

WORK SESSION AND REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL

December 2, 2024 – 5:00 pm.

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

Work Session

Consent Agenda

Approval of Minutes – November 18, 2024

- Res. #2024-377 Authorization for the Payment of Vouchers \$ 1,157,044.03
- Res. #2024-378 Transfer of 2024 Appropriations
- Res. #2024-379 2024 Holiday Drive Sober or Get Pulled Over Enforcement Mobilization
- Res. #2024-380 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Drive Sober or Get Pulled Over)
- Res. #2024-381 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (NJ DOT Municipal Aid)
- Res. #2024-382 Authorization for Refund of Taxes
- Res. #2024-383 A Resolution Approving the Annual Level of Compensation for the Commissioners of Fire District #2 Pursuant to N.J.S.A. 40A:14-88 and Local Finance Notice 2021-16
- Res. #2024-384 A Resolution Approving the Annual Level of Compensation for the Commissioners of Fire District #1 Pursuant to N.J.S.A. 40A:14-88 and Local Finance Notice 2021-16
- Res. #2024-385 A Resolution Approving the Annual Level of Compensation for the Commissioners of Fire District #3 Pursuant to N.J.S.A. 40A:14-88 and Local Finance Notice 2021-16
- Res. #2024-386 Authorization for the Payment of College Credits
- Res. #2024-387 Authorization for 2024 Incentive Award for Insurance Waiver
- Res. #2024-388 Resolution Supporting the Annual 2024 Greater Cape May Elk's/Tom Beheler Youth Basketball Tournament
- Res. #2024-389 Resolution Approving the Acceptance of and Participation In the State of New Jersey, Department of Law and Public Safety Emergency Management Performance Grant (EMPG) and Emergency Management Agency Assistance (EMAA) Subaward #FY24-EMPG-EMAA-0505
- Res. #2024-390 Approving Change Order #1 for DeBlasio & Associates for the Townbank ADA Ramp Project (LT-C-056)
- Res. #2024-391 Approval of an Alcoholic Beverage Control License Place To Place Transfer – Expansion of Licenses Premises – License # 0505-33-019-010; Panico's Secondo, LLC.
- Res. #2024-392 Local Recreation Improvement Grant Application for \$100,000 ADA Improvements at David Douglas Jr. Memorial Park
- Res. #2024-393 Authorization for the Payout of Accumulated Compensatory Time (W.Omrod \$2,799.16)
- Res. #2024-394 Bid Acceptance and Contract Award for the Townbank ADA Improvement Project (LT-C-056)
- Ord #2024-19 Salary & Benefit Ordinance for the Township of Lower. This is the first reading of this Ordinance. The second reading and public hearing is scheduled for December 16, 2024.

Regular Agenda

Ordinance #2024-16 An Ordinance Amending Chapter 3, Administration of Government, Article VI, Office of the Township Manager; Departments, Subsection 3-21, Township Manager, of The Code of The Township of Lower to Formally Establish the Duties and Obligations of the Position of Deputy Manager. This is the second reading of Ordinance 2024-16. This Ordinance has been posted, published and made available to the public.

Administrative Reports

Treasurer's

Public Comment

Council Comments

Adjourn

COUNCIL MEETING MINUTES – November 18, 2024

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on November 18, 2024 at 5:00 p.m. in the meeting room of 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
Deputy Mayor David Perry
Mayor Frank Sippel

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

Work Session

Presentation – ACES Mechanical

Mayor Sippel, on behalf of Council and Manager Laffey, presented a certificate of recognition honoring ACES Mechanical for being named business of the year by the Lower Township Chamber of Commerce. In addition, Mayor Sippel thanked them for their service and contribution to our community and congratulated them on their success.

Presentation of Plaques – Historic Preservation Commission

Pary Tell, on behalf of the Historic Preservation Commission (HPC), presented plaques to the following homeowners for the restoration and historic preservation of their homes: 1077 Seashore Road; 901 Seashore Road; 731 Seashore Road; 1097 Seashore Road; 1099 Seashore Road; and 713 Seashore Road.

Mayor Sippel thanked the HPC for their commitment to preserving the history of Lower Township.

Mayor Sippel also thanked Dr. Joe and Annie Salvatore for their passion and commitment to historic preservation.

Consent Agenda

Approval of Minutes – November 4, 2024

Res. #2024-355 Authorization for the Payment of Vouchers \$365,809.92

Res. #2024-356 Authorization for Refund of Taxes

Res. #2024-357 A Resolution Requesting Release of Demolition Bond for Block 292, Lot 1; 202 Woodland Avenue, Villas, NJ; D Westerfer

Res. #2024-358 A Resolution Authorizing Increases for Non-Union Employees (AFSCME)

Res. #2024-359 A Resolution Authorizing Increases for Non-Union Employees (Supervisors)

Res. #2024-360 Authorization for the Payout of Accumulated Compensatory Time (A. Parker, \$5,979.14)

Res. #2024-361 Authorization for the Payment of College Credits

Res. #2024-362 Identifying Small Cities Fair Housing Officer

Res. #2024-363 Adoption of State Model Citizen Participation Plan for DCA Small Cities Program

Res. #2024-364 Approval of Public Facilities Grant Management Plan ADA Compliance Improvements at David Douglass, Jr. Memorial Park

Res. #2024-365 Approval of Change Order #1 for Paul J. Baldini, Esq. for Additional Tax Appeal Services

Res. #2024-366 Authorization for the Payout of Accumulated Vacation Time (K. Lewis, \$7,122.73)

Res. #2024-367 Approval of a Professional Service Contract with Wizard's Festival of Fun Inc. for the Township of Lower's Merry Christmas Party, December 15, 2024

Res. #2024-368 Bid Acceptance and Award for Outfitting Township Owned 2024 RAM Promaster 159" Van as a Drone Command Control Mobile Unit

Res. #2024-369 Approval for 2024 Christmas Parade

Res. #2024-370 Resolution Amending Contracts with Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A:11-12A Adding Municipal Emergency Services Vendor #V00004418

Res. #2024-371 Approving Change Order #4 to Fred M. Schiavone Construction, Inc. for Expanded Paving Limits/Installation of Sluice Gate in Lieu of Plug Valve and As Built Quantity Adjustments for Frances Avenue Emergency Storm Sewer Piping at Ohio Pump Station (LT-C-045)

Res. #2024-372 Approving a Professional Service Contract with DeBlasio & Associates for the Engineering and Survey Phase for the Bay Outfalls Extensions (LT-C-059)

Res. #2024-373 Approving a Professional Service Contract with DeBlasio & Associates for the Municipal Storm Sewer System Compliance (MS4) Permit Program (LT-C-060)

Res. #2024-374 A Resolution Approving an Agreement Between the Township of Lower and Donald Vanaman, Lower Township Deputy Chief of Police

Res. #2024-375 A Resolution Amending Manager Michael Laffey's Agreement with the Township of Lower

Ordinance #2024-18 Salary & Benefit Ordinance for the Township of Lower. This is the first reading of Ordinance #2024-18. The second reading and public hearing will be scheduled for December 16, 2024.

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

Regular Agenda

Ordinance #2024-15 An Ordinance Amending Chapter 90, Police Department, Article III, Off-Duty Police Services in Order to Modify Compensation Rates from Private Persons and Entities for Extra-Duty Details for Police-Related Matters. This is the second reading and public hearing for this Ordinance. This Ordinance has been posted, published and made available to the public.

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

Engineer Report

Will Hanson gave Council an update on the following engineering projects being handled by DeBlasio & Associates, including: Rotary Community Park Renovations; Bay Outfall Extensions; Reconstruction of Ridgewood Avenue; 2023 Stormwater GIS Mapping Services; Frances Avenue Storm Sewer Evaluation; David Douglass Sr. Memorial Park Renovations; Public Works Building Concept Design; Corson Lane Roadway Resurfacing; Holmes, Gorham & Scott Avenues Storm Sewer & Roadway Improvement Project; Municipal Pool Building Evaluation; Reconstruction of Beach Avenue; and Town Bank ADA Ramp Project.

Councilmember Conrad commented in favor of the Bay Outfall Extension.

Mayor Sippel asked for a projected completion date for the Public Works Building.
Mr. Hanson informed of a projected 6–8-month completion once the work is started.

Councilmember Coombs made favorable comments about the David Douglass Sr. Memorial Park Renovation.

Administrative Reports

Clerk, Construction, Dog, Tax Collector, Vital Statistics

Public Comment – no comments

Council Comments

Mayor Sippel informed of designated Warming Centers and Shelters in the Township and announced the Tree Lighting Ceremony and Christmas Parade. He also wished everyone a Happy Thanksgiving.

Deputy Mayor Sippel congratulated Mayor Sippel and Councilmember Coombs on their election victory and wished everyone a Happy Thanksgiving.

Councilmember Coombs wished everyone a Happy Thanksgiving.

Councilmember Conrad wished everyone a Happy Thanksgiving and gave a special thanks to Township employees.

Closed Session

Res. # 2024-376 A Resolution Providing for a Meeting Not Open to the Public in accordance with the provisions of the New Jersey Open Public Meetings Act, NJSA 10:4-12 Attorney/Client Privilege

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

Council Adjourned to Closed Session at 5:31 p.m.

Council returned to Open Session at 6:30 p.m.

Adjournment

There being no further business to address, motion to adjourn moved by Mayor Sippel, seconded by Councilmember Coombs. Motion to adjourn was unanimous. Meeting adjourned at 6:31 p.m.

Frank Sippel, Mayor

Township Clerk

Approved:

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

RESOLUTION #2024-377

Title: **AUTHORIZING THE PAYMENT OF VOUCHERS**

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Target Solutions Learning LLC	Guardian Tracking 12/23-11/25	\$3687.03
	TOTAL Manual Checks	\$3687.03
	TOTAL Computer Generated	\$1,153,357.00
	TOTAL BILL	\$1,157,044.03

	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 ,02 , 2024.

