

**WORK SESSION AND REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL**  
**JUNE 2, 2025 – 5:00 p.m.**

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

**Work Session**

Proclamation - Pride Month - Mayor Sippel

**Consent Agenda**

Approval of Minutes – May 19, 2025

- Res. #2025-202 Authorization for the Payment of Vouchers \$691,303.77
- Res. #2025-203 Approval of Contribution to the Lower Township Chamber of Commerce for the Home Town Hero's Campaign
- Res. #2025-204 A Resolution Requesting Reduction of Performance Guarantee for David Witmond, DW Lower Cape May, LLC; Block 494.01, Lot 28
- Res. #2025-205 Certification to Local Finance Board of Receipt and Review of Audit Sections General Comments & Recommendations
- Res. #2025-206 Award National Cooperative Purchasing Agreement with Sourcewell to Granturk Equipment Co., Inc. to Purchase One (1) Leach 29 Cu. Yd. 2R-III Real Loader, Mounted on a Customer Supplied Chassis
- Res. #2025-207 A Resolution to Award State Contract Vendor Motorola, Distributed by Wireless Communication, to Purchase Twelve (12) APX 8000 Portable Radios for the Police Department
- Res. #2025-208 Authorization for the Payout of Accumulated Compensatory Time (W. Kocis, \$18,420.48)
- Res. #2025-209 A Resolution Expressing Support for RevolutionNJ and the Preparation for the 250<sup>th</sup> Anniversary of the Founding of The United States of America
- Res. #2025-210 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Clean Communities, \$103,145.30)
- Res. #2025-211 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Police Expansion Grant, \$10,000)
- Res. #2025-212 Authorizing Payment for 2025 Local School Taxes to Lower Township Board of Education
- Res. #2025-213 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (New Jersey Historic Trust, \$150,000)
- Res. #2025-214 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Community History Grant, \$1,000)
- Res. #2025-215 Authorization for the Payout of Accumulated Compensatory Time (M. James, \$2,498.61)
- Res. #2025-216 Issuance of Ice Cream Peddling and Ice Cream Salesman License for the Year 2025
- Res. #2025-217 A Resolution Authorizing the Annual Escape the Cape Triathlon Scheduled for June 8, 2025
- Res. #2025-218 A Resolution Authorizing the Award of a State Contract to Insight Public Sector for the Provision of OpenGov Software and Related Services for Online Bid Procurement (Contract No. T3121)
- Res. #2025-219 A Resolution to Award State Contract Panasonic Connect North America Distributed by Wireless Communication to Purchase Sixteen (16) Panasonic CF-33 Fully Rugged Tablets (MDT) for Police Vehicles
- Res. #2025-220 A Resolution Authorizing the Purchase of Sixty-five (65) Glock G45 Handguns, Including the Trade-in of Existing Service Weapons for the Police Department use through State Contract No. 17-Fleet-00767 from Witmer Public Safety Group
- Res. #2025-221 A Resolution Authorizing the Trade-in and Transfer of Surplus Police Firearms to Witmer Public Safety Group to Offset the Cost of New Department-Issued Weapons
- Res. #2025-222 Approving a Professional Service Contract with DeBlasio & Associates to Prepare and Submit an Application for the FY2025 NJDOT Local Transportation Project Fund

**Regular Agenda**

**Public Comment**

**Council Comments**

**Adjourn**

## COUNCIL MEETING MINUTES – May 19, 2025

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on May 19, 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

Mayor Sippel introduced and welcomed Manager Laffey's new confidential secretary, Jennifer Fleck.

### Consent Agenda

Approval of Minutes – May 5, 2025

Res. #2025-181 Authorization for the Payment of Vouchers \$ 312,044.10

Res. #2025-182 Authorizing Payment for 2025 Regional School Taxes

Res. #2025-183 A Resolution Requesting Release of Performance Guarantee for Block 495.01, Lot 13.01, Escrow #Z18-02-04

Res. #2025-184 Approval of the Township of Lower Emergency Operations Plan

Res. #2025-185 A Resolution Authorizing the Execution of a Contract with American Bounce for the Provisions of Recreational Amenities at Lower Township Family Fun Night on May 23, 2025 – Rain Date May 30, 2025

Res. #2025-186 Authorization for Refunds of Taxes

Res. #2025-187 Authorization for the Payout of Accumulated Compensatory Time (T. Girard \$5,620.83)

Res. #2025-188 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Click It or Ticket \$5,600.)

Res. #2025-189 Appointment to the Historic Preservation Commission (V. Smith)

Res. #2025-190 Approval of a Professional Service Contract with Wizards Festival of Fun, Inc. for the Township of Lower's Independence Day Celebration July 3, 2025 (\$15,900)

Res. #2025-191 A Resolution Requesting that the New Jersey Department of Transportation Relocate Two Existing Bus Stops on Seashore Road (CR626)

Res. #2025-192 Authorization for the 2025 Summer Expansion Program (\$10,000 grant)

Res. #2025-193 A Resolution Approving the Acceptance of and Participation in the New Jersey Council for the Humanities Federal Grant for the Historic Preservation Commission of the Township of Lower FAIN #SO-289873-23 (\$1,000)

Res. #2025-194 Authorizing the Sale of Township of Lower Surplus No Longer Needed for Public Use on GOVDEALS Online Auction

Res. #2025-195 Authorizing the Disposal of Township of Lower Surplus No Longer Needed for Public Use

Res. #2025-196 Approving a Professional Service Contract with DeBlasio & Associates to Prepare and Submit an Application for the FY2026 NJDOT State Aid Program

Res. #2025-197 Award New Jersey ESCNJ Cooperative #65MCESCCPS Bid #24/25-38 KC Sign & Awnings for Three (3) LED Signs including installation for a Score Board and Digital Informational sign at the Freeman Douglass / Digital Informational Sign at the Millman Senior Center

Res. #2025-198 Approval of Change Order #1 for Asphalt Paving Systems, Inc for the Final Quantity Adjustment and Contract Reduction for Cresse Lane – Entire Length West from Route 9 (2024-186)

Ordinance #2025-13 An Ordinance Amending Chapter 400, Land Development, of the Code of the Township of Lower, to reflect Amendments to the Cannabis Regulatory, Enforcement, Assistance and Marketplace Modernization Act, Authorizing Class 5 Retail Licensees to Provide Delivery Services  
This is the first reading of this Ordinance. The second reading and public hearing will be scheduled for June 16, 2025

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

#### Regular Agenda

Res. #2025-199 A Resolution Ratifying a Four (4) Year Contract Agreement Between the Township of Lower and Lower Township Recreation Aids – Local #3779B, Afsme District Council 63

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

#### Administrative Reports

Clerk, Construction, Dog, Tax, Vital  
Personnel Action Report

#### Call to the Public

Pary Tell, Chairperson for the Historic Preservation Commission, reported that work has begun on the Nathaniel Foster House. Ms. Tell invited Mayor and Council to a Memorial Service at Union Bethel Cemetery and also spoke about the League of Municipalities celebrating their 250<sup>th</sup> anniversary next year; requesting a resolution and formation of a committee to assist with the preparation.

Mayor Sippel questioned the formality of forming a committee.

Solicitor Belasco explained.

#### Council Comments

Councilmember Conrad reminded residents about Family Fun Night and voiced favor with signs of Spring.

Councilmember Wareham requested a timeframe for crosswalks on Bay Drive and Beach Drive and wished everyone a safe and happy Memorial Day Weekend.

Manager Laffey ensured that Mr. Douglass is addressing the crosswalks.

Councilmember Roy wished everyone a safe and happy Memorial Day Weekend.

Deputy Mayor Coombs wished everyone a safe and happy Memorial Day and congratulated his daughter on her graduation from Rutgers University.

Mayor Sippel voiced remembrance for the men and women who served our country. He reminded about the Memorial Day Service at Villas VFW and that seasonal pool passes go on sale next week.

#### Closed Session

Res. #2025-200 A Resolution Providing for a meeting Not Open to the Public in Accordance with the provisions of the New Jersey Public Open Meeting Act NJSA 10.4-12 PERSONNEL

Council may return to open session to take action on the Personnel Issue discussed in Closed Session

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

Council adjourned to Closed Session at 5:09 p.m.

Council returned to Open Session at 5:33 p.m.

Res. #2025-201 - A Resolution Authorizing the Township Administration to Process an Involuntary Disability/Voluntary Accidental Disability Retirement Application for Officer Robert Fessler

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

**Adjournment**

There being no further business to address, motion to adjourn moved by Councilmember Roy, seconded by Councilmember Wareham. Motion to adjourn was unanimous. Meeting adjourned at 5:33 p.m.

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

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

Approved:

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

RESOLUTION #2025-202

Title: AUTHORIZATION FOR THE PAYMENT OF VOUCHERS

<u>VENDOR</u>	<u>CHECK #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
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TOTAL MANUAL CHECKS:	\$0
TOTAL COMPUTER GENERATED:	\$691,303.77
TOTAL BILL LIST	\$691,303.77

	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 June 2, 2025

Julie A Picard, Township Clerk

Ranges		Item Status		Purchase Types		Misc	
<i>Range: First to Last</i>		<i>Open: N</i>		<i>Bid: Y</i>		<i>P.O. Type: All</i>	
<i>Rcvd Batch Id Range: First to Last</i>		<i>Void: N</i>		<i>State: Y</i>		<i>Include Project Line Yes</i>	
		<i>Paid: N</i>		<i>Other: Y</i>		<i>Items:</i>	
		<i>Held: Y</i>		<i>Exempt: Y</i>		<i>Format: Condensed</i>	
		<i>Aprv: N</i>				<i>Include Non-Budgeted: Y</i>	
		<i>Rcvd: Y</i>				<i>Vendors: All</i>	
Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00011		ACE PLUMBING&ELECTRICAL SUPP*					
25-01170	05/08/25	SUPPLIES/DPW	Open	\$76.47	\$0.00		
25-01299	05/22/25	VERSA CAP/DPW	Open	\$70.82	\$0.00		
		<b>Vendor Total:</b>		<b>\$147.29</b>			
00110		ANCO HOME CENTER ~					
25-00229	01/23/25	DPS -SUPPLIES - APRIL	Open	\$0.88	\$0.00		
25-00881	04/04/25	MONTHLY- APRIL '25	Open	\$530.68	\$0.00		
		<b>Vendor Total:</b>		<b>\$531.56</b>			
00153		ATLANTIC CITY ELECTRIC*					
25-01298	05/22/25	DIAMOND BEACH BATHROOM PCARD	Open	\$1,841.71	\$0.00		PC1
25-01345	05/27/25	ATLANTIC CITY ELECTRIC APR/MAY	Open	\$20,877.35	\$0.00		
		<b>Vendor Total:</b>		<b>\$22,719.06</b>			
00189		AUSTINS SPORTS CENTER					
25-01179	05/08/25	FLAG FOOTBALL TEE SHIRTS	Open	\$808.50	\$0.00		
00199		AUTO ZONE INC					
25-01288	05/22/25	PART FOR VEHICLES/DPW	Open	\$1,594.23	\$0.00		
00301		BELMONT AND CRYSTAL SPRINGS*					
25-01252	05/16/25	TOWNHALL WATER MARCH	Open	\$82.80	\$0.00		
00611		COUNTY OF CAPE MAY (FUEL)					
25-01304	05/23/25	GASOLILNE/DIESEL/DPW/APRIL	Open	\$21,339.79	\$0.00		
00651		MUNICIPAL UTIL AUTH DUMP FEES					
25-01229	05/15/25	DISPSAL FEES/APRIL 2025	Open	\$76,527.95	\$0.00		
00784		CAPE MAY STAR & WAVE					
25-01284	05/22/25	Legals - 5/7 & 5/14	Open	\$31.50	\$0.00		
00786		HAROLD CARTY					
25-01330	05/23/25	RETIRED MEDICARE SUPPLEMENT	Open	\$1,784.00	\$0.00		
00825		COMCAST INTERNET					
25-01342	05/27/25	COMCAST- MONTHLY INTERENT	Open	\$1,636.01	\$0.00		
01075		COPIERS PLUS*					
25-01200	05/12/25	FULL CAR WRAP - 2011 CAMARO	Open	\$3,795.00	\$0.00		
25-01321	05/23/25	COPIER USAGE 2/20- 5/19/2025	Open	\$780.60	\$0.00		
		<b>Vendor Total:</b>		<b>\$4,575.60</b>			
01125		MARGARET CROMPTON					
25-00029	01/03/25	CONTRACTUAL REIMBURSEMENT M	Open	\$100.00	\$0.00		B

