

**WORK SESSION AND REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL**

**November 7 , 2022 – 7:00 pm.**

**Meeting called to order**

Opening Announcement

Pledge of Allegiance & Moment of Silence

Roll Call & Determination of Quorum

Small Cities Public Hearing

**Work Session**

**Consent Agenda**

Approval of Minutes – October 17, 2022

Res. #2022-330 Authorization for the payment of Vouchers \$ 656,416.36

Res. #2022-331 A Resolution Authorizing the Transfer of Firearms No Longer Needed to a Licensed Firearms Dealer for Private Sale

Res. #2022-332 2022 Drive Sober or Get Pulled Over Year End Holiday Crackdown

Res. #2022-333 A Resolution Approving the Annual Level of Compensation for the Commissioners of Fire District #2 Pursuant to N.J.S.A.40A:14-88 and Local Finance Notice 2021-16

Res. #2022-334 Transfer of 2022 Appropriations

Res. #2022-335 A Resolution Approving the Annual Level of Compensation for the Commissioners of Fire District #3 Pursuant to N.J.S.A.40A:14-88 and Local Finance Notice 2021-16

Res. #2022-336 Authorization for the Payout of Accumulated Compensatory Time (W.Omrod \$2,874.59)

Res. #2022-337 Amend Resolution #2022-245; Authorization for the Payout of Accumulated Compensatory Time (B.McEwing \$147.01)

Res. #2022-338 Amend Resolution #2022-242; Authorization for the Payout of Accumulated Compensatory Time (J.Armbruster \$3,078.07)

Res. #2022-339 Amend Resolution #2022-243; Authorization for the Payout of Accumulated Compensatory Time (C.Ryan \$1,495.)

Res. #2022-340 A Resolution of the Township of Lower Canceling Certain Taxes per Agreement/Resolution #2020-272

Res. #2022-341 Appointment to the Recreation Advisory Board

Res. #2022-342 Authorizing the Sale of Township of Lower Surplus No Longer Needed for Public Use on GovDeals Online Auction Website

Res. #2022-343 Certification of Best Practices Inventory

Res. #2022-344 Authorization for the payout of Accumulated Compensatory Time (M Nuscis \$3,365.)

Res. #2022-345 A Resolution Amending Resolution #2022-102; Reversing the Cancellation of Taxes

Res. #2022-346 Public Facilities Grant Application for \$400,000 Stormwater Outfall Improvements

Res. #2022-347 Identifying Small Cities Fair Housing Officer

Res. #2022-348 Adoption of State Model Citizen Participation Plan for DCA Small Cities Program

Res. #2022-349 Approval of Public Facilities Grant Management Plan Stormwater Outfall Improvements

Res. #2022-350 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Youth Leadership Grant \$5,042.45)

Res. #2022-351 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (DEDR \$26,215.00)

Res. #2022-352 Authorizing a Professional Service Contract with Blauer Associates for the Application Submission and Administrative Work, If Needed, for Storm Drainage Project in the Villas (Not to exceed \$17,500)

Res. #2022-353 A Resolution Authorizing the Pro-Ration of Mercantile License Fees Associated with Rental Units During the 2023 Calendar Year due to Modification of Annual License Term

Res. #2022-354 Cancellation of 2022 Taxes and Tax Sale Certificates due to Lower Township Foreclosure on Properties

Res. #2022-355 Authorization for Refund of Taxes

**Ordinance #2022-12;** An Ordinance Amending Chapter 432, Mercantile Licenses, to Modify the License Term Associated with Rental Unit Mercantile Licenses

**Ordinance #2022-13 –** Salary and Benefit Ordinance for the Township of Lower.

This is the first reading of Ordinances # 2022-12 and 2022-13. The second reading and public hearings have been scheduled for December 5, 2022

**Regular Agenda**

**Monthly Report**

September Finance and 3<sup>rd</sup> Quarter Finance

Certification of Mailing of Tax Bills

Tax Monthly Report – July, August & September

**Public Comment**

**Council Comments**

**Adjourn**

## COUNCIL MEETING MINUTES – October 17, 2022

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on October 17, 2022 at 7:00 p.m. in the meeting room of the Township Hall, 2600 Bayshore Road, Villas, New Jersey.

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

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

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

Also present: Michael Laffey, Township Manager, David Stefankiewicz and Robert Belasco, Township Solicitors and Karen Fournier, Deputy Township Clerk

### Work Session

#### Consent Agenda

Approval of Minutes – October 3, 2022

Res. #2022-319 Authorization for the payment of vouchers \$ 481,538.68

Res. #2022-320 A Resolution Approving the Annual Level of Compensation for the Commissioners of Fire District #1 Pursuant to N.J.S.A. 40A:14-88 and Local Finance Notice 2021-16

Res. #2022-321 Resolution Acknowledging the Award of a Twelve (12) month Contract to UGI Energy Services for Natural Gas Supply Service under the South Jersey Power Cooperative for the Township of Lower

Res. #2022-322 Authorizing the Sale of Township of Lower Surplus No Longer Needed for Public Use on Govdeals Online Auction Website

Res. #2022-323 Approval of Change Order #1 for Engineering Services for the Construction Phase of Fire Lane; Bayshore Road to Sunnyside Drive Project (LT-C-029) (\$30,000)

Res. #2022-324 Approval for Pyrotecnico Fireworks Inc to Load and Unload a Fireworks Barge in Lower Township

Res. #2022-325 Authorization for the Payout of Accumulated Compensatory Time (J. Felsing #3,116.66)

Res. #2022-326 Approval for Cape May Hallowed Half Marathon (Oct 29, 2022)

Res. #2022-327 Approval of Change Order #1 to Paul Baldini, Esq. As Conflict Counsel (\$5,000)

Res. #2022-329 Approval for Lower Township Veterans Day Parade

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

### Regular Agenda

#### Engineer's Report

Marc DeBlasio provided Council with an update on the following engineering projects being handled by DeBlasio & Associates including: Reconstruction of Mowery Ave., Harvard St., Peters Rd., Howland and Miami Aves.; Cloverdale, Evergreen and Spruce Storm Sewer Improvements; Reconstruction of Fire Lane; Diamond Beach Park Improvements; Replacement of Various Pavilions; Municipal Pool Renovations; and all completed Township Roadway Improvements.

Mayor Sippel thanked Manager Laffey and DeBlasio & Associates for seeing these projects through. Councilmember Conrad and Deputy Mayor Perry also thanked the engineers for the work they've completed and for the savings to the taxpayers.

**Monthly Reports -**

Clerk, Construction, Dog, Finance, Vital

**Public Comment** – no comments

**Council Comments**

Councilmember Conrad thanked everyone who helped with the benefit concert and commented on the importance of infrastructure projects.

Councilmember Coombs – no comments

Councilmember Roy commended the MUA on the sewer installations being done in Ward 3.

Deputy Mayor Perry thanked everyone involved with the benefit concert and voiced favor with the venue for future events.

Mayor Sippel commented in favor of the benefit concert and thanked the Optimist Club for managing the fund. He also announced the following upcoming events: Trunk or Treat; Free Flu Shots; Haunted Trails; Trick or Treat; Veterans' Day Parade; and Tree Lighting Ceremony.

**Closed Session**

Res. #2022-328 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. **Attorney/Client Privilege, Personnel, Contracts**

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

Council adjourned to Closed Session at 7:12 p.m.

Council returned to Open Session at 7:58 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 7:59 p.m.

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Frank Sippel, Mayor

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

Approved:



Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01200	DELTA DENTAL PLAN OF NJ	22-02618	11/01/22	OCT 22 DENTAL ADMIN	Open	1,355.25	0.00		
01269	DISCOUNT HYDRAULICS*	22-02600	10/27/22	SUPPLIES/DPW	Open	162.58	0.00		
01563	FOREMOST PROMOTIONS*	22-02307	09/23/22	Fire Prevention hats	Open	1,622.85	0.00		
01585	ALBERT FLITCROFT	22-02642	11/03/22	CONTRACTUAL REIMBURSEMENT M	Open	200.40	0.00		
01603	GENERAL CODE PUBLISHERS*	22-02501	10/17/22	Sup # 39	Open	932.16	0.00		
01643	WILLIAM GALESTOK	22-02474	10/17/22	CONTRACTUAL REIMBURSEMENT V	Open	295.00	0.00		
01649	GARDEN STATE HWY PRODUCTS, INC*	22-02172	09/01/22	SIGN POST	Open	2,825.35	0.00		
01653	GENTILINI FORD*	22-02042	08/17/22	MATERIALS FOR VEHICLED/DPW	Open	1,753.57	0.00		
		22-02043	08/17/22	MATERIALS FOR VEHICLES/DEC/DPW	Open	1,579.01	0.00		
		22-02602	10/27/22	HEADLAMPS/VEHICLES	Open	1,182.54	0.00		
						<u>4,515.12</u>			
01690	GRANTURK EQUIPMENT CO*	22-02497	10/17/22	MATERIALS/DPW	Open	232.38	0.00		
01806	ANTHONY J HARVATT, II, ESQ	22-02362	09/29/22	Zoning Brd Resolution Vouchers	Open	300.00	0.00		
01974	I.A.C.P MEMBERSHIP*	22-02074	08/22/22	IACP 2022 ANNUAL CONFERENCE	Open	370.00	0.00		
02025	HUNTER JERSEY PETERBILT*	22-02380	10/04/22	MATERIALS FOR TRUCKS/DPW	Open	745.28	0.00		
		22-02598	10/27/22	MATERIAL/DPW	Open	262.26	0.00		
						<u>1,007.54</u>			
02027	JESCO INC*	22-02496	10/17/22	MATERIALS FOR TRUCKS/DPW	Open	381.24	0.00		
		22-02591	10/27/22	PARTS FOR BACK HOE/DPW	Open	854.50	0.00		
		22-02599	10/27/22	MATERIALS/DPW	Open	458.38	0.00		
						<u>1,694.12</u>			
02045	LIBERTY PARKS AND PLAYGROUNDS*	22-01147	05/04/22	6 FOOT BENCHES	Open	14,689.20	0.00		
02108	KEEN COMPRESSED GAS CO*	22-02614	11/01/22	COMPRESSED GAS/DPW	Open	250.30	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
02245	DAVID LEPOR								
		22-02525	10/25/22	IN LIEU OF HEALTH INS	Open	2,500.00	0.00		
02247	LAWSON PRODUCTS, INC.*								
		22-02604	10/27/22	SUPPLIES/DPW	Open	1,290.76	0.00		
02320	LOWER TOWNSHIP BRD OF EDUCATN								
		22-02323	09/27/22	5th GRADE MUA FIELD TRIP	Open	858.90	0.00		
02441	ERNEST MACOMBER								
		22-02519	10/24/22	CONTRACTUAL REIMBURSEMENT M	Open	1,837.20	0.00		
02538	MARSH & MCLENNAN AGENCY, LLC*								
		22-00069	01/10/22	RES 2022-12 MONTHLY DNE\$43517.	Open	3,626.41	0.00		
02590	ARTHUR MASON								
		22-02511	10/21/22	CONTRACTUAL REIMBURSEMENT M	Open	72.00	0.00		
02632	N J PLANNING OFFICIALS*								
		22-02537	10/25/22	NJ PLANNING OFFICIALS BILLING	Open	440.00	0.00		
02811	JAMES MOY								
		22-02518	10/24/22	CONTRACTUAL REIMBURSEMENT M	Open	229.17	0.00		
03021	NJ MOTOR VEHICLE COMMISSION								
		22-02469	10/13/22	Vehicle Title Registration	Open	60.00	0.00		PC1
03023	SIG SAUER INC*								
		22-01879	07/25/22	TRAINING 10/5/22	Open	560.00	0.00		
03026	NJ STATE HEALTH BENEFITS								
		22-02578	10/27/22	NOV 2022 HEALTH INS	Open	206,109.73	0.00		
		22-02579	10/27/22	NJSHBP NOV 2022 RETIREE	Open	105,935.04	0.00		
						312,044.77			
03034	SAFEGUARD DOCUMENT DESTRUCTION								
		22-02485	10/17/22	TOWNSHIP SHREDDING DAY/OCT.15	Open	800.00	0.00		
03072	NJ STATE LEAGUE OF MUNICIPALITY*								
		22-02397	10/06/22	LEAGUE OF MUNIC- M BREWSTER	Open	70.00	0.00		
03179	OFF-SHORE GETTY STATION*								
		22-02492	10/17/22	TOWING/DPW	Open	150.00	0.00		
03293	BLAINE PAYNTER								
		22-02510	10/21/22	CONTRACTUAL REIMBURSEMENT V	Open	370.00	0.00		
		22-02521	10/24/22	CONTRACTUAL REIMBURSEMENT M	Open	35.00	0.00		
						405.00			
03305	PEDRONI FUEL*								
		22-02464	10/13/22	NO LEAD GAS/DPW 9/29/22	Open	1,261.94	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03305	PEDRONI FUEL*				Continued				
		22-02527	10/25/22	NO LEAD GAS/DPW	Open	610.47	0.00		
						1,872.41			
03387	POGUE INC. *								
		22-02480	10/17/22	CONTROLLED SUBSTANCE TEST	Open	50.00	0.00		
		22-02481	10/17/22	CONTROLLED SUBSTANCE TEST	Open	133.00	0.00		
		22-02502	10/17/22	CONTROLLED SUBSTANCE TEST	Open	75.00	0.00		
						258.00			
03466	R & R SPECIALTIES								
		22-02344	09/28/22	HALLOWEEN PARADE-TROPHY&MEDALS	Open	93.00	0.00		
03573	SAFETY-KLEEN CORP*								
		22-01052	04/21/22	EQUIP. MAINT/DPW/MAY	Open	502.75	0.00		
03611	SERVICE TIRE TRUCK CENTERS*								
		22-01925	08/02/22	TIRES/SANT/REC/DPW/OCT	Open	3,842.02	0.00		
03692	SOUTH JERSEY GAS CO*								
		22-02589	10/27/22	9/19-10/19/22 NATURAL GAS	Open	1,711.82	0.00		
03899	UPS								
		22-02488	10/17/22	RETURN LAB TOP/DPW	Open	324.62	0.00		PC1
		22-02574	10/27/22	SHIPPING CHARGED TO P-CARD	Open	56.27	0.00		PC1
		22-02583	10/27/22	SHIPPING CHARGED TO P-CARD	Open	55.79	0.00		PC1
						436.68			
03904	LOWE'S HOME CENTER INC*								
		22-02361	09/29/22	SUPPLIES FOR TOWNSHIP/DPW	Open	29.54	0.00		
03969	VERIZON								
		22-02586	10/27/22	LANDLINES 10/13-11/12/22	Open	43.34	0.00		
03971	VERIZON WIRELESS MDT POLICE								
		22-02622	11/01/22	VERIZON POLICE & TWP	Open	1,236.48	0.00		
03985	VILLAS NAPA AUTO PARTS								
		22-01930	08/02/22	RDS/RECY/DPW/OCT	Open	1,258.01	0.00		
03992	VAL-U AUTO PARTS LLC*								
		22-01928	08/02/22	RDS/SANT/RECY/DPW/OCT	Open	5,752.09	0.00		
		22-01969	08/08/22	VEHICLE AC EVAPORATION SYSTEM	Open	9,369.75	0.00		
						15,121.84			
04030	WEST PUBLISHING PAYMENT *								
		22-02463	10/13/22	COURT ANNUAL UPDATES	Open	829.00	0.00		
04075	BARBER CONSULTING SERVICES LLC								
		22-02528	10/25/22	SERVER CONFIGURE & TEST TH-BOCA	Open	1,500.00	0.00		
		22-02529	10/25/22	CLOUD BACK UP 1YR TIL 10/15/23	Open	600.00	0.00		
						2,100.00			

