

WORK SESSION AND REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL
Wednesday, January 22, 2025 – 6:00pm

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

Work Session

Public Hearing - Green Acres Application

Consent Agenda

Approval of Minutes – January 2, 2025

- Res. #2025-64 Authorization for the Payment of Vouchers \$ 1,284,771.58
Res. #2025-65 A Resolution of the Lower Township Council amending Resolution #24-85; To Include the Governing Body's Commitment to Long Term Maintenance of the Exterior Improvements at David Douglass Sr Memorial Park
Res. #2025-66 Approval of 2025 Rotary Towing Licenses
Res. #2025-67 A Resolution Authorizing a Shared Service Agreement between the Township of Lower and the Lower Cape May Regional School District for the Placement of School Resource Officers (SRO) Within the Lower Cape May Regional School District
Res. #2025-68 Issuance of 2025 Taxi, Limousine and Operator Licenses
Res. #2025-69 Renewal of Trailer Park Licenses for the Year 2025
Res. #2025-70 Authorization for Waiver of Permitting Fees for Historic Cold Spring Village Associated with the Cold Spring Grange Roof Restoration
Res. #2025-71 Reappointment to the Municipal Utilities Authority Board (K.Rechner)
Res. #2025-72 Resolution Authorizing a Contract Through the State of New Jersey Cooperative Purchasing Program (T1654)for Procurement Card Services with US Bank #25-GNSV2-86532
Res. #2025-73 Authorization for the Green Acres Application
Res. #2025-74 Authorizing the Purchasing Agent to Advertise for Competitive Contracting for Third-Party Management of Lower Township Police Outside Contracts
Res. #2025-75 Authorization for the Payout of Accumulated Sick Time
Res. #2025-76 Transfer of 2024 Appropriations
Res. #2025-77 Appointment of Patrick F Martin as Conflict Prosecutor for the Township of Lower as a Professional Service Contract without Public Bidding
Res. #2025-78 Approving a Professional Service Contract with Remington & Vernick Engineers for Engineering Services to Investigate and Develop the Design Phase for the HVAC Replacement Project at the Township of Lower Municipal Building and Construction & Zoning Building
Res. #2025-79 Approving a Professional Service Contract with Remington & Vernick Engineers for the Engineering Phase of the Roofing Replacement Project at the Township of Lower Municipal Building and Construction & Zoning Building
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 first reading of this Ordinance. The second reading and public hearing is scheduled for February 19, 2025

Regular Agenda

- Res. #2025- A Resolution Authorizing the Sale of Real Property located in the Township of Lower by way of an Open Public Auction
Ordinance 2025-01 An Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a CAP Bank (N.J.S.A. 40A:4-15.14 This is the second reading and public hearing for this Ordinance. This Ordinance has been published. Posted and made available to the public.
Ordinance 2025-02 An Ordinance amending chapter 400, land Development, Article XII, Affordable Housing Regulations, of the Code of the Township of Lower to establish a Mandatory Affordable Housing Set-Aside. This is the second reading and public hearing for this Ordinance. This Ordinance has been published. Posted and made available to the public.

Engineer Report

Administrative Reports

Clerk, Construction, Dog, Tax, Treasurer, Vital Statistics
Tax Collector Annual Report

Public Comment

Council Comments

Adjourn

COUNCIL MEETING MINUTES – January 2, 2025

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on January 2, 2025 at 5:00 p.m. in the meeting room of the Township Hall, 2600 Bayshore Road, Villas, New Jersey.

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

Pledge of Allegiance
 Invocation - Assemblyman McCiellan
 Mayor Sippel acknowledged many elected officials in attendance

Mayor Frank Sippel sworn in by Cape May County Sheriff Robert Nolan

Deputy Mayor Kevin Coombs sworn in by Mayor Frank Sippel

Roll Call:
 Councilmember Thomas Conrad
 Councilmember Roland Roy, Jr.
 Deputy Mayor Kevin Coombs
 Mayor Frank Sippel

Res #2025-01 Appointment of Municipal Solicitor for the Year 2025 As a Professional Service Contract without public bidding (Robert Belasco Esq. NTE \$150,000)

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

Solicitor Belasco thanked Council for his appointment and explained the process of filling the vacancy on Council as governed by the New Jersey Municipal Vacancy Law.

Res. #2025-02 Resolution Confirming a Temporary Appointment to Fill the Council Vacancy in Ward 2 Until the General Election

Motion to appoint Joseph Wareham:

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

Councilmember Joseph Wareham sworn in by Mayor Sippel.

Roll Call:
 Councilmember Conrad
 Councilmember Wareham
 Councilmember Roy
 Deputy Mayor Coombs
 Mayor Sippel

Mayor Sippel and Council recognized David Perry and presented him with a plaque in appreciation of his dedicated service to the residents of Lower Township.

Cape May County Board of Commissioners recognized David Perry for his years of service to the residents of Lower Township and congratulated him on his retirement.

Consent Agenda

Approval of Minutes – December 16, 2024

- Res. #2025-03 Appointment of Township Labor Attorney for the year 2025 as a Professional Service Contract without Public Bidding (W. Blaney NTE \$40,000)
- Res. #2025-04 Appointment of Municipal Prosecutor for the Year 2025 (Blaney, Donohue & Weinberg \$ 45,000 + 10,000 WW Crest)
- Res. #2025-05 Appointment of Municipal Public Defender for the Year 2025 (S. Fuscellaro \$ 17,500 + 13,500 WW Crest)
- Res. #2025-06 Appointment of Municipal Engineer for the Year 2025 as a Professional Service Contract without Public Bidding (DeBlasio & Associates NTE \$450,000)
- Res. #2025-07 Appointment of Public Information Officer for the year 2025 as a Professional Service Contract without Public Bidding (L. Suit \$16,280)
- Res. #2025-08 Establishment of Council Meeting Dates and Times for the year 2025 (annual)
- Res. #2025-09 Designation of Official Newspapers for Legal Advertising for the Year 2025 (annual)
- Res. #2025-10 Appointment of Risk Management Consultant Atlantic County JIF (J. Byrne Agency year 2 of 3 year agreement)
- Res. #2025-11 Approval of Emergency Management Council (annual)
- Res. #2025-12 Appointment of Township Tax Appeal Attorney for the year 2025 as a Professional Service Contract without Public Bidding (Paul Baldini, Esq NTE \$10,000)
- Res. #2025-13 Appointment of Health Insurance Brokerage Consultant for the Year 2025 as a Professional Service Contract without Public Bidding (Marsh McLennan \$40,000)
- Res. #2025-14 Setting the Interest Rate for Delinquent Taxes (annual)
- Res. #2025-15 A Resolution Awarding a Professional Service Contract without Public Bidding to Surenian, Edwards & Nolan, LLC to serve as Special Counsel to the Township of Lower for Affordable Housing Matters/Litigation (NTE \$10,000)
- Res. #2025-16 Appointment of Municipal Auditor for the Year 2025 as a Professional Service Contract without Public Bidding (Ford, Scott NTE \$ 43,000)
- Res. #2025-17 Appointment of Bond Counsel for the year 2025 as a Professional Service Contract without Public Bidding (Archer & Greiner)
- Res. #2025-18 Governing Body Certification of Compliance with the United States Equal Employment Opportunity Commission (annual)
- Res. #2025-19 Authorizing the Tax Assessor to File Tax Appeals (annual)
- Res. #2025-20 Authorizing the Clerk to Issue Bingo and Raffle Licenses throughout 2025 to Qualified Organizations (annual)
- Res. #2025-21 Confirmation of Officials for Joint Insurance Fund and Municipal Excess Liability Fund (annual)
- Res. #2025-22 Approval of Annual Contribution to Volunteers in Medicine (annual)
- Res. #2025-23 Resolution Establishing the Quote Threshold Pursuant to NJSA 40A:11-3a(annual)
- Res. #2025-24 Authorization for Public Bidding (annual)
- Res. #2025-25 Designation of Public Agency Compliance Officer for Lower Township(annual)
- Res. #2025-26 Resolution Authorizing Contracts with Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A.40A:11-12a
- Res. #2025-27 A Resolution Approving an Interlocal Services Agreement Between the Twp of Lower and Lower Township Fire District #3
- Res. #2025-28 Approval of Petty Cash Funds – 2025 (annual)
- Res. #2025-29 Adopting 2025 Temporary Current Budget
- Res. #2025-30 Authorizing the Cash Management Plan (annual)
- Res. #2025-31 Designation of Official Depositories (annual)
- Res. #2025-32 Authorizing Payment of 2025 County Taxes (First & Second Quarter) and 2024 Added Taxes
- Res. #2025-33 Authorizing 2025 Annual Shelter Fee Payments
- Res. #2025-34 Authorizing Payment for Dispatch Services (annual)
- Res. #2025-35 Authorizing Debt Service Payment for the Joint Public Safety Building Payment (\$171,111.26)
- Res. #2025-36 Authorizing Payment for 2025 Local School Taxes to Lower Township Board of Education (annual)
- Res. #2025-37 Authorizing Payment for 2025 Regional School Taxes to Lower Cape May Regional (annual)

- Res. #2025-38 Resolution to Defer Regional School Tax (annual)
- Res. #2025-39 Authorizing Payment of 2025 Pension Amounts Due 4/1/2025
- Res. #2025-40 Authorizing Payment of 2025 Debt Service (annual)
- Res. #2025-41 Approving 2025 Contract with Cape Assist (annual)
- Res. #2025-42 Contract Award to Supply Fireworks Display Including Barge for July 3, 2025 Independence Day Event
- Res. #2025-43 Bid Acceptance and Contract Award for Management Information System (MIS) Consultant for Township of Lower and Lower Township Police Department for 2025 with an option for 2026
- Res. #2025-44 Approving 2025 Contract with Cape Mediation Services
- Res. #2025-45 Refund of Taxes
- Res. #2025-46 Junk Yard License for Cape May Associates, LLC for the year 2025
- Res. #2025-47 Approval of a Second Hand Merchant and Dealer of Precious Metals License
- Res. #2025-48 Bid Acceptance and Contract Award for Lower Township Animal Control Services for the Final year 2025
- Res. #2025-49 Bid Acceptance and Contract Award for Fertilizing Services for Various Locations to J & D Services, LLC DBA Spring Green for 2025 with an Option for 2026
- Res. #2025-50 Bid Acceptance and Contract Award to Bayshore Landscaping for Landscaping Services for Various Locations for 2025 with an Option for 2026
- Res. #2025-51 A Resolution Supporting and Approving the Cape Island Safe Streets and Road Program Action Plan
- Res. #2025-52 A Resolution Authorizing the Award and Execution of an Agreement with EB Employee Solutions, LLC to Procure and Provide Health Insurance Coverage
- Res. #2025-53 Appointment to the Planning Board (M.McCorkel)
- Res. #2025-54 Resolution Approving a Contract with Delta Dental as Extraordinary Unspecifiable Services
- Res. #2024-55 Resolution Approving a Contract with USABle as an Extraordinary Unspecifiable Service
- Res. #2025-56 Authorization for the Payment of College Credits
- Res. #2025-57 A Resolution supporting an amendment of the fair housing act (FHA) as proposed by the New Jersey Institute of Local Government Attorneys (NJILGA)
- Res. #2025-58 A Resolution Establishing A Mount Laurel Subcommittee and Appointing members to assist the Township in addressing its affordable housing obligations
- Res. #2025-59 Transfer OF 2024 Appropriations
- Res. #2025-60 Appointments to the Historic Preservation Commission
- Res. #2025-61 Approving a Professional Service Contract with DeBlasio & Associates for Resurfacing of Cardinal Avenue Resurfacing Project – Beach Avenue to Main Street (LT-C-062)
- Res. #2025-62 Approval for payment of 2024 vouchers \$ 272,233.99
- Res. #2025-63 A Resolution Committing the Township of Lower to Comply with Affordable Housing Obligations
- Ordinance 2025-01 An Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a CAP Bank (N.J.S.A. 40A:4-15.14)
This is the First reading of this Ordinance. The second reading and public hearing has been scheduled for January 22, 2025
- Ordinance 2025-02 An Ordinance amending chapter 400, land Development, Article XII, Affordable Housing Regulations, of the code of the Township of Lower to establish a Mandatory Affordable Housing Set-Aside. This is the first reading of this Ordinance. The second reading and public hearing has been scheduled for January 22, 2025.

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

Call to the Public – no comments

Council Comments

Councilmember Conrad thanked Dave Perry for his time and welcomed Councilmember Wareham to the team.

Councilmember Wareham thanked Dave Perry, the Lower Twp. GOP Committee and Township Council for their support and the opportunity to serve the residents of Lower Township

Councilmember Roy thanked everyone for their attendance and thanked Dave Perry for his service. He welcomed Joe Wareham to Council and wished everyone a Happy New Year.

Deputy Mayor Coombs thanked Dave Perry for his service, welcomed Councilmember Wareham and wished everyone a Happy New Year. He also offered prayers and condolences to the victims of the New Orleans attack.

Mayor Sippel thanked everyone in attendance, welcomed Councilmember Wareham to the team, and thanked all persons responsible for a well-organized meeting. He also reminded that the next meeting will be held on Wednesday, January 22 at 6:00 p.m.

Adjournment

There being no further business to address, motion to adjourn moved by Mayor Sippel, seconded by Councilmember Conrad. Motion to adjourn was unanimous. Meeting adjourned at 5:36 p.m.

Frank Sippel, Mayor

Township Clerk

Approved:

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

RESOLUTION #2025-*64*

Title: AUTHORIZING THE PAYMENT OF VOUCHERS

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
DELTA DENTAL PLAN	DEC 2024 ADMIN	\$1365.65
DELTA DENTAL PLAN	DEC 2024 CLAIMS	\$6367.90
NJ STATE HEALTH BENEFITS	JAN 2025 RETIREE HEALTH	\$131,336.39
NJ STATE HEALTH BENEFITS	JAN 2025 ACTIVE	\$256,204.38
LOWER TOWNSHIP	DEC 2024 DIFF CARD	\$16,669.70
CAPE MEDIATION SERVICES	2025 MEDIATION ASSESSMENT	\$3970.26
CAPE ASSIST	2025 EMPLOYEE ASSISTANCE	\$3717.00
BARBER CONSULTING SERVICES	2025 MIS TOWNHALL & POLICE	\$17,000.00
USABLE LIFE	LIFE INS JAN 2025	\$938.25
KEVIN LEWIS	2025 PETTY CASH	\$550.00
COLLEEN CRIPPEN	2025 PETTY CASH	\$100.00
VOLUNTEERS IN MEDICINE	RES#25-22 VOLUNTEERS IN MED	\$7960.00
	TOTAL Manual Checks	\$446,179.53
	TOTAL Computer Generated	\$838,592.05
	TOTAL BILL	\$1,284,771.58

	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 January 22, 2025

Julie A Picard, Township Clerk

Lower Township
Bill List By Vendor Id

Resolution # 2025-04

Ranges	Item Status	Purchase Types	Misc
<i>Range: First to Last</i> <i>Rcvd Batch Id Range: First to Last</i>	<i>Open: N</i> <i>Void: N</i> <i>Paid: N</i> <i>Held: Y</i> <i>Aprv: N</i> <i>Rcvd: Y</i>	<i>Bid: Y</i> <i>State: Y</i> <i>Other: Y</i> <i>Exempt: Y</i>	<i>P.O. Type: All</i> <i>Include Project Line Yes</i> <i>Items:</i> <i>Format: Condensed Y</i> <i>Include Non-Budgeted:</i> <i>Vendors: All</i>

Vendor #	P.O. #	PO Date	Name	Description	Status	Amount	Void Amount	Contract	PO Type
\$00007	24-03502	12/24/24	ACME MARKETS, INC.*	COOKIES- NYE CELEBRATION	Open	\$149.70	\$0.00		
\$00086	24-03251	11/26/24	AMERICAN PLANNING ASSOCIATION	PLANNING MEMBERSHIP RENEWAL	Open	\$674.00	\$0.00		
\$00110	24-03494	12/24/24	ANCO HOME CENTER	MONTHLY- DECEMBER '24	Open	\$267.98	\$0.00		
	24-03511	12/27/24		FS supplies	Open	\$63.98	\$0.00		
	24-03527	12/27/24		SUPPLIES/DPW	Open	\$167.92	\$0.00		
	25-00050	01/08/25		ICE MELT 40 LB BAGS	Open	\$269.85	\$0.00		
	25-00069	01/09/25		FS SNOW SUPPLIES	Open	\$48.98	\$0.00		
				Vendor Total:		\$818.71			
\$00153	25-00162	01/15/25	ATLANTIC CITY ELECTRIC*	DEC 2024 BILL CAME LATE	Open	\$634.50	\$0.00		
\$00301	24-03364	12/06/24	BELMONT AND CRYSTAL SPRINGS*	WATER - DPS	Open	\$255.66	\$0.00		
	24-03517	12/27/24		WATER- 11/4/24	Open	\$49.47	\$0.00		
	25-00062	01/09/25		MONTHLY- 12/2-12/30/24	Open	\$55.96	\$0.00		
	25-00071	01/09/25		FS WATER DECEMBER	Open	\$63.94	\$0.00		
	25-00089	01/13/25		TOWNHALL WATER 12/02-12/16/24	Open	\$83.80	\$0.00		
	25-00090	01/13/25		COURT WATER DELIVERY 12/2024	Open	\$55.95	\$0.00		
	25-00123	01/13/25		BOCA WATER 12/16-12/30/24	Open	\$74.41	\$0.00		
	25-00132	01/14/25		WATER - DPS	Open	\$412.43	\$0.00		
				Vendor Total:		\$1,051.62			
\$00362	24-03398	12/10/24	INTERNATIONAL CODE COUNCIL*	FIRE CODE BOOKS	Open	\$637.22	\$0.00		
\$00650	25-00100	01/13/25	CAPE MAY COUNTY CLERK'S ASSN	2025 MEMBERSHIP DUES	Open	\$600.00	\$0.00		
\$00651	24-03166	11/20/24	MUNICIPAL UTIL AUTH DUMP FEES	ENCUMBERED DEC.2024 DISPOSAL	Open	\$67,541.07	\$0.00		
\$00711	25-00159	01/15/25	CMC LEAGUE OF MUNICIPALITIES	2025 Membership Dues	Open	\$700.00	\$0.00		
\$00735	24-03473	12/20/24	CATERINA SUPPLY, INC.*	PIPE FOR SUNSET DRIVE	Open	\$3,737.00	\$0.00		
\$00784			CAPE MAY STAR & WAVE						

