

**WORK SESSION AND REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL
FEBRUARY 2, 2026 – 5:00 p.m.**

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

Work Session

State of the Township Address – Mayor Sippel

Consent Agenda

Approval of Minutes – January 21, 2026

Approval of New Jersey State Firefighter's Association Membership – D Brown III, Town Bank Vol. Fire Company

Res. #2026-74 Authorization for the Payment of Vouchers \$667,710.54

Res. #2026-75 Authorization for the Payout of Accumulated Compensatory Time (A. Cushman, \$7,435.12)

Res. #2026-76 Approval of 2026 Rotary Towing Licenses

Res. #2026-77 Public Facilities Grant Application for \$400,000, ADA Accessibility

Res. #2026-78 Authorization for the Payout of Accumulated Compensatory Time (T. Girard, \$5,670.86)

Res. #2026-79 Bid Acceptance and Contract Award for the FY2024 NJDCA Small Cities Program Municipal Pool Building Replacement (LT-C-063)

Res. #2026-80 Adoption of State Model Citizen Participation Plan for DCA Small Cities Program

Res. #2026-81 Identifying Small Cities Fair Housing Officer

Res. #2026-82 Approval of Public Facilities Grant Management Plan

Res. #2026-83 A Resolution Authorizing the Adoption of the 2026 Cape May County Hazard Mitigation Plan Update

Res. #2026-84 A Resolution Amending Confirmation of Officials for Joint Insurance Fund and Municipal Excess Liability Fund

Res. #2026-85 Authorizing Pay Out of Terminal Leave (C. Crippen, \$36,559.94)

Res. #2026-86 Authorizing Pay Out of Terminal Leave (M. Vitelli, \$11,897.68)

Res. #2026-87 Authorizing Pay Out of Terminal Leave (K. Wolf, \$5,603.23)

Res. #2026-88 Approving A Professional Service Contract with Blauer Associates for the Application Submission and Administrative Work for FY2026 Small Cities Project (NTE \$20,000)

Res. #2026-89 Approval of Change Order #1 Authorizing Additional Services for State Contract to Insight Public Sector for the Provisions of OpenGov Software and Related Services for Online Bid Procurement (Contract No. T3121)

Res. #2026-90 A Resolution Approving the Renewal of a Class 5 Cannabis License to Sea & Leaf, LLC

Ord. #2026-02 An Ordinance Amending Chapter 7, Traffic, of the Code of the Township of Lower to Explicitly Prohibit Parking in Front of Public or Private Driveways, Driveway Aprons, Curb Cuts, Or Access Points. This is the first reading of this Ordinance. The second reading and public hearing has been scheduled for March 2, 2026.

Regular Agenda

Public Comment

Council Comments

Closed Session

Res. #2026-91 A Resolution Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meeting Act, N.J.S.A. 10:4-12 Attorney-Client Privilege

Adjourn

COUNCIL MEETING MINUTES – January 21, 2026

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on January 21, 2026 at 5:00 p.m. in the meeting room of Township Hall, 2600 Bayshore Road, Villas, New Jersey.

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

Pledge of Allegiance & Moment of Silence

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

Councilmember Thomas Conrad
Councilmember Joseph Wareham
Councilmember Roland Roy, Jr.
Deputy Mayor Kevin Coombs
Mayor Frank Sippel – via phone

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

Consent Agenda

Approval of Minutes – January 5, 2026

- Res. #2026-60 Authorization for the Payment of Vouchers \$997,713.40
Res. #2026-61 Resolution Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A: 11-12a
Res. #2026-62 Authorization for the Payout of Accumulated Compensatory Time (A. Marroquin, \$3,522.20)
Res. #2026-63 Authorization for the Payout of Accumulated Compensatory Time (M. Reilly, \$2,929.63)
Res. #2026-64 Authorization for Refund of Taxes
Res. #2026-65 Appointment to the Municipal Utilities Authority Board (S. Prince)
Res. #2026-66 Authorizing Payout of Terminal Leave (R. Thomas Jr., \$12,921.65)
Res. #2026-67 Authorizing Payout of Terminal Leave (A. McGraw Sr., \$5,396.49)
Res. #2026-68 Approval of Change Order #1 for Paul Baldini, PA, Tax Appeal Attorney
Res. #2026-69 Authorization for Waiver of Permitting Fees for Historic Cold Spring Village Associated with the Relocation of the Circa 1838 Union Bethel Chapel
Res. #2026-70 Approval of an Alcoholic Beverage Control License Person to Person Transfer of Liquor License #0505-33-020-006 from Marco Voeks, Inc. to the Salty Siren, LLC
Res. #2026-71 Appointment of Patrick F Martin as Conflict Prosecutor for the Township of Lower as a Professional Service Contract without Public Bidding (Patrick F Martin, NTE \$17,500)
Res. #2026-72 Issuance of 2026 Taxi, Limousine and Operator Licenses
Res. #2026-73 Approving a Professional Service Contract with DeBlasio & Associates to Provide an Analysis of Diamond Beach Parking Spaces in the Township of Lower (LT-C-073)

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

Regular Agenda

Ord. #2026-01 Bond Ordinance Providing for Supplemental Funding for the Construction of a Public Works Building and Related Improvements, by and in the Township of Lower, in the County of Cape May, State of New Jersey; Appropriating \$1,500,000 Therefor and Authorizing the Issuance of \$1,425,000 Bonds or Notes of the Township to Finance Part of the Cost Thereof. This is the second reading and public hearing of this Ordinance. This Ordinance has been published, posted and made available to the public.

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

Engineer Report

Andrew McTague, DeBlasio & Assoc., gave Council an update on various projects going on within the Township, including: Rotary Community Park Renovations, Bay Outfall Extensions Phase 1 & 2, Reconstruction of Ridgewood Avenue, David Douglass Sr. Memorial Park Renovations, Public Works Building Design, Lower Township Municipal Pool Design, Bayshore Road Pickle Ball Courts, and Resurfacing of Various Streets in Diamond Beach.

Administrative Reports

Clerk, Construction, Dog, Tax, Vital

Public Comment

Jackie Henderson- 2 Ringneck Court, thanked Mayor and Council for the new MUA appointment and wished Mr. Prince the best of luck.

Council Comments

Councilmember Conrad warned residents of impending storm and encouraged everyone to check on neighbors.

Councilmember Wareham - no comments

Councilmember Roy - no comments

Deputy Mayor Coombs announced Youth Soccer and Youth Lacrosse Registrations available through the Recreation Department online.

Mayor Sippel - no comments

Adjourn

There being no further business to address, motion to adjourn moved by Councilmember Wareham, seconded by Councilmember Roy. Motion to adjourn was unanimous. Meeting adjourned at 5:08 p.m.

