

WORK SESSION AND REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL
AUGUST 18, 2025 – 5:00 p.m.

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

Work Session

Presentation - Certificates of Congratulations – Lower Township Elementary School System Retirees

Presentation - Assemblyman Erik Simonsen

Consent Agenda

Approval of Minutes – August 4, 2025

Approval of New Jersey State Firefighter's Association Membership – Z. Shapiro, Erma Volunteer Fire Company

Res. #2025-278 Authorization for the Payment of Vouchers \$ 248,793.86

Res. #2025-279 Authorization for the Payout of Accumulated Compensatory Time (S. Elam Hampton \$1,587.37)

Res. #2025-280 Authorization for the Waiver of Permitting Fees for Naval Air Station Wildwood, Associated with the Access Control Upgrades to the Museum's Fencing and Gates

Res. #2025-281 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87; Chapter 159 (Drive Sober or Get Pulled Over \$5,250)

Res. #2025-282 Approving a Professional Service Contract with Phoenix Advisors for Municipal Advisory Services in Connection with General Improvement Bonds

Res. #2025-283 Approving Change Order #1 with Ford Scott & Associates, LLC to Assist with the Proposed Issuance of Bonds for the Township of Lower (NTE \$12,700.)

Res. #2025-284 A Resolution Ratifying and Affirming a Memorandum of Understanding between the Lower Township Police Department and Acenda, Inc. in Connection with the Arrive Together Program Focused on Enhancing and Supporting Law Enforcement Responses to Certain Behavioral Health Crisis Calls

Res. #2025-285 Bid Acceptance and Contract Award for the Delaware Bay Beach Stormwater Outfall Extension Project (LT-C-059) to R.A. Walters & Sons (\$296,000)

Res. #2025-286 Under 3% Emergency Resolution to Facilitate the Award of a Professional Service Contract to Address Compliance with Affordable Housing Obligation

Res. #2025-287 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (OEM Perf Grant \$10,000)

Res. #2025-288 A Resolution Awarding a Professional Service Contract without Public Bidding to Lomax Consulting Group to Provide Environmental Consulting Services

Res. #2025-289 A Resolution of the Township of Lower Canceling Certain Taxes per Agreement/Resolution

Res. #2025-290 Approval of Change Order #1 to DeBlasio & Associates, Inc. for the Construction Phase for the Bay Outfalls Extension (LT-C-059 \$18,000.)

Res. #2025-291 A Resolution Authorizing a Request for funds from the Lower Township Municipal Utilities Authority

Res. #2025-292 A Resolution Urging the New Jersey Governor and Legislature to Enact Regulations Governing the Operation of Electric Bicycles and Scooters on Public Streets, Sidewalks, Bike Paths and Other Public Areas to Enhance Public Safety of

Res. #2025-293 A Resolution Authorizing the Execution of a Right of Entry Agreement with the United States Army Corps of Engineers to Facilitate the Cape May Canal Improvement Project

Regular Agenda

Engineer Report

Administrative Reports

Clerk, Construction, Dog, Tax, Vital

Public Comment

Council Comments

Adjourn

COUNCIL MEETING MINUTES – August 4, 2025

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on August 4, 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.
Deputy Mayor Kevin Coombs
Mayor Frank Sippel

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

Work Session

Public Hearing – Adoption of Bidder Pre-Qualification Regulations in connection with Phase II Improvements to the Judge Nathaniel Foster House located at 1649 Bayshore Road

Mayor Sippel announced the following:

The Township recently completed Phase 1 of renovations to the historic Judge Nathaniel Foster House. Phase 1 work included a new wood shingle roof, structural reinforcement of the wooden frame, removal of asbestos siding and repairs to the underlying clapboard, installation of a new electrical panel, and rewiring of the first floor. We are now preparing to go out to bid for Phase 2, which will improve public access to the building. Planned work includes ADA upgrades, reconstruction of deteriorated chimneystacks, replacement of missing and damaged window shutters, preservation of the historic fireback in the first-floor parlor, rewiring of the second floor, replacement of stairs, landings, and railings, renovation of the side porch, and stabilization of accessory buildings.

In an effort to ensure the preservation of the historic the Judge Nathaniel Foster House, the Township has elected to establish prequalification requirements for prospective bidders. The qualifications are intended to ensure that prospective contractors have the financial stability, experience, and equipment necessary to carry out the work.

Tonight's public hearing is an opportunity for the public and interested bidders to comment on these proposed requirements. A notice of this hearing was properly published in the Cape May Star and Wave on July 2, 2025, and the Press of Atlantic City on July 3, 2025. We welcome your input before the Township considers adopting the prequalification criteria.

Mayor Sippel opened the hearing up to public comment requesting anyone wishing to address Council regarding the Bidder Pre-Qualification Regulations in connection with Phase II Improvements to the Judge Nathaniel Foster House located at 1649 Bayshore Road to please step to the microphone and state your name and address for the record.

No one commented.

Certificate of Recognition – Sea Isle City Auxiliary VFW Post 1963

Mayor Sippel and Council presented the Sea Isle City Auxiliary VFW Post 1963 with a Certificate of Recognition for their continued support in the adoption and beautification of Union Bethel Cemetery. Deputy Mayor Coombs read the information into the record.

Pary Tell, HPC Chairperson, thanked the Sea Isle City Auxiliary for their support and work at Union Bethel Cemetery.

Presentation - Delaware River & Bay Authority

DRBA Officials, Heath Gehrke and Shaun O'Brien, shared a short power-point presentation proposing a bayfront hotel at the Cape May - Lewes Ferry site and is seeking collaboration with the Township.

Councilmember Conrad commented on site location option 3.

Solicitor Belasco expounded on the zoning aspect of the proposed project.

Mayor Sippel thanks Mr. Gehrke and Mr. O'Brien for their presentation.

Consent Agenda

Approval of Minutes – July 21, 2025

Res. #2025-266 Authorization for the Payment of Vouchers \$ 700,183.50

Res. #2025-267 Authorizing the Extension of the Grace Period for the Third Quarter Taxes Due on August 1, 2025 (Aug 29, 2025)

Res. #2025-268 Authorization for Refund of Taxes

Res. #2025-269 A Resolution Adopting Bidder Pre-Qualification Regulations In Connection with Phase II Improvements to the Judge Nathaniel Foster House located at 1649 Bayshore Road, Villas, New Jersey, 08251

Res. #2025-270 A Resolution Requesting That the New Jersey Department of Transportation Convert an Existing Yield Sign Located at the Base of the Southbound Lane of the Route 109 Bridge to a Stop Sign

Res. #2025-271 Approving a Professional Service Contract with Marc Blauer for Labor Standard Services for the Judge Nathaniel Foster House Phase II

Res. #2025-272 A Resolution Authorizing the Bikes & Beer Cape May Brewing Bike Ride Event Scheduled for September 20, 2025

Res. #2025-273 Contract Award to Outfit Two (2) Police Chevrolet Tahoes and Two (2) Ford Police Interceptors PPV Through New Jersey State Contract to Municipal Equipment LLC and Trade In Four (4) Police Vehicles (\$53,638.06)

Res. #2025-274 Contract award for Two (2) Police Chevrolet Tahoes and Two (2) Ford Police Interceptors PPV Through New Jersey State Contract and Cranford Police Cooperative Agreements from Gentilini Motors (\$209,070.71)

Res. #2025-275 Authorizing the Sale of Township of Lower Surplus No Longer Needed for Public Use on GOVDEALS Online Auction Website

Res. #2025-276 Authorizing Payment of 3rd & 4th Quarter 2025 County Tax with Pilot Remittance per R.S.54:4-74; PL 2025 C.91

Ordinance # 2025-18 An Ordinance Authorizing the Execution of a Utility Easement Agreement with Atlantic City Electric for Real Property Identified as Block 505, Lot 15 to Facilitate the Rebuilding of the Middle-Rio-Cape 69kV Transmission Line in Cape May County. This is the first reading of this Ordinance. The second reading and public hearing has been scheduled for September 3, 2025.

Ordinance #2025-19 An Ordinance Amending Chapter 475, Parks and Recreation Areas, Article I, General Rules and Regulations, Subsection 1(C) of the Code of the Township of Lower, to Establish Hours of Operation for Township Owned Parks and Recreation Areas. This is the first reading of this Ordinance. The second reading and public hearing has been scheduled for September 3, 2025.

Mayor Sippel thanked Mr. Laffey for the work done to establish the hours of the Township parks.

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

Regular Agenda

Ordinance #2025-16 An Ordinance Amending Chapter 7, Traffic, Article 1, General Provisions, of the Code of the Township of Lower This is the second reading and public hearing for this Ordinance. This Ordinance has been posted, published and made available to the public.

Lisa Schubert, Iowa Ave., addressed Council on behalf of her neighbors to thank the Township for considering this ordinance and justify the need for the change.

Mayor Sippel thanked Ms. Schubert and her neighbors for bringing it to the Township's attention.

Solicitor Belasco communicated an educational aspect to the ordinance change.

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

Ordinance #2025-17 An Ordinance Amending Chapter 575, Stormwater Management, of the Code of the Township of Lower to Ensure Consistency with the June 2025 Municipal Stormwater Management Plan Adopted by the Lower Township Planning Board This is the second reading and public hearing for 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				

Administrative Reports

Certification of Mailing of Tax Bills

Treasurer Report

Personnel Action Report

Public Comment

Maria Loikith, 9907 Seapointe Blvd., addressed Council to voice discontent about the variance process and approval for 9900 Pacific Avenue in Diamond Beach.

Solicitor Belasco communicated the notice requirements pertaining to Land Use Law and informed that Planning/ Zoning Boards are autonomous from the Governing Body.

Mayor Sippel reiterated the above comments from Solicitor Belasco.

Council Comments

Councilmember Conrad thanked residents from Iowa and Nevada Avenues for attending the meeting.

Councilmember Wareham gave a brief update on the paving of Townbank Road.

Councilmember Roy thanked his constituents from Diamond Beach for bringing their concerns to Council.

Deputy Mayor Coombs thanked all volunteers and employees involved in recent Township events.

Mayor Sippel announced the following: National Night Out, the Children's Benefit Concert, and 9/11 Remembrance Ceremony. He also thanked residents for bringing their concerns to Council.

Closed Session

Res. # 2025-277 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	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD			X				
WAREHAM			X				
ROY			X				
COOMBS		X	X				
SIPPEL	X		X				

Council adjourned to Closed Session at 5:47 p.m.

Council returned to Open Session at 6:01 p.m.

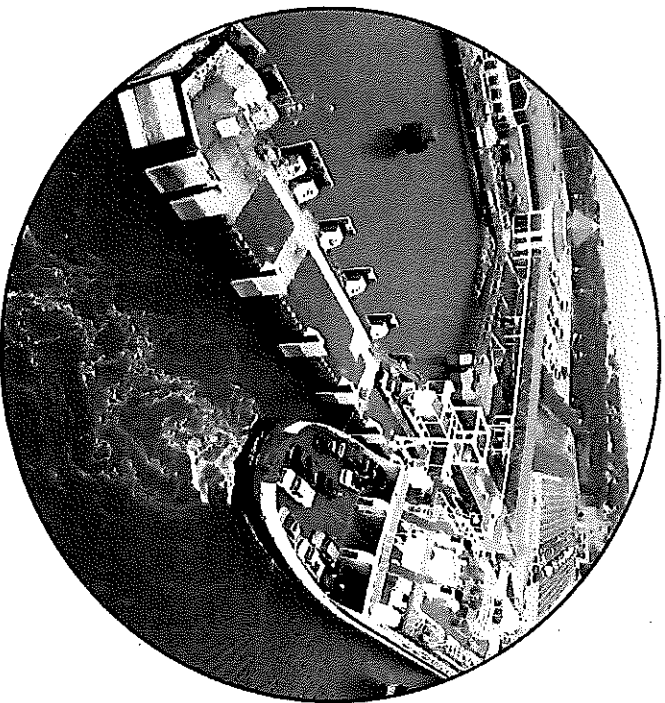
Adjourn

There being no further business to address, motion to adjourn moved by Mayor Sippel, seconded by Councilmember Wareham. Motion to adjourn was unanimous. Meeting adjourned at 6:02 p.m.

Frank Sippel, Mayor

Township Clerk

Approved:



PROPOSED BAYFRONT HOTEL AT CMLF SITE

Community Overview
& Engagement



TODAY'S DISCUSSION:

**INFORMATION ABOUT THE PROPOSED HOTEL
AT THE CAPE MAY-LEWES FERRY SITE**

FACTS AND COMMUNITY IMPACT

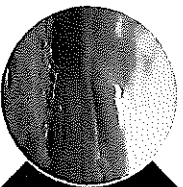
**CONCERNS AND FEEDBACK FROM
CAPE MAY & LEWES RESIDENTS**



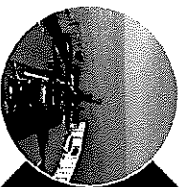
STRATEGIC AND UNIQUE LOCATION



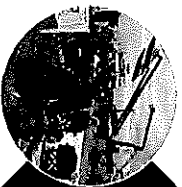
**Bayfront Location Adjacent to
the Ferry Terminal.**



**Strong Tourism Link Between
Ferry and Cape May Area.**



**Potential to Further Connect
Douglass Park to Local Assets.**



**First New Hotel Development in
Cape May County in Over 50 years**



WHY A HOTEL?

SINCE 2000, OVER 50% OF HOTEL ROOMS IN THE AREA HAVE BEEN LOST TO CONDO CONVERSIONS.

FEASIBILITY STUDIES SHOW STRONG DEMAND.

