Statement (FDS) statute by issuing violations to local government officers (LGOs) who were on the 2025 roster but did not file the FDS by April 30, 2025? Only answer N/A if your municipality does not have an ordinance on the books establishing a municipal ethics board.			[1.00] N/A
017	Best Practices	Financial Administration	
With respect to note sales (TANs, BANs, Emergency Notes and Special Emergency Notes), proper disclosure and communication with potential bidders can yield optimal results for a municipality. Knowing when to sell on a negotiated or competitive basis, aggregating note sales as much as possible, along with casting a "wide net" to attract the maximum number of bidders for a competitive note sale, is critical to achieving the lowest possible interest rate. In its most recent note sale, did your municipality market note sales beyond publishing the notice required by N.J.S.A. 40A:2-30 along with issuing a prospectus, official statement or other document to potential lenders disclosing all material financial and budget information?			[0.50] Yes Comment Prospective - we have not issued notes in many years but if we were to do so, all additional documentation would be provide.
018	Best Practices	Financial Administration	
N.J.A.C. 5:30-8.3(a)(3) establishes a schedule of minimum dollar amounts for tax collector surety bonding. However, to provide a higher level of security for public funds, municipalities are encouraged to adopt the more stringent schedule for tax collector surety bonding specified in N.J.A.C. 5:30-8.3(a)(4). Has your municipality adopted the more stringent surety bonding schedule for tax collectors set forth in N.J.A.C. 5:30-8.3(a)(4) or higher?			[0.00] No

019	Best Practices	Financial Administration	[0.00] No
N.J.A.C. 5:30-8.4 (a) establishes a schedule of minimum dollar amounts for municipal court surety bonding, specifically for municipal judges and municipal court administrators. However, subsection (b) of 5:30-8.4 encourages municipalities to adopt a more stringent schedule for municipal court surety bonding that is specified in the subsection. Has your municipality adopted the more stringent surety bonding schedule for municipal court judges and court administrators set forth in N.J.A.C. 5:30-8.4(b) or higher?			
020	Core Competencies	Financial Administration	[1.00] N/A Comment N/A
Audit findings address areas needing improvement and ignoring these findings devalues the process. Municipalities should correct noted deficiencies. Have the audit findings in your municipality's 2023 audit been identified in a corrective action plan and not been repeated in the 2024 audit? If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. If your municipality's 2024 audit is late, answer "No" and state "2024 audit not complete". Only answer "N/A" if there were no audit findings in the 2024 audit. If you did not answer no, please type "No Repeat Audit Findings" into the Comment Box.			
021	Core Competencies	Financial Administration	[1.00] Yes
At its July 2023 meeting, the Local Finance Board adopted an amendment to N.J.A.C. 5:30-8.2 that converted the previously suggested surety bond schedule for a CMFO to a mandatory minimum schedule. This change came into effect on January 1, 2024. See Local Finance Notice 2023-21 for further details and to view the exposure index. Through a blanket bond or an individual bond, does your municipality provide a fidelity bond with faithful performance coverage for the CMFO that meets at least the minimum schedule set forth in N.J.A.C. 5:30-8.2?			
022	Core Competencies	Financial Administration	[1.00] Yes
At its July 2023 meeting, the Local Finance Board adopted updates to N.J.A.C. 5:30-5.7 requiring municipalities to maintain a general ledger for not only the current fund, but also for all other funds, as well as post totals for all funds to the general ledger on at least a monthly basis and maintain required original books of entry in an electronic format. See Local Finance Notice 2024-09 for further details. Does your municipality maintain a general ledger for its current fund and all other funds in accordance with N.J.A.C. 5:30-5.7?			
023	Core Competencies	Financial Administration	[1.00] Yes
Does your municipality post totals for all funds to the general ledger on at least a monthly basis?			
024	Core Competencies	Financial Administration	[1.00] Yes
Does your municipality maintain required original books of entry in an electronic format?			

025	Core Competencies	Financial Administration	[1.00] N/A
Local Finance Notice 2024-11 updates municipalities and fire districts on current IRS guidance and Federal Fair Labor Standards Act (FLSA) guidance pertaining to incentives paid to volunteer firefighters and EMS (other than LOSAP). Nominal stipends funded through the federal Staffing for Adequate Fire and Emergency Response (SAFER) program's volunteer firefighter recruitment and retention (R&R) grant is also discussed. Has your municipality reviewed its volunteer fire and EMS incentives for compliance with federal requirements?			
026	Core Competencies	Financial Administration	[1.00] Prospective
Regular cash flow analysis by a municipality's finance office is critical to maintaining essential services and ensuring fiscal solvency. The Government Finance Officers Association offers cash flow forecasting guidance at https://www.gfoa.org/cash-flow-forecasting . Does your municipality's finance office generate a cash flow report on at least a quarterly basis with administration and elected officials updated on the results?			
027	Core Competencies	Financial Administration	[1.00] Yes
In accordance with Governor Murphy's Executive Order 267 dated October 8, 2021 and outlined in LFN 2022-08 dated March 2, 2022, municipalities and counties are required to provide DLGS with a copy of all American Rescue Plan (ARP) LFRF reports filed with U.S. Treasury, including Project and Expenditure Reports, Interim Reports, and Recovery Plan and Performance Reports. Has your municipality filed all required ARP LFRF Reports with U.S. Treasury and, in turn, filed those reports with DLGS? Only answer N/A if your municipality refused ARP LFRF Funding.			
028	Core Competencies	Financial Administration	[1.00] N/A
If your municipality received a legislative grant-in-aid from the FY25 State Budget, is your municipality 1) in compliance with all documentation and closeout requirements, 2) maintaining current agency information in SAGE, and 3) ensuring that the agency profile in SAGE does not lapse?			
029	Unscored Survey	Financial Administration	[0.00] Yes
Is your municipality using any previously obligated ARP Local Fiscal Recovery Fund (LFRF) proceeds for operating expenses in its 2025 budget?			
030	Unscored Survey	Financial Administration	[0.00] No
Has the federal government rescinded or suspended one or more municipal grants since the beginning of this year? If so, please list the affected grants in the Comments field. If not, insert "Answered No" in the Comments field.			
			Comment No

