

WORK SESSION AND REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL

March 18, 2024 – 5:00 pm.

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

Work Session

Consent Agenda

Approval of Minutes – March 4, 2024

- Res. #2024-101 Authorization for the Payment of Vouchers \$ 1,182,421.68
- Res. #2024-102 A Resolution Ratifying a Three (3) Year Memorandum of Agreement between the Township of Lower and the Lower Township Office Workers Association – Local #3779, AFSCME District Council 63-AFL-CIO
- Res. #2024-103 Renewal of 2024 Campground Licenses
- Res. #2024-104 A Resolution of the Township Council of the Township of Lower Approving the Renewal of a Class 5 Cannabis Retail License to Sea & Leaf, LLC
- Res. #2024-105 A Resolution Authorizing the Execution of a Contract with American Bounce for the Provision of Recreational Amenities at Lower Township Easter Egg Hunt/Spring Fling on March 23, 2024
- Res. #2024-106 A Resolution Requesting Release of Any Accrued Interest from Performance Guarantee for Block 18, Lot 27.01; 301 Bayshore Road; Escrow #P17-01-03
- Res. #2024-107 A Resolution Requesting Release of Revegetation and Restoration Guarantee for Dune Site Plan; Block 319, Lot 1.02; Bond P- Arena
- Res. #2024-108 A Resolution Requesting Return of Performance Guarantee for Boots, LLC; Block 630, Lots 1 and 2; Escrow Boots, LLC
- Res. #2024-109 A Resolution Requesting Release of Various Maintenance Guarantees
- Res. #2024-110 Bid Acceptance and Contract Award of Resurfacing of Bay Drive (Wildwood Ave to Mallow Rd) Paving Plus \$553,887
- Res. #2024-111 Bid Acceptance and Contract Award of FY2023 NJDOT Municipal Aid/Local Transportation Projects Fund Reconstruction of Wildwood Ave (Paving Plus, LLC \$498,860.50)
- Res. #2024-112 Approving a Professional Service Contract with DeBlasio & Associates for Resurfacing of Bay Drive (Wildwood Ave to Mallow Rd) Construction Phase Services (LT-C-034A \$30,000.)
- Res. #2024-113 Approving Change Order #2 with DeBlasio & Associates for the FY2023 NJDOT Municipal Aid Program/Local Transportation Projects Fund Reconstruction of Wildwood Avenue – Construction Phase Services (LT-C-034 \$30,000)

Regular Agenda

- Res. #2024-114 Approval of an Alcoholic Beverage Control Plenary Retail Consumption License; Place-to-Place Transfer – License #0505-33-012-012, from an Inactive License to 502 Sunset Boulevard, Lower Township, New Jersey This transfer has been advertised and no objections have been received

Engineer Report

Administrative Reports

Clerk, Construction, Dog, OEM, Tax, Treasurer, Vital Statistics

Public Comment

Council Comments

Adjourn

COUNCIL MEETING MINUTES – March 4, 2024

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on March 4, 2024 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.

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

Councilmember Thomas Conrad
 Councilmember Kevin Coombs via phone
 Councilmember Roland Roy, Jr.
 Deputy Mayor David Perry
 Mayor Frank Sippel

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

Work Session

Res. #2024-89 Introduction of 2024 Budget

Manager Laffey presented the attached 2024 Budget Message announcing a zero tax increase. He informed that the public hearing is scheduled for April 1st at 5:00 p.m. and the Budget Summary will be published in the Cape May Star & Wave.

Auditor Leon Costello, Ford, Scott & Associates, assured that the introduced 2024 Budget is very stable and well within the legal caps and complimented the Township on a solid Budget.

CFO Lauren Read thanked Leon Costello, Manager Laffey, all department heads and the finance team for their great efforts with the Budget.

Mayor Sippel commented on the large surplus and thanked everyone involved for their efforts with the Budget.

Councilmember Conrad thanked Lauren Read and all department heads on the Budget and voiced favor with the proposed zero tax increase.

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

Consent Agenda

Approval of Minutes – February 20, 2024

Res. #2024-90 Authorization for the Payment of Vouchers \$ 812,879.65

Res. #2024-91 Authorization for Refund of Taxes

Res. #2024-92 Issuance of Ice Cream Peddling and Ice Cream Salesman License for the Year 2024

Res. #2024-93 Authorization for the Payout of Accumulated Compensatory Time (S. Gellura \$4,892.04)

Res. #2024-94 A Resolution Authorizing the Bikes & Beer Cape May Brewing Bike Ride Event scheduled for September 21, 2024

Res. #2024-95 Approval for Run the Vineyards Willow Creek 5K Run Scheduled for April 14, 2024

Res. #2024-96 A Resolution Authorizing the Annual Escape the Cape Triathlon Scheduled for June 2, 2024

Res. #2024-97 Award New Jersey ESCNJ Cooperative #65MCESCCPS Bid #20/21-02 For Playground Pour In Place (PIP) Surfacing Materials and Installation for the Recreation Playground (\$149,737.50)

Res. #2024-98 Award New Jersey ESCNJ Cooperative #65MCESCCPS Bid #20/21-06 for Game Time Playground Equipment and Installation for the Recreation Playground (\$247,887.38)

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

Regular Agenda

Res. #2024-99 Approval of An Alcoholic Beverage Control Plenary Retail Consumption License Person To Person Transfer; License #0505-33-008-006; Ford Creek, LLC to Port Marina, Inc. This transfer has been advertised and no objections have been received.

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

Administrative Reports

Treasurer

Public Comment – no comments

Council Comments

Councilmember Conrad voiced favor with infrastructure and park improvements in addition to a proposed zero tax increase, thanking Manager Laffey and all departments for effective government.

Councilmember Coombs thanked all parties responsible for keeping the taxes down.

Councilmember Roy echoed the above comments in favor of the Budget.

Mayor Sippel announced that Deputy Mayor Perry has decided not to run for re-election and thanked him for his dedicated service to the Township. Mayor Sippel also announced the upcoming Easter Egg Hunt & Spring Fling and the Rabies Clinic.

Deputy Mayor Perry commended all Township employees on a great job.

Closed Session

Res. #2024-100 Resolution Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12. **Negotiations Update**

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

Council adjourned to Closed Session at 5:11 p.m.

Council returned to Open Session at 5:24 p.m.

Adjournment

There being no further business to address, motion to adjourn moved by Mayor Sippel, seconded by Deputy Mayor Perry. Motion to adjourn was unanimous. Meeting adjourned at 5:25 p.m.

Frank Sippel, Mayor

Township Clerk

Approved:

**MANAGER'S ANNUAL BUDGET MESSAGE
2024 BUDGET INTRODUCTION – MARCH 4, 2024**

Council has received a copy of the proposed municipal budget for 2024 and I'm pleased to announce there is no tax increase. The tax levy is \$23,092,558.98 compared to last years \$23,021,351.43; an increase of \$71,207.55.

Our Assessed Valuation increased by 10,964,159.

We're below the legal Levy Cap by \$510,923.49 and below the legal Spending Cap by \$85,100.

The Township completed 2023 with a surplus of \$9,738,366.44; *the highest year-end surplus balance to date.*

The increase is largely due to new revenues brought in by occupancy taxes and interest earnings. The tax collection rate for 2023 was 99.06% which helped add over \$1.4M to the surplus. All other revenue collections exceeded projections for 2023 and brought in an additional \$1.4M.

Of that balance \$4,858,000 is being applied to this year's budget to help us keep the tax rate level. We feel confident using this amount of surplus because we're well within the parameters of our fund balance policy.

The total Assessed Valuation of Real Property is \$3,737,196,822 so approximately every \$373,719 of the Amount to be Raised by Taxation equals one cent on the tax rate.

This budget uses a 97.75% rate to compute the Reserve for Uncollected Taxes in 2024.

The public hearing is scheduled for April 1st at 5:00 p.m. A budget summary will be published in the Cape May Star & Wave. Copies will be available on the Township website as well as in the Clerk's office at Townhall.