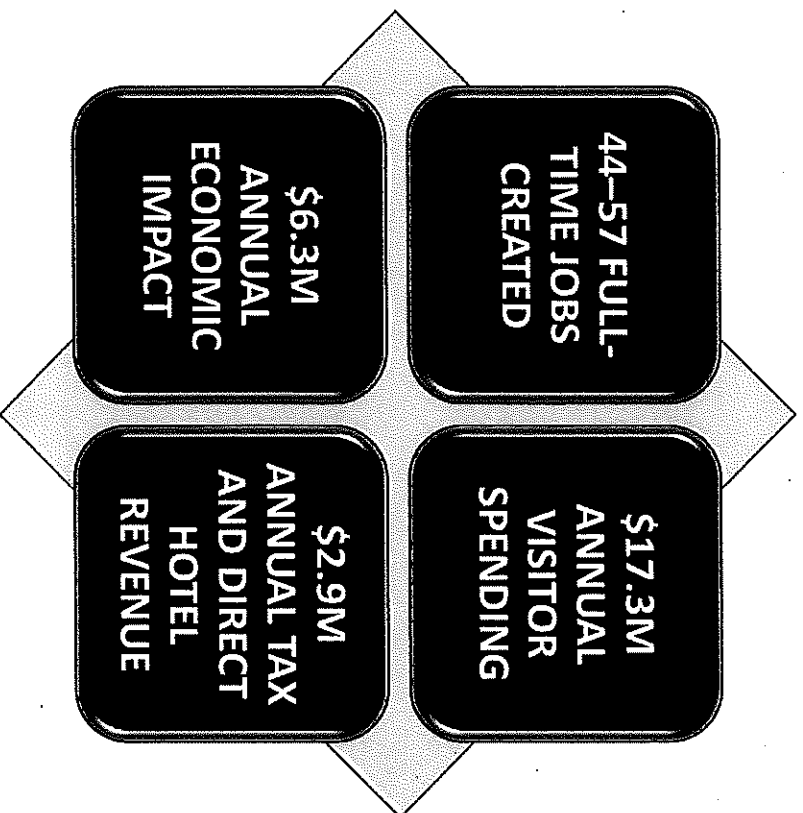
CONSISTENT SEASONAL AND FERRY-GENERATED VISITORS.

HOTEL SUPPORTS BROADER ECONOMIC REDEVELOPMENT GOALS.

POTENTIAL SITE LOCATIONS

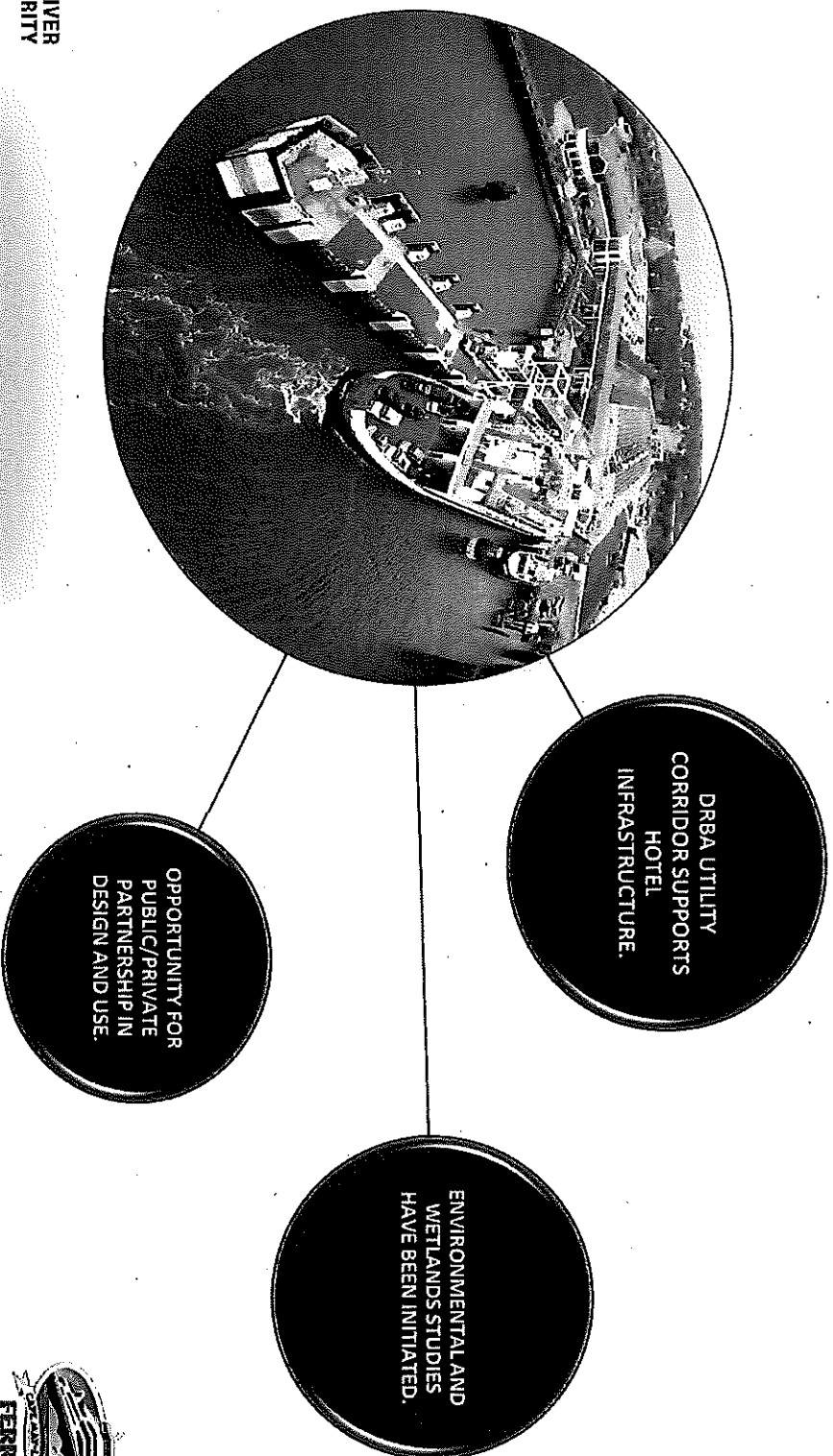


PROJECTED LOCAL BENEFITS

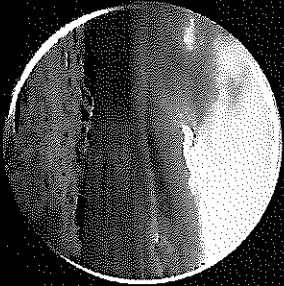


**OVER \$200M
ECONOMIC
CONTRIBUTION
OVER 20 YEARS**

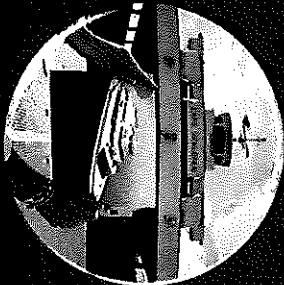
WHAT'S ALREADY IN PLACE?



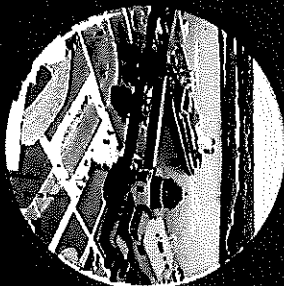
DRBA DELAWARE RIVER & BAY AUTHORITY



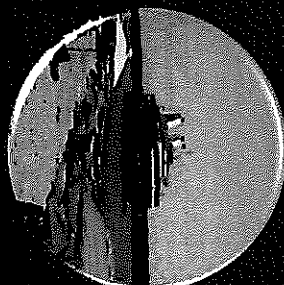
SITE IS CURRENTLY
ZONED
CONSERVATION (C)
- HOTEL IS A NON-
CONFORMING USE.



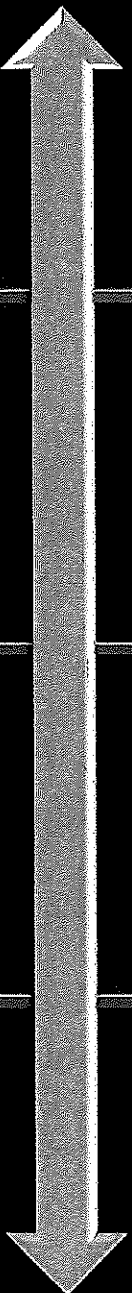
DRBA OPERATES
INDEPENDENTLY
BUT IS SEEKING
COLLABORATION
WITH LOWER
TOWNSHIP.



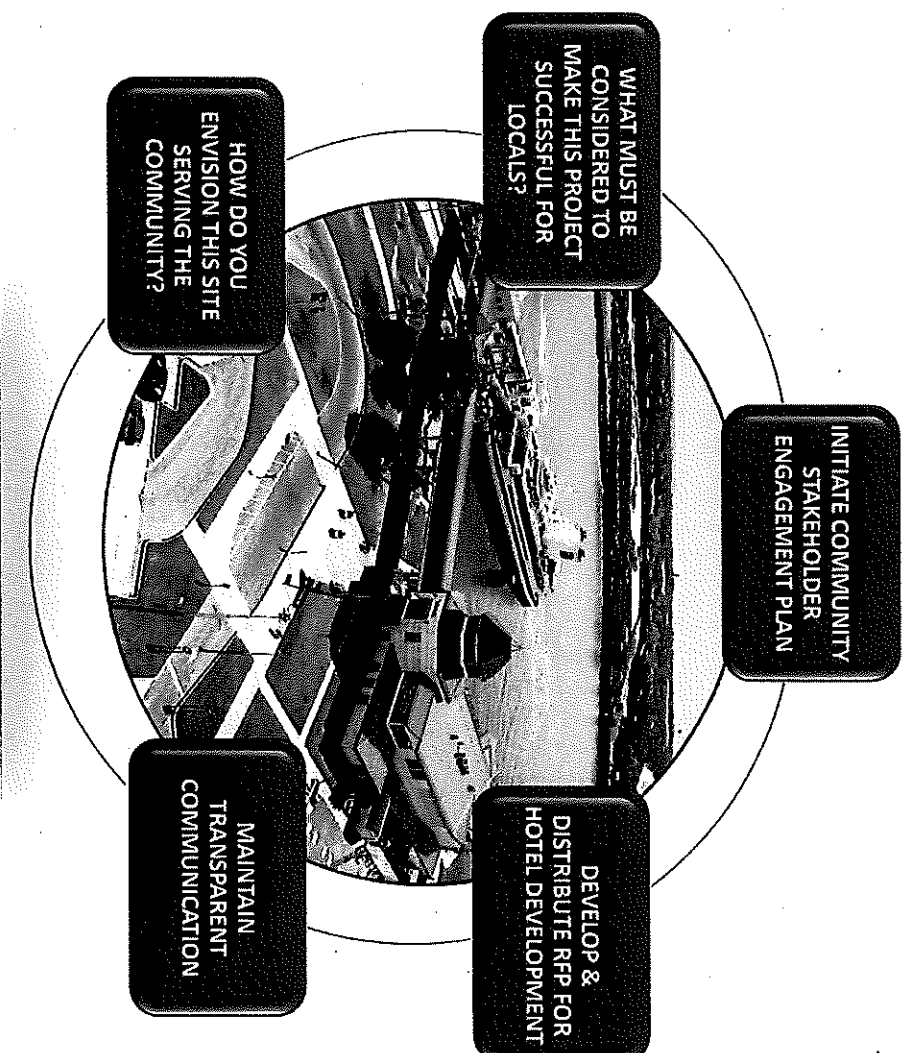
PERMITS REQUIRED
INCLUDE
STORMWATER,
FLOOD, AND
WETLANDS
APPROVALS.



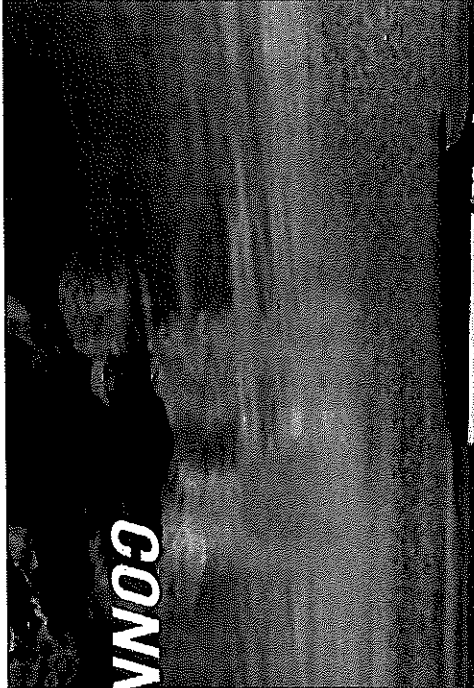


LEGAL REVIEW IS
ONGOING TO
DETERMINE
APPLICABLE CODE.