031	Best Practices	Insurance	If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law (LPCL) bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law? Only answer N/A if your municipality does not contract with an insurance broker for health insurance or, if it does, the contract does not exceed your municipality's LPCL bid threshold.	[0.00] No
032	Best Practices	Insurance	Insurance broker fees dependent on the amount of health insurance premiums or fees paid by the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees? Only answer N/A if your municipality does not contract with an insurance broker for health insurance.	[0.50] Yes
033	Unscored Survey	Insurance	If your municipality offers non-SHBP employee health benefit coverage, did your municipality switch from SHBP to non-SHBP health benefit coverage within the past three (3) years?	[0.00] N/A
034	Core Competencies	Lead Remediation	Subsection h. of N.J.S.A. 52:27D-437.16 requires each municipality to assess an additional fee of \$20 per unit inspected for lead hazards and deposited into the Department of Community Affairs' Lead Hazard Control Assistance Fund established pursuant to N.J.S.A. 52:27D-437.4. Does your municipality assessed and collected the above-reference \$20 fee assessment for each lead inspection and send the proceeds to the Department of Community Affairs' Division of Housing & Community Resources for deposit into the Fund?	[1.00] Yes
035	Core Competencies	Lead Remediation	If your municipality has identified rental dwellings that have experienced tenant turnover since July 22, 2022, have all of those units been inspected prior to re-occupancy?	[1.00] N/A

036a	Unscored Survey	Lead Remediation	[0.00] Other
Does your municipality have a permanent local agency that is currently conducting inspections for lead-based paint hazards in rental dwellings and enforcing the provisions of P.L. 2021, c. 182? If your answer is "Other" fill-in the name of the municipal agency under Comments. If your answer is "Shared Service", please fill-in the name of the agency and the local unit providing the service under Comments. Further information concerning the requirements of this recently enacted law are available at https://www.nj.gov/dca/codes/resources/leadpaint.shtml .			
036b	Unscored Survey	Lead Remediation	[0.00] N/A
If your municipality does not have a permanent local agency or a shared service currently conducting inspections for lead-based paint hazards in rental dwellings to enforce the provisions of P.L. 2021, c. 182, has your municipality retained a lead evaluation contractor to provide paid lead inspection services?			
037	Unscored Survey	Lead Remediation	[0.00] Yes
Pursuant to P.L. 2021, c. 182, has your municipality identified rental dwellings that have experienced tenant turnover since July 22, 2022?			
038	Unscored Survey	Lead Remediation	Comment 530
The method of lead-based paint hazard inspection required for each municipality is at https://www.nj.gov/dca/codes/publications/pdf_lead_doh_lead_data_insp.pdf . If your municipality is required to perform a visual inspection, how many visual lead-based paint inspections did your municipality conduct (directly, through shared services, or through a certified lead evaluation contractor) since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.			
039	Unscored Survey	Lead Remediation	Comment 0
If your municipality is required to perform a dust wipe swiping under https://www.nj.gov/dca/codes/publications/pdf_lead_doh_lead_data_insp.pdf , how many dust wipe-sampling lead-based paint inspections did your municipality conduct (directly, through shared services, or through a certified lead evaluation contractor) since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.			
040	Unscored Survey	Lead Remediation	Comment 10
How many post-remediation lead-based paint inspections has your municipality conducted (directly, through shared services, or through a certified lead evaluation contractor) since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.			

041	Unscored Survey	Lead Remediation	
How many lead safe certifications have been issued by your municipality since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.			
042	Unscored Survey	Opportunity Zones	[0.00] N/A
The Opportunity Zone program is a federal economic development tax incentive that aims to encourage long-term real estate development and business investments in designated low-income communities. More information on Opportunity Zones can be found at https://www.irs.gov/credits-deductions/businesses/opportunity-zones . The One Big Beautiful Bill Act makes the Opportunity Zone program a permanent feature of the federal tax code, requiring governors to nominate in 2026 new Opportunity Zones based on 2020 census tract boundaries. If your municipality does not already have an Opportunity Zone designation, would your municipality be interested in receiving an Opportunity Zone designation next year?			
Answer N/A if your municipality already has an Opportunity Zone designation.			
043a	Unscored Survey	Opportunity Zones	
Is your municipality aware of any real estate development projects or businesses that will be using the Opportunity Zone tax incentive or receiving an Opportunity Fund investment?			
043b	Unscored Survey	Opportunity Zones	[0.00] No
If your municipality knows of any projects that are, or will be, using the Opportunity Zone tax incentive, please include the name of each project, the full address, a short description that includes the primary developer (if applicable), estimated value of the development (i.e. total permitted value), and the project's status (if known) on the Excel form provided on DLGS's Best Practices webpage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment Box. If you have not uploaded the Excel Form, type NA in the Comment Box.			
			Comment N/A

044	Core Competencies	Personnel	
N.J.S.A. 2C:51-2d permanently disqualifies from future public employment any person convicted of an offense "relating directly to the person's performance in, or circumstances flowing from, the specific public office, position or employment held by the person." Disqualification from public employment relating to a conviction for a disorderly persons or petty disorderly persons offense may be waived by the court for good cause shown upon application of the county prosecutor or the Attorney General. Under certain circumstances, a certificate suspending the disqualification may be issued pursuant to the Rehabilitated Convicted Offender Act (N.J.S.A. 2A:168A-1 through 16). Before extending an offer of employment, does your municipality ask the individual whether they are currently disqualified from public employment due to a criminal conviction for which N.J.S.A. 2C:51-2d applies?			[0.00] No
045	Core Competencies	Personnel	
For any municipal officers and employees NOT required by contract or municipal policy to make health benefit contributions in the amounts specified by the Chapter 78 health benefit contribution grid (excluding Rx and dental), is your municipality requiring those employees to contribute at least 1.5% of base salary towards health benefits pursuant to P.L. 2010, c. 2? See Local Finance Notices 2010-12 and 2011-20R for further details. Answer N/A if all of your municipality's officers and employees are required by contract or municipal policy to contribute at least the amount required by P.L. 2011, c. 78 for health benefits.			[1.00] Yes
046	Core Competencies	Personnel	
Payments for waivers filed before May 21, 2010 and maintained continuously since, cannot exceed fifty percent (50%) of the amount saved by the local unit as a result of the employee's waiver of coverage. For waivers filed on or after May 21, 2010, which is the effective date of P.L. 2010, c. 2, payments cannot exceed the lesser of twenty-five percent (25%) of the amount saved by the local unit as a result of the waiver, or \$5,000. When calculating an employee's waiver payment, the local unit must deduct the employee's healthcare contribution obligation from the total premium cost. Local units have sole discretion as to whether or not to offer employees payments for waiver of health benefits, and may offer waiver payments below the statutory maximum. Health benefit waiver payments are statutorily excluded from collective bargaining. See Local Finance Notices 2010-12 and 2016-10 for further discussion on health benefit waiver payments. Are your municipality's healthcare waiver payments at or below the statutory maximum? "N/A" is only applicable where the municipality does not make payments in lieu of health benefits.			[1.00] Yes
047	Core Competencies	Personnel	
N.J.A.C. 5:30-16.2 requires a municipality's purchasing agent (QPA and non-QPA), certified public works manager, and business administrator/municipal manager to register for GovConnect. If your municipality has one or more of the above-referenced titles, are the individuals in those titles registered for GovConnect with their most current e-mail addresses?			[1.00] Yes