Julie A Picard, Township Clerk

Ranges		Item Status	Purchase Types	Misc					
Range: First to Last Rcvd Batch Id Range: First to Last		Open: N Void: N Paid: N Held: Y Aprv: N Rcvd: Y	Bid: Y State: Y Other: Y Exempt: Y	P.O. Type: All Include Project Line Yes Items: Format: Condensed Y Include Non-Budgeted: Vendors: All					
Vendor #	P.O. #	PO Date	Name	Description	Status	Amount	Void Amount	Contract	PO Type
\$00028	24-02793	10/24/24	ACTION SUPPLY*	CONCRETE FOR TIMEBER LANE/DPW	Open	\$721.00	\$0.00		
\$00153	24-03263	11/26/24	ATLANTIC CITY ELECTRIC*	NOV 2024 ELECTRIC	Open	\$20,199.09	\$0.00		
\$00179	24-01228	05/10/24	AVERY TEITLER	PB SOLICITOR MONTHLY FEES	Open	\$625.00	\$0.00		
	24-03224	11/22/24		PB RESOLUTION VOUCHERS	Open	\$900.00	\$0.00		
Vendor Total:						\$1,525.00			
\$00194	24-03124	11/15/24	ADVANCED VIDEO & SOUND LLC	REPLACED MONITOR REC. CENTER	Open	\$180.00	\$0.00		
\$00301	24-02951	11/12/24	BELMONT AND CRYSTAL SPRINGS*	COURT WATER DELIVERY 10/24	Open	\$55.95	\$0.00		
	24-03228	11/22/24		BOCA WATER 9/24,10/21, 11/4/24	Open	\$92.76	\$0.00		
Vendor Total:						\$148.71			
\$00401	24-03267	11/27/24	KATHLEEN BROWN	MILEAGE & PARKING 11/20,11/21	Open	\$169.98	\$0.00		
\$00651	24-03164	11/20/24	MUNICIPAL UTIL AUTH DUMP FEES	DISPOSAL FEES/OCT.2024	Open	\$73,724.82	\$0.00		
\$00784	24-03171	11/20/24	CAPE MAY STAR & WAVE	Legals - 11/13/2024	Open	\$69.50	\$0.00		
\$00825	24-03261	11/26/24	COMCAST*	INTERNET(ALL) 11/15 -12/14/24	Open	\$1,466.94	\$0.00		
\$00854	24-03238	11/22/24	JOHN CHEW JR.	CONTRACTUAL REIMBURSEMENT M	Open	\$1,131.74	\$0.00		
\$01075	24-03140	11/19/24	COPIERS PLUS*	COPIER DPW 11/17-11/16/25	Open	\$526.00	\$0.00		
	24-03253	11/26/24		8/20-11/19/24 COPIER OVERAGES	Open	\$1,285.04	\$0.00		
Vendor Total:						\$1,811.04			
\$01125	24-00097	01/08/24	MARGARET CROMPTON	CONTRACTUAL REIMBURSEMENT M	Open	\$100.00	\$0.00		
\$01200	24-03260	11/26/24	DELTA DENTAL PLAN OF NJ	NOVEMBER 2024 ADMIN	Open	\$1,379.95	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
01200		DELTA DENTAL PLAN OF NJ					<i>Account Continued</i>
\$01246 24-03254	11/26/24	ROCCO SANSONE FALL SOCCER OFFICIAL	Open	\$20.00	\$0.00		
\$01294 24-03136	11/19/24	RUSSELL F. DOUGLASS CONTRACTUAL REIMBURSEMENT M	Open	\$2,790.13	\$0.00		
\$01319 24-03240	11/22/24	EDWARD EDWARDS CONTRACTUAL REIMBURSEMENT V	Open	\$435.00	\$0.00		
\$01340 24-03154	11/20/24	EAGLE POINT GUN ~ AMMO	Open	\$1,138.55	\$0.00		
\$01389 24-02386 24-03177	09/06/24 11/20/24	EDDIE'S AUTO BODY RECONDITION OLD PATROL CAR FRONT ALIGNMENT/DPW	Open Open	\$3,167.00 \$129.95	\$0.00 \$0.00		
		Vendor Total:		\$3,296.95			
\$01530 24-00619	02/27/24	FIRE DISTRICT #1 2024 FIRE TAXES DISTRICT 1	Open	\$191,000.00	\$0.00		
\$01540 24-00667	03/06/24	FIRE DISTRICT #2 FIRE TAXES 2024 DISTRICT 2	Open	\$105,668.50	\$0.00		
\$01550 24-00732	03/12/24	FIRE DISTRICT #3 2024 FIRE TAXES	Open	\$274,887.98	\$0.00		
\$01641 24-02562	09/27/24	GALL'S INC* MK-3 SPRAY	Open	\$408.20	\$0.00		
\$01653 24-02242	08/19/24	GENTILINI FORD ~ PARTS/DPW	Open	\$2,626.03	\$0.00		
\$01690 24-02885 24-03179	11/01/24 11/20/24	GRANTURK EQUIPMENT CO* WASHERS/DPW SUPPLIES/DPW	Open Open	\$200.80 \$871.61	\$0.00 \$0.00		
		Vendor Total:		\$1,072.41			
\$01785 24-03155	11/20/24	ROBERT HARTMAN SR CONTRACTUAL REIMBURSEMENT M	Open	\$1,441.70	\$0.00		
\$01806 24-01227	05/10/24	ANTHONY J HARVATT, II, ESQ ZBA SOLICITOR JAN-DEC 2024 FEE	Open	\$625.00	\$0.00		
\$01873 24-02816	10/28/24	HOME DEPOT* SUPPLIES/DPW	Open	\$527.21	\$0.00		
\$02025		HUNTER JERSEY PETERBILT~					

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
02025		HUNTER JERSEY PETERBILT~					
							<i>Account Continued</i>
24-03180	11/20/24	SENSOR/DPW	Open	\$156.47	\$0.00		
\$02027		JESCO INC~					
24-02829	10/28/24	SEAT FOR WHEEL LOADER	Open	\$3,580.25	\$0.00		
24-02921	11/07/24	COUNTY PARTS	Open	\$840.00	\$0.00		
24-02968	11/12/24	DRIVE SPROCKET FOR SKIDSTEER	Open	\$780.98	\$0.00		
		Vendor Total:		\$5,201.23			
\$02045		LIBERTY PARKS AND PLAYGROUNDS*					
24-01580	06/07/24	TRASH CANS -LEISURE CRAFT	Open	\$9,832.00	\$0.00		
24-02054	07/26/24	STOCK - BENCHES	Open	\$3,894.80	\$0.00		
		Vendor Total:		\$13,726.80			
\$02099		EILEEN KREIS					
24-03115	11/14/24	Reimbursement Vet Parade Flags	Open	\$122.97	\$0.00		
\$02108		KEEN COMPRESSED GAS CO*					
24-03173	11/20/24	COMPRESSED AIR/DPW	Open	\$693.64	\$0.00		
\$02175		BRUCE KLAUSING					
24-03153	11/19/24	CONTRACTUAL REIMBURSEMENT V	Open	\$125.00	\$0.00		
\$02247		LAWSON PRODUCTS, INC. ~					
24-03174	11/20/24	SUPPLIES FOR GARAGE/DPW	Open	\$699.41	\$0.00		
\$02351		LOWER CAPE MAY REGIONAL					
24-03117	11/14/24	WEB HOSTING 2024	Open	\$1,000.00	\$0.00		
\$02538		MARSH & MCLENNAN AGENCY, LLC					
24-00009	01/02/24	RES#24-42 DNE\$40K MNTHLY	Open	\$3,333.37	\$0.00		
\$03021		NJ MOTOR VEHICLE COMMISSION					
24-02848	10/29/24	2025 ANNUAL FEE/DPW	Open	\$150.00	\$0.00		
24-02950	11/12/24	REGISTER 2 NEW PATROL VEHICLES	Open	\$120.00	\$0.00		PC1
		Vendor Total:		\$270.00			
\$03026		NJ STATE HEALTH BENEFITS					
24-03234	11/22/24	DEC 2024 RETIREE	Open	\$113,081.57	\$0.00		
24-03235	11/22/24	DEC 2024 HEALTH ACTIVE	Open	\$215,264.94	\$0.00		
		Vendor Total:		\$328,346.51			
\$03086		NJ STATE ASSN CHIEFS OF POL*					
24-00589	02/27/24	TRAINING -FALL SESSION AUG-NOV	Open	\$1,400.00	\$0.00		
\$03160		OFFICE BASICS, INC*					
24-03135	11/19/24	2025 DESK & WALL CALENDARS	Open	\$663.45	\$0.00		
\$03305		PEDRONI FUEL*					