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
01139		CORELOGIC CENTRALIZED REFUNDS					
25-01206	05/13/25	BLOCK 210 LOT 40	Open	\$645.66	\$0.00		
25-01207	05/13/25	BLOCK 494.45 LOT 2	Open	\$1,238.60	\$0.00		
		<b>Vendor Total:</b>		<b>\$1,884.26</b>			
01201		DELL MARKETING LP					
25-01225	05/15/25	15 DELL COMPUTERS & MONITORS	Open	\$28,179.30	\$0.00		
01389		EDDIE'S AUTO BODY					
25-01239	05/16/25	FRONT ALIGNMENT/DPW	Open	\$129.95	\$0.00		
01480		E-Z PASS					
25-01320	05/23/25	REPLINISHMENT FOR POLICE	Open	\$500.00	\$0.00		PC1
01499		JOSEPH FAZZIO, INC*					
25-01183	05/08/25	STEEL/METAL MATERIALS	Open	\$2,192.62	\$0.00		
01643		WILLIAM GALESTOK					
25-01294	05/22/25	REIMBURSEMENT FOR CONVENTION	Open	\$20.00	\$0.00		
01690		GRANTURK EQUIPMENT CO*					
25-00974	04/14/25	PARTS FOR RECYCLING	Open	\$1,466.16	\$0.00		
01741		GENTILINI CHEVROLET, LLC ~					
25-01086	04/28/25	PARTS FOR CEHICLES/DPW/MAY	Open	\$309.71	\$0.00		
01864		JONAS PIZZA, LLC ~					
25-01175	05/08/25	LEAD DAY	Open	\$200.00	\$0.00		
02025		HUNTER JERSEY PETERBILT~					
25-01244	05/16/25	PARTS FOR VEHICLES/DPW	Open	\$2,239.96	\$0.00		
02097		LACAL EQUIPMENT INC					
25-00954	04/14/25	IMPELLERS FOR LEAF VAC	Open	\$4,575.26	\$0.00		
02108		KEEN COMPRESSED GAS CO*					
25-00979	04/14/25	BOTTLED GAS /DPW	Open	\$412.90	\$0.00		
02247		LAWSON PRODUCTS, INC. ~					
25-01088	04/28/25	SUPPLIES/DPW	Open	\$699.05	\$0.00		
02334		LOWER TWP CHAMBER OF COMMERCE					
25-01169	05/08/25	May luncheon meeting	Open	\$80.00	\$0.00		
02349		ROBERT LUBBERMAN					
25-01253	05/16/25	BASKETBALL OFFICIAL	Open	\$135.00	\$0.00		
02351		LOWER CAPE MAY REGIONAL					
25-01097	04/28/25	GOLF TEAM MINI GRANT/DPW	Open	\$1,000.00	\$0.00		
02541		ROBERT D. MARTIN, JR					

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
02541		ROBERT D. MARTIN, JR	<i>Account Continued</i>				
25-01332	05/27/25	MEDICAL CLAIMS	Open	\$199.52	\$0.00		
03001		STATE TOXICOLOGY LABORATORY*					
25-01130	05/05/25	RANDOM DRUG TESTING 2024	Open	\$1,400.00	\$0.00		
03008		NJ DEPT OF TREASURY//FEES					
25-01265	05/19/25	ANNUALK FEE/STORMWATER/DPW	Open	\$5,250.00	\$0.00		
03026		*NJ STATE HEALTH BENEFITS WIRE					
25-01361	05/28/25	JUNE 2025 ACTIVE HEALTH	Open	\$247,061.60	\$0.00		
25-01362	05/28/25	JUNE 2025 RETIREE HEALTH	Open	\$126,252.92	\$0.00		
		<b>Vendor Total:</b>		<b>\$373,314.52</b>			
03305		PEDRONI FUEL*					
25-01267	05/19/25	NO LEAD GAS/DPW	Open	\$1,075.83	\$0.00		
03353		POOL OPERATION MANAGEMENT*					
25-01201	05/12/25	2025 NJ POOL DIRECTOR TRAINING	Open	\$450.00	\$0.00		
03518		RIGGINS, INC.*					
25-01282	05/22/25	OFF HIGHWAY DIESEL/DPW	Open	\$583.60	\$0.00		
03611		SERVICE TIRE TRUCK CENTERS ~					
25-00957	04/14/25	TIRES/RD/SANT/PD/DPW/APRIL	Open	\$5,967.76	\$0.00		
03688		SOUTHERN NJ CHAPTER NIGP*					
25-01266	05/19/25	SJNIGP MEETING 6-11 ZOO	Open	\$75.00	\$0.00		
03692		SOUTH JERSEY GAS CO*					
25-01343	05/27/25	SOUTH JERSEY GAS MAY	Open	\$370.04	\$0.00		
03810		MUNICIPAL UTIL AUTH USAGE COST					
25-01285	05/22/25	WATER BILL 1/15- 4/15/25	Open	\$225.33	\$0.00		
25-01340	05/27/25	WATER BILL USAGE 1/15- 4/15/25	Open	\$1,457.62	\$0.00		
25-01341	05/27/25	SEWER BILL USAGE 1/15- 4/14/25	Open	\$137.00	\$0.00		
		<b>Vendor Total:</b>		<b>\$1,819.95</b>			
03820		MUNICIPAL UTIL. AUTH ON CALL					
25-00983	04/14/25	REIMBURSEMENT/DPW	Open	\$342.55	\$0.00		
03904		LOWE'S HOME CENTER INC*					
25-00981	04/14/25	SUPPLIES FOR BUILDING/DPW	Open	\$510.81	\$0.00		
03994		MARGARET VITELLI					
25-01301	05/22/25	QPA RECERT	Open	\$35.00	\$0.00		
04097		CINTAS FIRST AID AND SAFETY*					
25-01286	05/22/25	TOWNHALL RESTOCK- MAY 2025	Open	\$64.57	\$0.00		
25-01319	05/23/25	TOWNHALL #5271503204	Open	\$22.88	\$0.00		
		<b>Vendor Total:</b>		<b>\$87.45</b>			



Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
04266		NJ DEPT OF HEALTH&SENIOR SVCS					
25-01256	05/19/25	Dog License April, 2025	Open	\$130.20	\$0.00		
04280		G.F.O.A. OF NJ					
25-01283	05/22/25	2025 ANNUAL FALL CONFERENCE	Open	\$450.00	\$0.00		
04300		W B MASON CO INC*					
25-01254	05/16/25	05/15/25 TOWNHALL PAPER	Open	\$393.84	\$0.00		
6059		USABLE LIFE					
25-01318	05/23/25	JUNE 2025 LIFE INS	Open	\$931.50	\$0.00		
6071		UNITED UNIFORMS LIMITED LIAB*					
25-00742	03/21/25	BANNERS FOR TRAINING	Open	\$110.00	\$0.00		
7098		SHORE VETERINARIAN ANIMAL					
25-01258	05/19/25	ANIMAL CONTROL - APRIL 2025	Open	\$525.00	\$0.00		
7153		SUSAN ZACCAGNINO					
25-01245	05/16/25	LACROSSE OFFICIAL	Open	\$140.00	\$0.00		
7196		LAUREN HUGGINS SUIT					
25-00027	01/03/25	RES#2025-07 2025 PUBLIC INFO	Open	\$1,356.67	\$0.00		B
7228		SOUTH STATE INC.*					
25-00255	01/27/25	REFUND ESCROW T-24-11-02	Open	\$4,160.00	\$0.00		
7251		REIT LUBRICANTS CO*					
25-01171	05/08/25	MOTOR OIL/SYNTHETIC LUBE	Open	\$3,733.94	\$0.00		
7378		TONY PROCOPIO					
25-01237	05/16/25	LACROSSE OFFICIAL	Open	\$70.00	\$0.00		
7380		GAILE ROCKEY					
25-01246	05/16/25	LACROSSE OFFICIAL	Open	\$70.00	\$0.00		
7475		SUZANNE M SCHEID					
25-01329	05/23/25	DENTAL REIMBURSEMENT	Open	\$82.75	\$0.00		
7526		J HARRIS ACADEMY OF POLICE LLC					
25-00237	01/23/25	SEARCH & SEIZURE, CASE LAW	Open	1,188.00-	\$0.00		
7618		MEGONIGAL ELECTRIC LLC					
25-01111	04/29/25	TEMP SIGN SHOP ELECTRICAL	Open	\$3,300.00	\$0.00		
7747		KENNETH WALKER					
24-00268	01/22/24	2024 EQUIPMENT ALLOWANCE	Open	\$36.39	\$0.00		B
7751		HOFFMAN'S EXTERMINATING					
25-00938	04/10/25	PEST CONTROL/CANAL PARK-YEARLY	Open	\$132.60	\$0.00		
7777		CHRISTOPHER CAMMARATA					

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
7777		CHRISTOPHER CAMMARATA	<i>Account Continued</i>				
25-01235	05/16/25	LACROSSE OFFICIAL	Open	\$140.00	\$0.00		
7800		THE FOUNTAIN GUYS					
25-01173	05/08/25	FOUNTAIN PUMP	Open	\$269.00	\$0.00		
7820		DEBLASIO & ASSOCIATES, P.C					
23-03045	11/28/23	#23-389 SURF RIDGEWOOD DNE 48K	Open	\$937.50	\$0.00		
24-01240	05/13/24	RES 2024-167 NCM STORM SEWER	Open	\$145.00	\$0.00		B
24-02404	09/06/24	RES 2024-288 C/O 2 DPW BUILDNG	Open	\$14,285.82	\$0.00		B
24-03368	12/06/24	#24-372 BAY OUTFALL EXT #C059	Open	\$2,705.00	\$0.00		B
25-00446	02/11/25	RES 2025-61 CARDINAL LT-C-062	Open	\$9,105.00	\$0.00		B
25-00517	02/21/25	2025-103 DEL BAY DR PUMP C064	Open	\$1,047.50	\$0.00		B
25-00696	03/12/25	RES#25-120 CO#3 CANAL PARK	Open	\$4,168.75	\$0.00		
25-00778	03/24/25	RES #25-136 POOL BUILDING	Open	\$2,345.00	\$0.00		
25-01257	05/19/25	RES#25-155 PICKLE BALL COURTS	Open	\$5,186.25	\$0.00		B
25-01261	05/19/25	PB BOARD ENGINEER VOUCHER	Open	\$1,495.68	\$0.00		
Vendor Total:				\$41,421.50			
7914		CAREER DEVELOPMENT INSTITUTE*					
25-01020	04/17/25	HLEO COURSE - THOMAS GIRARD	Open	\$399.00	\$0.00		
7929		AMAZON CAPITAL SERVICES, INC ~					
25-00934	04/10/25		Open	\$684.40	\$0.00		
25-01155	05/06/25	LIGHT BATTERIES & OFFICE SUPP	Open	\$401.66	\$0.00		
25-01167	05/08/25	COURT OFFICE SUPPLIES	Open	\$301.37	\$0.00		
25-01180	05/08/25	LACROSSE GOALIE STICKS	Open	\$359.98	\$0.00		
25-01184	05/08/25	PINNIES FOR FLAG FOOTBALL	Open	\$84.96	\$0.00		
25-01189	05/08/25	FS amazon supplies	Open	\$277.57	\$0.00		
25-01230	05/15/25	BATTERIES	Open	\$26.99	\$0.00		
25-01232	05/15/25	SAW BLADES & TIMING TOOL	Open	\$108.38	\$0.00		
25-01259	05/19/25	MATT V WIRELESS KEYBOARD/MOUI	Open	\$19.99	\$0.00		
Vendor Total:				\$2,265.30			
8072		JOHNSONS CONTROL SERCURITY *					
25-00621	03/05/25	FINGERPRINT MAINT AGREEMENT 25	Open	\$128.16	\$0.00		B
8211		CONFIRE FIRE PROT SERV LLC*					
25-01322	05/23/25	BATTERY/DPW	Open	\$211.00	\$0.00		
8439		J&D SERVICES LLC					
25-00637	03/06/25	RES#25-49 FERTILIZING SERVICES	Open	\$3,434.00	\$0.00		B
8460		RE BUSINESS SOLUTIONS ~					
25-01287	05/22/25	1ST QRT PRINTER MAINT 2025	Open	\$2,411.15	\$0.00		
8524		FRED M SCHIAVONE CONSTRUCTION					
25-01313	05/23/25	DIAMOND BEACH-ELECTRIC	Open	\$1,075.00	\$0.00		
8707		PAUL J BALDINI P.A.					
25-00855	04/01/25	Special Tax Council 2025	Open	\$1,240.00	\$0.00		B

