

WORK SESSION AND REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL

Wednesday, FEBRUARY 19, 2025 – 5:00pm

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

Work Session

Consent Agenda

Approval of Minutes - February 3, 2025

- Res. #2025-95 Authorization for the Payment of Vouchers \$ 1,176,389.63
Res. #2025-96 Authorization for the Payout of Accumulated Compensatory Time (J.Saini \$8,469.86)
Res. #2025-97 A Resolution Requesting Release of Demolition Bond for Block 388, Lot 1, 128 Broadway, Villas; Kevin and Dana M McKeon
Res. #2025-98 Authorization for the payout of Accumulated Compensatory Time (S.Hampton \$1,322.81)
Res. #2025-99 A Resolution Authorizing Margaret Vitelli, the Qualified Purchasing Agent of the Township of Lower, to award Contracts over \$17,500 and under the current Bid Threshold of \$44,000
Res. #2025-100 A Resolution Approving the Execution of an Agreement of Sale Pertaining to Certain Real Property Located at 9600 Seaview Avenue, A/K/A Block 703, Lot 1
Res. #2025-101 Authorization for the Pay Out of Terminal Leave (D.Blackley \$14,473.11)
Res. #2025-102 A Resolution Establishing an Emergency and Authorizing the award of a contract to R.A. Walters & Sons, Inc. for the Repair to the Delaware Bay Drive Pump House Outfall Extension to mitigate dune erosion and preserve critical infrastructure (LT-C-064)
Res. #2025-103 Approving a Professional Service Contract with DeBlasio & Associates for Construction Phase of the Delaware Bay Drive Pump House Emergency Outfall Extension Project (LT-C-064)
Ordinance #2025-06 An Ordinance Amending Chapter 3, Administration of Government, Article VI, Office of the Township Manager; Departments, Subsection 23, Departments of Revenue and Finance, Division of Taxation; Division of Tax Collection; Qualified Purchasing Agent, of the Code of the Township of Lower.
Ordinance #2025-07 N Ordinance Amending Chapter, 185, Brush, Grass and Debris, of the Code of the Township of Lower, to establish New Regulations Prohibiting the Planting of Bamboo. This is the first reading of Ordinances 06 and 07, the second reading and Public Hearing will be held on March 17, 2025

Regular Agenda

- Res. #2025-104 – Person to Person Transfer of Liquor License 0505-33-017-007 from Bayhouse Restaurant Inc to The Local Tavern. This Transfer has been advertised and no objections have been received
Ordinance #2025-03 An Ordinance Amending Chapter 3, Administration of Government, Article II, Township Council, Subsection 8, Powers and Duties of Township Council, of the Code of the Township of Lower This is the second reading and public hearing of this Ordinance. This Ordinance has been published, posted and made available to the public.
Ordinance #2025-04; An Ordinance Amending Chapter 90, Police Department, Article III, Off-Duty Police Services, to Modify Administrative Fees to account for Additional Taxes Incurred by the Township and to Modify Fees Associated with the Use of Township Police Department Vehicles. This is the second reading and public hearing of this Ordinance. This Ordinance has been published, posted and made available to the public.

Engineer Report

Administrative Reports

Clerk, Construction, Dog, Tax, Vital Statistics

Public Comment

Council Comments

Adjourn

COUNCIL MEETING MINUTES – February 3, 2025

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on February 3, 2025 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 Joseph Wareham
Councilmember Roland Roy, Jr.
Deputy Mayor Kevin Coombs
Mayor Frank Sippel

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

Work Session

Presentation of Proclamation to Donna Blackley – Mayor Sippel

Mayor Sippel presented Donna Blackley with a Proclamation, on behalf of Council, congratulating her on her retirement from the Lower Township Fire Bureau and thanking her for her dedicated years of service.

Oath of Office - Patrolman Austin Cushman

Chief Lewis read Patrolman Austin Cushman's biography.

Mayor Sippel administered the Oath of Office to Patrolman Cushman while his wife, Anri Cushman, held the Bible. PTL. Cushman's cousin, PTL. Michael Harkin, pinned his badge.

State of the Township – Mayor Sippel

Mayor Sippel presented the State of the Township Address highlighting 2024 Administrative Actions, Points of Interest, Capital Improvement Projects, Department Snapshot, and future Projects and Events. The power-point presentation is available on the Township website at www.townshipoflower.org.

Chris South, CMC Herald, inquired about the Bay Outfall Extension.

Manager Laffey informed that the Outfalls are pending final permits from the Army Corp. of Engineers.

Councilmember Conrad mentioned that the Township is eager to complete the project but has been facing continuous delays.

Presentation from Fire District #2 - Lew Conley

Lewis H. Conley, Jr., Secretary of Fire District #2, addressed Council for support of the upcoming Fire Election. Councilmember Conrad commented in favor of a zero tax increase for Fire District #2.

Consent Agenda

Approval of Minutes – January 22, 2025

Res. #2025-81 Authorization for the Payment of Vouchers \$ 426,165.25

Res. #2025-82 Authorization for the Payout of Accumulated Compensatory Time (M.Reilly \$2,645.61)

Res. #2025-83 Approval of Change Order #1 for Final As Built Quantity Adjustments for the Town Bank ADA Improvement Project (LT-C-056 \$10,635.15)

Res. #2025-84 Approval of Change Order #2 for the Final As Built Quantities and Contract Reduction for the Resurfacing of Corson Lane – Woolson Road to Southern End of Corson Lane (LT-C-050 \$- 6,064.71)

Res. #2025-85 Authorization for Refund of Taxes

Res. #2025-86 Authorization for the Payout of Accumulated Compensatory Time (E.Danze \$8,072.48)

Res. #2025-87 Authorization for the Payout of Accumulated Compensatory Time (M.lames \$3,176.20)

Res, #2025-88 A Resolution of the Township Council of the Township of Lower Approving the Renewal of a Class 5 Cannabis Retail License to Sea & Leaf, LLC.

Res. #2025-89 A Resolution Awarding a Professional Service Contract Without Public Bidding to Triad Advisory Services, Inc. to Provide Consulting Services in Connection with the Pursuit of Federal, State, Regional and Foundation Grants and/or Financial Resources

Res. #2025-90 Approving Change Order #1 with Paving Plus LLC for the Final As Built Quantities and Contract Reduction for the FY2023 NJDOT Municipal Aid/Local Transportation Projects Fund Reconstruction of Wildwood Avenue (LT-C-034A) (-57,429.02)

Res. #2025-91 Contract Award to Rave Mobile Safety for Alerts for Public Safety

Res. #2025-92 Preserve New Jersey Historic Preservation Fund Administered by the New Jersey Historic Trust (grant \$150,000)

Ordinance #2025-04; An Ordinance Amending Chapter 90, Police Department, Article III, Off-Duty Police Services, to Modify Administrative Fees to account for Additional Taxes Incurred by the Township and to Modify Fees Associated with the Use of Township Police Department Vehicles. This is the first reading of this Ordinance. The second reading and Public Hearing has been scheduled for February 19, 2025.

Ordinance #2025-05; An Ordinance Amending Chapter 583, Streets and Sidewalks, Article 1, Excavation of Streets, of the Code of the Township of Lower . This is the first reading of this Ordinance. The second reading and Public Hearing has been scheduled for March 2, 2025.

Solicitor Belasco expounded on the reasons for Ordinance #2025-04.

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

Administrative Reports

Personnel Action Report

Public Comment - no comments

Council Comments

Councilmember Conrad – no comments

Councilmember Wareham thanked all volunteer fire fighters for their dedication and services.

Councilmember Roy – no comments

Deputy Mayor Coombs voiced his support for the Philadelphia Eagles.

Mayor Sippel announced the public auction to be held on Friday, Feb 7th, 9:00 a.m. in Township Hall.

Mayor Sippel also reminded about the upcoming Fire Elections, Feb 15th from 2-9 p.m.

Closed Session

Res. #2025-93 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 Negotiation Update

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

Council adjourned to Closed Session at 5:37 p.m.

Council returned to Open Session at 5:50 p.m.

Res. #2025-94 A Resolution Amending Resolution #2024-102; Ratifying a Three (3) Year Memorandum of Agreement Between the Township of Lower and Lower Township Office Workers Association – Local #3779, AFSCME District Council 63 AFLCIO

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

Adjournment

There being no further business to address, motion to adjourn moved by Councilmember Roy, seconded by Councilmember Coombs. Motion to adjourn was unanimous. Meeting adjourned at 5:50 p.m.

Frank Sippel, Mayor

Township Clerk

Approved:

Resolution #2025-95

Lower Township
Bill List By Vendor Id

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 Include Non-Budgeted: Y Vendors: All

Vendor #	P.O. #	PO Date	Name	Description	Status	Amount	Void Amount	Contract	PO Type
00022	25-00198	01/21/25	ADVANTAGE RENTAL & SALES *	TAMPER PARTS/DPW	Open	\$191.59	\$0.00		
00085	24-01594	06/07/24	AMERICAN SWIMMING POOLS*	LIQUID CHLORINE FOR SEASON	Open	\$240.00	\$0.00		
00110	24-03425	12/17/24	ANCO HOME CENTER	FS Batteries	Open	\$45.98	\$0.00		
	25-00101	01/13/25		RDS/SIGN/BLDG/DPW/JAN	Open	\$449.76	\$0.00		
	25-00316	01/27/25		MONTHLY- JANUARY '25	Open	\$525.70	\$0.00		
Vendor Total:						\$1,021.44			
00153	25-00469	02/13/25	ATLANTIC CITY ELECTRIC*	JAN 2025 ELECTRIC ENCUMBER	Open	\$29,422.37	\$0.00		
	25-00475	02/13/25		NOV 2024 STREET LIGHTS	Open	\$91,772.50	\$0.00		
Vendor Total:						\$121,194.87			
00194	24-03514	12/27/24	ADVANCED VIDEO & SOUND LLC	FIX CAMERA - COUNCIL MTG ROOM	Open	\$780.00	\$0.00		
	25-00484	02/13/25		2025 CAMERA MAINTENANCE	Open	\$3,900.00	\$0.00		
Vendor Total:						\$4,680.00			
00257	24-00880	04/05/24	BAYSHORE LANDSCAPING INC*	RES #24-40 LANDSCAPING SERVICE	Open	\$16,360.00	\$0.00		
00301	25-00379	02/06/25	BELMONT AND CRYSTAL SPRINGS*	RENTAL/DPW	Open	\$3.51	\$0.00		
	25-00387	02/06/25		WATER - DPS	Open	\$337.05	\$0.00		
Vendor Total:						\$340.56			
00403	25-00431	02/10/25	BLUE WAVE EXPRESS CAR WASH	TOWNSHIP CAR WASHES 2024	Open	\$2,589.00	\$0.00		
00725	25-00414	02/07/25	CAPE MAY COUNTY FIRE ACADEMY	FS R. OCCHIPINTI TRAINING	Open	\$150.00	\$0.00		
00729	24-02533	09/24/24	CAPE MAY COUNTY TRAINING CTR.	R.Occhipinti training	Open	\$150.00	\$0.00		
00784	25-00348	01/28/25	CAPE MAY STAR & WAVE	Legals - 1/15 & 1/22	Open	\$116.50	\$0.00		
	25-00436	02/10/25		Legals - 1/29/2025	Open	\$147.50	\$0.00		
Vendor Total:						\$264.00			
00807	24-03442	12/18/24	CDW-GOVERNMENT INC*	SERVERS UPGRADE PD/TOWNHALL	Open	\$9,800.00	\$0.00		