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01171	VERIZON WIRELESS - TOWNHALL								
		24-00674	03/06/24	CELL PHONE 12/24-1/23/24	Open	455.20	0.00		
		24-00688	03/06/24	IPHONE 1/29-2/28/24	Open	947.81	0.00		
						<u>1,403.01</u>			
01200	DELTA DENTAL PLAN OF NJ								
		24-00477	02/13/24	Jan2024Claims	Open	15,041.50	0.00		
		24-00683	03/06/24	FEB 2024 DENTAL ADMIN	Open	1,365.65	0.00		
		24-00712	03/11/24	FEB 2024 DENTAL CLAIMS	Open	8,046.50	0.00		
						<u>24,453.65</u>			
01267	EDWARD DONOHUE								
		24-00657	03/05/24	CONTRACTUAL REIMBURSEMENT V	Open	185.00	0.00		
01269	DISCOUNT HYDRAULICS*								
		24-00626	02/28/24	HYDRAULIC HOSE/DPW	Open	1,021.39	0.00		
01530	FIRE DISTRICT #1								
		24-00619	02/27/24	2024 FIRE TAXES DISTRICT 1	Open	129,880.00	0.00		
01540	FIRE DISTRICT #2								
		24-00667	03/06/24	FIRE TAXES 2024 DISTRICT 2	Open	422,674.00	0.00		
01550	FIRE DISTRICT #3								
		24-00732	03/12/24	2024 FIRE TAXES	Open	186,923.82	0.00		
01590	FORD, SCOTT & ASSOCIATES								
		24-00671	03/06/24	2024 BUDGET ASSISTANCE	Open	7,000.00	0.00		
01602	THOMSON WEST*								
		24-00664	03/06/24	DISC. BULLETIN 2023-2024	Open	888.00	0.00		
01806	ANTHONY J HARVATT, II, ESQ								
		24-00600	02/27/24	ZBA RESOLUTION VOUCHERS	Open	300.00	0.00		
		24-00623	02/28/24	MCGOVERN V ZBA; SOLICICT VOUCH	Open	520.00	0.00		
		24-00678	03/06/24	PACIFIC OUTDOOR V. ZBA	Open	230.00	0.00		
						<u>1,050.00</u>			
02025	HUNTER JERSEY PETERBILT~								
		24-00597	02/27/24	MATERIAL/DPW	Open	1,481.80	0.00		
02097	LACAL EQUIPMENT INC								
		24-00165	01/11/24	EQUIPMENT/DPW	Open	3,938.11	0.00		
02134	THOMAS KEYWOOD								
		24-00660	03/05/24	CONTRACTUAL REIMBURSEMENT M/V	Open	200.00	0.00		
02349	ROBERT LUBBERMAN								
		24-00640	03/01/24	BASKETBALL OFFICIAL	Open	360.00	0.00		
02411	MENEAR'S TREE SERVICE								
		24-00522	02/14/24	TREE REMOVAL/DPW	Open	3,200.00	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
02800	MURPHY FENCE COMPANY*	24-00642	03/01/24	REPAIRS TO GATE @ LT POOL	Open	273.40	0.00		
02935	MUNICIPAL TOY CO, INC*	24-00539	02/20/24	EASTER CANDY FILLED EGGS	Open	1,500.00	0.00		
03008	NJ DEPT OF TREASURY/FEES	24-00624	02/28/24	VEHICLE REGISTRATION/DPW	Open	108.00	0.00		
03021	NJ MOTOR VEHICLE COMMISSION	24-00701	03/11/24	VEHICLE REGISTRATION/DPW	Open	60.00	0.00		PC1
03179	OFF-SHORE GETTY STATION*	24-00737	03/13/24	TOWING/DPW ROSEHILL PKWY	Open	125.00	0.00		
		24-00738	03/13/24	TOWING/DPW MAYS LANDING	Open	<u>375.00</u>	0.00		
						500.00			
03305	PEDRONI FUEL*	24-00625	02/28/24	NO LEAD GAS/DPW 2/21/24	Open	845.74	0.00		
03387	POGUE INC. *	24-00599	02/27/24	SAFETY AND HEALTH CONSORTIUM	Open	75.00	0.00		
03495	ELIZABETH BYRNE	24-00656	03/05/24	CONTRACTUAL REIMBURSEMENT M	Open	530.88	0.00		B
03518	RIGGINS, INC.*	24-00577	02/27/24	OFF HIGHWAY DIESEL/DPW 2/14/24	Open	858.56	0.00		
		24-00669	03/06/24	OFF HIGHWAY DIESEL/DPW 2/18/24	Open	<u>1,500.34</u>	0.00		
						2,358.90			
03608	SEAWAVE CORPORATION*	24-00675	03/06/24	ADS FROM 8/3/23 TO 2/7/24	Open	946.04	0.00		
		24-00726	03/12/24	2024 SUBSCRIPTION	Open	<u>200.00</u>	0.00		
						1,146.04			
03775	LISA A. SCHUBERT	24-00659	03/05/24	CONTRACTUAL REIMBURSEMENT M	Open	62.34	0.00		
03820	MUNICIPAL UTIL. AUTH ON CALL	24-00083	01/05/24	REIMBURSE HALF TOTAL BILL	Open	318.34	0.00		
03844	GIACOMO TROMBETTA	24-00658	03/05/24	CONTRACTUAL REIMBURSEMENT M	Open	117.00	0.00		
03910	UNIFORM CONST.CODE OFF. OF SJ*	24-00680	03/06/24	UCC OFFICIALS OF SJ MEMBERSHIP	Open	150.00	0.00		
03971	VERIZON WIRELESS MDT POLICE	24-00699	03/11/24	VERIZON PD & TWP 01-21 / 02-20	Open	1,196.45	0.00		
04075	BARBER CONSULTING SERVICES LLC	24-00621	02/28/24	server tapes	Open	1,799.91	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
04075	BARBER CONSULTING SERVICES LLC				Continued				
		24-00655	03/04/24	CLOUD BACK UP 1YR 11/14/23	Open	600.00	0.00		
						2,399.91			
04097	CINTAS FIRST AID AND SAFETY*								
		24-00661	03/06/24	FIRST AID SUPPLIES 2/15/24	Open	42.80	0.00		
		24-00689	03/06/24	TOWNHALL FIRST AID 3/5/24	Open	18.25	0.00		
		24-00740	03/13/24	DPS - REFILL MEDICAL BOX	Open	46.77	0.00		
						107.82			
04300	W.B. MASON CO INC*								
		24-00696	03/08/24	3/7/24 TOWNHALL COPY PAPER	Open	328.20	0.00		
6027	ERIC BRONSON								
		24-00729	03/12/24	REIMBURSEMENT-LACROSSE	Open	15.00	0.00		
7092	TREASURER STATE OF NJ FIRE ENF								
		24-00745	03/13/24	Fire Reg - Fishing Creek Schoo	Open	573.00	0.00		
7115	LIFELINE TRAINING LP*								
		24-00121	01/10/24	STREET SURVIVAL SEMINAR 2/21	Open	279.00	0.00		
7251	REIT LUBRICANTS CO*								
		24-00573	02/27/24	BULK OIL/DPW	Open	3,841.36	0.00		
7391	ANDREW WELSH								
		24-00698	03/11/24	BOYS LACROSSE ASSIGNOR FEE '24	Open	110.00	0.00		
7475	SUZANNE M SCHEID								
		24-00694	03/08/24	CONTRACTUAL REIMBURSEMENT M	Open	63.00	0.00		
7507	STEFANKIEWICZ & BELASCO LLC								
		24-00002	01/02/24	RES#24-01 EXPENSES DNE\$150K	Open	7,490.72	0.00		B
7636	MOTT MACDONALD LLC								
		24-00581	02/27/24	PB MOTT MACDONALD VOUCHERS	Open	136.09	0.00		
7743	SQUARE 1 DISIGN LLC*								
		24-00578	02/27/24	ANNUAL WEB HOSTING/SITELOCK	Open	625.00	0.00		
7751	HOFFMAN'S EXTERMINATING								
		24-00428	02/05/24	PEST AGREEMENT-CANAL PARK	Open	132.60	0.00		B
7772	PIONEER ATHLETICS*								
		24-00535	02/20/24	LACROSSE NETS	Open	209.52	0.00		
7820	DEBLASIO & ASSOCIATES, P.C								
		23-00052	01/06/23	RES #2023-49 CO#2 DIAMONDBEACH	Open	1,657.39	0.00		
		23-00403	02/10/23	CO #3 - DIAMOND BEACH PARK	Open	1,729.41	0.00		B
		23-00404	02/10/23	LIN BLVD RESTROOM RES#2021-82	Open	451.25	0.00		B
		23-00784	04/10/23	#2023-137 BEACH ACCESS PATHS	Open	341.25	0.00		B
		23-00788	04/10/23	RES 23-136 SURVEY BEACH ACCESS	Open	3,210.00	0.00		B
		23-01029	05/05/23	CHANGE ORDER #1 RES#2023-162	Open	3,042.50	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7820	DEBLASIO & ASSOCIATES, P.C				Continued				
		23-01274	05/24/23	RES #23-184 BAY OUTFALL EXT	Open	4,302.50	0.00		B
		23-01585	06/15/23	RES#23-199 ROTARY PARK	Open	3,150.00	0.00		B
		23-02342	09/14/23	2023 STORMWATER GIS MAPPING	Open	500.00	0.00		B
		23-02635	10/20/23	RESOLUTION 2023-337 OHIO AVE	Open	7,532.59	0.00		B
		23-02636	10/20/23	RES 2023-340 FRANCES AVE SEWER	Open	1,750.00	0.00		
		23-02637	10/20/23	RES 2023-344 SHADELAND/ SPRUCE	Open	4,270.00	0.00		B
		23-03206	12/14/23	RES#23-380 DOUGLASS PARK RENO	Open	5,110.00	0.00		B
		24-00304	01/22/24	RES 2024-64 DPW SITE DESIGN	Open	436.25	0.00		B
		24-00474	02/13/24	ZBA ENGINEER VOUCHERS	Open	380.00	0.00		
		24-00704	03/11/24	ZBA BOARD ENGINEER VOUCHERS	Open	1,420.72	0.00		
		24-00739	03/13/24	RES 2024-72/CHG ORD 1 BEACH PA	Open	1,490.00	0.00		B
						<u>40,773.86</u>			
7929	AMAZON CAPITAL SERVICES, INC ~								
		24-00394	01/31/24	Office Supplies	Open	109.49	0.00		
		24-00456	02/07/24	KATOP BBALL POLE PADS	Open	128.00	0.00		
		24-00541	02/20/24	TOOL FOR DPW 2/15/24	Open	0.00	0.00		
		24-00544	02/20/24	SOFT RUBBER LACROSSE BALLS	Open	267.20	0.00		
		24-00548	02/20/24	VACUUM BAGS & FILTERS	Open	68.88	0.00		
		24-00582	02/27/24	SUPPLIES	Open	211.36	0.00		
		24-00628	02/28/24	CONNECTORS & BLANK KEYS	Open	193.34	0.00		
		24-00684	03/06/24	MOUNTING HARDWARE/DPW	Open	132.30	0.00		
		24-00695	03/08/24	OFFICE SUPPLIES	Open	315.43	0.00		
		24-00697	03/08/24	MICROSOFT OFFICE FOR HR OFFICE	Open	231.00	0.00		PC1
						<u>1,657.00</u>			
8012	FRED LAHM								
		24-00639	03/01/24	BASKETBALL OFFICIAL	Open	135.00	0.00		
8040	UTILITY LINE SERVICES								
		24-00652	03/04/24	RETURN OF UNUSED ESCROW	Open	5,407.17	0.00		
8131	DOCUVAULT SECURE SHREDDING LC~								
		24-00676	03/06/24	2/29/24 SHREDDING	Open	168.05	0.00		
8147	SEA GEAR INDUSTRIAL SUPPLY *								
		24-00654	03/04/24	MATERIALS/DPW	Open	29.16	0.00		
8175	INTEGRITY INTERPRETING LLC *								
		24-00534	02/20/24	COURT INTERPRETING JAN. 2024	Open	61.50	0.00		
8197	GREAT AMERICAN FINANCIAL SERV								
		24-00753	03/13/24	3/10-4/9/24 MAIL MACHINE	Open	560.00	0.00		
8222	SUSAN CLINE								
		24-00687	03/06/24	2024 BASKETBALL OFFICIAL	Open	405.00	0.00		
8229	ASPLUNDH TREE EXPERT LLC								
		24-00526	02/15/24	RETURN UNUSED ESCROW	Open	1,430.00	0.00		
8450	MIKE STRICKLAND								
		24-00638	03/01/24	BASKETBALL OFFICIAL	Open	270.00	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
8456	DUN-RITE SAND & GRAVEL CO INC*	24-00464	02/09/24	WHITE BAR SAND FOR EROSION	Open	3,307.36	0.00		
8459	BATTERIES PLUS BULBS #636	24-00062	01/05/24	RDS/SANT/RECY/DPW	Open	990.00	0.00		
8490	BUSINESS INFORMATION SYSTEMS*	23-02956	11/16/23	COURT LIBERTY RECORDING SYSTEM	Open	4,606.87	0.00		
8524	FRED M SCHIAVONE CONSTRUCTION	23-02479	09/29/23	RES #23-299 ROTARY \$710,059.25	Open	104,729.61	0.00		B
		24-00502	02/14/24	RES#24-63 DIAMOND BEACH IMPROV	Open	40,465.47	0.00		B
						145,195.08			
8672	LOGMEIN INC.	24-00280	01/22/24	2024 GO TO MEETINGS	Open	19.00	0.00		PC1
8721	BLANEY, DONOHUE, & WEINBERG PC	24-00003	01/02/24	RES#24-02 LABOR DNE\$40K	Open	5,133.00	0.00		B
8722	MARCUS H KARAVAN	24-00523	02/14/24	CO 1 RES 24-76 HANSEN/MORRELL	Open	2,030.00	0.00		B
8723	HOFFMAN INTERNATIONAL INC*	24-00595	02/27/24	OIL FILTER/DPW	Open	218.29	0.00		
8726	APEX INSURANCE AGENCY LLC	24-00727	03/12/24	PACIF OUTDOORS QM-27470 INV#9	Open	72.00	0.00		
8833	BAYSHORE LAUNDRY & LINEN LLC	24-00223	01/22/24	WASH - LACROSSE JERSEYS	Open	175.50	0.00		
8848	COMFORT NOW LLC	24-00501	02/14/24	NEW LEAK REPAIR ISSUES	Open	3,015.00	0.00		
8909	COMCAST BUSINESS	24-00730	03/12/24	BUS INTERNET PD 3/1-3/31/24	Open	979.95	0.00		
9026	STARR SEPTIC LLC	24-00662	03/06/24	DPW LUXURY BATHROOM 2/29/24	Open	948.00	0.00		
9075	WEJCONSULTING LLC	24-00422	02/05/24	FS Portable Radios	Open	2,800.00	0.00		
9098	DEAN DUNLEVY	23-03169	12/12/23	SOLO - VETERAN'S DAY PARADE	Open	300.00	0.00		
9133	DENNIS G GRUBB	24-00576	02/27/24	RETURN OF UNUSED ESCROW	Open	150.00	0.00		
9138	SHIRLEY HEMINGWAY	24-00598	02/27/24	RETURN OF UNUSED DEV ESCROW	Open	668.20	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
9139	RYAN DOUGLASS	24-00627	02/28/24	RETURN OF UNUSED DEV ESCROW	Open	11.03	0.00		
9140	BILL MULLIGAN	24-00634	03/01/24	BASKETBALL OFFICIAL	Open	65.00	0.00		
9141	CITY OF WILDWOOD WATER UTILITY	24-00672	03/06/24	METERS TO 237 E ROCHESTER AVE	Open	1,259.00	0.00		
9142	DENNIS CONTI	24-00666	03/06/24	BASKETBALL OFFICIAL	Open	135.00	0.00		
9143	D R HORTON	24-00700	03/11/24	REIMBURST PERMIT FEES/BONDS	Open	8,040.00	0.00		
BASILE	FRANK BASILE	24-00685	03/06/24	BASKETBALL ASSIGNOR	Open	250.00	0.00		
BOSNA	KAREN MANETTE BOSNA	24-00734	03/13/24	YOGA- MONTH OF FEBRUARY '24	Open	285.00	0.00		
CARTYW	WALLACE CARTY	24-00635	03/01/24	BASKETBALL OFFICIAL	Open	495.00	0.00		
CLEAN	NJ CLEAN COMMUNITIES COUNCIL	24-00046	01/05/24	SEMINAR/CONFERENCE 2024 NJCCCC	Open	295.00	0.00		
DOUGHERT	GEORGIA DOUGHERTY	24-00752	03/13/24	CONTRACTUAL REIMBURSEMENT M	Open	103.46	0.00		
G-UNITED	UNITED UNIFORM	24-00546	02/20/24	J. Embs uniforms	Open	70.00	0.00		
JLLOYD	JOSEPH LLOYD	24-00637	03/01/24	BASKETBALL OFFICIAL	Open	225.00	0.00		
NJEPA	NJEPA	24-00648	03/01/24	NJEPA Conference ED DONOHUE	Open	200.00	0.00		
PRESS	PRESS OF ATLANTIC CITY	24-00536	02/20/24	NTB BAY AND WILDWOOD ADS	Open	172.36	0.00		
ROSSIS	STEVEN ROSSI	24-00636	03/01/24	BASKETBALL OFFICIAL	Open	135.00	0.00		
Total Purchase Orders: 142					Total P.O. Line Items: 0	Total List Amount: 1,182,421.68	Total Void Amount: 0.00		