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
8707		PAUL J BALDINI P.A.	<i>Account Continued</i>				
8849 25-01312	05/23/25	HORNER ENTERPRISES LLC PER RES#25-185 MAY 23RD FFN	Open	\$1,910.00	\$0.00		
8972 25-01315	05/23/25	THE HOME CITY ICE COMPANY ~ SET UP BAGGED ICE/DPW	Open	\$900.00	\$0.00		
8996 25-00929	04/09/25	LONE WOLF GAMING LLC LASERTAG FOR FAMILY FUN NIGHT	Open	\$950.00	\$0.00		
9026 25-00712	03/18/25	STARR SEPTIC LLC ~ SPRING SOCCER '25 MAUD ABRAMS	Open	\$148.00	\$0.00		
25-00713	03/18/25	SPRING SOCCER'25 JOHNNY HOFFMA	Open	\$148.00	\$0.00		
<b>Vendor Total:</b>				<b>\$296.00</b>			
9057 25-01226	05/15/25	JAMES SMITH REIMBURSEMENT-SOCCER COACH	Open	\$50.73	\$0.00		
9069 25-01260	05/19/25	MICHAEL OLIVER REIMBURSEMENT UNIFORMS	Open	\$395.80	\$0.00		
9166 25-00269	01/27/25	REMINGTON & VERNICK ENG II INC RES 2025-79 ROOFING TOWNHALL	Open	\$13,860.00	\$0.00		
9296 25-01290	05/22/25	ALTEK BUSINESS SYSTEMS INC KYOCERA/DETECTIVES FEB-MAY 25	Open	\$129.38	\$0.00		
9313 25-01338	05/27/25	PATRICK KNOX ENTERTAINMENT FFN MAY 23, 2025	Open	\$1,300.00	\$0.00		
9337 25-01331	05/27/25	AUSTIN CUSHMAN VISION REIMBURSEMENT	Open	\$135.00	\$0.00		
9357 25-00786	03/25/25	ANDREW BENFER B-BALL OFFICIAL	Open	\$135.00	\$0.00		
9366 25-00879	04/04/25	LSM COASTAL LLC FAMILY FUN NIGHT/VIDEO GAME	Open	\$700.00	\$0.00		
9384 25-01211	05/13/25	DONNA KOELLE BLOCK 410.20 LOT 2	Open	\$606.69	\$0.00		
9386 25-01333	05/27/25	BULLSEYE CONTRACTORS, LLC SERVICE WEIGHT ROOM @ REC.CEN1	Open	\$835.50	\$0.00		
9387 25-01334	05/27/25	KEITH GRIMLEY LACROSSE OFFICIAL	Open	\$175.00	\$0.00		
9388 25-01335	05/27/25	ERIC NILSON LACROSSE OFFICIAL	Open	\$35.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
9390 25-01339	05/27/25	DAVID GOULD SOCCER OFFICIAL	Open	\$70.00	\$0.00		
9391 25-01346	05/28/25	IRON MOUNTAIN INCORPORATED 3/26- 4/22/2025 SHREDDING	Open	\$215.90	\$0.00		
BIRCH 24-03302	12/04/24	BIRCH'S COMMUNICATIONS LLC* 10 BLAC RAC DUEL WEAPONS MOUN	Open	\$12,405.00	\$0.00		
25-01241	05/16/25	PARTS FOR VEHICLE/DPW	Open	\$95.00	\$0.00		
Vendor Total:				\$12,500.00			
BOSNA 25-01255	05/19/25	KAREN MANETTE BOSNA YOGA- MONTH OF APRIL '25	Open	\$150.00	\$0.00		
BRUCE005 25-01344	05/27/25	BRUCE TELL COMMUNITY EDUCATION TRAVEL	Open	\$244.55	\$0.00		
CANCELO 25-01236	05/16/25	DON CANCELOSI LACROSSE OFFICIAL	Open	\$70.00	\$0.00		
JUSTF005 25-01249	05/16/25	SHANNON NAGEL FACE PAINTER MAY 23, 2025	Open	\$300.00	\$0.00		
KELLE005 25-01248	05/16/25	KELLEIGH TOMMASSELLO FACE PAINTER MAY 23,2025	Open	\$250.00	\$0.00		
MCMAST 25-01247	05/16/25	SANDRA MCMASTER LACROSSE OFFICIAL	Open	\$140.00	\$0.00		
SEASH 25-01024	04/21/25	SEASHORE COMMUNITY CHURCH 2025 JAN/FEB WARMING CENTER	Open	\$14,044.00	\$0.00		
25-01186	05/08/25	2025 MARCH WARMING CENTER	Open	\$5,010.00	\$0.00		
Vendor Total:				\$19,054.00			
SJMAR 24-02487	09/17/24	SOUTH JERSEY MARINA RETURN OF UNUSED ESCROW	Open	\$862.50	\$0.00		
SMITHS 25-01328	05/23/25	SHEILA D SMITH JUNE MEDICARE SUPPLEMENT	Open	\$219.23	\$0.00		

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Total Purchase Orders: 129 Total P.O. Line Items: 0 Total List Amount: \$691,303.77 Total Void Amount: \$0.00

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

RESOLUTION #2025-203

Title: APPROVAL OF CONTRIBUTION TO LOWER TOWNSHIP CHAMBER OF COMMERCE FOR  
THE HOME TOWN HERO'S CAMPAIGN

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

**WHEREAS,** the Lower Township Chamber of Commerce is currently sponsoring the "Hometown Hero's Campaign" which will include flags of Home Town Hero's installed on posts throughout the Township.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Council of the Township of Lower, County of Cape May, State of New Jersey, does hereby authorize and approve a contribution of \$2,500.00 towards the Home Town Hero's Campaign.

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

Appropriation: 5-01-20-110-281

CFO's Signature: \_\_\_\_\_  
Lauren Read, CFO

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on June 2, 2025

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



May 19, 2025

# Lower Township Chamber of Commerce

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

[www.lowertownshipchamber.com](http://www.lowertownshipchamber.com)

[ltcc@lowertownshipchamber.com](mailto:ltcc@lowertownshipchamber.com) • 609-886-5281 or 609-305-4153

Township of Lower

2600 Bayshore Rd

Villas, N.J. 08251

Attention: Mayor Sippel and Council

Dear Mayor Sippel and Council:

The Lower Township Chamber of Commerce in conjunction with the C.V.A.C. Veterans' organization are in the midst of a FLAG PROJECT for our Township which will include our member businesses. This project will include Bayshore, Seashore and Townbank Roads in our Township.

We are respectfully requesting a donation from our Township in the amount of \$2500 to help with the expense of this project which will beautify and unite our Veterans and Businesses in this endeavor.

We thank you, as always, for your consideration of this request as we show respect and dignity to our HOMETOWN HEROES.

With deep appreciation

Linda J. Williams

Executive Director

Lower Township Chamber of Commerce

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

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

RESOLUTION #2025-204

Title: A RESOLUTION REQUESTING REDUCTION OF PERFORMANCE GUARANTEE FOR DAVID  
WITMONDT, DW LOWER CAPE MAY, LLC; BLOCK 494.01, LOT 28

**WHEREAS**, Donald Witmondt posted a Performance Guarantee with the Township of Lower, in the amount of \$508,020.75, for the major subdivision referenced above; and

**WHEREAS**, the Township Engineer has recommended that the Performance Bond be reduced, DeBlasio & Associates, Engineering Report, dated May 15, 2025, Major Subdivision Shawmount Estates.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the Performance Guarantee of \$508,020.75, be and hereby is reduced, leaving a remaining balance of \$309,723.80, as the reduced Performance Guarantee.

	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 June 2, 2025

Julie A Picard, Township Clerk

Frank Sippel, Mayor  
[fsippel@townshipoflower.org](mailto:fsippel@townshipoflower.org)

Kevin Coombs, Deputy Mayor  
[kcoombs@townshipoflower.org](mailto:kcoombs@townshipoflower.org)

Thomas Conrad, Ward 1  
[tconrad@townshipoflower.org](mailto:tconrad@townshipoflower.org)



TOWNSHIP OF LOWER  
2600 Bayshore Road  
Villas, New Jersey 08251

Joseph Wareham, Ward 2  
[jwareham@townshipoflower.org](mailto:jwareham@townshipoflower.org)

Roland Roy, Jr., Ward 3  
[rroy@townshipoflower.org](mailto:rroy@townshipoflower.org)

Michael Laffey, Manager  
[mlaffey@townshipoflower.org](mailto:mlaffey@townshipoflower.org)

## MEMORANDUM

TO: Township Council

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

DATE: May 20, 2025

RE: Resolution #2025-204  
Performance Guarantee whose Project is linked to this Escrow #24-04-02  
Bond Reduction #1  
Major Subdivision Shawmount Estates/Block 494.01/Lot 28

The Land Development Ordinance of the Township of Lower, Chapter XVI, Subsection 16-10.2e, requires that "The governing body shall by resolution, release or declare in default each Performance Guarantee."

Pursuant to the above referenced Subsection 16-10.2e, Resolution #2025-204, is required to reduce the Performance Guarantee, held in trust by the Township of Lower for Shawmount Major Subdivision, Block 494.01, Lot 28.

The required final report, certifying completion, compliance, and condition of the work, has been received from the Township Engineer, DeBlasio & Associates Engineers. The Township Engineer recommends the reduction of the retained Performance Guarantee.

The inspection and construction costs of the bonded improvements have been paid for by the developer. All mandated improvements must be completed for the project's final approval.

The Township Engineer recommends the reduction of the Performance Guarantee, with a remaining total Performance Guarantee of \$309,723.80\*. The Township of Lower policy requires that a Maintenance Guarantee shall be posted upon complete release of a Performance Guarantee.

\*See Township Engineer's Report, dated May 15, 2025 (Attached)  
cc: Financial File

WJG:kms



# DeBlasio & Associates

CONSULTING ENGINEERS AND PLANNERS

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

May 15, 2025

VIA EMAIL

Mr. Patrick Wood, Secretary  
Township of Lower Zoning Board  
2600 Bayshore Road  
Villas, NJ 08251

**RE:    Township of Lower  
         Major Subdivision Shawmount Estates  
         Block 494.01, Lot 28  
         D&A Project #: LT-Z-019**

Dear Mr. Wood:

We have conducted an inspection of the bonded site improvements at the above referenced location. Based upon our investigations and approval by the Township, we recommend BOND REDUCTION #1 as per the breakdown completed by K2 Consulting Engineers, Inc. dated May 13, 2025. The total performance bond reduction request is **\$157,771.00** and the total site stabilization bond reduction is **\$3,205.00**. The total amount of bonding required following Reduction No. 1 as per N.J.S.A. 40:55D-53.a.1. is 120% of the total performance bond remaining items plus the remaining site stabilization bond. The total performance guarantee to remain is **\$309,723.80**.

If you have any questions or require any additional information, please feel free 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](mailto:Marc@deblasioassoc.com)

Cc: William Galestok, Township of Lower Zoning Director (via email)  
Anthony J. Harvatt, II, Esq., Board Solicitor (via email)  
Mike Laffey, Township Manager (via email)  
John Kornick, PE, Applicants Engineer (via email)



May 13, 2025  
Via E-Mail

Township of Lower  
2600 Bayshore Road  
Villas, New Jersey 08251  
Attn: William Galestock, AICP, PP

RE: DW Lower Cape May LLC – Shawmount Estates  
Township of Lower, Cape May County, NJ  
K2 Project Number PD18-070

Dear Bill:

On behalf of the developer, DW Lower Cape May, LLC please allow this correspondence as an official request to reduce the performance bond of record for the items constructed as of May 13, 2025. This request supersedes the original request of March 24, 2025. It is our understanding that the following items are constructed and complete and request the bond to be reduced. Performance Guarantee Items requested to be reduced to 30%:

Item	DESCRIPTION	QUANTITY	TOTAL PRICE	REDUCTION	BOND REMAINING
1	HMA Surface Course, 1.5" Thick	220 Ton	\$22,000.00	\$0	\$22,000.00
2	HMA Base Course, 4.5" Thick	665 Ton	\$59,850.00	\$41,895.00	\$17,955.00
3	DGA Subbase, 6" Thick	2365 SY	\$23,650.00	\$16,555.00	\$7,095.00
4	Belgium Block Curb	1576 LF	\$78,800.00	\$55,160.00	\$23,640.00
5	Concrete Vertical Curb	247 LF	\$11,115.00	\$7,780.50	\$3,334.50
6	Concrete Sidewalk	1113 SY	\$89,040.00	\$0	\$89,040.00
7	Concrete Driveway and Apron	21 EA	\$52,500.00	\$0	\$52,500.00
8	Type 2 ADA Ramp	2 EA	\$3,000.00	\$0	\$3,000.00
9	Inlet Type B	5 EA	\$11,250.00	\$7,875.00	\$3,375.00
10	Doghouse Catch Basin	1 EA	\$3,500.00	\$2,450.00	\$1,050.00
11	15" CI III RCP	197 LF	\$10,835.00	\$7,584.50	\$3,250.50
12	15" HDPE	71 LF	\$3,195.00	\$2,236.50	\$958.50
13	Street Lights	4 EA	\$11,000.00	\$7,700.00	\$3,300.00
14	Street Trees	40 EA	\$10,000.00	\$0	\$10,000.00
15	Deciduous Trees	8 EA	\$2,000.00	\$0	\$2,000.00
16	Evergreen Trees	20 EA	\$5,000.00	\$0	\$5,000.00
17	6" Crosswalk	1 EA	\$1,200.00	\$0	\$1,200.00
18	24" Stop Bar Striping	1 EA	\$900.00	\$0	\$900.00
19	Signage	2 EA	\$500.00	\$350.00	\$150.00
20	Concrete Encasement	50 LF	\$1,250.00	\$875.00	\$375.00
21	Pavement Restoration	113 SY	\$5,085.00	\$3,559.50	\$1,525.50
22	Topsoll and Seed	1 LS	\$5,000.00	\$1,250.00	\$3,750.00



