

**WORK SESSION AND REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL**  
**December 5, 2022 – 7:00 pm.**

**Meeting called to order**

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

**Work Session**

Proclamation - Supporting the *Drive Sober or Get Pulled Over 2022 Year End Holiday Crackdown*

**Consent Agenda**

Approval of State's Firemen's Association Membership Application – J.Reed – Villas Vol Fire Co  
Approval of minutes – November 21, 2022  
Res. #2022-371 Authorization for the payment of vouchers \$ 810,530.60  
Res. #2022-372 Authorization for Refund of Taxes  
Res. #2022-373 Approval of Change Order #1 to Keith Bonchi, GMS Law as Tax Foreclosure Attorney (\$5,000)  
Res. #2022-374 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (2022 Drive Sober or Get Pulled Over)  
Res. #2022-375 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (National Opioid Settlement \$7,461.95)  
Res. #2022-376 Various Appointments to the Planning Board  
Res. #2022-377 Approving a Professional Service Contract with DeBlasio & Associates for the Survey and Engineering Design Phase – Reconstruction of Carriage Lane, Briarwood Drive, Bridle Path, Paddock Lane, Timber Lane and Trotter Way – LT-C-032 (\$155,000)  
Res. #2022-378 Authorization for the Payout of Accumulated Sick Time (L.Read \$10,620.11)  
Res. #2022-379 Transfer of 2022 Appropriations  
Res. #2022-380 Certification of Lot Clearing Charges to the Tax Collector  
Res. #2022-381 Authorization for the Payout of Accumulated Compensatory Time (A.Hegerty \$2,691.51)

**Regular Agenda**

**Ordinance #2022-12;** An Ordinance Amending Chapter 432, Mercantile Licenses, to Modify the License Term Associated with Rental Unit Mercantile Licenses. This Ordinance has been published, posted and made available to the public

**Ordinance #2022-13** – Salary and Benefit Ordinance for the Township of Lower. This Ordinance has been published, posted and made available to the public

**Ordinance #2022-14** Re-Appropriation Ordinance of the Township of Lower, in the County of Cape May, State of New Jersey, Providing for Various Road Improvements and Re-Appropriating \$497,414.23 of Excess Bond Proceeds from Bond Ordinance 2019-09 to Finance the Cost Thereof. This Ordinance has been published, posted and made available to the public

**Monthly Report**

Finance

**Public Comment**

**Council Comments**

**Adjourn**

# Proclamation

## Supporting the *Drive Sober or Get Pulled Over 2022 Year End Holiday Crackdown*

**Whereas**, approximately one-third of all fatal traffic crashes in the United States involve impaired drivers; and

**Whereas**, impaired driving crashes killed 11,654 people in the United States in 2020; and

**Whereas**, impaired driving crashes cost the United States almost \$44 Billion a year; and

**Whereas**, during the past five years New Jersey's roadways experienced 33,798 crashes and 662 fatalities involving impaired drivers; and

**Whereas**, an enforcement crackdown is planned to combat impaired driving; and

**Whereas**, the year end holiday season is traditionally a time for social gatherings which include alcohol; and

**Whereas**, the State of New Jersey, Division of Highway Traffic Safety, has asked law enforcement agencies throughout the state to participate in the *Drive Sober or Get Pulled Over 2022 Year End Holiday Crackdown*; and

**Whereas**, the project will involve increased impaired driving enforcement from December 2, 2022 through January 1, 2023; and

**Whereas**, an increase in impaired driving enforcement and a reduction in impaired driving will save lives on our roadways;

**Therefore**, be it resolved that the Township of Lower declares its support for the *Drive Sober or Get Pulled Over 2022 Year End Holiday Crackdown* from December 2, 2022 through January 1, 2023 and pledges to increase awareness of the dangers of drinking and driving.

## COUNCIL MEETING MINUTES – November 21, 2022

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on November 21, 2022 at 7:00 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 Kevin Coombs  
Councilmember Roland Roy, Jr.  
Deputy Mayor David Perry  
Mayor Frank Sippel

Also present: Michael Laffey, Township Manager, David Stefankiewicz, Township Solicitor and Karen Fournier, Deputy Township Clerk

### Work Session

Office of Emergency Management Briefing

Ed Donahue, Township OEM Coordinator, shared his annual report with Council. See report attached.

Mayor Sippel thanked Mr. Donahue for his work and inquired about Fare Free Transportation for the warming centers. Mr. Donahue responded.

Councilmember Conrad commended Mr. Donahue on his work.

### Consent Agenda

Approval of Minutes – November 7, 2022

Res. #2022-356 Authorization for the payment of vouchers \$ 339,695.06

Res. #2022-357 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Sustainable Communities Environmental Stewardship grant \$5,000)

Res. #2022-358 Authorization for Refund Tax

Res. #2022-359 Appointment to Recreation Advisory Board (E.Collins)

Res. #2022-360 A Resolution Authorizing a Shared Service Agreement with the County of Cape May for Fleet Maintenance Services

Res. #2022-361 Approval for Lower Township Ferry Merry Christmas

Res. #2022-362 Award of Professional Service Contract Without Public Bidding to Wizards Festival of Fun for Entertainment at the Ferry Merry Christmas Event December 18, 2022 (\$6,450.00)

Res. #2022-363 Approval for 2022 Christmas Parade

Res. #2022-364 A Resolution Amending Manager Michael Laffey's Agreement with the Township of Lower

Res. #2022-365 Authorizing the Assignment of Tax Sale Certificate

Res. #2022-366 Affidavit of Assignment Posting and Publishing

Res. #2022-367 Transfer of 2022 Appropriations

Res. #2022-368 Authorization for the Payout of Accumulated Compensatory Time (K. O'Brien \$6,574.30)

Res. #2022-369 Authorization for the Payment of College Credits ( \$36,150.)

Res. #2022-370 Authorization for 2022 Incentive Award for Insurance Waiver (\$51,666.67.)

**Ordinance #2022-14** Re-Appropriation Ordinance of the Township of Lower, in the County of Cape May, State of New Jersey, Providing for Various Road Improvements and Re-Appropriating \$497,414.23 of Excess Bond Proceeds from Bond Ordinance 2019-09 to Finance the Cost Thereof. This is the first reading of this Ordinance. The second reading and public hearing has been scheduled for December 5, 2022.

**Ordinance #2022-15** An Ordinance Amending Chapter 400, Land Development, of the Code of the Township of Lower, to Create An Overlay Zoning District in the GB-1 Zone to Govern Class 5 Cannabis Retail Licenses and Class 6 Cannabis Delivery Licenses. This is the first reading of this Ordinance. The second reading and public hearing has been scheduled for December 19, 2022.

On the Consent Agenda:

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

**Regular Agenda**

**Engineer Report**

Marc DeBlasio, Township Engineer, gave an update on the current projects being handled by DeBlasio & Associates, including: Cloverdale, Evergreen and Spruce Storm Sewer Improvements; Reconstruction of Mowery, Harvard, Peters Rd. and Howland Avenues; Reconstruction of Fire Lane; Diamond Beach Park Improvements; Replacement of Various Pavillions; Municipal Pool Renovations; and Storm Sewer Outfalls in Villas. Mr. DeBlasio wished everyone a Happy Thanksgiving.

**Manager's Report** – no report given

**Monthly Report** -

Clerk, Construction, Dog, Tax, Vital

**Public Comment** – no comments

**Council Comments**

Mayor Sippel announced the Tree Lighting Ceremony and the Rotary Christmas Parade. He also commented on a productive meeting with residents from Holly Estates, and wished everyone a Happy Thanksgiving.

Deputy Mayor Perry commented in favor of engineering project getting done and thanked Mr. DeBlasio for his work. He also wished everyone a Happy Thanksgiving.

Councilmember Roy thanked Mr. DeBlasio and Mr. Donahue for their comprehensive reports and wished everyone a Happy Thanksgiving.

Councilmember Coombs congratulated Councilmembers Conrad and Roy on the election and wished everyone a Happy Thanksgiving.

Councilmember Conrad commented on infrastructure projects and wished everyone a Happy Thanksgiving.

**Adjournment**

There being no further business to address, motion to adjourn moved by Councilmember Coombs, seconded by Councilmember Conrad. Motion to adjourn was unanimous. Meeting adjourned at 7:14 p.m.

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

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

Approved:



Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00825	COMCAST*								
				Continued					
		22-02991	11/30/22	INTERNET(ALL) 11/15-12/14/22	Open	<u>1,363.79</u>	0.00		
						1,495.05			
01075	COPIERS PLUS*								
		22-02959	11/28/22	9/5-11/19/22 COPIER OVERAGES	Open	410.62	0.00		
01125	MARGARET CROMPTON								
		22-00072	01/10/22	22 CONTRACTUAL REIMBURSEMENT M	Open	100.00	0.00		
01200	DELTA DENTAL PLAN OF NJ								
		22-02983	11/30/22	OCT 22 DENTAL CLAIMS	Open	7,247.90	0.00		
		22-02984	11/30/22	NOV 22 DELTA ADMIN	Open	<u>1,362.20</u>	0.00		
						8,610.10			
01246	ROCCO SANSONE								
		22-02952	11/28/22	2022 FALL SOCCER OFFICIAL	Open	160.00	0.00		
01267	EDWARD DONOHUE								
		22-02903	11/22/22	CONTRACTUAL REIMBURSEMENT M	Open	91.17	0.00		
01269	DISCOUNT HYDRAULICS*								
		22-02866	11/17/22	HYDRAULIC HOSE	Open	162.58	0.00		
01389	EDDIE'S AUTO BODY*								
		22-02892	11/21/22	VEHICLE REPAIR #120	Open	5,670.60	0.00		
01502	PAMELA FELDER								
		22-01990	08/09/22	CONTRACTUAL REIMBURSEMENT M	Open	160.00	0.00		B
01653	GENTILINI FORD*								
		22-02834	11/17/22	PATS FOR TRUCKS/DPW	Open	197.45	0.00		
		22-02961	11/28/22	MATERIALS FOR VEHICLES/DPW	Open	<u>980.86</u>	0.00		
						1,178.31			
01657	GOPHER SPORT*								
		22-02897	11/21/22	BASKETBALLS	Open	355.49	0.00		
01690	GRANTURK EQUIPMENT CO*								
		22-02631	11/02/22	TUBE FOR SEWER VAC/DPW	Open	1,053.79	0.00		
01741	GENTILINI CHEVROLET, LLC*								
		22-01035	04/21/22	PARTS FOR TRUCKS/DPW/JUNE	Open	546.09	0.00		
		22-02954	11/28/22	PARTS FOR VEHICLES/DPW	Open	<u>1,826.48</u>	0.00		
						2,372.57			
01768	ROBERT HARTMAN JR								
		22-02970	11/29/22	CONTRACTUAL REIMBURSEMENT V	Open	253.40	0.00		
01956	IMPACT TECHNOLOGY SOLUTIONS*								
		22-02619	11/01/22	COURT ANNUAL SERVICE AGREEMENT	Open	1,260.00	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
02013	NICKOLAUS CONSTRUCTION CO*								
		22-02646	11/04/22	EXISTING HOCKEY RINK FREEMAN	Open	4,000.00	0.00		
02027	JESCO INC*								
		22-02871	11/17/22	PARTS FOR BACKHOE	Open	1,677.26	0.00		
02108	KEEN COMPRESSED GAS CO*								
		22-02860	11/17/22	COMPRESSED GAS/DPW	Open	124.11	0.00		
02247	LAWSON PRODUCTS, INC.*								
		22-02605	10/27/22	SUPPLIES/DPW	Open	699.40	0.00		
02538	MARSH & MCLENNAN AGENCY, LLC*								
		22-00069	01/10/22	RES 2022-12 MONTHLY DNE\$43517.	Open	3,626.41	0.00		
02541	ROBERT D. MARTIN, JR								
		22-02901	11/22/22	CONTRACTUAL REIMBURSEMENT 2022	Open	5,714.40	0.00		
02607	MICHAEL MAJANE								
		22-02992	11/30/22	CONTRACTUAL REIMBURSEMENT V	Open	417.00	0.00		
03026	NJ STATE HEALTH BENEFITS								
		22-02964	11/28/22	NJSHBP DEC ACTIVE	Open	201,676.29	0.00		
		22-02965	11/28/22	NJSHBP DEC 22 RETIREES	Open	95,250.78	0.00		
						296,927.07			
03090	NJSACOP - ALUMNI ASSOC								
		22-02124	08/30/22	TRAINING 9/8/22 - 9/9/22	Open	299.00	0.00		
		22-02147	08/31/22	TRAINING 11/28/22	Open	500.00	0.00		
						799.00			
03109	TRU GREEN CHEMLAWN								
		22-01023	04/20/22	AERATION & SLICE SEEDING	Open	3,240.00	0.00		
03160	OFFICE BASICS, INC*								
		22-01934	08/03/22	OFFICE FURNITURE	Open	36,232.34	0.00		
03280	PARAMOUNT SANITARY SUPPLY*								
		22-02846	11/17/22	BLACK TRASH BAGS	Open	690.00	0.00		
03321	PATRICK MARTIN, ESQ								
		22-02938	11/23/22	COURT CONFLICT PROSECUTOR	Open	250.00	0.00		
03387	POGUE INC. *								
		22-02858	11/17/22	SAFETY AND HEALTH/DPW	Open	133.00	0.00		
03460	V.E. RALPH & SON, INC.*								
		22-02575	10/27/22	DEFIBTECH BATTERY PACKS	Open	1,014.00	0.00		
03518	RIGGINS, INC.*								
		22-02686	11/09/22	DIESEL OFF HIGHWAY/DPW	Open	1,925.32	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03518	RIGGINS, INC.*				Continued				
		22-02956	11/28/22	DIESEL/DPW	Open	<u>2,273.87</u>	0.00		
						4,199.19			
03537	RUTGERS, THE STATE UNIVERSITY*								
		22-00855	04/07/22	M VITELLI RUTGERS 4/26-28/22	Open	508.00	0.00		
03611	SERVICE TIRE TRUCK CENTERS*								
		22-02836	11/17/22	TIRES/RDS/SANT/RECY/DPW	Open	4,643.31	0.00		
03687	SOUTH JERSEY WRESTLING ASSOC.*								
		22-02927	11/23/22	LEAGUE FEES **SEE NOTE**	Open	500.00	0.00		
03692	SOUTH JERSEY GAS CO*								
		22-02989	11/30/22	10/20-11/19/22 NATURAL GAS	Open	2,748.95	0.00		
03810	MUNICIPAL UTIL AUTH USAGE COST								
		22-02926	11/23/22	WATER 4/15-7/15/22	Open	3,528.43	0.00		
03820	MUNICIPAL UTIL. AUTH ON CALL								
		22-02966	11/28/22	REIMBURSEMENT HALF/ TOTAL BILL	Open	453.11	0.00		
03844	GIACOMO TROMBETTA								
		22-02902	11/22/22	CONTRACTUAL REIMBURSEMENT M	Open	51.00	0.00		
		22-02973	11/29/22	CONTRACT REIMBURSEMENT	Open	<u>4,082.40</u>	0.00		
						4,133.40			
03899	UPS								
		22-02861	11/17/22	SHIPPING CHARGED TO P-CARD	Open	44.14	0.00		PC1
03904	LOWE'S HOME CENTER INC*								
		22-02505	10/17/22	Supplies for Haunted Trails	Open	2,393.11	0.00		
		22-02508	10/20/22	SUPPLIES FOR HAUNTED TRAILS	Open	167.64	0.00		B
		22-02594	10/27/22	MATERIALS/DPW	Open	<u>33.44</u>	0.00		
						2,594.19			
03915	TURF EQUIPMENT & SUPPLY CO*								
		22-02867	11/17/22	BLADE-HI GLOW	Open	138.90	0.00		
		22-02955	11/28/22	SUPPLIES FOR VEHICLES	Open	<u>183.24</u>	0.00		
						322.14			
03958	DEBORAH VAN MOURIK								
		22-02917	11/22/22	CONTRACTUAL REIMBURSEMENT M	Open	237.88	0.00		
03969	VERIZON								
		22-02958	11/28/22	LANDLINES 11/13-12/12/22	Open	43.45	0.00		
03985	VILLAS NAPA AUTO PARTS								
		22-02838	11/17/22	RDS/SANT/REC/DPW	Open	1,028.43	0.00		
03992	VAL-U AUTO PARTS LLC*								
		22-02837	11/17/22	RDS/SANT/RECY/DPW	Open	2,514.93	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03994	MARGARET VITELLI	22-02969	11/28/22	LEAGUE TRAVEL	Open	58.38	0.00		
04097	CINTAS FIRST AID AND SAFETY*	22-02870	11/17/22	FIRST AIDE SUPPLIES/DPW	Open	67.69	0.00		
		22-02884	11/17/22	MEDICALCABINET REFILL	Open	35.37	0.00		
						103.06			
04266	NJ DEPT OF HEALTH&SENIOR SVCS	22-02946	11/23/22	DOG REPORT OCT, 2022	Open	33.00	0.00		
04301	SEASHORE ASPHALT CORPORATION*	22-02040	08/17/22	ASOHALT/PATCH/RDS/DPW	Open	950.17	0.00		
5055	MATTHEW GAMBLE	22-02993	11/30/22	CONTRACTUAL REIMBURSEMENT V	Open	139.75	0.00		
6059	USABLE LIFE	22-02953	11/28/22	DEC LIFE INS	Open	774.40	0.00		
6071	UNITED UNIFORMS LIMITED LIAB*	22-02645	11/04/22	TACTICAL PULLOVERS	Open	5,200.00	0.00		
7098	SHORE VETERINARIAN ANIMAL *	22-00071	01/10/22	RES #22-29 ANIMAL CONT DNE\$57K	Open	4,750.00	0.00		
		22-02849	11/17/22	OCT 2022 ANIMAL CONTROL	Open	525.00	0.00		
						5,275.00			
7196	LAUREN HUGGINS SUIT*	22-00068	01/10/22	RES22-09 PUBLIC INFO DNE\$16280	Open	1,356.63	0.00		
7199	STAPLES CREDIT PLAN-INSTORE PU	22-02535	10/25/22	OFFICE SUPPLIES	Open	481.81	0.00		
		22-02590	10/27/22	10/26/22 PAPER TOWNHALL	Open	304.90	0.00		
						786.71			
7354	FLEETPRIDE INC.*	22-02596	10/27/22	SUPPLIES FOR TRUCKS/DPW	Open	747.50	0.00		
7386	COREY SCHEID	21-01467	06/11/21	EQUIPMENT ALLOWANCE 2021	Open	150.00	0.00		
7387	ERIC DANZE	21-01432	06/11/21	EQUIPMENT ALLOWANCE 2021	Open	150.00	0.00		
		22-00868	04/07/22	EQUIPMENT ALLOWANCE 2022	Open	28.90	0.00		B
						178.90			
7507	STEFANKIEWICZ & BELASCO LLC*	22-00062	01/10/22	RES 2022-01 DNE\$34K MONTHLY	Open	2,833.37	0.00		
7618	MEGONIGAL ELECTRIC LLC*	22-02819	11/14/22	ELECTRICAL PANEL FOR CONCERT	Open	2,450.00	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7689	GOVERNMENT FORMS AND SUPPLIES*								
		22-02633	11/02/22	Yard Sale Permits/Mayor Cards	Open	230.00	0.00		
7929	AMAZON CAPITAL SERVICES, INC*								
		22-02626	11/02/22	FS office supplies, shelves	Open	789.46	0.00		
8039	CAPE MAY RUNNING LLC								
		22-02616	11/01/22	RETURN OF UNUSED ESCROW	Open	1,041.87	0.00		
8403	ANDREA IAPALUCCI *								
		22-02627	11/02/22	Lot Clearing 24 Heron Way	Open	375.00	0.00		
8448	STAR GENERAL CONTRACTING *								
		22-02267	09/15/22	FALL SOCCER -HOFFMAN PARK	Open	98.00	0.00		
8524	FRED M SCHIAVONE CONSTRUCTION*								
		22-01967	08/08/22	STORM SEWER CLOVERDALE, EVERG	Open	205,652.36	0.00		
		22-02051	08/17/22	CO 1 CLOVERDALE RES 22-270	Open	23,279.43	0.00		B
						228,931.79			
8575	FAMILY AUTO GLASS								
		22-02887	11/21/22	WINDSHIELD# 120	Open	950.00	0.00		
8721	BLANEY, DONOHUE, & WEINBERG PC								
		22-00067	01/10/22	RES 2022-06 PROSECUT DNE\$42500	Open	3,541.74	0.00		
8859	SHERWOOD LOCK & KEY								
		22-02582	10/27/22	CHANGE LOCKS @ CLEM MULLIGAN	Open	813.00	0.00		
8861	WITMER PUBLIC SAFETY GROUP INC								
		22-02477	10/17/22	HORNADY RAPID SAFE AR GUN LOCK	Open	678.00	0.00		
8863	FLYMOTION LLC								
		22-02522	10/25/22	UTAC 2022 CONFERENCE	Open	1,998.00	0.00		
8880	DAVID MATAGIESE								
		22-02833	11/17/22	REIMBURSEMENT-COACH	Open	65.38	0.00		
8881	HEBA KOHEIL								
		22-02839	11/17/22	REIMBURSEMENT- FALL SOCCER	Open	25.00	0.00		
8882	THOMAS & JOANNE MORAN								
		22-02840	11/17/22	b-215 1-10 MORAN	Open	841.43	0.00		
8911	RICHARD BUCK								
		22-02933	11/23/22	B-524 L-37 BUCK	Open	630.00	0.00		
8915	LISA ISENBERG								
		22-02944	11/23/22	REFUND PAYMENT OF SHORT TERM R	Open	150.00	0.00		
8916	TYLER DESHIELDS								
		22-02972	11/29/22	CONTRACT REIMBURSEMENT V	Open	385.00	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
BLAUE	BLAUER ASSOCIATES INC*	22-02882	11/17/22	2023 SCPF APPLICATION CONSULT	Open	1,500.00	0.00		B
DOUGHE	MARK DOUGHERTY	22-02994	12/01/22	2022 FALL SOCCER OFFICIAL	Open	375.00	0.00		
DOUGHERT	GEORGIA DOUGHERTY	22-02979	11/30/22	CONTRACTUAL REIMBURSEMENT M	Open	255.00	0.00		
FATH	WILLIAM FATH	22-02947	11/23/22	2022 FALL SOCCER OFFICIAL	Open	515.00	0.00		
FOURNIER	KAREN FOURNIER	22-02967	11/28/22	REIMB - LEAGUE OF MUNICIPALITI	Open	132.75	0.00		
MSBROWN	MS BROWN	22-02873	11/17/22	RANGE TROPHY	Open	120.00	0.00		
SEASH	SEASHORE COMMUNITY CHURCH	22-02648	11/04/22	WARMING CENTER 1/22-4/22	Open	11,666.66	0.00		
Total Purchase Orders:		118	Total P.O. Line Items:		0	Total List Amount:	809,180.60	Total Void Amount:	0.00