COMMUNITY ENGAGEMENT PATH





DRDA DELAWARE RIVER & BAY AUTHORITY

CONNECTIONS THAT MOVE YOU

Resolution #2025-278

Lower Township
Bill List By Vendor Id

08/14/2025

08:56 AM

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 Format: Condensed Include Non-Budgeted: Y Vendors: All	
Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00085		AMERICAN SWIMMING POOLS*					
25-01477	06/06/25	MONTHLY FOR JULY '25	Open	\$170.40	\$0.00		
00153		ATLANTIC CITY ELECTRIC*					
25-02139	08/07/25	ACE- ST. LIGHTS 7/1- 7/31/25	Open	\$41,597.91	\$0.00		
00540		CAM-DEN GLASS OF VILLAS*					
25-02106	07/30/25	36" PANIC BAR REC FRONT DOOR	Open	\$990.00	\$0.00		
00550		CAPE ASSIST					
25-02143	08/08/25	MOREYS POLICE CAMP	Open	\$495.00	\$0.00		
00710		CAPE MAY COUNTY SHERIFF					
25-02121	08/04/25	ESCAPE THE CAPE OVERTIME	Open	\$9,460.00	\$0.00		
00743		COUNTY OF CAPE MAY, TREASURER					
25-02155	08/08/25	SUMMER CAMP- 8/08/25 CM ZOO	Open	\$285.00	\$0.00		
00784		CAPE MAY STAR & WAVE					
25-02118	07/31/25	legals 7/17	Open	\$19.00	\$0.00		
25-02135	08/06/25	Legals - 7/30	Open	\$11.50	\$0.00		
		Vendor Total:		\$30.50			
00893		STATE OF NJ DEPT LABOR/WORKFC					
25-02154	08/08/25	ANNUAL ASSESSMENT 12/2024	Open	\$1,647.80	\$0.00		
01075		COPIERS PLUS*					
25-02045	07/25/25	COPIER FOR REC AIDE OFFICE	Open	\$679.00	\$0.00		
01170		VERIZON WIRELESS* F/S					
25-02136	08/06/25	FS Verizon 06.27 07.26	Open	\$168.42	\$0.00		
01171		VERIZON WIRELESS - TOWNHALL					
25-02134	08/05/25	VERIZON IPHONE 6/29- 7/28/25	Open	\$1,368.04	\$0.00		
25-02138	08/06/25	VERIZON PHONE 6/24- 7/23/25	Open	\$547.44	\$0.00		
		Vendor Total:		\$1,915.48			
01200		DELTA DENTAL PLAN OF NJ					
25-02123	08/04/25	JULY 2025 ADMIN	Open	\$1,411.74	\$0.00		
25-02152	08/08/25	JULY 2025 DENTAL CLAIMS	Open	\$18,123.80	\$0.00		
		Vendor Total:		\$19,535.54			
01236		ROCCO DENOTE					
25-02032	07/25/25	B-496.29 L-23	Open	\$250.00	\$0.00		
01267		EDWARD DONOHUE					
25-02132	08/05/25	RETIREE HEALTH/RX INSURANCE	Open	\$61.82	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
01267		EDWARD DONOHUE	<i>Account Continued</i>				
01365 25-02130	08/05/25	GARY DOUGLASS VISION REIMBURSEMENT	Open	\$300.00	\$0.00		
01657 25-01989	07/22/25	GOPHER SPORT FOOTBALL EQUIPMENT	Open	\$349.75	\$0.00		
01806 25-02149	08/08/25	ANTHONY J HARVATT, II, ESQ ZBA SOLICITOR SALARY (AUGUST)	Open	\$834.00	\$0.00		
02025 25-01912	07/11/25	HUNTER JERSEY PETERBILT~ PARTS FOR TRUCKS/DPW	Open	\$2,035.49	\$0.00		
25-02107	07/31/25	RADIATOR/DPW	Open	\$3,032.40	\$0.00		
		Vendor Total:		\$5,067.89			
02965 25-02204	08/13/25	KEITH PALEK MEDICAL CLAIMS	Open	\$1,200.00	\$0.00		
03241 25-02133	08/05/25	SARGENT OSHEA MEDICAL CLAIMS	Open	\$1,211.41	\$0.00		
03280 25-02033	07/25/25	PARAMOUNT SANITARY SUPPLY ~ BAY RUN SUPPLIES	Open	\$42.20	\$0.00		
03305 25-02167	08/12/25	PEDRONI FUEL* NO LEAD GAS/DPW 7.29.25	Open	\$777.92	\$0.00		
03387 25-02126	08/04/25	POGUE INC. * SAFETY HEALTH CONSORTIUM/DPW	Open	\$300.00	\$0.00		
03449 25-01099	04/28/25	EUROFINS ENVIRONMENT TESTING 2025 SEASONAL POOL CONTRACT	Open	\$645.00	\$0.00		B
03518 25-02166	08/12/25	RIGGINS, INC.* OFF HIGHWAY DIESEL/DPW	Open	\$426.82	\$0.00		
25-02168	08/12/25	OFF HIGHWAY DIESEL/DPW 7.30.25	Open	\$461.70	\$0.00		
		Vendor Total:		\$888.52			
03607 25-01882	07/09/25	SEASHORE FOOD SUPPLY ~ FOOD / SUPPLIES FOR NNO	Open	\$680.16	\$0.00		
25-02039	07/25/25	ITEMS FOR BAY-RUN	Open	\$312.72	\$0.00		
		Vendor Total:		\$992.88			
03611 25-01559	06/11/25	SERVICE TIRE TRUCK CENTERS ~ TIRES/RDS/SANT/RECY/DPW	Open	\$5,072.96	\$0.00		
25-01739	06/23/25	TIRES/RDS/RECY/DPW	Open	\$6,617.96	\$0.00		
		Vendor Total:		\$11,690.92			
03757 25-02131	08/05/25	ROBERT THOMAS VISION REIMBURSEMENT	Open	\$665.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
03863 25-02127	08/04/25	TREASURER, STATE OF NEW JERSEY APR THRU JUNE REPORT	Open	\$19,361.00	\$0.00		
03904 25-01569	06/11/25	LOWE'S HOME CENTER INC* SUPPLIES FOR BUILDING/DPW	Open	\$259.28	\$0.00		
03915 25-01674	06/16/25	TURF EQUIPMENT & SUPPLY CO ~ MOWER PARTS/DPW	Open	\$1,068.69	\$0.00		
03985 25-01848	07/08/25	VILLAS NAPA AUTO PARTS ~ RDS/SANT/RECY/DPW/AUG	Open	\$3,904.45	\$0.00		
04122 25-02165	08/12/25	JIM CONROY LACROSSE OFFICIAL	Open	\$210.00	\$0.00		
05066 25-02037	07/25/25	MICHAEL REEB DJ- BAY-RUN 8/02/25	Open	\$250.00	\$0.00		
7209 25-01696	06/17/25	FRANK KIELB ENTERTAINMENT INC* SUMMER CONCERT 25-146 8/20/25	Open	\$5,500.00	\$0.00		
7354 25-01243	05/16/25	FLEETPRIDE INC.* SUPLIES/BLDG/DPW	Open	\$1,058.30	\$0.00		
7440 25-01869	07/09/25	RICKY BRANDS LLC* BAY RUN SHIRTS	Open	\$1,717.60	\$0.00		
25-01870	07/09/25	MEDALS FOR BAY RUN	Open	\$788.42	\$0.00		
Vendor Total:				\$2,506.02			
7550 25-02201	08/13/25	STATE OF NJ DEP/BEACH PERMIT PERMIT-DAVID C DOUGLASS PARK	Open	\$2,700.00	\$0.00		
7751 25-00939	04/10/25	HOFFMAN'S EXTERMINATING PEST AGREEMENT-FREEMAN DOUGL	Open	\$75.00	\$0.00		
7820 25-02144	08/08/25	DEBLASIO & ASSOCIATES, P.C ZBA BOARD ENGINEER VOUCHERS	Open	\$2,785.99	\$0.00		
7929 25-02038	07/25/25	AMAZON CAPITAL SERVICES, INC ~ LEGAL FOLDERS	Open	\$33.58	\$0.00		
25-02078	07/29/25	UMBRELLAS FOR POOL	Open	\$1,000.92	\$0.00		
25-02086	07/29/25	COUNTY WHEED WACKER PARTS	Open	\$110.14	\$0.00		
25-02110	07/31/25	AIR FILTERS & SOCKET SET	Open	\$602.49	\$0.00		
25-02117	07/31/25	office suplies 7/31	Open	\$77.98	\$0.00		
Vendor Total:				\$1,825.11			
8175 25-02120	07/31/25	INTEGRITY INTERPRETING LLC COURT INTERPRETING 6/2025	Open	\$169.75	\$0.00		
8197 25-00655	03/07/25	GREAT AMERICAN FINANCIAL SERV 2 NEW POSTAGE MACH 4/25-12/25	Open	\$506.10	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
8197		GREAT AMERICAN FINANCIAL SERV		<i>Account Continued</i>			
8211		CONFIRE FIRE PROT SERV LLC*					
25-01520	06/11/25	MILLMAN CTR- FIRE EXT	Open	\$423.50	\$0.00		
25-02112	07/31/25	FREEMAN DOUGLASS- INSPECTIONS	Open	\$145.50	\$0.00		
25-02113	07/31/25	PUBLIC WORKS- INSPECTIONS	Open	\$1,166.50	\$0.00		
25-02114	07/31/25	CLEM MULLIGAN PARK- INSPECTION	Open	\$37.50	\$0.00		
25-02115	07/31/25	BOCA INSPECTION EXTINGUISHERS	Open	\$73.50	\$0.00		
25-02116	07/31/25	RECREATION POOL INSPECTION	Open	\$194.00	\$0.00		
25-02148	08/08/25	FISHING CREEK SCH. INSPECTION	Open	\$312.50	\$0.00		
		Vendor Total:		\$2,353.00			
8212		MICHAEL CALAFATI ARCHITECT LLC					
24-01043	04/19/24	RES 24-125 FOSTER HOUSE DNE 45	Open	\$12,499.00	\$0.00		B
8214		USPS					
25-02153	08/08/25	PM EXPRESS FLAT RATE ENV.	Open	\$31.40	\$0.00		PC1
8241		ADOLEO INC*					
25-01921	07/15/25	RES#25-146 8/27/25 DONT CALL	Open	\$4,000.00	\$0.00		
8517		STEWART BUSINESS SYSTEMS *					
25-02150	08/08/25	FS Stewart 7.1.25 9.30.25	Open	\$113.85	\$0.00		
8574		LESLIE G FOGG INC*					
25-02082	07/29/25	ROD ADJUSTMENT/DPW	Open	\$1,003.50	\$0.00		
8707		PAUL J BALDINI P.A.					
25-00855	04/01/25	Special Tax Council 2025	Open	\$600.00	\$0.00		B
8721		BLANEY, DONOHUE, & WEINBERG PC					
25-00022	01/03/25	RES#2025-03 LABOR DNE \$40K	Open	\$4,488.00	\$0.00		B
8734		THOMAS PLANNING ASSOCIATES LLC					
22-00745	03/29/22	VACANT LAND DNE 16K RES2022-67	Open	\$75.00	\$0.00		
9021		NATIONAL HIGHWAY PRODUCTS INC~					
25-01799	06/27/25	SIGNS/DPW	Open	\$3,008.94	\$0.00		
9026		STARR SEPTIC LLC					
25-01307	05/23/25	PORTA-POTS CANAL PARK	Open	\$306.00	\$0.00		
25-01697	06/17/25	PORTA-POTS FOR CONCERTS	Open	\$460.00	\$0.00		
		Vendor Total:		\$766.00			
9071		HARRIET ROBB					
25-02205	08/13/25	Relase of Demo Bond	Open	\$250.00	\$0.00		
9169		EB EMPLOYEE SOLUTIONS LLC					
25-02151	08/08/25	AUG 2025 DIFF CARD ADMIN	Open	\$3,789.50	\$0.00		
9205		TNT EVENT MANAGEMENT					
25-00894	04/07/25	COOMBS DOUGLASS BAY RUN	Open	\$1,170.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
9205		TNT EVENT MANAGEMENT	<i>Account Continued</i>				
9256 25-01135	05/05/25	UNITED ELECTRIC SUPPLY CO INC LIGHTING PANELS	Open	\$489.32	\$0.00		
9316 25-00021	01/03/25	THE BELASCO LAW FIRM LLC RES#2025-01 DNE\$150K EXPENSES	Open	\$11,400.00	\$0.00		
9366 25-01396	06/02/25	LSM COASTAL LLC SHARK TOOTH ROLLER COAST 8-13	Open	\$850.00	\$0.00		
9400 25-01667	06/16/25	LAUGH PRODUCTIONS LLC SHOW/BALLOONS FIELD DAY 8/18	Open	\$150.00	\$0.00		
9416 25-01767	06/24/25	THE WETLANDS INSTITUTE WETLANDS MARSH CRITTER WALK	Open	\$450.00	\$0.00		
9417 25-01794	06/27/25	DTS EXCHANGE LLC JULY 3RD BAND -HIGH FIVE SWAN	Open	\$1,200.00	\$0.00		
9431 25-02025	07/25/25	JERRY KRAUSE B-496.24 L-10 KRAUSE	Open	\$1,691.99	\$0.00		
9437 25-02031	07/25/25	GEORGE KIMMERLING B- 392 L-47 KIMMERLING	Open	\$250.00	\$0.00		
9441 25-02049	07/25/25	***DANIEL'S LAW*** B-494.45 L-2	Open	\$414.64	\$0.00		
9443 25-02105	07/30/25	MADIELIENE HOGAN SINGER-NATIONAL NITE OUT 8/05	Open	\$500.00	\$0.00		
9446 25-02137	08/06/25	MONTAGE ENTERPRISES INC. PARTS	Open	\$150.85	\$0.00		
9447 25-02140	08/07/25	JENNIFER FLECK VISION REIMBURSEMENT	Open	\$268.92	\$0.00		
9450 25-02163	08/12/25	NINA BONNEY REFUND- MILLMAN WEDDING	Open	\$750.00	\$0.00		
BIRCH 25-02081	07/29/25	BIRCH'S COMMUNICATIONS LLC* PARTS FOR POLICE VEHICLE/DPW	Open	\$1,118.00	\$0.00		
BLAUE 22-02882	11/17/22	BLAUER ASSOCIATES INC* 2023 SCPF APPLICATION CONSULT	Open	\$1,650.00	\$0.00		B
23-02899	11/13/23	RES 23-372 FY24 SCPF ADA POOL	Open	\$800.00	\$0.00		B
Vendor Total:				\$2,450.00			
BOSNA 25-02158	08/12/25	KAREN MANETTE BOSNA YOGA- MONTH OF JULY '25	Open	\$120.00	\$0.00		

Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
BUS		SHEPPARD BUS*					
25-01484	06/06/25	LTPD YOUTH CAMP BUSES	Open	\$4,920.00	\$0.00		
DOM4591		DOMINOS PIZZA					
25-01980	07/18/25	DOMINOS PIZZA FOR NNO	Open	\$800.00	\$0.00		
JUSTF005		SHANNON NAGEL					
25-01987	07/21/25	FACE PAINTING FOR NNO	Open	\$300.00	\$0.00		
LOWER		LOWER TOWNSHIP					
25-02109	07/31/25	DIFFERENCE CARD SPENT JULY 29	Open	\$25,482.87	\$0.00		
25-02142	08/08/25	AQUA PARK POLICE CAMP	Open	\$3,600.00	\$0.00		
Vendor Total:				\$29,082.87			
RUSSRENT		RUSS RENTS					
25-02006	07/25/25	PARTY RENTALS FOR NNO	Open	\$409.00	\$0.00		

Total Purchase Orders: 99 Total P.O. Line Items: 0 Total List Amount: \$236,345.83 Total Void Amount: \$0.00

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

RESOLUTION # 2025-278

Title: AUTHORIZING PAYMENT OF VOUCHERS

<u>VENDOR</u>	<u>CHECK #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
State of New Jersey	#4029	4 th QRT 2024 Unemployment	\$9,327.28
Bamboo HR LLC	#7307	FS Bamboo HR	\$3,120.75

TOTAL MANUAL CHECKS: \$12,448.03

TOTAL COMPUTER GENERATED: \$236,345.83

TOTAL BILL LIST \$248,793.86

	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 August 18, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION # 2025-279

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to Simba Elam Hampton in the amount of \$1,587.37 is authorized and chargeable to the 2025 Budget account 5-01-25-240-124.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
WAREHAM						
ROY						
COOMBS						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held August 18, 2025.

Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief Kevin Lewis

FROM: Ptlm. Simba Elam-Hampton. #223

DATE: July 31, 2025

SUBJECT: Comp Time Buyout

Chief Lewis,

I am asking to submit this letter to payroll requesting a buyout of 60 hours of accrued comp time. Thank you in advance for your time and attention to this request.

Respectfully Submitted,



Simba Elam-Hampton
Patrolman Badge 223

C	File		
Date		Officer	Comments
7-31-25		Lt. C. Ryan #184	verified available balance w/ payroll.
7-31-25		Capt. [Signature] #170	FWD DC VANAMAN
7-31-25		C VANAMAN #177	RECOMMEND APPROVAL

60 hrs x 26.4561 = \$1,587.37

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

RESOLUTION #2025-280

Title: AUTHORIZATION FOR WAIVER OF PERMITTING FEES FOR NAVAL AIR STATION WILDWOOD ASSOCIATED WITH THE ACCESS CONTROL UPGRADES TO THE MUSEUM'S FENCING AND GATES

WHEREAS, Naval Air Station Wildwood Aviation Museum, located at 500 Forrestal Road, will be making application to the Township to Access Control Upgrades to the museum's fencing and gates; and

WHEREAS, Naval Air Station Wildwood is a non- profit corporation and has requested the Township waive any and all permit fees associated with the project; and

WHEREAS, the Township Council has reviewed their request and deems it appropriate to support local charitable organizations and non-profit organizations that support and enhance the Township and its community.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that all permissible Township permit fees associated with the above project be waived.

	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 August 18, 2025.

Julie A Picard, Township Clerk



NAVAL AIR STATION WILDWOOD
AVIATION MUSEUM

500 FORRESTAL ROAD
CAPE MAY, NJ 08204
(609) 886-8787
(609) 886-1942 FAX
WWW.NASWSW.ORG

August 4, 2025

Township Manager Michael Laffey
Deputy Manager Christina Lewis
Mayor Frank Sippel
Council Members: Joseph Wareham, Thomas Conrad,
Kevin Coombs, Roland Roy
2600 Bayshore Road
Villas, NJ 08251

RE: Permitting Fees Waiver Request/Museum Target Hardening Grant

Dear Mr. Laffey,

The Board of Trustees at Naval Air Station Wildwood (NASW) Foundation, which operates the NASW Aviation Museum at the Cape May Airport, respectfully requests a waiver for all permitting fees associated with the forthcoming access control upgrades to the museum's fencing and gates. This project will significantly improve the security of the building and active portion of the runways. The work is being funded by the New Jersey Nonprofit Security Grant Program-**Target Hardening Equipment** and NASW Foundation matching funds.

NASW Foundation is a 501 (c)3 non-profit organization. The organization's mission is to restore historic Hangar #1, memorialize the 42 naval aviators who perished while training at the site, and educate the public about New Jersey history. Hangar #1 has become an integral part of our community and is often used by local organizations at little or no cost. Examples of these functions include Lower Township's Volunteer Appreciation Day, Police Camp (Project LEAD), 9/11 Tribute, Cape May County Veteran's Day Ceremony, graduations, Christmas at the Hangar, and the New Jersey Run for the Fallen.

Feel free to contact us to discuss this request or let us know if we can provide further information.

Very respectfully,

Joseph E. Salvatore, MD
Chairman, NASW Foundation

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

RESOLUTION #2025-281

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 \$5,250.00 for an item of revenue in the budget of the year 2025 as follows:

Miscellaneous Revenues –	
Revenue Offset with Appropriations -	Drive Sober or Get Pulled Over
Total with increase to be	\$ 5,250.00

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$5,250.00 be and the same is hereby appropriated under the caption of:

General Appropriations –	
Public & Private Programs Offset by Revenues -	Drive Sober or Get Pulled Over
State/Federal Share	\$ 5,250.00
Non State Share	\$
Total with increase to be	\$ 5,250.00

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 August 18, 2025.

Julie A Picard, Township Clerk

ccrippen

From: Lieutenant Brian McEwing <mcewing@lowertownshippolice.com>
Sent: Tuesday, August 5, 2025 9:27 AM
To: ccrippen; lread
Cc: Aaren Larkin
Subject: External Fw: Grant Award: 2025 Labor Day Drive Sober or Get Pulled Over Enforcement Mobilization
Attachments: DSOGPO Labor Day 2025 Officer Daily Report Form.doc; DHTS_F-2 fillable PDF.pdf; NJDHTS CFO Payroll Cert Ltr Lower Township.docx; DHTS_Payroll Voucher.doc; County Standard Invoice - Lower Township 2025 Labor Day Drive Sober or Get Pulled Over Campaign.doc; DSOGPO Labor Day 2025 Project Summary Form.doc

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please see attached grant award..

Respectfully,



Lieutenant Brian McEwing #185
Lower Township Police Department
405 Breakwater Road
Erma, NJ 08204
Work (609) 886-1619 ext 253
Fax (609) 886-4924

CONFIDENTIALITY NOTICE: If you have received this e-mail message in error, please notify the sender by e-mail immediately at the address shown. This e-mail transmission may contain confidential information. This information is intended only for the use of the individual(s) or entity for whom it is intended even if addressed incorrectly. Please delete it from you files if you are not the intended recipient. Thank you for your compliance.

From: Woltmann_Christine <Woltmann_Christine@aclink.org>
Sent: Thursday, July 31, 2025 1:54 PM
To: Lieutenant Brian McEwing <mcewing@lowertownshippolice.com>
Subject: Grant Award: 2025 Labor Day Drive Sober or Get Pulled Over Enforcement Mobilization

Congratulations!

The Lower Township Police Department has been awarded a \$5,250 reimbursement grant for the 2025 Labor Day Drive Sober or Get Pulled Over enforcement mobilization which will run between August 15-September 1, 2025. **The grant funded overtime rate is \$70/hr.**

There are 6 forms that must be completed to qualify for reimbursement.

- Officer Daily Activity Report
- The DHTS F-2 Salary Expenditure Detail Form
- The Payroll Certification In lieu of Payroll Registers letter (CFO)
- The State of New Jersey Payment Voucher (CFO)
- County Standard Invoice
- Project Summary

Each officer who works a grant-funded enforcement detail **MUST** complete the **Officer Daily Activity Report** which will include their signature and a supervisor's signature. The data from the daily activity report should then be entered on the **F-2 Salary Expenditure Detail Form** by the date each detail was completed. **Please ensure that the time listed on the Officer Daily Report is the same time listed on the F-2 form and in the same format (military or standard time).** The dates must be in chronological order indicating the earliest detail completed first. Once this is completed and signed it should be given to your municipal CFO.

The CFO will need to total the amount claimed and sign the **Payroll Certification in Lieu of Payroll Registers** letter. The CFO will also need to complete the **State of New Jersey Payment Voucher**.

All completed documents including the signed and totaled County Invoice and Project Summary should be scanned and emailed to woltmann_christine@aclink.org no later than **Monday, September 15, 2025**.

It is the expectation of the New Jersey Division of Highway Traffic Safety that the Law Enforcement Performance Standards (attached) are met by every Officer.

As a reminder, nothing should be submitted directly to NJDHTS or in the SAGE grant system. The Atlantic-Cape May Regional Highway Traffic Safety Office is sub-granting this funding to you, so all documentation should be returned to us.

Please feel free to reach out to me with any questions. I can be reached via the email above or at (609) 407-6739.

Thank you in advance for your participation.

Christine Woltmann
Highway Traffic Safety – Atlantic-Cape May Region
(609) 407-6739 office
(609) 517-1590 cell

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

RESOLUTION #2025-282

Title: **APPROVING A PROFESSIONAL SERVICE CONTRACT WITH PHOENIX ADVISORS FOR MUNICIPAL ADVISORY SERVICES IN CONNECTION WITH GENERAL IMPROVEMENT BONDS**

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

WHEREAS, Phoenix Advisors have provided the attached proposal in the amount of \$13,500.00 to provide Municipal Advisory Services in connection with General Improvement Bonds; and the CFO has certified the availability of funds in the following budget lines as evidenced her signature:

Appropriation: C-04-55-439-910

Signature: *Lauren Read*
Lauren Read, CFO

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

AWARD: PHOENIX ADVISORS
TOTAL: \$13,500.00

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 August 18, 2025.

Julie A Picard, Township Clerk



VIA ELECTRONIC MAIL

August 1, 2025

Ms. Lauren Read, Chief Financial Officer
Lower Township
2600 Bay Shore Road
Villas, NJ 08251-1399

Municipal Advisory Services in Connection with:
General Improvement Bonds, Series 2025

Dear Ms. Read:

Under our existing agreement, Phoenix Advisors serves as Municipal Advisor to Lower Township (the "Client"). Now that we are performing professional services relating to the above-captioned engagement(s), we are providing the appropriate scope of services, MSRB required disclosures and the compensation arrangement for our services.

Regarding this/these engagement(s), Phoenix Advisors will perform the tasks as described in the attached scope of services. The Client will compensate Phoenix Advisors for services provided in accordance with our existing agreement, as more particularly set forth below:

- \$9,500 plus \$0.50 per \$1,000 (Minimum fee of \$13,500)

The terms of this letter will remain in force until the completion of this/these engagement(s). Should it become necessary to amend these terms for any reason, you will be notified in writing.

Our relationship shall be construed in accordance with and governed by the laws of the State of New Jersey.

Please acknowledge receipt of this letter via email.

Sincerely,

By: 
Sherry L. Tracey
Senior Managing Director

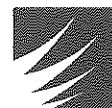


EXHIBIT I – BOND ISSUANCE OVERVIEW OF SERVICES

Phoenix Advisors personally and professionally guides you through the municipal marketplace, addressing your questions and concerns at each juncture of your financing. Our primary objectives are: to plan and structure the financing strategy that fits your needs; to coordinate the financing process; to take an active role on behalf of our client in the execution of the financing; and to provide follow-up analysis at the completion of the transaction. The following represents our typical scope of services as it relates to an issuance of long-term debt.

Financing Inception

- **Plan Strategy, Structure and Financing Options**
 - The range of options for an issue differs from deal to deal depending on several factors. We identify and analyze the options for your transaction based upon cost-benefit and market analyses.
 - Our professionals provide you with valuable statistics and points of reference to gauge the overall market climate and evaluate interest rates.
 - We realize that your circumstances are ever-changing. We are always mindful of maintaining your flexibility by designing a sound plan of finance that satisfies your needs now and in the future.
- **Provide Advice Regarding Timing, Terms and Structure**
 - Phoenix Advisors' professionals will carefully analyze available options for structure, including, but not limited to, final maturity, principal repayment, redemption features, capitalized interest and payment dates.
 - We determine the appropriate financing structures and credit enhancements based on our analyses and professional judgement.
 - We research and analyze your outstanding debt and future capital needs to deliver a financing solution that addresses your financial strengths and future growth patterns.
- **Public Outreach**
 - Phoenix Advisors assists with the preparation of public presentations and other outward-facing materials. Accurate and concise public information often contributes to successful financings.
 - Our professionals will attend working group meetings, public governing body meetings or other activities as required.
- **Establish a Timetable for the Transaction**
 - We will develop a timetable that outlines key events, dates and responsibilities for team members to ensure a smooth and efficient financing.



Coordinate the Financing Process

- **Manage the Financing Team**
 - Phoenix Advisors coordinates every step of your transaction. We guide your transaction to market with efficiency and expertise to achieve the best possible result.
 - As required, we will meet with you and your professionals to prepare clear and concise presentations to rating agencies or bond insurers.
 - We will coordinate your financing by scheduling meetings, assigning work product responsibility and finance team members, making the best possible use of our organization and our professionals.
- **Provide Input During Preparation of Financing Documents**
 - We will provide advice concerning critical components and appropriate language in the financing documents relating to your issuance. Many important elements of the transaction will be set forth in these documents.
- **Assist in Preparation of Official Statement**
 - Our professionals work to see that investors, insurers and rating agencies are satisfied with the contents of the Official Statement.
 - We can take the lead in preparing the document or provide careful review and support of another professional's efforts.
- **Coordinate Oversight Board Approval Processes**
 - We prepare clear and concise presentations in anticipation of potential questions or concerns of oversight boards as appropriate.
- **Develop a Rating Agency Strategy**
 - Because an issue's rating may be the single most important factor in the cost of a financing, Phoenix Advisors will drive the rating agency process by developing a strategy, preparing a comprehensive rating presentation, and assembling and presenting other necessary information to obtain the best possible result. We will help you select the right rating agency for your transaction.
- **Evaluate Third-Party Services**
 - Whenever necessary, Phoenix Advisors will prepare specifications, solicit and evaluate bids, and recommend the most cost-effective, qualified providers of third-party services.



Execute Financing

- **Conduct Investor Outreach**
 - We will prepare and present information to potential investors and underwriters to educate them regarding your debt offering.
 - If appropriate, we will conduct specially coordinated meetings to answer questions and provide feedback to bolster market demand. Improved market demand can lower borrowing costs.
- **Participate Actively in Bond Sale**
 - Phoenix Advisors continuously monitors and evaluates the market to help you select the best time to move forward with your transaction.
 - We provide real-time translation of events as they unfold during competitive bid submissions.
 - We protect your best interests through active dialogue and input with underwriters during negotiated financings.
 - We will independently review, size, and perform all quantitative analysis related to the transaction, including detailed cashflow schedules throughout the process and a final summary analysis of your transaction.
- **Ensure a Smooth Closing**
 - Phoenix Advisors monitors the details of your closing, including accurate transfers of funds and preparation and review of closing documents.
 - We will assist in the preparation of a closing flow of funds memorandum, when applicable, to ensure all parties are on the same page as we approach the closing date and financial settlement.