Frank Sippel, Mayor

Deputy Township Clerk

Approved:

Ranges		Item Status		Purchase Types		Misc	
Range: First to Last Rcvd Batch Id Range: First to Last		Open: N Void: N Paid: N Held: Y Aprv: N Rcvd: Y		Bld: Y State: Y Other: Y Exempt: Y		P.O. Type: All Include Project Line Yes Items: Format: Condensed Include Non-Budgeted: Y Vendors: All	
Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00080		AMERIHEALTH					
26-00196	01/21/26	FEBRUARY 2026 HEALTH INS	Open	\$396,168.90	\$0.00		
00153		ATLANTIC CITY ELECTRIC*					
25-03239	12/05/25	DECEMBER ELECTRIC ENCUMBER	Open	\$12,955.46	\$0.00		
00179		AVERY TEITLER					
26-00103	01/15/26	PB RESOLUTION VOUCHERS	Open	\$1,000.00	\$0.00		
26-00231	01/27/26	PB SALARY DNE \$12,500.00 2026	Open	\$1,047.67	\$0.00		B
		Vendor Total:		\$2,047.67			
00194		ADVANCED VIDEO & SOUND LLC					
26-00112	01/15/26	2026 CAMERA MAINTENANCE	Open	\$3,900.00	\$0.00		
26-00172	01/21/26	CALL FOR MEETING RM SOUND	Open	\$270.00	\$0.00		
		Vendor Total:		\$4,170.00			
00292		ASCAP*					
26-00218	01/23/26	LICENSE FEE FOR CONCERTS	Open	\$464.80	\$0.00		
00419		RICHARD M BRASLOW, ESQ					
26-00138	01/21/26	FS legal services 4.1	Open	\$1,127.50	\$0.00		
00611		COUNTY OF CAPE MAY (FUEL)					
25-03257	12/09/25	ENCUMBERED DIESEL/DEC/DPW	Open	\$21,628.25	\$0.00		
00651		MUNICIPAL UTIL AUTH DUMP FEES					
25-03258	12/09/25	ENCUMBERED/DISPOSAL FEE/DEC	Open	\$65,370.21	\$0.00		
00784		CAPE MAY STAR & WAVE					
26-00132	01/15/26	LEGAL NOTICE 1/07/26	Open	\$43.50	\$0.00		
26-00204	01/21/26	LEGAL NOTICE 1/14/26	Open	\$204.00	\$0.00		
		Vendor Total:		\$247.50			
00825		COMCAST INTERNET					
26-00251	01/28/26	COMCAST INTERENT AND TV	Open	\$1,100.72	\$0.00		
01110		COLLEEN CRIPPEN					
26-00226	01/26/26	VISION REIMBURSEMENT	Open	\$269.45	\$0.00		
01115		LOMAX CONSULTING GROUP, LLC*					
25-02458	09/18/25	PRELIMINARY SITES FEASIBILITY	Open	\$16,558.20	\$0.00		
01125		MARGARET CROMPTON					
26-00248	01/28/26	RETIRED MEDICARE SUPPLEMENT	Open	\$200.00	\$0.00		B
01389		EDDIE'S AUTO BODY					
26-00073	01/13/26	FRONT ALIGNMENT/DPW	Open	\$129.95	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
01389		EDDIE'S AUTO BODY	<i>Account Continued</i>				
01390 26-00192	01/21/26	EDMUNDS & ASSOCIATES, INC.* 2025 W2 AND 1095C	Open	\$2,339.24	\$0.00		PC1
01480 26-00258	01/28/26	E-Z PASS 1/13/26 REC REPLISHMENT	Open	\$200.00	\$0.00		PC1
01499 26-00194	01/21/26	JOSEPH FAZZIO, INC* SUPPLIES/DPW	Open	\$647.78	\$0.00		
01653 26-00143	01/21/26	GENTILINI FORD ~ PARTS FPR TRUCKS/DPW	Open	\$3,543.06	\$0.00		
01826 26-00223	01/26/26	WILLIAM HIENKEL MEDICAL CLAIMS	Open	\$503.97	\$0.00		
02247 26-00149	01/21/26	LAWSON PRODUCTS, INC. ~ SUPPLIES FOR GARAGE/DPW	Open	\$699.34	\$0.00		
02334 26-00043	01/08/26	LOWER TWP CHAMBER OF COMMERCE LUNCHEON 1/8/26	Open	\$40.00	\$0.00		
02349 26-00123	01/15/26	ROBERT LUBBERMAN B-BALL TOURNAMENT/OFFICIAL	Open	\$300.00	\$0.00		
02585 26-00227	01/26/26	WILLIAM MASTRIANA VISION REIMBURSEMENT	Open	\$1,215.00	\$0.00		
02719 26-00105	01/15/26	MITCHELL PLENN 2025 SHOE ALLOWANCE	Open	\$200.00	\$0.00		
03008 26-00217	01/23/26	NJ DEPT OF TREASURY/FEES WATER ALLOCATION FEES/BENNETTS	Open	\$245.00	\$0.00		
03021 26-00230	01/27/26	NJ MOTOR VEHICLE COMMISION 2- '26 DPW PICKUP REGISTRATION	Open	\$120.00	\$0.00		PC1
03387 26-00179	01/21/26	POGUE INC. * SAFETY AND HEALTH/DPW	Open	\$85.00	\$0.00		
03518 26-00091	01/14/26	RIGGINS, INC.* OFF HIGHWAY DIESEL/DPW	Open	\$327.48	\$0.00		
26-00195	01/21/26	OFF HIGHWAWY DIESEL/DPW	Open	\$161.63	\$0.00		
Vendor Total:				\$489.11			
03608 26-00203	01/21/26	SEAWAVE CORPORATION* ZBA SCHEDULE RESOLUTION AD	Open	\$32.18	\$0.00		
03692 25-03241	12/05/25	SOUTH JERSEY GAS CO* DECEMBER ENCUMBER GAS	Open	\$6,081.75	\$0.00		