Lower Township
Bill List By Vendor Id

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Vendor # P.O. #	PO Date	Name Description	Status	Amount	Vold Amount	Contract	PO Type
00825		COMCAST INTERNET					
25-00476	02/13/25	DPW INTERNET(2954) FEB 2025	Open	\$225.54	\$0.00		
25-00477	02/13/25	INTERNET(ALL) JAN 2025	Open	\$1,813.43	\$0.00		
		Vendor Total:		\$2,038.97			
01170		VERIZON WIRELESS* F/S					
25-00434	02/10/25	FS VERIZON DEC 27- JAN 26	Open	\$168.52	\$0.00		
01171		VERIZON WIRELESS - TOWNHALL					
25-00470	02/13/25	CELL PHONE 12/24/24- 1/23/25	Open	\$511.71	\$0.00		
25-00471	02/13/25	IPHONE 10/29-11/28/24	Open	\$1,453.83	\$0.00		
		Vendor Total:		\$1,965.54			
01200		DELTA DENTAL PLAN OF NJ					
25-00375	02/03/25	JAN 2025 DENTAL ADMIN	Open	\$1,442.10	\$0.00		
25-00417	02/07/25	JAN 2025 DENTAL CLAIMS	Open	\$6,997.95	\$0.00		
		Vendor Total:		\$8,440.05			
01267		EDWARD DONOHUE					
25-00423	02/10/25	CONTRACT REIMB.	Open	\$58.82	\$0.00		
01269		DISCOUNT HYDRAULICS*					
25-00197	01/21/25	SUPPLIES FOR GARAGE/DPW	Open	\$2,406.29	\$0.00		
25-00395	02/06/25	PARTS/DPW	Open	\$4,561.16	\$0.00		
		Vendor Total:		\$6,967.45			
01390		EDMUNDS & ASSOCIATES, INC.*					
25-00367	01/31/25	1099 FILING	Open	\$107.31	\$0.00		PC1
25-00466	02/13/25	2025 EDMUNDS MAINT	Open	\$24,950.00	\$0.00		
		Vendor Total:		\$25,057.31			
01480		E-Z PASS					
25-00480	02/13/25	POLICE EZPASS	Open	\$300.00	\$0.00		PC1
01550		FIRE DISTRICT #3					
25-00352	01/30/25	RES 25-27 FINAL YEAR	Open	\$23,750.00	\$0.00		
01653		GENTILINI FORD					
25-00107	01/13/25		Open	\$2,916.81	\$0.00		
01690		GRANTURK EQUIPMENT CO*					
24-02150	08/08/24	RES 2024-254 LEACH REAR LOADER	Open	\$136,822.20	\$0.00		
01806		ANTHONY J HARVATT, II, ESQ					
25-00388	02/06/25	ZBA SOLICITOR SALARY (FEB)	Open	\$834.00	\$0.00		
25-00390	02/06/25	ZBA RESOLUTION VOUCHERS (FEB)	Open	\$1,300.00	\$0.00		
		Vendor Total:		\$2,134.00			
01807		MARLIN HEDUM					
25-00427	02/10/25	CONTRACT REIMBURSEMENT	Open	\$21.44	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
01873 25-00109	01/13/25	HOME DEPOT* SUPPLIES/DPW/JAN	Open	\$422.97	\$0.00		
01974 25-00440	02/10/25	I.A.C.P MEMBERSHIP* IACP MEMBERSHIP 2025	Open	\$220.00	\$0.00		
02025 24-02149	08/08/24	HUNTER JERSEY PETERBILT~ RES 2024-253 PETERBILT 548	Open	\$162,907.00	\$0.00		
25-00111	01/13/25	PARTS FOR TRUCKS/DPW/JAN	Open	\$1,157.81	\$0.00		
25-00362	01/31/25	PARTS/DPW	Open	\$2,604.85	\$0.00		
Vendor Total:				\$166,669.66			
02027 25-00121	01/13/25	JESCO INC~ PARTS FOR BACKHOE/DPW	Open	\$796.37	\$0.00		
02334 24-03450	12/19/24	LOWER TWP CHAMBER OF COMMERCE Luncheon 12/12/2024	Open	\$80.00	\$0.00		
02538 25-00025	01/03/25	MARSH & MCLENNAN AGENCY, LLC RES#2025-13 DNE \$40K	Open	\$3,333.33	\$0.00		B
02541 25-00445	02/10/25	ROBERT D. MARTIN, JR CONTRACT REIMB	Open	\$129.40	\$0.00		
02590 25-00425	02/10/25	ARTHUR MASON CONTRACT REIMBURSEMENT	Open	\$33.26	\$0.00		
03008 25-00381	02/06/25	NJ DEPT OF TREASURY/FEES STORMWATER PERMIT/DPW	Open	\$450.00	\$0.00		
03026 25-00357	01/30/25	NJ STATE HEALTH BENEFITS FEB 2025 NJSHBP RETIREES	Open	\$131,334.29	\$0.00		
25-00358	01/30/25	FEB 2025 NJSHBP ACTIVE	Open	\$254,891.18	\$0.00		
Vendor Total:				\$386,225.47			
03086 25-00339	01/28/25	NJ STATE ASSN CHIEFS OF POL* ANNUAL DUES 2025	Open	\$275.00	\$0.00		
03158 25-00051	01/08/25	NAYS RENEWAL BASKETBALL COACHES	Open	\$340.00	\$0.00		
25-00340	01/28/25	RENEWAL OF COACHES	Open	\$60.00	\$0.00		
Vendor Total:				\$400.00			
03280 25-00363	01/31/25	PARAMOUNT SANITARY SUPPLY ~ 20 OZ. MOP HEADS	Open	\$97.20	\$0.00		
03296 25-00257	01/27/25	PARISH OF ST. JOHN NEUMANN RETURN UNUSED ESCROW	Open	\$506.87	\$0.00		
03305 25-00370	02/03/25	PEDRONI FUEL* NO LEAD GAS/DPW/ 1.22,25	Open	\$603.58	\$0.00		

Lower Township
Bill List By Vendor Id

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Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
03305		PEDRONI FUEL*					
							<i>Account Continued</i>
03387		POGUE INC. *					
25-00315	01/27/25	PRE EMPLOYMENT/DPW	Open	\$170.00	\$0.00		
25-00351	01/30/25	SAFETY AND HEALTH CONSORTIUM	Open	\$3,250.00	\$0.00		
25-00371	02/03/25	ALCOHOL-CONTROLLED TEST/DPW	Open	\$300.00	\$0.00		
			Vendor Total:	\$3,720.00			
03466		R & R SPECIALTIES					
25-00063	01/09/25	TROPHY FOR TOURNAMENT	Open	\$25.50	\$0.00		
03518		RIGGINS, INC.*					
25-00411	02/07/25	OFF HIGHWAY/DIESEL/DPW	Open	\$883.69	\$0.00		
03692		SOUTH JERSEY GAS CO*					
24-03190	11/20/24	DEC ENCUMBER NATURAL GAS	Open	\$19,810.81	\$0.00		
03727		EDWARD STRING					
25-00424	02/10/25	CONTRACT REIMB.	Open	\$1,788.00	\$0.00		
03765		TAX COLL&TREAS ASSN OF C M C*					
25-00036	01/03/25	3 MEMBERSHIPS 2025	Open	\$450.00	\$0.00		
03904		LOWE'S HOME CENTER INC*					
25-00399	02/06/25	PURCHASING BOXES FOR MOVE	Open	\$41.73	\$0.00		PC1
03971		VERIZON WIRELESS MDT POLICE					
25-00356	01/30/25	VERIZON PD & TWP 12/21-1/20	Open	\$1,196.65	\$0.00		
03985		VILLAS NAPA AUTO PARTS ~					
25-00103	01/13/25	RDS/SANT/RECY/DPW/JAN	Open	\$3,109.72	\$0.00		
03992		VAL-U AUTO PARTS LLC ~					
25-00130	01/14/25	RDS/SANT/RECY/DPW/JAN	Open	\$4,840.40	\$0.00		
04097		CINTAS FIRST AID AND SAFETY*					
25-00258	01/27/25	BOCA FIRST AID SUPPLIES	Open	\$27.32	\$0.00		
25-00473	02/13/25	TOWNHALL FIRST AID 1/29/25	Open	\$75.40	\$0.00		
			Vendor Total:	\$102.72			
04266		NJ DEPT OF HEALTH&SENIOR SVCS					
25-00416	02/07/25	January Dog Licenses	Open	\$498.60	\$0.00		
05083		ALLEGRA MARKETING,PRINT & MAIL					
25-00353	01/30/25	Winter Newsletter 1/2025	Open	\$380.00	\$0.00		
6074		CAPE ATLANTIC JUNIOR FOOTBALL					
25-00256	01/27/25	2025 LEAGUE APPLICATION	Open	\$100.00	\$0.00		
7074		J & B LOCKSMITHS*					
24-02255	08/19/24	FREEMAN DOUGLASS PRESS BOX	Open	\$105.00	\$0.00		

Lower Township
Bill List By Vendor Id

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Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
7098 25-00438	02/10/25	SHORE VETERINARIAN ANIMAL ANIMAL CONTROL - DECEMBER	Open	\$375.00	\$0.00		
7251 24-03528	12/27/24	REIT LUBRICANTS CO* MOTOR OIL/SYNTHETIC LUBE/DPW	Open	\$3,505.04	\$0.00		
7303 25-00335	01/28/25	BILL FISHMAN FALL SOCCER OFFICIAL	Open	\$210.00	\$0.00		
7354 25-00230	01/23/25	FLEETPRIDE INC.* TRASH/RECYC/COUNTY/JAN./DPW	Open	\$1,894.24	\$0.00		
7388 24-00263	01/22/24	JONATHAN SCHECK 2024 EQUIPMENT ALLOWANCE	Open	\$150.00	\$0.00		
25-00307	01/27/25	2025 EQUIPMENT ALLOWANCE	Open	\$150.00	\$0.00		
		Vendor Total:		\$300.00			
7475 25-00426	02/10/25	SUZANNE M SCHEID CONTRACT REIMBURSEMENT	Open	\$20.00	\$0.00		
25-00428	02/10/25	CONTRACT REIMBURSEMENT	Open	\$151.00	\$0.00		
		Vendor Total:		\$171.00			
7689 25-00158	01/15/25	GOVERNMENT FORMS AND SUPPLIES* Business Cards - Council/Reg	Open	\$95.00	\$0.00		
7820 24-01240	05/13/24	DEBLASIO & ASSOCIATES, P.C RES 2024-167 NCM STORM SEWER	Open	\$1,195.00	\$0.00		B
24-02404	09/06/24	RES 2024-288 C/O 2 DPW BUILDNG	Open	\$16,597.81	\$0.00		B
24-02506	09/18/24	RES 2024-307 TOWNBANK ADA RAMP	Open	\$2,076.25	\$0.00		
24-02510	09/18/24	RES 2024-309 CHG ORD 1 CORSON	Open	\$856.25	\$0.00		B
24-03345	12/06/24	RES 2024-390 CHG ORD 1 TB RAMP	Open	\$3,926.25	\$0.00		B
24-03369	12/06/24	RES 2024-373 MS4 PERMIT PROG	Open	\$5,183.75	\$0.00		B
24-03455	12/19/24	#24-402 RES BEACH/DEL DNE 38K	Open	\$9,960.00	\$0.00		
25-00393	02/06/25	ZBA BOARD ENGINEER VOUCHERS	Open	\$18,194.38	\$0.00		
		Vendor Total:		\$57,989.69			
7872 25-00384	02/06/25	GO DADDY COURT WEBSITE 2025	Open	\$275.88	\$0.00		PC1
7896 25-00214	01/21/25	CMC COURT ADMINISTRATORS ASSOC COURT ADMIN. ASSOC. DUES 2025	Open	\$100.00	\$0.00		
7929 25-00085	01/13/25	AMAZON CAPITAL SERVICES, INC ~ SKID STEER PLATE	Open	\$138.88	\$0.00		
25-00228	01/22/25	OFFICE SUPPLIES	Open	\$73.87	\$0.00		
25-00364	01/31/25	OFFICE SUPPLIES	Open	\$1,217.25	\$0.00		
25-00365	01/31/25	HARDWARE & CELL PHONE CASE	Open	\$185.39	\$0.00		
25-00366	01/31/25	S- CAM REPLACEMENT TIP	Open	\$68.74	\$0.00		
		Vendor Total:		\$1,684.13			