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

RESOLUTION #2022-371

Title: **AUTHORIZING THE PAYMENT OF VOUCHERS**

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
EZ PASS	10/16/22 REPLENISH	\$300.00
PSI SERVICES LLC	FAA EXAM VOUCHER	\$1050.00

TOTAL Manual Checks \$1350.00

TOTAL Computer Generated \$809,180.60

TOTAL BILL \$810,530.60

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
COOMBS						
ROY						
PERRY						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on DEC ,5 ,2022.

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

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

**RESOLUTION #2022-372**

Title: **AUTHORIZATION FOR REFUND OF TAXES**

**WHEREAS**, the Township Tax Collector has certified an overpayment due to the reasons listed below; and

**WHEREAS**, a refund is due.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the CFO/Treasurer be and the same is authorized and directed to refund the overpayments according to the Tax Collector's certification on file with the CFO/Treasurer.

<u>Block</u>	<u>Lot</u>	<u>Refund To</u>	<u>Reason</u>	<u>Tax</u>
524	37	Richard Buck 9 Cedarbrook Rd	Mortgage Co is Responsible	\$ 630.00
168	19	Joseph Ferry, Jr. 21 Matthews Ave	Exempt Veteran/Vet & S/C Ded 10/31/22	\$ 460.05
494.45	5	Walter Craig 3105 Butternut Rd	Exempt Veteran/Vet Ded 10/28/22	\$ 1,000.01
512.04	2879	Kevin Gormley 4006 Shore Drive	Exempt Veteran 10/7/22	\$ 2,732.58
215	10	Thomas Moran 23 Maryland Avenue	Sold Property – didn't change ACH	\$ 841.43

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 5, 2022.

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

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

RESOLUTION #2022-373

Title: APPROVAL OF CHANGE ORDER #1 TO KEITH BONCHI, GMS LAW AS TAX FORECLOSURE ATTORNEY

WHEREAS, Keith Bonchi, Esq. GMS Law was awarded on January 19, 2022 by Resolution #2022-64 as Tax Foreclosure Attorney for the Township of Lower for an amount not to exceed \$ 10,000.00 and

WHEREAS, Keith Bonchi, Esq, GMS Law has provided a proposal for Change Order #1 for continuing services of ongoing foreclosures in an amount of not to exceed \$5,000; and

WHEREAS, the Township Council desires to approve the additional expense requested and the CFO has certified the availability of funds as evidenced by her signature below:

Appropriation: 2-01-20-145-391

Signature: Lauren Read  
Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Change Order #1 attached hereto in the increase amount of \$5,000.00 for continuing services and the total is now increased to not to exceed \$15,000.00.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 5, 2022.

Julie A Picard, Township Clerk

**KEITH A. BONCHI**  
Attorney at Law

EMAIL: [kbonchi@gmslaw.com](mailto:kbonchi@gmslaw.com)

# GMS LAW

ATTORNEYS

**GOLDENBERG • MACKLER • SAYEGH  
MINTZ • PFEFFER • BONCHI • GILL**

A PROFESSIONAL CORPORATION

660 NEW ROAD, FIRST FLOOR, NORTHFIELD, NEW JERSEY 08225  
PHONE: (609) 646-0222 | FAX: (609) 646-0887

Please Reply To: Northfield

[www.gmslaw.com](http://www.gmslaw.com)  
TAX ID #22-1980737

**ATLANTIC CITY**  
1030 ATLANTIC AVENUE  
ATLANTIC CITY, NJ 08401  
PHONE: (609) 344-7131  
FAX: (609) 347-6024

**RIO GRANDE**  
THE HERALD BUILDING  
1508 ROUTE 47 SOUTH, SUITE 3  
RIO GRANDE, NJ 08242  
PHONE: (609) 886-4333  
FAX: (609) 886-9441

**VINELAND**  
1170 EAST LANDIS AVENUE  
VINELAND, NJ 08360  
PHONE: (856) 839-0953  
FAX: (856) 839-0959

December 1, 2022

VIA 1<sup>st</sup> CLASS MAIL &  
EMAIL: [kbrown@townshipoflower.org](mailto:kbrown@townshipoflower.org)

Kathy Brown, CTC  
Township of Lower  
2600 Bayshore Road  
Villas, NJ 08251

RE: **Proposal for additional work for *in rem* foreclosures**  
**Our File No: 68903-1**

Dear Ms. Brown:

Pursuant to your request, please accept this letter as a proposal for an additional \$5,000.00 worth of legal work for continuation of foreclosures. We will do the legal work in conjunction with our previous proposals.

In the event that any of the *in rem* foreclosures became contested for any reason, we will bill you at the hourly rate contained in our prior proposals.

If you need any additional information, please do not hesitate to contact me.

Very truly yours,

  
KEITH A. BONCHI

KAB:amc

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

RESOLUTION #2022-374

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 \$10,500.00 for an item of revenue in the budget of the year 2022 as follows:

Miscellaneous Revenues –  
 Revenue Offset with Appropriations - 2022 Drive Sober or Get Pulled Over Year End Holiday Crackdown  
 Total with increase to be \$ 10,500.00

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$10,500.00 be and the same is hereby appropriated under the caption of:

General Appropriations –  
 Public & Private Programs Offset by Revenues - 2022 Drive Sober or Get Pulled Over Year End Holiday Crackdown  
 State/Federal Share \$ 10,500.00  
 Non State Share \$  
 Total with increase to be \$ 10,500.00

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

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
COOMBS						
ROY						
PERRY						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 5, 2022.