RESOLUTION # 2024-101

TOTAL BILL LIST \$ 1,182,421.68

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 18, 2024.

Julie A Picard, Township Clerk

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

RESOLUTION #2024-102

Title: A RESOLUTION RATIFYING A THREE (3) YEAR MEMORANDUM OF AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND LOWER TOWNSHIP OFFICE WORKERS ASSOCIATION – LOCAL #3779, AFSCME DISTRICT COUNCIL 63 AFL-CIO

WHEREAS, extensive negotiations were conducted by the Township Manager and Labor Counsel with Lower Township Office Workers Association – Local #3779, AFSCME District Council 63; and

WHEREAS, the parties have reached an agreement which will be utilized to prepare the Collective Bargaining Agreement with AFSCME in accordance with the terms of the attached agreement; and

WHEREAS, the Township Manager and Labor Counsel recommend Township Council's ratification of the Collective Bargaining Agreement.

NOW, THEREFORE, BE IT RESOLVED, the attached Memorandum of Agreement is hereby ratified.

BE IT FURTHER RESOLVED that the Township Manager and Township Clerk are hereby authorized and directed to execute the ratified Collective Bargaining Agreement, once prepared, in accordance with and under the terms as outlined attached hereto on behalf of the Township.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 18, 2024.

Julie A Picard, Township Clerk

**Township of Lower
And
Lower Township Office Workers Association - Local #3779, AFSCME NJ, AFL-CIO**
MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (MOA) is made between the Township of Lower (the Township) and Lower Township Office Workers Association - Local #3779, AFSCME NJ, AFL-CIO (AFSCME or Union).

The Township and AFSCME have engaged in collective bargaining negotiations regarding a new Collective Bargaining Agreement (CBA) to replace the existing CBA between the parties, which set to expire on December 31, 2023.

The Borough and AFSCME have reached a tentative agreement of the terms and conditions of a new CBA and purpose of this MOA is to confirm that agreement.

Said tentative agreement and this MOA will not be effective until ratified by the membership of AFSCME and the governing body of the Township

NOW, THEREFORE, the Township and AFSCME agree that the following changes shall be made in the existing agreement.

1. Retroactivity – the agreement shall be retroactive to January 1, 2024.
2. Preamble– 3-year term.
3. Article III. Agency Shop. The following shall replace the existing language:
 - A. The Union shall provide the Township appropriate signature cards from represented employees authorizing dues deductions and shall notify the Township promptly of any change in status.
 - B. Dues deducted by the Township shall be transmitted to the designated Union official of the American Federation of State, County, and Municipal Employees, New Jersey Council 63, AFL-CIO. The Township agrees to provide the Union, on a monthly basis, a complete up-to-date electronic listing of all employees covered by this Contract. Such listing shall be in the Excel format and include the employee's department, job classification, work location, home address, employment status, membership status and the amount of dues deducted as it appears on the records of the Township. For the purpose of the deduction of dues for titles covered by this Agreement; Any member working 40 or fewer, but more than 20n hours per week shall be considered a full-time member, any member working 20 or fewer, but more than 12 hours per

week shall be considered a lower part-time member. The Union shall provide a secure e-mail address for the receipt of the electronic listing and disclose such information only to its officials and representatives whose duties require access. The Township shall provide the Union with a list of departmental payroll codes in order to identify the Department name on the above-mentioned electronic listing.

C. The Union shall indemnify and hold the Township harmless for any dues wrongfully deducted.

4. Article VII. Insurance, Health & Welfare
 - Change Health Insurance language to provide for the 20/35 Plan with a difference card.
 - Change maximum dental benefit to \$1700 a year.
5. Article VIII. Leaves of Absence.
 - Remove Paragraph H.
6. Article X. Grievance Procedure.
 - Fix typo in Paragraph F; Change “t” to “at”.
7. Article XII. Work Week and Overtime.
 - Remove Paragraph F(4).
8. Article XIII. Wages.
 - 2024 Revise starting wage and grade ranges as set forth in Exhibit A.
 - Existing employees to be paid wage adjustments as of January 1, 2024 in accordance with Exhibit B.
 - 4% wage increase per year for all union members in 2024, 2025 and 2026.
 - New Employees may be hired at any salary within the appropriate grade.
 - Change Paragraph C, promotional increase is \$4,000.
 - Remove Paragraph D.
9. Article XVI – Clothing Allowance.
 - Change language to indicate that the “boot allowance” will be paid as a taxable stipend in December of each year without need for a receipt.

This MOA is subject to the ratification of the members of AFSCME and approval of the governing body of the Township. The bargaining members of AFSCME and of the Township represent that they will recommend approval of the terms to their respective constituents.

For Township of Lower:

For Lower Township Office Workers Association -
Local #3779, AFSCME NJ, AFL-CIO:

EXHIBIT A: Job Titles Under this Agreement (AFSCME 2024-2026) & Salary

Title:	Grades (1-5)/Comments
Account Clerk (NC)	1
Assessing Aide (C)	2 1-year experience
Assessor Trainee (NC)	1-2 Some experience/12 months training period before advancement
Assistant Assessor (C)	2-3 1-year experience
Assistant Super Recreation (C)	4 Some College/experience
Assistant Municipal Tax Collector (C)	4-5 Bachelor's degree or two years full-time experience
Assistant Municipal Treasure (C)	4-5 30 Semester hrs. or 1 year experience/Bachelor's degree
Assistant Zoning Officer (C)	3-4 2 years' experience
Building Maintenance Worker (NC)	1
Building Service Worker (NC)	1
Building Sub-Code Official (C)	5 License requirements under job specification
Chief Assistant Assessor (C)	5 3-5 years' experience – license requirement under job specification
Clerk (NC to C)	1-3 Requirements/experience under job specification
Code Enforcement Officer (C)	2 Requirements under job specification
Code Enforcement Officer Trainee (NC)	1 12-month training period before advancement
Computer Operator? (C)	1 Need one year experience or some college
Deputy Tax Assessor (U)	Job title outside of Senior Executive Service
Electrical Sub-Code Official (C)	5 Requirements under job specification
Keyboarding Clerk (NC to C)	1-4 Requirements/experience under job specification
Personnel Technician (C)	2 Requirements/experience under job specification
Principal Account Clerk (C)	3 2 years' experience
Principle Assistant Assessor (C)	3-4 3 years' experience
Plumbing Sub-Code Official (C)	5 License requirements under job specification
Registrar of Vital Statics (U)	2 3 years clerical experience
Record Support Technician (NC to C)	1-3 Requirements/experience under job specification
Senior Assistant Assessor (C)	3 2 years' experience assessing or appraising
Senior Account Clerk (C)	2 1-year experience in preparation and review of finance records
Senior Building Service Worker (C)	4 Requirements/experience under job specification
Senior Computer Operator (C)	2 Requirements/experience under job specification
Senior Code Enforcement Officer (C)	3 3 years' experience conducting inspections
Senior Telephone Operator (C)	2 1-year experience clerical and switchboard
Supervising Code Enforce Off (C)	4 4 years' experience conducting inspections
Supervising Computer Operator	3 Requirements/experience under job specification
Technical Assistant to Construction (C)	4 Requirements/experience under job specification
Telephone Operator (NC)	1

C= Compétitive

NC= Non-Compétitive

U= Unclassified

All Civil Service Titles can be located at <https://info.csc.state.nj.us/TitleList/TitleSearch.aspx>

EXHIBIT A: Salary

Grade Number	Min/Max
1	\$35,000 - \$40,000
2	\$39,000 - \$44,000
3	\$43,000 - \$48,000
4	\$47,000 - \$52,000
5	\$51,000 - \$56,000

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

RESOLUTION #2024-103

Title: RENEWAL OF 2024 CAMPGROUND LICENSES

WHEREAS, Beachcomber Camping Resort, Sun Retreats Cape May Wildwood, Sun Retreats Seashore, Cape Island Resort and Sun Outdoors Cape May have applied for renewal of their Campground Licenses; and

WHEREAS, the applicants have paid the required license fee.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Campground Licenses for the following are hereby renewed for the period of April 1, 2024 through March 31, 2025 subject to all real estate taxes being current.