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
03305		PEDRONI FUEL*					
							<i>Account Continued</i>
24-03161	11/20/24	NO LEAD GAS/DPW	Open	\$609.05	\$0.00		
24-03256	11/26/24	NO LEAD GAS/DPW	Open	\$569.18	\$0.00		
		Vendor Total:		\$1,178.23			
\$03365		LYNN JEFFERIS					
24-03239	11/22/24	CONTRACTUAL REIMBURSEMENT M	Open	\$252.00	\$0.00		
\$03387		POGUE INC. *					
24-03178	11/20/24	PRE EMPLOYMENT/DPW M.MULLIN	Open	\$150.00	\$0.00		
\$03518		RIGGINS, INC.*					
24-03162	11/20/24	DIESEL/DPW	Open	\$763.50	\$0.00		
24-03163	11/20/24	OFF HIGHWAY DIESEL/DPW	Open	\$872.65	\$0.00		
		Vendor Total:		\$1,636.15			
\$03611		SERVICE TIRE TRUCK CENTERS ~					
24-01896	07/11/24	TIRES/DPW	Open	\$4,991.47	\$0.00		
\$03619		THOMAS SOLENSKI					
24-03212	11/21/24	CONTRACTUAL REIMBURSEMENT M	Open	\$2,400.00	\$0.00		
\$03637		SHOPPE					
24-03119	11/15/24	Vet Parade Ads Oct31 Nov7 24	Open	\$330.00	\$0.00		
\$03692		SOUTH JERSEY GAS CO*					
24-03262	11/26/24	10/16 TO 11/14/24 NATURAL GAS	Open	\$3,114.80	\$0.00		
\$03810		MUNICIPAL UTIL AUTH USAGE COST					
24-03195	11/20/24	WATER 7/15-10/15/24	Open	\$1,862.07	\$0.00		
24-03196	11/20/24	SEWER 7/15-10/15/24 PD 12348-0	Open	\$87.38	\$0.00		
		Vendor Total:		\$1,949.45			
\$03820		MUNICIPAL UTIL. AUTH ON CALL					
24-03175	11/20/24	REIMBURSE HALF TOTAL BILL/DPW	Open	\$301.19	\$0.00		
\$03904		LOWE'S HOME CENTER INC*					
24-02502	09/18/24	SUPPLIES/DPW	Open	\$561.09	\$0.00		
24-02656	10/07/24	MISC.FOR HAUNTED TRAILS	Open	\$734.24	\$0.00		
		Vendor Total:		\$1,295.33			
\$03992		VAL-U AUTO PARTS LLC ~					
24-02406	09/06/24	RDS/SANT/DPW	Open	\$6,411.32	\$0.00		
\$03994		MARGARET VITELLI					
24-03275	11/27/24	LEAGUE REIMB	Open	\$148.67	\$0.00		
\$03996		VINELAND AUTO ELECTRIC, INC.*					
24-02746	10/21/24	SEAT BELTS/DPW	Open	\$424.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
03996		VINELAND AUTO ELECTRIC, INC.*		<i>Account Continued</i>			
\$04097		CINTAS FIRST AID AND SAFETY*					
24-03168	11/20/24	FIRST AID SUPPLIES/DPW	Open	\$61.33	\$0.00		
24-03227	11/22/24	BOCA FIRST AID SUPPLIES	Open	\$19.58	\$0.00		
		Vendor Total:		\$80.91			
\$04301		SEASHORE ASPHALT CORPORATION*					
24-03255	11/26/24	ASPHALT/PAVING	Open	\$2,013.22	\$0.00		
\$05066		MICHAEL REEB					
24-02874	11/01/24	DJ FOR VETERAN'S DAY PARADE	Open	\$150.00	\$0.00		
\$6063		CAPE MINING & RECYCLING, LLC*					
24-03182	11/20/24	WOOD CHIPS/DPW	Open	\$4,296.73	\$0.00		
\$7092		TREASURER STATE OF NJ FIRE ENF					
24-03172	11/20/24	Life Hazard - 2600 Bayshore	Open	\$512.00	\$0.00		
\$7098		SHORE VETERINARIAN ANIMAL					
24-00007	01/02/24	RES#24-27 DNE\$62K	Open	\$5,166.63	\$0.00		
\$7196		LAUREN HUGGINS SUIT					
24-00006	01/02/24	RES#24-06 DNE\$16280 MNTHLY	Open	\$1,356.63	\$0.00		
\$7310		CORELOGIC REAL ESTATE TAX SER					
24-03116	11/14/24	B-499.01 L-30.18	Open	\$3,149.48	\$0.00		
24-03118	11/15/24	B-91 Lot 10 Shuman	Open	\$63.73	\$0.00		
		Vendor Total:		\$3,213.21			
\$7354		FLEETPRIDE INC.*					
24-03176	11/20/24	SUPPLIES/DPW	Open	\$40.38	\$0.00		
\$7440		RICKY BRANDS LLC*					
24-02752	10/21/24	SPONSOR SHIRTS FROM BAYRUN	Open	\$467.28	\$0.00		
\$7507		STEFANKIEWICZ & BELASCO LLC					
24-00001	01/02/24	RES#24-01 DNE\$40K MTHLY	Open	\$3,333.37	\$0.00		
\$7618		MEGONIGAL ELECTRIC LLC					
24-03126	11/15/24	REPAIR 2 RECEPTACLES/REC CENTE	Open	\$325.00	\$0.00		
\$7751		HOFFMAN'S EXTERMINATING					
24-00428	02/05/24	PEST AGREEMENT-CANAL PARK	Open	\$132.60	\$0.00		B
24-03129	11/15/24	PEST CONTROL-INITIAL SERVICE	Open	\$170.00	\$0.00		
		Vendor Total:		\$302.60			
\$7922		WILLIAM OMROD					
23-01217	05/19/23	2023 EQUIPMENT ALLOWANCE	Open	\$150.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
7922		WILLIAM OMROD					
							<i>Account Continued</i>
24-00256	01/22/24	2024 EQUIPMENT ALLOWANCE	Open	\$29.00	\$0.00		B
			Vendor Total:	\$179.00			
\$7929		AMAZON CAPITAL SERVICES, INC ~					
24-02911	11/07/24	Misc Supplies	Open	\$68.76	\$0.00		
24-02969	11/12/24	BLADES FOR HEDGE TRIMMER	Open	\$45.00	\$0.00		
			Vendor Total:	\$113.76			
\$7959		ALL PRO TEAM SPORTS					
24-02785	10/23/24	SUBLIMATED UNIFORMS	Open	\$1,185.00	\$0.00		
\$8001		KEVIN O'BRIEN					
24-03230	11/22/24	REIMBURSEMENTS	Open	\$101.98	\$0.00		
\$8072		JOHNSONS CONTROL SERCURITY *					
24-00575	02/27/24	SERVICE CONTRACT FOR COMPUTER	Open	\$128.16	\$0.00		
\$8175		INTEGRITY INTERPRETING LLC *					
24-03233	11/22/24	COURT INTERPRETING 10/2024	Open	\$195.00	\$0.00		
\$8257		STEPHANIE FRITSCH					
24-03268	11/27/24	MILEAGE 11/21/24	Open	\$62.31	\$0.00		
\$8403		ANDREA IAPALUCCI					
24-03130	11/15/24	TOWNSHIP MAYOR OFFICE	Open	\$2,770.00	\$0.00		
\$8490		BUSINESS INFORMATION SYSTEMS*					
24-03133	11/15/24	COURT ON-SITE SERVICE RENEWAL	Open	\$8.86	\$0.00		
\$8493		SAMUEL GELLURA					
23-01204	05/19/23	2023 EQUIPMENT ALLOWANCE	Open	\$150.00	\$0.00		
24-00242	01/22/24	2024 EQUIPMENT ALLOWANCE	Open	\$33.94	\$0.00		B
			Vendor Total:	\$183.94			
\$8575		FAMILY AUTO GLASS					
24-03121	11/15/24	WINDSHIELD REC CLEANING VAN	Open	\$950.00	\$0.00		
\$8672		LOGMEIN INC.					
24-00280	01/22/24	2024 GO TO MEETINGS	Open	\$19.00	\$0.00		PC1
\$8707		PAUL J BALDINI P.A.					
24-01700	06/19/24	TAX ASSESSOR APPEAL RES 24-169	Open	\$1,297.50	\$0.00		B
\$8710		MICHAEL LAFFEY					
24-03114	11/14/24	Reimbursement Haunted Trail	Open	\$59.96	\$0.00		
\$8721		BLANEY, DONOHUE, & WEINBERG PC					
24-00004	01/02/24	RES#24-03 PROSECUTOR DNE\$45K	Open	\$3,750.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
8721		BLANEY, DONOHUE, & WEINBERG PC		<i>Account Continued</i>			
24-00005	01/02/24	RES#24-03 WW CREST DNE\$10K	Open	\$833.37	\$0.00		
			Vendor Total:	\$4,583.37			
\$8752 24-03229	11/22/24	VALARIE CUEVAS FALL SOCCER OFFICIAL	Open	\$60.00	\$0.00		
\$8904 24-03264	11/26/24	WILLIAM BELLES CONTRACTUAL REIMBURSEMENT V	Open	\$360.00	\$0.00		
\$8927 24-03198	11/20/24	TIM CASWELL FALL SOCCER OFFICIAL	Open	\$60.00	\$0.00		
\$9026 24-02500	09/18/24	STARR SEPTIC LLC PORTABLE RESTROOM @ MAUD ABR/	Open	\$148.00	\$0.00		
24-02501	09/18/24	PORTA-POT@ JONATHAN HOFFMAN	Open	\$148.00	\$0.00		
24-02886	11/01/24	LUXURY BATHROOM/DPW	Open	\$948.00	\$0.00		
			Vendor Total:	\$1,244.00			
\$9056 24-02872	11/01/24	KRISTEN GATES REIMBURSEMENT- SOCCER COACH	Open	\$25.00	\$0.00		
\$9057 24-02869	11/01/24	JAMES SMITH REIMBURSEMENT- SOCCER COACH	Open	\$25.00	\$0.00		
\$9063 24-02871	11/01/24	SUSAN BENSON REIMBURSEMENT- SOCCER COACH	Open	\$15.00	\$0.00		
\$9151 24-02870	11/01/24	ANDREW BOVE REIMBURSEMENT- SOCCER COACH	Open	\$15.00	\$0.00		
\$9216 24-01959	07/18/24	ATLANTICARE REGINAL MEDICAL RES#2024-229 \$5K PER MONTH	Open	\$5,000.00	\$0.00		
\$9224 24-03158	11/20/24	CHRISTINA LEWIS C. Lewis League Reimbursement	Open	\$70.00	\$0.00		
\$9259 24-02700	10/10/24	DTM POWERSPORTS RES 24-327 KAWASAKI MULE	Open	\$27,084.72	\$0.00		
\$9265 24-02724	10/16/24	ANGERMAN COMPANY LLC DUNE GRASS RESTORATION	Open	\$7,500.00	\$0.00		
\$9275 24-02868	11/01/24	ROBBIE ECKEL REIMBURSEMENT- SOCCER COACH	Open	\$15.00	\$0.00		
\$9279 24-02003	07/25/24	MUNICIPAL EMERGENCY SERVICES BALLISTIC VEST - NEW HIRE	Open	\$1,390.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
\$9296 24-03113	11/14/24	ALTEK BUSINESS SYSTEMS INC DETECTIVE ECOSYS MA3500CIFX	Open	\$2,384.00	\$0.00		
\$9297 24-03128	11/15/24	RUPERTO DELA PENA B-499.19 L-1.06 DELA PENA	Open	\$880.71	\$0.00		
\$9300 24-03197	11/20/24	RYAN GIBSON FALL SOCCER OFFICIAL	Open	\$260.00	\$0.00		
\$9301 24-03199	11/20/24	DUSTIN STURM FALL SOCCER OFFICIAL	Open	\$20.00	\$0.00		
\$9303 24-03237	11/22/24	JUSTIN SWEENEY B-753.08 L-4	Open	\$1,140.29	\$0.00		
\$9304 24-03226	11/22/24	CAMERON ODOM FALL SOCCER OFFICIAL	Open	\$980.00	\$0.00		
AUSTI005 24-02946	11/12/24	AUSTIN PARKER TRAINING REIMBURSMET	Open	\$295.59	\$0.00		
BIRCH 24-02575	09/27/24	BIRCH'S COMMUNICATIONS LLC* REMOVE LIGHTBAR	Open	\$200.00	\$0.00		
BLAUE 24-02953	11/12/24	BLAUER ASSOCIATES INC* FY 2025 SCPF ADA DOUGLASS PARK	Open	\$1,500.00	\$0.00		B
PRINCE 24-03258	11/26/24	STEPHEN PRINCE JR FALL SOCCER OFFICIAL	Open	\$850.00	\$0.00		

Total Purchase Orders: 129 Total P.O. Line Items: 0 Total List Amount: \$1,153,357.00 Total Void Amount: \$0.00

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

RESOLUTION #2024-378

Title: TRANSFER OF 2024 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 \$55,000 be made between the 2024 budget appropriations:

LINE ITEM		ACCT. NUMBER	TO	FROM
ASSESSOR	OE	4-01-20-150-200	25,000.00	
PUBLIC WORKS	OE	4-01-26-305-200	20,000.00	
ELECTRIC	OE	4-01-31-430-200	10,000.00	
ENGINEERING	OE	4-01-20-165-200		6,500.00
INSURANCE	OE	4-01-23-220-400		48,500.00
			55,000.00	55,000.00

	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 2, 2024

Julie A Picard, Township Clerk

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

RESOLUTION #2024-379

Title: 2024 HOLIDAY DRIVE SOBER OR GET PULLED OVER ENFORCEMENT MOBILIZATION

WHEREAS, the Township of Lower desires to apply for and obtain a grant from the New Jersey Department of Law and Public Safety, Division of Highway Traffic Safety for \$7,000.00 to carry out a 2024 Holiday Drive Sober or Get Pulled Over Enforcement Mobilization from December 6, 2024 through January 1, 2025;

BE IT THEREFORE RESOLVED, that the Township of Lower does hereby authorize the application for such a grant; and, upon receipt of the grant agreement from the New Jersey Department of Law and Public Safety, Division of Highway Traffic Safety, does further authorize the execution of the grant agreement; and also, 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 Law and Public Safety, Division of Highway Traffic Safety.