Vendor #	P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
03766			JOAN TAYLOR					
26-00225		01/26/26	CONTRACTUAL MEDICAL REIMBURSE	Open	\$400.00	\$0.00		
03820			MUNICIPAL UTIL. AUTH ON CALL					
26-00106		01/15/26	REIMBURSE HALF BILL/DPW	Open	\$368.50	\$0.00		
03994			MARGARET VITELLI					
26-00094		01/14/26	PURCHASING AGENT CERT	Open	\$25.00	\$0.00		
26-00242		01/27/26	VISION REIMBURSEMENT	Open	\$771.95	\$0.00		
Vendor Total:					\$796.95			
04075			BARBER CONSULTING SERVICES LLC					
26-00190		01/21/26	MBEP SERVER/ENDPOINT CONTRACT	Open	\$2,927.42	\$0.00		
04097			CINTAS FIRST AID AND SAFETY*					
26-00104		01/15/26	FIRST AID SUPPLIES/DPW	Open	\$116.37	\$0.00		
04204			ZACHARY ZELWAK					
26-00250		01/28/26	MEDICARE SUPPLEMENT	Open	\$681.00	\$0.00		B
04261			STATE OF NEW JERSEY					
26-00241		01/27/26	2025 4TH QTR UNEMPLOYMENT	Open	\$11,247.56	\$0.00		
04300			W B MASON CO INC*					
26-00076		01/13/26	FS Paper Order	Open	\$196.92	\$0.00		
05064			CAPE ISLAND GRAPHICS					
26-00176		01/21/26	BANNERS FOR BASKETBALL TOURNE	Open	\$300.00	\$0.00		
7074			J & B LOCKSMITHS*					
26-00009		01/07/26	SERVICE CALL- FREEMAN PARK	Open	\$90.00	\$0.00		
7079			SUBURBAN PROPANE L P*					
26-00186		01/21/26	FREEMAN DOUGLASS PARK	Open	\$787.03	\$0.00		
7117			NJLM					
26-00173		01/21/26	FLECK CLASS 02/05/26-02/26/26	Open	\$75.00	\$0.00		
7196			LAUREN HUGGINS SUIT					
26-00060		01/12/26	RES 25-07 PUBLIC INFO OFFICER	Open	\$1,356.67	\$0.00		B
7251			REIT LUBRICANTS CO*					
26-03403		12/24/25	MOTOR OIL/SYNTHETIC LUBE	Open	\$3,078.30	\$0.00		
7310			CORELOGIC REAL ESTATE TAX SER					
26-00101		01/15/26	B-499.05 L-6 CAUSEY	Open	\$365.05	\$0.00		
7475			SUZANNE M SCHEID					
26-00224		01/26/26	DENTAL REIMBURSEMENT	Open	\$2,182.00	\$0.00		
26-00228		01/26/26	DENTAL REIMBURSEMENT	Open	\$82.05	\$0.00		
26-00229		01/26/26	DENTAL REIMBURSEMENT	Open	\$20.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Vold Amount	Contract	PO Type
7475		SUZANNE M SCHEID	<i>Account Continued</i>				
26-00249	01/28/26	DENTAL REIMBURSEMENT	Open	\$1,705.00	\$0.00		
		Vendor Total:		\$3,989.05			
7482		MUNICIPAL MAINTENANCE CO *					
26-00092	01/14/26	TROUBLE SHOOT PUMP #1	Open	\$2,012.50	\$0.00		
7512		DIANA LILLO					
26-00118	01/15/26	B-BALL TOURNAMENT/OFFICIAL	Open	\$250.00	\$0.00		
7544		DAVE FAIRMAN					
26-00169	01/21/26	REGISTRATION REFUND	Open	\$40.00	\$0.00		
7636		MOTT MACDONALD LLC					
26-00090	01/14/26	PB MOTT MACDONALD VOUCHER	Open	\$605.81	\$0.00		
7711		LORETTA MURPHY					
26-00124	01/15/26	B-BALL TOURNAMENT/OFFICIAL	Open	\$250.00	\$0.00		
7739		CHRISTOPHER KERVRAN					
26-00164	01/21/26	REGISTRATION REIMBURSEMENT	Open	\$20.00	\$0.00		
7820		DEBLASIO & ASSOCIATES, P.C					
26-00089	01/14/26	PB ENGINEER VOUCHERS	Open	\$1,712.56	\$0.00		
7929		AMAZON CAPITAL SERVICES, INC ~					
25-02809	10/29/25	FILES	Open	\$63.28	\$0.00		
25-03112	11/21/25	2026 WALL AND DESK CALENDARS	Open	\$456.42	\$0.00		
26-00086	01/13/26	1/8/26 SUPPLIES	Open	\$169.42	\$0.00		
26-00093	01/14/26	office supplies	Open	\$143.92	\$0.00		
26-00095	01/14/26	RECREATION SUPPLIES	Open	\$241.15	\$0.00		
26-00102	01/15/26	HANDLE CABLE ATTACHMENTS	Open	\$38.52	\$0.00		
26-00180	01/21/26	KITCHEN/OFFICE SUPPLIES	Open	\$105.75	\$0.00		
		Vendor Total:		\$1,218.46			
8001		KEVIN O'BRIEN					
26-00170	01/21/26	REGISTRATION REFUND	Open	\$40.00	\$0.00		
8012		FRED LAHM					
26-00137	01/15/26	B-BALL TOURNAMENT/OFFICIAL	Open	\$50.00	\$0.00		
8043		JOHN FITCHETT					
26-00126	01/15/26	B-BALL TOURNAMENT /OFFICIAL	Open	\$200.00	\$0.00		
8175		INTEGRITY INTERPRETING LLC					
26-00199	01/21/26	COURT INTERPRETING 12/2025	Open	\$246.75	\$0.00		
8248		JOHN OLIVA					
26-00133	01/15/26	B-BALL TOURNAMENT/OFFICIAL	Open	\$450.00	\$0.00		
8450		MIKE STRICKLAND					
26-00125	01/15/26	B-BALL TOURNAMENT/OFFICIAL	Open	\$150.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
8450		MIKE STRICKLAND	<i>Account Continued</i>				
8460 25-03244	12/05/25	RE BUSINESS SOLUTIONS ~ 4RD ENCUMBER PRINTER MAINT	Open	\$1,333.73	\$0.00		
8676 26-00206	01/21/26	GPANJ GPANJ	Open	\$125.00	\$0.00		
8686 26-00219	01/23/26	SHELBY RAMBO S.Rambo uniforms	Open	\$119.96	\$0.00		
8848 26-00139	01/21/26	COMFORT NOW LLC SEMI-ANNUAL HVAC/DPW	Open	\$1,949.00	\$0.00		
8936 25-03443	12/31/25	IAAI INC FS NJIAAI 2026 conference	Open	\$1,300.00	\$0.00		
9030 26-00165	01/21/26	ROY SUNDSTROM REGISTRATION REIMBURSEMENT	Open	\$30.00	\$0.00		
9111 26-00117	01/15/26	MICHAEL SHANK B-BALL TOURNAMENT/OFFICIAL	Open	\$600.00	\$0.00		
9122 26-00129	01/15/26	CHRIS HINES B-BALL TOURNAMENT/OFFICIAL	Open	\$150.00	\$0.00		
9141 26-00232	01/27/26	CITY OF WLDWOOD WATER UTILITY WATER BILL 9/08-12/08/25 USAGE	Open	\$307.35	\$0.00		
9261 26-00183	01/21/26	WHEELABRATOR GLOUCESTER PROJECT MED DROP - DISPOSAL	Open	\$600.07	\$0.00		
9296 26-00259	01/28/26	ALTEK BUSINESS SYSTEMS INC KYOCERA/DETECTIVE PRINTER	Open	\$32.25	\$0.00		
9316 26-00063	01/12/26	THE BELASCO LAW FIRM LLC RES 26-01 RETAINER DNE \$40K	Open	\$3,333.33	\$0.00		B
9338 25-02721	10/20/25	J.W. ENTERPRISES SALES CONSULT Veterans cmr magazine/ad	Open	\$100.00	\$0.00		
9345 26-00168	01/21/26	LINDSEY SELBY REINBURSEMENT-COACH	Open	\$40.00	\$0.00		
9357 26-00136	01/15/26	ANDREW BENFER B-BALL TOURNAMENT/OFFICIAL	Open	\$250.00	\$0.00		
9445 26-00072	01/13/26	TWIN ROCKS WATER COURT WATER DELIVERY 12/2025	Open	\$9.99	\$0.00		
26-00184	01/21/26	PD WATER DELIVERY 1/2/2026	Open	\$169.85	\$0.00		
Vendor Total:				\$179.84			