048	Core Competencies	Personnel	
Has your municipality's chief financial officer, tax collector, and municipal clerk registered their most current e-mail addresses in GovConnect to allow continued receipt of EGG Notice broadcasts?			[1.00] Yes
049	Core Competencies	Personnel	
For all municipal officers and employees whose positions require a State-issued professional license or certification, has your municipality instituted a process to regularly verify that such officers and employees have valid licenses or certifications?			[1.00] Prospective
050	Unscored Survey	Personnel	
Does your municipality currently have an unlicensed individual serving as an acting municipal clerk, temporary chief municipal finance officer, temporary purchasing agent, and/or a temporary chief public works manager? Select as many as are applicable or None of the Above.			
051	Unscored Survey	Personnel	
Does your municipality currently retain a chief financial officer through a professional services contract?			[0.00] No
052	Core Competencies	Procurement	
The purchase of insurance coverage and consultant services is a limited exception to public bidding by virtue of being deemed an Extraordinary Unspecifiable Service (EUS) pursuant to N.J.S.A. 40A:11-5(a)(ii) and 40A:11-5(c)(1)(m). See Page 3 of the Local Finance Notice AU-2002-2 for further details. The standard EUS certification declaration is available at https://www.nj.gov/dca/divisions/dlgs/programs/lpc/docs/eus_letter.pdf . Do not submit the form to DLGS. If your municipality has procured insurance under the EUS exception to public bidding, has your municipality followed the procedural requirements of an EUS in doing so?			[1.00] N/A
053	Core Competencies	Procurement	
N.J.S.A. 34:1A-1.16 authorizes the New Jersey Department of Labor and Workforce Development (NJDOLE) to create a list on its website, dubbed the Workplace Accountability in Labor List (The WALL), of any person found in violation of any State wage, benefit, and tax laws and against whom a final order has been issued by the NJDOLE for such violation. A contract cannot be awarded to any contractor or vendor appearing on the WALL. Review LFN 2024-18 for further information. Is your municipality cross checking prospective vendor or contractor names against the WALL before awarding any contract over the quote threshold?			[1.00] Yes

054	Core Competencies	Procurement	P.L. 2023, c. 138 requires public works contractor registration and payroll certification for public works projects to be completed online at https://njwages.nj.gov/. Contractors were required to be registered prior to August 15, 2024 with public entity registration strongly encouraged. Email njwagehubinfo@dol.nj.gov for assistance with registration. In addition to the NJ Wage Hub online requirements, certified payrolls shall continue to be submitted to the municipality in the manner and process that is consistent with each body's previous receipt of certified payrolls (e.g. email, fax). Is your municipality registered with NJDOL's online certified payroll system?	[1.00] Yes
055	Core Competencies	Redevelopment	Upon the adoption of a resolution by a municipal governing body determining that a delineated area, or any part thereof, is an area in need of redevelopment or an area in need of rehabilitation, N.J.S.A. 40A:12A-6.b(5)(c) and 40A:12A-14a require the municipal clerk to transmit a copy of the resolution to the Commissioner of the Department of Community Affairs for review. If the area in need of redevelopment or rehabilitation is not located in an area in which development or redevelopment is to be encouraged pursuant to any State law, the determination shall not take effect without first receiving the review and approval of the Commissioner. If the area in need of redevelopment or rehabilitation is located within an area in which development or redevelopment is encouraged pursuant to State law, the resolution shall take effect after the municipal clerk has transmitted a copy of the resolution to the Commissioner. Areas in Need of Redevelopment and Areas in Need of Rehabilitation are featured on the NJ Community Asset Map hosted on the Office of Local Planning Services webpage under "Available Data and Applications." Has your municipality submitted all resolutions designating areas in need of redevelopment or rehabilitation within the municipality to the DCA Commissioner?	[1.00] Yes
056	Core Competencies	Redevelopment	N.J.S.A. 40A:20-9.d requires an urban renewal entity with which the municipality has a financial agreement for a payment in lieu of taxes (PILOT) under the Long-Term Tax Exemption Law to submit annually, within 90 days after the close of its fiscal year, its auditor's reports to the mayor and the governing body. Does your municipality enforce the annual submission of urban renewal entity audit reports and review those reports?	[1.00] Yes
057	Core Competencies	Redevelopment	For financial agreements under the Long-Term Tax Exemption Law that were entered into on or after July 9, 2003, N.J.S.A. 40A:20-12 requires municipalities to remit to the county five percent (5%) of each quarterly installment of the annual service charge paid by the urban renewal entity to the municipality. The county portion must be included with the quarterly tax installment paid to the county pursuant to N.J.S.A. 54:4-74. Does your municipality pay over to the county its statutory share of each Long-Term PILOT entered into on or after July 9, 2003?	[1.00] Yes

058	Core Competencies	Redevelopment	[1.00] Yes
Payments in Lieu of Taxes (PILOTs) can be a useful tool for economic development. However, municipalities must monitor PILOT agreements to ensure recipients comply with all agreement terms, particularly timely payment and reporting. Does your municipality have an official designated to monitor exemptions/abatements and ensure compliance with the PILOT agreement terms?			
059	Core Competencies	Shared Services & Consolidation	[1.00] Yes
N.J.S.A. 40A:65-4(b) requires a copy of each shared services agreement to be filed with the Division of Local Government Services. Has your municipality filed with the Division the most current copy of each shared services agreement under which the municipality provides one or more services to another local unit as defined by N.J.S.A. 40A:65-3 of the Uniform Shared Services and Consolidation Act? Only answer N/A if your municipality does not provide a shared service to another local unit.			
060	Unscored Survey	Shared Services & Consolidation	[0.00] No
Local Finance Notice 2017-23 describes the avenues through which a municipality can consolidate multiple fire districts into a single fire district. If your municipality has multiple fire districts, has it recently reviewed, or is it currently reviewing, the feasibility of consolidating its multiple districts into a single district? Only answer N/A if your municipality does not have a fire district or only has a single fire district.			
061a	Unscored Survey	Shared Services & Consolidation	Comment N/A
If your municipality currently provides a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendent to another municipality pursuant to a shared services agreement, please select one or more of the options provided and list under Comments each municipality (and the county in which that municipality is located) along with the position being provided to that municipality. If your municipality currently provides none of these positions pursuant to a shared services agreement, select None of the Above and insert N/A into Comments.			
061b	Unscored Survey	Shared Services	[0.00] N/A Comment N/A
If the answer to Question 61a is yes, did one or more of the identified shared service agreements result in the dismissal of a tenured official? If yes, please insert under Comments 1) the position or positions where an agreement resulted in the dismissal of a tenured official; and 2) an estimate of the cost savings anticipated to be achieved by the participating municipalities at the outset of the agreement. If the answer is No or N/A, please insert "No" or "N/A" under Comments. See LFN 2018-3R for more information on this provision of the Common Sense Shared Service Act.			