Lower Township
Bill List By Vendor Id

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
00784		CAPE MAY STAR & WAVE					
							<i>Account Continued</i>
24-03513	12/27/24	legals 12/25/2024	Open	\$31.00	\$0.00		
25-00042	01/03/25	GREEN ACRES PH LEGAL 1-1-25	Open	\$19.50	\$0.00		
25-00128	01/13/25	legals 1/8/25	Open	\$104.00	\$0.00		
		Vendor Total:		\$154.50			
\$00807		CDW-GOVERNMENT INC*					
24-03442	12/18/24	SERVERS UPGRADE PD/TOWNHALL	Open	\$2,800.00	\$0.00		B
\$00825		COMCAST*					
25-00093	01/13/25	INTERNET (2954) 1/1-1/31/25	Open	\$225.54	\$0.00		
\$01110		COLLEEN CRIPPEN					
25-00052	01/09/25	CONTRACTUAL REIMBURSEMENT V	Open	\$114.00	\$0.00		
\$01125		MARGARET CROMPTON					
25-00029	01/03/25	CONTRACTUAL REIMBURSEMENT M	Open	\$100.00	\$0.00		B
\$01170		VERIZON WIRELESS* F/S					
25-00068	01/09/25	FS VERIZON 11/27-12/26/24	Open	\$168.46	\$0.00		
\$01171		VERIZON WIRELESS - TOWNHALL					
24-03193	11/20/24	CELL PHONE DEC ENCUMBER	Open	\$428.41	\$0.00		
24-03194	11/20/24	IPHONE DEC ENCUMBER	Open	\$1,366.18	\$0.00		
		Vendor Total:		\$1,794.59			
\$01201		DELL MARKETING LP					
24-03486	12/24/24	OEM LAPTOP	Open	\$1,575.24	\$0.00		
\$01220		DRAEGER, INC ~					
23-02008	08/07/23	NEW ALCOTEST MACHINE 10YR WARf	Open	\$19,305.00	\$0.00		
\$01267		EDWARD DONOHUE					
25-00182	01/15/25	CONTRACTUAL REIMBURSEMENT M	Open	\$49.00	\$0.00		
\$01269		DISCOUNT HYDRAULICS*					
24-03519	12/27/24	MOTOR/DPW	Open	\$519.85	\$0.00		
\$01390		EDMUNDS & ASSOCIATES, INC.*					
25-00135	01/14/25	2024 1095 C FILILNG	Open	\$604.89	\$0.00		PC1
\$01480		E-Z PASS					
25-00098	01/13/25	REC 1/05/25 REPLENISH	Open	\$200.00	\$0.00		PC1
\$01490		ROBERT FESSLER					
24-00239	01/22/24	2024 EQUIPMENT ALLOWANCE	Open	\$124.22	\$0.00		B
\$01603		GENERAL CODE PUBLISHERS*					
24-03422	12/17/24	Supp # 43	Open	\$1,006.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
01603		GENERAL CODE PUBLISHERS*					<i>Account Continued</i>
\$01653 24-03520	12/27/24	GENTILINI FORD ~ SENSORS/DPW	Open	\$53.90	\$0.00		
\$01690 24-03521 25-00104	12/27/24 01/13/25	GRANTURK EQUIPMENT CO* WASHERS/DPW PARTS FOR RECYCLING/DPW/JAN	Open Open	\$204.80 \$1,284.53	\$0.00 \$0.00		
		Vendor Total:		\$1,489.33			
\$01741 25-00106 25-00137	01/13/25 01/14/25	GENTILINI CHEVROLET, LLC ~ PARTS FOR TRUCKS/DPW/JAN ROTOR/ PAD KIT/DPW 1/3/25	Open Open	\$455.31 \$818.97	\$0.00 \$0.00		
		Vendor Total:		\$1,274.28			
\$01785 25-00044	01/07/25	ROBERT HARTMAN SR CONTRACTUAL REIMBURSEMENT M/v	Open	\$2,274.95	\$0.00		
\$01806 25-00077	01/09/25	ANTHONY J HARVATT, II, ESQ ZBA RESOLUTION VOUCHERS	Open	\$1,500.00	\$0.00		
\$01834 25-00045	01/07/25	RICHARD HOOYMAN CONTRACTUAL REIMBURSEMENT M	Open	\$265.00	\$0.00		
\$01864 24-03468	12/20/24	JONAS PIZZA, LLC ~ PIZZA FOR NYE EVENT	Open	\$400.00	\$0.00		
\$02123 25-00049	01/08/25	GOVERNMENT FIN OFFICERS ASSOC* 2025 MEMBERSHIP-CFO	Open	\$100.00	\$0.00		
\$02223 24-03400	12/10/24	LANDSMAN UNIFORMS* UNIFORMS	Open	\$507.00	\$0.00		
\$02292 25-00053	01/09/25	DONALD LOMBARDO CONTRACTUAL REIMBURSEMENT M	Open	\$1,793.06	\$0.00		
\$02358 24-03485	12/24/24	LCMR SCHOOL DISTRICT WRESTLING MAT RES 2024-410	Open	\$8,020.00	\$0.00		
\$02402 24-03512	12/27/24	MGL PRINTING SOLUTIONS ~ Business cards JEREMY EMBS	Open	\$164.00	\$0.00		
\$02461 25-00054	01/09/25	JOHN MAHER CONTRACTUAL REIMBURSEMENT M/v	Open	\$3,029.75	\$0.00		
\$02538 25-00025	01/03/25	MARSH & MCLENNAN AGENCY, LLC RES#2025-13 DNE \$40K	Open	\$3,333.33	\$0.00		B
\$02725		THOMAS MILLS					

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
02725		THOMAS MILLS					<i>Account Continued</i>
25-00134	01/14/25	ELECTRICAL INSPECTIONS 01/07	Open	\$112.00	\$0.00		
\$02902 25-00157	01/15/25	J. BYRNE INSURANCE* 2025 Recreation Acc Policy	Open	\$5,890.00	\$0.00		
\$03072 25-00099	01/13/25	NJ STATE LEAGUE OF MUNICIPALIT* 2025 MEMBERSHIP DUES	Open	\$1,817.00	\$0.00		
\$03280 24-03491	12/24/24	PARAMOUNT SANITARY SUPPLY ~ JUMBO ROLLS TOILET PAPER	Open	\$423.20	\$0.00		
\$03305 25-00138	01/14/25	PEDRONI FUEL* NO LEAD GAS/DPW 12/26/24	Open	\$889.47	\$0.00		
\$03466 24-03467	12/20/24	R & R SPECIALTIES TROPHIES-CHRISTMAS TOURNAMENT	Open	\$153.00	\$0.00		
\$03518 25-00136	01/14/25	RIGGINS, INC.* OFF HIGHWAY DIESEL/DPW 1/02/25	Open	\$1,068.27	\$0.00		
\$03573 24-03525	12/27/24	SAFETY-KLEEN CORP* SOLVENT/DPW	Open	\$504.83	\$0.00		
\$03607 24-03489	12/24/24	SEASHORE FOOD SUPPLY ~ SUPPLIES/NEW YEARS EVE	Open	\$171.47	\$0.00		
\$03611 24-03522	12/27/24	SERVICE TIRE TRUCK CENTERS ~ TIRES/DPW	Open	\$2,277.21	\$0.00		
\$03688 25-00076	01/09/25	SOUTHERN NJ CHAPTER NIGP* 2025 MEMBERSHIP M VITELLI	Open	\$75.00	\$0.00		
\$03692 25-00087	01/13/25	SOUTH JERSEY GAS CO* NATURAL GAS 11/19-12/18/24	Open	\$1,000.00	\$0.00		
\$03764 25-00048	01/08/25	TCTANJ 2025 MEMBERSHIP-CFO	Open	\$100.00	\$0.00		
\$03810 25-00163	01/15/25	MUNICIPAL UTIL AUTH USAGE COST SEWER 1/1-12/31/25	Open	\$5,708.00	\$0.00		
\$03821 24-03495	12/24/24	TRANS AXLE* PTO TRUCK 29	Open	\$2,611.61	\$0.00		
\$03863 25-00055	01/09/25	TREASURER, STATE OF NEW JERSEY OCT THRU DEC REPORT	Open	\$9,217.00	\$0.00		
\$03902		DONALD VANAMAN JR					

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
03902		DONALD VANAMAN JR					<i>Account Continued</i>
25-00082	01/10/25	CONTRACTUAL REIMBURSEMENT V	Open	\$256.98	\$0.00		
\$03917		STATE OF NJ DEPT OF CHILD/FAML					
25-00078	01/09/25	Marr/CU fees, 4th quarter	Open	\$525.00	\$0.00		
\$03947		VFIS*					
25-00067	01/09/25	FS POLICY PREMIUM 2025	Open	\$13,066.00	\$0.00		
\$03971		VERIZON WIRELESS MDT POLICE					
24-03362	12/06/24	VERIZON PD & TWP 11-21 / 12/20	Open	\$1,196.63	\$0.00		
\$03985		VILLAS NAPA AUTO PARTS ~					
24-03524	12/27/24	RDS/SAN/REC/DPW	Open	\$87.70	\$0.00		
\$03992		VAL-U AUTO PARTS LLC ~					
24-03526	12/27/24	RDS/SANT/RECY/DPW	Open	\$1,583.11	\$0.00		
\$04075		BARBER CONSULTING SERVICES LLC					
25-00047	01/08/25	FS IT support 2025	Open	\$2,000.00	\$0.00		
25-00059	01/09/25	PD MALWAREBYTES END POINT 2025	Open	\$2,831.47	\$0.00		
25-00066	01/09/25	FS ICLOUD BACKUP 2025	Open	\$150.00	\$0.00		
		Vendor Total:		\$4,981.47			
\$04097		CINTAS FIRST AID AND SAFETY*					
24-03363	12/06/24	MEDICAL CABINET REFILL	Open	\$64.10	\$0.00		
25-00091	01/13/25	COURT CABINET SERVICE 1/2/25	Open	\$19.36	\$0.00		
		Vendor Total:		\$83.46			
\$04266		NJ DEPT OF HEALTH&SENIOR SVCS					
25-00155	01/15/25	December Dog Licenses	Open	\$6.60	\$0.00		
\$04300		W B MASON CO INC*					
25-00073	01/09/25	1/08/25 TOWNHALL COPY PAPER	Open	\$328.20	\$0.00		
\$05064		CAPE ISLAND GRAPHICS					
24-02729	10/16/24	PD GRAPHICS FOR F-250 PICK-UP	Open	\$379.00	\$0.00		
\$5055		MATTHEW GAMBLE					
23-01203	05/19/23	2023 EQUIPMENT ALLOWANCE	Open	\$64.16	\$0.00		
\$7066		KETCHUM MFG CO INC*					
24-02630	10/02/24	2025 Dog Tags	Open	\$537.38	\$0.00		
\$7074		J & B LOCKSMITHS*					
23-02230	08/31/23	CLEM MULLIGAN FIELD	Open	\$110.00	\$0.00		
\$7079		SUBURBAN PROPANE L P*					
25-00033	01/03/25	PROPANE- FREEMAN DOUGLASS	Open	\$1,318.68	\$0.00		

Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7079		SUBURBAN PROPANE L P*					
							<i>Account Continued</i>
\$7098		SHORE VETERINARIAN ANIMAL					
24-03361	12/06/24	ANIMAL CONTROL - DECEMBER	Open	\$225.00	\$0.00		
25-00026	01/03/25	RES#2025-48 DNE \$64K ANIMAL	Open	\$5,333.33	\$0.00		B
			Vendor Total:	\$5,558.33			
\$7139		MRC INC*					
23-00836	04/12/23	REPLACEMENT GIZMOS REC CENTER	Open	\$910.00	\$0.00		
\$7196		LAUREN HUGGINS SUIT					
25-00027	01/03/25	RES#2025-07 2025 PUBLIC INFO	Open	\$1,356.67	\$0.00		B
\$7228		SOUTH STATE INC.*					
24-02505	09/18/24	RES 2024-305 RESURF CORSON LN	Open	\$163,685.00	\$0.00		
24-03156	11/20/24	RES 2024-344 CHG 1 CORSON LN	Open	\$16,402.94	\$0.00		B
			Vendor Total:	\$180,087.94			
\$7333		JOSEPH WAREHAM					
24-03515	12/27/24	SUMMER B-BALL REFEREE	Open	\$40.00	\$0.00		
\$7359		ANTHONY MICCICHE					
23-01214	05/19/23	2023 EQUIPMENT ALLOWANCE	Open	\$150.00	\$0.00		
24-00253	01/22/24	2024 EQUIPMENT ALLOWANCE	Open	\$147.48	\$0.00		B
			Vendor Total:	\$297.48			
\$7461		DEGLER WHITING, INC*					
24-03353	12/06/24	BASKETBALL WAND	Open	\$1,104.75	\$0.00		
\$7520		BLACKOUT TINTING*					
24-03457	12/19/24	1 CHEVY MALIBU TINTING	Open	\$280.00	\$0.00		
\$7526		J HARRIS ACADEMY OF POLICE LLC					
24-03231	11/22/24	JV LAW UPDATE TRAINING 12/16	Open	\$225.00	\$0.00		
\$7743		SQUARE 1 DISIGN LLC*					
25-00060	01/09/25	ANNUAL WEB HOSTING/SITELOCK	Open	\$775.00	\$0.00		
\$7748		JAMES MATHIS					
23-01211	05/19/23	2023 EQUIPMENT ALLOWANCE	Open	\$150.00	\$0.00		
24-00251	01/22/24	2024 EQUIPMENT ALLOWANCE	Open	\$23.96	\$0.00		B
			Vendor Total:	\$173.96			
\$7751		HOFFMAN'S EXTERMINATING					
24-00428	02/05/24	PEST AGREEMENT-CANAL PARK	Open	\$132.60	\$0.00		
25-00030	01/03/25	BAIT BOXES & PEST CONTROL	Open	\$165.00	\$0.00		
			Vendor Total:	\$297.60			
\$7820		DEBLASIO & ASSOCIATES, P.C					

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
7820		DEBLASIO & ASSOCIATES, P.C					
							<i>Account Continued</i>
23-02340	09/14/23	RES#23-303 CO #1 ROTARY PARK	Open	\$3,923.40	\$0.00		B
24-02404	09/06/24	RES 2024-288 C/O 2 DPW BUILDNG	Open	\$910.00	\$0.00		B
24-02506	09/18/24	RES 2024-307 TOWNBANK ADA RAMP	Open	\$292.50	\$0.00		B
24-02510	09/18/24	RES 2024-309 CHG ORD 1 CORSON	Open	\$1,641.25	\$0.00		B
24-03345	12/06/24	RES 2024-390 CHG ORD 1 TB RAMP	Open	\$9,380.00	\$0.00		B
24-03368	12/06/24	RES 2024-372 BAY OUTFALL EXT	Open	\$2,660.00	\$0.00		B
24-03369	12/06/24	RES 2024-373 MS4 PERMIT PROG	Open	\$5,600.00	\$0.00		B
25-00127	01/13/25	RES 2023-337 OHIO AVE PUMP	Open	\$2.75	\$0.00		
		Vendor Total:		\$24,409.90			
\$7865		H4 ENTERPRISES, LLC*					
25-00183	01/15/25	STORM EQUIPMENT RENTAL/DPW	Open	\$14,550.00	\$0.00		
\$7888		ASPHALT PAVING SYSTEMS. INC*					
24-02504	09/18/24	RES 2024-304 RECONST CRESSE LN	Open	\$245,701.58	\$0.00		B
\$7923		THOMAS SHOUGH					
23-01226	05/19/23	2023 EQUIPMENT ALLOWANCE	Open	\$141.95	\$0.00		
\$7929		AMAZON CAPITAL SERVICES, INC ~					
24-03461	12/19/24	SUPPLIES	Open	\$264.23	\$0.00		
24-03510	12/27/24	FS supplies	Open	\$345.77	\$0.00		
25-00057	01/09/25	OFFICE SUPPLIES	Open	\$5.56	\$0.00		
		Vendor Total:		\$615.56			
\$8039		CAPE MAY RUNNING LLC					
24-03483	12/24/24	RETURN OF UNUSED ESCROW	Open	\$1,834.37	\$0.00		
\$8046		SAMPLE MEDIA INC					
25-00070	01/09/25	FS MAIL-IN BALLOT	Open	\$612.00	\$0.00		
\$8087		COOL POOLS CONSTRUCTION LLC *					
22-03200	12/29/22	OXY OUT & SHOCK - SEPTEMBER	Open	\$68.75	\$0.00		
\$8131		DOCUVAULT SECURE SHREDDING LC~					
25-00092	01/13/25	12/31/24 SHREDDING	Open	\$168.05	\$0.00		
\$8175		INTEGRITY INTERPRETING LLC *					
25-00088	01/13/25	COURT INTERPRETING 12/2024	Open	\$43.75	\$0.00		
\$8197		GREAT AMERICAN FINANCIAL SERV					
25-00161	01/15/25	1/10-2/9/25 MAIL MACHINE	Open	\$560.00	\$0.00		
\$8517		STEWART BUSINESS SYSTEMS *					
25-00181	01/15/25	COPIER 40373 PATROL 1/3-1/2/26	Open	\$432.00	\$0.00		
\$8524		FRED M SCHIAVONE CONSTRUCTION					
24-03367	12/06/24	RES 2024-371 CHG 4 FRANCES AVE	Open	\$47,432.00	\$0.00		B

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
8524		FRED M SCHIAVONE CONSTRUCTION		<i>Account Continued</i>			
\$8672 25-00096	01/13/25	LOGMEIN INC. 2025 GO TO MTGS	Open	\$19.00	\$0.00		PC1
\$8676 25-00074	01/09/25	GPANJ 2025 GPANJ MEMBERSHIP VITELLI	Open	\$100.00	\$0.00		
\$8679 24-03509	12/27/24	CANON SOLUTIONS AMERICA INC* CW3600 12/01-11/30 LG FORMAT	Open	\$4,796.47	\$0.00		
\$8706 23-03158	12/07/23	GOLDENBERG, MACKLER & SAYEGH 2023 Tax Foreclosure Atty	Open	\$619.20	\$0.00		
\$8707 24-01700	06/19/24	PAUL J BALDINI P.A. TAX ASSESSOR APPEAL RES 24-169	Open	\$742.50	\$0.00		B
\$8721 24-00003	01/02/24	BLANEY, DONOHUE, & WEINBERG PC RES#24-02 LABOR DNE\$40K	Open	\$1,830.00	\$0.00		B
25-00023	01/03/25	RES#2025-04 PROSECUTOR DNE 40k	Open	\$3,750.00	\$0.00		B
25-00024	01/03/25	RES#2025-04 WWC DNE \$1OK	Open	\$833.33	\$0.00		
		Vendor Total:		\$6,413.33			
\$8725 24-03518	12/27/24	W. CAMPBELL SUPPLY CO AC* HEADERS/DPW	Open	\$782.54	\$0.00		
\$8734 22-00745	03/29/22	THOMAS PLANNING ASSOCIATES LLC VACANT LAND INVEN RES2022-67	Open	\$825.00	\$0.00		B
\$8848 24-02971	11/12/24	COMFORT NOW LLC BOCA ZONE VALVE REPLACEMENT	Open	\$1,912.00	\$0.00		
24-03523	12/27/24	DOS 12-28 JUDO ROOM	Open	\$251.00	\$0.00		
		Vendor Total:		\$2,163.00			
\$8849 24-03508	12/27/24	HORNER ENTERPRISES LLC NEW YEARS EVE PARTY	Open	\$4,695.00	\$0.00		
\$8908 25-00156	01/15/25	COMCAST BUISNESS VOICE PHONES 1/1-1/31/25	Open	\$1,319.33	\$0.00		
\$8909 25-00126	01/13/25	COMCAST BUSINESS BUS INTERNET PD 1/1-1/31/25	Open	\$984.95	\$0.00		
\$8932 25-00079	01/09/25	IWORQ SYSTEMS INC ANNUAL WORK ORDER PROGRAM	Open	\$15,000.00	\$0.00		
\$9094 24-03236	11/22/24	HARRY THOMAS JR B-468 L-3	Open	\$16.27	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
\$9169 25-00084	01/13/25	EB EMPLOYEE SOLUTIONS LLC JAN 2025 DIFF CARD ADMIN	Open	\$3,932.50	\$0.00		
\$9216 25-00043	01/07/25	ATLANTICARE REGIONAL MEDICAL RES#2024-229 YEAR 1	Open	\$5,000.00	\$0.00		B
\$9223 24-02347	08/29/24	NIELSEN FORD OF MORRISTOWN INC 2024 RAM PROMASTER CARGO VAN	Open	\$51,973.36	\$0.00		
\$9271 24-02819	10/28/24	VORTEX SERVICES, LLC RETURN OF UNUSED ESCROW	Open	\$401.87	\$0.00		
\$9276 24-02912	11/07/24	SUZANNE SCHUMANN REIMBURSEMENT FOR SOCCER	Open	\$15.00	\$0.00		
\$9279 24-03250	11/26/24	MUNICIPAL EMERGENCY SERVICES VEST NAME STRIPS	Open	\$20.00	\$0.00		
\$9314 24-03469	12/20/24	WILD ISLAND MEDIA PAINT SESSIONS- NYE EVENT	Open	\$900.00	\$0.00		
\$9315 24-03470	12/20/24	PHOTO BOOTH DUDETTE LLC PHOTO BOOTH NYE EVENT	Open	\$400.00	\$0.00		
\$9316 25-00020	01/03/25	THE BELASCO LAW FIRM LLC RES#2025-01 DNE \$40k	Open	\$3,333.33	\$0.00		B
\$9317 25-00152	01/15/25	VERIZON CONNECT FLEET USA LLC FLEET GPS 12/1-12/31/24	Open	\$56.20	\$0.00		
\$9326 24-03516	12/27/24	FURNITURELAND SOUTH DESK AND CHAIRS	Open	\$3,403.02	\$0.00		PC1
\$9328 25-00133	01/14/25	ROBERT BELASCO PLUMBING INSP 12/03-12/31	Open	\$1,120.00	\$0.00		
BIRCH 24-02773 24-03276	10/22/24 11/27/24	BIRCH'S COMMUNICATIONS LLC* OUTFIT 2023 FORD F250 OUTFIT 2 NEW VEHICLES	Open Open	\$3,553.99 \$9,810.96	\$0.00 \$0.00		
Vendor Total:				\$13,364.95			
BLAUE 22-02882 23-02899	11/17/22 11/13/23	BLAUER ASSOCIATES INC* 2023 SCPF APPLICATION CONSULT RES 23-372 FY24 SCPF ADA POOL	Open Open	\$300.00 \$400.00	\$0.00 \$0.00		B B
Vendor Total:				\$700.00			
BOSNA 25-00129	01/14/25	KAREN MANETTE BOSNA YOGA- MONTH OF DECEMBER '24	Open	\$95.00	\$0.00		