Julie A Picard, Township Clerk



[Reports](#) | [Training Materials](#) | [Organization\(s\)](#) | [Profile:Crippen](#) | [Logout](#)

[Menu](#) [Forms Menu](#) [Status Changes](#) [Management Tools](#) [Related Documents and Messages](#)

**ADD NOTE**

Document Information: [MOB-YEHDS-2022-Lower Township-00049](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	HTS Mobilization 2022 Drive Sober or Get Pulled Over Year End Holiday Crackdown	Lower Township	Authorized Official	Grant Agreement Executed	12/02/2022 - 01/01/2023 11/11/2022 11:59PM

**GRANT SNAPSHOT**

<b>Grant #:</b>	AL-23-45-08-MH-29
<b>Status:</b>	Grant Agreement Executed
<b>Project Title:</b>	2022 Drive Sober or Get Pulled Over Year End Holiday Crackdown
<b>Grantee/Organization Name:</b>	Lower Township
<b>Project Period:</b>	From: 12/02/2022 To: 01/01/2023
<b>Total Grant Award:</b>	\$10,500.00

<b>Project Director:</b>	Captain Donald Vanaman
<b>Phone Number:</b>	609-886-1619 ext.148
<b>Email:</b>	Vanaman@LowerTownshipPolice.com
<b>DHTS Grant Manager:</b>	Loresa Daniel
<b>Phone Number:</b>	609-376-9796
<b>Email:</b>	Loresa.Daniel@njoag.gov

[Top of the Page](#)  
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TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2022-375

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 \$7,461.95 for an item of revenue in the budget of the year 2022 as follows:

Miscellaneous Revenues –  
Revenue Offset with Appropriations - National Opioid Settlement  
Total with increase to be \$ 7,461.95

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$7,461.95 be and the same is hereby appropriated under the caption of:

General Appropriations –  
Public & Private Programs Offset by Revenues - National Opioid Settlement  
State/Federal Share \$ 7,461.95  
Non State Share \$  
Total with increase to be \$ 7,461.95

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

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
COOMBS						
ROY						
PERRY						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 5, 2022.

Julie A Picard, Township Clerk

Service Processing Center  
PO Box 31040  
Tampa, FL 33631-3040

NATIONAL OPIOIDS SETTLEMENT FD TRUST  
Check #17846  
Amount: \$7,461.95

Return Service Requested



0000208 FMTWTCKS110422104625 01 000000000 0000208 001

TOWNSHIP OF LOWER  
2600 BAYSHORE ROAD  
ATTN MICHAEL LAFFEY  
VILLAS, NJ 08251

00000208 00208 0001-0002 FMTWTCKS110422104625 01 L 00000208

THE BACK OF THIS CHECK CONTAINS A SECURITY MARK. DO NOT ACCEPT WITHOUT HOLDING AT AN ANGLE TO VERIFY SECURITY MARK.

OFFICIAL CHECK

80-295  
313

No. 17846

Date 11/4/2022



WILMINGTON  
TRUST



PAY: Seven thousand four hundred sixty one and 95/100 U.S. Dollars

\$7,461.95

TO THE  
ORDER OF: TOWNSHIP OF LOWER



NATIONAL OPIOIDS SETTLEMENT FD  
TRUST

Shawn Lucey, Vice President  
  
Jason Miller, Administrative Vice President

⑈000 17846⑈

⑆03 130 2955⑆ 9865471578⑈

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

RESOLUTIUN #2022-376

Title: VARIOUS APPOINTMENTS TO THE PLANNING BOARD

WHEREAS, A vacancy exists on the Lower Township Planning Board causing the need to re-assign positions on said board; and

WHEREAS, Council has reviewed the applications currently on file in the Clerk's office.

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 appointments and changes be made:

<u>NAME</u>	<u>TYPE</u>	<u>TERM EXP</u>
Scott Supplee	from Alt #1 to Class IV	June, 2023
Roy Abrams, Jr	from Alt #2 to Alt #1	August, 2024
Alyce Parker	Alt #2	December, 2024

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 5, 2022.

Julie A Picard, Township Clerk

FOR TOWNSHIP USE ONLY

Res. # \_\_\_\_\_

Board/Comm./Auth. \_\_\_\_\_

NOV 18 22  
11/18/22 Emailed  
Mayor, Council  
Manager, Solicitor

Term Exp. \_\_\_\_\_

Replaced \_\_\_\_\_ or Reappointed

TOWNSHIP OF LOWER  
CITIZEN LEADERSHIP FORM

NAME ALYCE PARKER

CITY AND STATE LT (mailing address Cm) NJ

YEARS OF RESIDENCY IN TOWNSHIP 2<sup>+4RS</sup> OCCUPATION Retired UP Public Affairs

Please number in order of preference which ones you wish to be considered for.

- Cable Television Advisory Board
- Environmental Commission
- Historic Preservation Commission
- 3  Citizen Advisory Board

- Municipal Utilities Authority
- 1  Planning Board
- 4  Recreation Advisory Board
- 2  Zoning Board of Adjustment

I hereby apply to perform public service on the following municipal authority, boards or commissions. List any education, prior volunteer experience or work related experience, or other civic involvement which could be of use to the authority, board or commission you have listed above.

- B.S - Communications / Political Science Rowan Univ.
- M.A. - Administration Rider University
- 25 YEARS Public Relations Casino Industry
- 5 YEARS Public Relations Various Industries & Govt.
- Vice Chair - Buena Planning Board - 34RS.

Resume on file

Date: 11/15/22 Signature: Alyce Parker (VALID FOR ONE YEAR FROM DATE OF RECEIPT)

Return to: Clerk's Office, 2600 Bayshore Road, Villas, NJ 08251

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

RESOLUTION #2022-377

Title APPROVING A PROFESSIONAL SERVICE CONTRACT WITH DeBLASIO & ASSOCIATES FOR THE SURVEY AND ENGINEERING DESIGN PHASE – RECONSTRUCTION OF CARRIAGE LANE, BRIARWOOD DRIVE, BRIDLE PATH, PADDOCK LANE, TIMBER LANE AND TROTTER WAY - LT-C-032

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 the attached proposal in the amount of \$155,000.00 for the Survey and Engineering Design Phase – Reconstruction of Carriage Lane, Briarwood Drive, ,Bridle Path, Paddock Lane, Timber Lane and Trotter Way (LT-C-032) :

Survey and Engineering and Design Phase: \$ 155,000.00

and the CFO has certified the availability of funds in the following budget lines as evidenced her signature:

Appropriation: C-04-55-428-910 \$ 130,000
C-04-55-431-910 \$ 25,000

Signature: Lauren Read, CFO

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

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that a Professional Service Contract without public bidding is awarded to DeBlasio & Associates for Survey and Engineering Design Phase – Reconstruction of Carriage Lane, Briarwood Drive, Bridle Path, Paddock Lane, Timber Lane and Trotter Way (LT-C-032) the in the amount of \$155,000, copy of proposal attached hereto; with the Superintendent of Public Works being the sign-off for this Purchase Order.

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

Table with 8 columns: MOTION, SECOND, AYE, NAY, RECUSE, ABSTAIN, ABSENT. Rows for CONRAD, COOMBS, ROY, PERRY, SIPPEL.

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 5, 2022 .

Julie A Picard, Township Clerk

# DEBLASIO & ASSOCIATES

CONSULTING ENGINEERS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

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

October 27, 2022

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  
Reconstruction of Carriage Lane, Briarwood Drive, Bridle Path, Paddock Lane,  
Timber Lane and Trotter Way – Survey and Engineering Design Phase  
D&A File #: LT-C-032**

Dear Mr. Douglass:

DeBlasio & Associates, P.C. is pleased to provide this proposal to provide our professional engineering and survey services for the **Reconstruction of Carriage Lane, Briarwood Drive, Bridle Path, Paddock Lane, Timber Lane and Trotter Way-Survey and Engineering Design Phase**. As a follow up to our meeting, it is our understanding that the project limits shall consist of the following:

1. Carriage Lane – Breakwater Road to Trotter Way
2. Briarwood Drive – Breakwater Road to end
3. Bridle Path – Trotter Way to Trotter Way
4. Paddock Lane – Breakwater Road to Trotter Way
5. Timber Lane – Carriage Lane to Briarwood Drive
6. Trotter Way – Paddock Lane to Timber Lane

The proposed scope of work includes the replacement of various sections of storm sewer pipe, storm sewer inlets, installation of handicap ramps and reconstruction of the hot mix asphalt pavement. The existing concrete rolled curbing shall remain and only certain sections of curbing shall be replaced on an as-needed basis.

➤ <b>Engineering Phase Cost:</b>	\$155,000.00
• Survey and Base Mapping	
• Roadway Coring for Pavement Design	
• Design Plans and Specifications	

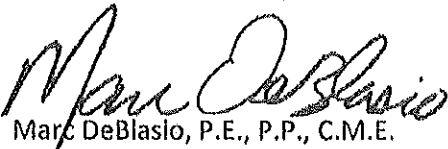
**Total Professional Service Fee** \$155,000.00

Based on our October 25<sup>th</sup> site visit and the resulting decisions regarding the proposed improvements, the engineer's estimate of construction cost is \$2,000,000.00.

Enclosed please find one (1) copy of the project location map for your reference.

Upon your authorization, we are prepared to begin work immediately on the Township's **Reconstruction of Carriage Lane, Briarwood Drive, Bridle Path, Paddock Lane, Timber Lane and Trotter Way – Survey and Engineering Design Phase**. Should you have any questions or require any additional information, please do not hesitate to contact me at our office. Thank you for the opportunity to submit this proposal.

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



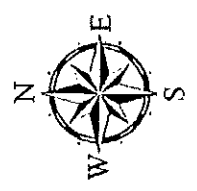
Marc DeBlasio, P.E., P.P., C.M.E.

President

T: 609-854-3311

Marc@deblasioassoc.com

cc: Michael Laffey, Manager (via email)  
Margaret Vitelli, QPA (via email)  
Julie Picard, Clerk (via email)



**PROJECT LOCATION MAP**

RECONSTRUCTION OF CARRIAGE LANE, BRIARWOOD DRIVE, BRIDLE  
 PATH, PADDOCK LANE, TIMBER LANE, AND TROTTER WAY.