Vendor #	P.O. #	PO Date	Name	Description	Status	Amount	Void Amount	Contract	PO Type
9485	26-00261	01/28/26	BRAVEN HEALTH	JAN & FEB 2026 RETIREE HEALTH	Open	\$56,003.08	\$0.00		
9499	26-00114	01/15/26	LUKAS BASILE	B-BALL OFFICIAL/TOURNAMENT	Open	\$100.00	\$0.00		
9500	26-00115	01/15/26	ROBERT FELTWELL	B-BALL TOURNAMENT/OFFICIAL	Open	\$300.00	\$0.00		
9501	26-00121	01/15/26	JOHANNER JENKINS	B-BALL TOURNAMENT/OFFICIAL	Open	\$500.00	\$0.00		
9502	26-00128	01/15/26	KEVIN MAGEE	B-BALL TOURNAMENT/OFFICIAL	Open	\$100.00	\$0.00		
9503	26-00130	01/15/26	RICH KROPINSKI	B-BALL TOURNAMENT/OFFICIAL	Open	\$150.00	\$0.00		
9504	26-00162	01/21/26	ANGELA HOWELL	REFUND FOR REGISTRATION	Open	\$10.00	\$0.00		
9505	26-00166	01/21/26	AMANDA LUGO	REIMBURSEMENT-COACH	Open	\$45.00	\$0.00		
9507	26-00167	01/21/26	ASHLEY SCHLECHTER	REIMBURSEMENT- COACH	Open	\$90.00	\$0.00		
9508	26-00163	01/21/26	GABRIELLE CRANDLEY	REIMBURSEMENT-COACH	Open	\$60.73	\$0.00		
9509	26-00197	01/21/26	EDWARD MENDYK	FINGERPRINT/BACKGROUND	Open	\$57.73	\$0.00		
BASILE	26-00113	01/15/26	FRANK BASILE	B-BALL OFFICIAL/TOURNAMENT	Open	\$150.00	\$0.00		
BLAUE	22-02882	11/17/22	BLAUER ASSOCIATES INC*	2023 SCPF APPLICATION CONSULT	Open	\$1,500.00	\$0.00		B
	23-02899	11/13/23		RES 23-372 FY24 SCPF ADA POOL	Open	\$1,800.00	\$0.00		B
Vendor Total:						\$3,300.00			
CARTYW	26-00135	01/15/26	WALLACE CARTY	B-BALL TOURNAMENT/OFFICIAL	Open	\$350.00	\$0.00		
DSTEFANK	26-00134	01/15/26	DAN STEFANKIEWICZ	B-BALL TOURNAMENT/OFFICIAL	Open	\$150.00	\$0.00		
EMAGAN	26-00116	01/15/26	ED MAGAN	B-BALL TOURNAMENT/OFFICIAL	Open	\$400.00	\$0.00		
FAIR			JOHN FAIR						

Vendor #	P.O. #	PO Date	Name	Description	Status	Amount	Void Amount	Contract	PO Type
FAIR			JOHN FAIR		Account Continued				
26-00131		01/15/26	B-BALL TOURNAMENT/OFFICIAL		Open	\$150.00	\$0.00		
HALLK			KERRY HALL						
26-00122		01/15/26	B-BALL TOURNAMENT/OFFICIAL		Open	\$250.00	\$0.00		
LOWER			LOWER TOWNSHIP						
26-00244		01/27/26	DIFF CARD USAGE 01-1 TO 01-26		Open	\$17,942.30	\$0.00		
ROSSIS			STEVEN ROSSI						
26-00119		01/15/26	B-BALL TOURNAMENT/OFFICIAL		Open	\$200.00	\$0.00		
RUTHERF			WILLIAM RUTHERFORD						
26-00120		01/15/26	B-BALL TOURNAMENT/OFFICIAL		Open	\$150.00	\$0.00		
SMITHS			SHEILA D SMITH						
26-00247		01/28/26	FEB 2026 MEDICAL SUPPLEMENT		Open	\$219.23	\$0.00		
TREAS005			TREASURER, STATE OF NJ						
26-00222		01/23/26	LEAD INSP 04-01-25 TO 12-31-25		Open	\$3,380.00	\$0.00		

Total Purchase Orders: 115 Total P.O. Line Items: 0 Total List Amount: \$667,710.54 Total Void Amount: \$0.00

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.

Julie A. Picard, Township Clerk

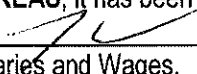
TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2026-75

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 his 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 Austin Cushman in the amount of \$7,435.12 is authorized and chargeable to the 2026 Budget account 6-01-25-240-124.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.

Julie A. Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief Donald Vanaman
FROM: Patrolman Austin Cushman
DATE: January 15, 2026
SUBJECT: Comp Time Cash Out

Sir,

I am respectfully requesting to cash out 295 hours of accrued Comp Time. Thank you for your time and consideration in this matter.

Respectfully Submitted,

 #229

Austin Cushman
Patrolman Badge 229

295 X \$25.2038 = \$7,435.12

C File
Date

Officer

Comments

1/15/26	Sgt Elwell 179	To Lt. Greto
Lt Greto 187	Forwarded to	Capt. Anderson
1/19/26	Capt. 170	For D.C. Majors
1-19-26	D.C. Majors	FWD: Ch. of Cushman
1-17-24	Chief Vanaman #174	To Town Hall

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

RESOLUTION #2026-76

Title: **APPROVAL OF 2026 ROTARY TOWING LICENSES**

WHEREAS, Chapter 600 of the Revised General Ordinances of the Township of Lower requires any contractor providing towing and storage services for the Township of Lower be licensed by the Township; and

WHEREAS, the following contractors have completed the required application, paid the fee and provided all documentation required by ordinance; and

WHEREAS, the Lower Township Police Department has reviewed said applications as required by Chapter 600, Subsection 4, and have no objection to the issuance of said licenses.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the following applicants shall be issued a Rotary Towing License for the year 2026:

**John D Snyder – John's Auto Body
Thomas Manna – D.A.D.'s Towing Service, LLC
John Harron – Offshore Getty Inc.**

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.

Julie A Picard, Township Clerk

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

RESOLUTION #2026-77

Title: PUBLIC FACILITIES GRANT APPLICATION FOR \$400,000, ADA ACCESSIBILITY

WHEREAS, the Township of Lower desires to apply for and obtain a grant from the New Jersey Department of Community Affairs Small Cities CDGB Public Facilities Program for approximately \$400,000 to facilitate ADA compliant access to Delaware Bay beaches in order to comply with the Americans with Disabilities Act (ADA).

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 the application for such a grant; and upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of the agreement; and upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of said agreement between the Township of Lower and the New Jersey Department of Community Affairs.

BE IT FURTHER RESOLVED that the persons whose names, titles, and signatures appear below are authorized to sign the application, the agreement, and any other documents in connection therewith:

Frank Sippel, Mayor

Michael Laffey, Township Manager

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.

Julie A. Picard, Township Clerk

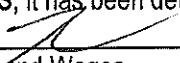
TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2026-78

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 his 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 Thomas Girard in the amount of \$5,670.86 is authorized and chargeable to the 2026 Budget account 6-01-25-240-124.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.

Julie A. Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief Donald Vanaman

FROM: Ptl. Girard #226

DATE: January 21, 2026

SUBJECT: Comp Time Buyout

Chief Vanaman,

I am asking to submit this letter to payroll requesting a buyout of 225 hours of accrued comp time. Thank you in advance for your time and attention to this request.