Provide Follow-Up Reporting and Analysis

- **Assist in Arranging or Providing for Investment of Bond Proceeds**
 - Phoenix Advisors can work with you to find the most effective vehicle for the investment of bond proceeds.
 - We will provide guidance concerning reserve funds and escrow funds, and recommend appropriate investments to accommodate the Client's disbursement requirements.
 - If required, coordinate the procurement of State and Local Government Series securities (SLGS) or Open Market U.S. Treasury Securities (OMS), including preparing bid packages, online subscription, interaction with providers and analysis of cost-effectiveness.
 - We assist in the evaluation of unsolicited proposals from investment managers and, when necessary, conduct a more formal request for proposal process to engage an investment manager.



- **Create Debt Service Schedules, Summary Reports and Analysis**
 - After the closing, Phoenix Advisors will provide a summary of your debt service requirements to be used during budget preparation and on debt service payment dates.
 - Our professionals will provide reports summarizing your transaction to be shared with oversight boards and others, as you may choose.
- **Monitor Outstanding Debt**
 - Always vigilant for opportunities to save money for our clients, we will monitor your outstanding debt for refinancing prospects and bring market innovations to your attention.



EXHIBIT II - MSRB REQUIRED DISCLOSURES

General Improvement Bonds, Series 2025

Phoenix Advisors, a division of First Security Municipal Advisors, Inc. ("Phoenix Advisors"), is a licensed municipal advisor duly registered with the Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB"). The MSRB requires municipal advisors to provide their clients with certain disclosures relating to actual or potential material conflicts under Rule G-42.

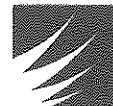
MSRB Rule G-42 requires that all municipal advisors provide disclosures of legal or disciplinary events material to the integrity of the municipal advisor's management or advisory personnel. There are no legal or disciplinary events concerning Phoenix Advisors filed on the firm's Form MA, or associated personnel's Form MA-I, filed with the SEC. The MSRB's website is www.msrb.org and the Municipal Advisor Client Brochure is at www.msrb.org/sites/default/files/MSRB-MA-Clients-Brochure.pdf. SEC forms MA and MA-I are available on the SEC's EDGAR website at www.sec.gov/edgar/searchedgar/companysearch.

Having exercised reasonable diligence, we are aware of no material conflicts of interest that would preclude us from fulfilling our fiduciary duty to Lower Township on the above listed engagement(s). Should we become aware of any material conflict, we would immediately inform the affected parties. Phoenix Advisors makes the following disclosures in connection with our engagement:

General Mitigation of Conflicts. Phoenix Advisors has a fiduciary duty to our clients, which includes a duty of loyalty in performing all municipal advisor services. Accordingly, we are always ethically bound to deal honestly and in the utmost good faith with our clients, placing your interests ahead of ours at all times. We also mitigate potential conflicts by adhering to a high standard of suitability for any service rendered to our clients. Phoenix Advisors mitigates any potential conflict described below through our adherence to this fiduciary duty.

Other Business Lines. Phoenix Advisors offers a variety of services, including but not limited to Municipal Advisor services, fiscal/budgetary consulting, redevelopment advisory, and various post-issuance compliance services such as Continuing Disclosure Agent services. These offerings could lead to the appearance of a conflict through the cross-selling of our services; however, we clearly disclose that there is no contingency requiring a client to accept multiple services.

Other Municipal Advisory Relationships. Phoenix Advisors serves a broad array of other clients, such as school districts, cities and towns, fire districts, counties, and regional authorities that may, from time to time and depending on specific circumstances, have interests that compete with yours. Phoenix Advisors owes a fiduciary duty to any and all clients for whom it performs



Municipal Advisory services. No other engagements or relationships would impair our ability to fulfill our regulatory duties to any client.

Third-Party Service Providers. From time to time, third-party service providers or vendors may host informative conferences, seminars, social events and other functions that are attended by industry participants, including Phoenix Advisors. We typically solicit competitive quotes for third-party services with or without attending any functions sponsored by vendors.

Non-Exclusive Relationship. Phoenix Advisors may represent, perform services for, and contract with as many additional clients, persons, or companies as we, in our sole discretion, see fit, provided those services do not pose a conflict of interest with the services we perform for our clients.

Ongoing Disclosure. All municipal advisors are required to provide to each client written documentation of their municipal advisor relationship. You have received a written agreement and/or engagement letter, that includes a scope of services, compensation information and disclosure of potential conflicts of interest, if any. We review each engagement to identify, mitigate or eliminate potential conflicts of interest.

Compensation-Based Potential Conflicts. MSRB Rule G-42 requires that all municipal advisors provide this information regarding the potential for conflicts arising from certain types of pricing.

Fixed Plus Variable Fee Contingent Upon Completion. Compensation includes both a fixed fee component and variable fee component, and the payment of such fees shall be contingent upon the completion of the engagement. This form of compensation may present a potential conflict of interest because, in certain circumstances, it could result in the recommendation of less time-consuming alternatives, failure to perform a thorough analysis of alternatives or a larger than necessary par amount.

**If you have any questions about your relationship with Phoenix Advisors,
call your Municipal Advisor professional at 866-291-8180**

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

RESOLUTION #2025-283

Title: **APPROVING CHANGE ORDER #1 WITH FORD-SCOTT & ASSOCIATES LLC
TO ASSIST WITH THE PROPOSED ISSUANCE OF BONDS FOR THE
TOWNSHIP OF LOWER**

WHEREAS, Ford-Scott & Associates LLC was awarded a professional services contract as Municipal Auditor by Resolution #2025-16 on January 2, 2025 in the amount of \$43,000.00; and

WHEREAS, Ford-Scott & Associates LLC has submitted a proposal to provide assistance with the Township's proposed bond issuance, including coordination with Township officials, Bond Counsel, Financial Advisors, and other related services, for an additional fee of Not To Exceed \$12,700.00; 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: C-04-55-439-910

Signature: *Lauren Read*
Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Change Order #1 for Ford-Scott & Associates LLC is hereby approved to increase the contract total to \$55,700.00.

	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 August 18, 2025.

Julie A Picard, Township Clerk



FORD - SCOTT

& ASSOCIATES, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

1535 HAVEN AVENUE • OCEAN CITY, NJ • 08226

PHONE 609.399.6333 • FAX 609.399.3710

www.ford-scott.com

August 1, 2025

Mayor and Governing Body
and Chief Financial Officer
Township of Lower
2600 Bayshore Road
Villas, N.J. 08251

Members of the Governing Body & Administration:

We are pleased to confirm our understanding of the services we are to provide to the Township of Lower for the proposed issuance of Bonds in the amount of \$12,000,000. We will:

- Participate in planning discussions with the Township, the Township's Bond Counsel, Financial Advisors, and others as requested by the Township.
- Assist in the preparation, and read and evaluate the presentation, of the Preliminary Official Statement, Official Statement and other related offering documents as required.
- Assist the Township with, and participate in, communications and responses to inquiries from Rating Agencies.
- Participate in due diligence discussions with underwriters, placement agents, broker dealers or other financial intermediaries regarding the offering.
- Provide a letter of consent for the use of the Auditor's Report in the offering documents.

These non-audit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards. We will perform the services in accordance with applicable professional standards. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the debt offering, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed, (3) additional information that we may request for the purpose of the debt offering.

You agree to assume all management responsibilities relating to the debt offering and any other non-audit services we provide. You will be required to provide us with:

- (1) A Management Representation Letter updated from the previous date of audit.
- (2) Minutes of the Meetings of the Governing Body subsequent to the previous date of audit.
- (3) Interim Financial Statements and Reports as requested.

August 1, 2025

Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will provide all documentation we request, and information required for the debt offering.

Leon P. Costello is the engagement partner and is responsible for supervising the engagement. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$12,700. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to the engagement. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed the engagement. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Township of Lower and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Very truly yours,

FORD, SCOTT & ASSOCIATES, L.L.C.
CERTIFIED PUBLIC ACCOUNTANTS

Leon P. Costello

Leon P. Costello
Certified Public Accountant
Registered Municipal Accountant
No. 393

RESPONSE:

This letter correctly sets forth the understanding of the Township of Lower.

By: _____

Chief Financial Officer

Title: _____

Date: _____

By: _____

Mayor

Title: _____

Date: _____

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

RESOLUTION #2025-284

Title: **A RESOLUTION RATIFYING AND AFFIRMING A MEMORANDUM OF UNDERSTANDING BETWEEN THE LOWER TOWNSHIP POLICE DEPARTMENT AND ACENDA, INC. IN CONNECTION WITH THE ARRIVE TOGETHER PROGRAM FOCUSED ON ENHANCING AND SUPPORTING LAW ENFORCEMENT RESPONSES TO CERTAIN BEHAVIORAL HEALTH CRISIS CALLS**

WHEREAS, pursuant to N.J.S.A. 30:4-27.1 et seq. ("Screening Law") and N.J.A.C. 10:31-1.1 et seq. ("Screening Regulations"), it is the policy of the State of New Jersey to provide for a public mental health system that delivers treatment consistent with a person's clinical condition, and that screening services be developed as the public mental health system's entry point in order to provide accessible crisis intervention, evaluation and referral services to persons with mental illness, to offer persons with mental illness clinically appropriate alternatives to inpatient care, and, when necessary, to provide a means for involuntary commitment to treatment; and

WHEREAS, the Screening Law provides officers and mental health specialists with the legal authority to transport or authorize transport of individuals who are experiencing a behavioral health crisis to an emergency department for a full assessment where appropriate; and

WHEREAS, law enforcement officers may request the assistance of mental health specialists when responding to emergency service calls that relate to behavioral health crises and mental health personnel may request assistance from officers when responding to requests for emergency screening; and

WHEREAS, Acenda, Inc. has been designated by the New Jersey Department of Human Services ("DHS") to provide screening services in accordance with the Screening Law and Regulations within the County of Cape May; and

WHEREAS, DHS contracts annually with Acenda, Inc. for the provision of screening services, pursuant to N.J.A.C. 10:31:10.1(c), and DHS Contracting Policy; and

WHEREAS, in April of 2023, the Lower Township Police Department and Acenda, Inc., a mental health service provider operating in the State of New Jersey, entered into a Memorandum of Understanding to jointly participate in the ARRIVE Together program, a pilot program enacted by the State of New Jersey to enhance and support law enforcement and responses to certain behavioral health crisis calls in an effort to advance the goals, directives, and objectives of the Screening Law; and

WHEREAS, in an effort to continue to improve the outcomes in law enforcement responses to emergency behavioral health crisis calls, to divert individuals in crisis from unnecessary entry into the criminal justice system, and to more efficiently employ the resources of both the Lower Township Police Department and Acenda, Inc. as they respond to calls for service together, the Parties desire to renew the terms of the current Memorandum of Understanding for an additional calendar year through June 30, 2026; and

WHEREAS, the Township Council of the Township of Lower recognizes the importance of the Screening Law and the Arrive Together Program and fully supports the goals and objectives of same and seeks to affirm and ratify the relationship between the parties and the responsibilities and obligations set forth within the Memorandum of Understanding.

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 hereby ratifies and affirms the Memorandum of Understanding entered into between the Lower Township Police Department and Acenda, Inc. to enhance and support law enforcement and responses to certain behavioral health crisis calls in an effort to advance the goals, directives, and objectives of the Screening Law.

	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 August 18, 2025

Julie A Picard, Township Clerk

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

RESOLUTION #2025-285

Title: **BID ACCEPTANCE AND CONTRACT AWARD FOR THE DELAWARE BAY BEACH STORMWATER OUTFALL EXTENSION PROJECT (LT-C-059) TO R.A. WALTERS & SONS**

WHEREAS, the Notice to Bidders for the Delaware Bay Beach Stormwater Outfall Extension Project (LT C-059) was advertised on July 16, 2025 and accepted on Thursday August 7, 2025 at 10:00 a.m. prevailing time; and

WHEREAS, Three (3) sealed bids were submitted and reviewed by the Township Engineer, QPA and the Public Works Superintendent; and

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

Appropriation: Ord #24-03 C-04-55-438-100

Signature: *Lauren Read*
Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the following contract is hereby awarded for the Delaware Bay Beach Stormwater Outfall Extension Project as follows:

AWARD TO: **R.A. WALTERS & SONS**
TOTAL: **\$296,000.00**

	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 August 18, 2025.

Julie A Picard, Township Clerk

DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

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

August 7, 2025

VIA EMAIL

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

**Re: Township of Lower, Cape May County, NJ
FY 2023 NJDCA Small Cities Program
Delaware Bay Beach Stormwater Outfall Extension Project
D&A File #: LT-C-059**

Dear Ms. Picard:

We have tabulated the three (3) bids received on August 7, 2025 for the above referenced project. As such, we have determined that the lowest responsible bidder appears to be R.A. Walters & Son, Inc. in the amount of \$296,000.00. Enclosed please find one (1) copy of the bid tabulation for your files.

In accordance with N.J.S.A. 40A:11-1 et seq., the award should be made to the lowest responsible bidder which appears to be R.A. Walters & Son, Inc., 18 Hoffman Drive, Cape May Court House, NJ 08210 in the amount of \$296,000.00. The contractual award should be made contingent upon approval from the Township Purchasing Agent, New Jersey Department of Community Affairs, Chief Financial Officer and Township Solicitor.

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

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



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

President

T: 609-854-3311

Marc@deblasioassoc.com

cc: Mayor Frank Sippel (via email w/encl.)
Michael Laffey, Manager (via email w/encl.)
Margaret Vitelli, Qualified Purchasing Agent (via email w/encl.)
Gary Douglass, Public Works Superintendent (via email w/encl.)
Rob Belasco, Solicitor (via email w/encl.)
Lauren Read, CFO (via email w/encl.)
Colleen Crippen, Grants Coordinator (via email w/encl.)
Mark Blauer, Blauer Associates (via email w/encl.)
Cody Stanford (via email w/encl.)
Andrew McTague (via email w/encl.)