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
8001 24-00255 25-00298	01/22/24 01/27/25	KEVIN O'BRIEN 2024 EQUIPMENT ALLOWANCE 2025 EQUIPMENT ALLOWANCE	Open Open	\$17.54 \$150.00	\$0.00 \$0.00		
		Vendor Total:		\$167.54			
8046 25-00360	01/31/25	SAMPLE MEDIA INC DISPLAY AD 01/15/2025	Open	\$103.95	\$0.00		
8197 25-00462	02/11/25	GREAT AMERICAN FINANCIAL SERV FEB 2025	Open	\$560.00	\$0.00		
8211 25-00354	01/30/25	CONFIRE FIRE PROT SERV LLC* 2025 Fire Alarm Monitoring	Open	\$2,880.00	\$0.00		
8232 24-03373	12/10/24	MOTOROLA SOLUTIONS MOTOROLA RADIO SERVICE AGREEM	Open	\$4,278.00	\$0.00		
8330 25-00192	01/16/25	HILLYARD MID ATLANTIC * FOAMING SANITIZER	Open	\$532.86	\$0.00		
8460 25-00472	02/13/25	RE BUSINESS SOLUTIONS 4TH QTR PRINTER MAINT 2024	Open	\$1,092.10	\$0.00		
8495 25-00389	02/06/25	COASTAL FENCE AND RAILING ROLLER/DPW	Open	\$387.63	\$0.00		
8672 25-00096	01/13/25	LOGMEIN INC. 2025 GO TO MTGS	Open	\$19.00	\$0.00		PC1
8721 25-00022	01/03/25	BLANEY, DONOHUE, & WEINBERG PC RES#2025-03 LABOR DNE \$40K	Open	\$2,029.50	\$0.00		B
8732 24-01952	07/17/24	DEJANA TRUCK & UTILITY FORD UTILITY BODY & ACCESSORIE	Open	\$11,147.19	\$0.00		
8734 22-00745	03/29/22	THOMAS PLANNING ASSOCIATES LLC VACANT LAND INVEN RES2022-67	Open	\$600.00	\$0.00		B
8736 25-00418	02/07/25	TRACTOR SUPPLY COMPANY DOGS CRATES FOR WARMING CENTE	Open	\$239.97	\$0.00		PC1
8848 25-00347	01/28/25	COMFORT NOW LLC WEIGHT ROOM HEAT REPAIR	Open	\$185.00	\$0.00		
8908 25-00478	02/13/25	COMCAST BUISNESS PHONES VOICE PHONES FEBRUARY 2025	Open	\$1,319.33	\$0.00		
8909 25-00474	02/13/25	COMCAST BUSINESS PD INTERNET BUS INTERNET PD 2/1-2/31/25	Open	\$984.95	\$0.00		
8936		IAAI INC					

Lower Township
Bill List By Vendor Id

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Vold Amount	Contract	PO Type
<i>Account Continued</i>							
8936 25-00435	02/10/25	IAAI INC FS BELLES IAAI & NJ CHAPTER	Open	\$148.00	\$0.00		
9166 24-02152	08/08/24	REMINGTON & VERNICK ENG II INC RES 2024-267 CHG ORD 1 CRESSE	Open	\$360.00	\$0.00		B
24-02507	09/18/24	RES 2024-308 CHG ORD 2 CRESSE	Open	\$13,172.50	\$0.00		
		Vendor Total:		\$13,532.50			
9169 25-00413	02/07/25	EB EMPLOYEE SOLUTIONS LLC DIFF CARD ADMIN FEBRUARY 2025	Open	\$3,896.75	\$0.00		
9216 25-00043	01/07/25	ATLANTICARE REGIONAL MEDICAL RES#2024-229 YEAR 1	Open	\$5,000.00	\$0.00		B
9264 24-02722	10/16/24	PENNONI ASSOCIATES INC RES# 2024-332 Tax Maps	Open	\$45,458.04	\$0.00		B
9316 25-00020	01/03/25	THE BELASCO LAW FIRM LLC RES#2025-01 DNE \$40k	Open	\$3,333.33	\$0.00		B
25-00021	01/03/25	RES#2025-01 DNE\$150K EXPENSES	Open	\$10,830.00	\$0.00		B
		Vendor Total:		\$14,163.33			
9331 25-00223	01/22/25	RONALD BIRD B-447 L-8 BIRD	Open	\$87.51	\$0.00		
9334 25-00337	01/28/25	THOMSON REUTERS WEST GROUP CLEAR PROFLEX	Open	\$4,083.72	\$0.00		
9336 25-00254	01/27/25	TRACEY GIORDANO FS RFND 142 New Jersey Ave	Open	\$130.00	\$0.00		
BLAUE 22-02882	11/17/22	BLAUER ASSOCIATES INC* 2023 SCPF APPLICATION CONSULT	Open	\$300.00	\$0.00		B
CARROT 25-00191	01/16/25	CARROT-TOP INDUSTRIES, INC* FLAGS FOR TOWNSHIP	Open	\$832.87	\$0.00		
CMCHE005 25-00342	01/28/25	CMC HERALD Summer Camp Coord Employ Ad	Open	\$395.91	\$0.00		
EMAGAN 25-00336	01/28/25	ED MAGAN GAME OFFICIAL TRAVEL BASKETBAL	Open	\$350.00	\$0.00		
G-UNITED 24-03187	11/20/24	UNITED UNIFORM FS - Embs uniforms	Open	\$288.00	\$0.00		
25-00318	01/27/25	FS UNIFORMS FAMIANO	Open	\$569.00	\$0.00		
		Vendor Total:		\$857.00			
LOWER 25-00382	02/06/25	LOWER TOWNSHIP JAN 2025 DIFFERENCE CARD USE	Open	\$15,855.50	\$0.00		
SEAGE		SEAGEAR MARINE SUPPLY*					

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
SEAGE 25-00385	02/06/25	SEAGEAR MARINE SUPPLY* FS WATERPROOF GLOVES	Open	\$52.00	\$0.00		
SEASH 25-00386	02/06/25	SEASHORE COMMUNITY CHURCH WARMING CENTER OCT/NOV/ DEC 24	Open	\$10,417.00	\$0.00		
TRANSACT 25-00430	02/10/25	NJ TRANSACTION CONFERENCE 2025 NJ TRANSACTION CONFERENCE	Open	\$475.00	\$0.00		

Total Purchase Orders: 136 Total P.O. Line Items: 0 Total List Amount: \$1,174,070.63 Total Void Amount: \$0.00

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

RESOLUTION # 2025-95

Title: AUTHORIZING PAYMENT OF VOUCHERS

<u>VENDOR</u>	<u>CHECK #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Find's Furniture	5933	Mayors Furniture	\$2,319.00
TOTAL MANUAL CHECKS:			\$2,319.00
TOTAL COMPUTER GENERATED:			\$1,174,070.63
TOTAL BILL LIST			\$1,176,389.63

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 19, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION # 2025-96

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to Jordan Saini in the amount of 8,469.86 is authorized and chargeable to the 2025 Budget account 5-01-25-240-124.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
WAREHAM						
ROY						
COOMBS						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held February 19, 2025.

Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief Lewis
THRU: SGT McNulty
FROM: Patrolman Jordan C. Saini
DATE: 01/27/2025
SUBJECT: Comp Time Buy Out

Sir,
I am respectfully requesting to submit this letter to payroll, requesting a buy out of 200 hours of accrued comp time. Thank you for your time and consideration in this matter.

Respectfully Submitted,

Jordan C. Saini #196
Jordan C. Saini
Patrolman Badge 196

200 * 42.3493 =
\$8,469.86

C	File	Date	Officer	Comments
		1/27/25	<i>[Signature]</i>	to the LT
		1/28/25	<i>[Signature]</i>	to Capt Majore Continued buy Time
		2-3-25	Capt. Majore	to D.C. Vansman
		2-3-25	<i>[Signature]</i>	TO CHIEF LEWIS
		2-3-25	<i>[Signature]</i> (REL)	SENT TO TOLON HALL

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

RESOLUTION #2025-97

Title: A RESOLUTION REQUESTING RELEASE OF DEMOLITION BOND FOR BLOCK 388, LOT 1,
128 BROADWAY, VILLAS, NJ, KEVIN M. AND DANA M. MC KEON

WHEREAS, Kevin M. and Dana M. McKeon, posted a Demolition Bond with the Township of Lower, in the amount of \$2,500.00 and

WHEREAS, the Township Building Inspector made a final inspection and the Certificate of Occupancy was issued September 19, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Demolition Bond be and hereby is released.

BE IT FURTHER RESOLVED that the Township Treasurer is granted permission to issue a check in the amount of \$2,500.00, plus any accrued interest if applicable, for payment of the above released Demolition Bond.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 19, 2025

Julie A Picard, Township Clerk

Frank Sippel, Mayor
fsippel@townshipoflower.org

Kevin Coombs, Deputy Mayor
kcoombs@townshipoflower.org

Thomas Conrad, Ward 1
tconrad@townshipoflower.org



TOWNSHIP OF LOWER
2600 Bayshore Road
Villas, New Jersey 08251

Joseph Wareham, Ward 2
jwareham@townshipoflower.org

Roland Roy, Jr., Ward 3
rroy@townshipoflower.org

Michael Laffey, Manager
mlaffey@townshipoflower.org

MEMORANDUM

TO: Mayor Frank Sippel &
Council Members

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

DATE: February 4, 2025

RE: Release of Demolition Bond
128 Broadway
Villas, NJ
Block 388, Lot 1
Resolution #2025-97

Please release to the applicant the demolition bond that the Township is hold in trust, to assure the required demolition. A Certificate of Occupancy was issued September 19, 2024.