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
04085	CHRISTOPHER WINTER	22-02517	10/24/22	CONTRACTUAL REIMBURSEMENT M	Open	166.00	0.00		
04089	WIZARD'S FESTIVAL OF FUN, INC*	22-02266	09/15/22	PEP BAND FOR PARADE 10/08/22	Open	950.00	0.00		
04097	CINTAS FIRST AID AND SAFETY*	22-02585	10/27/22	REFILL MEDICAL CABINET	Open	57.31	0.00		
		22-02601	10/27/22	FIRST AID SUPPLIES/DPW	Open	67.33	0.00		
						124.64			
04261	STATE OF NEW JERSEY	22-02625	11/02/22	3RD QTR 2022 UNEMPLOYMENT	Open	4,824.99	0.00		
04301	SEASHORE ASPHALT CORPORATION*	22-02038	08/17/22	ASPHALT VARIOUS ROADWAYS	Open	867.00	0.00		B
05083	ALLEGRA MARKETING, PRINT & MAIL	22-02468	10/13/22	VETERANS DAY POSTER/FLYERS	Open	403.00	0.00		
6059	USABLE LIFE	22-02577	10/27/22	NOVEMBER 2022 LIFE	Open	782.10	0.00		
7079	SUBURBAN PROPANE L P*	22-02467	10/13/22	PROPANE- FREEMAN DOUGLASS PARK	Open	97.21	0.00		
7098	SHORE VETERINARIAN ANIMAL *	22-00071	01/10/22	RES #22-29 ANIMAL CONT DNE\$57K	Open	4,750.00	0.00		B
7196	LAUREN HUGGINS SUIT*	22-00068	01/10/22	RES22-09 PUBLIC INFO DNE\$16280	Open	1,356.67	0.00		B
7199	STAPLES CREDIT PLAN-INSTORE PU	22-02378	10/04/22	OFFICE SUPPLIES	Open	353.41	0.00		
7251	REIT LUBRICANTS CO*	22-02219	09/13/22	MOTOR OIL/SYNTHETIC LUBE	Open	2,967.55	0.00		
7354	FLEETPRIDE INC.*	22-02368	10/04/22	SUPPLIES FOR TRUCKS/DPW	Open	88.00	0.00		
		22-02526	10/25/22	BRAKES/TRUCK 29	Open	1,893.08	0.00		
		22-02603	10/27/22	NEW BRAKES/DPW	Open	1,611.60	0.00		
						3,592.68			
7385	JASON FELSING	22-02478	10/17/22	TRAINING MEALS	Open	27.03	0.00		
7386	COREY SCHEID	22-02475	10/17/22	TRAINING MEALS	Open	10.00	0.00		
7437	ECOVERSE INDUSTRIES LTD*	22-02369	10/04/22	COMPOST TURNER PARTS	Open	4,584.70	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7437	ECOVERSE INDUSTRRIES LTD*				Continued				
		22-02437	10/07/22	TUB GRINDER PARTS/DPW	Open	1,034.47	0.00		
						5,619.17			
7475	SUZANNE M SCHEID								
		22-02509	10/21/22	CONTRACTUAL REIMBURSEMENT M	Open	30.04	0.00		
7507	STEFANKIEWICZ & BELASCO LLC*								
		22-00062	01/10/22	RES 2022-01 DNE\$34K MONTHLY	Open	2,833.33	0.00		B
7526	J HARRIS ACADEMY OF POLICE LLC								
		22-01148	05/04/22	TRAINING Oct 19, 2022	Open	285.00	0.00		
7536	ALS ASSOCIATION OF GREATER								
		22-02241	09/14/22	RETURN OF UNUSED ESCROW	Open	143.75	0.00		
7636	MOTT MACDONALD LLC*								
		22-02460	10/13/22	ENGINEERING INV 8-20-2021	Open	675.50	0.00		
7727	ANDREW MCCLOSKEY								
		22-02641	11/03/22	CONTRACTUAL REIMBURSEMENT V	Open	278.00	0.00		
7748	JAMES MATHIS								
		22-02476	10/17/22	TRAINING MEALS	Open	25.00	0.00		
7772	PIONEER ATHLETICS*								
		22-02504	10/17/22	QUICK STRIPE WHITE PAINT	Open	720.00	0.00		
7820	DEBLASIO & ASSOCIATES, P.C*								
		22-02462	10/13/22	Pl Board Engineer Vouchers	Open	661.60	0.00		
7826	CASANI CANDY CO. INC*								
		22-02354	09/28/22	HALLOWEEN CANDY-TRUNK OR TREAT	Open	2,013.10	0.00		
7836	AXON ENTERPRISE, INC*								
		22-01874	07/25/22	TASER EW INSTRUCTOR CERTIFICAT	Open	750.00	0.00		
7839	JAMES DIETTERICH								
		22-02516	10/24/22	CONTRACTUAL REIMBURSEMENT M/V	Open	963.05	0.00		
7929	AMAZON CAPITAL SERVICES, INC*								
		22-02289	09/21/22	CUSTOM COURT OFFICE FLEECE JKT	Open	102.97	0.00		
		22-02313	09/23/22	MILWAUKE BATTERY CHARGER	Open	85.00	0.00		
		22-02374	10/04/22	FS supplies	Open	132.08	0.00		
		22-02375	10/04/22	FS amazon masks	Open	185.89	0.00		
		22-02399	10/06/22	2023 BUDGET SUPPLIES	Open	654.06	0.00		
		22-02402	10/06/22	FS Amazon misc	Open	89.74	0.00		
		22-02413	10/06/22	FAUCET FOR FREEMAN DOUGLASS	Open	83.09	0.00		
		22-02427	10/07/22	OIL SPLATTER PAD	Open	21.11	0.00		
		22-02471	10/13/22	SUPPLIES FOR HAUNTED TRAILS	Open	1,368.65	0.00		
		22-02487	10/17/22	FS Belles fire investigation	Open	762.19	0.00		
		22-02584	10/27/22	HAUNTED TRAILS BANNER & LIGHTS	Open	57.98	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7929	AMAZON CAPITAL SERVICES, INC*				Continued				
		22-02592	10/27/22	HEAD GASKET FOR LEAF TRUCK	Open	69.99	0.00		
						3,612.75			
8439	J&D SERVICES LLC *								
		22-00851	04/06/22	FERTILIZING SERVICES RES22-107	Open	2,502.90	0.00		
8440	ANTONIO A MARROQUIN								
		21-01447	06/11/21	EQUIPMENT ATTLOANCE 2021	Open	27.30	0.00		
		22-00881	04/07/22	EQUIPMENT ALLOWANCE 2022	Open	68.70	0.00		B
						96.00			
8448	STAR GENERAL CONTRACTING *								
		22-00368	02/07/22	DOUGLASS PARK/CANAL PARK	Open	227.00	0.00		B
8460	RE BUSINESS SOLUTIONS *								
		22-02531	10/25/22	POOLED PRINTER MAINT 3RD QTR	Open	1,596.82	0.00		
8464	JEREMY EMBS								
		22-02484	10/17/22	FS JE reimbursement UFC book	Open	100.00	0.00		
8517	STEWART BUSINESS SYSTEMS *								
		22-02432	10/07/22	FS 10.1.22-12.31.22	Open	113.85	0.00		
8524	FRED M SCHIAVONE CONSTRUCTION*								
		22-01967	08/08/22	STORM SEWER CLOVERDALE, EVERG	Open	100,908.64	0.00		B
		22-01968	08/08/22	CHG 2- WILSON, 1ST,2ND,3RD AVE	Open	8,094.68	0.00		
						109,003.32			
8529	STAR LEDGER								
		22-01751	07/08/22	1YR DGTL SUBSCRIPTION TREAS.	Open	100.00	0.00		PC1
8686	SHELBY RAMBO								
		22-02572	10/27/22	Shelby Rambo uniform reimbursm	Open	112.47	0.00		
8721	BLANEY, DONOHUE, & WEINBERG PC								
		22-00067	01/10/22	RES 2022-06 PROSECUT DNE\$42500	Open	3,541.66	0.00		B
8735	SURENIAN EDWARDS & NOLAN LLC								
		22-00826	04/06/22	Special Counsel Affordable Hou	Open	760.00	0.00		B
8838	2022 MAAWLW CONFERENCE								
		22-02125	08/30/22	WOMEN IN LAWENFORCEMENT CONFER	Open	550.00	0.00		
8847	EASTERN LIFT TRUCK CO. INC								
		22-02498	10/17/22	MATEREIAL /DPW	Open	47.14	0.00		
8849	HORNER ENTERPRISES LLC								
		22-02500	10/17/22	BOUNCE HOUSES-BENEFIT CONCERT	Open	900.00	0.00		
8855	CAPE MAY LANDING								
		22-02343	09/28/22	REFUND 3RD QRT TAX	Open	483.84	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type	
8859	SHERWOOD LOCK & KEY	22-02404	10/06/22	KEYS	Open	9.00	0.00			
8864	EMMA MULDOON	22-02495	10/17/22	Reimburse Concert Supplies	Open	39.48	0.00			
8865	CAPE ENVIRONMENTAL TESTING LAB	22-02490	10/17/22	WELL WATER TESTING	Open	70.00	0.00			
8867	SCOTT SHAFFER	22-02568	10/27/22	FINGERPRINT/BACKGROUND CHECK	Open	57.38	0.00			
BOSNA	KAREN MANETTE BOSNA	22-02459	10/13/22	YOGA- MONTH OF SEPTEMBER	Open	205.00	0.00			
DOUGHERT	GEORGIA DOUGHERTY	22-02613	11/01/22	CONTRACUAL REIMBURSEMENT M	Open	296.94	0.00			
FBINA	FBINAA NJ CHAPTER*	22-01898	07/27/22	TRAINING OCT 2-4, 2022	Open	2,275.00	0.00			
JUSTF005	SHANNON NAGEL	22-02503	10/17/22	FACE PAINTER-BENEFIT CONCERT	Open	200.00	0.00			
MARIE005	MARIE STRICKLAND	22-02612	11/01/22	CONTRACTUAL REIMBURSEMENT M/V	Open	1,583.15	0.00			
NJPSAC	NJPSAC	22-02088	08/23/22	2022 ACCREDITATION MGR CONFERE	Open	747.00	0.00			
SEAGE	SEAGEAR MARINE SUPPLY*	22-02597	10/27/22	MATERIALS/DPW	Open	133.37	0.00			
SIXSM	LLOYD SIXSMITH*	22-02180	09/02/22	RECREATION LABORERS SHIRTS	Open	139.30	0.00			
<hr/>										
Total Purchase Orders:		149	Total P.O. Line Items:		0	Total List Amount:		654,484.20	Total Void Amount:	0.00

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

RESOLUTION #2022-330

Title: **AUTHORIZING THE PAYMENT OF VOUCHERS**

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
COMCAST	10/15-11/14/22 INTERNET (ALL)	\$1372.16
GREAT AMERICAN FINANCIAL	NOVEMBER 22 MAIL MACHINCE LEASE	\$560.00

TOTAL Manual Checks \$1932.16

TOTAL Computer Generated \$654,484.20

TOTAL BILL \$656,416.36

	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 Nov ,07 ,2022.

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

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

RESOLUTION #2022-331

Title: A RESOLUTION AUTHORIZING THE TRANSFER OF FIREARMS NO LONGER NEEDED TO A LICENSED FIREARMS DEALER FOR PRIVATE SALE

WHEREAS, the Township of Lower has determined that one (1) Glock G21 Gen4 Serial number ZPF335; Fixed Asset number 3761 is no longer needed for public use by the Lower Township Police Department; and

WHEREAS, the Township has requested and obtained an estimate as to the fair market value of the weapons from United Uniforms, an authorized firearms dealer, located in Rio Grande, New Jersey; and

WHEREAS, N.J.S.A 40A:11-36 permits a municipality to sell, by private sale, personal property no longer needed for public use, when the fair value of the property to be sold does not exceed the applicable bid threshold; and

WHEREAS, N.J.S.A. 2C:58-2 regulates the sale of the firearms within the State of New Jersey and requires that firearms be sold exclusively through a licensed gun dealer; and

WHEREAS, in order to facilitate the sale of one (1) Glock G21 Gen 4, Serial number ZPF335, Fixed Asset #3761 to Lower Township Sergeant Robert Smith whom retired effective October 1, 2022 for the estimated value of \$350.00, the firearm will be transferred to United Uniforms and the Township will receive a credit in the amount of \$350.00 on its Police Department Equipment Account.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the transfer of the firearm identified herein to United Uniforms, and the sale of the firearm identified by Serial number ZPF335, Fixed Asset #3761 to Retired Sergeant Robert Smith for the amount of Three Hundred Fifty (\$350.00) Dollars, to be received in the form of a credit of \$350.00 is hereby authorized.

BE IT FURTHER RESOLVED that said weapon; fixed asset #3761 will be removed from the Lower Township Fixed Asset Inventory.

	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 November 7, 2022.

Julie A Picard, Township Clerk

United Uniform  
1050 Route 47  
Rio Grande, NJ 08242  
(609) 849-9347  
UUORDERS@HOTMAIL.COM

## Estimate

**ADDRESS**  
Karen Wolf

**SHIP TO**  
Karen Wolf

**ESTIMATE #** 3178  
**DATE** 10/18/2022

---

ACTIVITY	QTY	RATE	AMOUNT
<b>Sales</b> Glock 21 Gen 4 Resale value at Blue book on gun values lists at 80% a value of \$350 for resale. True Gun Value shows a used 80% version as \$300	1	350.00	350.00

---

Smith	SUBTOTAL	350.00
	TAX	0.00
	<b>TOTAL</b>	<b>\$350.00</b>

Accepted By

Accepted Date

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

RESOLUTION #2022-332

Title: 2022 DRIVE SOBER OR GET PULLED OVER YEAR END HOLIDAY CRACKDOWN

WHEREAS, the Township of Lower desires to apply for and obtain a grant from the New Jersey Department of Law and Public Safety, Division of Highway Traffic Safety for \$10,500.00 to carry out a 2022 Drive Sober or Get Pulled Over Year End Holiday Crackdown from December 2, 2022 to January 1, 2023.

NOW THEREFORE, BE IT THEREFORE RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Township of Lower does hereby authorize the application for such a grant; and, upon receipt of the grant agreement from the New Jersey Department of Law and Public Safety, Division of Highway Traffic Safety, does further authorize the execution of the grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of said agreement between the Township of Lower and the New Jersey Department of Law and Public Safety, Division of Highway Traffic Safety.

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

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

\_\_\_\_\_  
Kevin Lewis, Chief of Police

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
COOMBS						
ROY						
PERRY						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 7, 2022.

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



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**ADD NOTE**

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

[Details](#)

**GRANT SNAPSHOT**

<b>Grant #:</b>	
<b>Status:</b>	Application In Process
<b>Project Title:</b>	2022 Drive Sober or Get Pulled Over Year End Holiday Crackdown
<b>Grantee/Organization Name:</b>	Lower Township
<b>Project Period:</b>	From: 12/02/2022 To: 01/01/2023
<b>Total Grant Award:</b>	\$10,500.00

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

[Top of the Page](#)

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

RESOLUTION #2022-333

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

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

**WHEREAS**, on September 10, 2022, the Board of Commissioners of Fire District #2, adopted Resolution # 22-32, a copy of which is annexed hereto, establishing the annual level of compensation for the commissioners of Fire District #2; and

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

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 7, 2022

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

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

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

**Resolution 22-32**

**Establishing the Compensation for Members of the Board of Fire Commissioners for 2023**

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

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

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

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

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

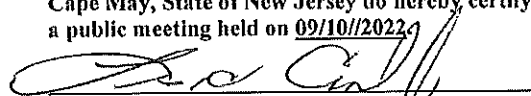
The foregoing resolution was introduced by Commissioner Andrews  
 and it was seconded by Commissioner Prendergast

**RECORD OF VOTE**

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

**CERTIFICATION**

I, Lewis H. Conley, Jr., Secretary of the Commissioners of Fire district No.2 in the Township of Lower, in the County of Cape May, State of New Jersey do hereby certify that the foregoing resolution was duly adopted by the Commissioners at a public meeting held on 09/10/2022.

  
 Lewis H. Conley, Jr., Commissioner/Secretary

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

**SCHEDULE A**

**Establishing the Compensation for Members of the Board of Fire Commissioners for 2023**

President	\$3,650.00
Vice President	\$3,350.00
Secretary	\$4,050.00
Treasurer	\$3,350.00
Commissioner	\$3,350.00

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

RESOLUTION #2022-334

Title: TRANSFER OF 2022 APPROPRIATIONS

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

NOW, THEREFORE BE IT RESOLVED by the Township Council of the Township of Lower, State of New Jersey that the following transfers totaling \$233,100.00 be made between the 2022 budget appropriations:

LINE ITEM		ACCT. NUMBER	TO	FROM
PLANNING	S&W	2-01-20-170-100	10,000.00	
PUBLIC WORKS	OE	2-01-26-305-200	60,100.00	
RECREATION	OE	2-01-28-370-200	5,000.00	
CELEBRATION	OE	2-01-30-420-200	4,000.00	
ELECTRIC	OE	2-01-31-430-200	52,000.00	
WATER & SEWER	OE	2-01-31-445-200	2,000.00	
GASOLINE	OE	2-01-31-460-200	100,000.00	
HUMAN RESOURCES	S&W	2-01-20-140-100		70,000.00
HUMAN RESOURCES	OE	2-01-20-140-200		5,000.00
LIABILITY INSURANCE	OE	2-01-23-210-400		18,100.00
DISPATCH	OE	2-01-25-250-200		125,000.00
SOLID WASTE DISPOSAL	OE	2-01-32-465-600		15,000.00
			233,100.00	233,100.00

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 7, 2022.