Vendor #	Name	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
BOSNA	KAREN MANETTE BOSNA			<i>Account Continued</i>				
G-CAPEWI 25-00097	CAPE WINDS FLOWERS FOR JAN 2 25 MTG	01/13/25		Open	\$50.00	\$0.00		PC1
JUSTF005 25-00031	SHANNON NAGEL FACE PAINTER- NYE	01/03/25		Open	\$300.00	\$0.00		
NJPSAC 25-00058	NJPSAC CALEA - DUES - 2025	01/09/25		Open	\$400.00	\$0.00		
PRESS 24-03351	PRESS OF ATLANTIC CITY DEC 2024 DIGITAL SUBSCR	12/06/24		Open	\$19.99	\$0.00		PC1
SEAGE 24-00907	SEAGEAR MARINE SUPPLY* SUPPLIES FOR RDS/DPW	04/05/24		Open	\$699.46	\$0.00		B
25-00046		01/08/25		Open	\$222.00	\$0.00		
	Vendor Total:				\$921.46			

Total Purchase Orders: 168 Total P.O. Line Items: 0 Total List Amount: \$838,592.05 Total Void Amount: \$0.00

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

RESOLUTION #2025-65

Title: A RESOLUTION OF THE LOWER TOWNSHIP COUNCIL AMENDING RESOLUTION NO. 24-85 TO INCLUDE THE GOVERNING BODY'S COMMITMENT TO LONG TERM MAINTENANCE OF THE EXTERIOR IMPROVEMENTS AT DAVID DOUGLASS SR., MEMORIAL PARK

WHEREAS, in 1997, the State of New Jersey passed a number of laws which expanded the potential function of the Open Space and Farmland Preservation Trust Fund programs to include recreation and historic preservation; and

WHEREAS, the decision to expand the Open Space Program into the realms of recreation and historic preservation beginning in 2013 has helped to enhance and protect our collective community assets; and

WHEREAS, Lower Township Council passed Resolution No. 24-85 on February 20, 2024, which authorized a Pre-Application to the Cape May County Open Space Park and Recreation Development Program; and

WHEREAS, the Lower Township Council wishes to amend Resolution No. 24-85 to include the Governing Body's Commitment to Long Term Maintenance of the Exterior Improvements; and

WHEREAS, Lower Township Council recognizes the value of safe public access in Cape May County and the potential to enhance tourism and economic development with upgrades to the David Douglass Sr. Memorial Park under the Cape May County Open Space Park and Recreation Development Program; and

WHEREAS, Lower Township Council desires to apply to the Cape May County Open Space David Douglass Sr. Memorial Park under the Cape May County Open Space Park and Recreation Development Program; and

WHEREAS, the Total Grant Request is: \$2,139,567.00

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Lower, County of Cape May, State of New Jersey, hereby authorizes a full application to the Cape May County Open Space Board for the project known as: David Douglass Sr. Memorial Park to include the Governing Body's commitment to long term maintenance of the exterior improvements.

	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 January 22, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION #2025-66

Title: APPROVAL OF 2025 ROTARY TOWING LICENSES

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the following applicants shall be issued a Rotary Towing License for the year 2025:

John D Snyder – John’s Auto Body
Thomas Manna – D.A.D.’s Towing Service, LLC
Barney Linn - Cape May Exxon
John Harron – Offshore Getty Inc.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 22, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION #2025-67

Title: A RESOLUTION AUTHORIZING A SHARED SERVICE AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT FOR THE PLACEMENT OF SCHOOL RESOURCE OFFICERS (SRO) WITHIN THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. (the "Act"), authorizes local units of this State to enter into agreements with any other local unit or units to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive in its own jurisdiction; and

WHEREAS, pursuant to two existing Shared Service Agreements which expired December 31, 2024, the Township of Lower provides two (2) School Resource Officers to the Lower Township Regional School District who are stationed at the Lower Cape May Regional High School and the Richard M. Teitelman Middle School, and the costs associated therewith are equally shared; and

WHEREAS, the Township and the District are seeking to renew the terms and conditions of the Shared Service Agreements and desire to execute a new Shared Service Agreement, which memorializes the specific terms, obligations, and conditions to be performed by the Township and the District, and the specific services to be provided by the School Resource Officers; and

WHEREAS, in the spirit of interlocal cooperation, and in furtherance of the principals underlying the Act, the Township and the District have negotiated a new Shared Service Agreement, a copy of which is attached hereto, and deem it necessary and proper to memorialize these terms, in order to outline their respective rights and responsibilities for the benefit of both parties.

NOW THEREFORE BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Mayor, Township Manager, and/or Township Clerk are hereby authorized and to execute the attached Shared Service Agreement between the Township of Lower and the Lower Cape May Regional School District for the provision of two (2) School Resource Officers.

	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 January 22, 2025.

Julie A Picard, Township Clerk

SHARED SERVICE AGREEMENT

BY AND BETWEEN

THE TOWNSHIP OF LOWER

AND

THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT

DATED

AN AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND THE LOWER CAPE MAY
REGIONAL SCHOOL DISTRICT FOR THE PLACEMENT OF SCHOOL RESOURCE OFFICERS
WITHIN THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT

A SHARED SERVICE AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT FOR THE PLACEMENT OF SCHOOL RESOURCE OFFICERS WITHIN THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT

THIS SHARED SERVICE AGREEMENT is made this ____ day of _____, 2024 by and between the TOWNSHIP OF LOWER (“Township”), a municipal corporation of the State of New Jersey whose administrative offices are located at 2600 Bayshore Road, Villas, New Jersey 08251 and the LOWER CAPE MAY REGIONAL SCHOOL DISTRICT (“District”), a local municipal board of education whose administrative offices located at 687 Route 9, Cape May, New Jersey 08204, and who may collectively be denominated as the “Parties” in this Agreement, and each may be called, separately, a “Party.”

WITNESSETH:

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. (the “Act”), authorizes local units of this State to enter into agreements with any other local unit or units in order to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive within its own jurisdiction; and

WHEREAS, pursuant to an existing Shared Service Agreement, which expires December 31, 2024, the Township provides the District with two (2) School Resource Officers (hereinafter “SRO”), police officers employed, managed, and overseen by the Lower Township Police Department (hereinafter the “Police Department”), who are stationed at the Lower Cape May Regional High School and the Richard M. Teitelman Middle School, the cost of which has been shared equally (50/50) by and between the Township and the District; and

WHEREAS, the Township and the District are seeking to renew the terms and conditions of the expiring Shared Service Agreements and desire to memorialize in this Shared Service Agreement, the specific terms and conditions of the services to be performed and provided by the School Resource Officers; and

WHEREAS, in the spirit of interlocal cooperation, and in furtherance of the principals underlying the Act, the Township and the District have negotiated an Agreement and deem it necessary and proper to memorialize these terms, as set forth below, in order to outline their respective rights and responsibilities for the benefit of both parties.

NOW THEREFORE, the Parties hereto, intending to be legally bound, do hereby adopt and endorse the following agreement to outline their rights and responsibilities in connection with the Township providing a school resource officer for the District:

1. PREAMBLE: All of the Statements of the Preamble to this Agreement are repeated and incorporated herein by reference as if set forth in full.

2. TERM OF THE AGREEMENT.

- A. This Agreement shall remain in effect for a term of one (1) year, commencing January 1, 2025 through December 31, 2025.
- B. This agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated unless it is extended in writing.
- C. The District and The Township agree that meetings to initiate a successor agreement and modifying, amending, or altering the terms of this agreement shall commence no later than ninety (90) days prior to the expiration of this agreement.
- D. The District and the Township agree that the parties may choose not to enter into a successor agreement if they determine that doing so would not be in their best interest.
- E. Either the District or the Township may choose to cancel this agreement with thirty (30) days written notice.

3. GOALS AND OBJECTIVES. It is understood and agreed that the District and the Township share the following goals and objectives with regard to the SRO Program in the schools:

- A. To foster educational programs and activities that will increase student's knowledge of and respect for the law and the function of law enforcement agencies.
- B. To encourage the SRO to attend extra-curricular activities held at schools, while on duty, such as PTA meetings, athletic events and concerts.
- C. To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school, such as: disorderly conduct by trespassers, the possession and use of weapons on campus, the illegal sale and/or distribution of controlled dangerous substances, and riots.
- D. To report serious crimes that occur on campus and to cooperate with law enforcement officials in their investigation of crimes that occur at school.
- E. To cooperate with law enforcement officials in their investigations of criminal offenses which occur off campus.

4. EMPLOYMENT AND ASSIGNMENT OF SRO.

- A. The Township agrees to assign two (2) full-time SRO during the term of this agreement to the District. The SRO shall be employees of the Township and shall be subject to the administration, supervision and control of the Police Department.
- B. The Township agrees to provide and pay the SRO's salary and employee benefits in accordance with applicable salary schedules and employment practices of the Police Department, including but not necessarily limited to: sick leave, annual leave, retirement compensation, disability salary compensation, disability salary continuation, workers compensation, unemployment compensation, life insurance, dental insurance, and medical hospitalization insurance. The SRO shall be subject to all other personnel policies and practices of the Police Department.
- C. The District agrees to pay the Township one-half (50%) of the cost of each SRO's salary and benefits in accordance with the payment schedule outlined below:

DISTRICT School Year Obligation Payment Due:

Year 2025

\$ 85,190.00 due on or before June 30, 2025

\$ 85,190.00 due on or before December 31, 2025

- D. The Police Department, in its sole discretion, shall have the power and authority to hire, discharge, assign and discipline the SRO. The District shall have the option of participating and/or providing input during the interview/selection process in order to ensure that the selected SRO is an appropriate fit within the District. The District reserves the right to request an alternate SRO from the Police Department in the event the SRO's job performance is contrary to Police Department policies and the Code of Conduct applicable to police employees. The decision to grant or deny this request shall be the responsibility of the Chief of Police, after receiving input from Township's Mayor and/or Manager.

5. BASIC QUALIFICATIONS OF A SCHOOL RESOURCE OFFICER (SRO).

The Police Department represents that the SRO assigned to District shall meet all of the following qualifications:

- A. Shall be commissioned officers and should have three (3) years of law enforcement experience;
- B. Shall possess a sufficient knowledge of the applicable Federal and State laws, Township and County ordinances, and Board of Education policies and regulations;
- C. Shall be capable of conducting in depth criminal investigations;
- D. Shall possess even temperament and set a good example for students; and
- E. Shall possess communication skills that would enable the officer to function effectively within the school environment.

6. DUTIES OF THE SCHOOL RESOURCE OFFICER. The SRO shall each be expected to work a forty-two (42) hour work week; and shall perform such duties as are assigned to them by the Chief of Police in consultation with the District Superintendent. During the time school is in session from September through June, the SRO shall work full time at District, except in the case of an emergency as directed by the Chief of Police. During vacation periods when school is not in session, the SRO shall report to the Chief of Police. In addition to rules and responsibilities listed in the Police Department Rules and Regulations, the following rules and responsibilities shall apply:

- A. To protect lives and property for the citizens and public school students of the Township;
- B. To enforce Federal, State and Local criminal laws and ordinances, and to assist school officials with the enforcement of District Policies and administrative regulations regarding student conduct;
- C. To investigate criminal activity committed on or adjacent to school property;
- D. To counsel public school students in special situations, such as students suspected of engaging in criminal misconduct, when requested by the principal or the principal's designee or by the parents of the student;
- E. To answer questions that students may have about police enforcement of New Jersey Law and Municipal Laws;
- F. To assist other law enforcement officers with outside investigations concerning students attending the school(s) to which the SRO is assigned; and

G. To provide periodic traffic control at the school.

7. CHAIN OF COMMAND.

A. As employees of the Police Department, the SRO shall follow the chain of command set forth in the Police Department Policies and Procedures Manual;

B. In the performance of their duties, the SRO shall coordinate and communicate with the Superintendent and the Principals or the Principals' designee of each of District's schools;

C. The District Superintendent shall periodically report to the Chief of Police as to the work efforts of this SRO.

8. TRAINING/BRIEFING.

A. The SRO shall be required by the Police Department to complete the 40-hour Basic Course for School Resource Officers and School Administrators, as well as attend periodic seminars, recertification and in-service training sessions, as directed by the Chief of Police. All efforts will be made to coordinate this training to avoid its interfering with the SRO's responsibilities at the school, and District shall be provided with reasonable advanced notice of such training so it may anticipate the SRO's absence. The Police Department shall provide a replacement police officer if the SRO will be absent due to training.

B. The SRO must attend periodic briefings and meetings at Police Department. All efforts will be made to coordinate this training to avoid its interfering with the SRO's responsibilities at the school, and District shall be provided with reasonable advanced notice of such briefings and meetings so it may anticipate the SRO's absence. The Police Department shall provide a replacement police officer if the SRO will be absent due to briefings and meetings.

C. In the event both assigned SROs are absent due to being sick, on vacation, using personal days, or due to a recognized holiday in their current collective bargaining agreement, the Police Department shall provide at least one (1) replacement police officer in order to ensure that there is always at least one (1) officer within the District during school hours.

9. DRESS CODE. The SRO shall wear the departmental uniform with an option to wear plain and/or tactical clothes in special situations when approved by the Chief of Police.

10. SUPPLIES AND EQUIPMENT. The Police Department will provide all equipment issued to the SRO as agreed to in their collective bargaining agreement between P.B.A. Local #59 and the Township Policies and Procedures.

11. TRANSPORTING STUDENTS.

A. It is agreed that an SRO shall not transport students in their vehicles except:

1) When the students are a victim of a crime, under arrest, or some other emergency circumstances exist; and

2) When students are suspended and sent home from school pursuant to school disciplinary actions if the student's parent or guardian has refused or is unable to pick-up the child within a reasonable time period and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel.

B. If circumstances require that the SRO transport a student, to a location other than the police station or other criminal justice facility, the school official must provide a school official or employee of the same gender of the student to be transported, to accompany the officer in the vehicle.

C. The SRO shall notify the school principal before removing a student from campus.

12. MISCELLANEOUS.

A. Representatives:

1) Each Party agrees that, to the fullest extent permitted by Applicable Law, it shall at all times during the term of this Agreement be organized and structured in a manner such that it can be bound with respect to any matter affecting this Agreement by the signature of one individual acting as such Party's representative. Upon any Party's request made from time to time by notice to another Party, such Party shall within ten days provide the other Party with notice of the name and address of such Party's representative. Each Party agrees that its representative will be reasonably available as needed to enable such Party to perform its obligations under this Agreement and that, to the extent permitted by Applicable Law; such Party's representative will have full power to bind such party as to any matter relating to this Agreement.

2) Nothing in this Section shall be deemed to prevent a Party from replacing such Party's representative from time to time, by written notice to the other Parties.

3) Representatives of the Parties:

a. The Township designates the following individual as its initial representative for purposes of this Agreement:

Chief of Police
Township of Lower Police Department
405 Breakwater Rd, Cape May, NJ 08204
Cape May, NJ 08204

b. The District designates the following individual as its initial representative for purposes of this Agreement:

Superintendent
Lower Cape May Regional School District
687 Route 9
Cape May, NJ 08204

13. INSURANCE AND INDEMNIFICATION. The parties represent that each is insured for liability purposes and agree to remain insured by for so long as this Agreement remains in effect. The parties agree, to the extent possible under the terms of their respective insurance coverages, to name each other as additional insured on such policies of insurances to protect against liability arising from the provision of services under this Agreement, and to maintain such coverages throughout the duration of this Agreement.

The parties hereby agree to mutually indemnify, defend and hold one another harmless from any and all claims, demands, liabilities, causes of action, complaints, suits (at law or in equity), damages, penalties, fines, judgments, losses, costs and expenses (including without limitation reasonable attorneys' fees, court costs, consultants' and experts' fees, and the cost of enforcing this agreement) (collectively "claims"), arising out of the sole negligence, criminal acts and/or intentional conduct of either the Township or District or any employees, agents or officers thereof or acting on that Party's behalf, related to, either directly or indirectly, the performance by such Party contemplated by this Agreement.

The Parties agree to submit a copy of this Shared Services Agreement to their respective insurance carriers prior to the execution of same. The Parties agree that during the term of this Agreement they shall keep in force a policy of general and comprehensive liability insurance that

will insure each party against any claims for any actions or omissions charged against either or both parties during the term of this Agreement. Each Party agrees to cooperate with the other in the defense of any claim or claims assessed against either or both parties arising out of the rendering or non-rendering of services contemplated by this Agreement.

14. ASSIGNMENT. The rights and the obligations under this Agreement shall not be assigned by either party without the express written consent of the other.

15. APPLICABLE LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

16. ENTIRE AGREEMENT. This Agreement represents the entire Agreement between the parties and may not be changed orally, and may only be modified or amended by a written statement signed by both parties.

17. SEVERABILITY. If any part of this Agreement shall be held to unenforceable or invalid the remainder of the Agreement shall nevertheless remain in full force and effect.


18. WAIVER. Failure to insist upon strict compliance with any of the terms, covenants or conditions of this Agreement at any one time shall not be deemed a waiver of such term, covenant or condition at any one time nor shall any waiver or relinquishment of any right or power herein at any time be deemed a waiver of relinquishment of the same or any other right or power at any other time.

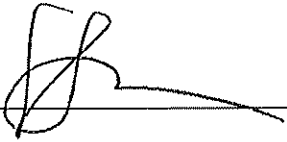
19. AUTHORIZATION OF OFFICIALS; COUNSEL APPROVAL. The parties acknowledge that this Agreement has been executed and sealed by officials authorized and directed to execute same on behalf of the respective Parties by duly adopted resolutions for such purposes.

[SIGNATURES BEGIN ON THE NEXT PAGE]

**LOWER CAPE MAY REGIONAL
SCHOOL DISTRICT**

Date: 1/2/25

By: 
Board President

Attest: 

TOWNSHIP OF LOWER

Date: _____

By: _____
Frank Sippel, Mayor

Attest: _____

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

RESOLUTION #2025-68

Title: **ISSUANCE OF 2025 TAXI, LIMOUSINE AND OPERATOR LICENSES**

WHEREAS, applications have been submitted by G-Garibaldi Transportation, LLC, pursuant to Ord. #2000-4, for Taxi, Limo and Operator Licenses; and

WHEREAS, the applicants submitted the appropriate fees, provided the required documentation, and the Police Department has reviewed and approved the application packets.