Beachcomber Campground, Inc.	t/a Beachcomber Camping Resort.
Sun Lake Laurie RV, LLC	t/a Sun Retreats Cape May Wildwood
Sun Seashore RV, LLC	t/a Sun Retreats Seashore
Legacy Communities	t/a Cape Island Resort (LGC Cape Island, LLC)
Sun Communities	t/a Sun Outdoors Cape May

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 18, 2024.

Julie A Picard, Township Clerk

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

RESOLUTION #2024-104

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

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

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

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

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

WHEREAS, the annual license issued to Sea and Leaf, LLC expired on March 6, 2024, and Sea and Leaf, LLC has submitted the requisite application and fee to the Township of Lower, requesting the renewal of the Class 5 Cannabis Retail License for an additional year; and

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

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

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

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

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 18, 2024.

Julie A Picard, Township Clerk

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

RESOLUTION #2024-105

Title: **A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH AMERICAN BOUNCE FOR THE PROVISION OF RECREATIONAL AMENITIES AT LOWER TOWNSHIP EASTER EGG HUNT/SPRING FLING ON MARCH 23, 2024**

WHEREAS, Lower Township's Easter Egg Hunt/Spring Fling is an annual community event hosted by the Township of Lower; and

WHEREAS, the 2024 Easter Egg Hunt/Spring Fling is scheduled to take place on March 23, 2024 at the Freeman Douglass Field; and

WHEREAS, in connection with the Easter Egg Hunt/Spring Fling, the Township of Lower provides a number of recreational activities, music, and food to the general public; and

WHEREAS, the Township of Lower has a desire to hire a company for the provision of rides and inflatables for this event for utilization by the general public, specifically the youth; and

WHEREAS, American Bounce has provided a quote in the amount of \$1,650.00; and

WHEREAS, the CFO has certified the availability of funds as evidenced by her signature below:

Appropriation: 30-420-251 and 30-420-252

Signature: _____
Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Mayor is hereby authorized to execute an Agreement with American Bounce for the provision of rides and inflatables in connection with the March 23, 2024 event.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 18, 2024.

Julie A Picard, Township Clerk

American Bounce

PO Box 28
Norma, NJ 08347
856-696-3695

Rental Agreement

Rental Date: 3/23/24 Deposit: \$0.00 Balance Due: \$1650.00
Name: Lower Township Address: 677 Route 9, Erma, NJ 08204
Start time: 9:00 am End time: 12:00 pm
Signature: _____ Delivered by: _____

Inflatables

1. Equipment, Rent and terms of rental agreement: The undersigned as lessee, hires from American Bounce as lessor, one All-in-One Sports Bounce unit, id # _____ Blower # _____ The Rental fee as stated above is payable in advance from the time of commencement.

2. DELIVERY: To the street address specified above by lessee (customer). Lessee grants lessor right to enter the property at said address (delivery Address) for the delivery and subsequent pick up of the Bounce house at the specified time.

3. TRANSPORTATION EXPENSE: Except as provided herein all charges in delivering and subsequent pick up of the Bounce house with respect to the Delivery Address are included in the Rental Fee noted above. In the event that the Bounce house is not returned at the appointed time by Lessee to Lessor then \$50. Transportation Fee shall be automatically imposed.

4. GENERAL RULES TO FOLLOW DURING USE OF THE Bounce house:

**** American Bounce is fully responsible for the setup, care, and operations of all rides. ****

NJ #10685 Candy Kid Zone
NJ #07329 Commander 24' Giant Slide
NJ #11149 H2O 45' Obstacle Course

5. SPECIAL INSTRUCTIONS: The Bounce house's equipment is reliable. Should the Bounce house begin to deflate: (1) The motor may have stopped, in which case, check the cord connection at the outlet near the motor, and remember to keep only the 100 foot extension cord-for blockage, and check both tubes at the back of the Bounce house for snugness; re-tie if necessary. (3) If you can not correct the problem call 856-696-3695 or 856-297-9297..

6. ALTERATIONS AND ATTACHMENTS: No alteration in or attachments to the unit will be made without prior written approval of Lessors.

7. TITLE TO: Lessee agrees to keep the Bounce house in their custody not to sublease, rent, sell, remove from the Delivery Address, or otherwise transfer such Bounce house. The Bounce House will remain the property of the Lessor and may be removed by Lessor at any time after the termination of this Rental Agreement.

8. ENTIRE AGREEMENT: The Rental Agreement constitutes the full agreement between Lessor and Lessee. Time is of the essence in this Rental Agreement. The receipt of the Bounce house that is the subject of this Rental Agreement is in good working order and repair and this is so acknowledged by Lessee.

9. RAIN POLICY: DURING PERIODS OF SEVERE WEATHER CONDITIONS (I.E. RAIN. HIGH WINDS. ETC). WE RESERVE THE RIGHT TO CANCEL YOUR RESERVATIONS. IF CONDITIONS ARE NOT TOO SEVERE WE WILL GIVE YOU THE OPTION OF KEEPING THE UNIT OR NOT. IF

YOU DECIDE TO KEEP THE UNIT THERE WILL BE NO REFUNDS .

LESSOR : [Signature] date 2/29/24
Authorized Representative for AMERICAN BOUNCE

By my signature, I accept the terms of this RENTAL AGREEMENT.

LESSEE : [Signature] date 1/1

Print _____

WE ARE DETERMINED TO PROVIDE THE BEST SERVICE. IT IS THE DRIVER'S RESPONSIBILITY TO MAKE SURE THE JUMP IS PROPERLY SPIKED DOWN AND IN REASONABLY CLEAN CONDITIONS. IF YOU FEEL THAT THE DRIVER HAS NOT DONE A SATISFACTORY JOB IN SETTING UP THE UNIT , PLEASE CALL US IMMEDIATELY. 856-899-7861

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

RESOLUTION #2024-106

Title: A RESOLUTION REQUESTING RELEASE OF ANY ACCRUED INTEREST FROM PERFORMANCE GUARANTEE FOR BLOCK 18, LOT 27.01; 301 BAYSHORE ROAD; ESCROW #P17-01-03

WHEREAS, Chewies, LLC, posted a Performance Guarantee with the Township of Lower, in the amount of \$6,024.00; and

WHEREAS, the Township Council released the Performance Bond, having a total value of \$6,0240.00, on May 18, 2020, without interest, by Resolution #2020-158.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that any accrued interest from the Performance Guarantee be and is hereby released.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 18, 2024.

Julie A Picard, Township Clerk

TOWNSHIP OF LOWER

2600 Bayshore Road
Villas, New Jersey 08251



Incorporated 1798

(609) 886-2005

MEMORANDUM

TO: Township Council

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

DATE:

RE: Chewies, LLC
Castaway Cove Restaurant
301 Bayshore Road
Block 18/Lot 27.01
Resolution #2020-158

The Land Development Ordinance of the Township of Lower, Chapter XVI, Subsection 400-81E, requires that “The governing body shall by resolution, release or declare in default each Performance Guarantee.”

Pursuant to the above referenced Subsection 400-81F, Resolution #2020-158, is required to **release** the Performance Bond interest, held in trust by the Township of Lower, plus any accrued interest, for Castaway Cove Restaurant, Block 18, Lot 27.01.

The inspection and construction costs of the bonded improvements have been paid for by the developer. All mandated improvements must be completed for the project’s final approval.

A Maintenance Guarantee is not required for this project. The original Performance Bond, in the amount of \$6,024.00, was released previously. The purpose of this Resolution is to release any of the accrued interest.

WJG:kms
Att. (1)
cc: Financial File

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

RESOLUTION #2024-107

Title: **A RESOLUTION REQUESTING RELEASE OF REVEGETATION AND RESTORATION GUARANTEE FOR DUNE SITE PLAN; BLOCK 319, LOT 1.02; BOND P- ARENA**

WHEREAS, Kathleen R. Arena, posted a bond for revegetation and restoration of dune grass with the Township of Lower in the amount of \$1,000.00; and

WHEREAS, the Township Planning Director recommends that the property remain in its natural, undisturbed state.

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

BE IT FURTHER RESOLVED that the Township Treasurer is granted permission to issue a check, in the amount of \$1,000.00, plus any accrued interest, for payment of the above released Guarantee.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 18, 2024.

Julie A Picard, Township Clerk

TOWNSHIP OF LOWER

2600 Bayshore Road
Villas, New Jersey 08251



Incorporated 1798

(609) 886-2005

MEMORANDUM

TO: Mayor Frank Sippel
Councilmembers

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

DATE: March 12, 2024

RE: Release of Bond for Restoration and Revegetation of Dune Grass
Block 319, Lot 1.02
RE: VEG BOND/P ARENA
Resolutions #2024-107

Kathleen R. Arena posted a bond for the restoration and revegetation of dune grass, on July 7, 2015, per Planning Board Resolution #15-10. The property was sold and Ms. Arena did not proceed with construction.

Therefore, I recommend return of the above referenced bond for revegetation of dune grass by Township Council.

Thank you.

WJG:kms

cc: Julie Picard
Township Clerk

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

RESOLUTION #2024-108

Title: A RESOLUTION REQUESTING RETURN OF PERFORMANCE GUARANTEE FOR BOOTS, LLC;
BLOCK 630, LOTS 1 AND 2; ESCROW BOOTS, LLC

WHEREAS, BOOTS, LLC, posted a Performance Guarantee with the Township of Lower in the amount of \$3,600.00; and

WHEREAS, BOOTS, LLC, has decided to withdraw the Ice Cream Parlor application and continue with the previously approved existing office use.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the Performance Guarantee be and is hereby returned to the applicant.