Julie A Picard, Township Clerk

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

RESOLUTION #2022-335

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

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

WHEREAS, on October 19, 2022, the Board of Commissioners of Fire District #3, adopted Resolution # 2022-21 a copy of which is annexed hereto, establishing the annual level of compensation for the commissioners of Fire District #3; and

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

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 7, 2022

Julie A Picard, Township Clerk

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

RESOLUTION # 2022-21

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

**BACKGROUND**

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

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

1. The annual compensation for the Commissioners of Fire District No. 3 is hereby established as set forth on Schedule "A", which is attached hereto and incorporated herein.
2. The Secretary shall provide a copy of this Resolution to the Lower Township Council for their review and approval in accordance with N.J.S.A. 40A:14-88 and Local Finance Notice LFN 2021-16 prior to approval of the annual budget.
3. This Resolution shall take effect immediately upon adoption this 18 day of October, 2022.

I hereby certify the foregoing to be the original resolution adopted by the Board of Commissioners of Fire District No. 3 at a meeting held October 19, 2022.

*(Signature)*  
Steven Douglass, Secretary

	MOTION	SECOND	YEA	NAY	ABSTAIN	ABSENT
Robertson			X			
G. Douglass			X			<del>X</del>
S. Douglass			X			
Sweeten	X		X			
Devlin		X	X			

**BOARD OF FIRE COMMISSIONERS  
LOWER TOWNSHIP DISTRICT 3**

**PO BOX 162  
RIO GRANDE, NJ 08242**

**Schedule "A" Resolution 2022-21**

<b>Commissioner (5)</b>	<b>\$4100 each</b>
<b>Treasurer</b>	<b>\$2200</b>
<b>Secretary</b>	<b>\$1700</b>

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

RESOLUTION # 2022-336

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to William Omrod in the amount of \$2,874.59 is authorized and chargeable to the 2022 Budget account 2-01-25-240-122.

	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 November 7, 2022.

Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

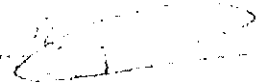
SPECIAL REPORT

TO: Chief Kevin Lewis  
FROM: Ptlm. William Omrod #208  
DATE: October 19, 2022  
SUBJECT: Comp Time Buyout

Chief Lewis,

I am asking to submit this letter to payroll requesting a buyout of 100 hours of accrued comp time. Thank you in advance for your time and attention to this request.

Respectfully Submitted,



William Omrod  
Patrolman *Badge* 208

C	File	Officer	Comments
	10/17/22	William Omrod 208	
	10/19/22	[Signature]	to L.T.
	10/20/22	LT [Signature]	To Capt Van...
	10/20/22	CPT [Signature]	To CHIEF LEWIS <i>Recommended APPROVED</i>
	10/20/22	181 [Signature]	SENT TO TOWNSHIP TO PROCESS

0. \*  
20.7459 x  
100. =  
2,874.59 \*+

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

RESOLUTON #2022-337

Title: **AMEND RESOLUTION #2022-245; AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME**

**WHEREAS**, Resolution #2022- 245 was adopted by Township Council at a meeting held August 1, 2022 Authorizing the payout of accumulated compensatory time to Brian McEwing in the amount of \$1,978.32; and

**WHEREAS**, because of the ratification of the Superior Officers Contract, the employee list above is due additional payout in the amount of \$147.01.

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that total payment to Brian McEwing in the amount of \$2,125.33 is authorized and chargeable to the 2022 Budget account 2-01-25-240-120.

	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 November 7, 2022.

Julie A Picard, Township Clerk

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

RESOLUTON #2022-338

Title: AMEND RESOLUTION #2022- 242; AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

WHEREAS, Resolution #2022- 242 was adopted by Township Council at a meeting held August 1, 2022 Authorizing the payout of accumulated compensatory time to John Armbruster in the amount of \$26,448.29; and

WHEREAS, because of the ratification of the Superior Officers Contract, the employee list above is due additional payout in the amount of \$3,078.07.

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that total payment to John Armbruster in the amount of \$29,526.36 is authorized and chargeable to the 2022 Budget account 2-01-25-240-120.

	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 November 7, 2022.

Julie A Picard, Township Clerk

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

RESOLUTON #2022-339

Title: AMEND RESOLUTION #2022- 243; AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

WHEREAS, Resolution #2022- 243 was adopted by Township Council at a meeting held August 1, 2022 Authorizing the payout of accumulated compensatory time to Charles Ryan in the amount of \$20,118.61; and

WHEREAS, because of the ratification of the Superior Officers Contract, the employee list above is due additional payout in the amount of \$1,495.00.

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that total payment to Charles Ryan in the amount of \$21,613.61 is authorized and chargeable to the 2022 Budget account 2-01-25-240-120.

	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 November 7, 2022.

Julie A Picard, Township Clerk

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

**RESOLUTION #2022-340**

Title:           **A RESOLUTION OF THE TOWNSHIP OF LOWER CANCELING CERTAIN TAXES  
PER AGREEMENT/RESOLUTION #2020-272**

**WHEREAS**, the tax status of the DRBA is governed by the Delaware-New Jersey Compact, as set forth in N.J.S.A. 32:11E-1; and

**WHEREAS**, the Compact provides that one essential governmental function of the DRBA is to promote economic development; and

**WHEREAS**, by attempting to lease the Property to tenants the DRBA is promoting economic development; and

**WHEREAS**, certain taxes became due on the properties listed below after the DRBA began attempting to lease the Property to tenants, and per Agreement and Resolution #2020-272, the DRBA is not responsible for said tax.

**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 property tax be cancelled and the Tax Collector is hereby directed to cancel the following tax:

<u>Block</u>	<u>Lot</u>	<u>Reason</u>	<u>Amount</u>
410.01	36.32	Cancel Tax per DRBA Agreement Tenant moved out	\$ 16.69
410.01	36.33	Cancel Tax per DRBA Agreement Tenant moved out	\$ 514.89

	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 November 7, 2022

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



BLQ: 410.01 36.33  
Owner Name: CAPE MAY CNTY @ PAUL LATORRE

Tax Year: 2022 to 2023  
Property Location: 351 RANGER ROAD UNIT 10

Tax Year: 2022		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total			
Original Billed:		0.00	0.00	514.90	514.89	1,029.79			
Payments:		0.00	0.00	514.90	514.89	1,029.79			
Balance:		0.00	0.00	0.00	0.00	0.00			

Date	Qtr	Type	Code	Check No	Mthd	Reference	Batch Id	Principal	Interest	2022 Prin Balance
								1,029.79		1,029.79
10/14/22	3	Payment	001	3837838638	CK	33992	29 WIPP1014	514.90	8.35	514.89
		Description Original Billed								
		online payments								
10/14/22	4	Payment	001	3837838638	CK	33992	30 WIPP1014	514.89	0.00	0.00
		Description online payments								

Tax Year: 2023		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total			
Original Billed:		257.45	257.45	0.00	0.00	514.90			
Prelim Adjust:		<u>257.45-</u>	<u>257.45-</u>	<u>0.00</u>	<u>0.00</u>	<u>514.90-</u>			
Total Billed:		0.00	0.00	0.00	0.00	0.00			
Payments:		0.00	0.00	0.00	0.00	0.00			
Balance:		0.00	0.00	0.00	0.00	0.00			

Date	Qtr	Type	Code	Check No	Mthd	Reference	Batch Id	Principal	Interest	2023 Prin Balance
								514.90		514.90
10/21/22	1	Adjustment	094			34024	1 KLB	257.45-	0.00	257.45
		Description tenant moved out								
10/21/22	2	Adjustment	094			34024	2 KLB	257.45-	0.00	0.00
		Description tenant moved out								

Total Principal Balance for Tax Years in Range: 0.00

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

RESOLUTION #2022-341

Title: APPOINTMENT TO THE RECREATION ADVISORY BOARD

WHEREAS, an opening exists on the Recreation Advisory Board; and

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

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

<u>NAME</u>	<u>TYPE</u>	<u>TERM EXP</u>
Lonnie Bedell	Regular Member	December, 2025

	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 November 7, 2022.

Julie A Picard, Township Clerk

FOR TOWNSHIP USE ONLY

Res. # \_\_\_\_\_ Board/Comm./Auth. \_\_\_\_\_

Term Exp. \_\_\_\_\_ Replaced \_\_\_\_\_ or Reappointed

TOWNSHIP OF LOWER  
CITIZEN LEADERSHIP FORM

NAME Louise Bedell

RCVD OCT 25 '22

CITY AND STATE Villas NJ

YEARS OF RESIDENCY IN TOWNSHIP 42 OCCUPATION Mechanic Fare Free Transportation

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

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

- Municipal Utilities Authority
- Planning Board
- Recreation Advisory Board
- Zoning Board of Adjustment

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

Rec Board - 15yrs, Lower Twp. Football, Little League,  
National Night out - 25yrs, Volunteer for LCMR Prom.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: 10-21 Signature: [Signature] (VALID FOR ONE YEAR FROM DATE OF RECEIPT)

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

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

RESOLUTION #2022-342

Title: **AUTHORIZING THE SALE OF TOWNSHIP OF LOWER SURPLUS NO LONGER NEEDED FOR PUBLIC USE ON GOVDEALS ONLINE AUCTION WEBSITE**

**WHEREAS**, the Township of Lower has determined that the property described on Schedule A attached hereto is no longer needed for public use; and

**WHEREAS**, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) authorizes the sale of surplus personal property no longer needed for public use through the use of an online auction service; and

**WHEREAS**, the Township of Lower intends to utilize the online auction services of GovDeals located at [www.govdeals.com](http://www.govdeals.com); and sell the Township surplus property.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the Township of Lower is hereby authorized to utilize the online auction services of GovDeals located at [www.govdeals.com](http://www.govdeals.com); and sell the surplus property as indicated on Schedule A on an online auction website.

	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 November 7, 2022.

Julie A Picard, Township Clerk

11/7/2022

GOV DEALS RES 2022- 342

LOCATION	DESCRIPTION /DISPOSAL	FA#
TOWNHALL	LANIER LARGE FORMAT PRINTER	2765

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

RESOLUTION #2022-343

Title: CERTIFICATION OF BEST PRACTICES INVENTORY

WHEREAS, the New Jersey State Appropriations Act (P.L. 2011, c85) requires the Division of Local Government Services (DLGS) to determine the payment amount for each municipality's final share of State Aid based upon the results of the Best Practices Checklist; and

WHEREAS, the purpose of the Best Practices worksheet is to promote and improve financial accountability and transparency by withholding some or all of the final payment of State Aid from municipalities who do not score high enough on the annual worksheet; and

WHEREAS, the attached 2022 Best Practices Inventory for the Township of Lower shows that the Township scores a 33 out of a potential 39 (No aid withholding for scores > 24) .

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the 2022 Best Practices Inventory has been reviewed and can be forwarded to the State of New Jersey Department of Community Affairs.

	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 November 7, 2022.

Julie A Picard, Township Clerk

# Best Practices Inventory Online Platform

2022 Survey

## Lower Township

### Printable Current Answers

001	Unscored Survey	Health Benefits	
For medical benefits, select the formula used for active employee cost sharing. For purposes of this question, the phrase "active employees" does not include those elected officials receiving medical coverage.			
002	Unscored Survey	Health Benefits	[0.00] Percentage of Premium
For prescription drug benefits, select the formula used for active employee cost sharing. For purposes of this question, the phrase "active employees" does not include those elected officials receiving Rx coverage.			
003	Unscored Survey	Health Benefits	[0.00] Percentage of Premium
If your municipality participates in the State Health Benefits Program, please include the following on the Excel form provided on DUSP's Best Practices webpage: 1) the total amount of premiums paid for CY2022 active employee, retiree and eligible elected official SHBP coverage; and 2) the amount of cost sharing collected from your municipality's employees, retirees and eligible elected officials for SHBP coverage in CY2022. Only combine medical and Rx coverage if your municipality uses SHBP for Rx coverage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment box. If you have not uploaded the Excel Form, type NA in the Comment Box.			
004	Core Competencies	Personnel	[0.00] No
The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (please consult labor counsel for detailed guidance). Exempt status also precludes overtime pay for time worked during emergencies; attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered a form of overtime pay unless such leave is utilized in the same pay period. Does your municipality not pay overtime to employees classified as exempt under the FLSA?			
005	Core Competencies	Personnel	[1.00] Yes Comment: 04/04/2022
Has your municipality reviewed and updated its employee personnel manual/handbook within the past three years or upon the conclusion of each of your municipality's collective negotiated agreements (CNAs)? If yes, please provide in the Comments section the date which the personnel manual was officially updated using the MM/DD/YYYY format. If not yes, please type "Did Not Answer Yes" into the comment box.			
006	Core Competencies	Budget	[1.00] Yes
Does your municipality complete an initial draft of its annual budget no later than the first week of February (or first week of August if an SFR municipality), and obtain input in crafting the draft budget from elected officials and department heads as appropriate to the form of government?			
007	Core Competencies	Budget	[1.00] Yes
Unless the Director sees forth a later date pursuant to N.J.S.A. 40A:4-5.1, N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) and N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities). Did your municipality introduce and adopt its current year budget no later than the dates provided by law or as extended by the Director in Local Finance Notice 2021-24? This question may only be answered N/A if your municipality's budget is subject to adoption by the Local Finance Board under State Supervision or if the Division instructed the municipality to delay budget adoption.			
008	Core Competencies	Budget	[1.00] Yes
N.J.S.A. 40A:5-12 requires the chief financial officer of each municipality to file the Annual Financial Statement (AFS) with the Division by no later than February 10 (August 10 for SFR municipalities). In 2022 the Division extended the AFS submission deadline to March 4 for calendar year municipalities, while the AFS submission deadline for SFR municipalities was extended to September 9. The statute specifies a \$5 per day penalty payable by the CMFO for failing to file the AFS within 10 days of after the time fixed for filing. Did your municipality file its AFS by the required deadline?			
009	Core Competencies	Budget	[1.00] Yes
Pursuant to N.J.S.A. 40A:2-40, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file its Annual Debt Statement with the Division of Local Government Services. Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFR municipalities)?			
010	Core Competencies	Budget	[1.00] Yes
Has your municipality electronically submitted its User-Friendly Budget section for the CY2021/SFY2022 adopted budget?			
011	Core Competencies	Budget	[1.00] Yes
Revenue earned from Uniform Construction Code (UCC) fees must be dedicated to UCC enforcement. The amounts of UCC revenue generated and funds appropriated to UCC enforcement appear on the User-Friendly Budget as well as the UCC Annual Report submitted to the Division of Codes and Standards. Your municipality's construction code fee schedule must comply with the parameters set by N.J.A.C. 5:23-4.17, 5:23-4.18 and Local Finance Notice 2020-27. Does your municipality comply with the law prohibiting the imposition of UCC fee amounts greater than necessary to operate the UCC office, and is your municipality refraining from using UCC fees for purposes unrelated to UCC enforcement? Only answer N/A if your municipality does not have a construction code office.			