Respectfully Submitted,

$$225 \times \$25.2038 = \$5,670.86$$

Thomas Girard
Patrolman Badge 226

Thomas M. Girard #226

C File

Date	Officer	Comments
1/21/26	<i>[Signature]</i> Sgt. Ferguson	on to LT Gato
1/23/26	LT Gato	FLD to Capt. Arrington (Verif. and)
1/23/26	Capt. #190	FWD D.C. Mayne
1-26-26	D.C. #170	FLD: Chief Vanaman
1-26-26	CHIEF Vanaman #174	FWD - TWP MLC

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

RESOLUTION #2026-79


**Title: BID ACCEPTANCE AND CONTRACT AWARD FOR THE FY2024 NJDCA SMALL CITIES PROGRAM
MUNCIPAL POOL BUILDING REPLACEMENT (LT-C-063)**

WHEREAS, the Notice to Bidders for the FY2024 NJDCA Small Cities Program for the Municipal Pool Building Replacement (LT-C-063) was advertised on December 24, 2025 and accepted on Friday January 23, 2026 at 10:00 a.m. prevailing time; and

WHEREAS, One (1) sealed bid was submitted and reviewed by the Township Engineer, QPA, and Mitch Plenn, Recreation Director; and

WHEREAS, R. Maxwell Construction Company Inc. was the lowest qualified bidder, complied with the specifications and supplied all required bid documents, and the CFO has certified the availability of funds as evidenced by his signature below:

Ord #25-12 C-04-55-442-663 \$385,000
FY2024 NJDCA SMALL CITIES \$400,000



Jim Craft, CFO

Budget Account

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that a contract is hereby awarded as follows, with Mitch Plenn, Recreation Director designated as the authorized official for project oversight and approval of purchase order payments:

AWARD TO: R. MAXWELL CONSTRUCTION CO INC.
TOTAL: \$785,000.00

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.

Julie A. Picard, Township Clerk

DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

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

January 27, 2026

VIA EMAIL

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

**Re: Township of Lower, Cape May County, NJ
FY 2024 NJDCA Small Cities Program
Municipal Pool Building Replacement
D&A File #: LT-C-063**

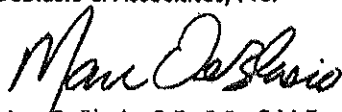
Dear Ms. Picard:

We have tabulated the one bid received on January 23, 2026 for the above referenced project. As such, we have determined that the lowest responsible bidder appears to be R. Maxwell Construction Company, Inc., 206 West Dellah Road, Pleasantville, NJ 08232 in the amount of \$785,000.00. Enclosed please find one (1) copy of the bid tabulation for your files.

In accordance with N.J.S.A. 40A:11-1 et seq., the award should be made to the lowest responsible bidder which appears to be R. Maxwell Construction Company, Inc., 206 West Dellah Road, Pleasantville, NJ 08232 in the amount of \$785,000.00. The contractual award should be made contingent upon approval from the Township Purchasing Agent, New Jersey Department of Community Affairs, Chief Financial Officer and Township Solicitor.

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

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


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


cc: Mayor Frank Sippel (via email w/encl.)
Michael Laffey, Manager (via email w/encl.)
Margaret Vitelli, Qualified Purchasing Agent (via email w/encl.)
Mitch Plenn, Superintendent of Parks & Recreation (via email w/encl.)
Rob Belasco, Solicitor (via email w/encl.)
James Craft, CFO (via email w/encl.)
Colleen Crippen, Grants Coordinator (via email w/encl.)
Mark Blauer, Blauer Associates (via email w/encl.)
Cody Stanford (via email w/encl.)
Andrew McTague (via email w/encl.)

BID TABULATION

Client: Township of Lower
Date: 1/23/2026
Project Name: Municipal Pool Building Replacement
D&A Project #: LT-C-063

R. Maxwell Construction Company, Inc.
206 W Dallah Rd
Pleasantville, NJ 08232

Item #	DESCRIPTION	QUANTITY & UNITS		UNIT PRICE	AMOUNT
1	SITE IMPROVEMENTS: PRICE INCLUDES ALL WORK INCLUDED IN SECTION 013000, 017839, 312301, 312319, 312500, 321615, 331112, 333115, 340100, 35103, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM		\$3,000.00
2	EXISTING CONDITIONS (DIVISION 2): PRICE INCLUDES ALL WORK INCLUDED IN SECTION 024116, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM		\$50,000.00
3	CONCRETE (DIVISION 3): PRICE INCLUDES ALL WORK INCLUDED IN SECTION 031000, 032000, 033000, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM		\$70,450.00
4	MASONRY (DIVISION 4): PRICE INCLUDES ALL WORK INCLUDED IN SECTION 040110, 042200, 047200, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM		\$112,000.00
5	METALS (DIVISION 5): PRICE INCLUDES ALL WORK INCLUDED IN SECTION 055000, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM		\$12,000.00
6	WOOD, PLASTICS, AND COMPOSITES (DIVISION 6): PRICE INCLUDES ALL WORK INCLUDED IN SECTIONS 061000, 061600, 061753, 064116, 066400, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM		\$117,550.00
7	THERMAL AND MOISTURE PROTECTION (DIVISION 7): PRICE INCLUDES ALL WORK INCLUDED IN SECTIONS 071900, 072100, 072119, 072715, 073113, 074293, 076200, 077100, 079200, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM		\$34,000.00
8	OPENINGS (DIVISION 8): PRICE INCLUDES ALL WORK INCLUDED IN SECTIONS 081113, 084113, 085113, 087100, 088000, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM		\$25,000.00
9	FINISHES (DIVISION 9): PRICE INCLUDES ALL WORK INCLUDED IN SECTIONS 092216, 092900, 096723, 099114, 099124, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM		\$100,000.00
10	SPECIALTIES (DIVISION 10, 11 AND 12): PRICE INCLUDES ALL WORK INCLUDED IN SECTIONS 101419, 101423.16, 102113.14, 102800, 104313, 104416, 105113, 123661.16, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM		\$26,000.00
11	PLUMBING (DIVISION 22): PRICE INCLUDES ALL WORK INCLUDED IN SECTION 220500, 220513, 220517, 220518, 220519, 220523.12, 220523.14, 220529, 220553, 220719, 221116, 221316, 221319, 221319.13, 223300, 224000, 224213.13, 224213.16, 224216.13, 224223, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM		\$118,000.00
12	HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) (DIVISION 23): PRICE INCLUDES ALL WORK INCLUDED IN SECTION 230500, 230548.13, 230593, 230933, 232300, 233113, 233300, 233423, 233713.23, 238127 AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM		\$34,500.00
13	ELECTRICAL (DIVISION 26 AND 27): PRICE INCLUDES ALL WORK INCLUDED IN SECTION 260000, 260526, 260900, 262416, 262700, 262816, 264313, 265000, 266000, 270528, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM		\$54,000.00
14	EARTHWORK (DIVISION 31): PRICE INCLUDES ALL WORK INCLUDED IN SECTION 313116, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM		\$3,500.00
15	ALLOWANCE: UNFORESEEN CONDITIONS AND DEDICATED FOR ADDITIONAL CONSTRUCTION WORK REQUESTED BY THE OWNER.	25,000	ALLOWANCE	\$25,000.00	\$25,000.00
Total Amount Bid Based on Estimated Quantities for Items 1 -15					\$785,000.00


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

1/23/2026
Date

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

RESOLUTION #2026-80

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

WHEREAS, the Township of Lower is an applicant for Department of Community Affairs Fiscal Year 2026 funds for approximately \$400,000 to facilitate ADA compliant access to Delaware Bay beaches in order to comply with the Americans with Disabilities Act (ADA); and

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

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

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

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

The State Model Citizen Participation Plan developed by the New Jersey Department of Community Affairs, Small Cities Community Development Block Grant program is adopted by the Township of Lower; and

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.

Julie A. Picard, Township Clerk

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

RESOLUTION #2026-81

Title: **IDENTIFYING SMALL CITIES FAIR HOUSING OFFICER**

WHEREAS, the Township of Lower is applying for a Fiscal Year 2024 Small Cities Community Development Block Grant for approximately \$400,000 to facilitate ADA compliant access to Delaware Bay beaches in order to comply with the Americans with Disabilities Act (ADA), and for ADA compliance improvements at David Douglass, Jr. Memorial Park; and

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Township Clerk shall be designated as the Small Cities Program Fair Housing Officer for the Township of Lower.