BE IT FURTHER RESOLVED that the Township Treasurer is granted permission to issue a check, in the amount of \$3,600.00, plus any accrued interest, for payment of the above released Guarantee.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 18, 2024.

Julie A Picard, Township Clerk

TOWNSHIP OF LOWER

2600 Bayshore Road
Villas, New Jersey 08251



Incorporated 1798

(609) 886-2005

MEMORANDUM

TO: Township Council

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

DATE: March 12, 2024

RE: Boots, LLC
3826 Bayshore Road
Block 630/Lots 1 and 2
Resolution #2024-108

The Land Development Ordinance of the Township of Lower, Chapter XVI, Subsection 400-81E, requires that “The governing body shall by resolution, release, declare in default or return, each Performance Guarantee”.

Pursuant to the above referenced Subsection 400-81F, Resolution #2024- , is required to **return** the Performance Guarantee, held in trust by the Township of Lower, plus any accrued interest, for Boots, LLC, Block 630, Lots 1 and 2.

The inspection and construction costs of the bonded improvements have been paid for by the developer.

WJG:kms
Att. (1)
cc: Financial File

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

RESOLUTION #2024-109

Title: A RESOLUTION REQUESTING RELEASE OF VARIOUS MAINTENANCE GUARANTEES

BLOCK	LOT	MAINTENANCE GUARANTEE POSTED:	NAME/ADDRESS/MAINTENANCE AMOUNT
259	Lot 3,4,5	\$ 8,640.47	1638 Bayshore Road/FLCH, LLC-ABBA Medical Supply
290	Lots 1 - 7	\$ 20,108.97	1887 Bayshore Road/CAR WASH OF VILLAS
410.01	Lot 21.02	\$ 2,624.60	319 Suzanne Avenue/McNULTY, John & Dolores
433	Lot 16.02	\$ 3,182.40	635 Breakwater Road/TODD, Frederick & Laura
497.01	Lot 24.01	\$ 37,491.30	414 George Street/LTGS, LLC/HDA DEVELOPMENT
499.02	Lot 33.16	\$ 1,372.86	3729 Bayshore Road/BAYSHORE HOLDINGS 1, LLC
500.01	Lot 46 & 49	\$ 8,037.90	Brynwood Ave/BRYNNWOOD EST/WALTER, Michael
504	Lots 5.01	\$ 7,912.26	668 Route 9/KIRK, John S. DBA: THE SHOP
510	Lot 4.01	\$ 1,032.75	669 Route 9/MORGAN RV RESORTS, LLC
			LAKE LAURIE CAMGROUND
699	Lot 3-14	\$101,924.64	9600 Atlantic Avenue/CARLYLE REALTY PARTNERS IV
712	Lot 1,2,&30	\$ 2,354.93	9800 Pacific Avenue/PETER, Scott
741.03	Lot 28.09	\$ 13,645.93	650 Town Bank Road/TINNEY, Edward J DDS
741.04	Lot 13.08	\$ 5,702.22	694 Petticoat Creek Lane/PANNACCIO, Robert, V.M.D.
748	Lot 7	\$ 50,035.73	New England Road/LAWRENCE A. PRAY BUILDERS INC
748	Lot 34.02	\$ 2,974.19	501 Sunset Blvd/DanGreg INC
776	Lots 10-20	\$ 4,852.50	920-928 Route 109/FCF REALTY, INC
790	Lot 8	\$ 5,832.00	502 Sunset Blvd/HF RENTALS, LLC
793	Lot 15.01	\$ 2,841.94	997 Ocean Drive/LUND'S FISHERIES, INC.
806	Lot 3	\$ 4,309.00	14 Shawcrest Road/MERRICK, Paul J.
822.02	Lots 2-4	\$ 5,628.63	Ocean Drive/CARTER, DON & BRYAN Cecil
			Bryan/Carter Investments
822.02	Lots 2-6	\$ 40,570.00	Ocean Drive/JENLO INC. & HARLO, INC

WHEREAS, the above referenced applicants, posted a Maintenance Guarantee with the Township of Lower, in the amounts detailed above.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Maintenance Guarantees listed above be, and are hereby, released and the Township Treasurer is granted permission to issue checks plus any accrued interest, if applicable.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 18, 2024.

Julie A Picard, Township Clerk

TOWNSHIP OF LOWER

2600 Bayshore Road
Villas, New Jersey 08251



Incorporated 1798

(609) 886-2005

MEMORANDUM

TO: Mayor Frank Sippel &
Township Council Members

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

DATE: March 12, 2024

RE: Release of multiple Maintenance Guarantees, referenced on the attached list

Please release to all referenced applicants on the attached list, made part of this memo, the Maintenance Guarantee that The Township of Lower is holding in trust, plus any accrued interest, as the allotted time of two years has expired and can be released back to the original holders.

Thank you.

WJG:kms

Att.: (1)

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

RESOLUTION # 2024-110

Title: **BID ACCEPTANCE AND CONTRACT AWARD OF RESURFACING OF BAY DRIVE
(WILDWOOD AVENUE TO MALLOW ROAD) (LT-C-034)**

WHEREAS, the Notice to Bidders for the Resurfacing of Bay Drive (Wildwood Avenue to Mallow Road) LT-C-034 was advertised on February 21, 2024 and accepted on Wednesday March 13, 2024 at 10:00 a.m. prevailing time; and

WHEREAS, Three (3) sealed bids were submitted and reviewed by the Township Engineer, QPA and Public Works Superintendent Gary Douglass; and

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

Appropriation: _____

Signature: _____
Lauren Read, CFO

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

AWARD TO: PAVING PLUS LLC
TOTAL: \$553,887.00

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
COOMBS						
ROY						
PERRY						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 18, 2024.

Julie A Picard, Township Clerk

DEBLASIO & ASSOCIATES

CONSULTING ENGINEERS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

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

March 13, 2024

VIA EMAIL

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

**Re: Township of Lower, Cape May County, NJ
Resurfacing of Bay Drive
D&A File #: LT-C-034**

Dear Ms. Picard:

We have tabulated the three (3) bids received on March 13, 2024 for the above referenced project. As such, we have determined that the lowest responsible bidder appears to be Paving Plus, LLC in the amount of \$553,877.00. Enclosed please find one (1) copy of the bid tabulation for your files.

In accordance with N.J.S.A. 40A:11-1 et seq., the award should be made to the lowest responsible bidder which appears to be Paving Plus, LLC, P.O. Box 508, Franklinville, NJ 08322 in the amount of \$553,877.00. The contractual award should be made contingent upon approval from the Township Purchasing Agent, Chief Financial Officer and Township Solicitor.

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

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



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

President

T: 609-854-3311

Marc@deblasioassoc.com

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

DEBIASIO & ASSOCIATES

CONSULTING ENGINEERS AND PLANNERS

BID TABULATION

Project Name: RESURFACING OF BAY DRIVE

D&A Project#: LT-C-034
 Client: Township of Lower
 Bid Opening Date: 03/13/2024

Item #	DESCRIPTION	QUANTITY & UNITS		UNIT PRICE	AMOUNT	Paving Plus, LLC P.O. Box 508 Franklinville, NJ 08322		Landberg Construction 82 Tuckahoe Road Dorothy, NJ 08337		South State, Inc. P.O. Box 88 Bridgeton, NJ 08302	
		LUMP SUM	LUMP SUM			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT		
1	TRAFFIC CONTROL	LUMP SUM	LUMP SUM	\$6,435.00	\$6,435.00						
2	CLEARING SITE	LUMP SUM	LUMP SUM	\$23,000.00	\$23,000.00	\$5,000.00	\$5,000.00	\$75,000.00	\$75,000.00	\$10,000.00	\$10,000.00
3	FUEL PRICE ADJUSTMENTS	DOLLAR	700	\$1.00	\$700.00	\$20,000.00	\$20,000.00	\$10,000.00	\$10,000.00	\$1.00	\$700.00
4	ASPHALT PRICE ADJUSTMENTS	DOLLAR	2,600	\$1.00	\$2,600.00	\$490,000.00	\$490,000.00	\$1.00	\$2,600.00	\$1.00	\$2,600.00
5	HOT MIX ASPHALT 9.5%MS4 SURFACE COURSE	TON	3,929	\$93.00	\$365,397.00	\$2,800.00	\$6,760,000.00	\$100.00	\$392,900.00	\$100.00	\$392,900.00
6	HOT MIX ASPHALT 19MS4 BASE COURSE	TON	97	\$90.00	\$8,730.00	\$100.00	\$9,700.00	\$67.00	\$6,499.00	\$150.00	\$14,550.00
7	HMA MILLING 3" OR LESS	S.Y.	29,900	\$2.90	\$86,710.00	\$2.75	\$82,225.00	\$4.00	\$119,600.00	\$4.00	\$119,600.00
8	EXCAVATION, UNCLASSIFIED	C.Y.	110	\$20.00	\$2,200.00	\$0.01	\$1.10	\$0.01	\$1.10	\$30.00	\$3,300.00
9	8" x 18" CONCRETE VERTICAL CURB (IF & WHERE DIRECTED)	L.F.	40	\$50.00	\$2,000.00	\$70.00	\$2,800.00	\$50.00	\$2,000.00	\$50.00	\$2,000.00
10	RESET STONE MULCHING	S.Y.	245	\$5.00	\$1,225.00	\$45.00	\$11,025.00	\$20.00	\$4,900.00	\$20.00	\$4,900.00
11	INLET FILTERS, TYPE 1	S.F.	390	\$1.00	\$390.00	\$0.01	\$3.90	\$2.00	\$780.00	\$2.00	\$780.00
12	RESET BRICK PAVERS	S.Y.	44	\$50.00	\$2,200.00	\$115.00	\$4,972.00	\$40.00	\$1,760.00	\$40.00	\$1,760.00
13	BICYCLE SAFE GRATE	UNIT	21	\$600.00	\$12,600.00	\$325.00	\$6,825.00	\$400.00	\$8,400.00	\$400.00	\$8,400.00
14	TURF REPAIR STRIP	L.F.	6,435	\$1.00	\$6,435.00	\$5.00	\$32,175.00	\$0.50	\$3,217.50	\$0.50	\$3,217.50
15	TRAFFIC MARKINGS LINES, 24"	L.F.	1,050	\$5.10	\$5,355.00	\$5.50	\$5,775.00	\$5.00	\$5,250.00	\$5.00	\$5,250.00
16	CONCRETE DRIVEWAY, 6" THICK (IF & WHERE DIRECTED)	S.Y.	20	\$90.00	\$1,800.00	\$180.00	\$3,200.00	\$150.00	\$3,000.00	\$150.00	\$3,000.00
17	NO ITEM	L.F.	0		\$0.00		\$0.00		\$0.00		\$0.00
18	CONCRETE SIDEWALK, 4" THICK	S.Y.	10	\$90.00	\$900.00	\$140.00	\$1,400.00	\$150.00	\$1,500.00	\$150.00	\$1,500.00
19	TRAFFIC STRIPES, 4"	L.F.	23,000	\$0.55	\$12,650.00	\$0.55	\$12,650.00	\$0.48	\$11,040.00	\$0.48	\$11,040.00
20	RECONSTRUCTED INLET, TYPE "B", USING NEW CASTING	UNIT	1	\$2,500.00	\$2,500.00	\$2,700.00	\$2,700.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
21	DENSE GRADED AGGREGATE BASE COURSE, 6" THICK	S.Y.	750	\$15.00	\$11,250.00	\$0.01	\$7.50	\$5.00	\$3,750.00	\$5.00	\$3,750.00
Sub-Total Amount Bid Based on Estimated Quantities for Items 1 to 21					\$553,877.00	\$7,840,158.50	\$7,840,158.50	\$667,247.50			
Total Amount Bid Based on Estimated Quantities for Items 1 - 21					\$553,877.00	\$7,840,158.50	\$667,247.50				