012	Core Competencies	Capital Projects	
013	Core Competencies	Transparency	
014	Core Competencies	Procurement	
015	Core Competencies	Procurement	
016	Core Competencies	Cybersecurity	
017	Core Competencies	Cybersecurity	
018	Core Competencies	Financial Administration	
019	Core Competencies	Budget	
020	Core Competencies	Capital Projects	
021	Core Competencies	Procurement	
022	Core Competencies	Transparency	
023	Core Competencies	Transparency	
024	Core Competencies	Transparency	
025	Core Competencies	Cybersecurity	

012 Has your municipality adopted a capital program as defined by N.J.A.C. 530-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year operating costs and savings? Only answer N/A if your municipality is not required to adopt a capital budget pursuant to N.J.A.C. 530-4.3. [1,00] Yes

013 Are your municipality's codified and uncodified ordinances, including all current salary ordinances, available online? [1,00] Yes

014 Do your municipality's professional services contracts include a "not to exceed" amount? [1,00] Yes

015 On all public works projects subject to the Prevailing Wage Act, the contractor and all subcontractors must provide the contracting unit with certified payroll records for each employee performing work on the project. Certified payroll records shall be provided for each pay period within ten (10) days of the payment of wages. In turn, the municipality must collect, file, and store all certified payroll records on the project and make them available for inspection during normal business hours. Please review Local Finance Notice 2021-20 for further information. Is your municipality maintaining certified payrolls for all prevailing wage municipal projects pursuant to law and making same available for public inspection? [1,00] Yes

016 A cybersecurity incident response plan is a set of instructions to help detect, respond to, and recover from network security incidents. Plans such as those adopted by a governing body or from a municipality's JIF address areas such as cybercrime, data loss, and service outages. Does your municipality have a cybersecurity incident response plan? [1,00] Yes

017 Are all municipal employees receiving ongoing cybersecurity training in malware detection, password construction, identifying security incidents and social engineering attacks? [1,00] Yes

018 Pursuant to N.J.S.A. 40A:5-14(d), a local unit's investment policies shall be based on a cash flow analysis prepared by the CFO, with those policies being commensurate with the nature and size of the funds held by the local unit. Has your municipality conducted a cash flow analysis of its deposited and invested funds and, based on that analysis, does your municipality's cash management plan set policies for your municipality's investments that consider preservation of capital, liquidity, current and historical investment returns, diversification, maturity requirements, costs and fees associated with the investment and, when appropriate, policies of investment instrument administrators? [1,00] Yes

019 Is your municipality ensuring that insurance reimbursements are credited back to the budget appropriation line item in the budget in accordance with N.J.S.A. 40A:5-32, instead of applied as miscellaneous revenue not anticipated? Compliance with this statutory obligation relieves pressure on current year appropriations. Only answer N/A if your municipality had no insurance reimbursements in 2020 or 2021. [1,00] Yes

020 Has your municipality reviewed all completed capital project bond ordinances for remaining balances that can be cancelled by resolution, and revert to their respective balance sheet accounts? [1,00] Yes

021 Has your municipality reviewed with legal counsel and other appropriate officials (e.g. engineer) the boilerplate language in its bid or RFP documents to ensure such language meets legal requirements under the Local Public Contracts Law and pay-to-play, along with other relevant statutes and case law? [1,00] Yes

022 Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions? [1,00] Yes

023 N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to [contracts@perc.state.nj.us](mailto:contracts@perc.state.nj.us). Has your municipality filed all current contracts with PERC? Only answer N/A if your municipality does not have any employee labor unions. [1,00] Yes

024 Pursuant to N.J.S.A. 34:13A-16.8(d)(2), PERC requires a summary of the cost impact associated with a municipality's completed contracts for all bargaining units. Police and fire contracts have one summary form, while non-police and fire contracts have another form. The summary forms and filing instructions are located at <https://www.state.nj.us/perc/conciliation/contracts/>. Has your municipality filed the required PERC summary forms for all current completed labor agreements? Only answer N/A if your municipality does not have any employee labor unions. [1,00] Yes

025 Does your municipality perform off-network daily incremental backups with weekly full backups of all data? [1,00] Yes

026	Core Competencies	Shared Services	
N.J.A.C. 530-3.6(b)(20) requires each municipal user-friendly budget to include a listing of each shared service provided or received, what entity or entities are providing or receiving the services, the beginning and end date of the agreement as applicable, and the amount either received or paid for the service. Does your municipality list on its user-friendly budget each shared services agreement it is a party to, along with the other information required by the above-referenced regulation?			[1.00] Yes
027	Core Competencies	Fire Districts	
If a Board of Fire Commissioners establishes annual compensation for its fire district commissioners, N.J.S.A. 40A:14-88 requires the municipal governing body to review and approve such compensation before the fire district can submit its annual budget to the voters; or, in the case of fire districts whose Board of Fire Commissioners elections coincides with the November General election, before the fire district's annual budget can be adopted. The fire district shall submit to the municipal governing body for approval the amount of compensation fixed by the board regardless of whether the amount of compensation is being modified. Coughlin v. Board of Fire Comms., etc., 178 N.J. Super. 565, 570-571 (App. Div. 1981). If any members of the Board of Fire Commissioners in one or more of your municipality's fire districts are authorized by the Board to receive compensation, does your municipality: 1) require its fire district(s) to submit such compensation for review on an annual basis; 2) ensure that each Board has adopted a resolution or resolutions fixing the amount of compensation requested for governing body approval; and 3) adopt a resolution approving, disapproving, or modifying the compensation amount fixed by the Board of Fire Commissioners?		[1.00] Yes	
028	Core Competencies	Shared Services	
N.J.S.A. 40A:65-4(b) requires a copy of each shared services agreement to be filed with the Division of Local Government Services. Has your municipality filed with the Division the most current copy of each shared services agreement under which the municipality provides one or more services to another local unit as defined by N.J.S.A. 40A:65-3 of the Uniform Shared Services and Consolidation Act? Only answer N/A if your municipality does not provide a shared service to another local unit.			[1.00] Yes
029	Core Competencies	Financial Administration	
N.J.S.A. 40A:5-4 requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of their fiscal year. For calendar year 2021 audits, this deadline was extended to August 31, 2022 pursuant to the Director's June 16, 2022 Order (See Local Finance Notice 2022-12). Has your municipality's completed audit for the preceding fiscal year been electronically submitted to DLGS within the required timeframe? You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.			[1.00] Yes
030	Core Competencies	Financial Administration	
Have all audit findings from the C/2020/SF/2021 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the C/2021/SF/2022 audit? If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. Only answer "N/A" if there were no audit findings for C/2020/SF/2021.			[1.00] N/A
031	Core Competencies	Utilities	
P.L. 2021, c. 97 requires municipalities with their own water, sewer, or electric service to provide monthly notice to residential ratepayers concerning local utility service and bill payment assistance. Please review Local Finance Notice 2022-09 for more information on the law's requirements. Is your municipality complying with the requirements of P.L. 2021, c. 97? Only answer N/A if your municipality does not have its own water, sewer, or electric service.			[1.00] N/A
032	Core Competencies	Transparency	
In accordance with Governor Murphy's Executive Order 267 dated October 8, 2021 and outlined in LFN 2022-08 dated March 2, 2022, municipalities and counties were required to provide DLGS with a copy of all American Rescue Plan (ARP) LRF reports filed with U.S. Treasury, including Project and Expenditure Reports, Interim Reports, and Recovery Plan and Performance Reports? Did your municipality file with the Division all reports filed with Treasury? Only answer N/A if your municipality refused ARP LRF Funding			[1.00] Yes
033	Core Competencies	Ethics	
The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Statements (FDSs) annually. Compliance by local elected officials is required by N.J.S.A. 40A:9-22.6. Did all governing body members timely file their annual Financial Disclosure Statements for 2022 such that they were not issued a Notice of Violation by the Local Finance Board? Only answer N/A if your municipality has an ordinance on the books establishing a municipal ethics board.			[1.00] Yes
034	Core Competencies	Ethics	
If your municipality has a municipal ethics board, did the municipal ethics board enforce the Financial Disclosure Statement (FDS) statute by issuing violations to local government officers (LGOs) who were on the 2022 roster but did not file the FDS by April 30, 2022? Only answer N/A if your municipality does not have an ordinance on the books establishing a municipal ethics board.			[1.00] N/A
035	Best Practices	Financial Administration	
N.J.A.C. 530-8.3(a) establishes a schedule of minimum dollar amounts for tax collector surety bonding. However, subsection (b) of 530-8.3 encourages municipalities to adopt a more stringent schedule for tax collector surety bonding that is specified in the subsection. Has your municipality adopted, at minimum, the higher level surety bonding schedule for tax collectors set forth in N.J.A.C. 530-8.3(b)?			[0.50] No
036	Best Practices	Financial Administration	
N.J.A.C. 530-8.4 (a) establishes a schedule of minimum dollar amounts for municipal court surety bonding, specifically for municipal judges and municipal court administrators. However, subsection (b) of 530-8.4 encourages municipalities to adopt a more stringent schedule for municipal court surety bonding that is specified in the subsection. Has your municipality adopted, at minimum, the higher level surety bonding schedule for municipal court judges and court administrators set forth in N.J.A.C. 530-8.4(b)?			[0.00] No
037	Best Practices	Personnel	
Has your municipality established by ordinance an anti-nepotism policy that, at minimum, only authorizes the hiring the family members/relatives of municipal officials and employees if the individuals involved would do not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise. The term "family member/relatives" should be defined to include but not necessarily be limited to spouses, children, siblings, parents, in-laws, and step-relatives.			[0.50] Yes

038	Best Practices	Tax Collection	
038	Does your municipality issue periodic late notices to taxpayers who are overdue on their property tax payments?		[0.50] Yes
039	Best Practices	Procurement	
039	If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law (LPCU) bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law? Only answer N/A if your municipality does not contract with an insurance broker for health insurance or, if it does, the contract does not exceed your municipality's LPCU bid threshold.		[0.00] No
040	Best Practices	Procurement	
040	Insurance broker fees dependent on the amount of health insurance premiums or fees paid by the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees? Only answer N/A if your municipality does not contract with an insurance broker for health insurance.		[0.50] Yes
041	Best Practices	Budget	
041	Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5? Only answer N/A if your municipality 1) does not offer (for any employee hired after a certain date) payouts upon retirement for accumulated sick leave, and 2) no current employee has a grandfathered right to sick leave payouts upon retirement.		[0.50] Yes
042	Best Practices	Transparency	
042	Does your municipality have an official social media account or accounts and, if so, is there a written policy establishing guidelines on access, use, and permitted content? Answer N/A if your municipality does not have a social media account.		[0.50] Yes
043	Best Practices	Transparency	
043	Does your municipality feature a link on its website to the Division of Taxation's Property Tax Relief Program webpage at <a href="https://www.state.nj.us/treasury/taxation/relief.shtml">https://www.state.nj.us/treasury/taxation/relief.shtml</a> ?		[0.50] Yes
044	Best Practices	Environment	
044	Have public electric vehicle charging stations been installed on municipal property?		[0.00] No
045	Best Practices	Environment	
045	When purchasing new vehicles, does your municipality have a formal policy to purchase hybrid or alternative fuel vehicles whenever such vehicles are suited to the intended use? Only answer N/A if your municipality does not own any vehicles.		[0.00] No
046	Unscored Survey	Ethics	
046	N.J.S.A. 40A:9-22.19 of the Local Government Ethics Law allows a municipality to establish its own municipal ethics board. Does your municipality have both an ordinance on the books establishing a municipal ethics board and a municipal code of ethics pursuant to N.J.S.A. 40A:9-22.21?		[0.00] No
047	Unscored Survey	Ethics	
047	If your municipality has an ordinance establishing a municipal ethics board pursuant to N.J.S.A. 40A:9-22.19, is the board constituted with the minimum number of members necessary to establish a quorum for conducting business? A municipal ethics board shall consist of six members, at least two of whom shall be public members. No more than three members shall be of the same political party. Answer N/A if your municipality does not have an ordinance establishing a local ethics board.		[0.00] N/A
048	Unscored Survey	Tax Collection	
048	N.J.S.A. 54:4-122.9 authorizes municipalities to adopt a resolution contracting with a local bank to serve as an "official tax receiving agency" for receiving, under the tax collector's supervision, current tax payments, current water and sewer charges, and other public monies. A bank authorized to serve in this capacity can take property tax payments, utility payments, and other charges that are otherwise paid directly to the municipality, so long as those payments are not for delinquencies. Delinquencies must be satisfied directly with the municipality; however, a bank may accept payments made within an authorized grace period. Local Finance Notice 2021-09 contains further information on applicable requirements. Has your municipality designated a local bank as an official tax receiving agency pursuant to N.J.S.A. 54:4-122.9?		[0.00] No
049	Unscored Survey	Tax Collection	
049	As explained in Local Finance Notice 2022-04, P.L. 2021, c. 99 expressly authorizes municipalities to establish property tax rewards programs encouraging patronage of local retail establishments. All actions properly taken by a municipal governing body prior to May 12, 2021 to authorize the creation and operation of a property tax rewards program were also retroactively validated by P.L. 2021, c. 99. Has your municipality established a property tax rewards program?		[0.00] No
050	Unscored Survey	Housing	
050	The Urban Homesteading Act (N.J.S.A. 40A:12-31 through 39) allows a municipality to adopt an ordinance establishing a process whereby title to municipal property obtained through in rem foreclosure is transferred to individuals committed to rehabilitate the premises and reside there for a specified period. All ordinances establishing an urban homesteading program must be filed with the Division of Local Government Services. Does your municipality currently have an ordinance on the books establishing an urban homesteading program pursuant to the Act?		[0.00] No
051a	Unscored Survey	Shared Services	
051a	If your municipality currently provides a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendent to another municipality pursuant to a shared services agreement, please select one or more of the options provided and list under Comments each municipality along with the position being provided to that municipality. If your municipality currently provides none of these positions pursuant to a shared services agreement, select None of the Above and insert N/A into Comments.		[0.00] None of the Above Comment N/A

051b	Unscored Survey	Shared Services	
<p>If the answer to Question 51a is yes, did one or more of the identified shared service agreements result in the dismissal of a tenured official? If yes, please insert under Comments 1) the position or positions where an agreement resulted in the dismissal of a tenured official; and 2) an estimate of the cost savings anticipated to be achieved by the participating municipalities at the outset of the agreement. If the answer is No or N/A, please insert "No" or "N/A" under Comments. See LFN 2018-3R for more information on this provision of the Common Sense Shared Service Act.</p>			
052	Unscored Survey	Environment	
<p>How much did your municipality spend on operational costs associated with managing and treating stormwater runoff in the prior fiscal year, and how much did your municipality appropriate toward same for the current fiscal year? Examples of such costs include street cleaning, conveyance system clean-out, routine maintenance of storm drains and outfall pipes, and stormwater runoff-related educational programs. Also list under Comments the FCOA codes your municipality is using to classify these stormwater-related prior year expenditures and current year appropriations.</p>			
053	Unscored Survey	Financial Administration	
<p>Does your municipality currently retain a chief financial officer through a professional services contract?</p>			
054a	Unscored Survey	American Rescue Plan Act	
<p>What portion of the first tranche of ARP LFRF dollars has your municipality obligated to date?</p>			
054b	Unscored Survey	American Rescue Plan Act	[0.00] 100%
<p>What portion of the second tranche of ARP LFRF dollars will your municipality obligate toward eligible uses by December 31, 2022?</p>			
054c	Unscored Survey	American Rescue Plan Act	[0.00] less than 50%
<p>What portion of the second tranche of ARP LFRF dollars will your municipality obligate toward eligible uses by December 31, 2023?</p>			
055a	Unscored Survey	Opportunity Zones	[0.00] Equal to or Greater than 50%
<p>Is your municipality aware of any real estate development projects or businesses that will be using the Opportunity Zone tax incentive or receiving an Opportunity Fund investment?</p>			
055b	Unscored Survey	Opportunity Zones	[0.00] N/A
<p>If your municipality knows of any projects that are using or will be using the Opportunity Zone tax incentive, please include the name of each project, the full address, a short description that includes the primary developer (if applicable), estimated value of the development (i.e. total permitted value), and the project's status (if known) on the Excel form provided on DUS's Best Practices webpage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment Box. If you have not uploaded the Excel form, type NA in the Comment Box.</p>			
056a	Unscored Survey	Lead Remediation	
<p>P.L. 2021, c. 182 requires a municipality to perform, or, in certain circumstances, hire a certified lead evaluation contractor to perform, inspections of certain single-family, two-family, and multiple rental dwellings for lead-based paint hazards. Further information concerning the requirements of this recently enacted law are available at <a href="https://www.nj.gov/dca/divisions/codes/resources/leadpaint.html">https://www.nj.gov/dca/divisions/codes/resources/leadpaint.html</a>. Does your municipality have a permanent local agency that has been charged with conducting inspections for lead-based paint in rental dwellings and enforcing the provisions of P.L. 2021, c. 182? If your answer is "Other" fill-in the name of the municipal agency under Comments. If your answer is "Shared Service", please fill-in the name of the agency and the local unit providing the service under Comments.</p>			
056b	Unscored Survey	Lead Remediation	[0.00] UCC Construction Code Enforcement
<p>If your municipality does not have a permanent local agency or a shared services agreement to conduct inspections for lead-based paint in rental dwellings and enforce the provisions of P.L. 2021, c. 182, has your municipality retained a lead evaluation contractor certified to provide paid lead inspection services by the New Jersey Department of Community Affairs?</p>			
056c	Unscored Survey	Lead Remediation	[0.00] N/A
<p>Pursuant to P.L. 2021, c. 182, has your municipality identified rental dwellings that have experienced tenant turnover since July 22, 2022?</p>			
056d	Unscored Survey	Lead Remediation	[0.00] No
<p>If your municipality has identified rental dwellings that have experienced tenant turnover since July 22, 2022, have all of those units been inspected prior to re-occupancy?</p>			
056e	Unscored Survey	Lead Remediation	[0.00] N/A
<p>How many visual lead-based paint inspections did your municipality conduct thus far in 2022?</p>			
056f	Unscored Survey	Lead Remediation	Comment 0
<p>How many dust wipe-sampling lead-based paint inspections did your municipality conduct thus far in 2022?</p>			
056g	Unscored Survey	Lead Remediation	Comment 0
<p>How many post-remediation lead-based paint inspections has your municipality conducted thus far in 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.</p>			
056h	Unscored Survey	Lead Remediation	Comment 0
<p>How many lead safe certifications have been issued by your municipality thus far in 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.</p>			
056i	Unscored Survey	Lead Remediation	Comment 0

0561

Unscored Survey

Lead Remediation

What is the number of lead safe certifications issued by the municipality in the past fiscal year, as used by the municipality? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.