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

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

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.

Julie A. Picard, Township Clerk

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

RESOLUTION #2026-82

Title: **APPROVAL OF PUBLIC FACILITIES GRANT MANAGEMENT PLAN**

WHEREAS, the Township of Lower will apply for approximately \$400,000 to facilitate ADA compliant access to Delaware Bay beaches in order to comply with the Americans with Disabilities Act (ADA); and

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

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

WHEREAS, the Township of Lower has prepared a Grant Management Plan for its Fiscal Year 2026 Public Facilities project.

NOW, THEREFORE BE IT RESOLVED that the Township Council of the Township of Lower, County of Cape May, State of New Jersey, adopts the Grant Management Plan for the Fiscal Year 2026 Public Facilities project.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.

Julie A. Picard, Township Clerk

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

RESOLUTION #2026-83

**Title: A RESOLUTION AUTHORIZING THE ADOPTION OF THE 2026 CAPE MAY COUNTY
HAZARD MITIGATION PLAN UPDATE**

WHEREAS, all jurisdictions within Cape May County have exposure to hazards that increase the risk to life, property, environment, and the County and local economy; and

WHEREAS; pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre and post disaster hazard mitigation programs; and

WHEREAS; a coalition of Cape May County municipalities with like planning objectives has been formed to pool resources and create consistent mitigation strategies within Cape May County; and

WHEREAS, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating and revising this strategy.

NOW, THEREFORE, BE IT RESOLVED that the Township of Lower:

- 1) Adopts in its entirety, the 2026 Cape May County Hazard Mitigation Plan Update (the "Plan") as the jurisdiction's Hazard Mitigation Plan and resolves to execute the actions identified in the Plan that pertain to this jurisdiction.
- 2) Will use the adopted and approved portions of the Plan to guide pre- and post-disaster mitigation of the hazards identified.
- 3) Will coordinate the strategies identified in the Plan with other planning programs and mechanisms under its jurisdictional authority.
- 4) Will continue its support of the Mitigation Planning Committee as described within the Plan.
- 5) Will help to promote and support the mitigation successes of all participants in this Plan.
- 6) Will incorporate mitigation planning as an integral component of government and partner operations.
- 7) Will provide an update of the Plan in conjunction with the County no less than every five years.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026

Julie A Picard, Township Clerk

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

RESOLUTION #2026-84

Title: A RESOLUTION AMENDING CONFIRMATION OF OFFICIALS FOR JOINT INSURANCE FUND AND MUNICIPAL EXCESS LIABILITY FUND

WHEREAS, it is necessary for the Township to designate certain persons for the receipt of notices and processing of claims for the Joint Insurance Fund; and

WHEREAS, the Township is desirous of updating the records of the Atlantic County Municipal Joint Insurance Fund with changes.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the following persons are named in the capacity listed for the Joint Insurance Fund for 2026 and shall remain in said positions until changed by resolution:

Fund Commissioner	Amy Belasco
Alt. Fund Commissioner	Michael Laffey, Township Manager
Claims Coordinator	Georgia Dougherty
Safety Coordinator	Stephanie Fritsch
Township Clerk	Julie A. Picard

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.

Julie A. Picard, Township Clerk

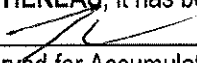
TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2026-85

Title: AUTHORIZING PAY OUT OF TERMINAL LEAVE

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that a revised payment due to Colleen Crippen in the amount of \$ 36,559.94 is authorized and chargeable to the Reserve for Accumulated Absences.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.

Julie A. Picard, Township Clerk

TOWNSHIP OF LOWER
RETIREMENT PAYOUT ANALYSIS
DATE:

EMPLOYEE: Crippen, Colleen
DATE OF RETIREMENT: 2/1/2026
DATE OF PAYMENT:
RESOLUTION #:

Annual Salary:	\$116,939.57
Hourly Rate:	\$64.25
Longevity	\$0.00

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	0.00	64.25	0.00
Personal	3.44	64.25	221.18
Sick	540.00	64.25	34,696.36
Vacation	19.08	64.25	1,225.74
Other	lieu of ins		416.67
Terminal Leave Payout			\$36,559.94

	(A)	(B)	(C)	(B * C)	(E)	A + D - E
	Carryover	Annual	5 weeks / 52 weeks	Prorated Time Due	Time Used	Hours to be paid
Comp	0.00	0.00	0.10		0.00	0.00
Personal	0.75	28.00	0.10	2.69	0.00	3.44
Sick	596.50	105.00	0.10	10.10	21.00	540.00
Vacation	2.25	175.00	0.10	16.83	0.00	19.08
						Days

Cashed out to 457(b) 300 HRS

Accrual and time used are current to 01/28/26 subject to change if time is used or not currently reported.

Employee Signature: _____

Date: _____

Treasurer's Signature: _____

Date: _____

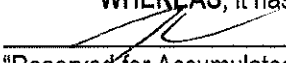
TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2026-86

Title: AUTHORIZING PAY OUT OF TERMINAL LEAVE

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that a revised payment due to Margaret Vitelli in the amount of \$ 11,897.68 is authorized and chargeable to the Reserve for Accumulated Absences.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.

Julie A. Picard, Township Clerk

TOWNSHIP OF LOWER
RETIREMENT PAYOUT ANALYSIS

DATE:

EMPLOYEE: Vitelli, Margaret
DATE OF RETIREMENT: 2/1/2026
DATE OF PAYMENT: _____
RESOLUTION #: _____

Annual Salary:	\$104,423.28
Hourly Rate:	\$57.38
Longevity	\$0.00

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	0.00	57.38	0.00
Personal	4.19	57.38	240.54
Sick	121.60	57.38	6,976.63
Vacation	81.58	57.38	4,680.51
Other			
Terminal Leave Payout			\$11,897.68

	(A)	(B)	(C)	(B * C) (D)	(E)	A + D - E (F)
	Carryover	Annual	5 weeks / 52 weeks	Prorated Time Due	Time Used	Hours to be paid
Comp	0.00	0.00	0.10		0.00	0.00
Personal	1.50	28.00	0.10	2.69	0.00	4.19
Sick	129.00	105.00	0.10	10.10	17.50	121.60
Vacation	64.75	175.00	0.10	16.83	0.00	81.58
						Days

Accrual and time used are current to 01/28/26 subject to change if time is used or not currently reported.

Employee Signature: _____

Date: _____

Treasurer's Signature: _____

Date: _____

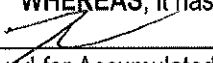
TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2026-87

Title: AUTHROIZING PAY OUT OF TERMINAL LEAVE

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that a revised payment due to Karen Wolf in the amount of \$ 5,603.23 is authorized and chargeable to the Reserve for Accumulated Absences.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.