PD18-070  
 Mr. William Galestock, AICP, PP  
 May 13, 2025  
 Page 2

ITEM	DESCRIPTION	QUANTITY	TOTAL PRICE	REDUCTION	BOND REMAINING
23	Concrete Monument	8 EA	\$2,000.00	\$0	\$2,000.00
	<b>Total Performance Guarantee Items</b>		<b>\$412,670.00</b>		
	<b>Total Performance Bond Item Reduction</b>			<b>\$157,771.00</b>	
	<b>Total Performance Bond Remaining Items</b>				<b>\$254,899.00</b>
24	Site Stabilization Bond	1 LS	\$12,816.75	\$3,205.00	\$9,611.75
	<b>Performance Guarantee To Remain (N.J.S.A. 40:55D-53.a.1 – 120% of estimated improvement total – Performance Bond Items plus Site Stabilization Bond)</b>				<b>\$309,723.80</b>

Should you have any questions or comments regarding the information provided, please contact me at (856) 310-5205

Very Truly Yours,

K2 Consulting Engineers, Inc.

John W. Kornick, P.E., P.P.  
 President

Enclosures

Cc: DW Lower Cape May, LLC w/enclosure Via e-mail

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

RESOLUTION #2025-205

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

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

**WHEREAS**, the Annual Report of Audit for the year 2024 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S. 40A:5-6, and a copy has been received by each member of the governing body; and

**WHEREAS**, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the sections of the annual audit entitled:  
*COMMENTS and RECOMMENDATIONS*

**WHEREAS**, the members of the governing body have personally reviewed, at a minimum, the Annual Report of Audit and specifically the sections of the Annual Audit entitled: *COMMENTS and RECOMMENDATIONS* as evidenced by the group affidavit form of the governing body attached hereto; and

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C 5:30-6.5; and

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

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

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

**NOW, THEREFORE BE IT RESOLVED** that the Township Council of the Township of Lower, County of Cape May, State of New Jersey, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

	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 June 2, 2025 .

Julie A Picard, Township Clerk

**CERTIFICAION OF THE GOVERNING BODY OF THE ANNUAL AUDIT  
GROUP AFFIDAVIT FORM**

STATE OF NEW JERSEY  
COUNTY OF CAPE MAY

We, members of the Lower Township Council, the governing body of the Township of Lower, County of Cape May, State of New Jersey, being dully sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Township Council of the Township of Lower in the County of Cape May
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year 2024
3. We certify that we have personally reviewed and are familiar with, at a minimum, the sections of the Annual Report of Audit entitled "Comments and Recommendations"

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

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

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

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

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

Sworn and subscribed before me this  
2<sup>nd</sup> day of June, 2025

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

# TOWNSHIP OF LOWER

2600 Bayshore Road  
Villas, New Jersey 08251



Incorporated 1798

\_\_\_\_\_  
(609) 886-2005

TOWNSHIP OF LOWER  
COUNTY OF CAPE MAY  
CORRECTIVE ACTION PLAN:

2024 AUDIT RECOMMENDATIONS

Prior Year Audit Findings (2023)

THERE WERE NO AUDIT RECOMMENDATIONS IN 2023.

# TOWNSHIP OF LOWER

2600 Bayshore Road  
Villas, New Jersey 08251



Incorporated 1798

(609) 886-2005

TOWNSHIP OF LOWER  
COUNTY OF CAPE MAY  
CORRECTIVE ACTION PLAN:

2024 AUDIT RECOMMENDATIONS

Current Year Audit Findings (2024)

THERE WERE NO AUDIT RECOMMENDATIONS IN 2024.

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

RESOLUTION # 2025-206

Title: **AWARD NATIONAL COOPERATIVE PURCHASING AGREEMENT WITH SOURCEWELL TO GRANTURK EQUIPMENT CO. INC. TO PURCHASE ONE (1) LEACH 29 CU. YD. 2R-III REAR LOADER, MOUNTED ON A CUSTOMER SUPPLIED CHASSIS**

**WHEREAS**, the Township of Lower participates in the Sourcewell National Cooperative Purchase Agreement, Membership #28077; and

**WHEREAS**, the Township of Lower intends to purchase one (1) Leach 29 Cu. Yd. 2R-III Rear Loader, mounted on a customer-supplied chassis, through Contract #110223-LEG, which is valid through December 28, 2027; and

**WHEREAS**, the Township of Lower is permitted to participate in national cooperative purchasing agreements under the authority of N.J.S.A. 52:34-6.2(b)(3); and

**WHEREAS**, NCOOP Bid #2025-11 was publicly advertised on May 21, 2025, with a public comment period ending on May 30, 2025, and was subsequently reviewed by the Qualified Purchasing Agent (QPA) and Gary Douglass; and

**WHEREAS**, the CFO has certified the availability of funds as evidenced by her signature below:

Appropriation:	Ord #25-12	C-04-55-442-220	\$ 39,230.48
	Ord #24-04	C-04-55-439-220	\$104,217.72

Signature:

\_\_\_\_\_  
Lauren Read, CFO

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Council of the Township of Lower, County of Cape May, State of New Jersey, hereby authorizes the purchase of one (1) Leach 29 Cu. Yd. 2R-III Rear Loader and installed on the customer-supplied chassis, as specified, through the Sourcewell National Cooperative Purchase Agreement, Contract #110223-LEG:

<b>AWARD:</b>	<b>GRANTURK EQUIPMENT CO. INC.</b>
<b>TOTAL</b>	<b>\$143,448.20</b>

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

	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 June 2, 2025

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



# GranTurk equipment co., inc.

home office:  
one schuylkill parkway  
building b  
bridgeport, pa 19405-1069  
phone (610) 239-9800  
fax (610) 239-9806

branch office:  
1415 bush street  
baltimore, md 21230  
phone (410) 837-5570  
fax (410) 837-1024

## QUOTATION

December 12, 2024

Lower Township  
2600 Bayshore Road  
Villas, NJ 08251

Attn: Mr. Gary Douglass, Public Works Superintendent

[gdouglass@townshipoflower.org](mailto:gdouglass@townshipoflower.org)

As per the request of your sales representative Frank Turk, we are pleased to offer the following for your consideration. Please find our quotation for subject **Sourcewell, as per the Mobile Refuse Collection Vehicle Contract #110223-LEG** for your consideration.

*One (1) Leach 29 Cu. Yd. 2R-III Rear Loader, Mounted on a Customer Supplied Chassis*  
Hardox Upgrade for Residential Tailgate  
Drum Winch w/Latch & Ears 12,000 Lb Capacity  
Single Leach Cart Tipper w/Grabber  
Married Pump  
(2) LED Oval Strokes-Front of Body  
(2) LED Oval Strokes-Rear Tailgate  
Dual LED Work lights in Hopper  
Single EnviroLink Camera System  
EnviroLink 7" Color Monitor  
Body Side Hydraulic Tank Opening  
20 Lb. Fire Extinguisher  
Spill Kit in Rubrail Curbside  
Hardox Ramp Liners-Rear Body  
Rubber Mud Guards Rear of Axle  
Metal Mud Guards Rear of Rear Axle  
Paint One Color Urethane Paint  
One (1) Year Leach Parts & Labor Warranty

Price of Leach 29 Yd 2R-II Rear-Load Body.....	\$131,890.00
Less Sourcewell 2% Discount.....	\$ 2,637.80
Sourcewell Price for Leach 29 Yd 2R-III Body.....	\$129,252.20
Freight from Arizona.....	\$ 10,696.00
Prep, Delivery & Training.....	\$ 3,500.00
Total Price for Leach 29 Yd 2R-III Body.....	\$143,448.20

**PRICE VALID TILL FEBRUARY 22, 2025**

Important Notice: The price quoted does not include re-routing of exhaust pipes, removing or relocating fuel tanks, battery boxes or air tanks, or any other chassis modifications. If any of the above is required an extra charge will be made on a time and material basis.

DATE OF ACCEPTANCE \_\_\_\_\_

By \_\_\_\_\_

GranTurk equipment co., inc.



ANNE C. RITCHIE, PRESIDENT

Quotation Valid Only if Approved By An Officer of GranTurk equipment co., inc.

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

**RESOLUTION #2025-207**

**Title: A RESOLUTION TO AWARD STATE CONTRACT VENDOR MOTOROLA, DISTRIBUTED BY WIRELESS COMMUNICATION, TO PURCHASE TWELVE (12) APX 8000 PORTABLE RADIOS FOR THE POLICE DEPARTMENT**

**WHEREAS**, the Township of Lower, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury Contract T0109 Radio Communication Equipment and Accessories; and

**WHEREAS**, the Township of Lower intends to award by State Contract #T0109 to Motorola Solutions Inc #83909 C/O Wireless Communications & Electronics to purchase Twelve (12) APX 8000 Portable Radios Model 3.5 for \$114,462.00; and

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

Appropriation: Ord #25-145 C-04-55-442-840

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

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

**AWARD TO: MOTOROLA SOLUTIONS  
C/O WIRELESS COMMUNICATIONS**  
**AMOUNT: \$114,462.00**

	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 June 2, 2025

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



QUOTE DATE: Monday, May 12, 2025

Quote #: 518-93024  
ITEM: APX6000 Portable Radio Model 3.5

State of New Jersey Contract  
RADIO COMMUNICATIONS EQUIPMENT & ACCESSORIES  
Motorola Proposal- State of New Jersey Contract #83909

PLEASE MAKE PURCHASE ORDER OUT TO:

VENDOR:  
MOTOROLA SOLUTIONS, INC.  
C/O WIRELESS C&E  
153 Cooper Rd.  
West Berlin, NJ 08091

Attn: Ken Lamastra  
E-MAIL: [klamastra@wirelessce.com](mailto:klamastra@wirelessce.com)  
Tel: 848-444-0751  
Ofc: 732-926-1000  
Fax: 609-693-0907

**Bill To**

**Ship To**

**Ultimate Destination**

Quote Provided To

Lt. John Ambrose

LOWER TOWNSHIP  
POLICE DEPARTMENT

1. Terms are Net 30 Days as shipped

2. Terms and Prices are quoted from the Motorola NJ State Contract #83509

[illegible]

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

RESOLUTION #2025-208

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to William Kocis in the amount of \$18,420.48 is authorized and chargeable to the 2025 Budget account 5-01-25-240-122.

	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 June 02, 2025.

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

# LOWER TOWNSHIP POLICE DEPARTMENT

## SPECIAL REPORT

TO: Chief Kevin Lewis  
FROM: Patrolman William Kocis #207  
DATE: 05/16/2025  
SUBJECT: Comp Time Buy Out

Chief,

I am asking to submit this letter to payroll requesting a buy out 480 hours of accrued comp time. Thank you in advance for your attention to this request.