BID TABULATION

Project Name: FY2023 N.J.D.C.A. Small Cities Program Delaware Bay Beach Stormwater Outfall Extension Project

D&A Project #: LT-C-059

Client: Township of Lower

Bid Opening Date: 08/07/2025

Item #	DESCRIPTION	QUANTITY & UNITS	R.A. Walters & Son, Inc. 18 Hoffman Drive Cape May Court House, NJ 08210		Walters Marine Construction, Inc. 414 Woodbine-Oceanview Road Ocean View, NJ 08230		Fred M. Schiavone Construction P.O. Box 416 Malaga, NJ 08328	
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	BEACH STORMWATER OUTFALL EXTENSION - WOODLAND AVENUE	LUMP SUM	\$47,000.00	\$47,000.00	\$52,000.00	\$52,000.00	\$65,000.00	\$65,000.00
2	BEACH STORMWATER OUTFALL EXTENSION - FRANCES AVENUE	LUMP SUM	\$149,000.00	\$149,000.00	\$158,319.00	\$158,319.00	\$176,000.00	\$176,000.00
3	BEACH STORMWATER OUTFALL EXTENSION - OCEAN AVENUE	LUMP SUM	\$47,000.00	\$47,000.00	\$52,000.00	\$52,000.00	\$70,000.00	\$70,000.00
4	BEACH STORMWATER OUTFALL EXTENSION - ST JOHNS AVENUE	LUMP SUM	\$33,000.00	\$33,000.00	\$37,000.00	\$37,000.00	\$56,000.00	\$56,000.00
5	ALLOWANCE: GENERAL	20,000 ALLOWANCE	\$1.00	\$20,000.00	\$1.00	\$20,000.00	\$1.00	\$20,000.00
TOTAL AMOUNT BID BASED ON ESTIMATED QUANTITIES FOR BID ITEMS 1-5:				\$296,000.00	\$319,319.00		\$387,000.00	

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

RESOLUTION #2025-286

Title: UNDER 3% EMERGENCY RESOLUTION TO FACILITATE THE AWARD OF A PROFESSIONAL SERVICE CONTRACT TO ADDRESS COMPLIANCE WITH AFFORDABLE HOUSING OBLIGATION

WHEREAS, the Township of Lower has been diligently working over the course of the past several months to develop a plan to address its affordable housing obligation; and

WHEREAS, the Township has identified a need for professional services to conduct evaluations and feasibility studies of various properties within the Township in an effort to comply with its affordable housing obligations and state-imposed deadlines; and

WHEREAS, inadequate provision was made in the 2025 budget for the aforesaid purpose and N.J.S.A. 40A: 4-46 provides for the creation of an emergency appropriation for the purpose above mentioned; and

WHEREAS, the total amount of the emergency appropriations created, including the appropriation to be created by this resolution is \$19,750.00 and three (3) percent of the total operating appropriations in the budget for 2025 is \$972,598.17; and

WHEREAS, the foregoing appropriation together with prior appropriations does not exceed three (3) percent of the total operating appropriations in the budget for 2025.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that in accordance with N.J.S.A. 40A:4-48:

1. An emergency appropriation is hereby made for:
PLANNING DEPARTMENT
OTHER EXPENSES
PROFESSIONAL SERVICES \$19,750.00
2. That said emergency appropriation shall be provided for in full in the 2026 budget and is requested to be excluded from CAPS.
3. That two (2) certified copies of this resolution be filed with the Director of the Division of Local Government Services

	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 August 18, 2025

Julie A Picard, Township Clerk

CERTIFICATION FOR EMERGENCY APPROPRIATION

Purpose of emergency appropriation:

The Township requires professional services to conduct evaluations and feasibility studies promptly in order to meet critical deadlines related to affordable housing reports and compliance requirements.

Date of occurrence: 8/14/2025

Have any contracts been awarded or purchase orders placed in connection with this emergency appropriation?

A contract is being awarded upon passage of this emergency resolution.

Lauren Read

Lauren Read
CFO, Township of Lower

Date 8/14/2025

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

RESOLUTION #2025-287

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 \$10,000 for an item of revenue in the budget of the year 2025 as follows:

Miscellaneous Revenues –	
Revenue Offset with Appropriations -	Emergency Management Performance Grant
Total with increase to be	\$ 10,000.00

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$10,000.00 be and the same is hereby appropriated under the caption of:

General Appropriations –	
Public & Private Programs Offset by Revenues -	Emergency Management Performance Grant
State/Federal Share	\$ 10,000.00
Non-State Share	\$
Total with increase to be	\$ 10,000.00

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 August 18, 2025.

Julie A Picard, Township Clerk

STATE OF NEW JERSEY
Department of the Treasury
New Jersey Comprehensive Financial System
PO BOX 221
Trenton, NJ 08625-0221

Payment Details

Vendor Name:	LOWER TWP TREASURER
Vendor Code:	XXXXX5700(99)
Payment Type:	ACH
Check Number:	2508070793
Payment Date:	Thursday, August 7, 2025
Check Total:	\$10000.00

Payment Line Details

Trans Code:	UA
Voucher Agency:	LAW AND PUBLIC SAFETY
Voucher Number:	1200DG18554
Payee Reference:	EMAA2024PWEMPG-EMAA-24
Line Number:	01
Line Amount:	\$10000.00
Disbursed Amount:	\$10000.00

Additional Information

Budget Fiscal Year:	2024
Fund:	100
Agency:	LAW AND PUBLIC SAFETY
Organization:	NEW JERSEY STATE POLICE
Appr Unit:	726
Object:	6120
Revenue Source:	N/A
Purchase Order #:	N/A
Contract Number:	N/A
CFDA Number:	97.042
CFDA Description:	EMERGENCY MANAGEMENT PERFORMANCE GRANTS

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

RESOLUTION #2025-288

Title: **A RESOLUTION AWARDING A PROFESSIONAL SERVICE CONTRACT WITHOUT PUBLIC BIDDING TO LOMAX CONSULTING GROUP TO PROVIDE ENVIROMENTAL CONSULTING SERVICES**

WHEREAS, the Township of Lower has identified a need to procure the professional services of an environmental consultant to evaluate and identify potential environmental issues and/or constraints affecting various properties within the Township; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5 and N.J.S.A. 40A:11-5, the Township of Lower is authorized to enter into contracts for "Professional Services" without competitive bidding when the need arises, so long as the award of such contract is made public by a Resolution of the Governing Body and satisfies the requirements of the New Jersey Pay-to-Play law; and

WHEREAS, the Lomax Consulting Group has submitted a proposal to provide Environmental Consulting Services for Preliminary Site Feasibility Evaluations at a cost not to exceed \$19,750.00; and

WHEREAS, the Township of Lower's Chief Financial Officer has certified the avallability of funds in the current budget lines, as evidenced her signature:

Appropriation:

Signature: _____

Lauren Read, CFO

WHEREAS, the Lomax Consulting Group has completed and submitted a Business Entity Disclosure Certification certifying that it has not made any reportable contributions to a political candidate or committee in the Township of Lower in the previous year, and acknowledging that the award of this contract will prohibit it from making any reportable contributions during the term of the contract.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that a Professional Service Contract, without public bidding, is awarded to the Lomax Consulting Group to provide environmental consulting services to the Township of Lower, in accordance with the terms and conditions of the proposal attached hereto as Exhibit A, for a total price not to exceed \$19,750.00, and that the Mayor and/or Township Manager are hereby authorized to execute the attached proposal and any associated documents necessary to effectuate this award.

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

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

	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 August 18, 2025.

Julie A Picard, Township Clerk



P.O. Box 9 (MAILING)
1435 ROUTE 9 NORTH (DELIVERY)
CAPE MAY COURT HOUSE, NJ 08210, USA

Peter L. Lomax, President
(609) 465-6700 ext. 13
plomax@lomaxconsulting.com

609-465-6700 (P)
609-465-2449 (F)

WWW.LOMAXCONSULTING.COM

PROPOSAL

July 25, 2025 - via email

Township of Lower
2600 Bayshore Road
Villas, NJ 08251
Attn: Mr. Michael Laffey, Manager

RE: **Proposal:** Environmental Consulting Services
Preliminary Sites Feasibility Evaluation
BI/Lts: various (see *Thomas Planning Assoc. spreadsheet, dated March 25, 2025*)
Lower Township, Cape May County, NJ
TLCG File #: 25-1234

Dear Mr. Laffey:

The Lomax Consulting Group, LLC (hereafter "**TLCG**") welcomes the opportunity to provide environmental consulting services to the Township of Lower (hereafter "**Client**") pursuant to a Request for Proposal (RFP) by you in your role as Township Manager. The Environmental Consulting Services Proposal (hereafter "**Agreement**") is submitted subsequent to prior communications and a meeting with Township staff and Township-contracted professionals regarding affordable housing and the Township's Housing Plan. During these discussions, it was concluded that 19 different sites in the Township, as identified on a spreadsheet prepared by Thomas Planning Associates, dated March 25, 2025, require preliminary environmental and planning constraints evaluation to assess development feasibility for residential use at a scale and density conducive to affordable housing.

SCOPE: It is expected that the TLCG scope of work will include the following services:

PART 1. PRELIMINARY SITES FEASIBILITY EVALUATION

Tasks under Part 1 include:

- 1) Research existing documents provided by the Client and planning professionals and review in-house archives. Download and evaluate aerial imagery, LiDAR, and GIS database files. Inventory the environmental and planning constraints for the 19 different Township-specified sites.
- 2) Preparation of the environmental and planning constraints matrix and complete scenario mapping for the 19 different Township-specified sites.
- 3) Complete preliminary acreage analyses for the 19 different Township-specified sites.
- 4) Preparation of a summary memorandum outlining environmental and planning constraints findings and mapping outcomes for the 19 different Township-specified sites.
- 5) One (1) teleconference consultation or in-person meeting with Client/professionals to review the summary findings and mapping.

PART 2. COMMUNICATIONS AND MEETINGS

Tasks under Part 2 include:

- 1) Communication and coordination with Client, consultants/project team members, governmental entities and regulatory officials.
- 2) Preparation for and attendance at meetings with Client, consultants/project team members, governmental entities and regulatory officials, including telephone conference calls, virtual platform conferences, and in-person meetings.

Environmental Consulting Excellence Since 1975

FEES

Consulting Services, as described herein, for Part 1 will be on a lump sum fee basis and for Part 2 will be billed on a time and materials fee basis consistent with TLCG Standard Rates.

Part 1. Consulting Fee: \$19,750.00 Part 2. Consulting Fee Estimate: TLCG hourly rates

TLCG Standard Hourly Rates - 2025

Title	Rate
Managing Principal	\$155.00/hour
Principal Consultant	\$135.00/hour
Senior Consultant	\$125.00/hour
Consultant II	\$115.00/hour
Consultant I	\$100.00/hour
Consultant (IT)	\$95.00/hour
Environmental Analyst	\$90.00/hour
Environmental Analyst (IT)	\$85.00/hour
Research Assistant II	\$77.50/hour
Research Assistant I	\$72.50/hour

TERMS

The Client hereby agrees to the following terms:

- 1) Retainer: WAIVED.
- 2) Direct expenses (e.g., data acquisition, postage, mileage, reproduction/printing, etc.) are included in Part 1 fee but are separate from the above estimates for other Parts and will be invoiced monthly with consulting fee for reimbursement, respectively.
- 3) Billing based on percent complete for lump sum and services rendered for time and materials, as applicable.
- 4) Payment is due in full upon receipt of invoice and in advance of the release of findings/maps.
- 5) Interest is charged at a monthly rate of 1.0% on accounts beyond 30 days past due.
- 6) The Client further agrees that any costs borne by TLCG for collection of invoices over 30 days, including but not limited to attorney's fees and court costs, will be paid by the Client. Both parties agree that any invoices 30 days past due are cause for cessation of any on-going services, and suspension of any agreed due date for Scope of Services.
- 7) Any additional requests from regulatory agencies/governmental entities, not previously and specifically identified during pre-application/application review communication, issues resulting in project revisions/alterations, issues resulting from public comment, or permit conditions response will be billed on a time and materials basis consistent with TLCG standard rate.
- 8) Any additional consulting services not specifically identified in the above Parts are considered "out of scope" and will be billed on a time and materials basis consistent with TLCG standard rates.

CONDITIONS

It will be the Client's responsibility to provide to TLCG the following information:

- 1) Any standard fees required for the regulatory agencies' applications will be the responsibility of the Client. These fees are established by these entities for application processing; an itemized fee schedule will be provided by TLCG.
- 2) Surveying/Engineering services, as needed.
- 3) Copies of pertinent application support documents, including submissions to and correspondence with regulatory agencies, other consultants and interested parties, including permits, approvals, plans, reports and letters.

While TLCG will diligently pursue the scope of services on behalf of the Client, TLCG is not responsible for any agency schedules and/or delays, nor does TLCG assure the issuance of a permit by any regulatory agency, or the feasibility of a project as defined by the Client. If the progress of this work is impeded by public controversy or agency inefficiency or loss of documents/file, the additional time required in dealing with these issues would be billed on a time and material basis. If the scope

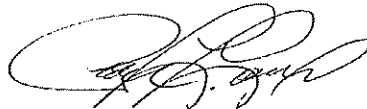
of the project or new/revised regulations requires significant changes in the scope or standards or report content, the additional cost to complete the work will be billed on a time and material basis.

If suspension of work on this project occurs for a significant time-period (greater than 6 months), we reserve the right to revise the uncompleted portions of this proposal based on any change to our rate structure, which may have occurred. TLCG reserves the right to adjust its standard rates on a one-time annual basis.

Failure to meet Terms and Conditions stated herein, represent cause to terminate this Agreement. Should our work on the project or the project itself be terminated prior to completion, we shall be paid for the work completed to the time of termination. This Agreement is valid for a period of ten days (10) from the above date. In order to authorize commencement of TLCG consulting services on the project, the attached *Authorization Statement* must be completed and returned with an original signature, date, name, title and company to TLCG accompanied by the referenced retainer.

If you have any questions or wish to discuss the scope of services and/or fee or payment arrangements, please do not hesitate to contact our office.