Comment 0

0561

Unscored Survey

Lead Remediation

Would your municipality be interested in applying for a State grant program to assist with the rental dwelling inspection costs associated with implementing P.L. 2021, c. 182? Answer N/A if your municipality has no local lead inspection activities or does not have any dwellings eligible for inspection.

[0.00] Yes

## Best Practices Inventory Online Platform

### 2022 Survey

#### Lower Township

##### Scoring

Current Score: 33.00

Score	Aid Withheld
0 - 15	100% of final aid payment withheld
16 - 19	50% of final aid payment withheld
20 - 23	25% of final aid payment withheld
24 +	No aid withholding

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

RESOLUTION #2022-344

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to Michael Nuscis in the amount of \$3,365.00 is authorized and chargeable to the 2022 Budget account 2-01-25-240-121.

	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 November 7, 2022.

Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief Kevin Lewis  
FROM: Ptlm. Michael Nuscis  
DATE: October 24, , 2022  
SUBJECT: Comp Time Cash Out

Sir,

I am respectfully requesting to cash out 100 hours of Comp Time. Thank you for the consideration sir.

Respectfully Submitted,



Michael Nuscis  
Patrolman Nuscis Badge 195

C	File	Date	Officer	Comments
		10/24/22	(195) sec. 1173	FORWARDED TO CHIEF LEWIS
		10-26-22	195 (195)	FWD TO TOWN HALL TO PROCESS

13.65 x  
100 =  
1365.00 \*+

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

RESOLUTION #2022-345

Title: A RESOLUTION AMENDING RESOLUTION #2022-102; REVERSING THE CANCELLATION OF TAXES

**WHEREAS**, Resolution #2022-102; A Resolution of the Township of Lower Canceling Certain Taxes per Agreement/Resolution #2020-272 was approved by Council on March 7, 2022 to cancel the tax of Block 410.01 Lot 36.16 in the amount of \$415.17; Block 410.01 Lot 36.17 in the amount of \$806.83; and

**WHEREAS**, information has been received indicating that the tax on Block 410.01 Lot 36.16 and Block 410.01 Lot 36.17 are due and should not have been cancelled.

**NOW THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the cancellation of taxes on Block 410.01 Lot 36.16 and Block 410.01 Lot 36.17 is hereby rescinded and said taxes are now payable to the Lower Township Tax Office.

	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 November 7, 2022.

Julie A Picard, Township Clerk

**jpocard**

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**From:** kbrown  
**Sent:** Wednesday, October 26, 2022 9:54 AM  
**To:** jpocard; kfournier  
**Subject:** ERRONEOUSLY CANCEL TAXES AT THE AIRPORT  
**Attachments:** cape island.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Karen,

Re: Resolution # 2022-102 –Canceling certain taxes per Agreement.

I was notified that Cape Island Foods was occupying 2 units in the new building on Ranger Road (lot 36.36) at the airport as of January 15<sup>th</sup>.

I did not realize they were keeping one unit on Hornet Road (lot 36.16). I erroneously canceled the taxes from February 1st– June 30<sup>th</sup> per DRBA Agreement.

I reversed the adjustment and have contacted the Tenant & DRBA to let them know the situation.

I am not sure if we should put something on the Agenda reversing the cancelation. If you need any other information from me please let me know.

Thank you,

*Kathy Brown*

Tax Collector  
Township of Lower  
2600 Bayshore Road  
Villas, NJ 08251  
609-886-2005 ext 118  
[kbrown@townshipoflower.org](mailto:kbrown@townshipoflower.org)

BLQ: 410.01 36.16 Tax Year: 2022 to 2022  
Owner Name: CAPE MAY CNTY @ CAPE ISLAND FOODS Property Location: 1250 HORNET ROAD UNIT 9

Tax Year: 2022	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	249.10	249.10	265.80	265.79	1,029.79
Payments:	249.10	0.00	265.80	0.00	514.90
Balance:	0.00	249.10	0.00	265.79	514.89

Date	Qtr	Type	Code	Check No	Mthd	Reference	Batch Id	Principal	Interest	2022 Prin Balance
								1,029.79		1,029.79
01/06/22	1	Payment	001	3821319406	CK	32544	2 WIPP0106	249.10	0.00	780.69
		online payments								
03/08/22	1	Adjustment	069			32882	1 KLB	166.07-	0.00	614.62
		res # 2022-102								
03/08/22	2	Adjustment	069			32882	2 KLB	249.10-	0.00	365.52
		res # 2022-102								
09/06/22	3	Payment	001	3835623539	CK	33745	4 WIPP0906	265.80	2.07	99.72
		online payments								
10/26/22	1	Adjustment	069			34086	1 CORRECT	166.07	0.00	265.79
		cancel erroneously								
10/26/22	2	Adjustment	069			34086	2 CORRECT	249.10	0.00	514.89
		cancel erroneously								

Total Principal Balance for Tax Years in Range: 514.89

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

RESOLUTION #2022-346

Title: PUBLIC FACILITIES GRANT APPLICATION FOR \$400,000 STORMWATER OUTFALL IMPROVEMENTS

WHEREAS, the Township of Lower desires to apply for and obtain a grant from the New Jersey Department of Community Affairs Small Cities CDGB Public Facilities Program for approximately \$400,000 for Stormwater Outfall Improvements in the Villas.

NOW THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Township of Lower does hereby authorize the application for such a grant; and, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of the agreement; and also, upon receipt of the fully executed agreement form the Department, does further authorize the expenditure of funds pursuant to the terms of said agreement between the Township of Lower and the New Jersey Department of Community Affairs.

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

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

\_\_\_\_\_  
Michael Laffey, Township Manager

	MOTION	SECOND	AYE	NAY	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 November 7, 2022.

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

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

RESOLUTION #2022-347

Title: IDENTIFYING SMALL CITIES FAIR HOUSING OFFICER

WHEREAS, the Township of Lower is applying for a Fiscal Year 2023 Small Cities Community Development Block Grant for approximately \$400,000 for stormwater outfall improvements in the Villas; and

WHEREAS, the Township of Lower must make efforts to affirmatively further fair housing; and

WHEREAS, the Township of Lower has reviewed various actions that would be acceptable to the New Jersey State Department of Community Affairs and the U.S. Department of Housing and Urban Development; and

WHEREAS, the Township of Lower has made assurances in the grant agreement that;

1. It will comply with the Housing and Community Development Act of 1974, as amended, and regulations issues thereto; and
2. It will comply with the Civil Rights Act of 1964, and the regulations issued thereto it; and
3. It will comply with the Fair Housing Act of 1968 and will affirmatively further fair housing; and
4. It will comply with the Age Discrimination Act of 1975 and with the Rehabilitation Act of 1973.

NOW, THEREFORE, BE IT RESOLVED BY THE Township Council of the Township of Lower, County of Cape May, State of New Jersey that Colleen Crippen shall be designated as the Small Cities Program Fair Housing Officer for the Township of Lower.

BE IT FURTHER RESOLVED that the Fair Housing Officer shall contact the USHUD Regional Office of Housing and Equal Opportunity and the NJ Division on Civil Rights to inform those agencies of her appointment as Fair Housing Officer and request Fair Housing Information.

BE IT FURTHER RESOLVED, that the Fair Housing Officer shall provide fair housing advisory services and assistance and referral advice to persons requesting such assistance from the Township of Lower.

BE IT FURTHER RESOLVED, that the Township of Lower will publish in the local newspaper of record and post at the Township Municipal Building a public notice announcing the appointment of the Fair Housing Officer and the availability of local fair housing advisory services.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
COOMBS						
ROY						
PERRY						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 7, 2022.

Julie A Picard, Township Clerk

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

RESOLUTION #2022-348

Title: ADOPTION OF STATE MODEL CITIZEN PARTICIPATION PLAN FOR DCA SMALL CITIES PROGRAM

WHEREAS, the Township of Lower is an applicant for Department of Community Affairs Fiscal Year 2023 funds for approximately \$400,000 to carry out a Public Facilities project to provide improvements to stormwater outfalls in the Villas; and

WHEREAS the Township will enter into grant agreement(s) for said grant(s) if approved; and

WHEREAS, that grant agreement(s) will require the Township of Lower to comply with all federal regulations with respect to citizen participation; and

WHEREAS, the Township of Lower has reviewed the State Model Citizen Participation Plan prepared for Small Cities CDBG grantees.

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

The State Model Citizen Participation Plan developed by the New Jersey Department of Community Affairs, Small Cities Community Development Block Grant program is adopted by the Township of Lower; and

The Township of Lower will follow all regulations set forth in that document throughout the term of the grant agreement cited above.

	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 November 7, 2022.

Julie A Picard, Township Clerk

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

RESOLUTION #2022-349

Title: APPROVAL OF PUBLIC FACILITIES GRANT MANAGEMENT PLAN  
STORMWATER OUTFALL IMPROVEMENTS

WHEREAS, the Township of Lower will apply for approximately \$400,000 to carry out a NJDCA Fiscal Year 2023 Small Cities CDBG Public Facilities project to provide stormwater outfall improvements in the Villas; and

WHEREAS, the NJ Department of Community Affairs requires the Township of Lower to prepare a Grant Management Plan to define project staffing and project activities; and

WHEREAS, the NJ Department of Community Affairs requires the Township of Lower to officially adopt its Grant Management Plan; and

WHEREAS, the Township of Lower has prepared a Grant Management Plan for its Fiscal Year 2023 Public Facilities project.

NOW, THEREFORE BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Township Council adopts the Grant Management Plan prepared by Colleen Crippen for the Fiscal Year 2023 Public Facilities project.

	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 November 7, 2022.

Julie A Picard, Township Clerk

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

RESOLUTION #2022-350

Title: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount,

SECTION 1.

NOW, THEREFORE BE IT RESOLVED that the Township of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of \$5,042.45 for an item of revenue in the budget of the year 2022 as follows:

Miscellaneous Revenues –  
Revenue Offset with Appropriations - YOUTH LEADERSHIP GRANT  
Total with increase to be \$ 5,042.45

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$5,042.45 be and the same is hereby appropriated under the caption of:

General Appropriations –  
Public & Private Programs Offset by Revenues - YOUTH LEADERSHIP GRANT  
State/Federal Share \$ 5,042.45  
Non State Share \$  
Total with increase to be \$ 5,042.45

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

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
COOMBS						
ROY						
PERRY						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 7, 2022

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

**BOARD OF COUNTY COMMISSIONERS  
CAPE MAY COUNTY, NEW JERSEY  
RESOLUTION**

No. 680-22

**RESOLUTION AUTHORIZING SUBCONTRACT WITH TOWNSHIP OF LOWER  
FOR PARTICIPATION IN THE YOUTH LEADERSHIP GRANT IN THE  
AMOUNT OF \$5,042.45**

**WHEREAS**, the County of Cape May has obtained a grant from the Governor's Council on Alcoholism and Drug Abuse for the grant administration of the Alliance to Prevent Alcoholism and Drug Abuse Program; and

**WHEREAS**, it is the policy of the Board of County Commissioners of Cape May County to maximize available resources to expand the alcohol and drug abuse service system in the County; and

**WHEREAS**, the Board of County Commissioners wishes to extend an opportunity to each Municipality in the County to participate in the Youth Leadership Grant as permitted under N.J.S.A. 26:2BB-7 et seq; and

**WHEREAS**, the *Township of Lower* has submitted application to the County in order to conduct prevention activities for a one (1) year period pursuant to the Youth Leadership Grant;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of County Commissioners of the County of Cape May, that the proper officers of the Board to wit, the Director and Clerk of the Board be and they are hereby authorized and directed to execute said subcontract with the *Township of Lower* for the period 7/1/22 through 3/30/23, pursuant to the Youth Leadership Grant as permitted under N.J.S.A. 26:2BB-7 et seq., and as more specifically set forth in Schedule 'A', attached hereto and by this reference made a part hereof; and

**BE IT FURTHER RESOLVED**, that a copy of the sub-contracts shall be filed in the office of the Clerk of the Board of the Board of County Commissioners and open to public inspection at said office during normal business hours upon introduction of this Resolution; and

**BE IT FURTHER RESOLVED**, that said sub-contracts shall take effect upon the adoption of appropriate resolution and/or ordinance by all the parties thereto as set forth in the contract document; and

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**BOARD OF COUNTY COMMISSIONERS  
CAPE MAY COUNTY, NEW JERSEY  
RESOLUTION**

No. 680-22

**BE IT FURTHER RESOLVED**, that within ten (10) days of passage of said resolution, there shall be published in the Cape May County Herald an appropriate notice that copies of the proposed contracts are available for public inspection during regular business hours in the office of the Clerk of the Board of County Commissioners of Cape May County; and

**BE IT FURTHER RESOLVED**, pursuant to the rules of the Local Finance Board of the State of New Jersey, that no amount of this contract shall be chargeable or certified, until such time as services are rendered or otherwise called for prior to placing the order. The certification of available funds shall be made by the County Treasurer and attached to the file copy of the purchase order. It shall be the responsibility of the official responsible for issuing the purchase order to notify and seek the certification of the availability of the funds from the County Treasurer upon the adoption of the 2022 Budget for the following:

***Township of Lower***

#G-400-29710-2023-5689-002

\$5,042.45

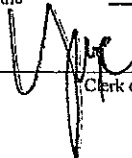
STATEMENT

*This Resolution authorizes subcontract for the period of 7/1/22 through 3/30/23: Township of Lower \$5,042.45.*

STATE OF NEW JERSEY ss:  
COUNTY OF CAPE MAY}

I, Kevin Laro, Clerk of the Board of County Commissioners of the County of Cape May, State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Board at a meeting duly held on the \_\_\_\_\_ 11<sup>th</sup> day of

October \_\_\_\_\_ 2022.

Signed,  Clerk of the Board /BR

RECORD OF VOTE						
Commissioners	Ayes	Nays	Abstain	Absent	Moved	Second
Mr. Desiderio				✓		
Ms. Hayes	✓				✓	
Mr. Morey	✓					✓
Mr. Pierson				✓		
Mr. Thornton	✓					

✓ - Indicates Vote Moved-Resolution Offered Second-Resolution Seconded

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

RESOLUTION #2022-351

Title: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount,

SECTION 1.