Respectfully Submitted,

*Will K #207*  
William Kocis  
Patrolman Badge 207

$\$38.376 \times 480 = \$18,420.48$

C File

Date	Officer	Comments
5/16/25	FWO B.M. 185	
5/19/25	LT McEneaney	to Capt Mayne Confirmed has Time
5-19-25	Capt. Mayne	to D.C. Vanaman
5-20-25	De Vanaman #174	TO CHIEF LEWIS
5-20-25	181 (P.D.)	FWO TO TOWN HALL

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

**RESOLUTION #2025-209**

**Title: A RESOLUTION EXPRESSING SUPPORT FOR REVOLUTIONNJ AND THE PREPARATION FOR THE 250<sup>TH</sup> ANNIVERSARY OF THE FOUNDING OF THE UNITED STATES OF AMERICA**

**WHEREAS**, Governor Philip Murphy and the New Jersey State Legislature created RevolutionNJ in 2018 to plan, encourage, develop, and coordinate the commemoration of the 250th anniversary of the founding of the United States, New Jersey's pivotal role in the American Revolution, and the contributions of its diverse peoples to the nation's past, present, and future; and

**WHEREAS**, the New Jersey Historical Commission, under the leadership of Secretary of State Tahesha Way, with its non-profit partner Crossroads of the American Revolution established RevolutionNJ to advance the role that history plays in public discourse, community engagement, education, tourism, and scholarship in New Jersey; and

**WHEREAS**, RevolutionNJ will engage New Jerseyans in all 21 counties and 564 municipalities through its officially recognized programs, initiatives, and events over the next ten years; and

**WHEREAS**, it is fitting and desirable that we commemorate the beginning of the Nation and the role New Jersey played over the past 250 years as well as its present and future role as part of the United States, with particular focus on the individuals, ideas, and events that shaped our Country, State, and the Township of Lower; and

**WHEREAS**, RevolutionNJ will consider the role New Jersey played during the American Revolution when it saw more battles and skirmishes than any other state and was truly the Crossroads of the American Revolution; and

**WHEREAS**, RevolutionNJ will highlight the role New Jerseyans played beyond the battlefield during the American Revolution when people of diverse backgrounds contributed to the development of the State and the Nation in various ways and fought for the right to life, liberty, and the pursuit of happiness; and

**WHEREAS**, preserving, studying, and enjoying state history strengthens communities and builds bonds between New Jersey residents as we work together toward the goals of justice and equality embedded in the United States Constitution;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the Township of Lower hereby endorses RevolutionNJ and its mission to advance the role that history plays in public discourse, community engagement, education, tourism, and scholarship in New Jersey.

**BE IT FURTHER RESOLVED** that:

1. The Township Council of the Township of Lower commemorates the 250<sup>th</sup> anniversary of the establishment of the United States as an independent Nation.
2. The Township Council of the Township of Lower hereby authorizes the appointment of the Lower Township Historic Preservation Commission to develop a plan for this commemoration that will promote the maximum involvement of our residents, neighborhoods, businesses, schools, civic organizations, and institutions in the commemorations.
3. The Township Council of the Township of Lower further urges all its residents to reflect upon the significance of this event and the role that our State and its diverse people have played in the history and development of our Nation and to participate in this important commemoration, endeavoring to include the stories of all those whose lives are part of the history of what we now know as New Jersey, and understanding that the revolution continues today as we uphold the revolutionary ideals articulated in our founding documents.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
WAREHARM							
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 June 2, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION #2025-210

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 \$103,145.30 for an item of revenue in the budget of the year 2025 as follows:

Miscellaneous Revenues –

Revenue Offset with Appropriations - Clean Communities

Total with increase to be \$103,145.30

SECTION 2.

**BE IT FURTHER RESOLVED** that a like sum of \$103,145.30 be and the same is hereby appropriated under the caption of:

General Appropriations –

Public & Private Programs Offset by Revenues - Clean Communities

State/Federal Share       \$ 103,145.30

Non State Share           \$

Total with increase to be   \$ 103,145.30

**FURTHER RESOLVED** that two certified copies of this resolution with a copy of the appropriate documentation be forwarded to the 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 June 2, 2025.

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



MUNICIPALITY	COUNTY	FY 25 DISTRIBUTION
STRATFORD BORO	CAMDEN	\$ 17,991.78
VOORHEES TWP	CAMDEN	\$ 81,441.50
WATERFORD TWP	CAMDEN	\$ 34,558.50
WINSLOW TWP	CAMDEN	\$ 110,728.48
WOODLYNNE BORO	CAMDEN	\$ 5,627.27
AVALON BORO	CAPE MAY	\$ 33,902.51
CAPE MAY CITY	CAPE MAY	\$ 24,532.60
CAPE MAY POINT BORO	CAPE MAY	\$ 4,231.16
DENNIS TWP	CAPE MAY	\$ 28,604.61
LOWER TWP	CAPE MAY	\$ 103,145.30
MIDDLE TWP	CAPE MAY	\$ 72,663.49
NORTH WILDWOOD CITY	CAPE MAY	\$ 46,350.87
OCEAN CITY	CAPE MAY	\$ 118,935.26
SEA ISLE CITY	CAPE MAY	\$ 36,587.45
STONE HARBOR BORO	CAPE MAY	\$ 19,533.99
UPPER TWP	CAPE MAY	\$ 46,710.40
WEST CAPE MAY BORO	CAPE MAY	\$ 7,153.46
WEST WILDWOOD BORO	CAPE MAY	\$ 5,026.60
WILDWOOD CITY	CAPE MAY	\$ 36,557.41
WILDWOOD CREST BORO	CAPE MAY	\$ 31,321.56
WOODBINE BORO	CAPE MAY	\$ 10,135.19
BRIDGETON CITY	CUMBERLAND	\$ 44,035.65
COMMERCIAL TWP	CUMBERLAND	\$ 22,044.96
DEERFIELD TWP	CUMBERLAND	\$ 8,009.28
DOWNE TWP	CUMBERLAND	\$ 10,449.78
FAIRFIELD TWP	CUMBERLAND	\$ 17,482.50
GREENWICH TWP	CUMBERLAND	\$ 4,080.29
HOPEWELL TWP	CUMBERLAND	\$ 15,584.41
LAWRENCE TWP	CUMBERLAND	\$ 16,853.82
MAURICE RIVER TWP	CUMBERLAND	\$ 19,388.33
MILLVILLE CITY	CUMBERLAND	\$ 83,045.39
SHILOH BORO	CUMBERLAND	\$ 4,000.00
STOW CREEK TWP	CUMBERLAND	\$ 5,614.41
UPPER DEERFIELD TWP	CUMBERLAND	\$ 22,612.61
VINELAND CITY	CUMBERLAND	\$ 172,635.43
BELLEVILLE TWP	ESSEX	\$ 77,671.77
BLOOMFIELD TWP	ESSEX	\$ 110,856.24
CALDWELL BORO	ESSEX	\$ 19,291.57
CEDAR GROVE TWP	ESSEX	\$ 30,938.87
EAST ORANGE CITY	ESSEX	\$ 144,036.86
ESSEX FELS TWP	ESSEX	\$ 8,024.39
FAIRFIELD TWP	ESSEX	\$ 24,141.33
GLEN RIDGE BORO	ESSEX	\$ 16,073.27
IRVINGTON TWP	ESSEX	\$ 117,460.24
LIVINGSTON TWP	ESSEX	\$ 76,660.07
MAPLEWOOD TWP	ESSEX	\$ 54,224.87
MILLBURN TWP	ESSEX	\$ 54,270.57
MONTCLAIR TWP	ESSEX	\$ 92,448.35
NEWARK CITY	ESSEX	\$ 573,312.73
NORTH CALDWELL BORO	ESSEX	\$ 18,609.35
NUTLEY TWP	ESSEX	\$ 67,227.13
ORANGE CITY	ESSEX	\$ 66,294.28
ROSELAND BORO	ESSEX	\$ 14,844.86
SOUTH ORANGE VILLAGE TWP	ESSEX	\$ 38,792.61
VERONA TWP	ESSEX	\$ 34,679.33

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

**RESOLUTION #2025-211**

**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 \$10,000.00 for an item of revenue in the budget of the year 2025 as follows:

Miscellaneous Revenues –  
Revenue Offset with Appropriations - Police Expansion 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 - Police Expansion Grant  
State/Federal Share       \$   10,000.00  
Non State Share           \$  
Total with increase to be   \$   10,000.00

**FURTHER RESOLVED** that two certified copies of this resolution with a copy of the appropriate documentation be forwarded to the 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 June 2, 2025.

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



**Philip D. Murphy**  
*Governor*

**Tahesha L. Way**  
*Lt. Governor*

**State of New Jersey**  
**Office of the Attorney General**  
**DEPARTMENT OF LAW AND PUBLIC SAFETY**  
**Youth Justice Commission**  
**P.O. Box 107**  
**Trenton, New Jersey 08625-0107**

**Matthew J. Platkin**  
*Attorney General*

**Jennifer LeBaron, Ph.D.**  
*Executive Director*

May 6, 2025

Dallas Bohn, Project Director  
Lower Township Police Department  
Villas, New Jersey  
08251

RE: 2025 Summer Expansion Program  
Grant Number: J-J:6-35-21

Dear Dallas Bohn:

We are pleased to inform you that the New Jersey Governor's Juvenile Justice and Delinquency Prevention (JJDP) Committee has approved funding for the Lower Township Police Department in the amount of \$10,000 for the 2025 Summer Expansion Program.

Enclosed is your subgrant award packet. Please review all documents, ensure they are signed as required, and return the completed packet to your assigned Program Specialist, Sean Brown, no later than **May 13, 2025**.

The packet includes the required forms and materials your organization must submit in order to execute the award. To avoid delays in processing, please ensure the full packet is completed and returned. Once approved by the Office of the Attorney General, a fully executed award will be provided to you.

The following items must be completed and/or submitted as part of your award packet:

1. Subaward
2. Certification Form of Compliance with Equal Opportunities Plan Requirements
3. Compliance with Equal Employment Opportunities Plan Requirements
4. Disclosure of Lobbying Activities
5. Civil Rights Training and Certification Completion
6. Civil Rights Compliance Checklist
7. Federal Funding Accountability and Transparency Act Form
8. Required Resolution & Certification
9. Federal and State Special Conditions



**REALIZING POTENTIAL & CHANGING FUTURES**  
New Jersey Is An Equal Opportunity Employer  
Printed on Recycled Paper and Recyclable



10. Title II Grant Table of Contents and Grant Award Conditions and Assurances
11. Vendor Certification and Political Contribution Disclosure
12. Certified Standard Assurances
13. Application Authorization

The following items are not included in this packet. You must obtain them online using the links provided.

14. SAMS.gov Registration Status  
<https://sam.gov/entity-registration>
15. Federal Audit Clearinghouse (FAC) Audit (if applicable)  
[FAC Audit Submission Guide](#)

Per the JJDP State Conditions, any press or media contact related to the funded project must be coordinated with the Youth Justice Commission in advance. The subgrantee must ensure that all required background checks for direct service staff are current and valid in accordance with state law.

Please note that funding under this agreement is contingent upon the continued availability of federal funds appropriated to the Youth Justice Commission, as well as all other terms in the Notice of Availability of Funds.

If you have any questions regarding the award or required documentation, please contact Program Specialist, Sean Brown, at (609)376-0623 or via email at [sean.brown@jjc.nj.gov](mailto:sean.brown@jjc.nj.gov).

Sincerely,

Jennifer LeBaron, Ph.D.  
Executive Director

Enclosures

CC:

Lisa Macaluso, Deputy Executive Director, Policy, Research, and Planning, YJC  
Doris S. Darling, Director, Office of Local Programs & Services, YJC  
Barbara Wallace, Chair, JJDP Committee  
Carla Carter, Manager, JJDP/Grants Unit, YJC  
Sean Brown, Program Specialist, YJC

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

RESOLUTION #2025-212

Title: AUTHORIZING PAYMENT FOR 2025 LOCAL SCHOOL TAXES TO LOWER TOWNSHIP  
BOARD OF EDUCATION

WHEREAS, the amounts listed below are owed to Lower Township Board of Education for current year 2025 taxes on the dates noted and it is necessary to receive authorization for the payment of bills which affect the budget, and

WHEREAS, it is the recommendation of the Chief Financial Officer that authorization for statutory tax payments be made through one annual resolution so that such payments are made in a timely and efficient manner, and

WHEREAS, tax payments made to Lower Township Board of Education are charged to a non-budget appropriation #5-01-55-910-017 and sufficient funds are available from quarterly property tax payments as certified by the Chief Financial Officer Lauren Read.

NOW, THEREFORE BE IT RESOLVED by the Township Council that the following local school tax payments are hereby authorized:

SCHOOL TAXES DUE	7/1/2025	\$ 2,092,959.60
SCHOOL TAXES DUE	8/1/2025	\$ 2,092,959.60
SCHOOL TAXES DUE	9/1/2025	\$ 2,092,959.60
SCHOOL TAXES DUE	10/1/2025	\$ 2,092,959.60
SCHOOL TAXES DUE	11/1/2025	\$ 2,092,959.60
		<u>\$ 10,464,798.00</u>

	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 June 2, 2025

Julie A Picard, Township Clerk

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

**RESOLUTION #2025-213**

**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 \$150,000.00 for an item of revenue in the budget of the year 2025 as follows:

Miscellaneous Revenues –  
Revenue Offset with Appropriations - New Jersey Historic Trust  
Total with increase to be \$150,000.00

**SECTION 2.**

**BE IT FURTHER RESOLVED** that a like sum of \$150,000.00 be and the same is hereby appropriated under the caption of:

General Appropriations –  
Public & Private Programs Offset by Revenues - New Jersey Historic Trust  
State/Federal Share         \$   150,000.00  
Non State Share               \$  
Total with increase to be     \$   150,000.00

**FURTHER RESOLVED** that two certified copies of this resolution with a copy of the appropriate documentation be forwarded to the 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 June 2, 2025.