Error in Bidder's Mathematics

Marc DeBiasio

Marc DeBiasio, P.E., P.F., C.M.E.
 Township Engineer

3/13/2024

Date

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

RESOLUTION # 2024-111

Title: **BID ACCEPTANCE AND CONTRACT AWARD OF FY 2023 NJDOT MUNICIPAL AID/LOCAL TRANSPORTATION PROJECTS FUND RECONSTRUCTION OF WILDWOOD AVENUE**

WHEREAS, the Notice to Bidders for the FY 2023 NJDOT Municipal Aid/Local Transportation Projects Fund Reconstruction of Wildwood Avenue (LT-C-034) was advertised on February 21, 2024 and accepted on Wednesday March 13, 2024 at 10:30 a.m. prevailing time; and

WHEREAS, Six (6) sealed bids were submitted and reviewed by the Township Engineer, QPA and Public Works Superintendent Gary Douglass; and

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

Appropriation _____

Signature _____
Lauren Read, CFO

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

AWARD TO: PAVING PLUS LLC
TOTAL: \$498,860.50

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
COOMBS						
ROY						
PERRY						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 18, 2024.

Julie A Picard, Township Clerk

DEBLASIO & ASSOCIATES

CONSULTING ENGINEERS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

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

March 13, 2024

VIA EMAIL

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

**Re: Township of Lower, Cape May County, NJ
FY2023 NJDOT Municipal Aid Program/Local Transportation Projects Fund
Reconstruction of Wildwood Avenue
D&A File #: LT-C-034**

Dear Ms. Picard:

We have tabulated the six (6) bids received on March 13, 2024 for the above referenced project. As such, we have determined that the lowest responsible bidder appears to be Paving Plus, LLC in the amount of \$498,860.50. Enclosed please find one (1) copy of the bid tabulation for your files.

In accordance with N.J.S.A. 40A:11-1 et seq., the award should be made to the lowest responsible bidder which appears to be Paving Plus, LLC, P.O. Box 508, Franklinville, NJ 08322 in the amount of \$498,860.50. The contractual award should be made contingent upon approval from the Township Purchasing Agent, Chief Financial Officer, Township Solicitor and New Jersey Department of Transportation.

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

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



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

President

T: 609-854-3311

Marc@deblasioassoc.com

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

BID TABULATION

Project Name: R2023 N.J.D.O.T. MUNICIPAL AID PROGRAM/LOCAL TRANSPORTATION PROJECTS FUND
RECONSTRUCTION OF WILLOW AVENUE

D&A Project #: LT-C-034
Client: Township of Lower Merion, NJ 08052
Bid Opening Date: 05/13/2024

Item #	DESCRIPTION	QUANTITY & UNITS	UNIT PRICE		AMOUNT		UNIT PRICE	AMOUNT
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT		
N.J.D.O.T. PARTICIPATING ITEMS - LOCAL TRANSPORTATION PROJECTS FUND								
L1	22" HIGH DENSITY POLYETHYLENE PIPE	L.F. 200	\$94.00	\$18,800.00	\$94.00	\$18,800.00	\$18,800.00	\$18,800.00
L2	INLETS, TYPE "A"	UNIT 2	\$4,800.00	\$9,600.00	\$4,800.00	\$9,600.00	\$4,800.00	\$9,600.00
L3	CONCRETE SIDEWALK, 4" THICK	S.Y. 20	\$180.00	\$3,600.00	\$180.00	\$3,600.00	\$250.00	\$5,000.00
L4	REST BRICK PAVERS	S.Y. 20	\$1,000.00	\$2,000.00	\$1,000.00	\$2,000.00	\$1,000.00	\$2,000.00
L5	HOT MIX ASPHALT 5.5% SURFACE COURSE	TON 900	\$88.00	\$79,200.00	\$88.00	\$79,200.00	\$120.00	\$108,000.00
L6	HMA MILLING, 3" OR LESS	S.Y. 7,000	\$14.00	\$98,000.00	\$14.00	\$98,000.00	\$4.50	\$31,500.00
L7	REST STONE MAILCHING	S.Y. 140	\$110.00	\$15,400.00	\$110.00	\$15,400.00	\$22.60	\$3,164.00
L8	CONCRETE DRIVEWAY, 6" THICK	S.Y. 40	\$180.00	\$7,200.00	\$180.00	\$7,200.00	\$187.50	\$7,500.00
L9	8" x 18" CONCRETE VERTICAL CURB	L.F. 50	\$35.00	\$1,750.00	\$35.00	\$1,750.00	\$39.50	\$1,975.00
L10	TUPE REPAIR STRIP	L.F. 2,500	\$1.00	\$2,500.00	\$1.00	\$2,500.00	\$7.00	\$17,500.00
L11	DETECTABLE WARNING SURFACES	S.Y. 1	\$500.00	\$500.00	\$500.00	\$500.00	\$218.00	\$218.00
L12	INLET FILTERS, TYPE 1	S.F. 420	\$1.00	\$420.00	\$1.00	\$420.00	\$22.60	\$9,492.00
L13	TRAFFIC STRIPES, 4"	L.F. 2,500	\$0.70	\$1,750.00	\$0.70	\$1,750.00	\$0.75	\$1,875.00
L14	BRICKS SAFE GRANITE	UNIT 11	\$700.00	\$7,700.00	\$700.00	\$7,700.00	\$824.00	\$9,064.00
L15	RECONSTRUCTED INLET, TYPE "B", USING NEW CASTING	UNIT 4	\$1,800.00	\$7,200.00	\$1,800.00	\$7,200.00	\$2,800.00	\$11,200.00
L16	ASPHALT PRICE ADJUSTMENT	DOLLAR 1,500	\$1.00	\$1,500.00	\$1.00	\$1,500.00	\$1.00	\$1,500.00
L17	CLEARING SITE	LUMP SUM \$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$9,605.00	\$9,605.00
L18	CLEANING EXISTING PIPE, 8" TO 24" DIAMETER	L.F. 1,800	\$8.50	\$15,300.00	\$8.50	\$15,300.00	\$11.00	\$19,800.00
L19	VIDEO INSPECTION OF PIPE	L.F. 1,800	\$8.50	\$15,300.00	\$8.50	\$15,300.00	\$11.00	\$19,800.00
L20	PIPE PRICE ADJUSTMENT	DOLLAR 900	\$1.00	\$900.00	\$1.00	\$900.00	\$1.00	\$900.00
L21	TRAFFIC MARKING LINES, 24"	L.F. 75	\$10.00	\$750.00	\$10.00	\$750.00	\$8.00	\$600.00
Sub-Total Amount Bid Based on Estimated Quantities for Items L1 to L21				\$276,870.00		\$276,870.00		\$276,870.00
N.J.D.O.T. PARTICIPATING ITEMS - MUNICIPAL AID								
M1	22" PERFORATED HIGH DENSITY POLYETHYLENE CLAUVERT PIPE IN STONE TRENCH	L.F. 200	\$125.00	\$25,000.00	\$125.00	\$25,000.00	\$145.20	\$29,040.00
M2	24" PERFORATED HIGH DENSITY POLYETHYLENE CLAUVERT PIPE IN STONE TRENCH	L.F. 80	\$225.00	\$18,000.00	\$225.00	\$18,000.00	\$256.70	\$20,536.00
M3	22" HIGH DENSITY POLYETHYLENE PIPE	L.F. 110	\$80.00	\$8,800.00	\$80.00	\$8,800.00	\$146.50	\$16,115.00
M4	INLETS, TYPE "A"	UNIT 4	\$4,800.00	\$19,200.00	\$4,800.00	\$19,200.00	\$3,500.00	\$14,000.00
M5	DETECTABLE WARNING SURFACES	S.Y. 2	\$500.00	\$1,000.00	\$500.00	\$1,000.00	\$226.00	\$452.00
M6	HOT MIX ASPHALT 5.5% SURFACE COURSE	TON 960	\$85.00	\$81,600.00	\$85.00	\$81,600.00	\$118.00	\$113,280.00
M7	HMA MILLING, 3" OR LESS	S.Y. 7,760	\$3.40	\$26,584.00	\$3.40	\$26,584.00	\$3.40	\$26,584.00
M8	CONCRETE SIDEWALK, 4" THICK	S.Y. 35	\$180.00	\$6,300.00	\$180.00	\$6,300.00	\$207.00	\$7,245.00
M9	REST STONE MAILCHING	S.Y. 140	\$110.00	\$15,400.00	\$110.00	\$15,400.00	\$22.60	\$3,164.00
M10	CONCRETE DRIVEWAY, 6" THICK	S.Y. 70	\$180.00	\$12,600.00	\$180.00	\$12,600.00	\$187.50	\$13,125.00
M11	8" x 18" CONCRETE VERTICAL CURB	L.F. 210	\$50.00	\$10,500.00	\$50.00	\$10,500.00	\$58.50	\$12,285.00
M12	REST BRICK PAVERS	S.Y. 20	\$1,000.00	\$2,000.00	\$1,000.00	\$2,000.00	\$1,000.00	\$2,000.00
M13	TUPE REPAIR STRIP	L.F. 2,855	\$1.00	\$2,855.00	\$1.00	\$2,855.00	\$7.00	\$19,985.00
M14	TRAFFIC MARKING LINES, 24"	L.F. 123	\$10.00	\$1,230.00	\$10.00	\$1,230.00	\$8.00	\$984.00
M15	TRAFFIC STRIPES, 4"	L.F. 3,025	\$6.70	\$20,267.50	\$6.70	\$20,267.50	\$0.75	\$2,268.75
Sub-Total Amount Bid Based on Estimated Quantities for Items M1 to M15				\$419,157.50		\$419,157.50		\$419,157.50