062	Unscored Survey	Technology	
Does your municipality routinely utilize an artificial intelligence (AI) platform in one or more of its departments?			[0.00] No
063	Best Practices	Transparency	
Does your municipality maintain on its website the most recent annual financial statement (AFS) and annual audit, including any corrective action plan? Please provide the link to the webpage on which both are posted under Comments. If the answer is "No" type "Answered No" under Comments.			[0.50] Yes Comment https://townshipoflower.org/treasurer.php
064	Best Practices	Transparency	
Does your municipality maintain on its website all current labor agreements, including memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements? Please provide the link to the webpage on which current labor agreements are posted under Comments. If the answer is "No" type "Answered No" under Comments.			[0.50] Yes Comment https://townshipoflower.org/unionscontract
065	Best Practices	Transparency	
Does your municipality maintain on its website, in an easily accessible location, the municipal master plan and all past and current master plan elements (e.g. land use, housing, stormwater management plan, traffic, open space and recreation)? Please provide the link to the webpage on which the master plan information is posted under Comments. If the answer is "No" type "Answered No" in the Comments.			[0.00] No Comment No
066	Best Practices	Transparency	
Does your municipality feature a link on its website to the Division of Taxation's Property Tax Relief Program webpage at https://www.state.nj.us/treasury/taxation/relief.shtml ?			[0.50] Yes
067	Core Competencies	Transparency	
Are your municipality's codified and uncodified ordinances, including all current salary ordinances, posted on the municipality's website? Please provide the link to the webpage on which the ordinances are posted under Comments. If the answer is "No" type "Answered No" under Comments.			[1.00] Yes Comment https://townshipoflower.org/ordinances.pl

068	Core Competencies	Transparency	
	Does your municipality maintain on its website minutes and agendas, along with meeting dates, for the governing body, planning board, board of adjustment and all commissions? Please provide the link to the webpage on which the agendas and minutes are listed under Comments. If the answer is "No" type "Answered No" under Comments.		[1.00] Yes Comment https://townshipoflower.org/mayor.php https://townshipoflower.org/planning-zoning.php
069	Core Competencies	Transparency	
	Does your municipality maintain on its website the previous three years of adopted budgets and the current year introduced or adopted budget, inclusive of the user-friendly budget section, as required pursuant to N.J.S.A. 40A:4-10? Please provide the link to the webpage on which the budgets are posted under Comments. If the answer is "No" type "Answered No" under Comments.		[1.00] Yes Comment https://townshipoflower.org/treasurer.php
070	Core Competencies	Utilities	
	Section 4 of P.L. 2021, c. 317 establishes a Winter Termination Program allowing eligible residential customers to avoid service shutoff from November 15 through March 15 for non-payment of water, sewer, or electric service provided by a local unit. See Local Finance Notice 2024-17 for further details. Has your municipality notified its residential ratepayers about the Winter Termination Program in the manner required under law with respect to the utility services it provides?		[1.00] N/A

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

RESOLUTION # 2025-345

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to William Omrod in the amount of 3837.60 is authorized and chargeable to the 2025 Budget account 5-01-25-240-123.

	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 October 20th, 2025.

Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

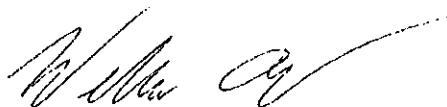
SPECIAL REPORT

TO: Chief Kevin Lewis
FROM: Ptlm. William Omrod #208
DATE: October 3, 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,



William Omrod
Patrolman Badge 208

C	File		
Date	Officer	Comments	
10/3/2025	W. Omrod #208		
10/3/25	LT Melby	To Capt Meyer Confirmed has time	
10-3-25	Capt. Meyer #170	FWD D.C. Vanman	
10-3-25	J.C. #179		

100 • 8
53 • 5700 •
5165 / 2000 • 8

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

RESOLUTION # 2025-346

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to Kenneth Walker in the amount of 14,126.84 is authorized and chargeable to the 2025 Budget account 5-01-25-240-123.

	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 October 20th, 2025.

Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief Kevin Lewis
FROM: Ptlm. Kenneth Walker Jr. #205
DATE: September 03, 2025
SUBJECT: Comp Time Buyout

Chief Lewis,

I am asking to submit this letter to payroll requesting a buyout of 350 hours of accrued comp time. Thank you in advance for your time and attention to this request.

Respectfully Submitted,

 Walker #205

$\$40.3624 \times 350 = \$14,126.84$

Kenneth Walker Jr.
Patrolman Badge 205

C File

Date	Officer	Comments
09/08/25	205	Forwarded to Lt. McEwing
9/8/25	Lt. McEwing	To Capt. Major. Confirmed has time
9/9/25	7c Varnum #174	To Chief Lewis
9-10-25	181 (EL)	SENT TO TOWN HALL

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

RESOLUTION #2025-347

Title: APPROVAL OF CONTRIBUTION TO LOWER TOWNSHIP CHAMBER OF COMMERCE

WHEREAS, The Lower Township Chamber of Commerce is organized to achieve the objective of promoting business and community growth and development within by promoting economic programs designed to strengthen and expand the income potential of all business within the Township of Lower and promoting programs of civic, social and cultural nature which are designed to increase the functional and aesthetic values of the community and discovering and correcting abuses which prevent the promotion of business expansion and community growth; and

WHEREAS, the Lower Township Chamber of Commerce prints and supplies an Annual Directory to the residents of Lower Township.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Lower, County of Cape May, State of New Jersey, does hereby authorize and approve a contribution of \$4,000.00 towards the Annual Directory.