Julie A Picard, Township Clerk

Project Name: Judge Nathaniel Foster House  
Project Number: 2024.1030

**STATE OF NEW JERSEY  
NEW JERSEY HISTORIC TRUST**

**GENERAL TERMS AND CONDITIONS**

**I. Grant Award Data and Signatures**

**GRANTEE**

Organization Name: Lower Township  
Address: 2600 Bayshore Road  
Villas, NJ 08251

Chief Financial Officer: Lauren Read

Tax I.D. #: 216005700-00  
Vendor ID – V00043239

**NJHT PROJECT NUMBER:** 2024.1030

**GRANTING ORGANIZATION**

Department, Division Name: New Jersey Historic Trust  
Department of Community Affairs  
Mailing Address: P.O. Box 457  
Trenton, New Jersey 08625-0457

**GRANT AMOUNT**

Total Grant Amount: \$150,000.00 FY25-100-033

**MATCHING FUNDS**

Matching share provided by Grantee: \$100,700.00

If Federal funds are used as matching dollars, give CFDA Account #:

*The effective date of the Grant is the date the document is countersigned by the Trust:*

**TIME FRAME**

<b>Work Period</b>	<b>Work Period Expiration</b>
<b>Commencement Date:</b>	<b>Date:</b>
January 30, 2025	January 30, 2029
<b>Agreement</b>	<b>Agreement Expiration</b>
<b>Commencement Date:</b>	<b>Date:</b>
January 30, 2025	January 30, 2030

**SCOPE OF WORK FUNDED BY GRANT:**

The Trust grant will help fund Phase 1B Archaeological Survey, stabilization of outbuildings, enclosed porch repairs and site improvement to allow for ADA access (LU/LA lift, packed gravel parking and pathway), rebuild chimneystacks from mid-level of the attic up, conservation of first floor fireback in parlor, new steps and landing at side entrance, and electrical upgrades.

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

**RESOLUTION #2025-214**

**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 \$1,000.00 for an item of revenue in the budget of the year 2025 as follows:

Miscellaneous Revenues –  
Revenue Offset with Appropriations - Community History Grant  
Total with increase to be \$1,000.00

**SECTION 2.**

**BE IT FURTHER RESOLVED** that a like sum of \$1,000.00 be and the same is hereby appropriated under the caption of:

General Appropriations –  
Public & Private Programs Offset by Revenues - Community History Grant  
State/Federal Share       \$ 1,000.00  
Non State Share           \$  
Total with increase to be   \$ 1,000.00

**FURTHER RESOLVED** that two certified copies of this resolution with a copy of the appropriate documentation be forwarded to the 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 June 2, 2025.

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



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

RESOLUTION #2025-193

Title: A RESOLUTION APPROVING THE ACCEPTANCE OF AND PARTICIPATION IN THE  
NEW JERSEY COUNCIL FOR THE HUMANITIES FEDERAL GRANT FOR THE HISTORIC  
PRESERVATION COMMISSION OF THE TOWNSHIP OF LOWER FAIR #SO-289873-23

WHEREAS, the Township of Lower Historic Preservation Commission has applied for and been awarded a  
New Jersey Council for the Humanities 2025 Community History Federal/State Partnership Grant ; Federal Award  
Identification Number SO-289873-23 in the amount of \$1,000.00; and

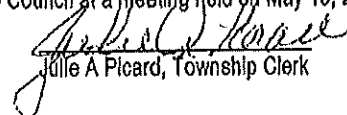
WHEREAS, the Township of Lower Historic Preservation Committee will use these funds between the  
program dates of February through December, 2025 as indicated in the 2025 Community History Agreement  
attached hereto.

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

1. That the Township accepts the award of the 2025 Community History grant in the amount of \$1,000.00
2. That the Mayor is hereby authorized to sign the attached Agreement.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				
WAREHAM			<input checked="" type="checkbox"/>				
ROY		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
COOMBS			<input checked="" type="checkbox"/>				
SIPPEL			<input checked="" type="checkbox"/>				

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 May 19, 2025

  
Julie A. Picard, Township Clerk



## 2025 Community History Agreement

Lower Township Historic Preservation Commission  
2600 Bayshore Road  
Lower Township, NJ 08251  
Project number: CH-2025-05

### Award Identification

Community History is funded by the New Jersey Council for the Humanities. This award is considered a subaward of state money awarded to the New Jersey Council for the Humanities as appropriated by the State of New Jersey. NJCH receives additional Federal funding through the National Endowment for the Humanities. The Federal award identifying information is required per Section 200.331 of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

**1. Federal Award Identification Number (FAIN):**

SO-289873-23

**2. Assistance Listing Number and Name:**

45.129 Promotion of the Humanities Federal-State Partnership

**3. Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA):**

State Humanities Program

**4. Identification of whether the award is R&D:**

not R&D

**5. Indirect cost rate for the Federal award:**

n/a

### Terms and Conditions

This agreement is made and entered into this day, by and between the New Jersey Council for the Humanities ("NJCH") and the Lower Township Historic Preservation Commission ("Participant Organization").

The Participant Organization shall be directly responsible for participation in this program and the administration of the project created therein.

The term of this agreement shall be a period starting from the date signed until December 31, 2025, or until terminated by either party. The conditions of the agreement apply during this term. This agreement may be supplemented, amended, or modified only by the mutual agreement of the parties and shall not be binding unless it is in writing and signed by all parties. Only the Executive Director of NJCH or an individual authorized by the Executive Director is authorized to modify any of the terms of

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

RESOLUTION #2025-215

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that payment to Michael James in the amount of \$ 2,498.61 is authorized and chargeable to the 2025 Budget account 5-01-25-240-125.

	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 June 2, 2025

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

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief Kevin Lewis

FROM: DFC Michael James

DATE: May 22, 2025

SUBJECT: Compensatory Time

Sir,

I am submitting this report requesting to sell back 59 hours of Compensatory Time. I appreciate your time and consideration.

Respectfully Submitted,

DFC

Michael James Jr.  
DFC Badge 193

59 X \$42.3493 = \$2,498.61

C File

Date

Officer

Comments

5/22/2025	DSG Amy SB	FWD TO LT Armbruster
5/22/25	LT. #170	Confirmed time with Mas. Budd. FWD: 170
5-22-25	Capt. #170	FWD D.C. Vancura
5-22-25	VAJAMU #171	FWD: CHIEF LEWIS
5-22-25	1B1 (KEL)	FWD: TOWN HALL

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

**RESOLUTION #2025-216**

Title      **ISSUANCE OF ICE CREAM PEDDLING AND ICE CREAM SALESMAN LICENSE FOR THE YEAR 2025**

**WHEREAS**, Michael Moreno, t/a Safe and Sound LLC/ Mister Softee, has submitted an application for an Ice Cream Peddling and Ice Cream Salesman License for the year 2025; and

**WHEREAS**, all required paperwork and fees have been received for the license.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Clerk be authorized to issue the following license for the year 2025, after inspection of the vehicle with the Police Department:

**Ice Cream Peddling Salesman License**

Julius Cuevas

Danny Smith

**Ice Cream Peddling Business License**

2021 Freightliner Vin #4UZAC1EA7MCML1678

**BE IT FURTHER RESOLVED**, that anyone selling in conjunction with the above license shall do so only upon proper application and license approval by the Township.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on June 2, 2025.

Julie A Picard, Township Clerk

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

**RESOLUTION #2025-217**

**Title: A RESOLUTION AUTHORIZING THE ANNUAL ESCAPE THE CAPE TRIATHLON  
SCHEDULED FOR JUNE 8, 2025**

**WHEREAS**, DelMo Sports, LLC seeks authorization and permission to conduct the Annual Escape the Cape Triathlon on Sunday, June 8, 2025; and

**WHEREAS**, permission has been granted by the Cape May County Board of Chosen Freeholders to close portions of County Roads (Seashore Road CR626, New England Road CR641, Stimpson Lane CR645, Shunpike Road CR649 and Bayshore Road CR607) in the Township of Lower from 6:30 am until 11:30 am; a copy of the Resolution granting permission on file; and

**WHEREAS**, in consideration for said authorization and permission, DelMo Sports, LLC executed an indemnification agreement and submitted the required Certificate of Insurance naming the Township of Lower as the Certificate Holder.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that approval is hereby granted for the Annual Escape the Cape Triathlon to take place on June 8, 2025

	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 June 2, 2025

Julie A Picard, Township Clerk

**BOARD OF COUNTY COMMISSIONERS  
CAPE MAY COUNTY, NEW JERSEY  
RESOLUTION**

No. 216-25

**RESOLUTION AUTHORIZING AN INDEMNIFICATION AGREEMENT WITH  
DELMOSPORTS, LLC FOR ITS ESCAPE THE CAPE TRIATHLON  
ON JUNE 8, 2025**

**WHEREAS**, DelMoSports, LLC seeks authorization and permission to conduct the Escape the Cape Triathlon on Sunday, June 2, 2024; and

**WHEREAS**, a request has been made to close a portion of Seashore Road (County Road No. 626), New England Road (County Road No. 641), Stimpson Lane (County Road No. 645), Shunpike Road (County Road No. 649) and Bayshore Road (County Road No. 607), in the Township of Lower from 6:30 a.m. until 11:00 a.m. and also Friday, June 6, 2025 to June 8, 2025 Beach Avenue (County Road No. 604) between Lincoln Boulevard to Douglas Park; and

**WHEREAS**, in consideration for said authorization and permission, DelMoSports, LLC executed an Indemnification Agreement in favor of the County of Cape May and submitted the required Certificate of Insurance.

**NOW, THEREFORE, BE IT RESOLVED** by the Cape May County Board of County Commissioners that permission is hereby granted to DelMoSports, LLC to close a portion of Seashore Road (CR626), New England Road (CR641), Stimpson Lane (CR645), Shunpike Road (CR649) and Bayshore Road (CR607) from 6:30 a.m. until 11:30 a.m. on Sunday, June 2, 2024; and

**BE IT FURTHER RESOLVED** that permission is conditional for the DelMoSports, LLC, and providing to the County:

1. A duly executed Promise of Indemnification in a form acceptable to County Counsel.
2. A Certificate of Insurance naming the County of Cape May, their officers and employees as additional insured for the scheduled event.
3. A letter from the Lower Township Police Department indicating that they are aware of the event and have approved the traffic control plan for the event.

**STATEMENT**

*This Resolution gives permission to DelMoSports, LLC to utilize County roads for a triathlon.*

cc: DelMoSports, LLC  
Lower Township  
Lower Township Police Department  
File: Events

STATE OF NEW JERSEY ss.:  
COUNTY OF CAPE MAY}

I, Kevin Lare, Clerk of the Board of County Commissioners of the County of Cape May, State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a resolution duly held on the \_\_\_\_\_ 8<sup>th</sup> \_\_\_\_\_ day of

April 2025.

Signed, \_\_\_\_\_

Clerk of the Board /sc

RECORD OF VOTE						
Commissioners	Ayes	Nays	Abstain	Absent	Moved	Second
Mr. Barr	✓				✓	
Mr. Bulakowski	✓					
Ms. Collette	✓					✓
Mr. Morey	✓					
Mr. Desiderio				✓		

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

**RESOLUTION #2025-218**

**Title: A RESOLUTION AUTHORIZING THE AWARD OF A STATE CONTRACT TO INSIGHT PUBLIC SECTOR FOR THE PROVISION OF OPENGOV SOFTWARE AND RELATED SERVICES FOR ONLINE BID PROCUREMENT (CONTRACT NO. T3121)**

**WHEREAS**, the Township of Lower, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury Contract 20-TELE-01512 Software Reseller Services T3121; and

**WHEREAS**, the contract for the procurement of OpenGov software and related implementation, training, and support services through Insight Public Sector, acting as the authorized reseller for OpenGov, in accordance with and pursuant to New Jersey State Contract T3121; and

**WHEREAS**, the CFO has certified the availability of funds as evidenced by her signature below:

Appropriation: Ord #25-12 C-04-55-442-310

Signature: \_\_\_\_\_  
Lauren Read, CFO

**NOW, THEREFORE, BE IT RESOLVED** that the Township Council of the Township of Lower, County of Cape May, State of New Jersey, hereby authorizes the purchase of OpenGov for Software and Related Services for online bid procurement, New Jersey State Contract 20-TELE-01512 for T3121.