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

Frank Sippel, Mayor

Kevin Lewis, Chief of Police

	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 2, 2024.

Julie A Picard, Township Clerk

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

RESOLUTION #2024-380

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 \$7,000.00 for an item of revenue in the budget of the year 2024 as follows:

Miscellaneous Revenues –
Revenue Offset with Appropriations - Drive Sober or Get Pulled Over Year End
Total with increase to be \$ 7,000.00

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$7,000.00 be and the same is hereby appropriated under the caption of:

General Appropriations –
Public & Private Programs Offset by Revenues - Drive Sober or Get Pulled Over Year End
State/Federal Share \$ 7,000.00
Non State Share \$
Total with increase to be \$ 7,000.00

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

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
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 2, 2024.

Julie A Picard, Township Clerk

From: Lieutenant Brian McEwing
To: Iread; ccrippen; Susan Wilson
Subject: External Fw: Grant Award: 2024 Holiday Drive Sober or Get Pulled Over Enforcement Mobilization
Date: Monday, November 18, 2024 8:22:17 AM
Attachments: Outlook-2zo3uj4m.png
DSGPO YEHDS 2024 Officer Daily Report Form.doc
DHHS_F-2_fillable_PDF.pdf
NJDHHS_CFO Payroll Cert Ltr Lower Township.docx
DHHS_Payroll Voucher.doc
County Standard Invoice - Lower Township 2024 Holiday Day Drive Sober or Get Pulled Over Campaign.doc
DSGPO YEHDS 2024 Project Summary Form.doc
Drive Sober Or Get Pulled Over Year End Media Kit for Grantees.docx
Law Enforcement Performance Standards 7,2024.doc

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

All, please see attached DSGPO grant. .

Susan, the media kit is also attached.

Respectfully,



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

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

From: Woltmann_Christine <Woltmann_Christine@aclink.org>
Sent: Friday, November 15, 2024 1:28 PM
To: Lieutenant Brian McEwing <mcewing@lowertownshippolice.com>
Subject: Grant Award: 2024 Holiday Drive Sober or Get Pulled Over Enforcement Mobilization

Congratulations!

The Lower Township Police Department has been awarded a \$7,000 reimbursement grant for the 2024 Holiday Drive Sober or Get Pulled Over enforcement mobilization which will run between December 6, 2024, and January 1, 2025. **The grant funded overtime rate is \$70/hr.**

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

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

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

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

All completed documents including the signed and totaled County Invoice and Project Summary should be scanned and emailed to woltmann_christine@aclink.org no later than **Monday, January 13, 2025**.

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

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

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

Thank you in advance for your participation.

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

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

RESOLUTION #2024-381

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 \$158,190.00 for an item of revenue in the budget of the year 2024 as follows:

Miscellaneous Revenues –
Revenue Offset with Appropriations - NJ DOT Municipal Aid
Total with increase to be \$ 158,190.00

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$158,190.00 be and the same is hereby appropriated under the caption of:

General Appropriations –
Public & Private Programs Offset by Revenues - NJ DOT Municipal Aid
State/Federal Share \$ 158,190.00
Non State Share \$
Total with increase to be \$ 158,190.00

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 2, 2024.

Julie A Picard, Township Clerk

FY25 Municipal Aid Grants

Camden County	Runnemede	Reconstruction of Johnson	Roadway Preservation	\$269,401.00	\$0.00	\$269,401.00
Camden County	Somerdale Borough	Improvements to Juniper Avenue from Chestnut Avenue to the Cull	Roadway Preservation	\$244,910.00	\$0.00	\$244,910.00
Camden County	Stratford Borough	Reconstruction of Kirkwood Avenue - Phase IV & Grand	Roadway Preservation	\$244,910.00	\$0.00	\$244,910.00
Camden County	Voorhees	Centennial Boulevard Phase II	Roadway Preservation	\$171,437.00	\$0.00	\$171,437.00
Camden County	Waterford Township	Waterford FY25 Roadway Improvements Albert Court &	Roadway Preservation	\$146,946.00	\$0.00	\$146,946.00
Camden County	Winslow Township	Wilton's Corner Phase 2 Pavement Preservation	Pavement Preservation	\$244,910.00	\$93,311.00	\$338,221.00
Camden County	Woodlyne Borough	Resurfacing of Evergreen Avenue	Roadway Preservation	\$269,401.00	\$0.00	\$269,401.00
Camden County Total				\$7,702,392.00	\$1,274,827.00	\$8,977,219.00
Cape May County	Avalon Borough	Reconstruction of Dune Drive Southbound Lane from 37th	Roadway Preservation	\$158,190.00	\$0.00	\$158,190.00
Cape May County	Cape May City	Reconstruction of Wenonah	Roadway Preservation	\$110,733.00	\$0.00	\$110,733.00
Cape May County	Cape May Point Borough	Alexander Avenue Phase II and Surf Avenue Resurfacing	Roadway Preservation	\$174,009.00	\$0.00	\$174,009.00
Cape May County	Dennis Township	Clermont Drive Resurfacing	Roadway Preservation	\$158,190.00	\$0.00	\$158,190.00
Cape May County	Lower Township	Reconstruction of Beach Avenue and Delaware Avenue	Roadway Preservation	\$158,190.00	\$0.00	\$158,190.00
Cape May County	Middle Township	Pacific Avenue Roadway & Sidewalk Improvements	Pedestrian Safety	\$189,828.00	\$0.00	\$189,828.00
Cape May County	North Wildwood City	Reconstruction of Atlantic Avenue, Phase 3	Roadway Preservation	\$189,828.00	\$0.00	\$189,828.00
Cape May County	Ocean City	Wesley Avenue 1st to 5th Streets	Roadway Preservation	\$174,009.00	\$0.00	\$174,009.00
Cape May County	Sea Isle City	FY 2025 Municipal Aid - Pleasure Ave (79th St. to 85th	Roadway Preservation	\$142,371.00	\$0.00	\$142,371.00
Cape May County	Stone Harbor	Reconstruction of 121st Street	Roadway Preservation	\$126,552.00	\$0.00	\$126,552.00
Cape May County	Upper Township	Reconstruction of Klains Lane	Roadway Preservation	\$142,371.00	\$0.00	\$142,371.00
Cape May County	West Cape May	Reconstruction of First Avenue	Roadway Preservation	\$142,371.00	\$0.00	\$142,371.00

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

RESOLUTION #2024-382

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>
508.01	8.03	Donald Vanaman 15 Rossi Drive	Exempt Vet as of 11/01/24	\$1,947.50
753.08	4	Justin Sweeney 7 Montauk Ct	Exempt Vet as of 10/28/24	\$1,140.29
468	3	Harry J. Thomas, Jr. 323 Oak Lane	Exempt Vet as of 10/09/24	\$16.27

	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 2, 2024.

Julie A Picard, Township Clerk

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

RESOLUTION #2024-383

Title: A RESOLUTION APPROVING THE ANNUAL LEVEL OF COMPENSATION FOR THE COMMISSIONERS OF FIRE DISTRICT #2 PURSUANT TO N.J.S.A.40A:14-88 AND LOCAL FINANCE NOTICE 2021-16

WHEREAS, pursuant to N.J.S.A. 40A:14-88 and Local Finance Notice 2021-16, a Board of Fire Commissioners for a Fire District is permitted to establish annual compensation for its fire district commissioners; and

WHEREAS, on November 18, 2024, the Board of Commissioners of Fire District #2, adopted Resolution #24-30, a copy of which is annexed hereto, establishing the annual level of compensation for the commissioners of Fire District #2; and

WHEREAS, pursuant to N.J.S.A. 40A:14-88, the municipal governing body of the Township of Lower is required to review and approve the proposed annual compensation for the Fire District.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the proposed annual compensation for the Commissioners of Fire District #2, a copy of which is attached hereto, has been reviewed and same is hereby approved.

	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 2, 2024.

Julie A Picard, Township Clerk

LOWER TOWNSHIP FIRE COMMISSION

SECOND DISTRICT
P.O. BOX 724
NORTH CAPE MAY, NEW JERSEY 08204

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF LOWER,
COUNTY OF CAPE MAY - STATE OF NEW JERSEY**

Resolution 24-30

Establishing the Compensation for Members of the Board of Fire Commissioners for 2025

WHEREAS, N.J.S.A. 40A:14-88 provides that each member of the Board of Fire Commissioners shall receive as compensation such amounts as the Board shall fix; and

WHEREAS, N.J.S.A. 40A:14-88 further provides that the compensation so fixed shall be subject to review by the governing body wherein the Fire District is located; and

WHEREAS, the compensation for members of the Board is set forth in Schedule A to the resolution.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of Lower, County of Cape May, as follows:

- (1) The Commissioners shall receive the compensation set forth on the attached Schedule A subject to review by the governing body of the municipality.
- (2) A copy of this resolution shall be forwarded to the governing body of the Lower Township, Cape May County, New Jersey upon adoption.

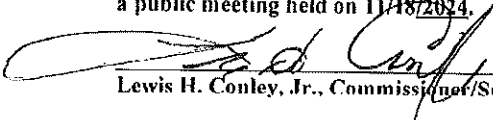
The foregoing resolution was introduced by Commissioner Andrews
and it was seconded by Commissioner Prendergast

RECORD OF VOTE

Members	ANDREWS	BARGER	BROWN	CONLEY	PRENDERGAST
Yes	X	X	X	X	X
No					
Not Voting					
Absent					

CERTIFICATION

I, Lewis H. Conley, Jr., Secretary of the Commissioners of Fire district No.2 in the Township of Lower, in the County of Cape May, State of New Jersey do hereby certify that the foregoing resolution was duly adopted by the Commissioners at a public meeting held on 11/18/2024.


Lewis H. Conley, Jr., Commissioner/Secretary

LOWER TOWNSHIP FIRE COMMISSION
SECOND DISTRICT
P.O. BOX 724
NORTH CAPE MAY, NEW JERSEY 08204

SCHEDULE A

Establishing the Compensation for Members of the Board of Fire Commissioners for 2025

President	\$4,100.00
Vice President	\$3,750.00
Secretary	\$4,500.00
Treasurer	\$3,750.00
Commissioner	\$3,750.00

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

RESOLUTION #2024-384

Title: A RESOLUTION APPROVING THE ANNUAL LEVEL OF COMPENSATION FOR THE COMMISSIONERS OF FIRE DISTRICT #1 PURSUANT TO N.J.S.A.40A:14-88 AND LOCAL FINANCE NOTICE 2021-16

WHEREAS, pursuant to N.J.S.A. 40A:14-88 and Local Finance Notice 2021-16, a Board of Fire Commissioners for a Fire District is permitted to establish annual compensation for its fire district commissioners; and

WHEREAS, on November 21, 2024, the Board of Commissioners of Fire District #1 adopted Resolution # 2024-15 , a copy of which is annexed hereto, establishing the annual level of compensation for the commissioners of Fire District #1; and

WHEREAS, pursuant to N.J.S.A. 40A:14-88, the municipal governing body of the Township of Lower is required to review and approve the proposed annual compensation for the Fire District.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the proposed annual compensation for the Commissioners of Fire District #1, a copy of which is attached hereto, has been reviewed and same is hereby approved.