NOW, THEREFORE BE IT RESOLVED that the Township of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of \$26,215.00 for an item of revenue in the budget of the year 2022 as follows:

Miscellaneous Revenues –	
Revenue Offset with Appropriations -	DEDR
Total with increase to be	\$ 26,215.00

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$26,215.00 be and the same is hereby appropriated under the caption of:

General Appropriations –	
Public & Private Programs Offset by Revenues -	DEDR
State/Federal Share	\$ 26,215.00
Non State Share	\$
Total with increase to be	\$ 26,215.00

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

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
COOMBS						
ROY						
PERRY						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 7, 2022

Julie A Picard, Township Clerk

**BOARD OF COUNTY COMMISSIONERS  
CAPE MAY COUNTY, NEW JERSEY  
RESOLUTION**

No. 681-22

**RESOLUTION AUTHORIZING SUBCONTRACT WITH TOWNSHIP OF LOWER  
FOR PARTICIPATION IN THE MUNICIPAL ALLIANCE PROGRAM IN THE  
AMOUNT OF \$26,215.00**

**WHEREAS**, the County of Cape May has obtained a grant from the Governor's Council on Alcoholism and Drug Abuse for the grant administration of the Alliance to Prevent Alcoholism and Drug Abuse Program; and

**WHEREAS**, it is the policy of the Board of County Commissioners of Cape May County to maximize available resources to expand the alcohol and drug abuse service system in the County; and

**WHEREAS**, the Board of County Commissioners wishes to extend an opportunity to each Municipality in the County to participate in the Municipal Alliance Program as permitted under N.J.S.A. 26:2BB-7 et seq; and

**WHEREAS**, the *Township of Lower* has submitted application to the County in order to conduct prevention activities for a one (1) year period pursuant to the Municipal Alliance Program;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of County Commissioners of the County of Cape May, that the proper officers of the Board to wit, the Director and Clerk of the Board be and they are hereby authorized and directed to execute said subcontract with the *Township of Lower* for the period 7/1/22 through 6/30/23, pursuant to the Municipal Alliance Program as permitted under N.J.S.A. 26:2BB-7 et seq., and as more specifically set forth in Schedule 'A', attached hereto and by this reference made a part hereof; and

**BE IT FURTHER RESOLVED**, that a copy of the sub-contracts shall be filed in the office of the Clerk of the Board of the Board of County Commissioners and open to public inspection at said office during normal business hours upon introduction of this Resolution; and

**BE IT FURTHER RESOLVED**, that said sub-contracts shall take effect upon the adoption of appropriate resolution and/or ordinance by all the parties thereto as set forth in the contract document; and

**BOARD OF COUNTY COMMISSIONERS  
CAPE MAY COUNTY, NEW JERSEY  
RESOLUTION**

No. 681-22

**BE IT FURTHER RESOLVED**, that within ten (10) days of passage of said resolution, there shall be published in the Cape May County Herald an appropriate notice that copies of the proposed contracts are available for public inspection during regular business hours in the office of the Clerk of the Board of County Commissioners of Cape May County; and

**BE IT FURTHER RESOLVED**, pursuant to the rules of the Local Finance Board of the State of New Jersey, that no amount of this contract shall be chargeable or certified, until such time as services are rendered or otherwise called for prior to placing the order. The certification of available funds shall be made by the County Treasurer and attached to the file copy of the purchase order. It shall be the responsibility of the official responsible for issuing the purchase order to notify and seek the certification of the availability of the funds from the County Treasurer upon the adoption of the 2022 Budget for the following:

**Township of Lower**

#G-400-2973A-2023-5689-003

\$26,215.00

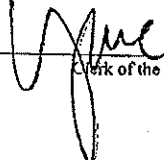
STATEMENT

*This Resolution authorizes subcontract for the period of 7/1/22 through 6/30/23: Township of Lower \$26,215.00.*

STATE OF NEW JERSEY ss:  
COUNTY OF CAPE MAY)

I, Kevin Lare, Clerk of the Board of County Commissioners of the County of Cape May, State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Board at a meeting duly held on the \_\_\_\_\_ 11<sup>th</sup> day of

October \_\_\_\_\_ 2022.

Signed,  Clerk of the Board / BR

RECORD OF VOTE						
Commissioners	Ayes	Nays	Abstain	Absent	Moved	Second
Mr. Desiderio				✓		
Ms. Hayes	✓					
Mr. Morey	✓				✓	✓
Mr. Pierson				✓		
Mr. Thornton	✓				✓	

✓ - Indicates Vote Moved-Resolution Offered Second-Resolution Seconded

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

RESOLUTION #2022-352

Title: **AUTHORIZING A PROFESSIONAL SERVICE CONTRACT WITH BLAUER ASSOCIATES FOR THE APPLICATION SUBMISSION AND ADMINISTRATIVE WORK, IF NEEDED, FOR STORM DRAINAGE PROJECT IN THE VILLAS**

**WHEREAS**, the Township of Lower is given authority by N.J.S.A 40A:11-5(a)(i) 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**, Blauer Associates have provided a proposal for the application of a 2023 Small Cities project; Storm Drainage Project , and administration, if needed; and

**WHEREAS**, the contract amount for the grant application for a 2023 Small Cities Project for Storm Drainage in the Villas is One Thousand Five Hundred Dollars (\$1,500.00) and the amount for the administration, if needed, is Sixteen Thousand Dollars (\$16,000) and funds are available as evidenced by the Chief Financial Officer's Certification & signature below:

Appropriation: C-04-55-433-910

CFO Signature: Lauren Read  
Lauren Read, CFO

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that a contract without public bidding be awarded to Blauer Associates to provide the attached stated services at a fee of not to exceed \$17,500.00.

**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 November 7, 2022.

Julie A Picard, Township Clerk

AGREEMENT

BETWEEN

TOWNSHIP OF LOWER, NEW JERSEY

AND

MARK BLAUER, DBA BLAUER ASSOCIATES

This agreement entered into this \_\_\_\_\_ day of November 2022, by and between the Township of Lower, New Jersey, hereinafter called the "Municipality" and Mark Blauer, an individual doing business as Blauer Associates, hereinafter called the "Service Provider".

Whereas, the Municipality desires to engage the Service Provider to assist the Municipality in developing an application for assistance under the Fiscal Year 2023 New Jersey Small Cities Community Development Block Grant (CDBG) program and in administering such project, the following shall apply;

ARTICLE I: SCOPE OF SERVICES

Section A - Activities Prior to Application Submission

The Service Provider will assist the Municipality in conducting an analysis of local needs to determine which of several funds the Municipality should address its application. The analysis will seek to examine the Municipality's relative strengths and weaknesses under the review criteria which have been developed and made public as a document entitled "Final Statement For New Jersey's Administration of the Small Cities Community Development Block Grant Program". Based upon this analysis, the Service Provider will make its recommendations to the Municipality as to the type of application it should submit.

Section B - Application Services

Based upon the results of Section A of Article I above, the Service Provider will prepare the required application for funds from the state's Public Facilities Fund, in cooperation with the appropriate Municipal staff or its assigns, in accordance with the State's Fiscal Year 2023 Application Guide.

Section C - Post Approval Advisory and Monitoring  
Administrative Assistance

The Service Provider will perform the following services, contingent only upon the approval of the Small Cities Program application by the Department of Community Affairs.

Item 1 - Environmental Review Record

The Service Provider will conduct an Environmental Assessment process necessary to comply with the National Environmental Policy Act (NEPA).

Such services will include:

- a. Researching local environmental conditions with respect to the CDBG project;
- b. Conducting an Environmental Impact Assessment in accordance with regulations implementing NEPA established by HUD or DCA, as appropriate;
- c. Discussing possible project modifications, where appropriate, with the Municipality so as to minimize potentially adverse environmental impacts;
- d. Making the appropriate level of clearance finding;
- e. Preparing the written Environmental Review Record to document the level of clearance finding;
- f. Where the level of clearance finding does not require an Environmental Impact Statement, the Service Provider may prepare newspaper notices and HUD "Request for Release of Funds and Certification Form" and assist in the publication and distribution of same;
- g. Environmental review services do not include completion of Environmental Impact Statements as may be required by NEPA or by State regulations such as those of CAFRA.

Item 2 - Accounting System

The Service Provider will assist in establishing an accounting system in accordance with Federal and State standards.

Item 3 - Construction Contractor Selection and Labor Standards Compliance (applicable to Public Facilities Fund projects):

The Service Provider will assist the Municipality in the following areas:

- a. Assistance in coordination activity with the local engineer for preparation of bid specifications;

- b. Assistance in examining the proposed bid specifications to determine that language complies with all required Federal and State statutes;
- c. Assistance in preparing and publishing the proper legal advertising;
- d. Assistance in securing DCA approval of selected contractor(s);
- e. Assistance in the arranging and conducting of preconstruction conferences including preparation of preconstruction minutes;
- f. Assistance securing labor standards and equal opportunity documentation from contractor(s);
- g. Assistance in maintaining construction records including the following:
  - I. Contractors Certification with respect to Davis-Bacon, Equal Opportunity, and other Federal Statutory requirements;
  - ii. Payroll Compliance forms;
  - iii. Employee Interview forms;
  - iv. Copies of inspection reports from the Construction Inspector;
  - v. Labor Officer Reports;
  - vi. Correspondence with respect to violation of standards.
- h. As required, supply the Municipality with appropriate labor standards and equal opportunity forms, posters, etc.
- I. Assistance in monitoring the compliance of contractors with respect to the following:
  - I. Davis-Bacon Act;
  - ii. Contract Work Hours and Safety Standards Act;
  - iii. Copeland Act;
  - iv. Section 3 of the Housing and Urban Development Act of 1968;
  - v. Executive Order 11246.

#### Item 4 - Professional Contractor Selection

The Service Provider will assist the Municipality in the selection of professional service contractors in accordance with OMB Circular A-102, Attachment "O".

Item 7 - Assistance in Performance Reporting

The Service Provider will assist the Municipality in the research for and preparation of grant performance reports as may be required by the Department of HUD or DCA. These reports will include but are not limited to the following:

- Monthly Fiscal Monitoring Report
- Monthly Program Progress Report
- Monthly Matching Funds Report
- Monthly Contract and Subcontract Activity Report
- Monthly Fiscal Monitoring Report/Payment Voucher

Item 8 - DCA Monitoring Sessions

The Service Provider will assist the Municipality at monitoring visits and attend meetings with DCA staff at Trenton as necessary.

Item 9 - Grant Close-out Procedures

The Service Provider will coordinate the Activity necessary to accomplish the audit upon completion of the project and also prepare the necessary project completion forms.

ARTICLE II: PAYMENT FOR ARTICLE I SERVICES

The Municipality agrees to pay the Service Provider a fee of \$1,500.00 for Article I, Section A and B services. Such fee is due upon execution of this agreement.

Services under Article I, Section C shall be compensated upon the basis of invoices submitted monthly describing the services performed and the hourly rate and number of hours taken to perform the service. Invoices will list an hourly fee of \$150.00 for professional time.

It is understood and agreed that total compensation for Article I, Section C services shall not exceed \$16,000.00 per approved DCA grant project.

ARTICLE III: TERM OF SERVICE

The termination date of this agreement will coincide with the Department of Community Affairs's grant agreement with the Municipality ending date or March 31, 2025, whichever date is later.

ARTICLE IV: TERMINATION OF SERVICE FOR CAUSE

If, through any cause, the Service Provider shall fail to fulfill in a timely and proper manner his obligations under this agreement, or if the Service Provider shall violate any of the covenants, agreements, or stipulations of this agreement the Municipality shall, thereupon, have the right to modify, suspend or terminate this agreement by giving written notice to the Service Provider and specifying the effective date thereof, at least five days before the effective date of such suspension, modification, or termination.

IN WITNESS THEREOF, the parties hereto executed this agreement on the day and year first written above.

TOWNSHIP OF LOWER, NEW JERSEY  
MUNICIPALITY

BY: \_\_\_\_\_  
Frank Sippel, Mayor

WITNESS:

\_\_\_\_\_

MARK BLAUER, dba BLAUER ASSOCIATES  
SERVICE PROVIDER

BY: \_\_\_\_\_  
Mark Blauer, President

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

RESOLUTION #2022-353

Title: A RESOLUTION AUTHORIZING THE PRO-RATION OF MERCANTILE LICENSE FEES ASSOCIATED WITH RENTAL UNITS DURING THE 2023 CALENDAR YEAR DUE TO MODIFICATION OF ANNUAL LICENSE TERM

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

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

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

WHEREAS, individuals engaged in the rental unit business, see § 432-4(l) of the Code of the Township of Lower, are required to obtain a mercantile license prior to engaging the operation of a rental unit business and said licenses were historically issued from July 15<sup>th</sup> through July 14<sup>th</sup> of the succeeding year; and

WHEREAS, in accordance with Ordinance # 2022-12 the Township Council of the Township of Lower modified the annual license terms associated with rental units to be effective from March 15<sup>th</sup> through March 14<sup>th</sup> of the succeeding year in an effort to ensure that mercantile licenses are obtained prior to the start of the short-term rental season which commences prior to July 15<sup>th</sup>; and

WHEREAS, in light of the fact that rental unit mercantile licenses for the 2022-2023 calendar year have been issued and do not expire until July 14, 2023, and the Ordinance modifying the license term for rental unit mercantile licenses would require individuals to obtain a renewed license prior to the expiration of the 2022-2023 mercantile license, the Township Council of the Township of Lower deems it to be necessary and appropriate to pro-rate the mercantile license fee associated with rental units and reduce the required fee by a 1/3<sup>rd</sup> in an effort to credit individuals who currently hold rental unit mercantile licenses which do not expire prior to the required March 15<sup>th</sup> mercantile license renewal date.

NOW THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the application fee associated exclusively with the renewal of rental unit mercantile licenses shall be pro-rated by a 1/3<sup>rd</sup> for the 2023-2024 calendar year. Applicable late fees associated exclusively with the renewal of a rental unit mercantile license shall not be imposed during the 2023-2024 calendar year until August 15, 2023. Individuals who are applying for and obtaining an initial rental unit mercantile license shall pay the required fee in full.

	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 November 7, 2022.

Julie A Picard, Township Clerk

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

**RESOLUTION #2022-354**

**Title: CANCELLATION OF 2022 TAXES AND TAX SALE CERTIFICATES DUE TO LOWER TOWNSHIP FORECLOSURE ON PROPERTIES**

**WHEREAS**, the properties listed below have been foreclosed on and the Township of Lower is now the owner of said properties:

Certificate #	Block	Lot	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
09-00051	484	9	269.81	269.81
10-00079	533.02	1.02	9.98	9.98
09-00066	543	9	486.53	486.53
09-00068	550	12	598.80	598.80
01-126	741.01	3.01	441.12	441.11
99-200	753.04	4	146.71	146.70
00-0156	753.25	2	179.64	179.64
			2132.59	2132.57

**WHEREAS**, the Township of Lower is exempt from paying real estate tax.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Tax Collector is authorized to cancel the 3<sup>rd</sup> and 4<sup>th</sup> quarter 2022 taxes for the parcels of property listed above.

	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 November 7, 2022.

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

**jpocard**

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**From:** mbrewster  
**Sent:** Tuesday, November 1, 2022 2:40 PM  
**To:** jpocard  
**Cc:** kbrown  
**Subject:** mun lien fore.docx  
**Attachments:** mun lien fore.docx

Julie,

Can we please do a resolution to cancel the following taxes due to the township foreclosing on the properties. Foreclosure was finalized on June 28,2022 we will be cancelling the taxes and certificates.  
Thank You,

Maria Brewster

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

**RESOLUTION #2022-355**

Title: **AUTHORIZATION FOR REFUND OF TAXES**

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

**WHEREAS**, a refund is due.

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

<u>Block</u>	<u>Lot</u>	<u>Refund To</u>	<u>Reason</u>	<u>Tax</u>
496.01	2	Andrew Colvin 206 Fishing Creek Rd	Mortgage Co Responsible	\$ 1,662.66
393	38	Douglas & Susan Kenna 105 Hollywood Ave	Mortgage Co Responsible	653.21
410.01	36.33	Paul Latore 351 Ranger Rd Unit 10	Pd on WIPP – Tax Cancelled	514.89
410.01	36.32	Paul Latore 351 Ranger Rd Unit 9	Pd on ACH – Tax Cancelled	16.69

	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 November 7, 2022.