NOW, THEREFORE BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the Clerk is hereby authorized to issue the following:

G Garibaldi Transportation, LLC

<u>License Type</u>	<u>Description</u>
Taxi	2011 Dodge Caravan Vin #2D4RN5DG8BR749038
Taxi	2009 Dodge Caravan Vin #2D8HN44E29R577103
Taxi	2016 Dodge Caravan Vin #2C4RDGBG8GR139954
Operators	Oleg Pismenny John Vodges Charles Frederick Carlas Gonzalez
Limo	2012 Ford Econoline Vin #1FBSS3BL1CDA00974
Operators	Oleg Pismenny

Cape May Limousine

Limo	2019 Mercedes Sprinter Vin #WDAPF4CD0KP189331
Limo	2020 Mercedes Sprinter Vin #W1X8ED3Y9LP237563
Operators	Brian T. Carroll Robert Wells

	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 January 22, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION #2025-69

Title: RENEWAL OF TRAILER PARK LICENSES FOR THE YEAR 2025

WHEREAS, the following applicants have submitted applications for renewal of their trailer park licenses for the year 2025; and

WHEREAS, the appropriate license fees have been received and the real estate taxes on subject properties are current.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the renewal of the following trailer park licenses for the year 2025 are hereby approved:

<u>NAME</u>	<u>LOCATION</u>
NHC-NJ 102 LLC t/a Cape May Crossing	878 Route 109 South
William & Sharon Herker t/a Cape May Landing	755 Route 9
William & Sharon Herker t/a Cape Meadows	306 Route 9
Vicki Timberman t/a Broadway Mobile Park, LLC	1115 Seashore Road

	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 January 22, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION #2025-70

Title: AUTHORIZATION FOR WAIVER OF PERMITTING FEES FOR HISTORIC COLD SPRING VILLAGE ASSOCIATED WITH THE COLD SPRING GRANGE ROOF RESTORATION

WHEREAS, Historic Cold Spring Village, located at 720 Route 9, will be making application to the Township to restore the roof at the Grange; and

WHEREAS, Historic Cold Spring Village is a non-profit corporation and has requested the Township waive any and all permit fees associated with the project; and

WHEREAS, the Township Council has reviewed their request and deems it appropriate to support local charitable organizations and non-profit organizations that support and enhance the Township and its community.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that all permissible Township permit fees associated with the above project be waived.

	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 January 22, 2025.

Julie A Picard, Township Clerk

Historic COLD SPRING VILLAGE

December 20, 2024

Lower Township Manger, Michael Laffey
Municipal Clerk, Julie Picard
Honorable Mayor Frank Sippel
Honorable Deputy Mayor David Perry
Honorable Council Members:
Thomas Conrad, Kevin Coombs & Roland Roy

Subject: Request for Construction Permit Fee Waiver
Historic Cold Spring Village - Grange Roof Replacement

On behalf of the Board of Trustees of Historic Cold Spring Village, I would first like to thank you for your past and continued support of the preservation of the museum's historic buildings, the Village, and our mission. I unfortunately have not had the opportunity to meet each of you since stepping into the role as Executive Director of the Village this past year but look forward to meeting and working with each of you.

Currently, we are preparing to begin restoration work on the roof of the Grange Restaurant building here at the Village. We have obtained grant money to assist us with some of the construction costs but unfortunately, these monies do not cover a construction permit fee of \$14,272. As a nonprofit, our funds are always very limited. We were not aware that there would be such a large permit fee in connection with this project until a few weeks ago. If not waived, this fee will place a great financial burden on the Village.

I am writing to you now to respectfully request that you consider waiving the \$14,272 construction permit fee for this project. I have provided an overview of the project below for your reference.

Project Information -- Cold Spring Grange Roof Restoration

This project will address the preservation and restoration of the roof of the Cold Spring Grange Hall. The asbestos diamond tile roof, installed over an earlier red cedar shingle roof, is falling and needs to be removed. The falling roof will be replaced with a new red cedar shingle roof, restoring the building to its original appearance.

Preservation Architect Michael Calafati recommended this project in the Village's updated Preservation Plan, assigning it the highest level of urgency and requiring prompt attention. A subcontractor specializing in the remediation of asbestos materials will be used to remove the existing roof. The new roofing system will be installed, as will new copper flashing, gutters, and downspouts. The chimneys will also be repointed, and any necessary carpentry repairs will be made to the perimeter of the roof.

The Cold Spring Grange Hall is individually listed on both the New Jersey and National Registers of Historic Places and is also part of the collection of restored historic structures comprising the Historic Cold Spring Village Historic District, which was entered into the New Jersey Register of Historic Places in September of 2016. Therefore, the preservation project supported by this grant will be carried out in a manner that complies with the historic character and integrity of this significant building.

As dictated by the Secretary of the Interior's Standards for the Treatment of Historic Properties, the existing condition of the site and its buildings are regularly evaluated to determine the level of intervention required. Where extensive deterioration requires replacement of materials, the new material will match the historic material. Additionally, physical treatments to the building, such as mold and mildew remediation, will be undertaken using the gentlest methods available. Furthermore, the historic character of the museum's building will be preserved; no alterations will be made that compromise the historical integrity of the site or its restored historic structures. The

HCSV Foundation Board

John Amenhauser
Jason Black
Joseph Cirrinicione
Michael Clark
Norris Clark
Christina P. Clemans
Jim Dietterich
Dona Kemling
Arlene MacDonald
Bernadette Matthews
Steven Morey
Michael Nardi
Jim Ridgway
Anne Salvatore
Joseph E. Salvatore MD
Linda Steenrod
Bud Sundstrom

HCSV Emeritus Board

David Chapman
Sydney Perkins
Nina Ranalli

Friends of HCSV Board of Trustees

Ann Begany
Kevin Begany
Carol DiJoseph
Margaret Feil
Scott Griffith
Penny Hardin
Mary Lou Hayco
Joanne Heal
Linda Kissling
Patricia Poake
Anne Salvatore
Joan Thomas
Sue Witt

Secretary of the Interior's Standards for the Treatment of Historic Properties will guide the work of the selected contractors.

Significance of the Property:

The Cold Spring Grange Hall was built in 1912 to serve as the local meeting hall of the National Grange of the Patrons of Husbandry, an organization formed in 1867 to help address the social and economic needs and concerns of farmers throughout the nation. The Cold Spring Grange Hall is locally significant under National Criterion A for its representation of a national agrarian social movement. The National Grange of the Patrons of Husbandry was organized on December 4, 1867, and quickly spread throughout the United States. The Cold Spring Grange Hall represents Grange Hall architecture, a style of structure found throughout the country. The building was constructed in the styling of the eclectic Colonial Revival movement (1850-1955). It is the only historic structure in the Village located on its original foundation. The Cold Spring Grange Restaurant is wheelchair accessible via an exterior ramp. A stairway chairlift enables access to the building's second floor. In 1998, the Cold Spring Grange Hall was placed on the New Jersey and National Registers of Historic Places as a culturally significant resource of American History, architecture, archeology and engineering.

Project Budget and Funding

Project Completion: Estimated March 2025

Proposed Start Date: December 2024-January 2025

Total Project Price: \$347,928 (Detwiler Roofing Contract)

The Village is required to pay for the project up-front and will be reimbursed upon completion of work and will be able to do so due to an outside short-term loan.

- NJ Historic Trust Grant \$156,266 (reimbursed at end of project)
- Cape May Open Space Grant \$138,564 (reimbursed at end of project)
- HCSV Match \$53,098

Should you have any questions or concerns, please do not hesitate to contact me. Thank you in advance for taking the time to review this request and for your consideration of same.

Respectfully,



Lori Hamilton
Executive Director

Lhamilton@HCSV.org
(O) 609.828.2300 ext. 16
(M) 757.694.1205

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

RESOLUTION #2025-71

Title: REAPPOINTMENT TO THE MUNICIPAL UTILITIES AUTHORITY BOARD

WHEREAS, Karen Rechner's term on the Municipal Utilities Authority Board will expire on February 1, 2025 and she has requested to be re-appointed; and

WHEREAS, Council has reviewed the applications on file with the Clerk.

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 individual is hereby re-appointed to serve on the Municipal Utilities Authority Board:

<u>Name</u>	<u>Type</u>	<u>Term Exp.</u>
Karen Rechner	Regular Member	February, 2029

	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 January 22, 2025.

Julie A Picard, Township Clerk

Mayor Sippel and Township Council,

I, Karen Cannon Rechner, would like to be reappointed to be a member on the MUA Board. Thank you for your time and consideration.

Thank you,

Karen Cannon Rechner

Karen Cannon-Rechner

*Reald
1/2/23
JP.*

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

RESOLUTION # 2025-72

Title: RESOLUTION AUTHORIZING A CONTRACT THROUGH THE STATE OF NEW JERSEY COOPERATIVE PURCHASING PROGRAM (T1654) FOR PROCUREMENT CARD SERVICES WITH US BANK #25-GNSV2-86532

WHEREAS, the Township of Lower pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, that the governing body of the Township of Lower pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Procurement Card Services are hereby awarded to US Bank and the Township Treasurer is hereby directed and authorized to sign the attached contract.

Vendor: US BANK
Vendor Contract #25-GNSV2-86532
State Contract T1654
Expires December 31, 2027

	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 January 22, 2025.

Julie A Picard, Township Clerk



**NASPO VALUE POINT
PURCHASING ENTITY ADDENDUM**

This Purchasing Entity Addendum ("**Addendum**") is entered into by Township of Lower, organized under the laws of the State of New Jersey ("**Participant**") and U.S. Bank. This Addendum shall become effective upon signing by U.S. Bank.

RECITALS

1. State of New Jersey (the "**State**") and U.S. Bank entered into that certain NASPO Value Point Participating State Addendum as amended, supplemented or otherwise modified (the "**Agreement**") for the purpose of providing commercial card services (the "**Program**");
2. Participant desires to participate as a "Purchasing Entity" under the Program and Agreement, with sole liability its own obligations it may incur under the Program and Agreement; and
3. U.S. Bank has agreed to allow Participant to be bound under the Agreement and participate in the Program as a "Purchasing Entity".

Now, therefore, for and in consideration of the mutual promises contained in this Addendum and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, Participant and U.S. Bank agree as follows:

1. **DEFINITIONS.** Unless otherwise stated in this Addendum, all capitalized terms shall have the same meaning as set forth in the Agreement.
2. **DESIGNATION.** Participant is hereby designated as a "Purchasing Entity" under the Agreement, and upon U.S. Bank's execution of this Addendum (after completing its necessary due diligence) Participant shall be deemed a "Purchasing Entity" thereunder until Participant so elects to remove such designation or such designation is revoked as set forth in section 6 below. U.S. Bank will take direction from such Participant in the issuing of Accounts (or the suspension of Accounts issued at Participant's direction). This Addendum shall be considered a "Card User Agreement" for purposes of the Agreement.
3. **PARTICIPANT REPRESENTATIONS, WARRANTIES AND COVENANTS.** Participant
 - 3.1. Represents and warrants that is received a copy of the Agreement;
 - 3.2. Represents that it is a valid political subdivision of the State of New Jersey;
 - 3.3. Represents and warrants that as of the date hereof that each of the representations and warranties made by the State in the Agreement to U.S. Bank can be made by Participant without breach on the date hereof;
 - 3.4. Represents and warrants that all financial and other information provided to U.S. Bank by or about Participant is true and correct;
 - 3.5. Agrees to comply with and be bound by the terms and conditions of the Agreement, including any future amendment regardless of whether Participant has received notice of such amendment;
 - 3.6. Agrees it is liable for its own performance of the terms and conditions of the Agreement (including as it may be amended from time to time) as if Participant signed the Agreement, including for all obligations incurred by it or by any party issued an Account at its direction, but shall not be liable for any obligations incurred by the State or any other participants; and
 - 3.7. Agrees that it may not assign or transfer its rights under this Addendum or the Agreement without the express consent of U.S. Bank.
4. **LIABILITY FOR PARTICIPANT'S PERFORMANCE AND OBLIGATIONS.** Participant agrees that it shall be solely liable for its performance of the terms and conditions of the Agreement and this Addendum. The State shall have no liability for any obligations incurred under the Program by Participant and any Account holder designated by such Participant.

5. **NOTICES.** The notice address for Participant is:

Participant:
 Township of Lower
 2600 Bayshore Road
 Villas NJ 08251

 Attn: Margaret Vitelli QPA

6. **CHANGE OF CONTROL.** Participant shall immediately notify U.S. Bank in writing of the occurrence of any event concerning Participant that (i) would prevent Participant from making the representations and warranties contained in section 3 at such time or (ii) results in a change of the legal name of such Participant. Participant shall promptly provide such additional details as reasonably requested by U.S. Bank regarding such event. At the election of U.S. Bank, the rights of Participant to be designated a "Participant" under the Agreement may be revoked based upon the notification provided by pursuant to section 6(i) and this Addendum shall terminate.

7. **BINDING AGREEMENT.** The representations, warranties and covenants of Participant in this Addendum constitute valid, binding and enforceable agreements of Participant. The execution of this Addendum and the performance of the obligations hereunder are within the power of Participant, have been authorized by all necessary action and do not constitute a breach of any agreement to which Participant is a party or is bound. Participant represents and warrants that this transaction is within the scope of the normal course of business and does not require further authorization for Participant to be duly bound by this Addendum. Any breach of the terms of this Addendum by the Participant shall also be a default under the Agreement by the Participant giving rise on the part of U.S. Bank to exercise remedies based upon such default. A breach of the terms of the Addendum by Participant shall give rise to the right of U.S. Bank to terminate this Addendum and remove Participant from the Program.

8. **RATIFICATION, AMENDMENT AND TERMINATION OF AGREEMENT.** Participant acknowledges that U.S. Bank and the State may from time to time enter into amendments of the Agreement. No such amendments shall require the consent of, or notification to, Participant and Participant shall be bound by the terms contained in any such amendments. Any failure to inform Participant of any amendment shall not provide a defense to Participant against U.S. Bank's enforcement of the Agreement (as amended) or this Addendum against Participant. **In the event of a termination of the Agreement or the Master Agreement described therein, Participant acknowledges and agrees that U.S. Bank will not be required to pay Participant a rebate payment for the Quarter in which such termination occurs or any subsequent Quarter thereafter.**

9. **REBATE REGISTRATION.** In the event Participant wishes to register for electronic payment via ACH, Participant designates the following individual to register for payment in the manner prescribed by U.S. Bank:

Rebate Payment Registration	
a) Authorized Person's Name	
b) Authorized Person's Email Address	

10. **AUTHORIZATION AND EXECUTION.** This Addendum may be executed in several counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. This Addendum may be executed and delivered by the parties electronically, and fully executed electronic versions of this Addendum, or reproductions thereof, will be deemed to be original counterparts.

The signer(s) represents and warrants that (i) he or she is authorized by an applicable authority to enter into all transactions contemplated by this Addendum, and (ii) the signatures appearing on all supporting documents of authority are authentic.

PARTICIPANT	U.S. BANK
DATE: _____	DATE: _____
Township of Lower Legal Name of Participant	U.S. Bank National Association
_____ (Signature of Authorized Individual)	_____
Lauren Read (Printed Name of Authorized Individual)	_____
Chief Financial Officer (Printed Title of Authorized Individual)	Vice President

**TOWNSHIP OF LOWER
PROCUREMENT CARD (P-CARD)
PROGRAM**

POLICIES & PROCEDURES

MANUAL

**All
Cardholders
Managers/Accountants**

2025

INDEX CONTENTS & ATTACHMENTS

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Township of Lower Procurement Card (P-Card) Program
KEY TERMS

PARTIES INVOLVED

1. **P-Card Issuer** – Financial Institution of contract whose services include issuing Procurement Cards (P-Cards) to Township employees, providing electronic transaction authorizations and billing the Organization for all purchases made on the P-Cards. Currently US Bank per the New Jersey State Cooperative Purchasing Contract 25-GNSV2-86532
2. **Organization (Township)** – Arranges with the P-Card Issuer, to have Procurement Cards issued to approved employees and agrees to accept liability for the employees' use of the P-Cards.
3. **Department Head** – Township official who shall be required to approve employee's initial request for a Procurement Card, assign Department Liaison, designate default accounting code for purchases on the Procurement Card, and submit application to the Procurement Card Coordinator. The Department Head will assign a backup for the liaison and or Cardholder in case of any leave or absence.
4. **Procurement Card Administrator** – The Township's Administrator is located in the Purchasing Office who administrates the Procurement Card Program for the Township and acts as the Township's intermediary in correspondence with the P-Card Issuer.
5. **Procurement Card Coordinator** – The Township's Coordinator is located in the Finance Department/Accounting Office who coordinates the Procurement Card Program for the Township and acts as the Township's intermediary in correspondence with the P-Card Issuer.
6. **Department Accountant** – The third and final electronic signature required for a department to process a transaction. Accountant is responsible for double checking all transactions. At cycle end they will assemble documentation of all Cardholder's activity and back-up for all invoices. Submit this to the Department Head for approval and signature and finally forward the Finance Office. Accountant is also responsible for the retention and filing of all monthly cycle documents.
7. **Managerial Liaison** – Employees within a using department/agency that have been designated by the Department Head to be responsible for the reconciliation, documentation and entering account codes for the Procurement Card transactions made by a specified group of Cardholders. They represent the second electronic signature to complete a transaction.
8. **Cardholder** – An employee of the Township who is approved by their Department Head, the Chief Financial Officer, the Procurement Card Program Coordinator and the Township Purchasing Manager to use the Procurement Card to execute purchase transactions on behalf of the Township.
9. **Proxy Cardholder** – A Cardholder who's electronic and report generating responsibilities are performed by another cardholder within that department. The proxy Cardholder shall be required to provide all invoices and receipts to the person performing these tasks on their behalf.
10. **Vendor** – The merchant from whom a Cardholder is making an authorized purchase.

Township of Lower Procurement Card (P-Card) Program
KEY TERMS (CONTINUED)

11. **Bank** – For this Program the Bank will be US Bank as the financial institution responsible for the issuing and support the Program, until further notice from the State of New Jersey.
12. **Billing Cycle** – For the purpose of this Program, the billing cycle will be one (01) month, with a seven (07) day grace period before payment is due.
13. **Cardholder Agreement** – Visa’s terms & conditions that define Cardholder use of the Procurement Card.
14. **Financial P-Card Settings**
 - a. **Per Cycle Limit** - Dollar limit of purchases that may be made during the current bill cycle. An accumulation of daily purchases during the billing cycle.
 - b. **Discretionary** - The maximum amount that a P-Card can be utilized for while waiting for the manager to signoff on transactions. Once signed off by manager funds available to cardholder will be restored.
 - c. **Single Transaction Limit** - The maximum dollar threshold assigned for each P-Card on a per purchase basis by both the Procurement Card Program Coordinator and the Township Purchasing Manager.
15. **Merchant Category Code (MCC)** - A method to control where spending is permitted. All Visa merchants are assigned an industry specific Merchant Category Code (MCC), which the Township can restrict from Procurement Card access. Once an MCC code is blocked, all merchants within that category will be declined.
16. **Procurement Card (P-Card)** - A Procurement Card issued to an employee for the purpose of purchasing approved goods, materials, supplies and/or services for use by and for the Township.
17. **Personal Purchases** - Any purchase of goods, materials or services that are not purchased for the direct use and/or ownership of the Township. **These types of purchases are NOT permitted by the Township and are restricted by Law under the program guidelines established by the State of New Jersey.**
18. **Purchase Request** - The process to request additional funds on a P-Card is referred to as. When doing a request you only need to supply four (04) items - 1). Vendor’s Name, 2). Description of what you are buying, 3). Dollar Amount & 4). Budget Appropriation/Account Number.
19. **Flag** - Process by which a transaction can be electronically sent back to the source for additional information and/or clarification.

Township of Lower Procurement Card (P-Card) Program
HOW THE P-CARD PROGRAM WORKS

1. Department Head approves the Procurement Card Program Cardholder Agreement Form requesting that certain personnel within their department be authorized to possess and utilize a Procurement Card (P-Card) issued to them, and the assignment of a managerial liaison. All approval requests for the issuance of a P-Card shall be signed by the Township Purchasing Manager, the Chief Financial Officer, the Procurement Card Program Coordinator and the Department Head.
2. The Finance Office/Purchasing Department shall coordinate the issuance of the Procurement Card between the issuing Bank, and the Township personnel. This includes the required training and support on the basic use & limitations of the P-Card & the Township's Edmund's Accounting System.
3. Cardholder presents the P-Card to a merchant for the purchase of goods/services.
 - a. Merchant processes the P-Card information to obtain authorization for the purchase.
 - b. Cardholder receives the merchandise & a copy of the receipt.
 - c. Cardholder maintains the original receipt which is remitted to the Finance/Accounting Department with the monthly cycle reconciliation for signature.
 - d. Bank receives the transaction information electronically from Visa.
 - e. Bank verifies the account number along with the dollar amounts and transaction limits on the P-Card.
 - f. Merchant receives payment for the merchandise within 2-3 business days.
 - g. Transaction goes through - 1). A series of electronic reviews within department, Cardholder/Manager/Accountant, 2). Financial Filtering, 3). Purchase Request & 4). Merchant Category Code (MCC) Filtering.
4. Cardholder electronically produces a monthly statement for reconciliation and payment certification at the end of the cycle. Attach this report to all invoices to support charges.
5. The original report and backup documents are forwarded to the Finance/Accounting Department for review & processing.
6. Post to the proper Operating/Capital/Trust and/or Grant Account. (To avoid utilizing the wrong account, please use the GL Account Assistant).
7. Accounting will collect and review all monthly reconciliation for each billing cycle. Once the review has been completed the Accounting Office will signoff on each reconciliation and assemble payment packet.
8. The Accounting Office will file the originals with payment document for the billing cycle.