Thank you.

WJG:kms

att. (1)

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

RESOLUTION # 2025-98

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to Simba Elam Hampton in the amount of 1,322.81 is authorized and chargeable to the 2025 Budget account 5-01-25-240-124.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
WAREHAM						
ROY						
COOMBS						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held February 19, 2025.

Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief Kevin Lewis
FROM: Ptlm. Simba Elam-Hampton. #223
DATE: February 05, 2025
SUBJECT: Comp Time Buyout

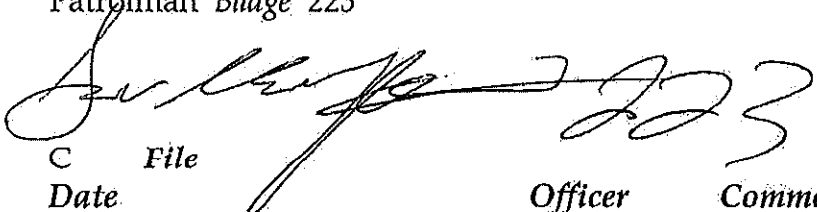
Chief Lewis,


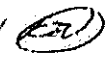
I am asking to submit this letter to payroll requesting a buyout of 50 hours of accrued comp time. Thank you in advance for your time and attention to this request.

Respectfully Submitted,

50 * 26.451 = 1,322.81

Simba Elam-Hampton,
Patrolman Badge 223



C	File	Date	Officer	Comments
		02/05/25		onto LI'S
		2-6-25	1st Sgt. [Signature]	Tr Capt. Majors, Confirmed Has Time
		2-6-25	Capt. Ajane #170	FWD D.C. Vanover
		2-6-25	D.C. VANOVER #174	FWD CHIEF LEWIS
		2-6-25	181 	SENT TO TOWN HALL

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

RESOLUTION #2025-99

Title: **A RESOLUTION AUTHORIZING MARGARET VITELLI, THE QUALIFIED PURCHASING AGENT OF THE TOWNSHIP OF LOWER, TO AWARD CONTRACTS OVER \$17,500.00 AND UNDER THE CURRENT BID THRESHOLD OF \$44,000.00**

WHEREAS, N.J.S.A. 40A:11-3(a) establishes the threshold at which contracts, as defined by the New Jersey Local Public Contracts Law, N.J.S.A. 40A-11-1 et seq., must be subject to competitive bidding; and

WHEREAS, in accordance with N.J.S.A. 40A:11-3(c), the Governor of the State of New Jersey is authorized to adjust the bid threshold in an amount proportional to the index rate, as defined in N.J.S.A. 40A:11-2, every five years; and

WHEREAS, in accordance with N.J.S.A. 40A:11-3(a)(3), municipalities that employ a Qualified Purchasing Agent it is permitted to increase its bid threshold to the amount established by the Governor in accordance with N.J.S.A. 40A:11-3(c); and

WHEREAS, effective July 1, 2020, the Governor of the State of New Jersey, in consultation with the State Treasurer, established the current bid threshold for municipalities that employ a Qualified Purchasing Agent at \$44,000.00; and

WHEREAS, the Township of Lower has an appointed Qualified Purchasing Agent, Margaret Vitelli, who is authorized to negotiate and award contracts below the Township's current bid threshold of \$17,500.00, and the Township desires to take advantage of the increased bid threshold of \$44,000.00 established by the Governor to increase efficiency associated with awarding of contracts having a value in excess of \$17,500.00 but below \$44,000.00.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of Lower, County of Cape May, State of New Jersey, that, Margaret Vitelli, in her capacity as the Qualified Purchasing Agent for the Township of Lower, is hereby granted the authority to award contracts having an anticipated value in excess of \$17,500.00 but below the \$44,000.00 bid threshold established by the Governor of the State of New Jersey in accordance with N.J.S.A. 40A:11-3(c), subject to compliance with the applicable Pay-to-Play laws.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held February 19, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION # 2025-100

Title: A RESOLUTION APPROVING THE EXECUTION OF AN AGREEMENT OF SALE PERTAINING TO CERTAIN REAL PROPERTY LOCATED AT 9600 SEAVIEW AVENUE, A/K/A BLOCK: 703, LOT: 1

WHEREAS, on January 22, 2025 the Township Council of the Township of Lower adopted Resolution #2025-80 approving the sale of certain real property owned by the Township of Lower identified as 9600 Seaview Avenue, a/k/a Block: 703, Lot: 1, by way of an open public auction; and

WHEREAS, Resolution #2025-80 set forth terms, conditions, and restrictions associated with the sale of said property and an Agreement of Sale was annexed to said Resolution which further outlined the rights, responsibilities, and obligations associated with the potential sale of the property identified therein; and

WHEREAS, notice of the open public auction was advertised in the Cape May Star and Wave on January 29, 2025 and February 5, 2025, and the open public auction was conducted on Friday, February 7, 2025 at 9:00AM at the municipal building located at 2600 Bayshore Road, Villas, New Jersey 08251; and

WHEREAS, pursuant to Resolution #2025-80 the Township Council of the Township of Lower established a minimum bid of One Million Dollars (\$1,000,000.00) for the potential sale of 9600 Seaview Avenue, a/k/a Block: 703, Lot: 1; and

WHEREAS, at the February 7, 2025 open public auction, one (1) bid was received in the amount of One Million Dollars (\$1,000,000.00) from Achristavest Diamond Beach, LLC, which met the minimum bid amount established by the Township, and Achristavest Diamond Beach, LLC was determined to be the winning bidder and subsequently executed the Agreement of Sale annexed to Resolution #2025-80 and tendered the required deposit of ten percent (10%) of the purchase price, or One Hundred Thousand Dollars (\$100,000.00).

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower that the Agreement of Sale attached hereto associated with the sale of 9600 Seaview Avenue, a/k/a Block: 703, Lot: 1, is hereby approved, and the Mayor and Township Clerk are hereby authorized to execute same, and are further authorized to undertake any necessary and/or required actions in order to complete the sale of this property to the winning bidder, Achristavest Diamond Beach, LLC.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 19, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION #2025-101

Title: AUTHORIZATION FOR THE PAY OUT OF TERMINAL LEAVE

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that a payment due to Donna Blackley in the amount of \$14,473.11 is authorized and is chargeable to Reserve for Accumulated Absences.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
WAREHAM						
ROY						
COOMBS						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 19, 2025.

Julie A Picard, Township Clerk

Blackley, Donna

TOWNSHIP OF LOWER
 RETIREMENT PAYOUT ANALYSIS
 DATE:

EMPLOYEE: Blackley, Donna
 DATE OF RETIREMENT: 2/1/2025
 DATE OF PAYMENT: _____
 RESOLUTION #: _____

Annual Salary:	\$100,178.10
Hourly Rate:	\$55.04
Longevity	\$0.00

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	30.00	55.04	1,651.29
Personal	15.15	55.04	834.11
Sick	102.83	55.04	5,659.89
Vacation	114.96	55.04	6,327.82
Other			
Terminal Leave Payout			\$14,473.11

	(A)	(B)	(C)	(B * C)	(E)	A + D - E	
	Carryover	Annual	4 weeks / 52 weeks	Prorated Time Due	Time Used	Hours to be paid	
Comp	0.00	0.00	0.00	30.00	0.00	30.00	
Personal	13.00	28.00	0.08	2.15	0.00	15.15	
Sick	94.75	105.00	0.08	8.08	0.00	102.83	840 HRS MAX
Vacation	171.50	175.00	0.08	13.46	70.00	114.96	
						Days	

Accrual and time used are current to 02/11/25 subject to change if time is used or not currently reported.

Employee Signature: _____

Date: _____

Treasurer's Signature: _____

Date: _____

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

RESOLUTION #2025-102

Title: A RESOLUTION ESTABLISHING AN EMERGENCY AND AUTHORIZING THE AWARD OF A CONTRACT TO R.A. WALTERS & SONS INC FOR THE REPAIR TO THE DELAWARE BAY DRIVE PUMP HOUSE OUTFALL EXTENSION TO MITIGATE DUNE EROSION AND PRESERVE CRITICAL INFRASTRUCTURE (LT-C-064)

WHEREAS, the Delaware Drive pumping station has experienced significant erosion of the upper dune section caused by the flow from the outfall pipe, exacerbated by the natural accumulation of sand on the beach over the last several months; the erosion of the dune presents an immediate threat to the stability and integrity of the dune, which serves as a critical barrier protecting properties in the surrounding area; and

WHEREAS, the New Jersey Department of Environmental Protection (NJDEP) has approved the necessary permit for the repair of the Delaware Drive outfall pipe, while additional approvals for other outfalls remain pending with the U.S. Army Corps of Engineers; and

WHEREAS, seasonal restrictions affecting this type of work will take effect in May, making it imperative to complete the repairs promptly to prevent further erosion and loss of dune infrastructure; and

WHEREAS, the municipality's engineer has prepared a preliminary plan for the necessary repairs and has received quotes from qualified contractors to complete the work.

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

- 1. Authorization of Emergency Repairs: The governing body authorizes the immediate commencement of repair work on the Delaware Drive pumping station outfall pipe to prevent further erosion and ensure the protection of the dune.
2. Engineer's Oversight: The municipal engineer is directed to finalize a detailed plan, and oversee the execution of the repair work.
3. Expedited Process: All efforts shall be made to expedite the completion of the repair work prior to the implementation of seasonal restrictions in May.
4. Documentation: A copy of the engineer's draft plan and photographs of the site shall be maintained as part of the official record for this resolution.

WHEREAS, R.A. Walters & Sons Inc. was the lowest qualified bidder and the CFO has certified the availability of funds as evidenced by her signature below:

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

Signature: Lauren Read, 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: R.A. WALTERS & SON INC.
TOTAL: \$127,700.00

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 19, 2025

Julie A Picard, Township Clerk

From: [gdouglass](#)
To: [mvitelli](#)
Cc: [Mike Laffey](#); [Christina Lewis](#)
Subject: Delaware Drive Outfall Emergency
Date: Tuesday, February 11, 2025 9:10:00 AM
Attachments: [LTC059 PLANS COMBINED.pdf](#)
[LTC059 bidform&specifications.pdf](#)
[Outfall#3.jpeg](#)
[Outfall#2.jpeg](#)
[Outfall#1.jpeg](#)

Good morning Margaret,

I have a situation with the outfall pipe at Delaware Drive pumping station. We have been waiting for our permit approval which we did get from NJDEP. Unfortunately a couple of other outfalls need to be approved by the Army Corps and this process can be months. We have asked the NJDEP if we could proceed with the Delaware Drive outfall being we have the necessary permits. NJDEP has given us the go ahead.

After visiting the site, a lot of the flow from the outfall is washing away the upper dune section due to the beach humping up over the last few months. We need to get this done ASAP due to seasonal restrictions that go into affect in May. Our engineer can do a rough plan and get quotes from a few contractors and accomplish this with your approval. If we don't complete this immediately we will be taking a risk of losing valuable dune that protects the properties in that immediate area.