	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 2, 2024.

Julie A Picard, Township Clerk

Resolution 2024-15

Establishing the Compensation for Members of the Board of Fire Commissioners

WHEREAS, *N.J.S.A.* 40A:14-88 provides that each member of the Board of Fire Commissioners shall receive as compensation such amounts as the Board shall fix; and

WHEREAS, *N.J.S.A.* 40A:14-88 further provides that the compensation so fixed shall be subject to review by the governing body wherein the Fire District is located; and

WHEREAS, the compensation for members of the Board is set forth in Schedule A to the resolution.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 in the Township of Lower, County of Cape May, as follows:

- (1) The Commissioners shall receive the compensation set forth on the attached schedule subject to review by the governing body of the municipality.
- (2) A copy of this resolution shall be forwarded to the governing body of the municipality upon adoption.

SCHEDULE A

William Howard	President	\$5,600.00
Carrise Mornick	Secretary	\$6,100.00
Linda Brannon	Treasurer	\$6,100.00
Joseph Wareham	Commissioner	\$5,100.00
Dale Gentek	Vice-President	\$5,100.00

Certification 2024-15

Establishing the Compensation for Members of the Board of Fire Commissioners

I, Carrise Mornick, Clerk of the Commissioners of Fire District No. 1 in the Township of Lower, County of Cape May hereby certify that the foregoing resolution was duly adopted by the Commissioners at a meeting held on **November 21, 2024.**



Carrise Mornick, Clerk

The foregoing resolution was introduced by Commissioner Gentek and it was seconded by Commissioner Mornick

RECORD OF VOTE

Members	WAREHAM	BRANNON	GENTEK	MORNICK	HOWARD
Yes		X	X	X	X
No					
Not Voting					
Absent	X				

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

RESOLUTION #2024-385

Title: A RESOLUTION APPROVING THE ANNUAL LEVEL OF COMPENSATION FOR THE COMMISSIONERS OF FIRE DISTRICT #3 PURSUANT TO N.J.S.A.40A:14-88 AND LOCAL FINANCE NOTICE 2021-16

WHEREAS, pursuant to N.J.S.A. 40A:14-88 and Local Finance Notice 2021-16, a Board of Fire Commissioners for a Fire District is permitted to establish annual compensation for its fire district commissioners; and

WHEREAS, on November 19, 2024, the Board of Commissioners of Fire District #3, adopted Resolution #2024-12, a copy of which is annexed hereto, establishing the annual level of compensation for the commissioners of Fire District #3; and

WHEREAS, pursuant to N.J.S.A. 40A:14-88, the municipal governing body of the Township of Lower is required to review and approve the proposed annual compensation for the Fire District.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the proposed annual compensation for the Commissioners of Fire District #3, a copy of which is attached hereto, has been reviewed and same is hereby approved.

	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 2, 2024.

Julie A Picard, Township Clerk

**THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, NEW JERSEY**

RESOLUTION # 2024-12

**RESOLUTION OF THE COMMISSIONERS OF FIRE DISTRICT NO. 3, IN
ESTABLISHING THE ANNUAL LEVEL OF COMPENSATION FOR THE
COMMISSIONERS OF FIRE DISTRICT NO. 3 PURSUANT TO N.J.S.A.
40A:14-88 AND LOCAL FINANCE NOTICE 2021-16**


BACKGROUND

WHEREAS, the Commissioners of Fire District No. 3, in the Township of Lower, County of Cape May, State of New Jersey are required to annually establish and authorize the level of compensation for its elected Commissioners pursuant to N.J.S.A. 40A:14-88 and Local Finance Notice LFN 2021-16.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of Fire District No. 3, in the Township of Lower, County of Cape May, State of New Jersey, as follows:

1. The annual compensation for the Commissioners of Fire District No. 3 is hereby established as set forth on Schedule "A", which is attached hereto and incorporated herein.
2. The Secretary shall provide a copy of this Resolution to the Lower Township Council for their review and approval in accordance with N.J.S.A. 40A:14-88 and Local Finance Notice LFN 2021-16 prior to approval of the annual budget.
3. This Resolution shall take effect immediately upon adoption this 19 day of November, 2024.

I hereby certify the foregoing to be the original resolution adopted by the Board of Commissioners of Fire District No. 3 at a meeting held November 19, 2024.


Steven Douglass, Secretary

	MOTION	SECOND	YEA	NAY	ABSTAIN	ABSENT
Robertson	x		x			
G. Douglass			x			
S. Douglass		x	x			
Sweeten			x			
Devlin			x			

**BOARD OF FIRE COMMISSIONERS
LOWER TOWNSHIP DISTRICT 3
PO BOX 162
RIO GRANDE, NJ 08242**

Schedule "A" Resolution 2024-12

Commissioner (5)	\$4100 each
Treasurer	\$2200
Secretary	\$1700

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

RESOLUTION # 2024-386

Title: AUTHORIZATION FOR THE PAYMENT OF COLLEGE CREDITS

WHEREAS, the employees listed on the attached schedule have earned college credits and per union contract the Township will pay employees for those credits earned as determined in their union contracts; 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 2024 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 the employees listed on the attached schedule not to exceed the amount of \$ 1,370.00 is authorized and chargeable to the 2024 Budget.

	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 2, 2024.

Julie A Picard, Township Clerk

Dept Id	Descript	Name	Earnings	Budget
240-04	Squad 4	ROMANTINO, NICHOLAS	1,000.00	4-01-25-240-124
240-04	Squad 4	CUSHMAN, AUTIN	120.00	4-01-25-240-124
240-06	Records	BUDD, JOANNE	250.00	4-01-25-240-197
			1,370.00	

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

RESOLUTION # 2024-387

Title: AUTHORIZATION FOR 2024 INCENTIVE AWARD FOR INSURANCE WAIVER

WHEREAS, the employees listed on the attached schedule have waived health insurance and are due an incentive amount per Superior Officers Union and PBA Union Contract, Article 12, Section F, AFSCME Union Contract, Article VII, Section F and Supervisors Contract, Article VI, Section F, 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 Beard that adequate funding is available for such payment in the current year's budget for Health Insurance.

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 the attached schedule of employees in the amount of \$47,916.67 is authorized and chargeable to the 2024 Budget account 4-01-23-220-412.

	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 2, 2024.

Julie A Picard, Township Clerk

Name	Amt	Comment
BARCAS JR, WILLIAM	2,500.00	
BOSKO, APRIL	2,083.33	
BOYLE Jr, KEVIN	2,500.00	
CRIPPEN, COLLEEN	2,500.00	
DOUGLASS, GARY	2,500.00	
DOUGLASS, JEFFREY M	2,500.00	
GINDVILLE, STEVEN	2,500.00	
GRETO, ANTHONY T	2,500.00	
KELLEHER, WILLIAM	2,500.00	
KOCIS III, WILLIAM T	2,500.00	
LEWIS, CHRISTINE	2,500.00	
LEWIS, KEVIN E	2,500.00	
NUSCIS, MICHAEL T	2,500.00	
PLENN, MITCHELL B	2,500.00	
REILLY, MATTHEW	2,500.00	
REMENTER JR, JOSEPH G	2,500.00	
RYAN, CHARLES J	2,500.00	
VANAMAN JR, DONALD	2,500.00	
WOOD, PATRICK	833.33	
WEST, ANDREW	2,500.00	
	47,916.67	

FREQUENCY : MONTHLY

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS
STATE HEALTH INFORMATION PROCESSING SYSTEM
WAIVER REPORT FOR PERIOD ENDING - 202408
024700 - LOWER TOWNSHIP

REPORT NO : 815BNW-2
PAGE NO : 1

*** Please Terminate Waived Eligibility if Member is No Longer Employed via TRANSMITTAL OF DELETIONS***

SSN	Name	Health Waiver Date	Other SHBP/SEHBP Health Cov	RX Waiver Date	Other SHBP/SEHBP RX Cov
██████████	AIKEN, PATRICK	2021/05/23	YES	2021/05/23	YES
██████████	ANZELONE, JENNIFER	2016/02/01	YES	2016/02/01	YES
██████████	BARCAS, WILLIAM	2016/02/01		2016/02/01	
██████████	BOHN, DALLAS	2018/01/01	YES	2018/01/01	YES
██████████	BOSKO, APRIL	2024/07/30		2024/07/30	
██████████	BOYLE, KEVIN	2016/02/01		2016/02/01	
██████████	BOYLE, KYLE	2024/01/01	YES	2024/01/01	YES
██████████	CRIPPEN, COLLEEN	2016/02/01		2016/02/01	
██████████	DOUGHERTY, MARK	2023/01/01	YES	2023/01/01	YES
██████████	DOUGLASS, GARY	2016/02/01		2016/02/01	
██████████	DOUGLASS, JEFFREY	2020/10/01		2020/10/01	
██████████	FIORE, WALTER	2023/01/01	YES	2023/01/01	YES
██████████	GINDVILLE, STEVEN	2023/03/04		2023/03/04	
██████████	GRETO, ANTHONY	2016/02/01		2016/02/01	
██████████	HEGARTY, ADAM	2019/12/01	YES	2019/12/01	YES
██████████	KELLEHER, WILLIAM	2018/06/30		2018/06/30	
██████████	KOCIS, WILLIAM	2019/11/01		2019/11/01	
██████████	LEWIS, CHRISTINA	2024/03/16		2024/03/16	
██████████	LEWIS, KEVIN	2016/01/01		2016/01/01	
██████████	MAJANE, MICHAEL	2016/01/01	YES	2016/01/01	YES
██████████	NUSCIS, MICHAEL	2016/01/01		2016/01/01	
██████████	OMROD, WILLIAM	2023/01/01	YES	2023/01/01	YES
██████████	PLENN, MITCHELL	2016/01/01		2016/01/01	
██████████	REILLY, MATTHEW	2022/01/01		2022/01/01	
██████████	REMENTER, JOSEPH	2016/01/01		2016/01/01	
██████████	RIDGWAY, JAMES	2016/01/01	YES	2016/01/01	YES
██████████	RYAN, CHARLES	2016/01/01		2016/01/01	

FREQUENCY : MONTHLY

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS
STATE HEALTH INFORMATION PROCESSING SYSTEM
WAIVER REPORT FOR PERIOD ENDING - 202408
024700 - LOWER TOWNSHIP

REPORT NO : 815BNW-2
PAGE NO : 2

*** Please Terminate Waived Eligibility if Member is No Longer Employed via TRANSMITTAL OF DELETIONS***

SSN	Name	Health Waiver Date	Other SHBP/SEHBP Health Cov	RX Waiver Date	Other SHBP/SEHBP RX Cov
██████████	SCHMID, COREY	2016/02/01	YES	2016/02/01	YES
██████████	VANAMAN, DONALD	2016/02/01		2016/02/01	
██████████	WEST, ANDREW	2024/07/01		2024/07/01	
██████████	WILLIS, MICHAEL	2023/10/14	YES	2023/10/14	YES
██████████	WOOD, PATRICK	2022/08/23		2022/08/23	

Total Waiver For Employer 024700 : 32

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

RESOLUTION #2024-388

Title: RESOLUTION SUPPORTING THE ANNUAL (2024) GREATER CAPE MAY ELK'S/TOM BEHELER YOUTH BASKETBALL TOURNAMENT

WHEREAS, the Lower Township Recreation Center hosts the Annual Greater Cape May Elks/Tom Beheler Youth Basketball Tournament in December every year; and

WHEREAS, the tournament will be a field comprised of 3rd thru 8th grade boys and girls.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that a portion of the proceeds raised through this annual tournament will be dedicated to the ALS Association Greater Philadelphia Chapter and the Lower Township traveling basketball team.