Julie A. Picard, Township Clerk

TOWNSHIP OF LOWER
RETIREMENT PAYOUT ANALYSIS
DATE:

EMPLOYEE: Wolf, Karen
DATE OF RETIREMENT: 2/1/2026
DATE OF PAYMENT: _____
RESOLUTION #: _____

Annual Salary:	\$71,191.67
Hourly Rate:	\$39.12
Longevity	\$0.00

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	0.63	39.12	24.64
Personal	(6.06)	39.12	(236.95)
Sick	45.10	39.12	1,763.99
Vacation	103.58	39.12	4,051.55
Other			
Terminal Leave Payout			\$5,603.23

	(A)	(B)	(C)	(B * C) (D)	(E)	A + D - E (F)
	Carryover	Annual	5 weeks / 52 weeks	Prorated Time Due	Time Used	Hours to be paid
Comp	1.63	0.00	0.10		1.00	0.63
Personal	28.00	28.00	0.10	2.69	36.75	(6.06)
Sick	105.00	105.00	0.10	10.10	70.00	45.10
Vacation	126.00	175.00	0.10	16.83	39.25	103.58
						Days

Accrual and time used are current to 01/28/26 subject to change if time is used or not currently reported.

Employee Signature: _____

Date: _____

Treasurer's Signature: _____

Date: _____

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

RESOLUTION #2026-88

Title: APPROVING A PROFESSIONAL SERVICE CONTRACT WITH BLAUER ASSOCIATES FOR THE APPLICATION SUBMISSION AND ADMINISTRATIVE WORK FOR FY2026 SMALL CITIES PROJECT

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, Blauer Associates has provided a proposal for the application of the FY2026 Small Cities project; ADA Accessibility to Delaware Bay beaches, and administration, if needed; and

WHEREAS, the contract amount for the grant application for a 2026 Small Cities Project for ADA Accessibility for Delaware Bay beaches is One Thousand Eight Hundred (\$1,800.00) and the amount for the administration, if needed, is not to exceed Twenty Thousand Dollars (\$20,000); and

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

Appropriation: 01-20-100-299

Signature: 
James Craft, CFO

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Lower, County of Cape May, State of New Jersey, hereby approves a contract with Blauer Associates for the services herein described and that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution and that a notice of Award of Professional Service Contract for the above 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 February 2, 2026.

Julie A. Picard, Township Clerk



BLAUER ASSOCIATES



P.O. Box 363, Nescopeck, Pa. 18635

Tel: 570.520.4955

mblauer@evenlink.com

January 23, 2026

Michael Laffey, Township Manager
Lower Township
2600 Bay Shore Road
Villas, NJ 08251-1399

Re: DCA FY 2026 Project

Dear Mike;

I am enclosing two copies of my firm's proposal to assist the Township with a Fiscal Year 2026 Small Cities project. The 2026 funding round opened on January 16th with applications due March 11th.

The fee for application submission will be \$1,800. Post approval administrative work would again be applicable only if the grant is approved. The contract notes that administrative work is not to exceed 5% of the awarded grant (\$20,000 on a \$400,000 award) charged at the rate of \$200 per hour for professional time.

Contact my office if you have any questions on my contract proposal. If it is satisfactory please return one signed copy.

Sincerely,

Mark Blauer
President

Enclosures

AGREEMENT

BETWEEN

TOWNSHIP OF LOWER, NEW JERSEY

AND

MARK BLAUER, DBA BLAUER ASSOCIATES

This agreement entered into this _____ day of February 2026, by and between the Township of Lower, New Jersey, hereinafter called the "Municipality" and Mark Blauer, an individual doing business as Blauer Associates, hereinafter called the "Service Provider".

Whereas, the Municipality desires to engage the Service Provider to assist the Municipality in developing an application for assistance under the Fiscal Year 2026 New Jersey Small Cities Community Development Block Grant (CDBG) program and in administering such project, the following shall apply;

ARTICLE I: SCOPE OF SERVICES

Section A - Activities Prior to Application Submission

The Service Provider will assist the Municipality in conducting an analysis of local needs to determine which of several funds the Municipality should address its application. The analysis will seek to examine the Municipality's relative strengths and weaknesses under the review criteria which have been developed and made public as a document entitled "Final Statement For New Jersey's Administration of the Small Cities Community Development Block Grant Program". Based upon this analysis, the Service Provider will make its recommendations to the Municipality as to the type of application it should submit.

Section B - Application Services

Based upon the results of Section A of Article I above, the Service Provider will prepare the required application for funds from the state's Public Facilities Fund, in cooperation with the appropriate Municipal staff or its assigns, in accordance with the State's Fiscal Year 2026 Application Guide.

Section C - Post Approval Advisory and Monitoring Administrative Assistance

The Service Provider will perform the following services, contingent only upon the approval of the Small Cities Program application by the Department of Community Affairs.

Item 1 - Environmental Review Record

The Service Provider will conduct an Environmental Assessment process necessary to comply with the National Environmental Policy Act (NEPA).

Such services will include:

- a. Researching local environmental conditions with respect to the CDBG project;
- b. Conducting an Environmental Impact Assessment in accordance with regulations implementing NEPA established by HUD or DCA, as appropriate;
- c. Discussing possible project modifications, where appropriate, with the Municipality so as to minimize potentially adverse environmental impacts;
- d. Making the appropriate level of clearance finding;
- e. Preparing the written Environmental Review Record to document the level of clearance finding;
- f. Where the level of clearance finding does not require an Environmental Impact Statement, the Service Provider may prepare newspaper notices and HUD "Request for Release of Funds and Certification Form" and assist in the publication and distribution of same;
- g. Environmental review services do not include completion of Environmental Impact Statements as may be required by NEPA or by State regulations such as those of CAFRA.

Item 2 - Accounting System

The Service Provider will assist in establishing an accounting system in accordance with Federal and State standards.

Item 3 - Construction Contractor Selection and Labor Standards Compliance (applicable to Public Facilities Fund projects):

The Service Provider will assist the Municipality in the following areas:

- a. Assistance in coordination activity with the local engineer for preparation of bid specifications;

- b. Assistance in examining the proposed bid specifications to determine that language complies with all required Federal and State statutes;
- c. Assistance in preparing and publishing the proper legal advertising;
- d. Assistance in securing DCA approval of selected contractor(s);
- e. Assistance in the arranging and conducting of preconstruction conferences including preparation of preconstruction minutes;
- f. Assistance securing labor standards and equal opportunity documentation from contractor(s);
- g. Assistance in maintaining construction records including the following:
 - I. Contractors Certification with respect to Davis-Bacon, Equal Opportunity, and other Federal Statutory requirements;
 - ii. Payroll Compliance forms;
 - iii. Employee Interview forms;
 - iv. Copies of inspection reports from the Construction Inspector;
 - v. Labor Officer Reports;
 - vi. Correspondence with respect to violation of standards.
- h. As required, supply the Municipality with appropriate labor standards and equal opportunity forms, posters, etc.
- I. Assistance in monitoring the compliance of contractors with respect to the following:
 - I. Davis-Bacon Act;
 - ii. Contract Work Hours and Safety Standards Act;
 - iii. Copeland Act;
 - iv. Section 3 of the Housing and Urban Development Act of 1968;
 - v. Executive Order 11246.

Item 4 - Professional Contractor Selection

The Service Provider will assist the Municipality in the selection of professional service contractors in accordance with OMB Circular A-102, Attachment "O".

Item 5 - Assistance in Performance Reporting

The Service Provider will assist the Municipality in the research for and preparation of grant performance reports as may be required by the Department of HUD or DCA. These reports will include but are not limited to the following:

- Monthly Fiscal Monitoring Report
- Monthly Program Progress Report
- Monthly Matching Funds Report
- Monthly Contract and Subcontract Activity Report
- Monthly Fiscal Monitoring Report/Payment Voucher

Item 6 - DCA Monitoring Sessions

The Service Provider will assist the Municipality at monitoring visits and attend meetings with DCA staff at Trenton as necessary.