I will await your answer.

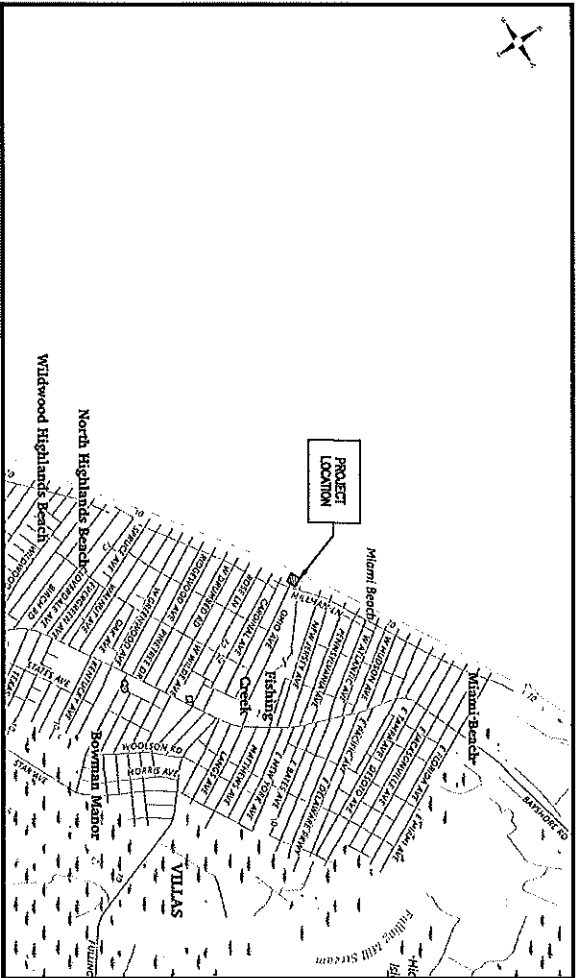
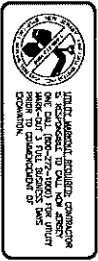
Attached are the engineer's draft plan along with some pictures.

Thank you

Gary Douglass
Public Works Superintendent
Township of Lower
2600 Bayshore Road
Villas, NJ 08251
609-884-0898 ex. 312
609-780-6049 cell

DELAWARE BAY DRIVE PUMP HOUSE OUTFALL EXTENSION PROJECT

UTILITIES	
PUBLIC WORKS:	LOWER TOWNSHIP PUBLIC WORKS DEPARTMENT CAPE MAY HOUSE, SUPERINTENDENT 3800 BAYSHORE ROAD VILLAS, NJ 08211 (609) 524-2825
SEWER:	LOWER TOWNSHIP M.U.A. 1000 BAYSHORE ROAD, P.E. VILLAS, NJ 08211 (609) 524-2746 CAPE MAY COUNTY M.U.A. 1000 BAYSHORE ROAD VILLAS, NJ 08211 (609) 524-2825 CAPE MAY COUNTY P.E. 1525 ROUTE 9 NORTH, PO BOX 610 CAPE MAY COURT HOUSE, NJ 08210 (609) 524-2825
WATER:	LOWER TOWNSHIP M.U.A. 1000 BAYSHORE ROAD VILLAS, NJ 08211 (609) 524-2746
ELECTRIC:	ATLANTIC CITY ELECTRIC COMPANY 420 ROUTE 8 NORTH CAPE MAY COURT HOUSE, NJ 08210 609-432-8316
CABLE:	COMCAST CABLE 300 PARKWAY AVENUE, BLDG. D UNION, NJ 07080 201-954-4710
GAZ:	JEFFERSON LIN 2000 BAYSHORE ROAD VILLAS, NJ 08211 609-521-3000
TELEPHONE:	VERIZON ENGINEERING DEPARTMENT DELEGATE ASSISTANT BETHUN, NJ 08005 609-525-1102
COUNTY ROADS:	CAPE MAY COUNTY PUBLIC WORKS ROBERT CHURCH, P.E. 1 MOORE ROAD CAPE MAY COURT HOUSE, NJ 08210 609-524-1125



PROJECT LOCATION MAP



TOWNSHIP OF LOWER CAPE MAY COUNTY, NEW JERSEY

2019 N.J.D.O.T. STANDARD SPECIFICATIONS FOR ROADWAY AND BRIDGE
CONSTRUCTION SHALL GOVERN

INDEX OF SHEETS	
SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	PLAN AND PROFILE
3	CONSTRUCTION DETAILS

DATE	BY	REVISION

TITLE SHEET

DEBLASIO & ASSOCIATES

CONSULTING ENGINEERS AND PLANNERS

4711 KAY LESTER AVENUE
PO BOX 1000
MANTOLoking, NJ 08051
TEL: (609) 396-4333
FAX: (609) 396-4333

Prepared by: Marc A. DeBlasio
Checked by: [Blank]
Reviewed by: [Blank]

DELAWARE BAY DRIVE PUMP
HOUSE OUTFALL
EXTENSION
PROJECT

TOWNSHIP OF LOWER
CAPE MAY COUNTY, NEW JERSEY

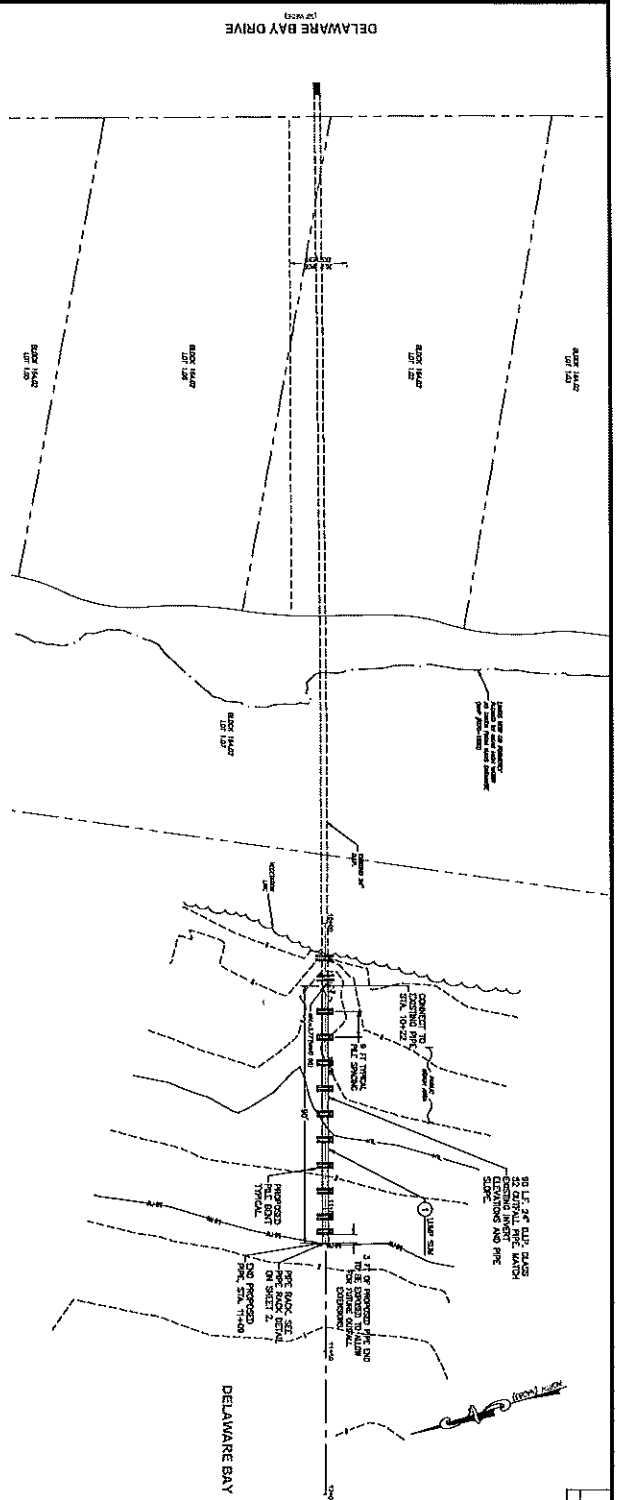
DATE: 12/15/2020

SCALE: AS SHOWN

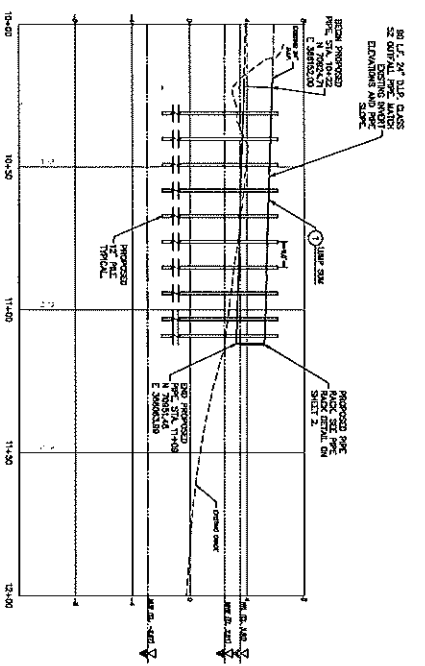
PROJECT NO.: 19-001

SHEET NO.: 1 OF 3

ITEM NO.	TO BE CONSTRUCTED	UNIT	PLAN QUANTITY	PROFILE QUANTITY
1	DELAWARE BAY DRIVE HOUSE OUTFALL CONDUIT	LINE FEET	1140.0	1140.0



PLAN
SCALE: 1"=20'



PROFILE
HORIZONTAL SCALE: 1"=20'
VERTICAL SCALE: 1"=4'

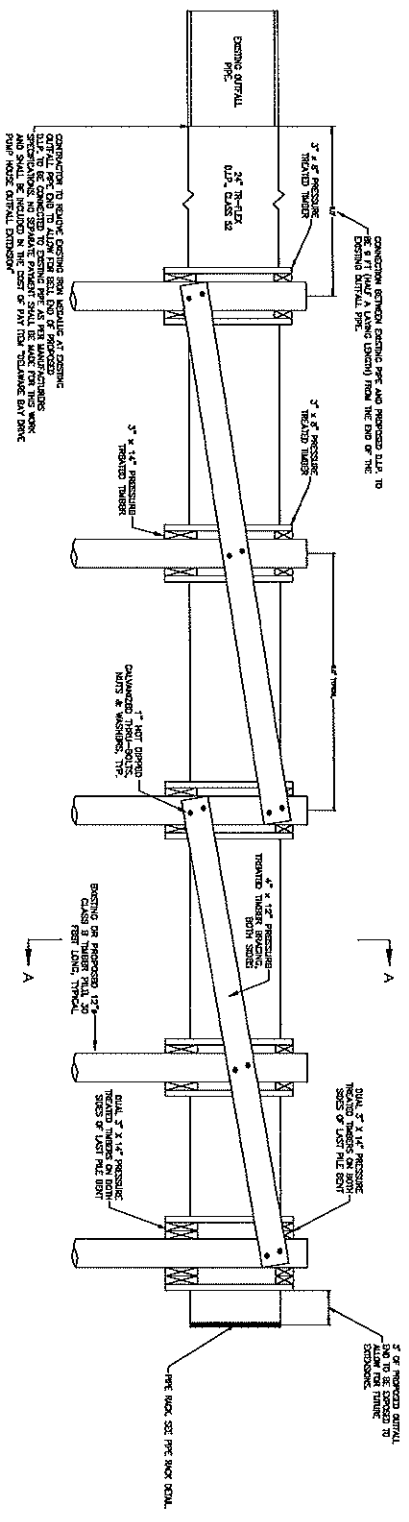


- NOTES:**
1. THE CONTRACTOR SHALL VERIFY ALL LOCATIONS, DEPTHS AND QUANTITIES OF EXISTING PIPE LINES.
 2. THE CONTRACTOR SHALL VERIFY ALL PIPE DIMENSIONS FROM THE INSTALLATION OF THE PIPE LINE.
 3. ALL WORK IS PROPOSED TO BE COMPLETED WITHIN THE TIME FRAME INDICATED ON THE DRAWINGS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
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DEBLASIO & ASSOCIATES
CONSULTING ENGINEERS AND PLANNERS
1000 MARKET STREET, SUITE 200
PHILADELPHIA, PA 19102
TEL: 215-592-1234
WWW.DEBLASIO.COM