Sincerely,
THE LOMAX CONSULTING GROUP, LLC



Peter L. Lomax
President

AUTHORIZATION STATEMENT

I, _____ as authorized representative for the Township of Lower ("Client"), have read the above Agreement and understand its Scope, Fees, Terms and Conditions, and authorize The Lomax Consulting Group, LLC ("TLCG") to proceed with the Scope of Services as outlined in the above Agreement, Proposal dated July 25, 2025. The Client, its/his successors and/or assignees agree to pay TCG for environmental consulting services as indicated in the Fees, Terms and Conditions sections above. The below signed hereby certifies that he/she represents the Client and is authorized to enter into this Agreement and agrees to abide by the Proposal Fees, Terms and Conditions set forth above herein.

Authorized by:

Signature

Date

Name:

Title:

Attest:

Peter L. Lomax
President, The Lomax Consulting Group, LLC

Date

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

RESOLUTION #2025-289

Title: A RESOLUTION OF THE TOWNSHIP OF LOWER CANCELING CERTAIN TAXES
PER AGREEMENT/RESOLUTION

WHEREAS, the tax status of the DRBA is governed by the Delaware-New Jersey Compact, as set forth in N.J.S.A. 32:11E-1; and

WHEREAS, the Compact provides that one essential governmental function of the DRBA is to promote economic development; and

WHEREAS, by attempting to lease the Property to tenants the DRBA is promoting economic development; and

WHEREAS, certain taxes became due on the properties listed below after the DRBA began attempting to lease the Property to tenants, and per Agreement and Resolution #2020-272, the DRBA is not responsible for said tax.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the following property tax be cancelled and the Tax Collector is hereby directed to cancel the following tax:

<u>Block</u>	<u>Lot</u>	<u>Reason</u>	<u>Amount</u>
410.01	36.25	Cancel Tax per DRBA Agreement Abandoned property	\$ 1,108.23

	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 August 18, 2025

Julie A Picard, Township Clerk

August 13, 2025
08:59 AM

Lower Township
Tax Account Detail Inquiry

Page No: 1

BLQ: 410.01 36.25
Owner Name: CAPE MAY COUNTY

Tax Year: 2025 to 2026
Property Location: 351 RANGER ROAD UNIT 2

Tax Year: 2025	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	269.64	269.64	554.12	554.11	1,647.51
Prelim Adjust:	269.64-	269.64-	0.00	0.00	539.28-
Total Billed:	0.00	0.00	554.12	554.11	1,108.23
Payments:	0.00	0.00	0.00	0.00	0.00
Balance:	0.00	0.00	554.12	554.11	1,108.23

Date	Qtr	Type	Code	Check No	Mthd	Reference	Batch Id	Principal	Interest	2025 Prin Balance
		Description								
		Original Billed						1,647.51		1,647.51
03/11/25	1	Adjustment	094			38674	1 KLB	269.64-	0.00	1,377.87
		TENANT MOVED OUT								
03/11/25	2	Adjustment	094			38674	2 KLB	269.64-	0.00	1,108.23
		TENANT MOVED OUT								

Tax Year: 2026	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	277.06	277.06	0.00	0.00	554.12
Payments:	0.00	0.00	0.00	0.00	0.00
Balance:	277.06	277.06	0.00	0.00	554.12

Date	Qtr	Type	Code	Check No	Mthd	Reference	Batch Id	Principal	Interest	2026 Prin Balance
		Description								
		Original Billed						554.12		554.12

Total Principal Balance for Tax Years in Range: 1,662.35

jpicaard

From: kbrown
Sent: Wednesday, August 13, 2025 9:00 AM
To: jpicaard
Cc: lread; Mike Laffey
Subject: Block-410.01 Lot-36.25
Attachments: county.pdf

Julie,

Please create a Resolution to cancel 2025 taxes on Block 410.01 Lot 36.25 per agreement with the DRBA. The amount will be \$1,108.23. I will remove preliminary billing for 2026.

Resolution # 2025-168 was for the 2024 taxes , Assessor did not get the change in before the update to make the property Tax Exempt as it is in the County's name again.

Thank you,

Kathy Brown
Tax Collector
Township of Lower
609-886-2005 ext 118
kbrown@townshipoflower.org

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

RESOLUTION #2025-290

Title: **APPROVAL OF CHANGE ORDER #1 TO DEBLASIO AND ASSOCIATES INC.
FOR THE CONSTRUCTION PHASE FOR THE BAY OUTFALLS EXTENSION
(LT-C-059)**

WHEREAS, DeBlasio and Associates were awarded on November 18, 2024 by Resolution #2024-372 for Engineering and Survey Phase for the Bay Outfall Extension project in the amount of \$64,000.00; and

WHEREAS, DeBlasio and Associates have provided a proposal for the Construction Phase of the Bay Outfall Extension project (LT-C-059) in the amount of \$18,000.00, to provide Contract Administration, Shop Drawing and Submittal Review and Part Time Construction Observation based on a 180 Day Construction Contract for: Woodland Avenue/Frances Avenue/Ocean Avenue and St. Johns Avenue Outfall Extensions; 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: Ord # 23-03 C-04-55-436-100

Signature: *Lauren Read*
Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Change Order #1 attached hereto in the net increase amount of \$18,000.00 to DeBlasio and Associates is hereby approved and the contract total is now increased to \$82,000.00.

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 August 18, 2025.

Julie A Picard, Township Clerk

DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

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

August 12, 2025

VIA EMAIL

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

Re: Township of Lower, Cape May County, NJ
FY2023 NJDCA Small Cities Program
Delaware Bay Beach Stormwater Outfall Extension Project—
Construction Phase Services
D&A File #: LT-C-059

Dear Mr. Douglass:

DeBlasio & Associates, P.C. is pleased to provide this proposal to provide our professional services for the **FY2023 NJDCA Small Cities Program Delaware Bay Beach Stormwater Outfall Extension Project—Construction Phase Services** which shall consist of the following outfalls:

1. Woodland Avenue Outfall
2. Frances Avenue Outfall
3. Ocean Avenue Outfall
4. St. Johns Avenue Outfall

Construction Phase Cost: \$18,000.00

- Contract Administration
 - Shop Drawing and Submittal Review
 - Part Time Construction Observation
- Based on a 180 Day Construction Contract

Total Professional Service Fee \$18,000.00

Upon your authorization, we are prepared to begin work immediately on the Township's **FY2023 NJDCA Small Cities Program Delaware Bay Beach Stormwater Outfall Extension Project-Construction Phase Services**.

Should you have any questions or require any additional information, please do not hesitate to contact Andrew McTague at our office. Thank you for the opportunity to submit this proposal.

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



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

T: 609-854-3311

Marc@deblasioassoc.com

cc: Mayor Frank Sippel (via email)
Michael Laffey, Manager (via email)
Margaret Vitelli, QPA (via email)
Julie Picard, Clerk (via email)
Andrew McTague (via email)
Cody Stanford, EIT (via email)

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

RESOLUTION #2025-291

Title: A RESOLUTION AUTHORIZING A REQUEST FOR FUNDS FROM THE LOWER TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

WHEREAS, the Lower Township Municipal Utilities Authority (MUA) budget for Fiscal Year December 1, 2024 through November 30, 2025 for both water and sewer contain a line item entitled Maximum Allowable for Appropriation to Municipality/County; and

WHEREAS, the amount listed on the Supplement Schedule as Maximum Allowable for Appropriation to Municipality/County in the sewer budget is \$255,407.50 and the amount listed in the water budget is \$190,934.95 for a maximum allowable total of \$446,342.45; and

WHEREAS, Council would like to officially request a portion of the allowable appropriation totaling \$160,000.00 be appropriated to the Township.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Lower Township Council hereby requests the Lower Township MUA appropriate a portion of the amounts listed in the Maximum Allowable for Appropriation to Municipality/County as listed in the Supplemental Schedules from the sewer & water budgets to the Township of Lower in the total amount of \$160,000.00.

	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 August 18, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION # 2025-292

Title: A RESOLUTION URGING THE NEW JERSEY GOVERNOR AND LEGISLATURE TO ENACT REGULATIONS GOVERNING THE OPERATION OF ELECTRIC BICYCLES AND SCOOTERS ON PUBLIC STREETS, SIDEWALKS, BIKE PATHS, AND OTHER PUBLIC AREAS TO ENHANCE PUBLIC SAFETY

WHEREAS, pursuant to N.J.S.A. 39:4-14.16, electric bicycles and electric scooters are permitted to be operated on the streets, highways, roadways, and bicycle paths of this State; and

WHEREAS, the Township of Lower, and municipalities throughout the State of New Jersey, have experienced a marked increase in the operation of electric bicycles and scooters on public streets, sidewalks, bike paths, boardwalks, and other shared public spaces, often in close proximity to pedestrians, children, seniors, and motor vehicles; and

WHEREAS, while electric bicycles and scooters offer environmentally friendly and cost-effective modes of transportation, their rapid acceleration, higher maximum speeds, and nearly silent operation can present significant safety risks, including collisions with pedestrians and motor vehicles, loss of rider control, and a heightened risk of serious injury in connection with accidents in general; and

WHEREAS, the Lower Township Police Department, along with law enforcement agencies throughout the State, has reported difficulties in achieving consistent enforcement due to the absence of uniform statewide regulations governing the operation, minimum age limits, helmet use, insurance requirements, licensing, equipment safety, permitted areas of operation, and enforcement procedures, thereby creating inconsistent rules and potential safety risks across municipalities; and

WHEREAS, the establishment of clear, consistent, and enforceable statewide regulations would help ensure the safe and responsible operation of electric bicycles and scooters, while still promoting their use as an alternative means of transportation; and

WHEREAS, the Township Council of the Township of Lower believes that statewide legislation should, at a minimum, address:

- 1) Minimum age requirements for operation;
- 2) Maximum allowable speeds for different classifications of electric bicycles and scooters;
- 3) Rules governing operation on sidewalks, bike lanes, and roadways;
- 4) Equipment safety standards including lights, reflectors, and braking systems;
- 5) Enforcement authority for local police departments; and
- 6) Penalties for violations to promote compliance and accountability.

WHEREAS, the Township Council of the Township of Lower further recognizes the need for public education programs to ensure that riders and the general public are aware of their rights, responsibilities, and the potential hazards associated with these devices;

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. The Township Council of the Township of Lower respectfully urges the Governor of the State of New Jersey and the New Jersey Legislature to promptly enact legislation establishing uniform statewide regulations

governing the operation of electric bicycles and electric scooters, with the goal of enhancing public safety and ensuring consistent enforcement across all municipalities.

2. The Township Council of the Township of Lower hereby authorizes the Township Clerk of the Township of Lower to send copies of this Resolution to the Offices of the Governor of the State of New Jersey, the president of the New Jersey Senate, the Speaker of the New Jersey Assembly, the Office of New Jersey's Legislative District 1 – Senator Testa, Assemblyman Simonsen, and Assemblyman McClellan, and all 16 Municipal Clerks of Cape May County.

	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 August 18, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION #2025-293

Title: A RESOLUTION AUTHORIZING THE EXECUTION OF A RIGHT OF ENTRY AGREEMENT WITH THE UNITED STATES ARMY CORPS OF ENGINEERS TO FACILITATE THE CAPE MAY CANAL IMPROVEMENT PROJECT

WHEREAS, the Township of Lower is the owner of certain real property identified as Block 753.25, Lot 2, which is located adjacent to the Cape May Canal; and

WHEREAS, the United States Army Corps of Engineers is preparing to complete improvements and renovations to the Cape May Canal to enhance shore protection along the Canal; and

WHEREAS, in order to facilitate the Cape May Canal improvement project, the United States Army Corps of Engineers has requested permission from the Township of Lower to enter upon Block 753.25, Lot 2 to provide access to the Canal for the purpose of completing planned improvements and shoreline renovations; and

WHEREAS, in order to afford the United States Army Corps of Engineers the ability to access the Cape May Canal and to enter upon the property owned by the Township, the United States Army Corps of Engineers has requested that the Township execute a Right-of-Entry Agreement, a copy of which is attached to this Resolution, with the understanding that a Temporary Work Area Easement will be requested in the near future.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the Mayor and/or Township Manager are hereby authorized to execute the attached Right-of-Entry Agreement, together with any associated documents necessary to memorialize the United States Army Corps of Engineers' ability to enter upon Township-owned property to facilitate improvements and renovations to the Cape May Canal.

	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 August 18, 2025.

Julie A Picard, Township Clerk

**DEPARTMENT OF THE ARMY
RIGHT-OF-ENTRY FOR CONSTRUCTION**

Cape May Canal

Block 753.25 Lot 2-EASEMENT A,B,C,D

The undersigned, hereinafter called the "Owner," in consideration of the total compensation to be paid by the UNITED STATES OF AMERICA, hereinafter called the "Government," for all land or easement rights hereinafter described, to be determined by subsequent agreement between the Owner and the Government, or by judicial proceedings, hereby grants to the Government, a right-of-entry upon the following terms and conditions:

1. The Owner hereby grants to the Government its representatives, agents, and contractors an irrevocable right to enter upon the lands hereinafter described at any time within a period of Twelve (12) months from the date of this instrument, in order to facilitate access, move, store and remove equipment and supplies, and erect and remove temporary structures on the land and to perform any other work necessary and incident to the construction of the Cape May Canal Project, together with the right to trim, cut, fell and remove therefrom all trees, underbrush, obstructions, and any other vegetation, structures, or obstacles within the limits of the right-of-way.

2. This right-of-entry includes the right of ingress and egress on other lands of the Owner not described below, provided that such ingress and egress is necessary and not otherwise conveniently available to the Government.

3. All tools, equipment, buildings, improvements, and other property taken upon or placed upon the land by the Government shall remain the property of the Government and may be removed by the Government at any time within a reasonable period after the expiration of this right-of-entry.

4. The Government shall have the right to patrol and police the lands hereinafter described during the period of this right-of-entry.

5. In the event that the Government does not acquire title or other necessary interest in said land prior to the expiration of this permit or right-of-entry, or other renewal thereof, the parties agree that, if any action of the Government's employees or agents in the exercise of this right-of-entry results in damage to the real property, the Government will, at its option, either repair such damage or make an appropriate settlement with the Owner. In no event shall such repair or settlement exceed the fair market value of the fee interest of the real property at the time immediately preceding such damage. The Government's liability under this clause may not exceed appropriations available for such payment and nothing contained in this agreement may be considered as implying that Congress will at a later date appropriate funds sufficient to meet deficiencies. The provisions of this clause are without prejudice to any rights the Owner may have to make

a claim under applicable laws for any other damages than provided herein. If the Government does acquire such title or other necessary interest, damages would be limited to the decrease in the fair market value of the owner's remainder caused by such damage.