Township of Lower, Cape May County, New Jersey

Date: 10/26/2022

**RE: Reappropriation of the balance of Roseann capital funds**

Iread <lread@townshipoflower.org>

Fri 10/28/2022 9:32 AM

To: gdouglass <gdouglass@townshipoflower.org>

Cc: Mike Laffey <mlaffey@townshipoflower.org>

Hi Gary,

Those funds are available so you can put the contract on the next agenda.

Could you please forward a list of the roads that the re-appropriated monies will go toward?

Thanks!

*Lauren Reed*

CFO, Township of Lower

2600 Bayshore Road

Villas, NJ 08251

609-886-2005 (ext. 125)

lread@townshipoflower.org

**From:** gdouglass <gdouglass@townshipoflower.org>

**Sent:** Friday, October 28, 2022 6:48 AM

**To:** Mike Laffey <mlaffey@townshipoflower.org>; Iread <lread@townshipoflower.org>

**Subject:** Re: Reappropriation of the balance of Roseann capital funds

Good morning Lauren,

I looked up a couple of section 20 accounts that would allow me to have DeBlasio & Associates for engineering and design proposal (attached) approved at the next meeting upon your approval. The Roseann Ave funds could be appropriated to our road and drainage projects.

The accounts are:

C-04-05-428-910 \$130,000

C-04-55-431-910 \$ 25,000

Gary Douglass, CPWM

Public Works Superintendent

Lower Township

2600 Bayshore Road

Villas, NJ 08251

609-884-0898 ex. 12

---

**From:** Mike Laffey <mlaffey@townshipoflower.org>

**Sent:** Thursday, October 27, 2022 4:41 PM

**To:** Iread <lread@townshipoflower.org>; gdouglass <gdouglass@townshipoflower.org>

**Subject:** RE: Reappropriation of the balance of Roseann capital funds

Hi Lauren,

I'm fine with the transfer of the Roseann project funding. Thank you.

Best,

Mike

Michael Laffey, Manager  
Township of Lower  
2600 Bayshore Road  
Villas, New Jersey 08251

609-886-2005 ext. 132

**From:** lread <[lread@townshipoflower.org](mailto:lread@townshipoflower.org)>  
**Sent:** Thursday, October 27, 2022 3:05 PM  
**To:** Mike Laffey <[mlaffey@townshipoflower.org](mailto:mlaffey@townshipoflower.org)>; gdouglass <[gdouglass@townshipoflower.org](mailto:gdouglass@townshipoflower.org)>  
**Subject:** Reappropriation of the balance of Roseann capital funds

Hi Mike,

Gary Douglass and I were speaking today about the need for funding engineer costs with regards to roads. There's still a balance of \$497,414.23 in the Roseann capital line that isn't needed any longer so I thought we could re-appropriate that money to another roads ordinance. Let me know if you're ok with that and I'll contact Bond Counsel to see how quickly they can provide an ordinance for us.

Thanks!

*Lauren Reed*  
CFO, Township of Lower  
2600 Bayshore Road  
Villas, NJ 08251  
609-886-2005 (ext. 125)  
[lread@townshipoflower.org](mailto:lread@townshipoflower.org)

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

RESOLUTION # 2022-378

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED SICK TIME

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

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

WHEREAS, it has been determined by the Township Treasurer as evidenced by her signature Lauren Read that adequate funding is available for such payment in the current budget 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 payment to Lauren Read in the amount of \$10,620.11 is authorized and chargeable to the Reserve for Accumulated Absences.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
COOMBS						
ROY						
PERRY						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held December 5, 2022.

Julie A Picard, Township Clerk



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

**RESOLUTION #2022-379**

Title: **TRANSFER OF 2022 APPROPRIATIONS**

**WHEREAS**, N.J.S.A. 40A: 4-58 provides for appropriation transfers during the last two months of the current fiscal year when it has been determined that any appropriation is insufficient to pay the claims authorized or incurred during the current year, which are chargeable to said appropriation, and there is an excess in any appropriation over and above the amount deemed to be necessary to fulfill its purpose.

**NOW, THEREFORE BE IT RESOLVED** by the Township Council of the Township of Lower, State of New Jersey that the following transfers totaling \$65,000.00 be made between the 2022 budget appropriations:

LINE ITEM		ACCT. NUMBER	TO	FROM
RECREATION	OE	2-01-28-370-200	4,500.00	
TELEPHONE	OE	2-01-31-440-270	5,000.00	
WATER & SEWER	OE	2-01-31-445-200	5,000.00	
GASOLINE	OE	2-01-31-460-200	50,000.00	
COLLECTOR	OE	2-01-20-145-300	500.00	
COLLECTOR	OE	2-01-20-145-200		500.00
TREASURER	S&W	2-01-20-130-100		5,000.00
COLLECTOR	S&W	2-01-20-145-100		10,000.00
ASSESSOR	S&W	2-01-20-150-100		5,000.00
ENGINEERING	OE	2-01-20-165-200		10,000.00
CONSTRUCTION	S&W	2-01-22-195-100		10,000.00
PUBLIC WORKS	S&W	2-01-26-305-100		24,500.00
			<u>65,000.00</u>	<u>65,000.00</u>

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 5, 2022.

Julie A Picard, Township Clerk

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

RESOLUTION #2022-380

Title: CERTIFICATION OF LOT CLEARING CHARGES TO THE TAX COLLECTOR

WHEREAS, Ordinance #99-10 establishes the minimum regulations governing the conditions and maintenance of all property, buildings and structures within the Township of Lower, which is also known as the Property Maintenance Code; and

WHEREAS, according to Section 302, Exterior Property Areas of the Property Maintenance Code, all premises and exterior property shall be maintained in a clean, safe and sanitary condition; and

WHEREAS, the properties listed below contained conditions which violated Section 302 of the Property Maintenance Code; and

WHEREAS, the Township of Lower has abated the conditions pursuant to the requirements of the Property Maintenance Code and desires to place a lien on the properties listed below:

Block	Lot	Name	Property Location	Amount	Admin Fee	Lien Amount
496.18	3	Langan, Mary	24 Heron Way	\$ 375.00	\$ 500.00	\$ 875.00
				TOTAL		\$ 875.00

WHEREAS, the Code Enforcement Officer of the Township of Lower has certified the costs incurred to abate such conditions to the Township Council, which has examined the certification and has found it to be correct.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the costs and fees set forth above, incurred by the Township of Lower to abate the unlawful conditions on the properties listed above are charged as a lien against such properties, to be added to and become part of the taxes next to be assessed and levied upon such properties, to bear interest at the same rate as taxes, and to be collected and enforced in the same manner as taxes.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on December 5, 2022

Julie A Picard, Township Clerk





**Township of Lower  
Code Enforcement  
2600 Bayshore Road  
Villas NJ 08251  
(609)-886-2624**

*NO  
close  
10-28-22*

**NOTICE OF VIOLATION AND ORDER TO CORRECT  
IDENTIFICATION**

*1019, 1130, 0001, 0003 2618*

Reference Number: 10018029	Notice Date: 09/26/2022	Comply Date: 10/06/2022
Name: LANGAN, MARGARET Address: PO BOX 812 TRENTON, NJ 08625	Block: 496.18 Site Address: 24 HERON WAY LOWER TOWNSHIP	Lot : 3 Qual :
Phone:		

PLEASE TAKE NOTICE that as a result of an inspection of the above referenced property conducted by this agency, a violation of Lower Township codes has been found to exist. You are hereby ordered to correct the violations below within the comply date. Your failure to comply with this Notice of Violation and Order to Correct shall result in the issuance of a summons in the Lower Township Municipal Court and subject you to fines in the possible amount of \$300.00 for each day the violation exists. Further, your failure to correct the violation may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property. If you correct this violation by the compliance date and the violation occurs again within 60 days, you will be issued a summons without another notice of violation as a continuing violation of the Lower Township Property Maintenance Code, which will subject you to additional fines of up to \$500.00 per day for a second offense and up to \$1,000.00 per day for a third offense for each day that the violation continues. Further, it may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property.

THIS IS THE ONLY NOTICE YOU WILL RECEIVE. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT CODE ENFORCEMENT AT 609-886-2624. Thank you for your cooperation

**VIOLATION LISTINGS**

Violation No.	Violation Date	Corrected Date	Violation Description
302.4	09/26/2022		PM-302.4 High Grass and Weeds: High grass and weeds on property need to be cut.
185-2	09/26/2022		185-2 Trash, Debris, and Obnoxious Brush, Etc...: It is unlawful to permit trash, debris, obnoxious brush, weeds, dead and dying trees, stumps, roots, and poison growths.

Sincerely,  
*Walter Fiore*  
Walter Fiore (Code Enforcement Officer)

Date 9-26-22

**SENDER: COMPLETE THIS SECTION**

- Complete Items 1, 2, and 3. **CPO**
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

**LANGAN, MARGARET  
PO BOX 812  
TRENTON, NJ 08625**



9590 9402 6032 0069 2266 93

2. Article Number (Transfer from service label)

7018 1130 0001 0063 2618

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

**RECEIVED**  Agent Address: **OCT 03 2022**  Date of Deliv  
6:21 AM

B. Received by (Printed Name)

D. Is delivery address different from item 1?  Yes  
If YES, enter delivery address below:  No

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Insured Mail
- Insured Mail Restricted Delivery (over \$500)
- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise
- Signature Confirmation
- Signature Confirmation Restricted Delivery



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

RESOLUTION # 2022-381

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to Adam Hegarty in the amount of \$2,691.51 is authorized and chargeable to the 2022 Budget account 2-01-25-240-124.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
COOMBS						
ROY						
PERRY						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held December 5, 2022.

Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief Kevin Lewis  
FROM: Patrolman Adam Hegarty  
DATE: November 28<sup>th</sup>, 2022  
SUBJECT: Comp Time Cash Out

Sir,

I am respectfully requesting to cash out 80 hours of Comp Time. Thank you for your time and consideration sir.