Township of Lower Procurement Card (P-Card) Program
PROCUREMENT CARD PROGRAM OVERVIEW

- Procurement Cards shall be issued and utilized **only** by pre-approved Township employees.
- The employee's full name shall be embossed on the front of the P-Card. Only the Cardholder's whose name is embossed on the P-Card shall be authorized to utilize the P-Card and is solely responsible for ensuring that all charges made with the card are in compliance with these Policies & Procedures and the New Jersey State Law that governs their use.
- Procurement Cards shall **NOT** be permitted to be transferred between individuals or Departments/Divisions.
- Each Cardholder will be assigned to a Department Manager.
- Each Cardholder will be assigned a default fund, Department and, if applicable, sub department accounting code.
- Department Managers may be the reviewer for more than one (01) Cardholder.
- All Department Managers will be required to follow the guidelines of the Township's Procurement Card Program Policies & Procedures Manual.
- Employee's Department Manager shall be required to approve the request for a P-Card, assign the default account number and assign the Department Liaison for the Cardholder.
- Cardholders shall make purchases (using the established guidelines) and print a monthly Cardholder statement.
- The Department Manager shall have the responsibility for overriding the default accounting code for a transaction, identifying transactions and approving bills.
- The P-Card Issuer shall send consolidated invoices to Procurement Card Coordinator at the end of each monthly billing cycle.
- An Automatic Clearing House (ACH) payment will be made to the P-Card Issuer within a period specified by the terms of the contract.
- P-Cards are permitted to be utilized by suppliers utilizing an electronic swipe card machine, online purchases, as well as telephone orders.
- No single P-Card transaction shall exceed the dollar threshold amount of **\$4,000.00** without the **prior written (e-mail) approval of the Township Purchasing Manager or his designees (PCARD)**.
- Cardholders can only purchase items from approved suppliers and transactions approved by the Township's Purchasing Department.
- The normal circumstances the request shall be made via e-mail and sent **TO: PCARD** in the Township's Outlook e-mail system. The individuals listed in the **PCARD** e-mail group will review the request on a daily basis and shall attempt to answer all inquiries within one (01) business day. The Cardholder should strive to purchase from Township, County/Regional, New Jersey State and nationally approved co-op vendors and preferred merchants whenever possible to take advantage of pricing and terms negotiated on our behalf and in compliance with the established rules of the Local Public Contracts Law and other applicable procurement laws. Please note that this does not always afford the best possible pricing, but ensures that the procurement requirements of the State of New Jersey have been met and that the approved contractor's are familiar with the same.

Township of Lower Procurement Card (P-Card) Program
CARDHOLDER RESPONSIBILITIES

- The Cardholder shall utilize the P-Card for legitimate Township purchases only. The P-Card **SHALL NOT** be utilized for the following:
 - **Items for personal or non-Township purposes or use**
 - **Prepared foods & beverages, including alcoholic beverages**
 - **Travel related expenses, including transportation, lodging, fuel, dining, etc...**
 - **Gasoline for travel purposes**
 - **Entertainment expenses**
 - **Recreation activities & sporting events**
 - **Financial services**
 - **Capital Account items, motor vehicles, motor boats/watercraft, equipment, etc... Items that exceed \$6,000 in single dollar value. A Fixed Asset tag is required to be generated and affixed to these items.**
 - **Cash advances and any other categories as prescribed by Law**
 - **Any purchases prohibited by Township policy and/or not related to Township business**

Misuse of the P-Card may subject the Cardholder to disciplinary action in accordance with the Township Policies & Procedures relating to disciplinary action & possible termination for cause. The Cardholder shall be required to do the following:

- Ensure the P-Card is utilized for legitimate Township business purposes only.
- Ensure that only approved goods & services are purchased with the card.
- Maintain that the P-Card is in held safe & secure at all times. The card should not be left out on a desk or in the open for others to access.
- **Do not permit other individuals to utilize your Procurement Card under ANY circumstances.** Only you are permitted to use the card!
- Adhere to the pre-established purchase limits and restrictions of the P-Card and ensure that the total transaction amount of any single transaction does not exceed the dollar amounts established by the Department Head, Procurement Card Program Coordinator & Township Purchasing Manager.
- Obtain & reconcile all sale slips, register receipts, and/or Procurement Card slips to P-Card Issuer Cardholder Statement and provide same to Department Manager for reconciliation, approval & allocation of transactions.
- Signoff on transactions electronically, reallocating & adding comments as may be required.
- Note that funds are not restored to the P-Card until both the Cardholder & the Department Manager have both signed off on the transactions.
- When purchases or items are found to be defective, please return the item(s) to the merchant as soon as possible for full replacement or to receive a credit on the purchase.
- Ensure that an appropriate credit for the reported disputed items or billing errors appear on a subsequent Cardholder Statement.
- Do not accept cash in lieu of a credit to the P-Card account.
- Immediately report a lost or stolen P-Card to the P-Card Issuer (24 hours a day, 365 days a year).
- Notify Department Manager of a lost or stolen P-Card at the first opportunity during normal business hours.

Township of Lower Procurement Card (P-Card) Program Continued
CARDHOLDER RESPONSIBILITIES

- Return the Procurement Card to Department Manager upon terminating employment with the Township or transferring Departments within the Township.
- If a vendor does not accept the P-Card, contact the Township's Program Coordinator as soon as possible for further assistance and guidance concerning this matter.
- Report erroneous & emergency transaction needs to the Department Manager during normal business hours.
- Make sure the vendor includes an itemized invoice with the delivery along with the packing slip, or ask the vendor to fax you an itemized invoice.
- Verify that only in-stock items are ordered. **NO BACK ORDERS** shall be accepted or processed. Please verify that all telephone orders are in stock and ready for immediate shipment.
- Maintain a log of orders placed by each Cardholder to verify that supplier processes the order. Transactions only appear on statements, if the order is processed & shipped.
- Enter on each transaction the contract type and/or number for the supplier (i.e. Township Contract #: CC #12-59).

<p style="text-align: center;">Township of Lower Procurement Card (P-Card) Program MANAGER/ACCOUNTANT RESPONSIBILITIES</p>

DEPARTMENTAL MANAGER RESPONSIBILITIES

Each Department Head shall be required to designate one or more Department Managers for their department. The Department Head will assign a Department Manager for each Procurement Card application approved for their employees. The Department Manager shall receive basic training before any employees in the department may receive a Procurement Card. Their responsibilities include the following:

- Reviews budget coding, reference box entry & drop down description entry.
- Check compliance of including a general description of items purchased from the New Jersey State Contracts Listing or from one of the National Cooperative Contracts that the Township is currently a participating member.
- Reviews cardholder transactions on a regular basis.
- Attempts to resolve any disputes with the vendor and/or P-Card Issuer that can not be resolved by Cardholder.
- Notifies the Procurement Card Coordinator within 3-5 business days of any unresolved disputes, noting the reason for the dispute.
- Notifies the Procurement Card Program Coordinator of any lost or stolen P-Cards as soon as possible.
- Request the Procurement Card Program Coordinator to cancel a Cardholder's P-Card (e.g. terminated employees, transferring departments, and loss of Procurement Card privileges) as approved by Department Head.
- Collects the canceled P-Cards from Cardholders and forwarding them to the Procurement Card Program Coordinator.
- Notifies the Procurement Card Program Coordinator of a Cardholder request(s) to have a P-Card Issuer set up a vendor to accept the Procurement Card.
- Assists the Cardholders with erroneous declines & emergency transactions.

DEPARTMENTAL ACCOUNTANT RESPONSIBILITIES

- Check all Cardholder charge slips and receipts for audit by internal and external auditors and department head signature.
- Forward reconciled and signed statements to the Accounting Office monthly for payment within the timelines specified by the P-Card Program Coordinator.

DEPARTMENT HEAD RESPONSIBILITIES

- Review and signoff on the monthly paper report of expenditures within that department. Forward a photocopy of the report to the Accounting Office with the original report with backup.

<p style="text-align: center;">Township of Lower Procurement Card (P-Card) Program PROCUREMENT CARD PROGRAM COORDINATOR RESPONSIBILITIES</p>
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PROCUREMENT CARD COORDINATOR RESPONSIBILITIES

The Accounting Office has been assigned as the Procurement Card Program Coordinator to be responsible for the over-all Procurement Card Program. Responsibilities shall include the following:

- Township liaison with the P-Card Issuer.
- Utilizing software from the P-Card Issuer.
- Reviewing Department approved P-Card applications for completeness of required information.
- Submitting completed application to the P-Card Issuer and receiving the Procurement Card from the P-Card Issuer.
- Assisting in the training of the Department Manager and Department Heads and or any other related parties before releasing Procurement Cards.
- Assisting in the basic Cardholder training before releasing the Procurement Card.
- Ensuring that prior to the issuance of the card that the Cardholder has signed a Procurement Card Program Cardholder Agreement Form (Attachment #1), signifying agreement with the terms of the Township's Procurement Card Program.
- Handling disputed charges/discrepancies not resolved by Cardholder, Departmental Manager and/or Purchasing Department.
- Initiating change of default accounting codes upon request of Department liaisons as approved by their Department Head.
- Securing revoked Procurement Cards and submitting the information to P-Card Issuer.
- Receiving & reviewing the P-Card Issuer bill.
- Collection & review of all Cardholder's cycle reconciliations & backup invoicing.
- Processing electronic uploads of the bill to accounting.
- Preparing the bill for payment for Automatic Clearing House (ACH) payment.
- Reconciling the P-Card Issuer's bill to card issuer's electronic file to the transaction totals posted to the Township's accounting system.
- Reviewing usage of the Procurement Card data for appropriateness & validity.
- Ensuring that lost or stolen P-Cards have been blocked by the P-Card Issuer.
- Forwarding vendor set up requests to the P-Card Issuer.
- Assisting the Department Liaison with erroneous declines & emergency transactions.

Township of Lower Procurement Card (P-Card) Program POLICIES & PROCEDURES
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P-CARDHOLDER ELIGIBILITY

Criteria to receive a Procurement Card are as follows:

- Applicant shall be an employee of the Township.
- Applicant's request for a Procurement Card shall be approved by both their Division & Department Heads.
- Applicant shall be assigned a Department Manager selected by their Department Head.
- Employee shall receive a basic training session before being issued their Procurement Card.
- Each individual Cardholder shall be required to sign a Procurement Card (P-Card) Program Cardholder Agreement Form (Attachment #1), prior to the issuance of a P-Card.

P-CARDHOLDER LIABILITY

The Procurement Card (P-Card) is a governmental charge card which will not affect the Cardholder's personal credit; however, it is the Cardholder's responsibility to ensure that the P-Card is only utilized within the stated guidelines of the Procurement Card Cardholder Procurement Program Policies & Procedures Manual as well as Township & New Jersey State codes & Local Finance Notices (LFN) relating to the expenditure of Township funds & the use of P-Cards. Failure to comply with program guidelines may result in permanent revocation of the P-Card, notification of the situation to management, and further disciplinary measures that may include termination of employment.

P-CARDHOLDER TERMINATION

The Procurement Card Coordinator upon notification is responsible to close an account, if a Cardholder: (a). transfers to a different department, (b). moves to a new position/title in which a Procurement Card is no longer required, (c). terminates employment with the Township or (d). for any of the following reasons which will also subject the Cardholder to disciplinary action in accordance with Township Policies & Procedures relating to disciplinary action and termination for cause:

- The P-Card is utilized for personal use or for any unauthorized purposes.
- The P-Card is utilized to purchase alcoholic beverages or any substance, material, or service which violates policy, Law or regulations pertaining to the Township or State of New Jersey.
- The Cardholder allows their P-Card to be utilized by another individual.
- The Cardholder splits a purchase to circumvent the established dollar limitations that have been placed on the Procurement Card.
- The Cardholder utilizes another Cardholder's P-Card to circumvent the established purchasing limit assigned to either Cardholder or the limitations of the Procurement Card.
- The Cardholder fails to provide Department Manager with the required receipts & backup paperwork.
- The Cardholder fails to provide, when requested, information about any specific nature of the purchase and/or the use of the card.
- The Cardholder fails to adhere to all of the Procurement Card Program Policies & Procedures as attached herein and guidelines established by the State of New Jersey.

Township of Lower Procurement Card (P-Card) Program POLICIES & PROCEDURES (CONTINUED)
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PURCHASING DEPARTMENT RESPONSIBILITIES

- For approved New Jersey State & National Cooperative Purchasing Contracts the Purchasing Department will generate and maintain a listing of approved suppliers. This list shall be electronically maintained and is subject to revision on a regular basis by the Purchasing Department.
- The Purchasing Department will monitor transactions to ensure compliance with the Local Public Contracts Law.
- The Purchasing Department will assist the Accounting Office with the administration of the P-Card Program.
- The Purchasing Department will assist participants with the basic training of P-Card Program.

LOST, MISPLACED OR STOLEN PROCUREMENT (P-CARD) CARDS

Cardholders are required to **immediately report** any lost or stolen Procurement Card to P-Card Issuer (Bank) toll-free @ 1 _____ (24 hours a day, 365 days a year). The Cardholder shall also be required to immediately notify their Department Manager about the lost or stolen P-Card at the first opportunity during normal business hours.

SPENDING CONTROLS

The procurement card is to be utilized only for the purchase of supplies & needed services. The Township, through the Procurement Card Program Coordinator & the Township Purchasing Manager in conjunction with Department Heads, will adjust credit limits and allowed merchant types as determined by demonstrated need or emergent situation. The Procurement Card **SHALL NOT** be utilized for **travel, room & board expenses, dining, prepared foods & beverages and entertainment expenses or any supplier or items or services that have not been preapproved** by the Township Purchasing Manager. Ideally all exceptions to these rules shall be gained through written permission of Township Purchasing Manager or his designees. An e-mail shall be required to be sent **TO: PCARD** group requesting permission to utilize the P-Card for such exceptions or other items that have not been preauthorized.

ERRONEOUS DECLINES

Should the Procurement Card be erroneously declined by a vendor, the Cardholder should immediately contact the Department Manager for assistance. If purchase is being made outside of normal Township business hours, the employee should attempt to find an alternate payment method or terminate the purchase and contact the Department Liaison during normal hours. If the Department Manager cannot determine the decline reason, the decline should be escalated to a Procurement Card Program Coordinator.

EMERGENCY TRANSACTIONS

Emergency transactions may not be handled with the Procurement Card, unless prior approval has been granted by both the Township's Purchasing Manager & the Procurement Card Program Administer. The Cardholder shall be required to contact the Department Manager, the Department Head and in turn they will contact the Procurement Card Program Coordinator & Township Purchasing Manager for final authorization & approvals.

**Township of Lower Procurement Card (P-Card) Program
POLICIES & PROCEDURES (CONTINUED)**

CREDITS & RETURNS

Vendors will be required to issue credits to the individual procurement card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement received by the Township. **Under no circumstances** shall the Cardholder be permitted to **accept cash in lieu of a credit** to the Procurement Card account.

UNRESOLVED DISPUTES & BILLING ERRORS

The Cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the Cardholder/Department Liaison shall do the following:

- Contact the Department Manager/Procurement Card Program Coordinator for assistance, if an acceptable resolution is not obtained as may be desired.
- Contact P-Card Issuer US Bank @ 1 _____ twenty-four (24) hour customer service directly for further assistance.
- Mail or fax to the P-Card Issuer a signed P-Card Issuer Dispute Form to document the reason for the dispute.
- Ensure that the total amount billed by P-Card Issuer US Bank is charged to the individual departmental accounts and credits for disputed transactions are posted to departmental accounts when the credit appears on the P-Card Issuer billing statements.
- Complete a copy of the Procurement Card Program (P-Card) Cardholder Statement of Disputed Items form and submit to the Accounting Office for further action. (See Attachment #2)

SECURITY & STORAGE

Procurement Cards (P-Cards) – Cardholders shall always treat the Procurement Card with at least the same level of care as one would do with their own personal credit/debit cards. The P-Card should be maintained in a safe & secure location and the P-Card account number should be carefully guarded at all times. The only person entitled to utilize the P-Card is the person whose name appears on the face of the P-Card. **The Procurement Card may not be lent or utilized by another person for any reason.** Failure to adhere to this policy shall be just cause for the termination of all P-Card privileges.

Program Documentation – All documentation concerning the Procurement Card Program will be maintained by the Procurement Card Program Coordinator located in the Finance Office. This documentation includes, but is not limited to, applications, Cardholder Agreements, billing statements, reconciliation of accounting statements, software programs, and copies of transmittals and correspondence with P-Card Issuer. Any time a purchase is made that will be paid utilizing the Procurement Card, whether it is done over the counter or by telephone, a document shall be retained as proof of the purchase. The documents will later be utilized to verify the purchases shown on the cardholder's monthly account statement.

Township of Lower Procurement Card (P-Card) Program POLICIES & PROCEDURES (CONTINUED)
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VENDOR SETUP

The Purchasing Department will monitor the frequently used vendors for purchases which qualify for use of the Procurement Card by the Cardholders. If a vendor frequently used by Township employees does not accept a Procurement Card, the Township will assist in recruiting the vendor to take the necessary steps to begin acceptance of the P-Card and provide this information to P-Card Issuer. Cardholders should contact the Purchasing Department when encountering vendors who do not accept the Procurement Card.

TELEPHONE/ONLINE PURCHASE PROCEDURES

“Telephone/Online Procedure,” as used in these instructions, means a procedure where an order is placed or a purchase is made through an oral agreement which is made via a telephone and/or online. No written purchase order or contract will be issued by the Township. The commodities are provided by the vendor and the payment is made using the Procurement Card.

When placing a telephone/online order to be paid utilizing the Procurement Card, the Cardholder shall be required to do the following:

- Confirm that the vendor agrees to charge the Procurement Card when shipment is made so that receipt of the supplies may be certified on the monthly account statement.
- Instruct supplier that the Township is **tax exempt** and provide the number which is printed on the front of every P-Card.
- Instruct the vendor to include the following information on the shipping documents or packing slip: This information will alert the receiving office and the requisitioner that the supplies have been purchased with the Procurement Card (P-Card).
 - Cardholder’s full name & department
 - Building/property name
 - Delivery address
 - Cardholder’s telephone number
 - Ensure that **No** credit charge fees are being assessed to the purchase
 - Ensure that they know that the purchase is **Tax Exempt**

Cardholders are encouraged to receive their own shipments; however, if someone in the Township will be receiving a shipment on the Cardholder’s behalf, the Cardholder should notify them in advance. Regardless of who receives the shipment, the Cardholder is responsible for obtaining all the required documentation (packing slips, mail order form copies, etc...) related to the purchase and verifying that the documentation complies with the requirements for support documentation set forth in this guide.

Note: The documentation shall be held until the monthly account statement is printed and then attached with the statement along with any other receipts for the billing period when the statement is submitted for final processing & payment.

**Township of Lower Procurement Card (P-Card) Program
POLICIES & PROCEDURES (CONTINUED)**

VENDOR BLOCKING

Transactions may be blocked at the point-of-sale level for specific types of commodities/transactions, dictated by the Merchants Commodity Code (MCC).

PROCUREMENT CARD SETUP, MAINTENANCE & CLOSURE

All contact with P-Card Issuer for Procurement Card setup, maintenance and closure (except for reporting lost or stolen P-Card) will be handled by the Procurement Card Program Coordinator or designated staff members who are located in the Township Finance Department.