	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 2, 2024.

Julie A Picard, Township Clerk

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

RESOLUTION #2024-389

Title: A RESOLUTION APPROVING THE ACCEPTANCE OF AND PARTICIPATION IN THE STATE OF NEW JERSEY, DEPARTMENT OF LAW AND PUBLIC SAFETY EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) AND EMERGENCY MANAGEMENT AGENCY ASSISTANCE (EMAA) SUBAWARD #FY24-EMPG-EMAA-0505

WHEREAS, the Township of Lower Office of Emergency Management has applied for and been awarded a State Homeland Security Grant Program Sub-grant AFN #97.042, Subaward #FY24-EMPG-EMAA-0505 from the New Jersey Department of Law and Public Safety, Office of the Attorney General. The Subaward, consisting of a total amount of \$10,000.00 for the purpose of enhancing Lower Township's ability to prevent, protect against, respond to and recover from acts of terrorism, natural disasters and other catastrophic events and emergencies; and

WHEREAS, the Township of Lower will use these funds to enhance our Emergency Management Program and that the funds will be used for Emergency Management purposes; and

WHEREAS, the award period is from July 1, 2024 to June 30, 2025; and

WHEREAS, the subgrant award incorporates all conditions and representations contained or made in application and notice of award; and

WHEREAS, the Township of Lower Office Emergency Management, designated by the New Jersey State Police, Office of Emergency Management, has submitted an Application for Subgrant Award that has been required by the said New Jersey State Office of Emergency Management

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

1. That the Council accepts the award of the FY24 Emergency Management Performance Grant Program (EMPG), Emergency Management Agency Assistance Subgrant (EMAA) in the amount of up to \$10,000.00 Federal Funds from the New Jersey State Police, Office of Emergency Management.
2. That the Chief Financial Officer and Director of Emergency Management are authorized to sign the appropriate subgrant award documents.
3. That copies of this resolution shall be forwarded to the New Jersey State Police, Office of Emergency Management, the Business Administrator, the Chief Financial Officer and the County Division of Emergency Management and Office of Treasury.

	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 2, 2024

Julie A Picard, Township Clerk

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

RESOLUTION #2024-390

Title: APPROVING CHANGE ORDER #1 FOR DeBLASIO AND ASSOCIATES FOR THE TOWNBANK ADA RAMP PROJECT (LT-C-056)

WHEREAS, DeBlasio & Associates were awarded a professional Service Contract by Resolution #2024-307 on September 16, 2024 for Engineering Services for the Townbank ADA Ramp and Striping Project for a cost of \$20,000.00; and

WHEREAS, DeBlasio and Associates have provided a proposal for the Construction Phase of the project for a fee of \$12,000.00; and

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

Appropriation: Ord #24-03 C-04-55-438-910

Signature: *Lauren Read*
Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Change Order #1 for DeBlasio and Associates is hereby approved to increase the contract total to \$32,000.00.

EXBITIT A the amount of \$12,000.00 is hereby approved for the Construction Phase including Contract Administration, Shop Drawing and Submittal Review and Part Time Construction Observation Based on 100 hours.

	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 2, 2024.

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

November 25, 2024

VIA EMAIL

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

**Re: Township of Lower, Cape May County, NJ
Townbank ADA Ramp Project
D&A File #: LT-C-056**

Dear Mr. Douglass:

DeBlasio & Associates, P.C. is pleased to provide this proposal to provide our professional construction phase services for the **Townbank ADA Ramp Project**.

Construction Phase Cost:	\$12,000.00
• Contract Administration	
• Shop Drawing and Submittal Review	
• Part Time Construction Observation Based on 100 Hours	
Total Professional Service Fee:	\$12,000.00

Upon your authorization, we are prepared to begin work immediately on the Township's **Townbank ADA Ramp Project**. – **Construction Phase Services**.

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

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

A handwritten signature in cursive script that reads "Marc DeBlasio".

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

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

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

RESOLUTION #2024-391

Title: APPROVAL OF AN ALCOHOLIC BEVERAGE CONTROL LICENSE PLACE TO PLACE
TRANSFER – EXPANSION OF LICENSED PREMISES – LICENSE #0505-33-019-010;
PANICO'S SECONDO, LLC

WHEREAS, an application has been filed for a Place-to-Place Transfer Expansion of Premises of Plenary Retail Consumption License 0505-33-019-010, issued to Panico's Secondo, LLC for premises located at 991 Ocean Drive Lower Township, New Jersey, for purposes of expanding the premises under license wherein the sale, service and storage of alcoholic beverages are authorized; and

WHEREAS, the submitted application form is complete in all respects, the transfer fees have been paid, and the license has been properly renewed for the current license term.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Lower, County of Cape May, State of New Jersey does hereby approve effective December 2, 2024 the expansion of the aforesaid licensed premises located at 991 Ocean Drive, Lower Township New Jersey, to place under license the area delineated in the application form and the sketch of the licensed premises attached hereto.

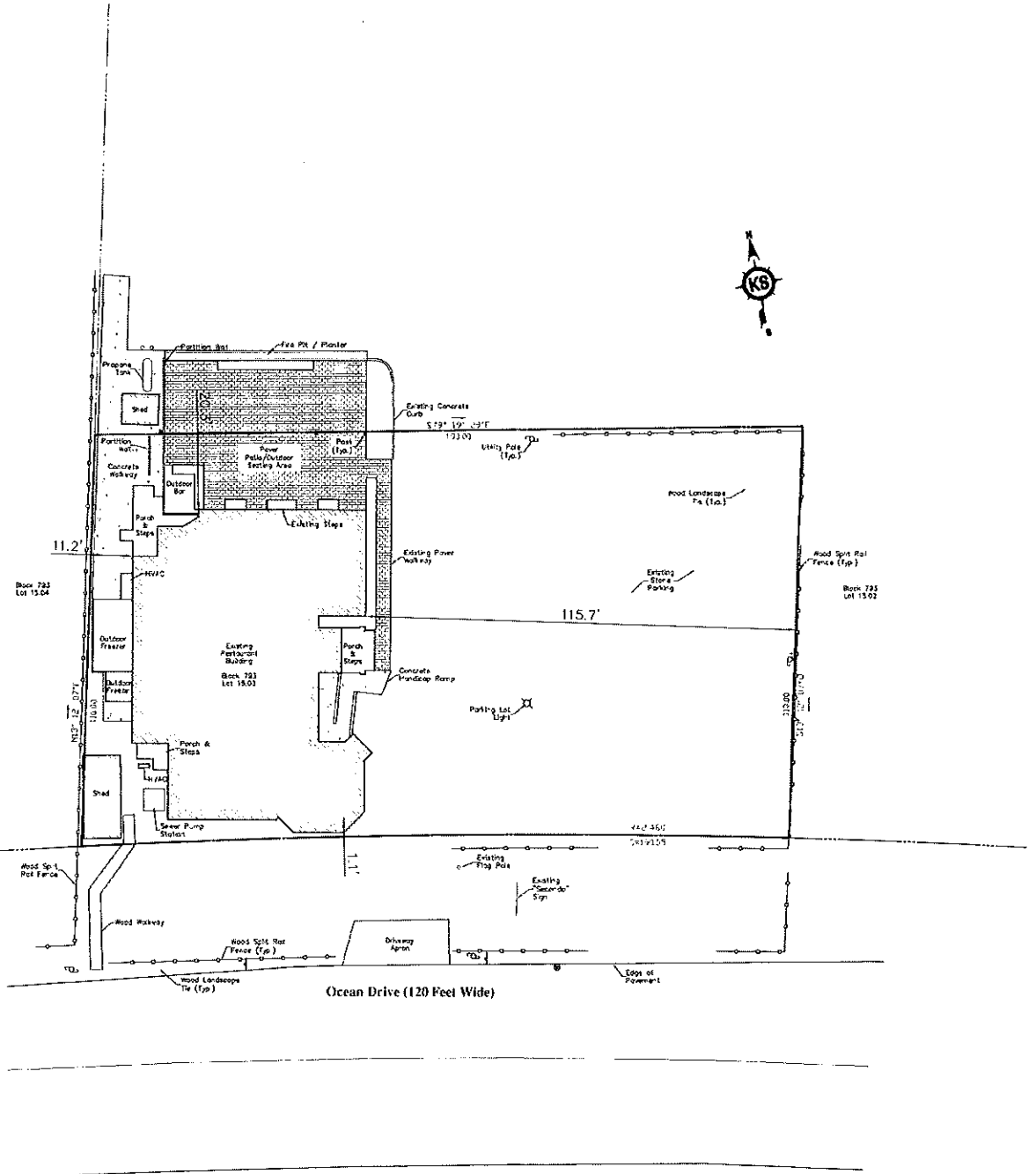
	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
COOMBS							
ROY							
PERRY							
SIPPEL							

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 2, 2024.

Julie A Picard, Township Clerk

Survey Notes

1. Record Owner/Title Address:
991 Ocean Drive LLC
991 Ocean Drive
Cape May, NJ 08204
2. Source of Title:
Deed Book 3758, Page 664
Block 793, Lots 15.03
3. Lot Area: 20,648 SF
4. Boundary and Physical Improvements shown are from a field survey by Kates Schneider Engineering performed on August 9, 2024.
5. This survey was performed without the benefit of a current title report, which would disclose any rights, easements, encumbrances, etc. of record.

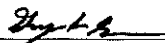


JOB No.	4047.5
Sheet	1
B/C	1
TOWN	1

Township of Lower
Cape May County, New Jersey
Survey of Premises
991 Ocean Drive
Block 793; Lot 15.03

215 South Shore Road
Marmora, New Jersey 08223
Phone: (609) 365-1747
Fax: (609) 365-2634
Info@ksedvil.com
www.ksedvil.com


Kates Schneider Engineering, LLC
Engineers Surveyors Planners
1838M Board of Professional Engineers & Land Surveyors
Certificate of Authorization No. 210A 28309

Gregory K. Schneider
Professional Engineer & Land Surveyor
New Jersey License No. 42577

Date 9/20/24

Designed PdK	Drawn TMG	Checked PdK	Approved GKS	Date 9/20/24
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TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2024-392

Title: LOCAL RECREATION IMPROVEMENT GRANT APPLICATION FOR \$100,000, ADA IMPROVEMENTS AT DAVID DOUGLAS, JR. MEMORIAL PARK

WHEREAS, the Township of Lower desires to apply for and obtain a grant from the New Jersey Department of Community Affairs Local Recreation Improvement Grant Program for approximately \$100,000, for David Douglass, Jr. Memorial Park ADA Improvements.