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

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

ORDINANCE #2022-12

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

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

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

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

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

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

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

**Section 1.** Chapter 432, Mercantile Licenses, Subsection 2, Term of License, is hereby repealed and replaced with:

**432-2 Term of License.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

First Reading: November 7, 2022

Adopted:

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

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

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

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

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

**ORDINANCE #2022-13**

**SALARY AND BENEFIT ORDINANCE FOR THE TOWNSHIP OF LOWER**

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

**TOWNSHIP COUNCIL**

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

**NON-UNION ADMINISTRATIVE/MANAGEMENT PERSONNEL**

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

**NON-UNION POLICE PERSONNEL**

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

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

**SUPERVISORS UNION**

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

**AFSCME**

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

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

**POLICE PERSONNEL**

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

Applicable Minimum Wage Established by the Dept of Labor

**PUBLIC WORKS PERSONNEL (PER HOUR)**

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

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

#### **OTHER EMPLOYEES**

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

#### **HOURLY EMPLOYEES**

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

#### **BUREAU OF FIRE SAFETY**

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

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

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

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

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

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

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

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

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

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

First Reading: November 7, 2022

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

Second Reading:

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

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

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

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

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

## CASH RECONCILIATION SEPTEMBER 30, 2022

	Cash		Less Checks Outstanding	Cash Book Balance
	*On Hand	On Deposit		
Current	411,958.91	10,186,942.95	1,125,818.07	9,473,083.79
Trust - Assessment				
Trust - Dog License	0.00	14,943.86	69.60	14,874.26
Trust - Other	50.00	4,002,892.79	70,660.88	3,932,281.91
Capital - General	0.00	3,769,389.56	1,600.00	3,767,789.56
Water - Operating				0.00
Water - Capital				0.00
Assessment Utility Trust				0.00
Public Assistance**				0.00
Garbage District				0.00
Grant Fund				0.00
<b>Total</b>	<b>412,008.91</b>	<b>17,974,169.16</b>	<b>1,198,148.55</b>	<b>17,188,029.52</b>

\*Include Deposits in Transit (and change funds)

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

**REQUIRED CERTIFICATION**

I hereby certify that all amounts shown in the "Cash on Deposit" column on Sheet 9 and 9(a) have been verified with the applicable bank statements, certificates, agreements or passbooks at 30-Sep-22

I also certify that all amounts, if any, shown for Investments in Savings and Loan Association on any trial balance have been verified with the applicable passbook at 30-Sep-22

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

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

Signature:

*Lauren Reed*

Title: CFO, Township of Lower



Township of Lower  
Treasurer's Report  
2022

	Total	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
<b>BEG. BAL. JAN. 1, 2022</b>	12,217,442.42	12,217,442.42	11,609,740.10	14,584,381.20	10,778,177.58	7,849,873.55	10,768,098.56	9,147,147.04	3,930,032.98	13,915,885.04
<b>RECEIPTS:</b>										
Per Revenue Status	64,975,982.11	4,653,567.63	11,498,357.99	1,349,674.12	4,891,350.50	19,364,824.83	843,951.66	1,955,896.81	18,533,519.91	1,886,838.96
less: post cash surplus	(4,550,000.00)					(4,550,000.00)				
Interest due from Escrow	(600.06)	(117.81)	(106.93)	(90.95)	(105.72)	(96.43)	(98.21)	(17.59)	(81.30)	(65.31)
	60,425,382.05	4,653,450.02	11,498,251.06	1,349,583.16	4,891,244.78	14,814,728.20	843,853.35	1,955,879.22	18,533,438.61	1,886,763.65
<b>Transfers:</b>										
Capital - Clear Interfund	2,878,552.07						411,510.12		1,384,536.11	1,162,503.84
<b>Grants Received:</b>										
ALED \$ RECD	4,737.97						4,737.97			
AMER.RESCUE \$ RECD	1,116,761.15							1,116,761.15		
BODY ARMOR \$ RECD	9,139.73					9,139.73				
CC \$ RECD	81,632.54						81,632.54			
DSGPO \$ RECD	7,500.00		7,500.00							
EMAA \$ RECD	10,000.00								10,000.00	
HISTORIC TRUST \$ RECD	35,737.50									35,737.50
JIF \$ Recd	6,472.69	4,747.69				725.00		1,000.00		
NJDOT - STAR	139,750.00				139,750.00					
OPEN SPACE \$ RECD	240,000.00		240,000.00							
OpIold Settlement	7,134.76								7,134.76	
Recycling Tonnage \$ Recd	46,395.72			46,395.72						
SJ GAME ON \$ Recd	1,000.00					1,000.00				
1,705,262.06										
<b>TOTAL RECEIPTS:</b>	65,108,996.18	4,858,197.71	11,743,751.06	1,395,978.88	5,029,994.78	14,825,592.93	1,341,733.98	3,073,640.37	19,935,111.48	3,104,994.99
<b>DISBURSEMENTS:</b>										
2021 Reserves	687,009.80	222,196.16	187,405.18	37,521.53	74,690.69	31,947.12	7,640.00	381.05	24,258.07	972.00
2022 Current	65,288,008.22	4,934,469.05	8,377,063.57	5,176,796.29	7,728,050.78	12,848,687.48	2,699,666.87	7,335,010.01	9,840,078.51	6,550,185.65
2022 Capital	4,317,116.80	247,305.48	243,142.68	81,827.21	218,571.87	712,760.56	(12,197.68)	1,258,034.49	345,068.35	1,182,503.84
less: Special Emergency	0.00									
less: Def chgs TAX MAP	(146,200.00)					(146,200.00)				
less: Due capital bond ord paydown	(1,225,000.00)					(1,225,000.00)				
less: Due capital CIF	(250,000.00)					(250,000.00)				
<b>Appropriation Refunds:</b>	(1,100,215.27)	(133,778.23)	(38,501.47)	(94,062.53)	(63,014.53)	(62,827.24)	(127,423.69)	(342,671.12)	(60,143.51)	(177,792.95)
1/322 MANUAL ADJ TO POST ENC 21 TAX REFUNDS TO 21 GT	(4,292.44)	(4,292.44)								
<b>CAPITAL (CLEAR FS IF)</b>	395,000.00						395,000.00			
<b>TOTAL DISBURSEMENTS</b>	67,861,427.11	5,265,900.03	8,769,109.36	5,202,182.50	7,958,298.81	11,907,367.92	2,962,685.50	8,290,754.43	9,949,259.42	7,555,868.54
<b>END. BAL. DEC. 31, 2022</b>	9,465,011.49	11,609,740.10	14,584,381.20	10,778,177.58	7,849,873.55	10,768,098.56	9,147,147.04	3,930,032.98	13,915,885.04	9,465,011.49
Total Appropriation Refunds	(1,100,215.27)	(133,778.23)	(38,501.47)	(94,062.53)	(63,014.53)	(62,827.24)	(127,423.69)	(342,671.12)	(60,143.51)	(177,792.95)
<b>Bank Balance</b>										
Checking-Ocean First	10,877,268.42	14,087,516.88	8,330,019.35	7,499,379.99	9,712,067.35	9,642,034.74	3,095,978.45	11,689,311.84	9,764,766.80	
Online Payment Accl	436,179.40	800,854.21	394,389.91	440,872.09	903,336.49	150,045.32	172,949.44	1,742,688.43	344,624.25	
Total Bank Balance	11,313,447.82	14,888,371.09	8,724,419.26	7,940,252.08	10,615,403.84	9,792,080.06	3,268,925.89	13,431,980.27	10,109,391.05	
ADD: Deposits in Transit	361,983.33	53,140.04	2,074,054.83	138,035.18	163,025.89	9,933.90	946,660.71	533,186.32	65,528.44	
LESS: Outstanding Checks	(65,991.05)	(357,129.93)	(20,296.61)	(228,413.71)	(10,331.27)	(654,866.92)	(285,553.62)	(49,281.55)	(709,808.00)	
<b>Adjusted Bank Balance</b>	11,609,740.10	14,584,381.20	10,778,177.58	7,849,873.55	10,768,098.56	9,147,147.04	3,930,032.98	13,915,885.04	9,465,011.49	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Monthly Interest Received-Current Fund	37,093.59	4,066.01	4,936.48	4,377.48	3,976.15	4,453.20	4,281.05	3,290.21	3,400.90	4,310.11
Interest Rate		0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%

GENERAL REVENUES	FCOA	Anticipated 2022	Realized in Cash in 2022	Excess/ (Shortfall)
1. Surplus Anticipated	08-101	4,550,000.00	4,550,000.00	-
2. Surplus Anticipated With Consent of Director of Local Gov't Services	08-102			
Total Surplus Anticipated	08-100	4,550,000.00	4,550,000.00	-
3. Miscellaneous Revenues - Section A: Local Revenues	XXXXXX			
Licenses:	XXXXXX			
Alcoholic Beverages	08-103	35,000.00	39,015.00	4,015.00
Other (Mercantile, campground, ice cream peddling, bingo, gravel pit)	08-104	115,000.00	253,177.90	138,177.90
Fees and Permits (Yard sale, copying fees, street opening, taxi cab, municipal fees)	08-105	72,200.00	73,143.52	943.52
Fines and Costs:	XXXXXX			
Municipal Court	08-110	75,000.00	44,834.12	(30,365.88)
Interest and Costs on Taxes	08-112	150,000.00	101,971.09	(48,028.91)
Interest on Investments and Deposits	08-113	29,741.00	37,093.59	7,352.59
Recreation Fees	08-105	25,000.00	52,179.62	27,179.62
Payments in Lieu of Taxes - Conifer	08-105	30,000.00	28,482.57	(1,517.43)
Payments in Lieu of Taxes - Yorkshire Place	08-105	15,000.00	18,711.30	3,711.30
Payments in Lieu of Taxes - Haven House	08-105	25,000.00	34,788.00	9,788.00
Bulk Trash Receipts	08-105	65,000.00	89,110.70	24,110.70
Cable Franchise Fees	08-105	125,000.00	143,252.23	18,252.23
Total Section A: Local Revenue	08-001	761,941.00	915,559.64	153,618.64
3. Miscellaneous Revenues - Section B: State Aid Without Offsetting Appropriations	XXXXXX	XXXXXX	XXXXXX	
Energy Receipts (PL 1997, Chapters 162 & 167)	09-202	1,475,791.00	1,178,599.75	(297,191.25)
Garden State Trust	09-207	87,437.00	0.00	(87,437.00)
Total Section B: State Aid Without Offsetting Appropriations	09-001	1,563,228.00	1,178,599.75	(384,628.25)
3. Miscellaneous Revenues - Section C: Dedicated Uniform Construction Code Fees Offset with Appropriations (NJSA 40A: 4-36 and NJAC 5:23-4.17)	XXXXXX	XXXXXX	XXXXXX	
Uniform Construction Code Fees	08-160	420,000.00	464,568.00	44,568.00
Total Section C: Dedicated Uniform Construction Code Fees Offset w/Appropriations	08-002	420,000.00	464,568.00	44,568.00
3. Miscellaneous Revenues - Section D: Special Items of General Revenue Anticipated With Prior Written Consent of the Director of Local Government Services - Interlocal Municipal Service Agreements Offset With Appropriations:	XXXXXX	XXXXXX	XXXXXX	
Boards of Education - Special Police	08-105	199,524.48	99,762.25	(99,762.23)
County Interlocal - Garage Services	08-105	53,027.30	53,027.30	0.00
Total Section D: Interlocal Municipal Service Agreements Offset With Appropriations	11-001	252,551.78	152,789.55	(99,762.23)
3. Miscellaneous Revenues - Section E: Special Items of General Revenue Anticipated With Prior Written Consent of the Director of Local Government Services - Additional Revenues Offset with Appropriations (N.J.S. 40A:4-45.3h)				
Total Section E: Interlocal Municipal Service Agreements Offset With Appropriations	08-003	0.00	0.00	0.00

GENERAL REVENUES		FCOA	Anticipated 2022	Realized in Cash in 2022	Excess/ (Shortfall)
3	Miscellaneous Revenues - Section F: Special Items of General Revenue Anticipated With Prior Written Consent of the Director of Local Government Services - Public and Private Revenues Offset with Appropriations:	XXXXXX	XXXXXX	XXXXXX	
	Alcohol Education and Rehabilitation Fund	10-501	4,737.97	4,737.97	0.00
	American Rescue Money		1,116,761.15	1,116,761.15	0.00
	Atlantic County JIF	10-881	6,475.00	6,475.00	0.00
	Clean Communities Program	10-602	81,632.54	81,632.54	0.00
	Cops in Shops	10-694	1,440.00	1,440.00	0.00
	Drive Sober Get Pulled Over	10-509	7,000.00	7,000.00	0.00
	Emergency Management Assistance	10-537	10,000.00	10,000.00	0.00
	Opioid Settlement		7,134.76	7,134.76	0.00
	Recycling Tonnage Grant	10-569	46,395.72	46,395.72	0.00
	Small Cities Grant	10-707	400,000.00	400,000.00	0.00
	SJ Gas First Responders Grant	10-540	4,500.00	4,500.00	0.00
	SJ Gas Game On		1,000.00	1,000.00	0.00
	Total Section F: Special Items of General Revenue Anticipated w/Prior Written Consent of the Director of Local Government Services-Public and Private Revenues	10-001	1,687,077.14	1,687,077.14	0.00

3.	Miscellaneous Revenues - Section G: Special Items of General Revenue Anticipated With Prior Written Consent of the Director of Local Government Services - Other Special Items:	XXXXXX	XXXXXX	XXXXXX	
	Uniform Fire Safety Act	08-106	365,000.00	426,212.74	61,212.74
	Fire District Contributions	08-105	102,000.00	0.00	(102,000.00)
	Capital Fund - Reserve for Debt Service	08-109	33,000.00	33,000.00	0.00
	Contribution from MUA	08-114	160,000.00	160,000.00	0.00
	Total Section G: Special Items of General Revenue Anticipated w/Prior Written Consent of the Director of Local Government Services - Other Special Items	08-004	660,000.00	619,212.74	(40,787.26)

GENERAL REVENUES	FCOA	Anticipated 2022	Realized in Cash in 2022	Excess/ (Shortfall)
Summary of Revenues	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	
1. Surplus Anticipated	08-101	4,550,000.00	4,550,000.00	0.00
2. Surplus Anticipated With Consent of Director of Local Gov't Services	08-102	0.00	0.00	
3. Miscellaneous Revenues:				
Total Section A: Local Revenues	08-001	761,941.00	915,559.64	153,618.64
Total Section B: State Aid Without Offsetting Appropriations	09-001	1,563,228.00	1,178,599.75	(384,628.25)
Total Section C: Dedicated Uniform Construction Code Fees Offset with Appropriations	08-002	420,000.00	464,568.00	44,568.00
Total Section D: Interlocal Municipal Service Agreements	11-001	252,551.78	152,789.55	(99,762.23)
Total Section F: Public and Private Revenues	10-001	1,687,077.14	1,687,077.14	0.00
Total Section G: Other Special Items	08-004	660,000.00	619,212.74	(40,787.26)
Total Miscellaneous Revenues	13-099	5,344,797.92	5,017,806.82	(326,991.10)
4. Receipts from Delinquent Taxes		380,000.00	419,728.04	39,728.04
5. Subtotal General Revenues (Items 1,2,3 and 4)		10,274,797.92	9,987,534.86	(287,263.06)
6. Amount to be Raised by Taxes for Support of Municipal Budget:	XXXXXX			
a) Local Tax for Municipal Purposes Including Reserve for Uncollected Taxes	07-190	22,019,629.97	XXXXXXXXXX	
b) Addition to Local District School Tax	07-191			
Total Amount to be Raised by Taxes for Support of Municipal Budget (Quarterly reports include the tax liability to County, Schools and Fire Districts less tax revenues received)	07-199	22,019,629.97	5,839,025.83	(16,180,604.14)
7. Total General Revenues	13-299	32,294,427.89	15,826,560.69	(16,467,867.20)

8. GENERAL APPROPRIATIONS  (A) Operations - within "CAPS"	FCOA	Appropriated			Expended 2022	
		2022	for 2022 by Emergency Appropriation	Total for 2022 as Modified by all Transfers	Paid or Charged	Reserved
<b>GENERAL GOVERNMENT:</b>						
Office of the Township Council	20-110					
Salaries and Wages	20-110-1	90,500.00		90,500.00	69,615.60	20,884.40
Other Expenses	20-110-2	27,510.76		27,510.76	17,823.05	9,687.71
Office of the Township Clerk	20-120					
Salaries and Wages	20-120-1	249,000.00		249,000.00	183,474.38	65,525.62
Other Expenses	20-120-2	9,675.60		9,675.60	4,514.79	5,160.81
Elections	20-120-2	7,000.00		7,000.00	5,682.27	1,317.73
Office of Township Solicitor	20-155					
Other Expenses	20-155-2	261,000.00		261,000.00	249,270.00	11,730.00
Office of Township Manager						
Salaries and Wages	20-100-1	200,000.00		200,000.00	147,068.00	52,932.00
Other Expenses	20-100-2	19,780.00		19,780.00	17,793.40	1,986.60
Department of Revenue and Finance	20-130					
Salaries and Wages	20-130-1	387,000.00		387,000.00	281,169.75	105,830.25
Other Expenses	20-130-2	42,850.00		42,850.00	32,579.10	10,270.90
Audit Services	20-135					
Other Expenses	20-135-2	32,800.00		32,800.00	32,500.00	300.00
Human Resources	20-140					
Salaries and Wages	20-140-1	70,000.00		70,000.00	0.00	70,000.00
Other Expenses	20-140-2	5,000.00		5,000.00	0.00	5,000.00
Tax Assessor						
Salaries and Wages	20-150-1	170,000.00		170,000.00	119,480.13	50,519.87
Other Expenses	20-150-2	17,100.00		17,100.00	8,446.49	8,653.51

8. GENERAL APPROPRIATIONS

(A) Operations - within "CAPS"	FCOA	Appropriated		Expended 2022		
		2022	for 2022 by Emergency Appropriation	Total for 2022 as Modified by all Transfers	Paid or Charged	Reserved
<b>GENERAL GOVERNMENT:</b>						
Division of Taxation	20-145					
Salaries and Wages	20-145-1	196,500.00		196,500.00	126,926.63	69,573.37
Other Expenses:						
Liquidation of Tax Title Liens	20-145-2	15,000.00		15,000.00	10,000.00	5,000.00
Miscellaneous Other Expenses	20-145-2	12,550.00		12,550.00	6,100.67	6,449.33
Department of Planning and Development	20-170					
Salaries and Wages	20-170-1	177,000.00		177,000.00	148,925.91	28,074.09
Other Expenses	20-170-2	22,615.50		22,615.50	18,921.29	3,694.21
Engineering Services and Costs	20-165					
Other Expenses	20-165-2	12,000.00		12,000.00	2,000.00	10,000.00
Department of Parks and Recreation	28-370					
Salaries and Wages	28-370-1	353,000.00		353,000.00	241,671.65	111,328.35
Other Expenses	28-370-2	173,931.75		173,931.75	168,630.48	5,301.27
Department of Public Works	26-305					
Salaries and Wages	26-305-1	2,802,000.00		2,802,000.00	2,050,890.29	751,109.71
Other Expenses:	26-305-2					
Sanitary Landfill	26-305-2	825,000.00		825,000.00	483,866.81	341,133.19
Miscellaneous Other Expenses	26-305-2	308,622.70		308,622.70	269,578.61	39,044.09
Public Buildings and Grounds	20-310					
Salaries and Wages	20-310-1	156,000.00		156,000.00	122,687.31	33,312.69
Other Expenses	20-310-2	140,500.00		140,500.00	114,423.62	26,076.38