Respectfully Submitted,

*Adam Hegarty*  
Adam Hegarty  
Patrolman Badge 204

C	File	Date	Officer	Comments
		11/29/22	ATZ	Fwd to → LT Anderson
		11/29/22	L.P. #170	Expd: Capt. Vannoy
		11/29/22	Cor Vannoy #174	Fwd: CHIEF LEWIS <i>Recommend Approval</i>
		11/29/22	181 (172)	Fwd. TO TOWN HALL TO PROCESS

0 \*  
80 x  
83,6438 =  
2,691.51 \*+

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

ORDINANCE #2022-12

Title: AN ORDINANCE AMENDING CHAPTER 432, MERCANTILE LICENSES, TO MODIFY THE LICENSE TERM ASSOCIATED WITH RENTAL UNIT MERCANTILE LICENSES

WHEREAS, pursuant to N.J.S.A. 40:52-1 et seq. the Township of Lower is given the power to license and regulate commercial activities within its jurisdiction; and

WHEREAS, pursuant to N.J.S.A. 40:52-1(n), the power to license and regulate includes "the rental of real property for a term less than 175 consecutive days for residential purposes by a person having a permanent place of residence elsewhere;" and

WHEREAS, pursuant to N.J.S.A. 40:52-2, the Township of Lower "may fix the fees for all such licenses, which may be imposed for revenue, and may prohibit all unlicensed persons and places and vehicles, businesses and occupations from acting, being used, conducted or carried on" within its jurisdiction; and

WHEREAS, the Township of Lower currently requires individuals and/or businesses that are engaged in the business of offering short-term rentals to annually purchase a mercantile license on or before July 15<sup>th</sup>; and

WHEREAS, the Township of Lower has determined that the application for and issuance of mercantile license should occur prior to the short-term rental season which necessitates a modification of the short-term rental mercantile license term.

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 432, Mercantile Licenses, Subsection 2, Term of License, is hereby repealed and replaced with:

**432-2 Term of License.**

All mercantile licenses, with the exception of mercantile licenses associated with Rental Units, under this chapter shall be due and payable on July 15 of each year and shall terminate and become invalid on July 14 of the next succeeding year.

Mercantile Licenses issued in connection with Rental Units, see § 432-4(l) below, shall be due and payable on or before March 15 of each year and said license shall expire and become invalid on March 14 of the next succeeding year.

**Section 2.** Chapter 432, Mercantile Licenses, Subsection 4(l), Rental Units, is hereby repealed and replaced with:

**432-4(l) Rental Units.** Premises containing rental units shall pay an annual fee, on or before March 15<sup>th</sup> of each year, as follows:

- (1) Hotels and motels shall pay, in addition to any other fee provided by law, an annual fee in the amount of \$4 per rental unit or \$75, whichever is greater.
- (2) Apartment houses, rooming houses and boardinghouses shall pay an annual fee in the amount of \$4 per unit or \$50, whichever is greater.
- (3) Retirement homes shall pay an annual fee in the amount of \$75 or \$4 per unit, whichever is greater.
- (4) Premises containing trailers or cabins for rent shall pay an annual fee in the amount of \$4 per unit or \$50, whichever is greater.

- (5) Structures which contain one or more separate furnished or unfurnished living units (other than apartment houses, rooming houses and boardinghouses), which are rented for a term of less than 175 consecutive days, shall pay an annual fee based upon the permitted occupancy of the structure as follows:
- a. 1 to 6 permitted occupants: \$150 per year;
  - b. 7 to 11 permitted occupants: \$240 per year;
  - c. 12-16 permitted occupants: \$325 per year.
- (6) Structures containing one or more separate units in or at which any business is conducted and carried on, which are rented on either a seasonal or year-round basis, shall pay an annual fee of \$75 per unit, regardless of whether or not the lessee of such unit has a separate mercantile license for the business conducted therein.

**Section 3.** Chapter 432, Mercantile Licenses, Subsection 4(N), Late Fees, is hereby repealed and replaced with:

Late Fees. All annual fees for mercantile licenses, with the exception of Rental Units, are to be paid on or before July 15 of the year of intended operation or conduction of business. Any business owner or operator who conducts any business governed by Chapter 432 of the Lower Township Ordinances, with the exception of rental units, who has not paid the required annual fee set forth herein by the August 15 deadline, will be subject to a late fee of \$75 in addition to the application fee which is normally required.

All annual fees for rental unit mercantile licenses are to be paid on or before March 15 of the year of intended operation or conduction of business. Any business owner or operator who engages in the rental of a unit, as set forth within 432-4(l), who has not paid the required annual fee set forth herein by the April 15 deadline, will be subject to a late fee of \$75 in addition to the application fee which is normally required.

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

**Section 5.** Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason, the remaining portions of this Ordinance shall not be affected thereby and shall remain in full force and effect, and to this end the provision of this Ordinance are hereby declared to be severable.

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

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

\_\_\_\_\_  
Kevin Coombs, Councilmember

First Reading: November 7, 2022

Adopted:

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

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

\_\_\_\_\_  
David Perry, Deputy Mayor

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

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

ORDINANCE #2022-13

SALARY AND BENEFIT ORDINANCE FOR THE TOWNSHIP OF LOWER

BE IT ORDAINED by the Township Council, the governing body of the Township of Lower, County of Cape May, State of New Jersey, that the following ranges and rates of pay are established as follows, exclusive of longevity:

**TOWNSHIP COUNCIL**

Mayor	18,000	to	20,500
Councilmembers	15,000	to	17,500

**NON-UNION ADMINISTRATIVE/MANAGEMENT PERSONNEL**

Township Manager	85,000	to	135,000
Township Clerk	74,000	to	110,000
Chief Financial Officer	77,000	to	120,000
Assistant Township Clerk	46,000	to	65,000
Director of Personnel	70,000	to	90,000
Appointing Authority	5,000	to	10,000

**NON-UNION POLICE PERSONNEL**

Chief of Police	107,584.	to	165,000
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**SUPERIOR OFFICER – POLICE**

Police Captain	100,034	to	147,395
Police Lieutenant	94,000	to	136,100

**SUPERVISORS UNION**

General Supervisor Public Works	59,000	to	96,000
Tax Assessor	60,000	to	99,584
Tax Collector	60,000	to	97,500
Construction Official	52,000	to	90,500
Supt. Parks & Rec	56,000	to	92,100
Supt. Public Works	75,000	to	120,000
Planning Director	60,000	to	110,000
Court Administrator	55,000	to	92,000
Coordinator Fed & State Aid	50,000	to	85,000
Deputy Court Administrator	45,000	to	60,000
Supervisor of Garage Services	66,000	to	90,000
Supervisor Buildings & Grounds	59,000	to	90,000
Qualified Purchasing Agent	45,000	to	85,000
Purchasing Agent	45,000	to	75,200
Township Engineer	70,000	to	108,245

**AFSCME**

Cashier	30,211	to	41,133
Clerk Typist	30,211	to	45,463
Clerk	30,211	to	45,463
Assessing Clerk	30,211	to	45,463
Assessing Clerk Typist	30,211	to	45,463
Tax Clerk	30,211	to	45,463
Building Maintenance Worker	26,966	to	48,000
Building Maintenance Worker (P/T)	15,000	to	40,000
Building Service Worker	26,966	to	48,000

Sr. Building Service Worker	38,000	to	65,000
Account Clerk - Typist	26,966	to	45,463
Computer Operator	26,966	to	45,463
Senior Tax Clerk	30,567	to	48,710
Senior Police Record Clerk	30,567	to	48,710
Senior Account Clerk	30,567	to	48,710
Senior Assessing Clerk	30,567	to	48,710
Senior Clerk Typist	30,567	to	48,710
Senior Clerk Stenographer	30,567	to	48,710
Senior Telephone Operator/Receptionist	30,567	to	48,710
Senior Computer Operator	30,567	to	48,710
Code Enforcement Officer	30,567	to	56,000
Registrar of Vital Statistics	30,567	to	48,710
Assessing Aide	34,168	to	56,287
Senior Code Enforcement Officer	34,168	to	59,287
Principal Clerk	34,168	to	62,782
Principal Account Clerk	34,168	to	62,782
Principal Assessing Clerk	34,168	to	62,782
Principal Clerk Stenographer	34,168	to	62,782
Principal Clerk Typist	34,168	to	62,782
Supervising Computer Operator	34,168	to	62,782
Building Inspector	37,769	to	58,287
Building Sub-Code Official	5,000	to	58,287
Plumbing Sub-Code Official	5,000	to	58,287
Plumbing Sub-Code Inspector (P/T)	10,000	to	32,473
Plumbing Inspector	26,062	to	56,287
Plumbing Inspector (P/T)	10,000	to	32,473
Electrical Sub-Code Official	37,769	to	58,287
Electrical Inspector	26,062	to	58,287
Electrical Inspector (P/T)	10,000	to	32,473
Fire Protection Inspector	26,062	to	56,287
Fire Protection Inspector (P/T)	10,000	to	32,473
Assistant Zoning Officer	37,769	to	56,287
Assistant Tax Collector	37,769	to	56,287
Assistant Treasurer (F/T)	37,769	to	56,287
Assistant Supt. Of Parks & Rec	37,769	to	56,287
Assistant Supt of Parks & Rec (P/T)	27,000	to	56,287
Public Safety Tele-communicator Trainee	30,000	to	54,122
Relief Public Safety Tele-communicator Trainee	14.42 hr	to	19.00 hr
Violations Clerk	30,567	to	44,380

**POLICE PERSONNEL**

Police Sergeant	86,051	to	120,000
Police Officer	33,000	to	110,000
Special Law Enforcement Officer (Class I)	13.00 hr	to	13.00 hr
Special Law Enforcement Officer (Class II)	13.00 hr	to	20.00 hr
Special Law Enforcement Officer WITHOUT Police Academy Certification			