DELAWARE BAY DRIVE PUMP HOUSE OUTFALL EXTENSION
PROJECT
TOWN OF DELAWARE
CAPE MAY COUNTY, NEW JERSEY

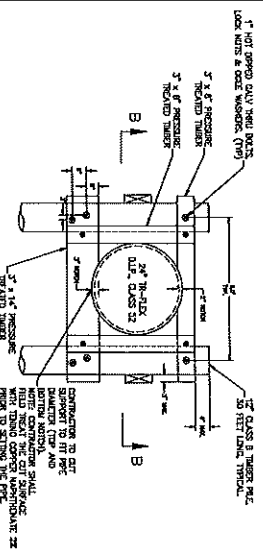
Mark A. DeBlasio
MARK A. DEBLASIO, P.E.
New Jersey License No. 4439
Professional Seal



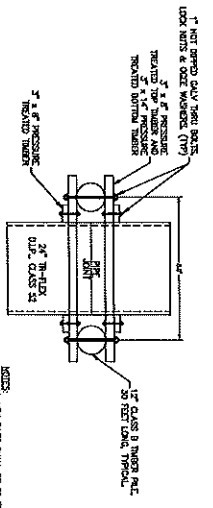
CONNECTION BETWEEN EXISTING PIPE AND PROPOSED SUMP TO BE 3/4\"/>

CONNECTION TO SQUARE EXISTING SUMP WELDED AT EXISTING OUTFALL PIPE END TO ALLOW FOR FULL 180° OF PROPOSED OUTFALL PIPE. ALL WELDS SHALL BE MADE FROM THE WORK SIDE AND SHALL BE TESTED IN THE CASE OF PAY FOR TOLERANCE BAY WORK. PIPE WELDS SHALL BE TESTED.

24\"/>

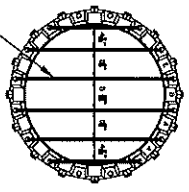


18\"/>



SECTION B-B

1. ALL NEW PIPES SHALL BE 20 LB. 12\"/>
- 2. PIPE JOINTS ARE TO BE MADE WITH 1/2\"/>
- 3. ALL SUMP AND PROPOSED SUMP SHALL BE 1/2\"/>



PIPE RACK DETAIL

1. MATERIAL FOR DIMENSIONING AND INSTALLING PIPE RACK SHALL BE INCLUDED UNDER THE ITEM, 'TOLERANCE BAY'.

- 24\"/>**
1. DIMENSIONS SHALL BE AS SHOWN UNLESS OTHERWISE NOTED. TOLERANCES SHALL BE AS FOLLOWS: DIMENSIONS IN INCHES SHALL BE TO NEAREST 1/16\"/>
 - 2. DIMENSIONS SHALL BE TO NEAREST 1/8\"/>
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NO.	REVISION	DATE	BY	CHKD.

OUTFALL DETAILS

DEBLASIO & ASSOCIATES

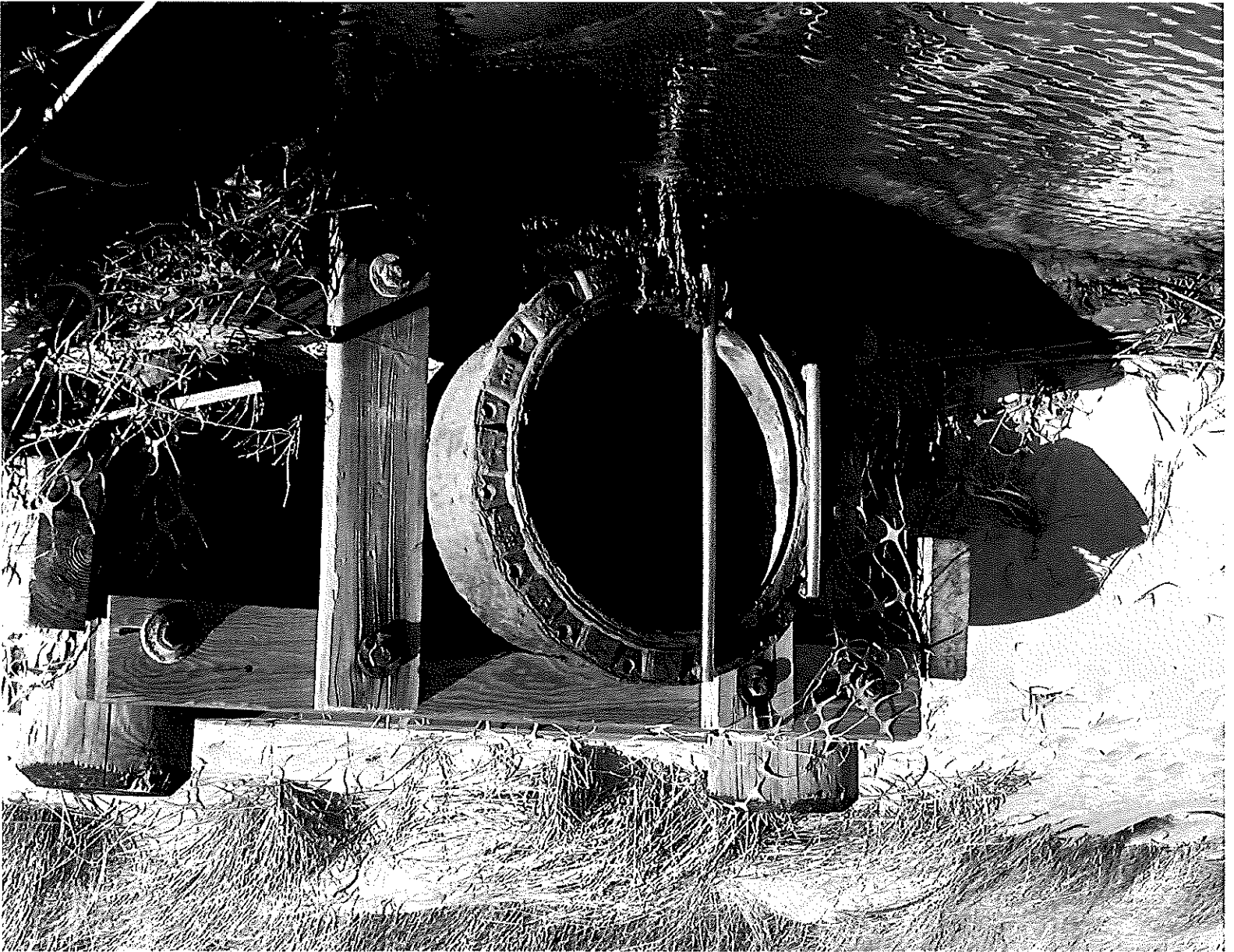
478 THE NEW JERSEY AVENUE
 SUITE 200
 NEW JERSEY CITY, NJ 07310
 PHONE: (201) 875-4444
 FAX: (201) 875-4444
 WWW: WWW.DBLASIO.COM

CONSULTING ENGINEERS AND PLANNERS

DELAMARE BAY DRIVE PUMP HOUSE OUTFALL EXTENSION PROJECT
 TOWNSHIP OF LOWER MERSENER COUNTY, NEW JERSEY

DATE: 10/15/2013
 DRAWN BY: [Signature]
 CHECKED BY: [Signature]
 PROJECT NO: 13-001





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

RESOLUTION #2025-103

Title: APPROVING A PROFESSIONAL SERVICE CONTRACT WITH DeBLASIO & ASSOCIATES FOR CONSTRUCTION PHASE OF THE DELAWARE BAY DRIVE PUMP HOUSE EMERGENCY OUTFALL EXTENSION PROJECT (LT-C-064)

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

WHEREAS, DeBlasio & Associates provided a proposal for Construction Phase including; Contract Administration, Shop Drawing and Submittal Review, Full Time Construction Observation Based on 80 hours for a cost of \$9,000.00; 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-04-55-437-910

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 a Professional Service Contract without public bidding is hereby awarded:

AWARD TO: DEBLASIO AND ASSOCIATES
TOTAL: \$9,000.00

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 19, 2025

Julie A Picard, Township Clerk

DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

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

February 13, 2025

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
Delaware Bay Drive Pump House Emergency Outfall Extension Project
Construction Phase
D&A File #: LT-C-064**

Dear Mr. Douglass:

DeBlasio & Associates, P.C. is pleased to provide this proposal to provide our professional construction phase services for the **Delaware Bay Drive Pump House Emergency Outfall Extension Project**.

Construction Phase Cost: \$9,000.00

- Contract Administration
- Shop Drawing and Submittal Review
- Full Time Construction Observation
Based on 80 Hours

Total Professional Service Fee: \$9,000.00

Upon your authorization, we are prepared to begin work immediately on the Township's **Delaware Bay Drive Pump House Emergency Outfall Extension Project – Construction Phase**.

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 black ink, appearing to read "Marc DeBlasio". The signature is fluid and cursive, with the first name "Marc" being more prominent than the last name "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

ORDINANCE #2025-6

Title: **AN ORDINANCE AMENDING CHAPTER 3, ADMINISTRATION OF GOVERNMENT, ARTICLE VI, OFFICE OF THE TOWNSHIP MANAGER; DEPARTMENTS, SUBSECTION 23, DEPARTMENTS OF REVENUE AND FINANCE; DIVISION OF TAXATION; DIVISION OF TAX COLLECTION; QUALIFIED PURCHASING AGENT, OF THE CODE OF THE TOWNSHIP OF LOWER**

WHEREAS, on July 20, 2009, the Township Council of the Township of Lower enacted Ordinance 2009-09 which effectively established the position of Qualified Purchasing Agent within the Township; and

WHEREAS, at the time that Ordinance 2009-09 was enacted, New Jersey Senate Bill S700 and New Jersey Assembly Bill A1645, which sought to redefine the role and qualifications of a purchasing agent had not yet been signed in to law, and the Ordinance provided that, until such time that those bills became law, a Qualified Purchasing Agent was afforded all of the authority, duties, and responsibilities set forth within N.J.S.A. 40A:11-9; and

WHEREAS, Ordinance 2009-09 contained blank sections which were intended to reference specific sections of the statutes which were proposed to be amended via the enactment of Assembly Bill A1645, and, subsequent to the enactment of the aforementioned Bill, the provisions of § 3-23(E) of the Township Code were never amended to identify the applicable statutes; and

WHEREAS, the Township Council of the Township of Lower finds it to be appropriate to adopt an Ordinance formally amending this section of the Township Code to correctly identify the applicable statutes associated with the role and qualifications of the Qualified Purchasing Agent.