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 also, upon receipt of the fully executed agreement form 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	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 2, 2024.

Julie A Picard, Township Clerk

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

RESOLUTION # 2024-393

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 Governing Body of the Township of Lower that payment to William Omrod in the amount of 2,799.16 is authorized and chargeable to the 2024 Budget account 4-01-25-240-123.

	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 2, 2024.

Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

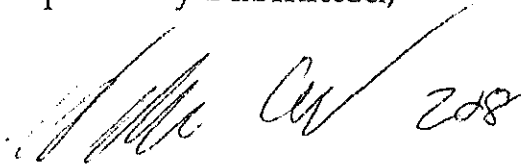
SPECIAL REPORT

TO: Chief Kevin Lewis
FROM: Ptlm. William Omrod #208
DATE: November 24, 2024
SUBJECT: Comp Time Buyout

Chief Lewis,

I am asking to submit this letter to payroll requesting a buyout of 80 hours of accrued comp time. Thank you in advance for your time and attention to this request.

Respectfully Submitted,



William Omrod
Patrolman Badge 208

80 x 34.9895 = \$2,799.16

C	File	Date	Officer	Comments
		11/24/24	208	175 Forwarded to Lt. McEwing
		11/26/24	Lt. McEwing	to Capt. Malone Continued bus. time
		11-26-24	Capt. Malone	to DC Vanaman
		11-26-24	DC Vanaman	TO CHIEF LEWIS #174
		11.26.24	181 (KRL)	SENT TO TOWN HALL

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

RESOLUTION # 2024-394

Title: **BID ACCEPTANCE AND CONTRACT AWARD FOR THE TOWNBANK ADA IMPROVEMENT PROJECT (LT-C-056)**

WHEREAS, the Notice to Bidders for the Townbank ADA Improvement Project (LT-C-056) was advertised On November 13, 2024 and accepted on Wednesday November 27, 2024 at 10:00 a.m. prevailing time; and

WHEREAS, Two (2) sealed bids were submitted and reviewed by the Township Engineer, QPA and Superintendent of Public Works Gary Douglass; and

WHEREAS, Charles Marandino LLC was the lowest qualified bidder, complied with the specifications and supplied all required bid documents and the CFO has certified the availability of funds as evidenced by her signature below:

Appropriation: Ord #17-10 C-04-55-420-100

Signature: _____
Lauren Read, CFO

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

AWARD TO: CHARLES MARANDINO LLC.
TOTAL: \$55,034.00

	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 2, 2024.

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

November 27, 2024

VIA EMAIL

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

**Re: Township of Lower, Cape May County, NJ
Townbank ADA Improvement Project
D&A File #: LT-C-056**

Dear Ms. Picard:

We have tabulated the two (2) bids received on November 27, 2024 for the above referenced project. As such, we have determined that the lowest responsible bidder appears to be Charles Marandino, LLC, P.O. Box 20, Milmay, NJ 08340 in the amount of \$55,034.00. 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 Charles Marandino, LLC, P.O. Box 20, Milmay, NJ 08340 in the amount of \$55,034.00. The contractual award should be made contingent upon approval from the Township Purchasing Agent, Chief Financial Officer and Solicitor.

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

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


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

T: 609-854-3311

Marc@deblasioassoc.com

cc: Mayor Frank Sippel (via email w/encl.)
Michael Laffey, Manager (via email w/encl.)
Margaret Vitelli, Qualified Purchasing Agent (via email w/encl.)
Gary Douglass, Public Works Superintendent (via email w/encl.)
Mitchell Plenn, Superintendent of Parks and Recreation (via email w/encl.)
Robert Belasco, Solicitor (via email w/encl.)

DEBLASIO & ASSOCIATES

CONSULTING ENGINEERS AND PLANNERS

BID TABULATION

Project Name: Townbank ADA Ramp Project

D&A Project #: LT-C-056

Client: Township of Lower

Bid Opening Date: 11/26/2024

Item #	DESCRIPTION	QUANTITY & UNITS		UNIT PRICE	AMOUNT	Fred Schiavone Construction P.O. Box 416 Malaga, NJ 08328
		LUMP SUM	UNITS			
1	TRAFFIC CONTROL			\$8,000.00	\$8,000.00	
2	CONCRETE SIDEWALK, 4" THICK	130	S.Y.	\$155.00	\$20,150.00	
3	8" x 18" CONCRETE VERTICAL CURB	200	L.F.	\$48.00	\$9,600.00	
4	DETECTABLE WARNING SURFACES	10	S.Y.	\$800.00	\$8,000.00	
5	TRAFFIC MARKING LINES, THERMOPLASTIC - 24"	384	L.F.	\$8.50	\$3,264.00	
6	CROSSWALK SIGN AND POST	20	UNITS	\$300.00	\$6,000.00	
7	PAVEMENT RESTORATION (IF & WHERE DIRECTED)	20	S.Y.	\$1.00	\$20.00	
TOTAL AMOUNT BID BASED ON BASE BID ESTIMATED QUANTITIES ITEMS 1 - 7 INCLUSIVE					\$55,034.00	\$59,575.00

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

ORDINANCE #2024-19

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:

TOWNSHIP COUNCIL

Mayor	18,000	To	23,000
Councilmembers	15,000	To	20,000

AFSCME

Assistant Supt. of Recreation (P/T)	27,000	To	56,287
Assistant Municipal Tax Collector	47,000	To	80,000
Building Inspector	51,000	To	58,000
Building Inspector (P/T)	10,000	To	48,000
Building Maintenance Worker	35,000	To	48,000
Building Service Worker	35,000	To	48,000
Building Sub- Code Official	5,000	To	58,287
Clerk 1	35,000	To	45,463
Clerk 2	39,000	To	48,710
Clerk 3	43,000	To	68,000
Code Enforcement Officer	39,000	To	56,000
Electrical Sub-Code Official	37,769	To	58,287
Keyboarding Clerk 1	35,000	To	52,000
Keyboarding Clerk 2	39,000	To	52,000
Keyboarding Clerk 3	43,000	To	72,000
Plumbing Sub-Code Official	5,000	To	58,287
Registrar Vital Statistics-	39,000	To	48,710/
Senior Building Service Worker	39,000	To	58,000
Senior Code Enforcement Officer	43,000	To	72,000
Supervising Code Enforcement Officer	47,000	To	72,000

BUREAU OF FIRE SAFETY

Fire Inspector	15.13 hr.	To	25.00 hr.
Fire Investigator	2,500	To	2,500
Fire Official	67,000	To	96,000
Fire Prevention Specialist (F/T)	42,000	To	68,000
Fire Prevention Specialist (P/T)	15.13 hr.	To	25.00 hr.
Fire Safety Board Member		Annually	1,800

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

ORDINANCE #2024-19

SALARY AND BENEFIT ORDINANCE FOR THE TOWNSHIP OF LOWER (continued)

NON-UNION ADMINISTRATIVE /MANAGEMENT PERSONNEL

Assistant Municipal Clerk	46,000	To	80,000
Chief Financial Officer	77,000	To	128,000
Confidential Assistant/Secretary	35,000	To	90,000
Deputy Manager	80,000	To	95,000
Human Resources Officer	50,000	To	70,000
Municipal Clerk	74,000	To	117,500
Personnel Officer	70,000	To	90,000
Municipal Manager	85,000	To	138,000

NON-UNION POLICE PERSONNEL

Chief of Police	107,584	To	186,000
Deputy Chief of Police	107,584	To	172,000

POLICE PERSONNEL

Police Sergeant	86,051	To	130,000
Police Officer	33,000	To	120,000
Special Law Enforcement Class II	15.13 hr.	To	25.00 hr.

Special Law Enforcement WITHOUT Police Academy Certification
 Applicable to Minimum Wages Established by the Dept of Labor

PUBLIC WORKS PERSONNEL (PER HOUR)

Equipment Operator	23.81	To	35.00
Laborer 1	17.50	To	30.00
Laborer 2	18.75	To	34.00
Laborer 3	18.75	To	35.00
Maintenance Repair	23.06	To	30.00
Maintenance Worker 1 /Groundskeeper	18.75	To	25.00
Mechanic	18.75	To	40.00
Mechanic Diesel	18.75	To	40.00
Mechanics Helper	24.14	To	32.00
Motor Broom Driver	22.58	To	35.00
Parks & Rec Maint. Worker/Grounds	17.42	To	26.00

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

ORDINANCE #2024-19

SALARY AND BENEFIT ORDINANCE FOR THE TOWNSHIP OF LOWER (continued)

PUBLIC WORKS PERSONNEL (PER HOUR)

Senior Maintenance Repair	28.25	To	45.00
Senior Mechanic Diesel	28.25	To	45.00
Supervising Equipment Operator	25.82	To	40.00
Supervising Mechanic Diesel	38.00	To	48.00
Temporary Laborer	16.50	To	18.00

SUPERIOR OFFICER- POLICE

Police Captain	100,034	To	158,000
Police Lieutenant	94,000	To	145,000

SUPERVISORS UNION

Assistant Building Superintendent	59,000	To	91,000
Assistant Supervisor of Garage Services	66,000	To	91,000
Construction Official	52,000	To	103,000
Coordinator Fed & State Aid	50,000	To	93,000
Deputy Municipal Court Administrator	45,000	To	68,000
Deputy Tax Assessor	50,000	To	80,000
General Supervisor Public Works	59,000	To	100,000
Municipal Court Administrator	55,000	To	90,000
Senior Planner	60,000	To	119,000
Purchasing Agent	45,000	To	97,000
Superintendent of Public Works	75,000	To	126,000
Superintendent of Recreation	56,000	To	93,000
Tax Assessor	60,000	To	103,000
Tax Collector	60,000	To	109,000
Township Engineer	70,000	To	108,245

TITLES ADDITIONAL

Administrative Secretary/ Office Manager	37,000	To	68,000
Assistant Municipal Treasurer	6,900	To	17,000
Court Administrator /Shared Agreement	25,000	To	25,000
Court Attendant /Shared Agreement	5,000	To	9,000
Clean Committee Coordinator	3,500	To	5,000
Deputy Court Administrator	15,000	To	15,000
Deputy Emergency Mngt Coordinator	2,000	To	10,000
Development Fee Collection Officer	1,000	To	10,000
Digital Records Coordinator	1,000	To	3,000
District Recycling Coordinator	250	To	5,000
Fire Protection Sub-Code Official	1,000	To	20,000
Flood Plan Manager	1,000	To	10,000

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

ORDINANCE #2024-19

SALARY AND BENEFIT ORDINANCE FOR THE TOWNSHIP OF LOWER (continued)

TITLES ADDITIONAL

Government Deals Coordinator	1,000	To	1,000
JIF Fund Commissioner	2,000	To	3,000
JIF Safety Coordinator	2,000	To	3,000
JIF OSHA Compliance Coordinator	1,000	To	1,000
JIF Workers Comp Admin	2,000	To	2,000
Lifeguard/Swimming Instructor	15.13 hr.	To	20.00 hr.
Municipal Emergency Mngt Coord	6,900	To	25,000
Municipal Judge	40,000	To	52,000
Municipal Judge /Shared Agreement	20,000	To	20,000
Prosecutor	14,000	To	25,000
Prosecutor /Shared Agreement WW	10,000	To	10,000
Public Defender	11,000	To	17,000
Public Defender/ Shared Agreement WW	13,500	To	13,500
Recording Secretary	1,000	To	1,000
Recording Secretary Planning	3,000	To	3,000
Recreation Aide	15.13 hr.	To	20.00 hr.
Right to Know Coordinator	1,000	To	3,500
Short Term Rental Coordinator	1,000	To	3,500
Tax Searcher	3,000	To	13,500

Section 2. 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 3. 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.