Applicable Minimum Wage Established by the Dept of Labor

**PUBLIC WORKS PERSONNEL (PER HOUR)**

Equipment Operator	23.81	to	35.00
Supervising Equipment Operator	25.82	to	40.00
Motor Broom Driver	22.58	to	35.00
Mechanic	26.50	to	40.00
Mechanics Helper	24.14	to	32.00
Senior Mechanic/Diesel	28.25	to	45.00

Maintenance Repair	23.06	to	30.00
Sr. Maintenance Repair	26.43	to	33.00
Laborer	14.42	to	30.00
Supervising Laborer	23.84	to	32.00
Parks & Rec Maintenance Worker/Groundskeeper	17.42	to	26.00
Electrician	22.64	to	35.00
Sign Maker/Wood & Metal	22.17	to	27.63
Senior Groundskeeper	19.03	to	28.00
Groundskeeper	14.42	to	27.23
Temporary Laborer	13.00	to	17.95
Recycling Program Aide	13.00	to	15.61
Animal Control Officer	21.83	to	27.23

**OTHER EMPLOYEES**

Deputy Manager	2,600	to	3,500
Court Attendant	8,000	to	9,000
Township Prosecutor	14,000	to	25,000
Municipal Judge	40,000	to	50,000
Public Defender	11,000	to	18,000
Recording Secretary Planning/Zoning Board	3,500	to	4,000
Fire Sub-Code Official	1,000	to	18,000
Safety Coordinator	3,000	to	4,000
District Recycling Coordinator	250	to	5,000
Emergency Management Coordinator	6,900	to	25,000
Emergency Management Deputies	2,000	to	10,000
Code Enforcement Officer Trainee	13.00 hr	to	18.00 hr
Assistant Treasurer	6,900	to	15,000
Tax Search Officer	3,000	to	13,500
Terminal Agency Coordinator	1,500	to	1,500
Animal Control (P/T)	4,000	to	10,000
JIF Fund Commissioner	2,000	to	3,500
Claims Coordinator	1,000	to	3,500
Short Term Rental Coordinator	1,000	to	5,000

**HOURLY EMPLOYEES**

Lifeguard/Swimming Instructor	13.00	to	18.00
Recreation Aide	13.00	to	20.00
Senior Citizen Program Aide	13.00	to	18.00
Ticket Taker	13.00	to	18.00
Park Attendant	13.00	to	25.00
Field Inspector	13.00	to	30.00

**BUREAU OF FIRE SAFETY**

Fire Official	67,000	to	94,172
Fire Prevention Specialist (F/T)	42,000	to	62,782
Fire Inspector (P/T)	13.00 hr	to	25.00 hr
Fire Prevention Specialist (P/T)	13.00 hr	to	25.00 hr
Fire Safety Clerk	26,966	to	45,463
Senior Fire Safety Clerk	30,567	to	48,710
Principal Fire Safety Clerk	34,168	to	62,782
Fire Investigator	2,500	to	5,000
Fire Safety Board Members	1,400 Annually		

Section 2. Longevity pay is only applicable to PBA union employees hired prior to May 10, 2012. All other employees (union and non-union) are ineligible for longevity pay.

Section 3. Owners of private automobiles that are used for travel in connection with Township business shall be reimbursed for the use of said automobiles in accordance with the business use mileage rate established by the Internal Revenue Service in the year in which the travel occurred. All employees who do use their personal cars for Township business must furnish the Department of Revenue & Finance with a Certificate of Insurance supplied by the employee's insurance agent.

Section 4. Whenever a salary range is provided in this ordinance, the Township Council pursuant to the Lower Township Administrative Code and pursuant to contract shall determine the salary of the employees involved in the range, such determination to be made on the basis of time holding the position, experience, ability and performance. The Township shall not be obligated with respect to any employee to grant an increase in any year, except as may be provided by contract.

A. The Township Clerk shall be granted the same salary increase as shall be agreed for the Township Chief Financial Officer/Treasurer, Township Tax Assessor and Township Tax Collector pursuant to contract and New Jersey State Statute.

B. Permanent managerial/confidential employees not part of any bargaining unit by nature of their position shall continue to be governed by and receive the same benefits pursuant to the union contract which governs their annual increase.

C. All other non-union personnel shall be granted such salary increases as approved by the Township Council.

**Section 5.** The Chief Executive Official is hereby authorized to adopt a group hospitalization plan and other insurance plans pursuant to contract and to provide that such premiums be paid by the Township of Lower.

**Section 6.** The Township Council is hereby authorized to award overtime pay at the rate of one and one half of the regular rate, in accordance with the Federal Labor Standards Act applicable thereto, pursuant to contracts for all employees.

**Section 7.** All other ordinances in conflict or inconsistent with this Ordinance are hereby repealed to the extent of such conflict or inconsistency.

First Reading: November 7, 2022

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

Second Reading:

\_\_\_\_\_  
Kevin Coombs, Councilmember

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

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

\_\_\_\_\_  
David Perry, Deputy Mayor

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

**ORDINANCE #2022-14**

**RE-APPROPRIATION ORDINANCE OF THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, STATE OF NEW JERSEY, PROVIDING FOR VARIOUS ROAD IMPROVEMENTS AND RE-APPROPRIATING \$497,414.23 OF EXCESS BOND PROCEEDS FROM BOND ORDINANCE 2019-09 TO FINANCE THE COSTS THEREOF**

**WHEREAS**, the Township of Lower, in the County of Cape, State of New Jersey (the "Township"), finally adopted Bond Ordinance 2019-09 on May 20, 2019 (the "Ordinance"); and

**WHEREAS**, following the effective date of the Ordinance, the Township issued bonds to fully fund same and to finance the improvements or purposes authorized therein; and

**WHEREAS**, the Township has determined that a portion of certain capital improvements or purposes set forth in the Ordinance has either been completed or abandoned; and

**WHEREAS**, there currently remains on deposit in the Township capital accounts relating to the Ordinance, excess bond proceeds and capital funds allocable to some of the improvements or purposes described in the Ordinance (the "Excess Bond Proceeds") but no longer necessary to complete and/or undertake the improvements or purposes authorized therein; and

**WHEREAS**, in accordance with its statutory powers, including those powers which are set forth in the Local Bond Law, N.J.S.A. 40A:2-1 *et seq.* (the "Local Bond Law"), the Township has determined that it is in the best interests of the Township to re-appropriate the Excess Bond Proceeds to a portion of the costs of certain other capital improvements or purposes authorized and set forth herein (as further described in Section 3 hereof, collectively, the "Project"), which Project is an improvement and/or purpose for which bonds may be issued; and

**WHEREAS**, the Township now desires to re-appropriate the Excess Bond Proceeds from the Ordinance to finance a portion of the cost of the Project.

**BE IT ORDAINED AND ENACTED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, STATE OF NEW JERSEY** (not less than two-thirds of all members thereof affirmatively concurring), **AS FOLLOWS:**

**SECTION 1.** The following amounts of Excess Bond Proceeds remaining in the Ordinance is no longer necessary for the improvements or purposes for which it was originally authorized and issued:

<b>Funded Ordinance Number</b>	<b>Excess Bond Proceeds Amount</b>
2019-09 (finally adopted May 20, 2019)	\$497,414.23

**SECTION 2.** The total amount of \$497,414.23 in Excess Bond Proceeds is hereby re-appropriated, pursuant to the Local Bond Law, to the cost of the Project described and set forth

in Section 3 hereof, which is a general capital improvement and/or purpose for which bonds may be issued.

**SECTION 3.** (a) The general capital improvements and/or purposes hereby authorized include, but are not limited to, the following (all of which shall collectively be referred to as the "Project"): various roadway and drainage improvements throughout the Township including, but not limited to, various improvements to Wildwood Avenue, Bay Drive, Carriage Lane, Timber Lane, Briarwood Road, Trotter Way, Brindle Path, Saddle Court, Paddock Lane and Iowa Avenue, which improvements shall include, but not be limited to, as applicable, excavation, milling, paving, reconstruction and boxing out and resurfacing or full depth pavement replacement, and where necessary, the sealing of pavement cracks, resetting of utility castings, drainage work, and associated sidewalk, driveway and curb ramp improvements and aesthetic improvements.

(b) The above improvements and purposes comprising the Project set forth in Section 3(a) shall also include, as applicable, all engineering, architectural and design work, surveying, construction planning, preparation of plans and specifications, permits, bid documents, construction inspection and contract administration, and also shall include all work, materials, equipment, accessories, labor and appurtenances necessary therefor or incidental thereto.

(c) The aggregate estimated cost of the Project is \$497,414.23.

**SECTION 4.** The capital budget of the Township is hereby amended to conform with the provisions of this re-appropriation and amendatory ordinance to the extent of any inconsistency herewith. In the event of any such inconsistency, a resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director of the Division of Local Government Services, New Jersey Department of Community Affairs, shall be filed in the Office of the Clerk of the Township and shall be available for public inspection.

**SECTION 5.** The following additional matters are hereby determined, declared, recited and stated:

(a) The capital improvements or purposes described in Section 3 of this re-appropriation and amendatory ordinance are not current expenses and are improvements which the Township may lawfully undertake as general improvements or purposes, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of the capital improvements or purposes within the limitations of the Local Bond Law, according to the reasonable useful life thereof computed from the dated date of the bonds authorized by this bond ordinance, is 20.00 years.

(c) An aggregate amount not exceeding 367,500.00 for items of expense listed in and permitted under Section 2-20 of the Local Bond Law is included in the estimated cost indicated herein for the general capital improvements or purposes comprising the Project.

**SECTION 6.** This re-appropriation and amendatory ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by the Local Bond Law.