BE IT FURTHER RESOLVED that the CFO is hereby authorized to issue the above check chargeable to the following line item where sufficient funds are available as evidenced by her signature

Appropriation: 501-20-110-221

CFO's Signature:


James Craft, CFO

	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 October 20, 2025.

Julie A Picard, Township Clerk



Lower Township Chamber of Commerce

1228 Bayshore Rd. • P.O. Box 374 • Villas, New Jersey 08251

www.lowertownshipchamber.com

ltcc@lowertownshipchamber.com • 609-886-5281 or 609-305-4153

Township of Lower

2600 Bayshore Rd

Villas, N.J. 08251

Attn: Mayor Frank Sippel & Council

Dear Mayor & Council:

As the Lower Township Chamber approaches its 32nd year of serving and assisting our business community, we humbly ask for your assistance once again.

Since we are growing the content of our Community Guide with more information about our Mayor & Council; Police and Fire Departments and Atlanticare EMS and our business community, we continue to expand our distribution sources. Our local Library, Board of Commissioners and all of our members have asked for our guides.

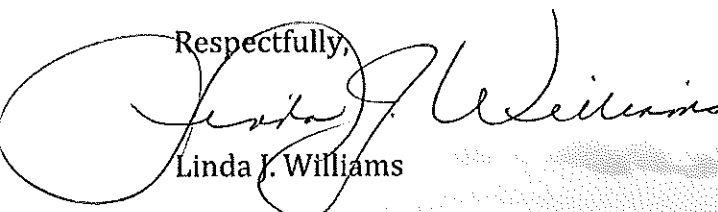
We are trying to keep our print quantity to 12,000 – 15,000, however, we are finding that by June our guides have been exhausted for distribution. Therefore, we may need to print an additional number for 2026 which, in turn, will bring up our costs. This is a positive indication that our Guide is becoming more and more in demand with each edition.

This year, we are proud to be able to include our new Business Members and Hometown Heroes Flag project. A total of 66 Flags will fly on Bayshore, Seashore and Breakwater Rds with the assistance of our Public Works Department. Seashore Signs has done a fabulous job in printing and designing our flags, especially one that our Chamber has dedicated to PATROLMAN DAVID C. DOUGLASS. His flag, along with some Hometown Hero flags will proudly fly on Veteran's Way. This will be included in our guide with photos.

We hope you will consider our request of funds this year in the amount of \$4,000. To assist us in covering our additional costs as we proudly continue to support our Township.

Thanking you for your consideration of this request, I remain,

Respectfully,


Linda J. Williams

Executive Director/ LTCC

First Community in Cape May County, New Jersey, 1640
Cold Spring • Diamond Beach • Erma • Fishing Creek • North Cape May
Schellenger's Landing • Shawerest • Sunset Beach • Townbank • Villas
Home of the Best Sunsets!

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

RESOLUTION #2025-348

Title: APPROVAL OF CHANGE ORDER #1 TO PHOENIX ADVISORS FOR MUNICIPAL ADVISORY SERVICES IN CONNECTION WITH GENERAL IMPROVEMENT BONDS

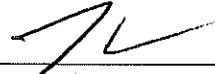
WHEREAS, Phoenix Advisors was awarded on August 18, 2025 by Resolution #2025-282 Phoenix Advisors have provided the attached proposal in the amount of \$13,500.00 to provide Municipal Advisory Services in connection; and

WHEREAS, Phoenix Advisors have submitted a final invoice in the amount of \$15,230.00 for an additional \$1,730.00; and

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

Appropriation: C-04-55-439-910

Signature:


James Craft, CFO

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Change Order #1 attached hereto in the net increase amount of \$1,730.00 to Phoenix Advisors is hereby approved and the contract total is now increased to \$15,230.00.

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

	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 October 20, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION #2025-349

Title: A RESOLUTION AUTHORIZING A MEMORANDUM OF AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND THE COUNTY OF CAPE MAY REGARDING CODE BLUE WARMING CENTERS

WHEREAS, N.J.S.A. § App.A:9-43:19, PL 2017 Chapter 68 (The Code Blue Law), requires county governing bodies and municipalities to develop plans to establish emergency warming centers for at-risk individuals when a Code Blue alert is issued; and

WHEREAS, Cape May County is providing supportive funding to three municipalities, including Lower Township, that had the largest usage of the prior year's Code Blue Placements; and

WHEREAS, Cape May County has requested that Lower Township approve the attached Memorandum of Agreement setting forth the responsibilities and obligations of both parties.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Lower Township Council formally approves the attached Memorandum of Agreement and authorizes the Mayor, Clerk and Solicitor to sign the document on the Township's behalf.

	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 October 20, 2025.

Julie A Picard, Township Clerk

MEMORANDUM OF AGREEMENT
BETWEEN
THE COUNTY OF CAPE MAY
AND THE TOWNSHIP OF LOWER

This Memorandum of Agreement is made this ____ day of _____, 2025, between the **County of Cape May** (hereinafter the "County"), whose administrative offices are located at 4 Moore Road, Cape May Court House, New Jersey, 08210, and the **Township of Lower** (hereinafter the "Township"), a municipal corporation of the State of New Jersey, whose administrative offices are located at 2600 Bayshore Road, Villas, New Jersey, 08251, and who may collectively be denominated as the "Parties" in this Agreement, and each may be called, separately, a "Party."

WHEREAS, PL 2017 Chapter 68 (The Code Blue Law), as adopted and as amended, requires municipalities to plan for their unsheltered individuals by providing emergency warming centers,

WHEREAS, it is the intention of the County to provide supportive funding to the three municipalities with individuals reporting zip codes located within those municipalities as their last permanent address, and that have had the highest usage in the prior year Code Blue, Homeless Hotline, and Emergency Assistance Temporary Shelter services, and

WHEREAS, the Township is one of the three municipalities referenced above that will provide an emergency warming center;

NOW, THEREFORE, the parties agree as follows:

I County Responsibilities

1. The County shall provide \$34,020 annually to support the direct service operations of the Municipal Warming Centers.
2. The County may also provide additional support for tangible items, if available, including, but not limited to, cots, blankets, pillows, PPE, and COVID Test Kits, if requested.

II Township Responsibilities

1. The Township shall designate a place with heat and access to a restroom and cots for unsheltered individuals to assemble during the hours of 6:30PM to 6:30AM, at a minimum, during a Code Blue declaration ("Warming Center").