The land affected by this right-of-entry is located in the County of Cape May, State of New Jersey, and is described as follows in Exhibit A:

EASEMENT A, EASEMENT B and EASEMENT C, EASEMENT D

WITNESSES MY HAND AND SEAL this _____ day of _____,
20____

LOWER TOWNSHIP

MICHAEL LAFFEY (SEAL)
LOWER TOWNSHIP
TOWNSHIP MANAGER

UNITED STATES OF AMERICA

BY _____
CRAIG R. HOMESLEY
Deputy Chief, Real Estate Division
Real Estate Contracting Officer
US Army Corps of Engineers
Baltimore District

CERTIFICATE OF AUTHORITY

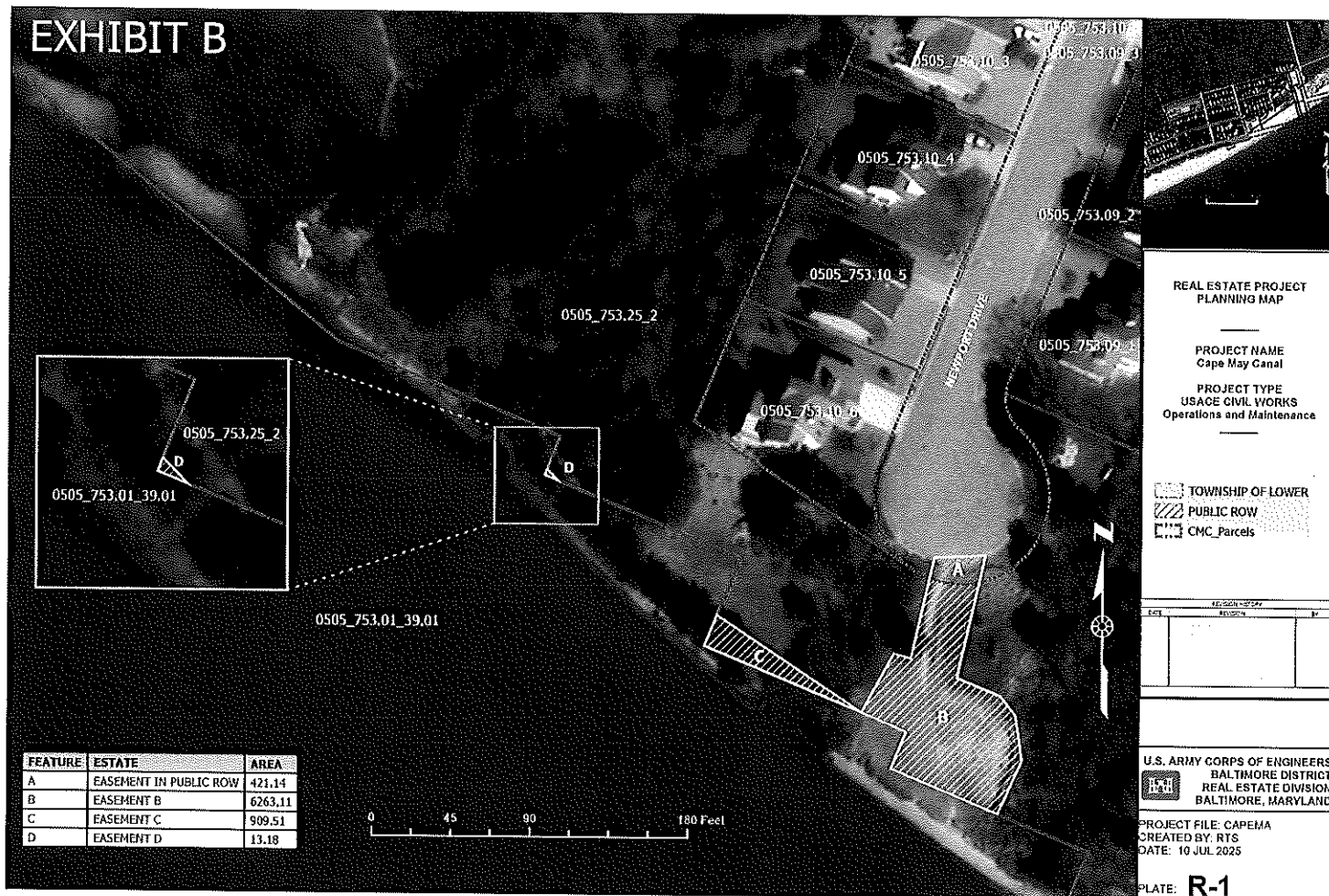
I, _____, certify that I am the _____
(Name) (Secretary or Attesting Officer)
of the _____, named as grantee/lessee/licensee herein;
(Agency Name)
that _____, who signed this Agreement on behalf
(Officer Name)
of said _____, was then _____
(Agency Name) (Officer Title)
of the Agency; and that said Agreement was duly signed for and on behalf of
the _____ by authority of its governing body and is
(Agency Name)
within the scope of its statutory powers.

Signed, _____
Secretary or Attesting Officer

(The person that signed the attached instrument cannot sign Certificate)

This form certifies that the person signing the attached instrument has the authority to do so. The signature of the Secretary/Attesting Officer and the Individual signing the attached instrument cannot be the same.

EXHIBIT B



Clerk Report July 2025

Register Report - Last month

7/1/2025 through 7/31/2025

8/6/2025

Page 1

Date	Account	Num	Description	Memo	Category	Amount
	INCOME					17,046.00
	BUSINESS LIC 2025-2026					9,686.00
	Gravel Pit					750.00
	Short term 2025-2026					4,715.00
	Solicitation Permit					255.00
	Street Openings					680.00
	Vac Prop Reg					500.00
	Yard Sales					85.00
	Year Round Rental					375.00
	TRANSFERS					-17,046.00
	Council Checking					-17,046.00
			OVERALL TOTAL			0.00



Lower Township
Fee Item Payment Totals 7/1/2025 to 7/31/2025

Starting Receipt
PMT-25-01825

Ending Receipt
PMT-25-02110

Cash Total	Check Total	Charge Total	E-CHECK Total	Grand Total
\$1,733.00	\$134,115.00	\$5,198.00	\$0.00	\$141,044.00
Fee Type	Account	YTD Assigned	Assigned	
Building Fee	#DEFAULT BUILDING FEE ACCOUNT	\$341,299.00	\$80,053.00	
CO Fee	#DEFAULT CO FEE ACCOUNT	\$39,286.00	\$9,372.00	
Contractors License Initial Fee	#DEFAULT DEPOSIT ACCOUNT	\$4,550.00	\$700.00	
Contractors License Renewal Fee	#DEFAULT CONTRACTOR ACCOUNT	\$100.00	\$50.00	
DCA Fee	#DEFAULT DCA FEE ACCOUNT	\$42,291.00	\$8,328.00	
Electrical Fee	#DEFAULT ELECTRICAL FEE ACCOUNT	\$131,366.00	\$18,252.00	
Fire Fee	#DEFAULT FIRE FEE ACCOUNT	\$56,076.00	\$7,932.00	
Mechanical Fee	#DEFAULT MECHANICAL FEE ACCOUNT	\$15,075.00	\$2,670.00	
Other Fee	#DEFAULT OTHER FEE ACCOUNT	\$493.00	\$151.00	
Plumbing Fee	#DEFAULT PLUMBING FEE ACCOUNT	\$70,405.00	\$13,536.00	
		\$700,941.00	\$141,044.00	
Adjustment Type	Adjustment Total	Please note Adjustments noted are based on the payment date not the adjustment date. Adjustments may happen months after the original payment. To see adjustments that occurred during this time frame refer to the Adjustments Report.		
Refund	\$0.00			
Charge Back	\$0.00			
Bounced Check	\$0.00			
		Grand Total Less Adjustment	\$141,044.00	



Lower Township
2600 Bayshore Road
Villias, NJ 08251

Construction Permit Activity Report

7/1/2025 -> 7/31/2025

Summary

	Cost:	Count:			
New:	\$3,175,718.00	17	Cubic Footage:	1,107,943 Cu.ft	Permits Issued: 146
Addition:	\$832,970.00	10	Square Footage:	68,972 Sq.ft	Updates Issued: 8
Alteration:	\$2,208,793.00	123			
Demolition:	\$571,100.00	4			
Total:	\$6,788,581.00	154			

Permits	Count	Permit Fees	Admin Fees	Total	Inspections	Passed	Failed	Other
Building:	95	\$79,933.00	\$0.00	\$79,933.00	B 239	215 %90	16 %6.7	8 %3.3
Plumbing:	42	\$13,536.00	\$0.00	\$13,536.00	P 104	91 %87.5	9 %8.7	4 %3.8
Electrical:	117	\$18,252.00	\$0.00	\$18,252.00	E 198	176 %88.9	18 %9.1	4 %2
Fire:	53	\$7,932.00	\$0.00	\$7,932.00	F 77	76 %98.7	1 %1.3	0 %0
Elevator:	1	\$0.00	\$0.00	\$0.00	V 3	3 %100	0 %0	0 %0
Mechanical:	39	\$2,670.00	\$0.00	\$2,670.00	M 34	27 %79.4	5 %14.7	2 %5.9
	347	\$122,323.00	\$0.00	\$122,323.00	655	588	49	18
DCA Training:	26		4108		(Note: Does not include result of none)			
DCA State:	116		4208	\$161.00				
DCA Minimum:	8		8					
	150		\$8,324					

Variations	Total	Paid	Certificates	Issued Total	Paid Total
Building 0	0	0	CA 92	\$0.00	\$0.00
Plumbing 0	0	0	CCO 0	\$0.00	\$0.00
Electrical 0	0	0	CO 14	\$4,498.00	\$9,372.00
Fire 0	0	0	CC 0	\$0.00	\$0.00
Mechanical 0	0	0	TCO 0	\$0.00	\$0.00
Elevator 0	0	0	TCC 1	\$0.00	\$0.00
Total:	\$0.00	\$0.00	Total: 107	\$4,498.00	\$9,372.00

NOTE:

Information gathered is based on the Issue date for that item, ie permit issue date, certificate issue date.

This will cause discrepancies between the payments section which uses Payment date. Example you took in money for a CO but the CO has not been issued yet.

Permit Subcode Exempted (State) Fees			Permit Subcode Waived (Local) Fees		
	Record Count	Total Exempted		Record Count	Total Waived
Building	0	\$0	Building	3	\$1,288
Plumbing	0	\$0	Plumbing	0	\$0
Electrical	0	\$0	Electrical	3	\$165
Fire	0	\$0	Fire	0	\$0
Mechanical	0	\$0	Mechanical	0	\$0
Elevator	0	\$0	Elevator	1	\$152
Total:		\$0	Total:		\$1,605
Record Count	Total Exempted		Violations	Fines	Paid
DCA Fees 4	\$278		Issued 0	\$0.00	\$0.00

Payments (Based on Payment Date)	
Permit (155)	\$140,294.00
NON-UCC (0)	\$0.00
Variation Payments	\$0.00
Penalty (0)	\$0.00
Inspection Payments	\$0.00
Ongoing Invoice	\$0.00
Test Payments	\$0.00
Other Payments	\$0.00
Grand Total	\$140,294.00



Lower Township
2600 Bayshore Road
Villas, NJ 08251

Daily Bank Summary

All payments collected between the dates of 7/1/2025 and 7/31/2025.

Summary	Totals
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UCC Permits

Total Cash	\$1,733
Total Check	\$133,365
Total Charge	\$5,196
Total Permit Fees Collected	\$140,294

Non-UCC Permits

Total Cash	\$0
Total Check	\$0
Total Charge	\$0
Total Permit Fees Collected	\$0

Penalties

Total Cash	\$0
Total Check	\$0
Total Charge	\$0
Total Penalty Fees Collected	\$0

Other Payments

Total Cash	\$0
Total Check	\$750
Total Charge	\$0
Total Other Fees Collected	\$750

Contractors license

Report Grand Total

Total Cash	\$1,733
Total Check	\$134,115
Total Charge	\$5,196
Total Collected	\$141,044

**2025 CASH RECEIPTS
JULY**

Township of Lower
Office of the Tax Collector

	MONTH TO DATE	YEAR TO DATE
Receipts		
Preliminary year taxes (2026)	269,388.44	269,388.44
Current year taxes (2025)	2,775,708.23	38,688,435.20
Prior year taxes (2024)	32,778.50	518,197.35
Previously exempt property		0.00
State Audit Pay Back		0.00
Municipal Lien		1,458.88
Recording		25.00
Bankruptcy		0.00
6% Penalty	621.40	1,307.12
Municipal Service Fees	9,450.00	55,860.00
Tax Search Fees		0.00
Interest	10,737.86	77,052.52
Lot clearing		3,300.00
Returned Check Fees	80.00	720.00
Duplicate Bills	10.00	470.00
Trash	3,427.75	34,048.50
TOTAL DEPOSITS	3,102,202.18	39,650,263.01
DEPOSITED TO COUNCIL CHECK	1,706,677.39	32,747,402.46
DEPOSITED TO WIPP ACCOUNT	1,395,524.79	6,902,860.55
TOTAL DEPOSITS	3,102,202.18	39,650,263.01
NSF Reversals	1,708.76	55,340.70
WIPP NSF Reversals	5,098.98	91,639.31
NSF FeeTrash		0.00
TOTAL NSF	6,807.74	146,980.01
TOTAL	3,095,394.44	39,503,283.00

Prepared by Kathy Brown

JULY 2025
VITAL STATISTICS

Marriages,Civil Unions	16
Domestic Partners	0
Certified Copies	193
Certified Copies EDRS	0
Burial Permits	0

Marriages, Civil Unions State	\$400.00
Domestic Partners State	\$0.00
Marriages, Civil Unions Twp	\$48.00
Domestic Partners Twp	\$0.00
Certified Copies	\$1,930.00
Certified Copies EDRS	\$0.00
Burial Permits	\$0.00

TOTAL	\$2,378.00
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