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, Subsection 23, Department of Revenue and Finance; Division of Tax Assessment; Division of Tax Collection; Qualified Purchasing Agent, be and hereby is amended as follows:

Section 1. Chapter 3, Administration of Government, Article VI, Office of the Township Manager; Departments, Subsection 23, Department of Revenue and Finance; Division of Tax Assessment; Division of Tax Collection; Qualified Purchasing Agent, is hereby amended as follows:

3-23(E) Qualified Purchasing Agent.

- (1) "Qualified Purchasing Agent" shall mean a purchasing agent who is the holder of a Qualified Purchasing Agent certificate issued pursuant to N.J.S.A. 40A:11-9.
- (2) The Office of Qualified Purchasing Agent shall be a component of the Department of Revenue and Finance subject to the direction and control of the Chief Financial Officer of the Township.
- (3) The Qualified Purchasing Agent shall be authorized, responsible and accountable as the Township's contracting agent for all purchasing activity for the Township and perform all appropriate functions associated therewith as more fully set forth in N.J.S.A. 40A:11-9 which shall include, without limitation, the following:
 - a. Preparation of public advertising for bids and receipt of bids for the provision or performance of goods or services on behalf of the Township.
 - b. Award of all contracts permitted under N.J.S.A. 40A:11-3 in the name of the Township, subject to the approval of the Township Council and Township Manager, where appropriate.
 - c. Conducting any and all additional activities as may be necessary or appropriate for the

purchasing function of the Township.

- (4) The Qualified Purchasing Agent shall maintain all of the qualifications and shall have completed all of the training set forth in N.J.S.A. 40A:11-9.

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

Joseph Wareham, Councilmember

Roland Roy, Jr., Councilmember

Kevin Coombs, Deputy Mayor

Frank Sippel, Mayor

First Reading:

Adopted:

Attest: _____
Julie A Picard, Township Clerk

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

ORDINANCE #2025-07

Title: **AN ORDINANCE AMENDING CHAPTER 185, BRUSH, GRASS AND DEBRIS, OF THE CODE OF THE TOWNSHIP OF LOWER, TO ESTABLISH NEW REGULATIONS PROHIBITING THE PLANTING OF BAMBOO**

WHEREAS, Chapter 185 of the Code of the Township of Lower currently establishes regulations prohibiting individuals from maintaining obnoxious brush, weeds, dead and dying trees, stumps, roots, growths, filth, garbage, trash or debris maintained on properties located within the Township; and

WHEREAS, the Township Council of the Township of Lower has identified a need to amend Chapter 185 of the Code of the Township of Lower in order to preserve and protect public and private properties from the damaging spread of bamboo, a non-native invasive plant, by prohibiting the planting, growing, maintaining, or cultivation of bamboo throughout the Township of Lower; and

WHEREAS, the planting and uncontrolled growth of bamboo is known to threaten other vegetation, endanger existing ecosystems, and it is disruptive to the general health and welfare of a community, and the Township Council of the Township of Lower finds that establishing regulations prohibiting the planting, growth, maintenance, and cultivation of bamboo is necessary to protect native species, public and private properties, and existing ecosystems within the Township.

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 185, Brush, Grass and Debris, be and hereby is amended as follows:

Section 1. Chapter 185, Brush, Grass and Debris, Subsection 185-2.1, is hereby incorporated as follows:

185-2.1 Bamboo Regulations and Prohibitions.

A. Purpose and Intent.

The purpose of this Section is to preserve and protect private and public property from the damaging spread of invasive bamboo and to protect native plants and the wildlife they support from the spread of invasive bamboo.

B. Definitions. The following definitions shall apply to this subsection:

BAMBOO

The plant species commonly known as bamboo which shall include both running (monopodial) bamboo and clumping (sympodial) bamboo.

PERSON

Any natural person, firm, corporation, partnership, limited liability company, or other organization or group.

PROPERTY OWNER

Any property owner(s), occupant(s), or tenant(s) who, or which, have Bamboo or invasive plants on their property, even if the Bamboo or invasive plant has spread onto their property from an adjoining property.

C. Prohibition on Planting, Growth, and Cultivation of Bamboo.

No Owner, Tenant, Occupant, or Other Person in possession or control of real property, whether public or private, shall plant, grow, maintain, or cultivate, or cause to plant, grow, maintain, or cultivate bamboo within the Township of Lower.

D. Duty to Confine.

- (1) In the event any species commonly classified as bamboo is located upon any property, whether public or private, within the Township, prior to the effective date of this article, the owner or person in possession of such property shall jointly and severally be required to confine such species to prevent the encroachment of same onto any other private or public property or public right-of-way. In lieu of confining the bamboo, the owner or person in possession of such property may remove the bamboo from the property and all affected properties. Failure to properly confine such bamboo shall require removal as set forth below. The cost of said removal shall be at the property owner's or person in possession's expense from which the bamboo first originated.
- (2) The duty to confine shall not apply if the bamboo which is on the property at the time of the adoption of this article originated on another property; the duty to confine shall apply to the owner or person in possession of the land from which the bamboo first originates.

E. Requirement to Remove.

- (1) In the event bamboo is present on the effective date of this article and a complaint is received by the Township regarding an encroachment of any bamboo plant or root, and the Code Enforcement Officer determines that there is an encroachment onto any adjoining/neighborhood private or public property or public right-of-way, the Township shall serve notice to the property owner, or person in possession of such property from which the bamboo first originates, in writing, that the bamboo has encroached onto other private or public property or public right-of-way and demand remediation of the encroachment of the bamboo from the affected property, and demand appropriate confinement against future encroachment. Notice shall be provided to the bamboo property owner, or person in possession of the property, as well as to the owner of the affected property, by certified mail, return receipt requested, and by regular mail. Within forty-five (45) days of receipt of such notice, the bamboo property owner or person in possession of the land shall submit to the Code Enforcement Officer, with a copy to the owner of the affected property, a plan for the remediation of the encroachment of the bamboo from the affected property, which plan shall include restoration of the affected property after remediation of the encroachment. Within one hundred and twenty (120) days of receipt of the Code Enforcement Officer's approval of the plan of remediation and restoration, the remediation and restoration shall be completed to the satisfaction of the Code Enforcement Officer.
- (2) Nothing herein shall be interpreted as limiting the rights of a private property owner to seek civil relief through a court of proper jurisdiction.
- (3) When an encroachment is upon public property or public right-of-way and the owner or person in possession of the property from which the bamboo first originated fails to comply with the written notice provided as set forth above, the Township, at its discretion, may remove or contract for the removal of such bamboo from the Township property or public right-of-way. The cost of such removal shall be the responsibility of the owner or person in possession of the property and shall be paid or assessed as a lien against the property on which the bamboo growth originated. The cost of said removal from the Township-owned property and/or public right-of-way shall include the installation of an appropriate barrier to prevent future bamboo invasion.

F. Responsible Parties.

In the event the property owner, or person in possession of such property, from which the bamboo first originates complies with the provisions of this article, including the confinement and removal of bamboo on and from their property, and an affected property owner refuses or fails to permit the confinement or removal of the bamboo on their property by the originating property owner,

that effected property owner shall be deemed, for the purposes of this article, to be the property owner, or person in possession of such property from which the bamboo first originates, and the provisions of this article shall apply to the affected property owner.

G. Replanting Prohibited.

Any bamboo existing on the effective date of this article shall not be replanted or replaced after such bamboo has died, been destroyed, uprooted, or otherwise removed.

H. Violations and Penalties.

Except as provided for in section 185-2.1(D)(2) above, any person who violates any of the provisions of this article, or who shall fail to remove and remediate bamboo after receiving the required notice set forth herein, shall, upon conviction thereof, be subject to a penalty of not more than \$1,000.00 and/or imprisonment for a period not exceeding thirty (30) days, and/or a period of community service not to exceed thirty (30) days. Any repetition of any act herein prohibited shall be deemed a new and separate offense, and upon conviction thereof be subject to the penalties herein.

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

Joseph Wareham, Councilmember

First Reading: Feb 19, 2025

Roland Roy, Jr., Councilmember

Adopted:

Kevin Coombs, Deputy Mayor

Attest: _____
Julie A Picard, Township Clerk

Frank Sippel, Mayor

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

RESOLUTION #2025-104

Title **PERSON TO PERSON TRANSFER OF LIQUOR LICENSE 0505-33-017-007
FROM BAYHOUSE RESTAURANT INC TO THE LOCAL TAVERN**

WHEREAS, an application has been filed for a person-to-person transfer of Plenary Retail Consumption License #0505-33-017-007 heretofore issued to The Local Tavern; for the premises located at 5-7 W Delaware Parkway, also known as 1075 Bayshore Road, Lower Township, New Jersey; and

WHEREAS, the submitted application form is complete in all respects, the transfer fees have been paid and the license will be renewed for the new license term under separate Resolution; and

WHEREAS, the applicant is qualified to be licensed according to all standards established by Title 33 of the New Jersey Statutes, regulations promulgated thereunder, as well as pertinent local ordinances and conditions consistent with Title 33; and

WHEREAS, the applicant has disclosed and the issuing authority reviewed the source of all funds used in the purchase of the license and the licensed business and all additional financing obtained in connection with the licensed business.

NOW, THEREFORE, BE IT RESOLVED that the Lower Township Council does hereby approve, effective February 19, 2025, the transfer of the aforesaid Plenary Retail Consumption License to The Local Tavern and does hereby direct the Municipal Clerk to endorse the license certificate to the new ownership as follows: **** This license, subject to all its terms and conditions, is hereby transferred to The Local Tavern effective February 19, 2025.**"

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 19, 2025

Julie A Picard, Township Clerk

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

ORDINANCE #2025-03

Title: AN ORDINANCE AMENDING CHAPTER 3, ADMINISTRATION OF GOVERNMENT, ARTICLE II, TOWNSHIP COUNCIL, SUBSECTION 8, POWERS AND DUTIES OF TOWNSHIP COUNCIL, OF THE CODE OF THE TOWNSHIP OF LOWER

WHEREAS, N.J.S.A. 40A:9-165 regulates the procedures associated with establishing and/or modifying the salaries, wages, or compensation of the members of the governing body and officers and employees of the Township; and

WHEREAS, § 3-8(c) of the Township Code of the Township of Lower establishes regulations associated with the salaries of mayor and council which are inconsistent with N.J.S.A. 40A:9-165, that was revised subsequent to the enactment of § 3-8(c), and it is necessary modify this section of the Township Code to ensure consistency with governing statutes;

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 II, Township Council, Subsection 8, Powers and duties of Township Council, be and hereby is amended as follows:

Section 1. Chapter 3, Administration of Government, Article II, Township Council, Subsection 8, Powers and duties of Township Council, is hereby repealed and replaced as follows:

3-8(c) Salaries of Mayor and Council.