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

ORDINANCE #2024-19

SALARY AND BENEFIT ORDINANCE FOR THE TOWNSHIP OF LOWER (continued)

Section 4. 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 5. 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 6. All other ordinances in conflict or inconsistent with this Ordinance are hereby repealed to the extent of such conflict or inconsistency.

First Reading: December 2, 2024

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

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

ORDINANCE #2024-16

Title: AN ORDINANCE AMENDING CHAPTER 3, ADMINISTRATION OF GOVERNMENT, ARTICLE VI, OFFICE OF THE TOWNSHIP MANAGER; DEPARTMENTS, SUBSECTION 3-21, TOWNSHIP MANAGER, OF THE CODE OF THE TOWNSHIP OF LOWER TO FORMALLY ESTABLISH THE DUTIES AND OBLIGATIONS OF THE POSITION OF DEPUTY MANAGER

WHEREAS, in accordance with § 3-21(D)(3) of the Code of the Township of Lower, the Township Manager is authorized to appoint and remove a Deputy Manager, if authorized by Township Council; and

WHEREAS, the Township Council, in consultation with the Township Manager, has determined that it is both necessary and appropriate to expand the role and duties of the position of Deputy Township Manager in order to convert same to a full-time position as opposed to a part-time, stipend position for the proper and efficient conduct of the affairs of the municipality;

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Chapter 3, Administration of Government, Article VI, Office of the Township Manager; Departments, of the Code of the Township of Lower, be and hereby is amended as follows:

Section 1. Chapter 3, Administration of Government, Article VI, Office of the Township Manager; Departments, Subsection 21.1, Deputy Manager, is hereby added as follows:

21.1 Deputy Manager.

A. Appointment, Qualifications.

The Township Manager may appoint a Deputy Manager who shall be chosen solely based on executive and administrative qualifications, experience, and education. The Deputy Manager must substantially be able to perform all the duties and responsibilities listed on the job description maintained by the Township and must also substantially meet any and all applicable education and experience requirements.

B. Duties and Responsibilities.

The Deputy Manager shall assist the Township Manager in analyzing, reviewing, and suggesting revisions to municipal policies, procedures, resolutions, and ordinances to make local government more responsive to the needs of its residents; does other related duties as required. The Deputy Township Manager shall report directly to the Township Manager and, under the direction of the Township Manager, interact with Department Heads, Employees, residents, the business community, municipal boards and agencies, and Township Council. The Deputy Manager shall provide administrative and operational support to the Township Manager; assist with the formulation, implementation, review and control of policies, procedures, and regulations pertaining to the administration the day-to-day needs of the Township, and perform such other functions and duties as directed by the Township Manager. In the absence or disability of the Township Manager, when so designated by the Township Manager, the Deputy Township Manager shall serve as the Acting Township Manager

with all the duties and powers afforded to the Township Manager.

C. Removal.

The Deputy Manager shall serve at the pleasure of the Township Manager, and may be removed by the Township Manager pursuant to N.J.S.A. 40:69A-95(c).

D. Compensation.

The compensation to be paid to the Deputy Township Manager shall be set by ordinance, by Council, within its annual Salary Ordinance, as amended from time-to-time.

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 provision 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

Kevin Coombs, Councilmember

Roland Roy, Jr., Councilmember

David Perry, Deputy Mayor

Frank Sippel, Mayor

First Reading: *Nov. 4, 2024*

Adopted:

Attest: _____
Julie A Picard, Township Clerk

CASH RECONCILIATION OCTOBER 31, 2024

	Cash		Less Checks Outstanding	Cash Book Balance
	*On Hand	On Deposit		
Current	1,086,623.15	9,796,251.07	854,853.23	10,028,020.99
Trust - Assessment				
Trust - Dog License	55.00	13,773.36	90.60	13,737.76
Trust - Other	50.00	4,432,941.05	157,976.72	4,275,014.33
Capital - General	0.00	4,067,121.40	16,166.56	4,050,954.84
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
Total	1,086,728.15	18,310,086.88	1,029,087.11	18,367,727.92

*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-24

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-24

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 Road

Title: CFO, Township of Lower

	Total	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
BEG. BAL. JAN. 1, 2024	13,821,975.52	13,821,975.52	14,284,517.15	16,950,254.67	12,184,215.56	9,187,610.71	13,465,397.41	12,115,653.52	7,016,417.99	14,617,190.06	10,342,607.51
Per Revenue Status	75,337,203.98	5,648,047.53	12,890,265.20	1,081,841.96	12,231,054.66	13,211,787.12	1,548,917.14	2,894,269.90	18,865,915.85	1,718,734.23	5,246,970.26
less: post cash surplus	(4,850,367.00)				(4,850,367.00)						
less: post State Aid	(153,933.36)						(153,933.36)				
Transfers:	70,352,903.62	5,648,047.63	12,890,265.20	1,081,841.96	7,400,687.69	13,211,787.12	1,394,383.78	2,894,269.90	18,865,915.85	1,718,734.23	5,246,970.26
Capital - Civic Interest	4,268,690.43	15,728.44	140,378.82	373,963.99	189,655.96	723,809.29	485,202.45	676,288.22	1,045,879.73	306,671.91	311,011.92
Grants Received:	735.50						735.50				
ALLED \$ RECD	103,956.57					103,956.57					
CC \$ RECD	960.00										960.00
CIS \$ Reqd	8,842.75	2,707.75	6,135.00					280.00	7,000.00		
DDEF	7,280.00										
DISTRACTED DRIVING \$ RECD	5,565.00					5,565.00					
DISPRO \$ RECD	15,190.00		6,020.00						10,000.00		9,170.00
EMMA \$ RECD	10,000.00										1,000.00
JIF \$ Reqd	4,225.00				725.00					2,500.00	
NJDOT - FIRE	42,500.00				42,500.00						
NJDOT - WILWOOD	258,813.75					127,563.75			17,351.01	3,558.34	3,082.51
Opicid Settlement	74,896.39					43,180.54	7,723.99				
Pedestrian Awareness \$ Reqd	5,250.00							5,250.00			
Recycling Tonnage \$ Reqd	38,945.95			38,945.95							
SC \$ RECD	393,903.51			119,373.33		169,803.57		104,729.61			
971-103-82											
TOTAL RECEIPTS:	75,952,699.87	5,666,480.82	13,042,799.72	1,614,125.63	7,653,958.65	14,380,140.84	2,024,960.72	3,880,817.73	19,946,146.69	2,031,464.48	5,572,194.69
DISBURSEMENTS:	469,849.44	181,291.38	232,962.75	14,553.45	38,027.51	927.63	780.00	1,000.00	46.54		262.76
2023 Reserves	75,697,664.18	5,082,169.37	10,117,531.53	6,070,498.84	10,521,513.28	9,445,256.30	3,024,289.86	8,205,076.22	11,384,696.40	6,094,582.87	5,752,251.51
2024 Capital	4,268,690.43	15,728.44	140,378.82	373,963.99	189,655.96	723,809.29	485,202.45	676,288.22	1,045,879.73	306,671.91	311,011.92
less: Special Emergency	(25,600.00)				(25,000.00)						
less: Del Ciris TAX MAP	(74,000.00)				(24,000.00)						
Appropriation Refunds:	(923,687.51)	(75,247.00)	(113,811.60)	(78,851.54)	(70,023.25)	(67,639.08)	(135,567.70)	(104,411.18)	(83,199.03)	(95,254.29)	(99,682.84)
TOTAL DISBURSEMENTS	79,413,616.54	5,203,939.19	10,377,062.20	6,380,164.74	10,630,173.50	10,102,354.14	3,374,704.61	8,777,953.26	12,347,374.52	6,306,047.03	5,913,843.35
END. BAL. DEC. 31, 2024	10,000,958.85	14,284,517.15	16,950,254.67	12,184,215.56	9,187,610.71	13,465,397.41	12,115,553.52	7,016,417.99	14,617,190.06	10,342,607.51	10,000,958.85
Total Appropriation Refunds	(923,687.51)	(75,247.00)	(113,811.60)	(78,851.54)	(70,023.25)	(67,639.08)	(135,567.70)	(104,411.18)	(83,199.03)	(95,254.29)	(99,682.84)
Bank Balance	12,851,425.07	15,890,762.41	10,710,637.94	8,437,465.33	11,418,850.19	12,368,293.47	5,682,917.62	11,775,360.69	10,043,926.51	8,977,032.89	4,718.39
Checking											
Electronic Payments											
Online Payment Acct	704,916.22	1,387,002.89	247,446.43	584,407.09	1,251,755.50	1,251,755.50	177,741.69	866,311.76	1,515,812.77	257,134.89	755,156.05
Total Bank Balance	13,556,343.29	17,287,765.30	10,958,084.27	9,031,872.42	12,670,605.69	12,546,035.15	6,349,229.38	13,291,173.46	10,301,061.40	9,736,907.33	314,136.32
A/D: Deposits in Transit	785,404.60	84,454.02	2,356,841.95	987,720.13	812,759.03	153,397.53	893,091.62	2,192,088.22	66,705.57	314,136.32	(50,084.80)
LESS: Outstanding Checks	(57,230.74)	(421,954.85)	(1,130,710.66)	(841,981.84)	(17,967.31)	(583,879.16)	(223,903.01)	(866,071.62)	(25,159.46)	(10,000,958.85)	
Adjusted Bank Balance	14,284,517.15	16,950,254.67	12,184,215.56	9,187,610.71	13,465,397.41	12,115,553.52	7,016,417.99	14,617,190.06	10,342,607.51	10,000,958.85	0.00
Monthly Interest Received-Current Fund	712,042.18	79,510.88	94,295.52	86,971.54	83,550.38	84,512.51	74,848.08	56,609.01	65,605.93	63,993.06	40,769.25
Interest Rate		4.01%	4.01%	4.01%	4.01%	4.01%	4.01%	4.01%	4.01%	3.95%	3.61%