P-Card Setup:

- Township employee completes a Township Procurement Card application and submits to their Department Head for completion and approval.
- Department Head completes the application by providing the name of the Departmental Manager, default accounting code to be assigned to the P-Card, settings for, discretionary funds, cycle credit limits, transaction limits and the Merchants Commodity Code (MCC) controls (General Purchasing, Fleet Professional & Trades/Food Services).
- Department Head signature approval delegates transaction authority to the Cardholder.
- Approved application is to be sent to the Procurement Card Program Coordinator.
- Procurement Card Program Coordinator reviews application for completeness and submits application to P-Card Issuer in format approved by Township.
- Upon receipt of the Procurement Card from P-Card Issuer, the Procurement Card Program Coordinator will conduct a training session with the Cardholder prior to issuing the P-Card.
- Cardholder signs Cardholder Agreement signifying agreement with the terms of the Procurement Card Program.

P-Card Maintenance:

- Department Manager is to make all maintenance request to the Procurement Card Program Coordinator
- Procurement Card Program Coordinator shall make periodic changes and upgrades in Works software.

P-Card Closure:

Lost or Stolen P-Cards – Cardholder shall be required to immediately report the lost/stolen P-Card to P-Card Issuer US Bank twenty-four (24) hour customer service @ _____. The Cardholder shall be required to also notify the Department Liaison who will contact the Procurement Card Program Coordinator who will follow up with P-Card Issuer US Bank to ensure the account has been properly closed.

**Township of Lower Procurement Card (P-Card) Program
POLICIES & PROCEDURES (CONTINUED)**

P-Card Closure: Continued)

Terminated or Transferred Employees – the Department Manager shall be responsible to secure the procurement P-Cards from all terminated employees and employees who have transferred to another Township department. The Department Manager shall be required to immediately notify the Procurement Card Program Coordinator by telephone or e-mail of the termination or transfer. A request for closing the Cardholder account shall be submitted to P-Card Issuer by the Procurement Card Program Coordinator within two (02) working days of receiving the notification. All Procurement Cards shall be returned to the Procurement Card Program Coordinator for proper disposal.

Other P-Card Revokes/Closures – the Procurement Card Program Coordinator will notify P-Card Issuer immediately of all revokes and closures.

RECONCILIATION, APPROVAL & ALLOCATION OF THE BILLING

Receipt & Payment of P-Card Issuer Billing:

- At the close of the monthly billing cycle, the Department will send an electronic billing statement to the Township Procurement Card Program Coordinator.
- Procurement Card Program Coordinator will review the bills and payments made by the P-Card Issuer US Bank.
- Procurement Card Program Coordinator will prepare for an Automatic Clearing House (ACH) payment to be issued to P-Card Issuer, so that payment will reach P-Card Issuer no later than seven (07) working calendar days after the close of the billing cycle of the previous month.
- Automatic Clearing House (ACH) will be transmitted in accordance with P-Card Issuer's instructions.

Allocation of Procurement Card Charges to Township Departments:

- The total amount billed by P-Card Issuer will be charged to the individual departmental accounts and credits for disputed transactions will be posted to departmental accounts when credit appears on the P-Card Issuer billing.
- Procurement Card Program Coordinator will reconcile the detailed electronic billing statement to amount paid P-Card Issuer US Bank.

Audit:

The Township's internal control policies & procedures are as follows:

Cardholder Audit Requirements:

- Reconcile vendor receipts to the Cardholder Statement.
- Submit vendor receipts & the Cardholder Statement to the Department Manager.

**Township of Lower Procurement Card (P-Card) Program
POLICIES & PROCEDURES (CONTINUED)**

RECONCILIATION, APPROVAL & ALLOCATION OF THE BILLING (CONTINUED)

Procurement Card Program Coordinator Audit Requirements:

- Establish & notify Department Liaisons of monthly cutoff date for approvals.
- Make periodic audits of P-Card use and charges for appropriateness through the use of software's online reporting system. Areas to be monitored include, but not limited to compliance with procurement card policies and procedures, compliance with State regulations and LFN notices. Nonuse of P-Card by Cardholders will also be monitored by the Township.

Training Tips:

- Please make sure that the vendor has been entered into the Edmunds Accounting System **before** utilizing the P-Card for a purchase transaction. If they are not listed in the Edmunds Accounting System you **shall** first need to obtain both a completed W-9 Form and a copy of their current New Jersey Business Registration Certificate (BRC). Once you have these documents photocopies shall be forwarded to the Accounting Office.
- If you utilize your P-Card for a certain vendor and notice that once the charge comes through the vendor shows up as a different name (i.e. Career Track can show up as Fred Pryor or Park University). **Please let the Accounting Office know as soon as possible to avoid any confusion when the invoice are being processed.**
- Remember, the purchase **will not** register on the General Ledger (GL) in the Edmunds Accounting System until the cycle payment has been posted by the Accounting Office, which could be as long as the middle of the following month. This is important to keep in mind to avoid any over expenditure of your budgeted funds.
- When making a purchase request, please make sure that you put in the **vendor's name** and not the vendor ID.
- The comment field should always be filled out for all purchases with either the invoice number; account number or something to reference the charge to this vendor.
- **Please use the GL Assistant option in the Works System as opposed to keying in the General Ledger number yourself. This will greatly assist the Accounting Office to post your charges to the Edmunds General Ledger (GL) correctly.**
- If you are buying anything from box stores such as Wal-Mart, Costco, Sam's Club, K-Mart, Lowes, Home Depot, etc., an explanation as to what is being purchased shall be required to process the order.

Attachment #1 Procurement Card Program Cardholder Agreement

Attachment #2 Procurement Program Cardholder Statement of Disputed Items

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

RESOLUTION # 2025-73

Title: AUTHORIZATION FOR THE GREEN ACRES APPLICATION

WHEREAS, the New Jersey Department of Environmental Protection, Green Acres Program ("State"), provides grants and/or loans to municipal and county governments and grants to nonprofit organizations for assistance in the acquisition, development, and stewardship of lands for outdoor recreation and conservation purposes; and

WHEREAS, the Township of Lower desires to further the public interest by obtaining total funding in the amount of \$750,000.00, in the form of a \$750,000.00 matching grant and, if available, a \$ 0 loan, from the State to fund the following project(s): Creation of a Jake's Law playground at Rotary Park at a cost of \$ 1,144,726.00 ;

WHEREAS, the State shall determine if the application is complete and in conformance with the scope and intent of the Green Acres Program, and notify the applicant of the amount of the funding award; and

WHEREAS, the applicant is willing to use the State's funds in accordance with such rules, regulations, and applicable statutes, and is willing to enter into an agreement with the State for the above-named project;

NOW, THEREFORE, the Township Council of the Township of Lower, County of Cape May, State of New Jersey resolves that:

1. Michael Laffey or the successor to the office of Township Manger hereby authorized to:
 - a. make application for such a loan and/or such a grant,
 - b. provide additional application information and furnish such documents as may be required, and
 - c. act as the authorized correspondent of the above-named applicant;
2. The applicant agrees to provide its matching share to the Green Acres funding request, if a match is required, in the amount of \$ 394,726.00;
3. In the event the State's funds are less than the total project cost specified above, the applicant has the balance of funding necessary to complete the project;
4. The applicant agrees to comply with all applicable federal, state, and local laws, rules, and regulations in its performance of the project; and
5. This resolution shall take effect immediately.

	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 January 22, 2025.

Julie A Picard, Township Clerk

CONSTRUCTION COST ESTIMATE

CLIENT: Township of Lower
DATE: 01/09/2025
PROJECT NAME: Rotary Park Improvements - Phase 2
D&A PROJECT #: LT-C-028.01

#	DESCRIPTION	UNITS	PLAN QUANTITY	IF & WHERE DIRECTED	CONTRACT QUANTITY	EST. UNIT PRICE	BID AMOUNT
1	CLEARING SITE	LUMP SUM	LUMP SUM	0	LUMP SUM	LUMP SUM	\$40,000.00
2	SITE EXCAVATION, FILLING AND GRADING	LUMP SUM	LUMP SUM	0	LUMP SUM	LUMP SUM	\$20,000.00
3	TRAFFIC CONTROL	LUMP SUM	LUMP SUM	0	LUMP SUM	LUMP SUM	\$10,000.00
4	HOT MIX ASPHALT SURFACE COURSE, MIX 9.5M64, 2" THICK	TON	117	3	120	\$160.00	\$19,200.00
5	HOT MIX ASPHALT BASE COURSE, MIX 19M64, 2" THICK	TON	20	10	30	\$160.00	\$4,800.00
6	HMA MILLING, 2"	S.Y.	925	20	945	\$10.00	\$9,450.00
7	DENSE GRADED AGGREGATE BASE COURSE, 6" THICK	S.Y.	155	15	170	\$15.00	\$2,550.00
8	EXCAVATION, UNCLASSIFIED	C.Y.	102	23	125	\$25.00	\$3,125.00
9	6" X 18" CONCRETE VERTICAL CURB	L.F.	164	6	170	\$40.00	\$6,800.00
10	CONCRETE BASE COURSE, 4" THICK	S.Y.	145	10	155	\$100.00	\$15,500.00
11	CONCRETE SIDEWALK, 4" THICK	S.Y.	404	6	410	\$90.00	\$36,900.00
12	BENCHES	UNITS	5	0	5	\$4,500.00	\$22,500.00
13	DETECTABLE WARNING SURFACES	S.Y.	2	0	2	\$500.00	\$1,000.00
14	POURED IN PLACE SAFETY SURFACE	S.F.	1,290	0	1,290	\$25.00	\$32,250.00
15	TRAFFIC STRIPES, EPOXY RESIN - 4"	L.F.	248	0	248	\$5.00	\$1,240.00
16	TRAFFIC MARKINGS, THERMOPLASTIC ADA PAVEMENT SYMBOL	UNIT	1	0	1	\$400.00	\$400.00
17	CONCRETE WHEEL STOP	UNIT	6	0	6	\$120.00	\$720.00
18	ADA PARKING SIGN	UNIT	2	0	2	\$300.00	\$600.00
19	8" POLYVINYL CHLORIDE (PVC) SEWER SERVICE, SDR 35	L.F.	380	10	390	\$105.00	\$40,950.00
20	6" POLYVINYL CHLORIDE (PVC) SEWER SERVICE, SDR 35	L.F.	290	5	295	\$100.00	\$29,500.00
21	SANITARY SEWER MANHOLE	UNIT	1	0	1	\$5,000.00	\$5,000.00
22	SHADE STRUCTURE	UNIT	2	0	2	\$60,000.00	\$120,000.00
23	ADA PICNIC TABLES	UNIT	4	0	4	\$7,000.00	\$28,000.00
24	PLAYGROUND EQUIPMENT	LUMP SUM	LUMP SUM	0	LUMP SUM	LUMP SUM	\$222,000.00
25	SINGLE USE RESTROOM BUILDING	LUMP SUM	LUMP SUM	0	LUMP SUM	LUMP SUM	\$250,000.00
26	LITTER RECEPTACLES	UNIT	4	0	4	\$4,000.00	\$16,000.00
27	TOPSOIL, SEEDING AND FERTILIZER, 5" THICK	S.Y.	100	30	130	\$10.00	\$1,300.00
28	WATER SERVICE, 1" COMPLETE	LUMP SUM	LUMP SUM	0	LUMP SUM	LUMP SUM	\$30,000.00
29	ORNAMENTAL WIRE FENCE, 4' HIGH	L.F.	315	10	325	\$95.00	\$30,875.00
30	SITE LIGHTING	LUMP SUM	LUMP SUM	0	LUMP SUM	LUMP SUM	\$20,000.00
31	ALLOWANCE	LUMP SUM	LUMP SUM	0	LUMP SUM	LUMP SUM	\$20,000.00

Subtotal, Items 1-31: \$1,040,660.00

10% Contingency: \$104,066.00

Total Estimated Construction Cost: \$1,144,726.00

The above cost estimate is an approximation of the probable construction cost based upon recent bid prices and assumes that the Contractor will pay wages on this project in conformance with the New Jersey Prevailing Wage Rate Act and Federal Davis Bacon Wage Act. DeBlasio & Associates, P.C. cannot and does not guarantee that proposals, bids or actual costs will not vary from these opinions of probable costs.

Prepared by:



1/9/2025

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

Date

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

RESOLUTION #2025-74

Title: **AUTHORIZING THE PURCHASING AGENT TO ADVERTISE FOR COMPETITIVE CONTRACTING FOR THIRD-PARTY MANAGEMENT OF LOWER TOWNSHIP POLICE OUTSIDE CONTRACTS**

WHEREAS, the Township of Lower Police Department seeks to procure services for the operation, management, and administration of off-duty police details, including the use of a third-party concessionaire to oversee scheduling, billing, collection, and related administrative functions; and

WHEREAS, N.J.S.A. 40A:11-4.3(a) requires that the governing body adopt a resolution authorizing the use of competitive contracting each time specialized goods or services, as enumerated in N.J.S.A. 40A:11-4.1, are to be procured; and

WHEREAS, pursuant to N.J.S.A. 40A:11-4.1(k), approval from the Director of the Division of Local Government Services is required to use competitive contracting for this specific concession; and

WHEREAS, N.J.S.A. 40A:11-4.3(b) mandates that the competitive contracting process be administered by the qualified purchasing agent under N.J.S.A. 40A:11-9 or the legal counsel of the contracting unit and further requires a resolution to initiate competitive contracting for the specialized goods or services listed in N.J.S.A. 40A:11-4.1; and

WHEREAS, the Township's Qualified Purchasing Agent has received written approval from the Director of the Division of Local Government Services to proceed with competitive contracting for this procurement, adhering to the statutory provisions of N.J.S.A. 40A:11-4.1 through 4.5 and the regulatory provisions of N.J.A.C. 5:34-4.1 et seq.;

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

1. The Township's Qualified Purchasing Agent is authorized and directed to prepare a Request for Proposals (RFP) for the third-party management of off-duty police details.
2. The Purchasing Agent is further authorized to advertise the availability of the RFP in accordance with N.J.S.A. 40A:11-4.5(5), ensuring adequate public notice to invite competitive proposals.
3. The RFP shall outline evaluation criteria, including but not limited to the vendor's qualifications, experience, proposed methodology, and fee structure, in compliance with N.J.S.A. 40A:11-4.1 et seq.
4. All submitted proposals shall be reviewed and evaluated by a designated committee, which will prepare a report summarizing its evaluation and recommendations for Council's consideration and final award.

BE IT FURTHER RESOLVED that the Township Council authorizes the initiation of the competitive contracting process to secure a third-party service for the operation, management, and administration of off-duty police services.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 22, 2024.

Julie A Picard, Township Clerk

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

RESOLUTION # 2025-75

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED SICK TIME

WHEREAS, the employees listed on the attached schedule have accrued sick time due from the Township and per union contract the Township will at the employee's request, annually buy back a maximum of five (5) days of unused sick leave in December of any year, from employees who have not used more than the amount of sick days as determined in their union contracts.

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 \$24,856.15 is authorized and chargeable to the 2024 Budget:

	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 January 22, 2025.

Julie A Picard, Township Clerk

Employee	Budget Distribution	Hours	Hourly Rate	Total
Eileen Kreis	4-01-20-100-101	35	41.18	\$ 1,441.30
Colleen Crippen	4-01-20-130-101	35	59.41	\$ 2,079.35
Lauren Read	4-01-20-130-101	35	70.14	\$ 2,454.90
Bill Galestok	4-01-20-170-101	35	65.16	\$ 2,280.60
Rocco Sansone	4-01-28-370-111	40	17.32	\$ 692.80
Linda Thomas	4-01-26-305-175	35	38.56	\$ 1,349.60
Gary Douglass	4-01-26-305-175	40	63.92	\$ 2,556.80
Scott Douglass	4-01-26-305-175	40	47.84	\$ 1,913.60
Robert Thomas III	4-01-26-305-155	40	39.73	\$ 1,589.20
Robert Bailey Jr	4-01-26-305-155	40	38.78	\$ 1,551.20
Tim Fairman	4-01-26-305-127	40	32.22	\$ 1,288.80
Joseph Rementer	4-01-26-305-127	40	38.97	\$ 1,558.80
Michael Giuffrida	4-01-26-305-127	40	34.11	\$ 1,364.40
Raymond Garrison	4-01-26-305-195	40	35.26	\$ 1,410.40
John Maccarter	4-01-26-305-101	40	33.11	\$ 1,324.40
		575	Grand Total	\$ 24,856.15

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

RESOLUTION #2025-76

Title: **TRANSFER OF 2024 APPROPRIATIONS**

WHEREAS, N.J.S.A. 40A: 4-59 provides for appropriation transfers during the first three months of the succeeding year when it has been determined that any appropriation reserve for the immediately preceding fiscal year is insufficient to pay the claims authorized or incurred during the preceding year, which were chargeable to said appropriation, and there is an excess in any appropriation reserve 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, and totaling \$16,500.00 be made between the 2024 budget appropriation reserves:

LINE ITEM		ACCT. NUMBER	TO	FROM
DPW	OE	4-01-26-305-200	6,500.00	
ELECTRIC	OE	4-01-31-430-200	10,000.00	
HEALTH INSURANCE	OE	4-01-23-220-400		16,500.00
			16,500.00	16,500.00

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 22, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION #2025-77

Title: APPOINTMENT OF PATRICK F MARTIN AS CONFLICT PROSECUTOR FOR THE TOWNSHIP OF LOWER AS A PROFESSIONAL SERVICE CONTRACT WITHOUT PUBLIC BIDDING

WHEREAS, the Township of Lower has the need to acquire a Conflict Prosecutor, and is satisfied with the services rendered by the current vendor and desires to authorize this appointment using a non-fair and open contract pursuant to the provisions of N.J.S.A. 40A:11 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, the Township has determined and certified in writing that the value of the acquisition will not exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year; and

WHEREAS, PATRICK F MARTIN of Gilbertson & Martin, LLC has submitted a proposal indicating that he will provide the goods or services described hereinabove at a price \$250.00 per hour; and

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

Appropriation # 5-01-20-155-285 Legal OE

CFO Signature Lauren Read, CFO

WHEREAS, Patrick F Martin of Gilbertson & Martin, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political candidate or committee in the Township of Lower in the previous one year, and that the contract will prohibit him from making any reportable contributions through the term of the contract.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Lower, County of Cape May, State of New Jersey hereby appoints Patrick F Martin of Gilbertson & Martin, LLC as Conflict Prosecutor and approves the contract with Paul J Baldini for the goods and services described above.

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

BE IT FURTHER RESOLVED that a notice of Award of Professional Contract for the above appointment shall be published in the official Township paper.

Table with 8 columns: MOTION, SECOND, AYE, NAY, RECUSE, ABSTAIN, ABSENT and 5 rows of names: 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 January 22, 2025

Julie A Picard, Township Clerk

GILBERTSON & MARTIN, LLC
LAW OFFICE
36 ROOSEVELT BOULEVARD
MARMORA, NJ 08223

Telephone (609) 390-0021
Fax (609) 390-8447
Email pmartinlaw36@comcast.net

PATRICK F. MARTIN*

*ALSO MEMBER PA BAR

January 6, 2025

Re: Conflict Municipal Prosecutor Services

One case, with or without cross complaints-resolved without trial:
\$250.00 (not to exceed 1 hour appearance). If more than 1 hour or additional court date, rate is
\$195 per hour extra)

One case, with or without cross complaints, with trial (2 hours allotted time):
\$500.00. If in excess of 2 hours, additional rate of \$195 per hour extra)

Covering morning list for regular prosecutor, if needed:
\$500 (no trials and not exceeding 2 hours). Additional \$195 per hour extra if in excess of 2 hours

Respectfully submitted,

Patrick F. Martin

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

RESOLUTION #2025-78

Title: APPROVING A PROFESSIONAL SERVICE CONTRACT WITH REMINGTON & VERNICK ENGINEERS FOR ENGINEERING SERVICES TO INVESTIGATE AND DEVELOP THE DESIGN PHASE FOR THE HVAC REPLACEMENT PROJECT AT THE TOWNSHIP OF LOWER MUNICIPAL BUILDING AND CONSTRUCTION & ZONING BUILDING

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, Remington & Vernick Engineers provided a proposal for the design development of the HVAC systems in both Township Municipal Building and Construction and Planning Building for a cost of \$14,900.00; 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 #24-04 C-04-55-439-910

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 awarded as follows:

1. The Proposal between Remington & Vernick Engineers and the Township of Lower, in the form attached hereto as EXHIBIT A, for an amount of \$14,900.00 is hereby approved:

Design Development	TOTAL	\$14,900.00
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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 January 22, 2025.