Company Name	Address	City	State	Zip	Phone	Fax	Website
West Bay Construction	123 Pleasant Avenue	Asheboro	NJ	08020			
Ricky Hulse Construction	54 State Lane	Bridgeport	NJ	08002			
Fred M. Schiavone Construction	P.O. Box 415	Madison	NJ	08053			
South State, Inc.	P.O. Box 68	Bridgeport	NJ	08002			
Lundberg Construction	82 Tradehike Road	Dorothy	NJ	08537			
Paving Plus, LLC	P.O. Box 538	Franklinville	NJ	08032			

BID TABULATION

Project Name: F2023 N.J.D.O.T. MUNICIPAL AID PROGRAM/LOCAL TRANSPORTATION PROJECTS FUND
RECONSTRUCTION OF WILDWOOD AVENUE

D&A Project #: LT-C-034
Client: Township of Lower
Bid Opening Date: 09/13/2024

Item #	DESCRIPTION	QUANTITY & UNITS	UNIT PRICE		AMOUNT		UNIT PRICE	AMOUNT	
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT		UNIT PRICE	AMOUNT
M16	INLET FILTERS, TYPE 1	S.F. 200	\$1.00	\$200.00	\$2.00	\$400.00	\$1.00	\$200.00	\$1,000.00
M17	BICYCLE SAFE GRATE	UNIT 2	\$700.00	\$1,400.00	\$925.00	\$1,850.00	\$500.00	\$1,000.00	\$1,000.00
M18	FUEL PRICE ADJUSTMENT	DOLLAR 900	\$1.00	\$900.00	\$1.00	\$900.00	\$1.00	\$900.00	\$900.00
M19	ASPHALT PRICE ADJUSTMENT	DOLLAR 1,500	\$1.00	\$1,500.00	\$1.00	\$1,500.00	\$1.00	\$1,500.00	\$1,500.00
M20	VIDEO INSPECTION OF PIPE	L.F. 430	\$32.00	\$13,760.00	\$13.00	\$5,590.00	\$13.00	\$5,590.00	\$4,300.00
M21	CLEANING EXISTING PIPE, 8" TO 24" DIAMETER	L.F. 75	\$185.00	\$13,875.00	\$30.00	\$2,250.00	\$35.00	\$2,625.00	\$750.00
M22	INLETS, TYPE "F"	UNIT 2	\$4,500.00	\$9,000.00	\$7,000.00	\$14,000.00	\$4,500.00	\$9,000.00	\$18,000.00
M23	CLEARING SITE	LUMP SUM	\$0.00	\$0.00	\$10,200.00	\$10,200.00	\$10,200.00	\$10,200.00	\$18,000.00
M24	CONSTRUCTION SIGNS	S.F. 539	\$1.00	\$539.00	\$0.01	\$5.39	\$18.19	\$9,755.90	\$8,000.00
M25	DRUM	UNIT 40	\$1.00	\$40.00	\$0.01	\$0.40	\$10.00	\$400.00	\$400.00
M26	BEARAWAY BARRICADE	UNIT 10	\$1.00	\$10.00	\$0.01	\$0.10	\$10.00	\$100.00	\$250.00
Sub-Total Amount Bid Based on Estimated Quantities for Items M1 to M26				\$281,990.50		\$281,990.50		\$281,990.50	\$587,240.00

Unit in Bidder's Mathematics

Total Amount Bid Based on Estimated Quantities for Items L1 - L21 & M1 to M26

\$498,860.50	\$510,454.19	\$523,880.14	\$596,640.65	\$668,103.25	\$695,540.00
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Max DeBlasio
Max DeBlasio, P.E., P.P., C.M.E.
Township Engineer

09/13/2024
Date

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

RESOLUTION #2024-112

Title: APPROVING A PROFESSIONAL SERVICE CONTRACT WITH DeBLASIO & ASSOCIATES FOR RESURFACING OF BAY DRIVE (WILDWOOD AVE TO MALLOW RD) CONSTRUCTION PHASE SERVICES (LT-C-034A)

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

WHEREAS, DeBlasio & Associates have provided a proposal for Resurfacing of Bay Drive (Wildwood Ave to Mallow Rd) Construction Phase Services (LT-C-034); and the CFO has certified the availability of funds in the following budget lines as evidenced her signature:

Appropriation: _____

Signature: _____
Lauren Read, CFO

WHEREAS, the Township Council desires to approve the proposal;

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 DeBlasio & Associates and the Township of Lower, in the form attached hereto as EXHIBIT A, for an amount of \$ 30,000.00 is hereby approved.

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: MOTION, SECOND, AYE, NAY, RECUSE, ABSTAIN, ABSENT and 5 rows: CONRAD, COOMBS, ROY, PERRY, SIPPEL

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 18, 2024.

Julie A Picard, Township Clerk

DEBLASIO & ASSOCIATES

CONSULTING ENGINEERS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

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

March 14, 2024

VIA EMAIL

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

**Re: Township of Lower, Cape May County, NJ - REVISED
Resurfacing of Bay Drive – Construction Phase Services
D&A File #: LT-C-034 (a)**

Dear Mr. Douglass:

DeBlasio & Associates, P.C. is pleased to provide this proposal to provide our professional services for the **Resurfacing of Bay Drive - Construction Phase Services** which shall consist of the following roadways:

1. Bay Drive – Wildwood Avenue to Mallow Road

Construction Phase Cost:	\$30,000.00
• Contract Administration	
• Shop Drawing and Submittal Review	
• Part Time Construction Observation	
Based on a 60 Day Construction Contract	
Total Professional Service Fee	\$30,000.00

Upon your authorization, we are prepared to begin work immediately on the Township's **Resurfacing of Bay Drive– Construction Phase Services**. Should you have any questions or require any additional information, please do not hesitate to contact Will Hanson at our office. Thank you for the opportunity to submit this proposal.

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



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

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

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

RESOLUTION #2024-113

Title: APPROVING CHANGE ORDER #2 WITH DeBLASIO & ASSOCIATES FOR THE FY 2023 NJDOT MUNICIPAL AID PROGRAM / LOCAL TRANSPORTATION PROJECTS FUND RECONSTRUCTION OF WILDWOOD AVENUE – CONSTRUCTION PHASE SERVICES (LT-C-034)

WHEREAS, DeBlasio & Associates were awarded a professional service contract on December 19, 2022 by Resolution #2022-385; and Change Order # 1 was awarded on May 15, 2023 by Resolution #2023-162 for the FY2023 NJDOT Municipal Aid Program / Local Transportation Projects Fund Reconstruction of Wildwood Avenue; and

WHEREAS, DeBlasio & Associates have provided a proposal for the Construction Phase Services for the FY2023 NJDOT Municipal Aid Program / Local Transportation Projects Fund Reconstruction of Wildwood Avenue the amount of \$30,000; 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: _____

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 Change Order #2 attached hereto in the amount of \$30,000.00 is hereby approved and increasing the contract total to \$150,000.00.

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 18, 2024.

Julie A Picard, Township Clerk

DEBLASIO & ASSOCIATES

CONSULTING ENGINEERS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

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

March 14, 2024

VIA EMAIL

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

**Re: Township of Lower, Cape May County, NJ
FY2023 NJDOT Municipal Aid Program/Local Transportation Projects Fund
Reconstruction of Wildwood Avenue– *Construction Phase Services*
D&A File #: LT-C-034**

Dear Mr. Douglass:

DeBlasio & Associates, P.C. is pleased to provide this proposal to provide our professional services for the **Reconstruction of Wildwood Avenue- *Construction Phase Services*** which shall consist of the following roadways:

1. Wildwood Avenue – Bayshore Road to the Western end of Wildwood Avenue

Construction Phase Cost:	\$30,000.00
• Contract Administration	
• Shop Drawing and Submittal Review	
• Part Time Construction Observation	
Based on a 60 Day Construction Contract	
Total Professional Service Fee	\$30,000.00

Upon your authorization, we are prepared to begin work immediately on the Township's **Reconstruction of Wildwood Avenue– *Construction Phase Services*** . Should you have any questions or require any additional information, please do not hesitate to contact Will Hanson at our office. Thank you for the opportunity to submit this proposal.

Very truly yours,

DeBlasio & Associates, P.C.

A handwritten signature in cursive script, appearing to read "Marc DeBlasio".

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

President

T: 609-854-3311

Marc@deblasioassoc.com

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

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

RESOLUTION #2024-114

Title: **APPROVAL OF AN ALCOHOLIC BEVERAGE CONTROL PLENARY RETAIL CONSUMPTION LICENSE;
PLACE-TO-PLACE TRANSFER - LICENSE #0505-33-012-012 , FROM AN INACTIVE LICENSE TO
502 SUNSET BOULEVARD, LOWER TOWNSHIP, NEW JERSEY**

WHEREAS, an application has been filed for a place-to-place (inactive License) transfer of Plenary Retail Consumption License 0505-33-012-012 issued to RL Farms Inc for the premises heretofore located at 502 Sunset Boulevard T/A The Fish House, Lower Township NJ; and

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Lower Township Council does hereby approve, effective Tuesday, March 19, 2024, the Place-to-Place transfer of the aforesaid Plenary Retail Consumption licensed premises, from an inactive license to its new location at 502 Sunset Boulevard, Lower Township, New Jersey and does hereby direct the Township Clerk to endorse the License Certificate to as follows: "This License, subject to all of its terms and conditions, is hereby transferred to premises located at 502 Sunset Boulevard, Lower Township, New Jersey."

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 18, 2024.