**ADOPTED ON FIRST READING**

**DATED: November 21, 2022**

  
\_\_\_\_\_  
**JULIE PICARD,**  
Clerk of the Township of Lower

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

\_\_\_\_\_  
**Kevin Coombs, Councilmember**

\_\_\_\_\_  
**Roland Roy, Councilmember**

\_\_\_\_\_  
**David Perry, Deputy Mayor**

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

**ADOPTED ON SECOND READING**

**DATED: December 5, 2022**

\_\_\_\_\_  
**JULIE PICARD,**  
Clerk of the Township of Lower

**APPROVAL BY THE MAYOR ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

\_\_\_\_\_  
**FRANK SIPPEL,**  
Mayor of the Township of Lower

## CASH RECONCILIATION OCTOBER 31, 2022

	Cash		Less Checks Outstanding	Cash Book Balance
	*On Hand	On Deposit		
Current	755,112.37	9,179,810.79	905,412.62	9,029,510.54
Trust - Assessment				
Trust - Dog License	35.00	10,041.95	27.60	10,049.35
Trust - Other	19,707.67	3,907,760.91	82,346.83	3,845,121.75
Capital - General	0.00	3,583,341.42	0.00	3,583,341.42
Water - Operating				0.00
Water - Capital				0.00
Assessment Utility Trust				0.00
Public Assistance**				0.00
Garbage District				0.00
Grant Fund				0.00
<b>Total</b>	<b>774,855.04</b>	<b>16,680,955.07</b>	<b>987,787.05</b>	<b>16,468,023.06</b>

\*Include Deposits in Transit (and change funds)

\*\*Be sure to include a Public Assistance Account reconciliation and trial balance if the municipality maintains such a bank account.

**REQUIRED CERTIFICATION**

I hereby certify that all amounts shown in the "Cash on Deposit" column on Sheet 9 and 9(a) have been verified with the applicable bank statements, certificates, agreements or passbooks at 31-Oct-22

I also certify that all amounts, if any, shown for Investments in Savings and Loan Association on any trial balance have been verified with the applicable passbook at 31-Oct-22

All "Certificates of Deposits," "Repurchase Agreements," and other investments must be reported as cash and included in this certification.

(THIS MUST BE SIGNED BY THE REGISTERED MUNICIPAL ACCOUNTANT (STATUTORY AUDITOR) OR CHIEF FINANCIAL OFFICER) depending on who prepared this Annual Financial Statement as certified to on Sheet 1 or 1(a).

Signature:

*Lauren Reed*

Title: CFO, Township of Lower

	Total	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
<b>BEG. BAL. JAN. 1, 2022</b>	<b>12,217,442.42</b>	<b>12,217,442.42</b>	<b>11,609,740.10</b>	<b>14,584,381.20</b>	<b>10,778,177.58</b>	<b>7,849,873.55</b>	<b>10,768,098.56</b>	<b>9,147,147.04</b>	<b>3,950,032.98</b>	<b>13,915,885.04</b>	<b>9,466,011.49</b>
<b>RECEIPTS:</b>											
Per Revenue Status	69,800,991.61	4,653,567.63	11,496,357.99	1,349,874.12	4,891,350.50	19,364,824.63	843,951.56	1,955,896.81	18,533,519.91	1,888,898.96	4,825,009.50
less: post cash surplus	(4,550,000.00)					(4,550,000.00)					
Interest due from Escrow	(879.40)	(117.61)	(106.93)	(90.96)	(105.72)	(95.43)	(98.21)	(17.59)	(81.30)	(85.31)	(79.34)
	65,350,112.21	4,653,450.02	11,496,251.06	1,349,583.16	4,891,244.78	14,814,728.20	843,853.35	1,955,879.22	18,533,438.61	1,888,753.65	4,924,930.16
<b>Transfers:</b>											
Capital - Clear Inland	3,163,000.21										
Grants Received:											
ALED \$ RECD	4,737.97						411,510.12		1,384,538.11	1,182,503.84	184,428.14
AMER RESCUE \$ RECD	1,116,761.15						4,737.97				
BODY ARMOR \$ RECD	9,139.73							1,116,761.15			
CC \$ RECD	81,632.54						81,632.54				
DGGPO \$ RECD	7,500.00		7,500.00								
EMMA \$ RECD	10,000.00								10,000.00		
HISTORIC TRUST \$ RECD	35,737.50									35,737.50	
JIF \$ RECD	6,472.69	4,747.69				725.00					
NLDOT - STAR	138,750.00				138,750.00						
OPEN SPACE \$ RECD	240,000.00		240,000.00								
Oploid Settlement	7,134.76								7,134.76		
Recycling Tonnage \$ Recd	46,395.72			46,395.72							
SU GAME ON \$ Recd	1,000.00					1,000.00					
SUSTAINABLE HERSEY \$ RECD	2,500.00										2,500.00
	1,707,762.06	4,658,197.71	11,743,751.06	1,395,978.88	5,029,994.78	14,825,592.93	1,341,733.88	3,073,540.37	19,935,111.48	3,104,994.99	5,111,878.30
<b>TOTAL RECEIPTS:</b>	<b>70,220,874.48</b>	<b>4,658,197.71</b>	<b>11,743,751.06</b>	<b>1,395,978.88</b>	<b>5,029,994.78</b>	<b>14,825,592.93</b>	<b>1,341,733.88</b>	<b>3,073,540.37</b>	<b>19,935,111.48</b>	<b>3,104,994.99</b>	<b>5,111,878.30</b>
<b>DISBURSEMENTS:</b>											
2021 Reserves	705,724.82	222,196.16	187,405.18	37,521.53	74,680.69	31,947.12	7,640.00	381.05	24,256.07	972.00	118,715.02
2022 Current	70,814,106.99	4,934,489.06	8,377,063.57	5,176,796.28	7,728,050.78	12,946,687.48	2,669,666.87	7,335,010.01	9,640,078.51	6,670,165.65	5,406,098.77
2022 Capital	4,501,564.94	247,305.48	243,142.88	81,927.21	218,571.87	712,780.56	(12,197.88)	1,298,034.49	345,068.35	1,182,503.84	184,448.14
less: Special Emergency	(120,000.00)										(120,000.00)
less: Defrigns TAX MAP	(146,200.00)					(146,200.00)					
less: Due capital bond ord paydown	(1,225,000.00)					(1,225,000.00)					
less: Due capital CJF	(250,000.00)					(250,000.00)					
less: Due ES Grant/Top share DEOR	0.00										
<b>Appropriation Returns:</b>	(1,260,731.81)	(133,778.23)	(38,501.47)	(94,062.53)	(63,014.53)	(62,827.24)	(127,423.89)	(342,571.12)	(60,143.51)	(177,792.95)	(160,516.54)
10222-MANUAL ADJ TO POST ENC 21 TAX	(4,292.44)		(4,292.44)								
REFUNDS TO 21 GL	395,000.00						395,000.00				
<b>CAPITAL (CLEAR ES IF)</b>	<b>395,000.00</b>						<b>395,000.00</b>				
<b>TOTAL DISBURSEMENTS</b>	<b>73,410,172.50</b>	<b>5,285,900.03</b>	<b>8,769,109.96</b>	<b>5,202,182.50</b>	<b>7,958,298.81</b>	<b>11,907,267.92</b>	<b>2,962,883.50</b>	<b>8,290,754.43</b>	<b>9,949,259.42</b>	<b>7,855,863.54</b>	<b>5,548,745.39</b>
<b>END. BAL. DEC. 31, 2022</b>	<b>9,028,144.40</b>	<b>11,609,740.10</b>	<b>14,584,381.20</b>	<b>10,778,177.58</b>	<b>7,849,873.55</b>	<b>10,768,098.56</b>	<b>9,147,147.04</b>	<b>3,950,032.98</b>	<b>13,915,885.04</b>	<b>9,466,011.49</b>	<b>9,028,144.40</b>
Total Appropriation Refunds	(1,256,731.81)	(133,778.23)	(38,501.47)	(94,062.53)	(63,014.53)	(62,827.24)	(127,423.89)	(342,571.12)	(60,143.51)	(177,792.95)	(160,516.54)
<b>Bank Balance</b>											
Checking-Ocean First	10,877,268.42	14,087,516.88	8,330,019.35	7,499,379.99	9,712,067.35	9,642,034.74	3,095,976.45	11,689,311.84	9,794,766.80	8,620,000.18	
Online Payment Acct	436,179.40	800,894.21	394,399.91	440,872.09	905,336.49	150,045.32	172,949.44	1,742,688.43	344,624.25	512,443.21	
Total Bank Balance	11,313,447.82	14,888,371.09	8,724,419.26	7,940,252.08	10,615,403.84	9,792,080.06	3,268,925.89	13,431,980.27	10,109,391.05	9,132,443.39	
ADD: Deposits in Transit	361,983.33	53,140.04	2,074,054.83	138,035.18	163,025.99	9,933.90	946,660.71	533,186.32	65,528.44	239,262.94	
LESS: Outstanding Checks	(66,691.05)	(357,129.93)	(20,296.51)	(228,413.71)	(10,331.27)	(654,866.92)	(285,553.62)	(49,281.55)	(709,908.00)	(343,581.93)	
<b>Adjusted Bank Balance</b>	<b>11,609,740.10</b>	<b>14,584,381.20</b>	<b>10,778,177.58</b>	<b>7,849,873.55</b>	<b>10,768,098.56</b>	<b>9,147,147.04</b>	<b>3,950,032.98</b>	<b>13,915,885.04</b>	<b>9,466,011.49</b>	<b>9,028,144.40</b>	
Monthly Interest Received-Current Fund	40,321.56	4,056.01	4,836.48	4,377.48	3,978.15	4,453.20	4,281.05	3,290.21	3,400.90	4,310.11	3,227.97
Interest Rate	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%