2. Prior to January 1 of each year, the Township shall provide the County with the address(es) of the Warming Center(s) and a contact name and phone number for the location.
3. The Township shall open (or be prepared to open in the rotating schedule) the Warming Center on every Code Blue declaration thereafter. A rotating schedule is established in the beginning of the Code Blue season (October); however, all Warming Centers are required to be available to operate on an as needed basis, including, but not limited to, an overflow of the primary Warming Center.
4. The Township may be requested to open or to extend the overnight Warming Center operations due to extenuating circumstances, including, but not limited to heavy snow. Should this request be accommodated, the Township will be paid a mutually agreed upon rate (county and municipality agree to rate) for the additional hours of operation.
5. The Township shall provide a report on County funding monthly.

III Insurance and Indemnification

1. The parties represent that each is insured for liability purposes and agree to remain insured for so long as this Agreement remains in effect. The parties agree, to the extent possible under the terms of their respective insurance coverages, to name each other as additional insureds on such policies of insurance to protect against liability arising from the provision of services under this Agreement, and to maintain such coverages throughout the duration of this Agreement.
2. To the fullest extent permitted by law, and at its sole cost and expense, the Township hereby agrees to defend and indemnify the County and to hold it harmless from and against any and all damages, claims, losses, suits and/or liabilities of any sort (including reasonable attorney's fees and litigation costs) arising out of, or alleging to arise out of, the services provided under this Agreement, including any theories of negligence claimed or asserted against the County.

IV Effective Date; Termination

1. This Agreement shall be approved by, and be deemed effective as of, the date of the Resolutions of the governing bodies of the County and the Township duly adopted in accordance with law at public meetings held in accordance with the provisions of the Open Public Meetings Act and the provisions of the Uniform Shared Services and Consolidation Act.

2. This Agreement shall automatically renew from year to year unless a party notifies the other in writing by no later than October 1 of the preceding year.

V Miscellaneous

1. This Agreement shall be governed by the laws of the State of New Jersey. In the event of a dispute arising out of this Agreement, the parties agree that they will immediately meet and make a good faith effort to resolve said dispute. In the event that the dispute cannot be resolved amicably, then any litigation arising out of this Agreement shall be litigated in the Superior Court of New Jersey, Cape May County.
2. The parties have read this Agreement, and it is a full statement of their understandings. This Agreement is not subject to oral modification and may only be changed by a writing approved, adopted and executed with the same formalities as were attendant to the approval, adoption and execution of this Agreement.
3. The headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of the substantive provisions of this Agreement.
4. The County and the Township agree that no inference concerning the meaning or interpretation of this Agreement shall be drawn based upon the fact that it was drafted by the County of Cape May's legal counsel.

[SIGNATURES BEGIN ON THE NEXT PAGE]

IN WITNESS WHEREOF, the parties have set their hands and seals the day and year first above written.

ATTEST

COUNTY OF CAPE MAY

Kevin Lare
Administrator/Clerk of the Board

Leonard Desiderio
Commissioner Director

APPROVED AS TO FORM:

Jeffrey R. Lindsay, Esquire
County Counsel

ATTEST

TOWNSHIP OF LOWER

Julie Picard, Clerk

Frank Sippel, Mayor

APPROVED AS TO FORM

Municipal Solicitor

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

RESOLUTION #2025-350

Title : INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount,

SECTION 1.

NOW, THEREFORE BE IT RESOLVED that the Township of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of \$750,000.00 for an item of revenue in the budget of the year 2025 as follows:

Miscellaneous Revenues –	
Revenue Offset with Appropriations -	New Jersey Green Acres
Total with increase to be	\$ 750,000.00

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$750,000.00 be and the same is hereby appropriated under the caption of:

General Appropriations –	
Public & Private Programs Offset by Revenues -	New Jersey Green Acres
State/Federal Share	\$ 750,000.00
Non State Share	\$
Total with increase to be	\$ 750,000.00

FURTHER RESOLVED **FURTHER RESOLVED** that a certified copy of this Resolution with the appropriate documentation shall be electronically filed with the State of New Jersey, Division of Local Government Services.

	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 October 20, 2025.

Julie A Picard, Township Clerk



State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION

OFFICE OF THE COMMISSIONER

401 East State Street

P.O. Box 420, Mail Code 401-07B

Trenton, New Jersey 08625-0420

Tel. (609) 292-2885 • Fax (609) 292-7695

www.nj.gov/dep

PHILIP D. MURPHY

Governor

TAHESHA L. WAY

Lt. Governor

SHAWN M. LATOURETTE

Commissioner

April 25, 2025

SENT VIA EMAIL

Honorable Frank Sippel
Mayor, Lower Township
2600 Bayshore Road
Villas, NJ 08251

RE: Green Acres Project Number: 0505-25-025
Project Name: Jake's Law Playground at Rotary Park
Lower Township, Cape May County

Dear Honorable Sippel:

I am pleased to inform you that the New Jersey Department of Environmental Protection and the Garden State Preservation Trust (GSPT) have approved Lower Township's application for a Green Acres matching grant of \$750,000. This funding is contingent upon the passage of a legislative appropriation.

Preserving land, improving local parks and stewarding our natural resources are critical components of our efforts to ensure high quality, close-to-home recreation opportunities and open space for all residents. We are particularly excited about our Completely Inclusive Playground grant awards this funding round and appreciate Lower Township's commitment to increasing inclusive recreation opportunities. This project represents a significant step toward our shared goal of providing protecting and enhancing New Jersey's quality of life, and I congratulate you.

Green Acres staff will contact you directly and provide further information to guide you through this project. We look forward to working with Lower Township toward the successful completion of this important undertaking.

Sincerely,

Shawn M. LaTourette
Commissioner

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

RESOLUTION #2025-351

Title: APPROVAL FOR CAPE MAY HALLOWED HALF MARATHON

WHEREAS, an application has been received from Cape May Running, LLC for the Cape May Hallowed Half Marathon to be held October 25, 2025 ; and

WHEREAS, the applicant has provided all the required paperwork, including indemnification and insurance certificates; and

WHEREAS, the Lower Township Police Department has been advised of this event.

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on October 20, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION # 2025-352

Title: AUTHORIZING PAY OUT OF TERMINAL LEAVE

WHEREAS, the employee listed below has resigned from the Township and is entitled to payment for accumulated vacation and personal time; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, Couty of Cape May, . State of New Jersey that a payment due to Lauren Read in the amount of \$6,300.85 is authorized and is chargeable to Reserve for Accumulated Absences.

	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 October 20, 2025.