Julie A Picard, Township Clerk



**REMINGTON
& VERNICK
ENGINEERS**

4907 New Jersey Avenue
Wildwood, NJ 08260
O: (609) 522-5150
F: (609) 522-5313

December 11, 2024

Ms. Margaret Vitelli
Purchasing Agent
2600 Bayshore Rd
Villas, NJ 08251

**Subj: Proposal for Design Development Services
HVAC Replacement Project at
Township Hall and Construction & Zoning Building
Township of Lower, Cape May County, NJ
Proposal No. 2024-275**

Dear Ms. Vitelli:

REMINGTON & VERNICK ENGINEERS (RVE) is pleased to submit our proposal to provide Professional Engineering Services for the above referenced project. Our engineering staff is fully trained in all of the required disciplines and has all the skills necessary for this project. A description of the services to be provided for this project is as outlined below.

Project Scope

As a result of our meeting with the Township on November 15, 2024 it is our understanding the Township is experiencing temperature control issues throughout the building. The Township advised our office that when the floor plans were changed, the HVAC system, including diffusers and grilles, were not modified to reflect the new floor plan. Because the HVAC system was also not revised, this resulted in poor zone control for the heating and cooling within the building. RVE reviewed the report from the Township that recommended HVAC improvements. Please note that after further review and conversation with the Township, the proposed budget may not be sufficient to accommodate the recommended work. Furthermore, additional work may be required to properly alleviate the zone control problems.

As previously mentioned, the Township believes these issues are the result of renovation work that revised the floor plan of the building but may not have sufficiently addressed HVAC zoning and controls. While the reviewed report recommends upgrades to the HVAC system, it does not clearly identify the problems that are causing the issues. Because of this, RVE proposes a design development phase to determine what the final scope of work should be based on the existing conditions of the building and the budget the Township supplied at the meeting. Once an approach has been agreed upon by RVE and the Township, the final design will be performed for the project.

We will provide all Mechanical, Electrical, and Plumbing (MEP) Engineering Services for the above work. Our office will also provide any Structural Engineering services to support HVAC equipment as necessary with our licensed in-house Structural Engineers. All new equipment will comply with all industry standards and codes, including but not limited to the International Mechanical Code and ASHRAE 90.1 for energy efficiency and Indoor Air Quality. Based on the design of the work, an electrical service upgrade may be required. The cost for a service upgrade has been excluded for now.

A detailed outline of our scope of design phase services is provided below:

DESIGN DEVELOPMENT

Our MEP staff will perform a design development phase to determine the final project scope of work to resolve the Townships concerns within the available budget. The following tasks will be performed during this phase:

- Conduct survey of both buildings to as-built the existing floor plan and ductwork/zoning layout to prepare base plans for design.
- Provide recommendations with cost estimates for improvements based on the budget from the owner. Improvements may include rooftop unit replacement and/or ductwork reconfiguration for improved zone control.

ENGINEERING DESIGN SERVICES

Upon approval of the scope of work from the owner, RVE will proceed with the preparation of plans and specifications for bidding and contractor purposes. Our MEP staff will perform heating & cooling load calculations, evaluate code requirements, visit the existing site, and perform all other required engineering design services. Our office will prepare the drawings and technical specifications setting forth in detail the requirements for the construction of the project. Drawings will be prepared in AutoCAD compatible format or in such reasonable form as required. Technical specifications will be prepared in Microsoft Word format. The drawings and specifications will be suitable for permitting and construction purposes. The documents will contain all necessary information for the construction of the project, including materials, equipment, component systems and types of construction or installation as may be appropriate, all of which are to be approved by the College. Our office will attend meetings with your office as necessary during the design phase to coordinate the requirements for the proposed HVAC systems. Our office will perform site visits as necessary to verify the existing conditions.

ADVERTISEMENT & BIDDING SUPPORT

- Prepare a Notice to Bidders and coordinate the bid advertisement.
- Prepare responses for addenda to clarify the intent of the project documents, as required during the bidding period.
- Review and provide response to requests for information during the bidding period.
- Attend a pre-bid meeting during the bidding period if project requires a pre-bid.
- Open bids and prepare a bid tabulation.
- Review and provide an award recommendation.

A detailed outline of our scope of construction phase services is provided below:

CONSTRUCTION ADMINISTRATION

- Coordinate, attend and lead a Pre-Construction meeting and distribute meeting minutes
- Review all required shop drawings, submittals, and requests for information (RFI)
- Perform final punchlist inspection and prepare inspection report.
- Perform punchlist reinspection if required.
- Attend in-person site visits/meetings as needed.
- Attend virtual (video conference) construction meetings as required.
- Provide construction administration services including review and recommendation of payout requests.

Please note that RVE is entitled to a change in services, including additional engineering fees, should the contract administration services extend sixty (60) days past the date of substantial completion of work.

Construction Cost Estimate

The following is a preliminary construction cost estimate provided in the report previously prepared by others. Please note that the estimated construction costs are subject to change based on the final scope of work, the Township's available budget, and market conditions at the time of construction:

Township Hall	\$332,000.00
<u>Construction and Zoning Building</u>	<u>\$99,500.00</u>
TOTAL	\$431,500.00*

*Cost estimate prepared by others subject to change

Cost of Services

Services as outlined in this proposal will be provided on a lump sum percent-complete basis to be invoiced monthly according to the following fee schedule:

Engineering Phase Services:	
Design Development	\$14,900.00
Engineering Design Services	TBD
<u>Advertising & Bidding Support</u>	<u>TBD</u>
TOTAL	\$14,900.00


Construction Phase Services:	
<u>Construction Administration</u>	<u>TBD</u>
TOTAL:	TBD

Exclusions

- Permitting fees

We trust the information provided meets your requirements. Work will begin immediately upon receipt of a Notice to Proceed. Remington & Vernick Engineers looks forward to working with the Township on this important project. Should you have any questions or require additional information, please contact Lia Domico at our Wildwood office at (609) 522-5150.

Sincerely,
REMINGTON & VERNICK ENGINEERS


Edward D. Dennis Jr., PE, PP, CME
Principal


Lia J. Domico
Project Manager

cc: Mayor & Council
Mike Laffey, Township Manager
Gary Douglass, Superintendent of Public Works
Christopher Saponaro
Michael Gebhardt

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

RESOLUTION #2025-79

Title: APPROVING A PROFESSIONAL SERVICE CONTRACT WITH REMINGTON & VERNICK ENGINEERS FOR THE ENGINEERING PHASE OF THE ROOFING REPLACEMENT PROJECT AT THE TOWNSHIP OF LOWER MUNICIPAL BUILDING AND CONSTRUCTION & ZONING BUILDING

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, Remington & Vernick Engineers provided a proposal for the Design Phase for the Roof Replacement Project for both Township Municipal Building and Construction and Planning Building to include Engineering Design Phase, Prepare bidding documents, Bidding Support for a cost of \$44,600.00; 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 #24-04 C-04-55-439-910

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 awarded as follows:

- 1. The Proposal between Remington & Vernick Engineers and the Township of Lower, in the form attached hereto as EXHIBIT A, for an amount of \$14,900.00 is hereby approved:

Table with 2 columns: Description, Amount. Rows: Engineering Design Phase (\$39,600.00), Advertising & Bidding Support (\$5,000.00), TOTAL (\$44,600.00)

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.

Table with 8 columns: Name, MOTION, SECOND, AYE, NAY, RECUSE, ABSTAIN, ABSENT. Rows: 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 January 22, 2025.

Julie A Picard, Township Clerk



**REMINGTON
& VERNICK
ENGINEERS**

4907 New Jersey Avenue
Wildwood, NJ 08260
O: (609) 522-5150
F: (609) 522-5313

December 11, 2024

Ms. Margaret Vitelli
Purchasing Agent
2600 Bayshore Rd
Villas, NJ 08251

**Subj: Proposal for Professional Engineering Services
Roof Replacement Project at
Township Hall and Construction & Zoning Building
Township of Lower, Cape May County, NJ
Proposal No. 2024-274**

Dear Ms. Vitelli:

REMINGTON & VERNICK ENGINEERS (RVE) is pleased to submit our proposal to provide Professional Engineering Services for the above referenced project. Our engineering staff is fully trained in all of the required disciplines and has all the skills necessary for this project. A description of the services to be provided for this project is as outlined below.

Project Scope

As a result of our meeting with the Township on November 15, 2024 it is our understanding the Township wishes to replace the existing flat roofing systems over the township hall and construction & zoning buildings. In general, our overall scope of work for this project shall include engineering/design services; the preparation of plans, specifications, and bid documents; advertisement and bidding support; and construction phase support services as required for the complete installation of new roofing systems at the buildings previously mentioned.

Based on our experience in similar types of roof replacement projects, we recommend the following scope of work for replacement of the existing roofing systems listed above:

FLAT ROOFING SYSTEM – TOWNSHIP HALL

- Remove and replace the existing flat roofing systems with a new mechanically fastened 2-ply modified bitumen roofing system, which will provide a minimum twenty (20) year warranty. This includes removal of all existing roofing, insulation, metal capping and flashing down to the existing metal/wood decking.
- The new roofing system will be constructed with tapered insulation as required to improve drainage towards existing roof drains.
- Inspect the condition of the existing metal decking and perimeter wood blocking and repair/replace all deteriorated and/or damaged material.
- Install all new flashing materials; including all rooftop HVAC equipment and other roof penetrations.
- Remove and dispose of exterior stone perimeter and install all new metal capping.
- Remove and replace termination bars, existing roof drains, and roof hatch ladder (with an OSHA compliant ladder).

FLAT ROOFING SYSTEM – CONSTRUCTION & ZONING BUILDING

- Remove and replace the existing flat roofing systems with a new mechanically fastened 2-ply modified bitumen roofing system, which will provide a minimum twenty (20) year warranty. This includes removal of all existing roofing, insulation, metal capping and flashing down to the existing metal/wood decking.
- The new roofing system will be constructed with tapered insulation as required to improve drainage towards existing roof drains.
- Inspect the condition of the existing concrete decking and perimeter wood blocking and repair/replace all deteriorated and/or damaged material.
- Install all new flashing materials; including all rooftop HVAC equipment and other roof penetrations.
- Remove and replace metal capping, termination bars, and existing roof drain assemblies
- Furnish and install an aluminum, wall-mounted roof ladder.

Remington & Vernick Engineers design services will include the preparation of construction plans and specifications to provide the complete flat roofing system replacements as noted in the scope of work above.

A detailed outline of our scope of design phase services is provided below:

ENGINEERING DESIGN SERVICES

- Review of any existing building roof plans, sections and details.
- Perform a site visit to verify existing conditions and take cores of the existing roofing membrane and insulation.
- Perform hazardous material testing on the existing roofing systems via roof cores.
- Review and finalize project plans detailing the proposed roof replacements.
- Review and finalize project specifications for the proposed roofing systems.
- Prepare bidding documents.
- Submit plans to the local code official as required.

ADVERTISEMENT & BIDDING SUPPORT

- Prepare a Notice to Bidders and coordinate the bid advertisement.
- Prepare responses for addenda to clarify the intent of the project documents, as required during the bidding period.
- Review and provide response to requests for information during the bidding period.
- Attend a pre-bid meeting during the bidding period if project requires a pre-bid.
- Open bids and prepare a bid tabulation.
- Review and provide an award recommendation.

A detailed outline of our scope of construction phase services is provided below:

CONSTRUCTION ADMINISTRATION

- Coordinate, attend, and lead a Pre-Construction meeting and distribute meeting minutes
- Review all required shop drawings, submittals, and requests for information (RFI)
- Perform final punchlist inspection and prepare inspection report.
- Perform punchlist reinspection if required.
- Attend in-person site visits/meetings as needed.
- Attend virtual (video conference) construction meetings as required.

- Provide construction administration services including review and recommendation of payout requests.

Please note that RVE is entitled to a change in services, including additional engineering fees, should the contract administration services extend sixty (60) days past the date of substantial completion of work.

CONSTRUCTION OBSERVATION

- Provide periodic on-site construction observation services to ensure conformance with the contract documents.
- The proposed fee is based on 8 hours per week of on-site observation for an estimated construction duration of 60 days (64 total hours of on-site construction observation).

Construction Cost Estimate

The following is a preliminary construction cost estimate including 10% contingencies for the replacement of both roofs. The construction estimates are also enclosed for reference. Please note that these construction costs are subject to change based on the Township’s available budget, and market conditions at the time of construction:

Township Hall	\$525,000.00
<u>Construction and Zoning Building</u>	<u>\$270,000.00</u>
TOTAL	\$795,000.00

Cost of Services

Services as outlined in this proposal will be provided on a lump sum percent-complete basis to be invoiced monthly according to the following fee schedule:

Engineering Phase Services:	
Engineering Design Services	\$39,600.00
<u>Advertising & Bidding Support</u>	<u>\$5,000.00</u>
TOTAL	\$44,600.00
Construction Phase Services:	
Construction Administration	\$18,100.00
<u>Construction Observation</u>	<u>\$ 9,400.00</u>
TOTAL:	\$27,500.00 (for budgetary purposes)

Please note that the fees above do not include full-time observation during construction. Site visits will be performed as outlined above, for a maximum of 8 hours per week. A separate proposal can be provided for additional construction observation services upon request.

Exclusions

- Permitting fees

Proposal for Engineering Services
HVAC Replacement Project at
Township Hall and Construction & Zoning Building
December 11, 2024
Page 4

We trust the information provided meets your requirements. Work will begin immediately upon receipt of a Notice to Proceed. Remington & Vernick Engineers looks forward to working with the Township on this important project. Should you have any questions or require additional information, please contact Lia Domico at our Wildwood office at (609) 522-5150.

Sincerely,
REMINGTON & VERNICK ENGINEERS



Edward D. Dennis Jr., PE, PP, CME
Principal



Lia J. Domico
Project Manager

cc: Mayor & Council
Mike Laffey, Township Manager
Gary Douglass, Superintendent of Public Works
Jacqueline Trovato
Christopher Keller

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

Roland Roy, Jr., Councilmember

Kevin Coombs, Deputy Mayor

Attest: _____
Julie A Picard, Township Clerk

Frank Sippel, Mayor

First Reading: January 22, 2025

Adoption:

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

RESOLUTION #2025-80

Title: A RESOLUTION AUTHORIZING THE SALE OF REAL PROPERTY LOCATED IN THE TOWNSHIP OF LOWER BY WAY OF AN OPEN PUBLIC AUCTION

WHEREAS, pursuant to the New Jersey Local Lands and Buildings Law, N.J.S.A. 40A:12-1 et seq., the Township of Lower may sell any real property not needed for public use to the highest bidder by open public bidding at auction or by submission of sealed bids provided that said method of bidding is advertised in a newspaper circulating within the municipality by two insertions at least once a week during two consecutive weeks; and

WHEREAS, the Township Council of the Township of Lower deems it to be in the best interests of the Township and its residents to offer for sale the following parcel of vacant land as it has been determined that same is not needed for any public purpose/use:

9600 Seaview Avenue Block 703 Lot 1

WHEREAS, notice of its intent to sell the above referenced property by way of an open public auction will be advertised by the Township of Lower in the Cape May Star and Wave on January 29, 2025 and February 5, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, as follows:

1. The Township Council of the Township of Lower has determined that certain real property located at 9600 Seaview Avenue, identified as Block 703, Lot 1 on the official tax map of the Township of Lower, is not needed for a public purpose/use.
2. In accordance with N.J.S.A. 40A:12-13(a), the aforementioned parcel of real property will be sold at an open public auction, to the highest bidder, said open public auction shall be conducted by the Township Clerk on **FRIDAY, FEBRUARY 7, 2025** at 9:00am, at the Lower Township Municipal Building located at 2600 Bayshore Road, Villas, New Jersey 08251. All interested parties are invited to attend.
3. A notice of this open public auction shall be advertised by two publications, at least once a week during two consecutive weeks, the last publication to be not earlier than seven days prior to the open public auction, which advertisement shall include the entire contents of this Resolution. These advertisements will be published in the Cape May Star and Wave, the official newspaper of the Township of Lower.
4. The Township is hereby setting a minimum bid requirement of:

9600 Seaview Avenue Block 703 Lot 1 \$ 1,000,000.00

5. The successful bidder will be required to tender a deposit in the amount of Ten (10%) Percent of the winning bid amount in cash, certified check, or bank check on the date of said public auction.
6. In addition to the 10% deposit, all successful bidders shall be responsible for paying the sum of \$150.00 for the preparation and recording of a deed conveying title from the Township to the successful bidder. Said Deed will be prepared by the Township Solicitor. The successful bidder must also sign a contract to purchase the subject property, a copy of which is on file in the Township Clerk's office, at the time of the auction.
7. The remaining balance of the purchase price shall be paid in cash or by certified or bank cashier's check to the Township of Lower at the time of settlement/closing which shall take place no later than forth-five (45) days after the date of the auction sale. If closing does not take place within 45 days of the date of the auction, the successful bidder shall lose any and all rights to purchase the property and shall also forfeit the 10% deposit. Settlement must take place at Shore Title located in North Cape May, New Jersey. Any and all costs of settlement are to be borne by the successful bidder. Such costs include any and all costs and fees, and any and all taxes as required by the State of New Jersey.

8. The Township will not divide a parcel into two or more deeds or convey the property to more than one Grantee. The title shall be under and subject to zoning ordinances, covenants, conditions, rights, reservations, restrictions, easements and right of way, whether for utilities or for others, recorded and unrecorded, if any, and such state of facts as an accurate survey would disclose, and any municipal, state and federal laws, ordinances and regulations affecting the use, occupancy and maintenance of the property, and such other and further restrictions as contained in the contract. The name of the Grantee on the deed shall be the same as the name of the Grantee on the Contract of Sale.
9. It is a condition of the sale that the successful bidder obtain a title insurance policy which warrants that the Township is conveying clear title. If a title report discloses an unmarketable condition of title (other than monetary conditions such as liens, mortgages, assessments, etc.) the remedy of the Buyer shall be limited to the return of payments made to the Township.
10. The Township makes no representations, warranties or guarantees about the size or dimensions of the property (potential bidders are hereby informed that the tax maps are not always accurate and are not to be relied upon), whether or not the property meets existing zoning regulations, has improved street access, is subject to any environmental constraints, or is able to be improved with any buildings or other structures. The Township of Lower will not construct or maintain access roads to any parcel. The Township of Lower specifically cautions potential bidders that the property may not qualify for a building permit due to a lack of sufficient water supply, lack of sewer service or ability to install a septic system, lack of access, inadequate lot size, or other reason. Any development or improvements to the parcel must comply with all applicable zoning, building, environmental and health ordinances and regulations, local, county, state and federal. Bidders are urged to perform their due diligence before bidding on a parcel.
11. The Township makes no representations, warranties or guarantees about the existence or non-existence of any covenants, restrictions, easements, right-of-way rights, or other encumbrances on the property. successful bidder takes title to the property subject to any and all such covenants, restrictions, easements, right-of-way rights, or other encumbrances. It is not a sufficient reason for a successful bidder to get their deposit back that they later find out that there are significant restrictions on the property. Bidders are urged to perform their due diligence before bidding on a parcel.
12. The Township makes no representations, warranties or guarantees that any and all improvements on the parcel are within the property boundaries, nor any representations, warranties or guarantees regarding the property that an accurate survey would show. Bidders are urged to perform their due diligence before bidding on a parcel.
13. The sale of any of the aforementioned properties is conditioned upon acceptance by Township Council by way of Resolution.
14. In addition to the terms and conditions outlined herein, the terms and conditions set forth within the attached Agreement of Sale are incorporated herein and shall also apply to the sale of the real property identified herein.
15. The Township of Lower reserves the right to reject all bids whether minimum bid set forth herein is not received.

	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 January 22, 2025.