- (1) The salaries of the Mayor and Council shall be established in accordance with the provisions of N.J.S.A. 40A:9-165 in compliance with the terms and conditions of this subsection.
- (2) The salaries of the Mayor and Council shall be reviewed on an as needed, and same may be adjusted through the adoption of a salary ordinance, periodically in accordance with the provisions of N.J.S.A. 40A:9-165 and the New Jersey Faulkner Act, N.J.S.A. 40:69A-1 et seq.
- (3) All discussions and actions regarding modifications to the salaries of the Mayor and Council shall take place at an open public council meeting, duly scheduled and advertised in accordance with the provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6.

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

Joseph Wareham, Councilmember

First Reading: January 22, 2025

Roland Roy, Jr., Councilmember

Adoption:

Kevin Coombs, Deputy Mayor

Attest: _____
Julie A Picard, Township Clerk

Frank Sippel, Mayor

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

ORDINANCE #2025-04

Title: AN ORDINANCE AMENDING CHAPTER 90, POLICE DEPARTMENT, ARTICLE III, OFF-DUTY POLICE SERVICES, TO MODIFY ADMINISTRATIVE FEES TO ACCOUNT FOR ADDITIONAL TAXES INCURRED BY THE TOWNSHIP AND TO MODIFY FEES ASSOCIATED WITH THE USE OF TOWNSHIP POLICE DEPARTMENT VEHICLES

WHEREAS, Chapter 90, Article III, subsection 20, of the municipal code of the Township of Lower establishes compensation rates for patrol officers, sergeants, and superior officers performing extra-duty details for police-related matters for private or public entities; and

WHEREAS, that section of the Township Code also establishes an administrative fee to offset expenses incurred by the Township and a per diem rate for the use of Township Police Department vehicles; and

WHEREAS, on October 7, 2024, the Township Council of the Township of Lower adopted Resolutions 2024-334 and 2024-335 ratifying four (4) year Memorandums of Agreement with the Lower Township Policemen's Benevolent Association (PBA) Local 59 and the Lower Township Superior Officers Association which included a provision increasing the rate of compensation for police officers working "extra duty" assignments to a rate of \$85.00 per hour; and

WHEREAS, on November 18, 2024 the Township adopted Ordinance 2024-15 which formally increased the compensation rates for extra-duty assignments from \$60.00 per hour to \$85.00 per hour, consistent with the above referenced Memorandums of Agreement; and

WHEREAS, the Township's Chief Financial Officer has advised Township Council that the increase in compensation paid to officers has resulted in an increase in the administrative fees incurred by the Township, specifically payroll taxes, which necessitates an increase in the amount of administrative fees that must be collected by the Township; and

WHEREAS, upon further review the Township has also determined that the compensation rates associated with the utilization of Township Police Department vehicles must be modified to an hourly rate as opposed to a per diem rate in order to comport with the regulations set forth within N.J.A.C. 5:30-8.6.

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 90, Police Department, Article III, Off-Duty Police Services, Subsection 20(A), Terms and conditions for performance of extra-duty details, of the Code of the Township of Lower, be and hereby is amended as follows:

Section 1. Chapter 90, Article III, Off-Duty Police Services, Subsection 20(A), is hereby amended as follows:

90-20 Terms and conditions for performance of extra-duty details.

- (A) The compensation from the private persons or entities to the Township of Lower police officers shall be fixed at \$85.00 per hour. In addition, the private person or entity shall also pay the Township of Lower the sum of \$7.00 per hour worked by each Lower Township police officer to offset the cost of administration. For the use of Lower Township Police Department vehicles, the private person or entity shall pay the Township of Lower the sum of \$23.00 per hour, which fee may be waived when vehicles are used by other public entities.

Section 2. Chapter 90, Article III, Off-Duty Police Services, Subsection 20(B), is hereby amended as follows:

90-20 Terms and conditions for performance of extra-duty details.

- (B) The Township of Lower and/or a third-party vendor contracted by the Township to manage and oversee its extra-duty details shall make arrangements, with the person or entity for whom such

services are to be provided, for the collection of amounts on a periodic basis, which may be weekly, biweekly or monthly. All extra details will be covered by contract between the Township of Lower and the requesting party, and contracts will be executed by the Chief of Police and the Township Manager, or their respective designees.

Section 3. All other ordinances in conflict or inconsistent with this Ordinance are hereby repealed to the extent of such conflict or inconsistency.

Section 4. 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 5. This Ordinance shall become effective 20 days after final passage and publication according to law.

Thomas Conrad, Councilmember

First Reading: February 3, 2025

Joseph Wareham, Councilmember

Adopted:

Roland Roy, Jr., Councilmember

Attest: _____
Julie A Picard, Township Clerk

Kevin Coombs, Deputy Mayor

Frank Sippel, Mayor

Clerk Report January 2025

Register Report - Last month

1/1/2025 through 1/31/2025

2/6/2025

Page 1

Date	Account	Num	Memo	Category	Clr	Amount
	INCOME					16,595.00
	Business Lic 2024-2025					75.00
	Campgrounds & Trailers					5,600.00
	Canabis					2,000.00
	Liquor Licenses					200.00
	Short term 2025-2026					6,020.00
	Street Openings					200.00
	Towing					500.00
	Vac Prop Reg					2,000.00
	TRANSFERS					-16,595.00
	Council Checking					-16,595.00
				OVERALL TOTAL		0.00



Lower Township
2600 Bayshore Road
Villas, NJ 08251

Construction Permit Activity Report

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

Summary

	Cost:	Count:			
New:	\$1,090,523.00	7	Cubic Footage:	266,026 Cu.ft	Permits Issued: 111
Addition:	\$531,500.00	8	Square Footage:	18,281 Sq.ft	Updates Issued: 11
Alteration:	\$1,097,130.00	104			
Demolition:	\$5,000.00	3			
Total:	\$2,724,153.00	122			

Permits	Count	Permit Fees	Admin Fees	Total	Inspections	Passed	Failed	Other
Building:	46	\$18,774.00	\$0.00	\$18,774.00	B 133	109 %82	22 %16.5	2 %1.5
Plumbing:	36	\$4,838.00	\$0.00	\$4,838.00	P 45	43 %95.6	1 %2.2	1 %2.2
Electrical:	88	\$8,358.00	\$0.00	\$8,358.00	E 107	85 %79.4	12 %11.2	10 %9.3
Fire:	27	\$2,760.00	\$0.00	\$2,760.00	F 18	13 %72.2	5 %27.8	0 %0
Elevator:	1	\$0.00	\$0.00	\$0.00	V 0	0 %	0 %	0 %
Mechanical:	36	\$2,445.00	\$0.00	\$2,445.00	M 26	23 %88.5	3 %11.5	0 %0
	234	\$37,175.00	\$0.00	\$37,175.00	329	273	43	13
DCA Training:	16		986		(Note: Does not include result of none)			
DCA State:	95		1957	\$0.00				
DCA Minimum:	8		8					
	119		\$2,951					

Variations	Total	Paid	Certificates	Issued Total	Paid Total
Building	0	0	CA	50	\$0.00
Plumbing	0	0	CCO	0	\$0.00
Electrical	0	0	CO	8	\$2,383.00
Fire	0	0	CC	0	\$0.00
Mechanical	0	0	TCO	1	\$0.00
Elevator	0	0	TCC	0	\$0.00
Total:	\$0.00	\$0.00	Total:	59	\$2,383.00

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

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

Permit Subcode Exempted (State) Fees			Permit Subcode Waived (Local) Fees		
	Record Count	Total Exempted		Record Count	Total Waived
Building	1	\$80	Building	0	\$0
Plumbing	0	\$0	Plumbing	0	\$0
Electrical	0	\$0	Electrical	1	\$116
Fire	0	\$0	Fire	0	\$0
Mechanical	0	\$0	Mechanical	0	\$0
Elevator	0	\$0	Elevator	1	\$227
Total:		\$80	Total:		\$343
	Record Count	Total Exempted	Violations	Fines	Paid
DCA Fees	3	\$11	Issued	1	\$2,000.00
					\$0.00

Payments (Based on Payment Date)	
Permit (122)	\$41,597.00
NON-UCC (1)	\$10.00
Variation Payments	\$0.00
Penalty (0)	\$0.00
Inspection Payments	\$0.00
Ongoing Invoice	\$0.00
Test Payments	\$0.00
Other Payments	\$0.00
Grand Total	\$41,607.00



Lower Township
2600 Bayshore Road
Villas, NJ 08251

Daily Bank Summary

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

Summary	Totals
UCC Permits	
Total Cash	\$1,603
Total Check	\$33,714
Total Charge	\$6,280
Total Permit Fees Collected	\$41,597
Non-UCC Permits	
Total Cash	\$10
Total Check	\$0
Total Charge	\$0
Total Permit Fees Collected	\$10
Penalties	
Total Cash	\$0
Total Check	\$0
Total Charge	\$0
Total Penalty Fees Collected	\$0
Other Payments	
Total Cash	\$0
Total Check	\$700
Total Charge	\$0
Total Other Fees Collected	\$700
Report Grand Total	
Total Cash	\$1,613
Total Check	\$34,414
Total Charge	\$6,280
Total Collected	\$42,307

**2025 CASH REPORT
JANUARY**

Township of Lower
Office of the Tax Collector

	MONTH TO DATE	YEAR TO DATE
Receipts		
Preliminary Tax Year (2025)	4,634,206.74	4,634,206.74
Current year taxes (2024)	159,178.03	159,178.03
Previously exempt property		
State Audit Pay Back		
Municipal Lien		
Recording		
Bankruptcy		
6% Penalty		
Municipal Service Fees	9,420.00	9,420.00
Tax Search Fees		
Interest	6,031.63	6,031.63
Lot clearing	2,300.00	2,300.00
Returned Check Fees*	80.00	80.00
Duplicate Bills	70.00	70.00
Trash	9,349.00	9,349.00
Tax Sale Costs		
TOTAL DEPOSITS	4,820,635.40	
DEPOSITED TO COUNCIL CHECK	3,661,232.92	3,661,232.92
DEPOSITED TO WIPP ACCOUNT	1,159,402.48	1,159,402.48
TOTAL DEPOSITS	4,820,635.40	4,820,635.40
NSF Reversals *	8,390.71	8,390.71
WIPP NSF Reversals	2,252.47	2,252.47
NSF Fee Reversal (20.00)*		
TOTAL NSF	10,643.18	10,643.18
TOTAL	4,809,992.22	

Prepared by Kathy Brown

**JANUARY 2025
VITAL STATISTICS**

Marriages,Civil Unions	5
Domestic Partners	0
Certified Copies	115
Certified Copies EDRS	0
Burial Permits	0

Marriages, Civil Unions State	\$125.00
Domestic Partners State	\$0.00
Marriages, Civil Unions Twp	\$15.00
Domestic Partners Twp	\$0.00
Certified Copies	\$1,150.00
Certified Copies EDRS	\$0.00
Burial Permits	\$0.00

TOTAL	\$1,290.00
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