Julie A Picard, Township Clerk

TOWNSHIP OF LOWER
RETIREMENT PAYOUT ANALYSIS
DATE:

EMPLOYEE: Read, Lauren
DATE OF RESIGNATION: 10/10/2025
DATE OF PAYMENT: _____
RESOLUTION #: _____

Annual Salary:	\$134,033.00
Hourly Rate:	\$73.64
Longevity	\$0.00

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	6.50	73.64	478.69
Personal	(5.92)	73.64	(436.20)
Sick	0.00	73.64	0.00
Vacation	84.98	73.64	6,258.37
Other			
Terminal Leave Payout			\$6,300.85

	(A)	(B)	(C)	(B * C)	(E)	A + D - E	
	Carryover	Annual	41 weeks / 52 weeks	Prorated Time Due	Time Used	Hours to be paid	
Comp	0.00	6.50	0.79		0.00	6.50	
Personal	0.00	28.00	0.79	22.08	28.00	(5.92)	
Sick	896.25	105.00	0.79	82.79	59.00	0.00	
Vacation	35.50	175.00	0.79	137.98	88.50	84.98	
						Days	Cashed out to 457(b)

Accrual and time used are current to 10/10/25 subject to change if time is used or not currently reported.

Employee Signature: _____
Date: _____

Treasurer's Signature: _____
Date: _____

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

RESOLUTION #2025-353

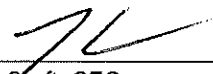
Title: APPROVAL OF CHANGE ORDER #2 FOR REMINGTON & VERNICK ENGINEERS SERVICES FOR AN ENVIRONMENTAL REPORT FOR THE HVAC REPLACEMENT PROJECT AT THE TOWNSHIP OF LOWER MUNICIPAL BUILDING AND CONSTRUCTION & ZONING BUILDING

WHEREAS, Remington & Vernick Engineers were awarded a professional Service Contract by Resolution #2025-78 on January 22, 2025 to investigate the design for the Municipal Building and Construction and Zoning Building for \$14,900.00; Change Order #1 was awarded on May 5, 2025 by Resolution #2025-177 for the Design Phase for \$74,000.00; and

WHEREAS, Remington & Vernick Engineers provided a proposal to provide an Environmental Report for the Construction and Zoning Building for a cost of \$5,000.00; and

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

Appropriation: Ord #24-04 C-04-55-439-910

Signature: 
James Craft, CFO

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Change Order #2 for Remington & Vernick Engineers is hereby approved to increase the contract total to \$93,900.00.

	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 October 20, 2025.

Julie A Picard, Township Clerk



**REMINGTON
& VERNICK
ENGINEERS**

4907 New Jersey Avenue
Wildwood, NJ 08260
O: (609) 522-5150
F: (609) 522-5313

October 8, 2025

Ms. Margaret Vitelli
Purchasing Agent
2600 Bayshore Rd
Villas, NJ 08251

**Subj: Proposal for Environmental Services
HVAC Replacement Project at Construction & Zoning Building
Township of Lower, Cape May County, NJ
Proposal No. COS2025-036**

Dear Ms. Vitelli:

REMINGTON & VERNICK ENGINEERS (RVE) is pleased to submit our change of scope proposal to provide Environmental Services for the above referenced project. A description of the services to be provided for this project is as outlined below.

Project Scope

In general, the scope of work for this project consists of the material sample testing of representative building materials that may be impacted by the proposed HVAC system upgrades at the Construction and Zoning Building.

Specifically, RVE will collect samples at the Construction & Zoning building, send the samples to an outside lab for laboratory analysis, and prepare a summary for the Township regarding the analytical results of the findings.

Cost of Services

Services as outlined in this proposal will be provided for a lump sum fee of **\$5,000.00** to be invoiced monthly on a percent-complete basis.

We trust the information provided meets your requirements. Work will begin immediately upon receipt of a Notice to Proceed. Remington & Vernick Engineers looks forward to working with the Township on this important project. Should you have any questions or require additional information, please contact Lia Domico at our Wildwood office at (609) 522-5150.

Sincerely,
REMINGTON & VERNICK ENGINEERS

David J. Maillet, PE
Engineering Department Head

Lia J. Domico, PE
Project Manager/Engineer

cc: Mike Laffey, Township Manager
Gary Douglass, Superintendent of Public Works
Bill Galestok, Planning Director

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

RESOLUTION #2025-354

Title: A RESOLUTION TO TERMINATE ALL PARTICIPATION UNDER THE STATE HEALTH BENEFITS PROGRAM (SHBP) INCLUDING PRESCRIPTION DRUG PLAN AND/OR DENTAL PLAN COVERAGE

WHEREAS, the Township of Lower (SHBP Employer Location No. 024700 hereby resolves to terminate its participation in the Program (Medical Plan, Prescription Drug Plan, and/or Dental Plan coverage) thereby canceling coverage provided by the SHBP for all its active and retired employees; and

WHEREAS, the Township of Lower shall notify all active employees of the date of their termination of coverage under the Program; and

WHEREAS, the New Jersey Division of Pensions & Benefits (NJDPB) will notify retired employees of the cancellation of their coverage; and

WHEREAS, all COBRA participants will be notified by the NJDPB and advised to contact the Township of Lower concerning a possible alternative health, prescription drug, and dental insurance plan; and

WHEREAS, this Resolution shall take effect the first of the month following a 60-day period beginning with the receipt of the Resolution by the State Health Benefits Commission

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May and State of New Jersey that the Township of Lower hereby terminates all participation under the State Health Benefits Program in a manner consistent with the terms of this Resolution.

BE IT FURTHER RESOLVED that the Township Manager, and/or Mayor are hereby authorized to sign any documents that are necessary to effectuate the intent of this Resolution, including but not limited to executing the form attached to and made a part of this Resolution.