Julie A Picard, Township Clerk

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

ORDINANCE #2025-01

AN ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-15.14)

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Township Council of the Township of Lower in the County of Cape May finds it advisable and necessary to increase its CY 2024 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Township of Lower hereby determines that a 3.5% increase in the budget for said year, amounting to \$882,730.42 in excess of the increase in final appropriations otherwise permitted by the Local Government Cape Law is advisable and necessary; and,

WHEREAS, the Township Council hereby determines that any amount authorized hereinabove that is not appropriated, as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Township Council of the Township of Lower, in the County of Cape May, a majority of the full authorized membership of this governing body affirmatively concurring, that in the CY 2023 budget year, the final appropriation of the Township of Lower shall, in accordance with this ordinance and N.J.S.A. 40A: 4-15.14, be increased by 3.5 % amounting to \$882,730.42, and the CY 2024 municipal budget for the Township of Lower be approved and adopted in accordance with this ordinance.

BE IT FURTHER ORDAINED, that any amount authorized hereinafter that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

Thomas Conrad, Councilmember

Joseph Wareham, Councilmember

Roland Roy, Councilmember

Kevin Coombs, Deputy Mayor

Frank Sippel, Mayor

Introduced: January 2, 2025

Adopted:

Attest: _____
Julie A Picard, Township Clerk

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

ORDINANCE #2025-02

Title: AN ORDINANCE AMENDING CHAPTER 400, LAND DEVELOPMENT, ARTICLE XII, AFFORDABLE HOUSING REGULATIONS, OF THE CODE OF THE TOWNSHIP OF LOWER TO ESTABLISH A MANDATORY AFFORDABLE HOUSING SET-ASIDE

WHEREAS, the Township of Lower is in the process of preparing a Housing Element and Fair Share Plan which outlines the manner in which it will comply with its affordable housing obligation; and

WHEREAS, in an effort to ensure that affordable housing is provided within the Township of Lower, the Township is establishing a mandatory set aside requiring that twenty percent (20%) of lots or units within any development consisting of five (5) or more new dwelling units be set aside for affordable housing purposes.

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 400, Land Development, Article XII, Affordable Housing Regulations, Subsection 109.1, Mandatory Affordable Housing Set-Aside, of the Code of the Township of Lower, be and hereby is established as follows:

Section 1. Chapter 400, Land Development, Article XII, Affordable Housing Regulations, Subsection 109.1, Mandatory Affordable Housing Set-Aside, is hereby added as follows:

109.1 Mandatory Affordable Housing Set-Aside

- A. Except as otherwise regulated in this chapter, any development application proposing five (5) or more new dwelling units shall be required to set aside twenty percent (20%) of said lots or units for affordable housing.
- B. This requirement shall apply for all new multi-family residential developments of five (5) or more units that become permissible through either a use variance, a density variance increasing the permissible density at the site, a rezoning permitting multi-family residential housing where not previously permitted, or new redevelopment plan.
- C. This requirement does not give any developer the right to any such rezoning, variance or other relief, or establish any obligation the part of the Township of Lower to grant such rezoning, variance or other relief. A property shall not be permitted to be subdivided so as to avoid compliance with this requirement.

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 2, 2025

Roland Roy, Jr., Councilmember

Adopted:

Kevin Coombs, Deputy Mayor

Attest: _____
Julie A Picard, Township Clerk

Frank Sippel, Mayor



Lower Township
 2600 Bayshore Road
 Villas, NJ 08251

Construction Permit Activity Report

12/1/2024 -> 12/31/2024

Summary

	Cost:	Count:			
New:	\$1,224,359.00	8	Cubic Footage:	250,611 Cu.ft	Permits Issued: 109
Addition:	\$668,843.00	13	Square Footage:	21,098 Sq.ft	Updates Issued: 9
Alteration:	\$1,026,891.00	92			
Demolition:	\$23,600.00	5			
Total:	\$2,943,693.00	118			

Permits	Count	Permit Fees	Admin Fees	Total	Inspections	Passed	Failed	Other
Building:	61	\$25,854.00	\$0.00	\$25,854.00	B 122	97 %79.5	22 %18	3 %2.5
Plumbing:	44	\$5,931.00	\$0.00	\$5,931.00	P 79	71 %89.9	2 %2.5	6 %7.6
Electrical:	74	\$7,458.00	\$0.00	\$7,458.00	E 116	85 %73.3	21 %18.1	10 %8.6
Fire:	28	\$3,081.00	\$0.00	\$3,081.00	F 20	17 %85	3 %15	0 %0
Elevator:	1	\$0.00	\$0.00	\$0.00	V 1	1 %100	0 %0	0 %0
Mechanical:	32	\$2,130.00	\$0.00	\$2,130.00	M 29	22 %75.9	2 %6.9	5 %17.2
	240	\$44,454.00	\$0.00	\$44,454.00	367	293	50	24
DCA Training:	21		929	Other Fees	(Note: Does not include result of none)			
DCA State:	88		2121	\$0.00				
DCA Minimum:	6		6					
	115		\$3,056					

Variations	Total	Paid	Certificates	Issued Total	Paid Total
Building	0	0	CA 54	\$0.00	\$0.00
Plumbing	0	0	CCO 0	\$0.00	\$0.00
Electrical	0	0	CO 9	\$3,199.00	\$2,924.00
Fire	0	0	CC 0	\$0.00	\$0.00
Mechanical	0	0	TCO 0	\$0.00	\$0.00
Elevator	0	0	TCC 0	\$0.00	\$0.00
Total:	\$0.00	\$0.00	Total: 63	\$3,199.00	\$2,924.00

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	0	\$0	Building	3	\$1,740
Plumbing	0	\$0	Plumbing	1	\$254
Electrical	0	\$0	Electrical	2	\$171
Fire	0	\$0	Fire	0	\$0
Mechanical	0	\$0	Mechanical	0	\$0
Elevator	1	\$227	Elevator	0	\$0
Total:		\$227	Total:		\$2,165
	Record Count	Total Exempted	Violations	Fines	Paid
DCA Fees	3	\$104	Issued	0	\$0.00
					\$0.00

Payments (Based on Payment Date)	
Permit (118)	\$50,434.00
NON-UCC (2)	\$20.00
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	\$50,454.00



Lower Township
2600 Bayshore Road
Villas, NJ 08251

Daily Bank Summary

All payments collected between the dates of 12/1/2024 and 12/31/2024.

<i>Summary</i>	<i>Totals</i>
<i>UCC Permits</i>	
<i>Total Cash</i>	\$806
<i>Total Check</i>	\$42,455
<i>Total Charge</i>	\$7,173
Total Permit Fees Collected	\$50,434
<i>Non-UCC Permits</i>	
<i>Total Cash</i>	\$20
<i>Total Check</i>	\$0
<i>Total Charge</i>	\$0
Total Permit Fees Collected	\$20
<i>Penalties</i>	
<i>Total Cash</i>	\$0
<i>Total Check</i>	\$0
<i>Total Charge</i>	\$0
Total Penalty Fees Collected	\$0
<i>Other Payments</i>	
<i>Total Cash</i>	\$0
<i>Total Check</i>	\$450
<i>Total Charge</i>	\$0
Total Other Fees Collected	\$450
<i>Report Grand Total</i>	
<i>Total Cash</i>	\$826
<i>Total Check</i>	\$42,905
<i>Total Charge</i>	\$7,173
Total Collected	\$50,904

TAX

2024 CASH RECEIPTS
DECEMBER

Township of Lower
Office of the Tax Collector

	MONTH TO DATE	YEAR TO DATE
Receipts		
Preliminary Tax Year (2025)	315,513.73	1,631,561.22
Current year taxes (2024)	804,144.85	43,750,517.01
Prior year taxes (2023)		325,129.31
Previously exempt property		0.00
State Audit Pay Back		0.00
Municipal Lien		1,873.09
Recording		50.00
Bankruptcy		0.00
6% Penalty		0.00
Municipal Service Fees	3,390.00	28,230.00
Tax Search Fees		0.00
Interest	24,999.50	99,666.75
Lot clearing		700.00
Returned Check Fees*	60.00	560.00
Duplicate Bills	25.00	1,215.00
Trash	36,886.75	51,627.50
Tax Sale Costs		8,468.38
MUA		58,200.48
TOTAL DEPOSITS	1,185,019.83	45,957,798.74
DEPOSITED TO COUNCIL CHECK	763,135.71	39,128,000.45
DEPOSITED TO WIPP ACCOUNT	421,884.12	6,829,798.29
TOTAL DEPOSITS	1,185,019.83	45,957,798.74
NSF Reversals * TRASH	4,375.00	45,640.19
WIPP NSF Reversals	3,063.57	75,034.62
NSF Fee Reversal (20.00)*		0.00
TOTAL NSF	7,438.57	120,674.81
TOTAL	1,177,581.26	45,837,123.93

Prepared by Kathy Brown

CASH RECONCILIATION NOVEMBER 30, 2024

	Cash		Less Checks Outstanding	Cash Book Balance
	*On Hand	On Deposit		
Current	1,519,427.74	14,459,187.55	1,590,264.60	14,388,350.69
Trust - Assessment				
Trust - Dog License	70.00	13,828.34	68.40	13,829.94
Trust - Other	2,214.94	4,367,638.33	15,874.48	4,353,978.79
Capital - General	7,000.00	3,575,400.50	13,362.02	3,569,038.48
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	1,528,712.68	22,416,054.72	1,619,569.50	22,325,197.90

*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 30-Nov-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 30-Nov-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 Reed

Title: CFO, Township of Lower

	Total	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
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	12,115,553.52	7,018,417.99	14,617,190.06	10,342,607.51	10,000,958.85
RECEIPTS:												
Per Revenue Status	90,060,218.83	5,648,047.63	12,890,265.20	1,081,841.96	12,231,054.66	13,211,787.12	1,549,317.14	2,894,269.90	18,865,915.85	1,718,734.23	5,246,970.26	14,723,014.85
less: Post cash surplus	(4,930,367.00)				(4,930,367.00)							
less: Post State Aid	(153,953.36)	5,648,047.63	12,890,265.20	1,081,841.96	7,400,687.68	13,211,787.12	1,394,383.78	2,894,269.90	18,865,915.85	1,718,734.23	5,246,970.26	14,723,014.85
	85,075,918.47											
Transfers:												
Capital - Other Inbound	4,757,505.79	15,725.44	140,379.52	373,965.99	189,655.96	723,809.29	483,202.45	676,288.22	1,045,879.73	306,671.91	311,011.92	488,916.36
Grants Received:												
ALED \$ REC	735.50						735.50					
CC \$ REC	103,966.67											
C/S \$ Recd	960.00	2,707.75	6,135.00						7,000.00			860.00
C/MC Arts \$ Recd	8,842.75											
DDIEF	7,280.00											
DISTRACTED DRIVERS \$ RECD	5,565.00						5,565.00					
DSGPO \$ RECD	15,190.00		6,020.00						10,000.00		9,170.00	
EMAA \$ RECD	10,000.00									2,500.00		2,000.00
JIF \$ Recd	6,225.00				725.00							
NIDOT - FIRE	42,500.00				42,500.00							
NIDOT - WILWOOD	268,813.75											
Opol. Settlement	74,866.39											
Redeveloper Awareness \$ Recd	5,250.00							5,250.00				
Recycling/Tonnage \$ Recd	39,945.35			38,945.35								
SC \$ RECD	393,905.51			179,372.33				104,729.61				
973,105.82												
TOTAL RECEIPTS:	90,806,531.08	5,666,480.82	13,042,799.72	1,614,125.63	7,633,568.65	14,380,140.84	2,024,860.72	3,680,817.73	19,946,146.55	2,031,464.48	5,572,194.68	15,213,931.21
DISBURSEMENTS:												
2023 Reserves	475,879.40	181,291.38	232,962.75	14,563.45	38,027.51	927.63	780.00	1,000.00	(2.58)	46.54	262.76	6,029.96
2024 Current	86,146,862.17	5,082,169.37	10,117,531.53	6,070,496.84	10,521,513.28	9,445,256.30	3,024,289.86	8,205,076.22	11,384,696.40	6,084,582.87	5,752,251.51	10,448,997.99
2024 Capital	4,757,506.79	15,725.44	140,379.52	373,965.99	189,655.66	723,809.29	483,202.45	676,288.22	1,045,879.73	306,671.91	311,011.92	488,916.36
less: Special Emergency	(23,000.00)											
less: Der chgs TAX MAP	(74,000.00)											
less: Due capital CF	0.00											
Appropriation Refunds:	(1,018,617.52)	(75,247.00)	(113,811.60)	(78,851.54)	(70,023.29)	(67,639.08)	(135,567.70)	(104,411.18)	(85,189.03)	(95,254.29)	(99,682.84)	(94,830.01)
TOTAL DISBURSEMENTS	90,262,630.84	5,203,939.19	10,377,062.20	6,380,184.74	10,630,173.50	10,102,354.14	3,374,704.61	8,777,853.26	12,347,374.52	6,306,047.03	5,913,843.35	10,849,014.30
END. BAL. DEC. 31, 2024	14,365,875.76	14,284,517.15	16,950,254.67	12,184,215.56	9,187,610.71	13,465,397.41	12,115,553.52	7,018,417.99	14,617,190.06	10,342,607.51	10,000,958.85	14,365,875.76
Total Appropriation Refunds	(1,018,617.52)	(75,247.00)	(113,811.60)	(78,851.54)	(70,023.29)	(67,639.08)	(135,567.70)	(104,411.18)	(85,189.03)	(95,254.29)	(99,682.84)	(94,830.01)

Bank Balance												
Checking	12,851,425.07	15,890,762.41	10,710,637.84	8,437,465.33	11,418,850.19	12,368,293.47	5,682,917.62	11,775,360.69	10,043,926.51	8,677,032.89	12,932,778.06	
Electronic Payments												
Online Payment Acct	704,918.22	1,997,002.89	247,446.43	584,407.09	1,251,755.50	177,741.68	666,911.76	1,515,812.77	257,134.89	755,156.05	1,471,917.01	
Total Bank Balance	13,556,343.29	17,887,765.30	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	9,736,907.39	14,408,173.06	
ADD: Deposits in Transit	785,404.60	84,454.02	2,356,841.95	997,720.13	812,759.03	159,397.53	893,091.62	2,192,088.22	66,705.57	314,136.32	49,432.74	
LESS: Outstanding Checks	(57,230.74)	(421,964.65)	(1,130,710.66)	(841,981.84)	(17,967.31)	(583,878.16)	(223,903.01)	(866,071.62)	(25,159.46)	(50,084.80)	(85,730.04)	
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	7,018,417.99	14,617,190.06	10,342,607.51	10,000,958.85	14,365,875.76	0.00
Monthly Interest Received-Current Fund	774,560.89	79,910.88	94,285.52	86,971.54	69,550.38	84,512.51	74,848.08	56,609.01	66,605.95	60,969.06	40,769.25	62,518.71
Interest Rate	4.01%	4.01%	4.01%	4.01%	4.01%	4.01%	4.01%	4.01%	4.01%	3.95%	3.61%	3.45%
Sheet # AFS	27,027,277.02	27,390,641.05	24,357,146.60	20,863,399.78	24,496,371.47	22,863,838.22	17,048,124.76	23,475,192.01	19,097,719.01	18,367,727.92	22,325,197.90	

PRIOR

4469	130.50
4731	50.38
4733	30.00
4735	25.00
4736	15.00
4737	75.00
4710	75.00
4861	141.00
5055	358.24
5114	80.00
5117	15.00

5155	103.98
5212	338.00
5243	44,539.83
5244	338.10
5247	99.50
5253	300.00
5256	300.00
5260	325.00
5262	440.00
5265	87.00
5266	70.00
5271	450.00
5274	137.31
5277	300.00
5278	375.00
5283	8,629.74
5286	300.00
5293	325.00
5297	1,029.27
5307	325.00
5311	300.00
5316	300.00
5320	300.00
5323	325.00
5324	325.00
5330	300.00
5332	550.00
5333	5,115.00
5334	300.00
5338	300.00
5340	325.00
5346	300.00
5348	129.90
5349	300.00
5352	300.00
5353	300.00
5359	300.00
5373	300.00
5380	300.00
5382	300.00
5386	300.00
5387	545.40
5389	3,294.27
5390	487.62
5394	300.00
5396	300.00
5397	300.00
5398	300.00
5411	300.00
5412	300.00
5413	325.00
5414	300.00
5420	300.00
5421	300.00
5429	300.00
	77,734.92

19,493.84	ONLINE TAX
150.00	DUE FROM ESCROW
25.00	Due from Trust

12/12/24

INTEREST:

8,299.00	CAPITAL-NJCMF
5,063.02	CAPITAL-TD
1,131.62	DEV ESCROW-OCT
789.93	DEV ESCROW-NOV
72.81	TAX REDEMPTION
652.92	TAX PREMIUM
7,274.07	TRUST
321.93	AGENCY
118.45	PAYROLL
29.47	GEN COURT
2.69	COURT BAIL
7.99	ELECTRONIC PAY

12/9/24

12/12/2024

12/12/2024

DUE CAP	7,000.00
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12/12/2024

Subtotal	995.12
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Subtotal	84,734.92
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TOTAL O/S CKS	85,730.04
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43,432.74	TOTAL DIT'S
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**DECEMBER 2024
VITAL STATISTICS**

Marriages,Civil Unions	8
Domestic Partners	0
Certified Copies	77
Certified Copies EDRS	0
Burial Permits	0

Marriages, Civil Unions State	\$200.00
Domestic Partners State	\$0.00
Marriages, Civil Unions Twp	\$24.00
Domestic Partners Twp	\$0.00
Certified Copies	\$770.00
Certified Copies EDRS	\$0.00
Burial Permits	\$0.00

TOTAL **\$994.00**

2024

TAX COLLECTOR'S ANNUAL REPORT

SUBMITTED BY: KATHY BROWN

TAX COLLECTOR TOWNSHIP OF LOWER
COUNTY OF CAPE MAY

This report is submitted in compliance with N.J.S.A. 54:4-91; Collector's Annual Statement of Receipts. This report is filed with the CFO/Treasurer and the Governing Body as prescribed by statute.

In 2024 the Tax Collector's office collected over 76 million dollars in taxes and other municipal charges. Approximately 1800 homeowners are using the ACH program, (an automatic debit from their bank account and direct deposit to the Township's bank account) totaling over 9.3 million dollars paid. Homeowners paid over 10.8 million dollars through our online banking option on the Township's website. All payment transactions are processed by the staff in the Tax Collector's office regardless of the manner including online, automatic debit, mail-in and in-person payments. The Tax Collector's office also collects Municipal Service Fees (mobile home parks), Commercial Trash, and Lot Clearing charges.

On October 21,2024 we held our Tax Sale for unpaid 2023 municipal charges. Forty-three properties were sold at the sale, 17 properties for taxes the rest were for the LTMUA charges. Forty-two properties were sold to outside lien holders and one property was struck off to the municipality. We collected \$147,200.00 in Premiums. At this time, we have 73 open tax lien certificates, 57 certificates are held by outside lien holders and 16 are Township Liens. This office handles all redemptions of Outside and Municipal Liens. The Township completed the process of foreclosing on eight municipal liens.

The Township of Lower has 15,391 taxable properties and another 714 non-taxable properties. Many property owners qualify for a Veterans Deduction (769) and/or the Senior Citizen Deduction (202) of \$250.00 each against taxes due.

The township prints and mails all tax bills utilizing township employees. In July we mailed the 2024 Final/2025 Preliminary Tax Bill to all property owners and/or mortgage companies. In October we sent 13 Added Assessment Bills for 2023 and 434 bills for 2024 to homeowners and/or mortgage companies.

The State of New Jersey offers a Property Tax Reimbursement (commonly known as the Senior Tax Freeze) to qualifying property owners. The Tax Collector's office processed over 3,500 applications certifying the amount of taxes paid by individual property owners. All NJ residents who qualify received an Anchor Benefit for 2021 (applied for in 2024). County wide, Lower Township has the largest number of homeowners receiving the Anchor Rebates as well as Property Tax Reimbursements. In 2025 there will be changing coming to the State's program; STAY NJ will be the new name and we will learn more about the program later this month.

The unaudited tax collection rate for 2024 is 99.00%.