**AWARD:** **INSIGHT PUBLIC SECTOR**  
**Effective 7/1/2025 - 12/31/2029**

**TOTAL** **\$112,395.43**

**BE IT FURTHER RESOLVED**, upon approval of the resolution, that the fully executed Purchase Order shall serve as the Contract for the award of the bid.

	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 June 2, 2025

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



**Account name: 10034458**

TOWNSHIP OF LOWER NJ  
405 BREAKWATER RD  
CAPE MAY NJ 08204-4502

**SHIP-TO**

TOWNSHIP OF LOWER NJ  
405 BREAKWATER RD  
CAPE MAY NJ 08204-4502

**We deliver according to the following terms:**

**Payment Terms** : Net 30 days  
**Ship Via** : Insight Assigned Carrier/Ground  
**Terms of Delivery** : FOB DESTINATION  
**Currency** : USD

PO #T3121/ 20-TELE-01512

**Quotation**

**Quotation Number** : 0228474926  
**Document Date** : 21-MAY-2025  
**PO Number** :  
**PO Release** :  
**Sales Rep** : Dana Zampella  
**Email** : DANA.ZAMPELLA@INSIGHT.COM  
**Phone** : +17326068362  
**Sales Rep 2** : Natalie Whiteman  
**Email** : NATALIE.WHITEMAN@INSIGHT.COM  
**Phone** : +17326068384

Material	Material Description	Quantity	Unit Price	Extended Price
OGTWFGFB2040MAR3Y	OPENGOV CONTRACT DOCUMENT ASSEMBLY & ESIGNATURES - BETWEEN \$20-40 MILLION - 3Y TIER 3 Coverage Dates: 01-JUL-2025 - 31-DEC-2025 STATE OF NEW JERSEY SOFTWARE RESELLER SERVICES(# T3121) Cost: 603.68 Markup: 3.751%	1	626.32	626.32
OGSWFOFB2040MAR3Y	OPENGOV CORE PROCUREMENT AND BETWEEN \$20-40 MILLION - 3Y TIER 3 Coverage Dates: 01-JUL-2025 - 31-DEC-2025 STATE OF NEW JERSEY SOFTWARE RESELLER SERVICES(# T3121) Cost: 7,871.26 Markup: 3.750%	1	8,166.39	8,166.39
OGPSBGB2040MOT0Y	OpenGov Professional Services - Deployment - Prepaid TIER 3 STATE OF NEW JERSEY SOFTWARE RESELLER SERVICES(# T3121) Cost: 208.17 Markup: 3.752%	154	215.98	33,260.92
OGTWFGFB2040MAR3Y	OPENGOV CONTRACT DOCUMENT ASSEMBLY & ESIGNATURES - BETWEEN \$20-40 MILLION - 3Y TIER 3 Coverage Dates: 01-JAN-2026 - 31-DEC-2026 STATE OF NEW JERSEY SOFTWARE RESELLER SERVICES(# T3121) Cost: 1,207.36 Markup: 3.750%	1	1,252.63	1,252.63

Material	Material Description	Quantity	Unit Price	Extended Price
OGSWFOB2040MAR3Y	OPENGOV CORE PROCUREMENT AND BETWEEN \$20-40 MILLION - 3Y TIER 3 Coverage Dates: 01-JAN-2026 - 31-DEC-2026 STATE OF NEW JERSEY SOFTWARE RESELLER SERVICES(# T3121) Cost: 15,742.55 Markup: 3.750%	1	16,332.82	16,332.82
OGTWFGFB2040MAR3Y	OPENGOV CONTRACT DOCUMENT ASSEMBLY & ESIGNATURES - BETWEEN \$20-40 MILLION - 3Y TIER 3 Coverage Dates: 01-JAN-2027 - 31-DEC-2027 STATE OF NEW JERSEY SOFTWARE RESELLER SERVICES(# T3121) Cost: 1,207.36 Markup: 3.750%	1	1,252.63	1,252.63
OGSWFOB2040MAR3Y	OPENGOV CORE PROCUREMENT AND BETWEEN \$20-40 MILLION - 3Y TIER 3 Coverage Dates: 01-JAN-2027 - 31-DEC-2027 STATE OF NEW JERSEY SOFTWARE RESELLER SERVICES(# T3121) Cost: 15,742.55 Markup: 3.750%	1	16,332.82	16,332.82
OGTWFGFB2040MAR3Y	OPENGOV CONTRACT DOCUMENT ASSEMBLY & ESIGNATURES - BETWEEN \$20-40 MILLION - 3Y TIER 3 Coverage Dates: 01-JAN-2028 - 31-DEC-2028 STATE OF NEW JERSEY SOFTWARE RESELLER SERVICES(# T3121) Cost: 1,207.36 Markup: 3.750%	1	1,252.63	1,252.63
OGSWFOB2040MAR3Y	OPENGOV CORE PROCUREMENT AND BETWEEN \$20-40 MILLION - 3Y TIER 3 Coverage Dates: 01-JAN-2028 - 31-DEC-2028 STATE OF NEW JERSEY SOFTWARE RESELLER SERVICES(# T3121) Cost: 15,742.55 Markup: 3.750%	1	16,332.82	16,332.82
OGTWFGFB2040MAR3Y	OPENGOV CONTRACT DOCUMENT ASSEMBLY & ESIGNATURES - BETWEEN \$20-40 MILLION - 3Y TIER 3 Coverage Dates: 01-JAN-2029 - 31-DEC-2029 STATE OF NEW JERSEY SOFTWARE RESELLER SERVICES(# T3121) Cost: 1,207.36 Markup: 3.750%	1	1,252.63	1,252.63
OGSWFOB2040MAR3Y	OPENGOV CORE PROCUREMENT AND BETWEEN \$20-40 MILLION - 3Y TIER 3 Coverage Dates: 01-JAN-2029 - 31-DEC-2029 STATE OF NEW JERSEY SOFTWARE RESELLER SERVICES(# T3121) Cost: 15,742.55 Markup: 3.750%	1	16,332.82	16,332.82

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Product Subtotal	79,134.51
Services Subtotal	33,260.92
TAX	0.00
<b>Total</b>	<b>112,395.43</b>

---

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Dana Zampella  
+17326068362  
DANA.ZAMPELLA@INSIGHT.COM

Natalie Whiteman  
+17326068384  
NATALIE.WHITEMAN@INSIGHT.COM

\*Please note for any Oracle products purchased under this contract.

This quote/order expressly incorporates by reference the Custom Agreement between the State of New Jersey ("NJ") and Oracle America, Inc. ("Oracle") No. US-GMA-2417598 (21-M0003-ORCL01) as the End User Agreement between You and Oracle. The End User Agreement represents the complete end user terms and conditions directly between end user and Oracle and shall be the exclusive and controlling terms and conditions for all matters pertaining to Oracle notwithstanding what terms and conditions may reside in the agreement between NJ and Insight Public Sector, Inc. in Contract Number # T3121/Master Blanket P.O. 20-TELE-01512.

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you are purchasing under an Insight Public Sector, Inc. contract vehicle, in which case, that agreement will govern. Insight's online Terms of Sale can be found at the "terms-and-policies" link below.

**SOFTWARE AND CLOUD SERVICES PURCHASES:** If your purchase contains any software or cloud computing offerings ("Software and Cloud Offerings"), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the "terms-and-policies" link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.

**HARDWARE PURCHASES:** Tariffs imposed by the United States government on technology-related products may lead to cost increases for manufacturers and suppliers, who then pass these increases on to partners like Insight. Additionally, supply constraints, production delays, component shortages, and logistical pressures have contributed to cost increases and product shipment delays from manufacturers and suppliers. Insight is actively engaged with its contracting officials, suppliers, and partners to address these challenges. While we strive to honor initial price proposals and quotes, the fluid nature of the impact on manufacturer and supplier costs and product availability due to tariffs and supply disruptions could require a requote, subject to the contract terms if the purchase is being made under an Insight Public Sector, Inc. contract vehicle, before finalizing any subsequent or impacted proposals, quotes, and orders.

<https://www.insight.com/terms-and-policies>

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

**RESOLUTION #2025-219**

**Title: A RESOLUTION TO AWARD STATE CONTRACT PANASONIC CONNECT NORTH AMERICA  
DISTRIBUTED BY WIRELESS COMMUNICATION TO PURCHASE SIXTEEN (16) PANASONIC CF-33  
FULLY RUGGED TABLETS (MDT) FOR POLICE VEHICLES**

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

**WHEREAS**, the Township of Lower intends to award through NASPO Value Point Contract #25-TELE-87266 Panasonic Connect North America Distributed by Wireless Communications for Sixteen (16) Panasonic CF-33 Fully Rugged Tablets (MDT) for Lower Township Police Vehicles including installation; and

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

Appropriation: Ord #25-145 C-04-55-442-830

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

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

**AWARD TO: PANASONIC CONNECT NORTH AMERICA  
C/O WIRELESS COMMUNICATIONS  
AMOUNT: \$110,560.00**

	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 June 2, 2025

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



# Quote

**Developing Solutions You Can Depend On**

Date	May 6, 2025
Valid Until	August 4, 2025
Quote #	Q050625
Ship Quote	6-8 weeks ARO

## Customer:

Lower Township PD  
405 Breakwater Road  
Erma, NJ 08204  
Attention: Lt. John Ambruster

## Quote/Project Description

CF-33 Toughbook Deployment  
NJ STATE NASPO CONTRACT # 25-TELE-87266  
16% OFF RUGGED / 11% OFF ACCESSORIES  
Special pricing applied

Item	Description	Qty	Unit Price	Extend Total
1	Panasonic CF-33 Fully Rugged Tablets Includes: Win11 Pro, i5-1345u, 12" Multi-touch + digitizer, , 512 SSD, 16 GB RAM, WiFi 6E, Bluetooth, Webcam, TPM2.0, 8MP Rear Camera, (2) Batteries and Standard Three Year Premier / Protection Plus Warranty. CF-33YZ-0ABM MSRP \$ 4,759.00	16	3940.00	63,040.00
2	Halvs CF-33 Tablet Basic RF Docking Station w/power supply DS-PAN-1202-2 MSRP \$ 1,510.00	16	1250.00	20,000.00
3	Havis Premium Backlit Keyboard Package w/arm PKG-KBM-1001 MSRP \$ 1,155.00	16	845.00	13,520.00
4	Havis Chevy Tahoe 20-25 Dash Mount C-DMM-3019 MSRP \$ 550.00	11	425.00	4,675.00
5	Havis Ford Utility SUV 21-2 Dash Mount C-DMM-3015 MSRP \$ 536.00	3	425.00	1,275.00
6	Havis Ford Expedition 19-20 Dash Mount C-DMM-3006 MSRP \$ 548.00	2	425.00	850.00
7	Vehicle Installation / Removal	16	450.00	7,200.00

## Special Notes and Instructions

Once signed, please Fax, mail or e-mail it to the provided address.