Julie A Picard, Township Clerk

Clerk Report February 2024

Register Report - Last month

2/1/2024 through 2/29/2024

3/4/2024

Page 1

Date	Account	Num	Description	Category	Clr	Amount
			INCOME			72,139.00
			Campgrounds & Trailers			10,804.00
			Ice Cream Lic			270.00
			Short Term Rental 2024-2025			60,105.00
			Street Openings			460.00
			VACANT PROPERTY REGISTRATION			500.00
			TRANSFERS			-72,139.00
			Council Checking			-72,139.00
			OVERALL TOTAL			0.00

Township of Lower
 2600 Bayshore Road
 Villas, NJ 08251
 609-8862005

OFFICE OF CONSTRUCTION OFFICIAL

Construction Permit Activity Report

RANGE: 02/01/2024 To 02/29/2024

March 01, 2024 9:32:19AM

SUMMARY

CONSTRUCTION COSTS

COUNT

Cost Of Construction:	\$5,111,580.00	Cubic Footage:	607950 Cu.ft	Permit Issued:	102
Cost Of Alteration:	\$977,136.00	Square Footage:	34192 Sq.ft	Updates Issued:	6
Cost Of Demolition:	\$17,500.00			All Fees Waived:	3
Total Cost:	\$6,106,216.00			Municipal Fees Waived:	0

PERMIT FEES

ADMIN FEES

WAIVED FEES

TOTAL FEES

Building:	\$34,006.00	Building:	\$0.00	Building:	\$10,886.00	Building Fees:	\$23,120.00
Electrical:	\$11,222.00	Electrical:	\$0.00	Electrical:	\$1,795.00	Electrical Fees:	\$9,427.00
Fire :	\$3,955.00	Fire :	\$0.00	Fire :	\$0.00	Fire Fees:	\$3,955.00
Plumbing:	\$8,542.00	Plumbing:	\$0.00	Plumbing:	\$2,025.00	Plumbing Fees:	\$6,517.00
Elevator:	\$68.00	Elevator:	\$0.00	Elevator:	\$68.00	Elevator Fees:	\$0.00
Mechanical:	\$1,590.00	Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical Fees:	\$1,590.00
				* Total Waived:	\$14,774.00	Technical Fees:	\$44,609.00

DCA

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$2,253.00	\$1,122.00	\$1,131.00
Alteration Training Fee:	\$1,859.00	\$9.00	\$1,850.00
DCA Minimum Fee:	\$3.00	\$0.00	\$3.00
Sub total Training Fee:	\$4,115.00	\$1,131.00	\$2,984.00

TECHNICAL ISSUES

Building Technical:	56
Electrical Technical:	78
Fire Protection Technical:	33
Plumbing Technical:	42
Elevator Technical:	1
Mechanical Technical:	22

Certificate of Occupancy Fee:	\$4,970.00
Waived Certificate Fees:	\$1,465.00
Sub Total Certificate Fees:	\$3,505.00

PERMIT FEES:	\$44,609.00
DCA FEES:	\$2,984.00
CERTIFICATE FEES:	\$3,505.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$51,098.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$51,098.00

CERTIFICATE ISSUES

Certificate of Occupancy:	11
Certificate of Approval:	35
Certificate of Continued Occupancy:	0

* By State law (see N.J.S. 52:27D-126c): \$16,239.00

* By Municipality (see N.J.S. 52:27D-126b): \$0.00

OFFICE OF THE CONSTRUCTION OFFICIAL

Account Summation-Summary

Report Run from 02/01/2024 To 02/29/2024

March 1, 2024 9:19:08AM

ACCOUNT:		Cash Amount	Check Amount	Credit Card Amount	Total Fee
PERMIT FEES	Sub Totals:	\$5,198.00	\$45,900.00	\$0.00	\$51,098.00
CONTRACTOR LICENSE	Sub Totals:	\$0.00	\$450.00	\$0.00	\$450.00
DUMPSTER	Sub Totals:	\$0.00	\$10.00	\$0.00	\$10.00
NSF FEE	Sub Totals:	\$0.00	\$20.00	\$0.00	\$20.00
PERMIT FEE	Sub Totals:	\$0.00	\$129.00	\$0.00	\$129.00
	GRA	\$5,198.00	\$46,509.00	\$0.00	\$51,707.00

EDWARD P. DONOHUE
COORDINATOR
OFFICE (609)886-2005
OEM@TOWNSHIPOFLOWER.ORG



DEPUTY COORDINATORS

GARY DOUGLASS
PUBLIC WORKS DIRECTOR

EILEEN KREIS
MANAGER'S CONFIDENTIAL
ASSISTANT

Office of Emergency Management
2600 Bayshore Rd.
Villas, NJ 08251

**Monthly Report
For
February 2024**

Continue to monitor FLU and COVID reports from the NJ DOH for February 2024 the COVID Risk was listed as "LOW" State Wide, However the Flu Risk was listed as "HIGH" State Wide.

02-01 – Forwarded NJDOH Influenza Activity Report to All Dept Heads and Offices.

02-02 – Forwarded Tourniquet Bleeding Control Sim Limb Flyer to LTPD and Inspira EMS.

02-02 – Code Blue Issued for the over-night hours of Feb 3rd and 4th. Lower Township Warming Center had the Duty schedule for the Month of February.

02-02 – Dropped off Warming Center Expenditure and Attendance Reports for October through December 2023 from Cape May County DHS to WC Staff Member Yvonne Wright Then submitted same to Lauren Read CFO for invoice to CMC DHS.
(See Attached Reports)

02-05 – Code Blue Issued for the over-night hours of Feb 5-6-7. Forwarded same to all Concerned personnel.


02-08 – Requested WC attendance record for the first week of February 2024 from WC Staff Member Yvonne Wright. (See Attached)

02-12 – Forwarded Severe Weather Alert from CMC OEM for Heavy Rain and High Winds with Moderate Tidal Flooding to all department heads and offices. (See Attached Alert)

02-13 – Completed OEM Monthly Report for January 2024 and forwarded a copy to the Twp Manager and Mayor.

02-14 – Received Agenda for speakers for the 30th Anniversary Memorialⁱ Service for Lower Township Police Officer David C Douglass SR. from SFC Mike Perry.

- 02-14 – Attended Cape May County School Security Team Meeting Zoom Call at Town Hall.
- 02-16 – Code Blue Issued for the over-night hours of Feb 16-17-18. Snow Accumulating 1 to 3 Inches over-night on the 16th.
- 02-18 – Town Bank Fire House.. Guest speaker for the 30th Anniversary Memorial Service for Lower Township Police Officer David C Douglass Sr. Killed in the Line of Duty on February 18th, 1994.
- 02-19 – Code Blue Issued for the Over-Night hours of Feb 21ST.
- 02-21 – EMMIT Training Drill Week. Completed 2 Resource Request, A Log Entry Report, An EOC Activation Report and a State of Emergency Report.
- 02-22 – Forwarded Influenza Report from NJ DOH to all Department Heads and Offices Influenza Risk was still listed as “HIGH” State Wide.
- 02-23 – Forwarded Traffic Alert on Fishing Creek Road Work Project from the Cape May County Road Department to Lower Township School Districts regarding School Bus Access to Fishing Creek Road.
- 02-23 – Code Blue Issued for the over-night hours of Feb 24th.
- 02-27 – Attended Teams Meeting Zoom Call for Mass Casualty Drill Table Top Exercise Scheduled for March 20th at the DRBA Ferry Terminal in Lower Township. Provided Information on INSPIRA EMS OPS in Lower Township.
- 02- 27 – Meeting with the Twp Manager, Lt McEwing of LTPD and Reps from INSPIRA EMS Operations to discuss renewing the INSPIRA EMS Contract with Lower Township.
- 02-28 – Attended Planning Group Meeting for Active Shooter Drill at the Coast Guard Training Center scheduled for March 26th, 2024.
- 02-28 – Code Blue Alert issued for the over-night hours of Feb 28th and 29th.
- 02-29 – Received Attendance and Expenditure Reports from Sabrina Hand Cape May County DHS for Lower Township Warming Center and Forwarded same to Yvonne Wright. (Reports Attached)
- 02-29 – Forwarded Cape May County and Atlantic County School Reunification Training Seminar scheduled for March 21st at the Middle Township Pac Center to LTPD and all Concerned personnel.

Monthly Report Prepared by:
 Edward Donohue 
 OEM Coordinator
 03/12/24

**2024 CASH RECEIPTS
FEBRUARY**

Township of Lower
Office of the Tax Collector

	MONTH TO DATE	YEAR TO DATE
Receipts		
Current year taxes (2024)	12,358,282.37	17,289,641.24
Prior year taxes (2023)	121,993.76	307,596.05
Previously exempt property		0.00
State Audit Pay Back		0.00
Municipal Lien		0.00
Recording		0.00
Bankruptcy		0.00
6% Penalty		0.00
Municipal Service Fees		0.00
Tax Search Fees		0.00
Interest	12,193.93	18,816.09
Lot clearing	900.00	900.00
Returned Check Fees	340.00	360.00
Duplicate Bills	55.00	70.00
Trash	8,650.00	13,321.00
TOTAL DEPOSITS	12,502,415.06	17,630,704.38
DEPOSITED TO COUNCIL CHECK	11,053,646.57	15,215,353.40
DEPOSITED TO WIPP ACCOUNT	1,448,768.49	2,415,350.98
TOTAL DEPOSITS	12,502,415.06	17,630,704.38
NSF Reversals	4,487.84	16,408.08
WIPP NSF Reversals	37,227.63	37,727.63
NSF Fee Reversal	40.00	40.00
TOTAL NSF	41,755.47	54,175.71
TOTAL	12,460,659.59	17,576,528.67

Prepared by Kathy Brown

CASH RECONCILIATION FEBRUARY 29, 2024

	Cash		Less Checks Outstanding	Cash Book Balance
	*On Hand	On Deposit		
Current	1,482,056.91	17,388,137.82	1,912,089.22	16,958,105.51
Trust - Assessment				
Trust - Dog License	115.00	12,062.83	944.40	11,233.43
Trust - Other	1,963.13	4,145,311.83	50,925.93	4,096,349.03
Capital - General	0.00	6,325,153.08	0.00	6,325,153.08
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	1,484,135.04	27,870,665.56	1,963,959.55	27,390,841.05

*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 29-Feb-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 29-Feb-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

Township of Lower
Treasurer's Report
2024

	<u>Total</u>	<u>Jan</u>	<u>Feb</u>
BEG. BAL. JAN. 1, 2024	13,821,975.52	13,821,975.52	14,284,517.15
RECEIPTS:			
Per Revenue Status	18,553,312.83	5,648,047.63	12,905,265.20
	0.00		
	18,553,312.83	5,648,047.63	12,905,265.20
Transfers:			
Capital - Clear Interfund	156,104.96	15,725.44	140,379.52
Grants Received:			
CMC Arts \$ Recd	8,842.75	2,707.75	6,135.00
DSGPO \$ RECD	6,020.00		6,020.00
14,862.75			
TOTAL RECEIPTS:	18,724,280.54	5,666,480.82	13,057,799.72
DISBURSEMENTS:			
2023 Reserves	414,254.13	181,291.38	232,962.75
2024 Current	15,199,700.90	5,082,169.37	10,117,531.53
2024 Capital	156,104.96	15,725.44	140,379.52
Appropriation Refunds:	(174,058.60)	(75,247.00)	(98,811.60)
TOTAL DISBURSEMENTS	15,596,001.39	5,203,939.19	10,392,062.20
END. BAL. DEC. 31, 2024	16,950,254.67	14,284,517.15	16,950,254.67
Total Appropriation Refunds	(174,058.60)	(75,247.00)	(98,811.60)

**FEBRUARY 2024
VITAL STATISTICS**

Marriages,Civil Unions	5
Domestic Partners	0
Certified Copies	163
Certified Copies EDRS	5
Burial Permits	0

Marriages, Civil Unions State	\$125.00
Domestic Partners State	\$0.00
Marriages, Civil Unions Twp	\$15.00
Domestic Partners Twp	\$0.00
Certified Copies	\$1,630.00
Certified Copies EDRS	\$50.00
Burial Permits	\$0.00

TOTAL **\$1,820.00**