Item 7 - Grant Close-out Procedures

The Service Provider will coordinate the Activity necessary to accomplish the audit upon completion of the project and also prepare the necessary project completion forms.

ARTICLE II: PAYMENT FOR ARTICLE I SERVICES

The TOWNSHIP agrees to pay the Service Provider a fee of \$1,800.00 for Article I, Section A and B services. Such fee is due upon execution of this agreement.

Services under Article I, Section C shall be compensated upon the basis of invoices submitted monthly describing the services performed and the hourly rate and number of hours taken to perform the service. Invoices will list an hourly fee of \$200.00 for professional time.

It is understood and agreed that total compensation for Article I, Section C services shall not exceed 5% of the approved Small Cities grant. Services for Article I, Section C are applicable only if a Small Cities CDBG grant is approved by the NJ Department of Community Affairs.

ARTICLE III: TERM OF SERVICE

The termination date of this agreement will coincide with the Department of Community Affairs' grant agreement with the Municipality ending date or December 31, 2028, whichever date is later.

ARTICLE IV: TERMINATION OF SERVICE FOR CAUSE

If, through any cause, the Service Provider shall fail to fulfill in a timely and proper manner his obligations under this agreement, or if the Service Provider shall violate any of the covenants, agreements, or stipulations of this agreement the Municipality shall, thereupon, have the right to modify, suspend or terminate this agreement by giving written notice to the Service Provider and specifying the effective date thereof, at least five days before the effective date of such suspension, modification, or termination.

IN WITNESS THEREOF, the parties hereto executed this agreement on the day and year first written above.

TOWNSHIP OF LOWER, NEW JERSEY
MUNICIPALITY

BY: _____
Frank Sippel, Mayor

WITNESS:

MARK BLAUER, dba BLAUER ASSOCIATES
SERVICE PROVIDER

BY: Mark Blauer
Mark Blauer, President

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

RESOLUTION #2026-89

Title: **APPROVAL OF CHANGE ORDER #1 AUTHORIZING ADDITIONAL SERVICES FOR STATE CONTRACT TO INSIGHT PUBLIC SECTOR FOR THE PROVISION OF OPENGOV SOFTWARE AND RELATED SERVICES FOR ONLINE BID PROCUREMENT (CONTRACT NO. T3121)**

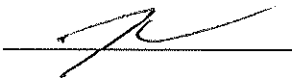
WHEREAS, Insight Public Sector for OpenGov was awarded a Professional Service Contract and approved by Resolution #2025-218 on June 2, 2025 to provide OpenGov Procurement for the Township of Lower for \$112,395.43; and

WHEREAS, OpenGov through Insight Public Sector has provided a proposal for additional support services for an additional 3 years in the amount \$16,175.76; and

WHEREAS, the Township Council desires to approve the Change Order #1 and the CFO has certified the availability of funds by his signature in the budget as follows:

Appropriation Ord#25-12 C-04-55-442-910

CFO Signature



NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Change Order #1 for \$16,175.76 to Insight Public Sector for Open Gov is hereby approved to increase the contract total to \$128,571.19.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
WAREHAM						
ROY						
COOMBS						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.

Julie A. Picard, Township Clerk

OpenGov Expert Services Proposal @ Lower Township, NJ

OpenGov Proposal - Expert Services			
Subscription Year	Months	Software	Annual Total
Feb 1, 2026 - Dec 31, 2026	11	\$4,998.13	\$4,998.13
Jan 1, 2027 - Dec 31, 2027	12	\$5,452.50	\$5,452.50
Jan 1, 2028 - Dec 31, 2028	12	\$5,725.13	\$5,725.13

OpenGov Pricing Includes:

- Procurement Expert Services (Elevate) to ensure long-term success of the Township

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

RESOLUTION #2026-90

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

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

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

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

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

WHEREAS, the annual license issued to Sea and Leaf, LLC will expire on March 6, 2026, and Sea and Leaf, LLC has submitted the requisite application and fee to the Township of Lower, requesting the renewal of the Class 5 Cannabis Retail License for an additional year; and

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

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

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

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

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.

Julie A Picard, Township Clerk

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

ORDINANCE #2026-02

Title: AN ORDINANCE AMENDING CHAPTER 7, TRAFFIC, OF THE CODE OF THE TOWNSHIP OF LOWER TO EXPLICITLY PROHIBIT PARKING IN FRONT OF PUBLIC OR PRIVATE DRIVEWAYS, DRIVEWAY APRONS, CURB CUTS, OR ACCESS POINTS

WHEREAS, in accordance with N.J.S.A. 39:4-197, municipalities are afforded the authority to regulate traffic and parking on municipal public rights-of-way throughout their jurisdiction; and

WHEREAS, Chapter 7, Traffic, Article I, General Provisions, of the Code of the Township of Lower establishes regulations associated with traffic and parking throughout the Township of Lower; and

WHEREAS, N.J.S.A. 39:4-138 currently prohibits the stopping, standing, or parking of vehicles in front of public or private driveways and curb cuts; and

WHEREAS, the Township Council finds that expressly codifying these prohibitions within Chapter 7 of the Township Code will assist law enforcement officials in the consistent and effective enforcement of parking regulations; and

WHEREAS, prohibiting parking in front of public or private driveways, driveway aprons, curb cuts, or access points will enhance traffic safety, eliminate recurring parking conflicts, and improve visibility for motorists and pedestrians on narrow and congested Township streets; and

WHEREAS, ensuring unobstructed access to public or private driveways, driveway aprons, curb cuts, or access points is essential to facilitating emergency vehicle access and protecting the health, safety, and welfare of Township residents.

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

Section 1. Chapter 7, Traffic, Article I, General Provisions, § 7-3, Parking, specifically Subparagraph 7-3.1, is hereby amended and restated as follows:

ARTICLE I General Provisions

§ 7-3 Parking.

7.3.1 Regulations not exclusive. The provisions of this chapter regulating parking, including those imposing time limits or location-based restrictions, shall not relieve any person of the duty to observe other more restrictive provisions prohibiting or limiting the stopping, standing, or parking of vehicles as set forth in N.J.S.A. 39:4-138, any other applicable New Jersey statute, or as hereinafter provided.

A. In addition to, and consistent with the restrictions outlined within N.J.S.A. 39:4-138 and any other applicable provision of State law, the following actions are expressly prohibited:

- i. No person shall stop, stand, or park a vehicle, whether attended or unattended, in front of, across, or in such manner so as to obstruct any public or private driveway, driveway apron, curb cut, or access point, except as may be necessary to avoid conflict with other traffic or in compliance with the directions of a law enforcement officer or official traffic control device.

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

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

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

Thomas Conrad, Councilmember

Joseph Wareham, Councilmember

Roland Roy, Jr., Councilmember

Kevin Coombs, Deputy Mayor

Frank Sippel, Mayor

First Reading:

Adopted:

Attest: _____
Julie A. Picard, Township Clerk

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

RESOLUTION #2026-91

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

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

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

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

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

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

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, assembled in public session on February 2, 2026 that an Executive Session closed to the public shall be held on this date at approximately _____ in the Conference Room of the Township Hall, 2600 Bayshore Road, Villas for the discussion of matters relating to the specific items designated above.

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.

Julie A Picard, Township Clerk