Terms: Net 15 days from invoice

Subtotal	\$ 110,560.00
Shipping	\$ -
Installation	
Sales Tax	\$ -
<b>Total</b>	<b>\$ 110,560.00</b>

Please confirm your acceptance of this quote by signing this document

Signature

Print Name

Date

**Thank you for your business!**

Should you have any questions concerning this quote, please contact Rich Goldberg at 609-313-2773

153 Cooper Road, West Berlin, , NJ, 08091

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

**RESOLUTION #2025-220**

**Title: A RESOLUTION AUTHORIZING THE PURCHASE OF SIXTY-FIVE (65) GLOCK G45 HANDGUNS, INCLUDING THE TRADE-IN OF EXISTING SERVICE WEAPONS FOR THE POLICE DEPARTMENT USE THROUGH STATE CONTRACT NO. 17-FLEET-00767 FROM WITMER PUBLIC SAFETY GROUP**

**WHEREAS**, the Township of Lower Police Department is in need of upgrading its service firearms to maintain reliability, officer safety, and operational readiness; and

**WHEREAS**, the Police Department has identified the Glock G45 9mm handgun as the preferred replacement model based on performance, compatibility, and standardization criteria; and

**WHEREAS**, the Township will purchase sixty-five (65) Glock G45 handguns from Witmer Public Safety Group, an authorized law enforcement distributor Contract 17-FLEET-00767; and

**WHEREAS**, the purchase will include a trade-in (listed on separate Resolution) of existing department issued firearms as part of the acquisition transaction, thereby reducing the overall cost to the Township; and

**WHEREAS**, the transaction shall be conducted in accordance with applicable State and Federal laws governing the transfer and sale of firearms, and the vendor has provided all required documentation; and

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

Appropriation: Ord #25-145 C-04-55-442-820

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

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

**AWARD TO: WITMER PUBLIC SAFETY GROUP INC.**  
**AMOUNT: \$33,027.25**

	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 June 2, 2025

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

Quote#	QU0237541
Date	04/03/2025
Exp. Date	05/20/2025

**Bill To:**

Lower Township Police  
Department  
405 Breakwater Rd  
Cape May, NJ 08204-4502  
United States

**Ship To:**

Lower Township Police  
Department  
405 Breakwater Rd  
Cape May, NJ 08204-4502  
United States

**NJ Master Blanket Purchase Order 17-FLEET-00767, Glock 45 MOS w/Holosun 509T, w/Trade**

ID	Name	Ordered By	Terms	Sales Rep
21045	Lower Township Police Department	Michael Perry	Net 30	Joe Riedy

#	Item Name	Description	Quantity	Unit Price	Amount
1	Glock- PA455S302MOS6H1	Glock G45 MOS 9mm 3-17rd magazines, Holosun 509T RD direct mount Installed, Ameriglo Black front NS, Non-NS rear	65	797.30	51,824.50
2	STR-69424	Streamlight TLR-7X Flex - Includes high switch low switch, CR123A lithium battery,	75	128.77	9,657.75
3	Trade In SKU for Quote	----- CREDITS FOR ITEMS TRADED IN ----- QTY 12 - Remington 870 - \$125.00 Each QTY 2 - Remington 1187 - \$175.00 Each QTY 4 - Smith & Wesson 3000 - \$75.00 Each QTY 3 - Mossberg 3000 - \$50.00 Each QTY 1 - Winchester 1200 - \$100.00 QTY 60 - Glock 21 - \$305.00 Each QTY 15 - Glock 30 - \$305.00 Each QTY 1 - Glock 26 - \$255.00 Each QTY 1 - Smith & Wesson 3906 - \$200.00 Each QTY 2 - Sig 220 - \$225.00 Each QTY 1 - Glock 21 w/damaged barrel - \$25 Each.00 QTY 5 - HK MP-5 - \$450.00 Each QTY 1 - HK MP-5 (non-functional) - \$0.00  Total: \$28,455.00  *** Trade pistols with less than three magazines will have their value adjusted *** *** Non-Functional firearms will have their value adjusted *** *** Trade-In Items Must be Returned within 60 days of New Product Delivery ***		-28,455.00	-28,455.00

Quote#	QUO237541
Date	04/03/2025
Exp. Date	05/20/2025

#	Item Name	Description	Quantity	Unit Price	Amount
4	TARIFF-NOTICE	Pricing is subject to change based on applicable tariffs, duties, or other regulatory actions beyond our control. Any adjustments will be communicated as soon as possible. Please reflect acceptance of these potential tariff-related pricing adjustments on your purchase order.		0.00	0.00

<b>ACCEPTANCE OF QUOTATION</b>		<b>Subtotal:</b>	33,027.25
The above prices, specifications, and conditions are satisfactory and are hereby accepted.		<b>Discount:</b>	0.00
Freight charges are estimated at the time of quote. Applicable freight costs will apply at time of shipment.		<b>Tax Total:</b>	0.00
Quotation is valid until May 20, 2025		<b>Freight:</b>	0.00
Signature: _____ Date: _____		<b>Total:</b>	<b>33,027.25</b>



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

RESOLUTION #2025-221

Title: A RESOLUTION AUTHORIZING THE TRADE-IN AND TRANSFER OF SURPLUS POLICE FIREARMS TO WITMER PUBLIC SAFETY GROUP TO OFFSET THE COST OF NEW DEPARTMENT-ISSUED WEAPONS

**WHEREAS**, the Township of Lower Police Department is in the process of upgrading its department-issued service firearms to ensure officer safety, operational efficiency, and modernized equipment; and

**WHEREAS**, the Police Department has identified existing department-issued firearms as surplus equipment, which are no longer needed for public use; and

**WHEREAS**, N.J.S.A 40A:11-36 permits a municipality to sell, by private sale, personal property no longer needed for public use, when the fair value of the property to be sold does not exceed the applicable bid threshold; and

**WHEREAS**, N.J.S.A. 2C:58-2 regulates the sale of the firearms within the State of New Jersey and requires that firearms be sold exclusively through a licensed gun dealer; and

**WHEREAS**, Witmer Public Safety Group, a licensed and authorized firearms dealer, has offered a trade-in value for the surplus weapons that will directly reduce the overall cost of the Township's purchase of sixty-five (65) new Glock G45 handguns; and

**WHEREAS**, the trade-in and purchase are being conducted through New Jersey State Contract No. 17-FLEET-00767 in compliance with N.J.S.A. 40A:11-12 and other applicable state procurement laws.

**NOW, THEREFORE, BE IT RESOLVED** that the transfer of the firearms listed in *Exhibit A* to Witmer Public Safety Group, Inc., in exchange for a total trade-in credit of \$28,455.00, is hereby authorized.

**BE IT FURTHER RESOLVED** that the firearms identified in *Exhibit A*, along with their corresponding fixed asset numbers, shall be removed from the Lower Township Fixed Asset Inventory in accordance with municipal procedures and applicable regulations.

	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 June 2, 2025

Julie A Picard, Township Clerk

## EXHIBIT A

FIX ASSET #	WEAPON	SERIAL #
3737	GLOCK 21	ZPF310
3738	GLOCK 21	ZPF311
3739	GLOCK 21	ZPF312
3741	GLOCK 21	ZPF314
3742	GLOCK 21	ZPF315
3743	GLOCK 21	ZPF316
3744	GLOCK 21	ZPF317
3745	GLOCK 21	ZPF318
3746	GLOCK 21	ZPF319
3748	GLOCK 21	ZPF321
3749	GLOCK 21	ZPF322
3750	GLOCK 21	ZPF323
3751	GLOCK 21	ZPF324
3753	GLOCK 21	ZPF327
3754	GLOCK 21	ZPF328
3755	GLOCK 21	ZPF329
3756	GLOCK 21	ZPF330
3757	GLOCK 21	ZPF331
3758	GLOCK 21	ZPF332
3759	GLOCK 21	ZPF333
3760	GLOCK 21	ZPF334
3762	GLOCK 21	ZPF336
3763	GLOCK 21	ZPF337
3764	GLOCK 21	ZPF338
3765	GLOCK 21	ZPF340
3766	GLOCK 21	XHH983
1710	GLOCK 26	FGG941
1701	SIG P220	G341208
1705	SIG P220	G341211
3255	GLOCK 30	SNC686
3256	GLOCK 30	SNC687
3258	GLOCK 30	SNC689
3260	GLOCK 30	SNC691
3261	GLOCK 30	SNC692
3263	GLOCK 30	SNC694
3264	GLOCK 30	SNC695
3265	GLOCK 30	SNC696
1264	S&W 3906	TDB2996
3905	GLOCK 21	BAAK329
3906	GLOCK 21	BAAK330
3907	GLOCK 21	BAAK331
3908	GLOCK 21	BAAK333
3909	GLOCK 21	BAAK334
3910	GLOCK 21	BAAK336
3911	GLOCK 21	BAAK337
3912	GLOCK 21	BAAK338
3913	GLOCK 21	BAAK339
3914	GLOCK 21	BAAK340
3915	GLOCK 21	BAAK341
3916	GLOCK 21	BAAK342
3917	GLOCK 21	BAAK343
3918	GLOCK 21	BAAK344
3919	GLOCK 21	BAAK345

FIX ASSET #	WEAPON	SERIAL #
3930	GLOCK 21	BAAK361
3931	GLOCK 21	BAAK362
3932	GLOCK 21	BAAK363
3933	GLOCK 21	BAAK364
3934	GLOCK 21	BAAK365
3935	GLOCK 21	BAAK366
3936	GLOCK 21	BADV570
3937	GLOCK 21	BADV571
3938	GLOCK 21	BADV572
3939	GLOCK 21	BAAK348
3941	GLOCK 30	BDGG496
3942	GLOCK 30	BDGG497
3272	H&K MP-5 (K)	62-21334
3271	H&K MP-5 (SD)	63-101332
3268	H&K MP-5 A-3	62-347488
3267	H&K MP-5 A-3	62-347487
3269	H&K MP-5 A-3	62-347489
3274	REMINGTON 1187	PC608650
3275	REMINGTON 1187	PC622745
3278	S&W 3000	FC51128
3279	S&W 3000	FC51122
3280	S&W 3000	FC51135
3281	S&W 3000	FC51134
3282	MOSS 3000	FD06284
3283	MOSS 3000	FD06285
3284	MOSS 3000	FD06287
3277	WINCHESTER RIOT	L519442
3232	REMINGTON 870	B460233M
1927	REMINGTON 870	B661406M
3234	REMINGTON 870	AB404041M
3235	REMINGTON 870	B460256M
3236	REMINGTON 870	B460141M
1853	REMINGTON 870	D772545M
3237	REMINGTON 870	C383160M
3238	REMINGTON 870	AB404044M
1852	REMINGTON 870	D772514M
3239	REMINGTON 870	C380879M
3240	REMINGTON 870	B460241M
3242	REMINGTON 870	AB408297M
3920	GLOCK 21	BAAK347
3921	GLOCK 21	BAAK349
3922	GLOCK 21	BAAK351
3923	GLOCK 21	BAAK352
3924	GLOCK 21	BAAK353
3925	GLOCK 21	BAAK355
3926	GLOCK 21	BAAK356
3927	GLOCK 21	BAAK357
3928	GLOCK 21	BAAK359
3929	GLOCK 21	BAAK360
No asset #	GLOCK 30	BTFC990
No asset #	GLOCK 30	BTFC991
No asset #	GLOCK 30	BTFC992
No asset #	GLOCK 30	BTFC993
No asset #	GLOCK 30	BTFC994
No asset #	H&K MP-5 A-2	69499

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

RESOLUTION #2025-222

Title: **APPROVING A PROFESSIONAL SERVICE CONTRACT WITH DeBLASIO & ASSOCIATES TO PREPARE AND SUBMIT AN APPLICATION FOR THE FY2025 NJDOT LOCAL TRANSPORTATION PROJECT FUND**

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

**WHEREAS**, DeBlasio & Associates have provided a proposal to prepare and submit an application for the FY 2025 NJDOT Local Transportation Project Fund at the fee of \$ 2,000.00 for one application in coordination with the Grants Coordinator and Director of Public Works; and the CFO has certified the availability of funds in the following budget lines as evidenced by her signature:

Appropriation: \_\_\_\_\_

Signature: \_\_\_\_\_  
Lauren Read, CFO

**WHEREAS**, the Township Council desires to approve the proposal.

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

1. The Proposal between DeBlasio & Associates and the Township of Lower, in the form attached hereto as EXHIBIT A, for an amount of \$ 2,000.00 is hereby approved.

**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 June 2, 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

April 8, 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  
FY2025 NJDOT Local Transportation Project Fund Grant Application**

Dear Mr. Douglass:

On a rolling basis, the New Jersey Department of Transportation's (NJDOT) notified all municipalities that applications are being accepted for the FY2025 Local Transportation Project Fund (LTPF). As per the NJDOT, a brief description of each eligible project is listed below:

- **Bikeway** Primary project purpose is for constructing new bikeways (e.g. bike lanes, bike paths, bike compatible roadways).
- **Bridge Preservation** Primary project purpose is for improving the condition of bridge infrastructure (e.g. new deck, rehabilitation, replacement).
- **Mobility** Primary project purpose is to enhance mobility and reduce congestion (e.g. adding lanes, signal optimization).
- **Pedestrian Safety** Primary project purpose is to enhance pedestrian safety (e.g. new sidewalks, new crosswalks, traffic calming, pedestrian overpass).
- **Quality of Life** Primary project purpose is for beautification, environmental mitigation, economic development or historic preservation.
- **Roadway Preservation** Primary project purpose is for improving the condition of roadway infrastructure (e.g. resurfacing, reconstruction, drainage).
- **Roadway Safety** Primary project purpose is to enhance vehicular safety (e.g. guide rail, signing, warning devices, and striping).

Our fee to prepare and submit the Township's State Aid application(s) is \$2,000.00 for one application and \$1,000.00 for each additional application thereafter. Please note that the grant applications are due June 30, 2025.

Upon your authorization, we are prepared to begin work immediately in the preparation of your NJDOT LTPF application(s). Should you have any questions or require additional information, please do not hesitate to contact Will Hanson or me at our office.

Very truly yours,  
**DeBlasio & Associates**

A handwritten signature in black ink, appearing to read 'Marc DeBlasio', is written over the printed name.

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

President

T: 609-854-3311

[Marc@deblasioassoc.com](mailto:Marc@deblasioassoc.com)

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