	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 October 20, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION #2025-355

Title: A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO AMERIHEALTH FOR HEALTH INSURANCE COVERAGE FOR THE TOWNSHIP OF LOWER AS AN EXTRAORDINARY UNSPECIFIABLE SERVICE

WHEREAS, the New Jersey State Health Benefits Program (SHBP) is the current health insurance provider for the Township of Lower; and

WHEREAS, due to past and projected increases in health insurance premiums, the Township Council of the Township of Lower has adopted a Resolution terminating all participation under the SHBP, and there is a need to procure replacement health insurance coverage for the Township to address its health insurance needs and the needs of its employees; and

WHEREAS, in accordance with the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., specifically N.J.S.A. 40A:11-5(1)(a)(ii), a municipality is permitted to award a contract for insurance, which exceeds the applicable bid threshold, as an exception to the open public bidding requirements as an extraordinary unspecifiable service; and

WHEREAS, the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., requires that the governing body publish a notice in its official newspaper setting forth the nature, duration, service, and amount of the contract where the contract itself is awarded as an Extraordinary Unspecifiable Service without competitive bidding; and

WHEREAS, the Township previously appointed Marsh McLennan as its Health Insurance Broker of Record, and Marsh McLennan has obtained and provided proposals and rate quotations from several qualified health insurance providers for the Township's review; and

WHEREAS, pursuant to N.J.A.C. 5:34-2.3 and N.J.S.A. 40A:11-6.1(b), the Township Manager has executed a Certification that the services in question qualify as extraordinary unspecifiable services under the New Jersey Local Public Contracts Law and has filed same with the governing body evidencing the fact that the solicitation of competitive bids is impracticable given the immediate need to procure and provide health insurance coverage for the Township and its employees; and

WHEREAS, based upon the evaluation of proposals and the recommendation of Marsh McLennan, the Township Council has determined that Amerihealth is best positioned to provide health insurance coverage to the Township and its eligible employees based on cost analysis, network availability, prior performance, and continuity of benefits; and

WHEREAS, the Township Chief Financial Officer (CFO) has certified that the funds are available for this contract as evidenced by his signature:

Appropriation: _____

Signature: _____
James Craft, CFO

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

1. That a contract for the provision of health insurance coverage for the Township and its eligible employees is hereby awarded to Amerihealth to provide health insurance coverage to the Township and its employees as an Extraordinary Unspecifiable Service pursuant to N.J.S.A. 40A:11-5(1)(a)(ii).

2. That the Mayor, Township Manager, and Clerk are hereby authorized to execute an agreement with Amerihealth for the period of December 1, 2025 through December 31, 2026, in accordance with the proposal attached hereto.
3. That notice of this action shall be published once in an official newspaper of the municipality as required by N.J.S.A. 40A:11-5(1)(a)(ii).
4. That the Certification of Availability of Funds, the Certification of Extraordinary Unspecifiable Services, and all related contract documents shall be maintained in the office of the Township Clerk and shall be available for public inspection.
5. That this Resolution shall take effect immediately upon adoption.

	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 October 20, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION #2025-356

Title: **A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO BRAVEN HEALTH FOR PRESCRIPTION COVERAGE FOR RETIRED EMPLOYEES FOR THE TOWNSHIP OF LOWER AS AN EXTRAORDINARY UNSPECIFIABLE SERVICE**

WHEREAS, the New Jersey State Health Benefits Program (SHBP) is the current health insurance provider for the Township of Lower; and

WHEREAS, due to past and projected increases in health insurance premiums, the Township Council of the Township of Lower has adopted a Resolution terminating all participation under the SHBP, and there is a need to procure replacement health insurance coverage, specifically prescription coverage, for the Township to address its health insurance needs and the needs of its retired employees; and

WHEREAS, in accordance with the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., specifically N.J.S.A. 40A:11-5(1)(a)(ii), a municipality is permitted to award a contract for insurance, which exceeds the applicable bid threshold, as an exception to the open public bidding requirements as an extraordinary unspecifiable service; and

WHEREAS, the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., requires that the governing body publish a notice in its official newspaper setting forth the nature, duration, service, and amount of the contract where the contract itself is awarded as an Extraordinary Unspecifiable Service without competitive bidding; and

WHEREAS, the Township previously appointed Marsh McLennan as its Health Insurance Broker of Record, and Marsh McLennan has obtained and provided proposals and rate quotations from several qualified health insurance providers for the Township's review; and

WHEREAS, pursuant to N.J.A.C. 5:34-2.3 and N.J.S.A. 40A:11-6.1(b), the Township Manager has executed a Certification that the services in question qualify as extraordinary unspecifiable services under the New Jersey Local Public Contracts Law and has filed same with the governing body evidencing the fact that the solicitation of competitive bids is impracticable given the immediate need to procure and provide prescription coverage for the Township and its retired employees; and

WHEREAS, based upon the evaluation of proposals and the recommendation of Marsh McLennan, the Township Council has determined that Braven Health is best positioned to provide prescription coverage to the Township and its eligible retirees based on cost analysis, network availability, prior performance, and continuity of benefits; and

WHEREAS, the Township Chief Financial Officer (CFO) has certified that the funds are available for this contract as evidenced by his signature:

Appropriation: _____

Signature: _____
James Craft, CFO

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

1. That a contract for the provision of prescription coverage for the Township and its eligible retired employees is hereby awarded to Braven Health to provide prescription coverage to the Township and its retired employees as an Extraordinary Unspecifiable Service pursuant to N.J.S.A. 40A:11-5(1)(a)(ii).

2. That the Mayor, Township Manager, and Clerk are hereby authorized to execute an agreement with Braven Health for the period of January 1, 2026 through December 31, 2026, in accordance with the proposal attached hereto.
3. That notice of this action shall be published once in an official newspaper of the municipality as required by N.J.S.A. 40A:11-5(1)(a)(ii).
4. That the Certification of Availability of Funds, the Certification of Extraordinary Unspecifiable Services, and all related contract documents shall be maintained in the office of the Township Clerk and shall be available for public inspection.
5. That this Resolution shall take effect immediately upon adoption.

	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 October 20, 2025.

Julie A Picard, Township Clerk

Clerk Report September 2025

Register Report - Last month

9/1/2025 through 9/30/2025

10/6/2025

Page 1

Date	Account	Description	Category	Clr	Amount
		INCOME			4,658.00
		BUSINESS LIC 2025-2026			843.00
		Short term 2025-2026			1,045.00
		Special Events			1,515.00
		Street Openings			50.00
		Vac Prop Reg			1,000.00
		Yard Sales			130.00
		Year Round Rental			75.00
		TRANSFERS			-4,658.00
		Council Checking			-4,658.00
		OVERALL TOTAL			0.00

Total Collected \$120.00

**SEPTEMBER 2025
VITAL STATISTICS**

Marriages,Civil Unions	22
Domestic Partners	0
Certified Copies	151
Certified Copies EDRS	0
Burial Permits	0

Marriages, Civil Unions State	\$550.00
Domestic Partners State	\$0.00
Marriages, Civil Unions Twp	\$66.00
Domestic Partners Twp	\$0.00
Certified Copies	\$1,510.00
Certified Copies EDRS	\$0.00
Burial Permits	\$0.00

TOTAL	\$2,126.00
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