8. GENERAL APPROPRIATIONS  (A) Operations - within "CAPS"	FCOA	Appropriated			Expended 2022	
		2022	for 2022 by Emergency Appropriation	Total for 2022 as Modified by all Transfers	Paid or Charged	Reserved
<b>PUBLIC SAFETY:</b>						
Department of Public Safety	25-240					
Salaries and Wages	25-240-1	4,934,475.52		4,934,475.52	3,531,933.33	1,402,542.19
Other Expenses	25-240-2	284,100.00		284,100.00	163,063.54	121,036.46
DPS Building Lease	25-245-2	165,451.26		165,451.26	0.00	165,451.26
Police 911 Dispatchers	25-250					
Other Expenses	25-250-2	600,000.00		600,000.00	350,000.00	250,000.00
Uniform Fire Safety Act (P.L. 1983, Ch. 383)	25-265					
Salaries and Wages	25-265-1	246,763.27		246,763.27	170,474.14	76,289.13
Other Expenses	25-265-1	271,000.00		271,000.00	52,468.12	218,531.88
Emergency Management Services	25-252					
Salaries and Wages	25-252-1	35,000.00		35,000.00	26,923.20	8,076.80
Other Expenses	25-252-2	12,500.00		12,500.00	2,239.40	10,260.60
Contributions to Rescue	25-260-2	36,000.00		36,000.00	36,000.00	0.00
Interlocal Agreement - Fire District #3 (\$20,000)	25-263-2	22,500.00		22,500.00	22,500.00	0.00
Interlocal Agreement - Wildwood First Response (\$5,000)	25-263-2	5,000.00		5,000.00	5,000.00	0.00
Demolition	22-195					
Other Expenses	22-195-2	14,500.00		14,500.00	4,074.95	10,425.05
<b>OFFICE OF NON-DEPARTMENTAL BOARDS, AUTHORITIES AND AGENCIES:</b>						
Municipal Land Use Law (N.J.S.A. 40: 55 D-1)						
Planning Board	21-180					
Other Expenses	21-180-2	7,950.00		7,950.00	7,500.00	450.00
Zoning Board of Adjustments	21-185					
Other Expenses	21-185-2	7,950.00		7,950.00	7,518.50	431.50
Animal Regulation	27-340					
Other Expenses						
Contractual	27-340-2	158,649.48		158,649.48	137,555.11	21,094.37
Miscellaneous Other Expenses	27-340-2	16,274.91		16,274.91	16,274.91	0.00

8. GENERAL APPROPRIATIONS  (A) Operations - within "CAPS"	FCOA	Appropriated			Expended 2022	
		2022	for 2022 by Emergency Appropriation	Total for 2022 as Modified by all Transfers	Paid or Charged	Reserved
<b>OFFICE OF NON-DEPARTMENTAL BOARDS, AUTHORITIES AND AGENCIES:</b>						
Municipal Court	43-490					
Salaries and Wages	43-490-1	226,000.00		226,000.00	164,503.65	61,496.35
Other Expenses	43-490-2	15,400.00		15,400.00	5,920.07	9,479.93
Public Defender (P.L. 1997, C. 256)	43-495					
Salaries and Wages	43-495-1	16,500.00		16,500.00	12,692.40	3,807.60
<b>INSURANCE</b>						
General Liability	23-210-2	255,924.24		255,924.24	255,924.24	0.00
Workers Compensation Insurance	23-215-2	669,351.76		669,351.76	627,505.34	41,846.42
Employee Group Health	22-220-2	3,874,100.32		3,874,100.32	3,138,858.28	735,242.04
Salaries and Wages	23-220-1	110,000.00		110,000.00	0.00	110,000.00
<b>Uniform Construction Code - Appropriations Offset by Dedicated Revenues (N.J.A.C. 5: 23-4.17)</b>						
State Uniform Construction Code						
Construction Official	22-195					
Salaries and Wages	22-195-1	515,500.00		515,500.00	292,689.78	222,810.22
Other Expenses	22-195-2	15,650.00		15,650.00	7,226.27	8,423.73
<b>UNCLASSIFIED:</b>						
<b>OTHER COMMON OPERATING FUNCTIONS</b>						
Terminal Leave						
Salaries and Wages	30-145-1	380,000.00		380,000.00	380,000.00	0.00
Celebration of Public Events or Holidays (N.J.S.A. 40: 48-5.4)	30-420-2	100,740.00		100,740.00	94,742.79	5,997.21

8. GENERAL APPROPRIATIONS  (A) Operations - within "CAPS"	FCOA	Appropriated			Expended 2022	
		2022	for 2022 by Emergency Appropriation	Total for 2022 as Modified by all Transfers	Paid or Charged	Reserved
<b>UNCLASSIFIED:</b>						
<b>OTHER COMMON OPERATING FUNCTIONS</b>						
<b>UTILITY EXPENSES AND BULK PURCHASES:</b>						
Electricity	31-430-2	185,000.00		185,000.00	144,371.13	40,628.87
Street Lighting	31-435-2	395,000.00		395,000.00	278,724.07	116,275.93
Telephone	31-440-2	90,000.00		90,000.00	56,301.72	33,698.28
Water	31-445-2	15,000.00		15,000.00	13,354.87	1,645.13
Natural Gas	31-446-2	50,000.00		50,000.00	37,730.57	12,269.43
Heating Oil	31-447-2	8,000.00		8,000.00	5,335.57	2,664.43
Gasoline	31-460-2	270,500.00		270,500.00	246,728.89	23,771.11
<b>Total Operations within "CAPS"</b>	34-199	20,794,717.07	0.00	20,794,717.07	15,230,175.07	5,564,542.00
<b>B. Contingent</b>	35-470	300.00		300.00		300.00
<b>Total Operations Including Contingent - within "CAPS"</b>	34-201	20,795,017.07	0.00	20,795,017.07	15,230,175.07	5,564,842.00
<b>Detail:</b>						
Salaries and Wages	34-201-1	10,825,238.79		10,825,238.79	7,691,126.15	3,134,112.64
Other Expenses	34-201-2	9,969,778.28		9,969,778.28	7,539,048.92	2,430,729.36
<b>E. Deferred Charges and Statutory Expenditures - Municipal within "CAPS"</b>						
<b>(1) DEFERRED CHARGES</b>						
	46-870					0.00
<b>(2) STATUTORY EXPENDITURES:</b>						
Public Employees' Retirement System	36-471	718,689.00		718,689.00	718,689.00	0.00
Social Security System (O.A.S.I)	36-472	830,500.00		830,500.00	625,502.18	204,997.82
Police and Firemen's Retirement System of NJ	36-473	1,307,269.00		1,307,269.00	1,307,269.00	0.00
Defined Contribution Retirement Program	36-476	5,000.00		5,000.00	1,081.29	3,918.71
Unemployment Compensation Insurance (N.J.S.A. 43:21-3 et seq.)	23-225	50,000.00		50,000.00	45,585.84	4,414.16
<b>Total Deferred Charges and Statutory Expenditures - Municipal within "CAPS"</b>	34-209	2,911,458.00	0.00	2,911,458.00	2,698,127.31	213,330.69
(G) Cash Deficit of Preceding Year	46-855					
<b>(H-1) Total General Appropriations for Municipal Purposes within "CAPS"</b>	34-299	23,706,475.07	0.00	23,706,475.07	17,928,302.38	5,778,172.69

8. GENERAL APPROPRIATIONS	FCOA	Appropriated			Expended 2022	
		2022	for 2022 by Emergency Appropriation	Total for 2022 as Modified by all Transfers	Paid or Charged	Reserved
(A) Operations - Excluded from "CAPS"						
<b>Interlocal Municipal Service Agreements</b>						
Cape May County Interlocal						
Garage Services	26-305	53,027.30		53,027.30	53,027.30	0.00
Special Resource Police	25-240					
Salaries and Wages	25-240-1	199,524.48		199,524.48	199,524.48	0.00
<b>Total Interlocal Municipal Service Agreements</b>	42-999	252,551.78	0.00	252,551.78	252,551.78	0.00
<b>Public and Private Programs Offset by Revenues</b>						
Alcohol Education and Rehabilitation Fund	41-501	4,737.97		4,737.97	4,737.97	0.00
American Rescue Money		1,116,761.15		1,116,761.15	1,116,761.15	0.00
Atlantic County JIF	41-714	6,475.00		6,475.00	6,475.00	0.00
Clean Communities Program	41-602	81,632.54		81,632.54	81,632.54	0.00
Cops in Shops	41-694	1,440.00		1,440.00	1,440.00	0.00
Local Government Emergency Fund	41-878	4,500.00		4,500.00	4,500.00	0.00
Drive Sober or Get Pulled Over	41-509	7,000.00		7,000.00	7,000.00	0.00
NJ OEM Grant	41-735	10,000.00		10,000.00	10,000.00	0.00
Opioid Settlement		7,134.76		7,134.76	7,134.76	0.00
Recycling Tonnage Grant	41-569	46,395.72		46,395.72	46,395.72	0.00
Small Cities	41-707	400,000.00		400,000.00	400,000.00	0.00
SJ Gas Game On		1,000.00		1,000.00	1,000.00	0.00
<b>8. GENERAL APPROPRIATIONS</b>						
(A) Operations - Excluded from "CAPS"	FCOA	2022	for 2022 by Emergency Appropriation	Total for 2022 as Modified by all Transfers	Paid or Charged	Reserved
<b>Public and Private Programs Offset by Revenues</b>						
SFSP-Fire Districts	41-725	8,165.00		8,165.00	8,164.00	1.00
<b>Total Public and Private Programs Offset by Revenues</b>	40-999	1,695,242.14		1,695,242.14	1,695,241.14	1.00
<b>Total Operations - Excluded form "CAPS"</b>	34-305	1,947,793.92	0.00	1,947,793.92	1,947,792.92	1.00
Detail:						
Salaries and Wages		199,524.48		199,524.48	199,524.48	0.00
Other Expenses		1,748,269.44		1,748,269.44	1,748,268.44	1.00

8. GENERAL APPROPRIATIONS	FCOA	Appropriated			Expended 2022	
		2022	for 2022 by Emergency Appropriation	Total for 2022 as Modified by all Transfers	Paid or Charged	Reserved
<b>(A) Operations - Excluded from "CAPS"</b>						
<b>(C) Capital Improvements - Excluded from "CAPS"</b>						
Capital Improvement Fund	44-901	250,000.00		250,000.00	250,000.00	0.00
New Jersey Transportation Trust Fund Authority Act	41-865					0.00
<b>Total Capital Improvements Excluded from "CAPS"</b>		250,000.00	0.00	250,000.00	250,000.00	0.00
<b>(D) Municipal Debt Service - Excluded from "CAPS"</b>						
Payment of Bond Principal	45-920	2,460,000.00		2,460,000.00	2,460,000.00	XXXXXXX
Payment of Bond Anticipation Notes and Capital Notes	45-925	0.00			0.00	XXXXXXX
Interest on Bonds	45-930	705,000.00		705,000.00	702,100.00	XXXXXXX
Interest on Notes	45-935	0.00		0.00	0.00	XXXXXXX
<b>Green Trust Loan Program:</b>						XXXXXXX
Loan Repayments for Principal and Interest	45-940	130,000.00		130,000.00	124,366.36	XXXXXXX
<b>Total Municipal Debt Service Excluded from "CAPS"</b>	45-999	3,295,000.00	0.00	3,295,000.00	3,286,466.36	XXXXXXX

8. GENERAL APPROPRIATIONS	FCOA	Appropriated			Expended 2022	
		2022	for 2022 by Emergency Appropriation	Total for 2022 as Modified by all Transfers	Paid or Charged	Reserved
(E) Deferred Charges - Municipal - Excluded from "CAPS"						
(1) DEFERRED CHARGES:						XXXXXXX
Special Emergency Authorization - 5 Years (N.J.S.A. 40A: 4-55)	46-875	0.00		0.00	0.00	0.00
Deferred Charges - Pay down Ordinance(s)	46-870	1,225,000.00		1,225,000.00	1,225,000.00	0.00
Emergency	46-875	146,200.00	120,000.00	266,200.00	266,200.00	XXXXXXX
Total Deferred Charges - Municipal - Excluded from "CAPS"	46-999	1,371,200.00	120,000.00	1,491,200.00	1,491,200.00	0.00
(H-2) Total General Appropriations for Municipal Purposes Excluded from "CAPS"	34-309	6,863,993.92	120,000.00	6,983,993.92	6,975,459.28	1.00
(L) Subtotal General Appropriations	34-400	30,570,468.99	120,000.00	30,690,468.99	24,903,761.66	5,778,173.69
(M) Reserve for Uncollected Taxes	50-899	1,723,958.90	0.00	1,723,958.90	1,723,958.90	XXXXXXX
9. Total General Appropriations	34-499	32,294,427.89	120,000.00	32,414,427.89	26,627,720.56	5,778,173.69
<b>Summary of Appropriations</b>						
(A) Operations: (a & b) Within "CAPS" - Including Contingent	34-299	23,706,475.07	0.00	23,706,475.07	17,928,302.38	5,778,172.69
Other Operations	34-300	0.00		0.00	0.00	0.00
Interlocal Municipal Service Agreements	42-999	252,551.78		252,551.78	252,551.78	0.00
Public & Private Programs Offset by Revenues	40-999	1,695,242.14		1,695,242.14	1,695,241.14	1.00
Total Operations Excluded from "CAPS"	34-305	1,947,793.92	0.00	1,947,793.92	1,947,792.92	1.00
(C) Capital Improvements	44-999	250,000.00		250,000.00	250,000.00	0.00
(D) Municipal Debt Service	45-999	3,295,000.00		3,295,000.00	3,286,466.36	8,533.64
(E) Deferred Charges - Excluded from "CAPS"	46-999	1,371,200.00	120,000.00	1,491,200.00	1,491,200.00	0.00
(F) Judgments	37-480					0.00
(G) Cash Deficit	46-885					0.00
(K) Local District School Purposes	29-410					0.00
(N) Transferred to Bd of Education	29-405					0.00
(M) Reserve for Uncollected Taxes	50-899	1,723,958.90		1,723,958.90	1,723,958.90	0.00
Total General Appropriations	34-499	32,294,427.89	120,000.00	32,414,427.89	26,627,720.56	5,778,173.69
		0.00		0.00	-	5,778,173.69

# TOWNSHIP OF LOWER

2600 Bayshore Road  
Villas, New Jersey 08251



Incorporated 1798

(609) 886-2005

August 4, 2022

## Certification of Mailing of Tax Bills

I do hereby certify as follows:

I am the Deputy Tax Collector of Township of Lower, in the County of Cape May, State of NJ.

The mailing of or other delivery of all original tax bills for the final bill of 2022 and the first and second installments of 2023 was completed on August 4, 2022

Pursuant to N.J.S.A. 54:4-66 et seq; payment on the third installment will bear no interest if received by August 31, 2022. After August 31, 2022 all receipts shall be deemed delinquent, with interest accruing from August 1, 2022.

Maria Brewster,

Deputy Tax Collector

**2022 CASH RECEIPTS  
JULY**

Township of Lower  
Office of the Tax Collector

	<b>MONTH TO DATE</b>	<b>YEAR TO DATE</b>
<b>Receipts</b>		
Preliminary year taxes (2023)	22850.15	22,850.15
Current year taxes (2022)	827,261.80	32,953,481.64
Prior year taxes (2021)	10,019.23	344,897.62
Previously exempt property		0.00
State Audit Pay Back		0.00
Municipal Lien		30,348.12
Recording		1,131.27
Bankruptcy		0.00
6% Penalty		1,187.26
Municipal Service Fees		46,500.00
Tax Search Fees		0.00
Interest	8,537.45	74,458.59
Lot clearing		1,400.00
Returned Check Fees	60.00	340.00
Duplicate Bills	5.00	505.00
Trash	1,596.00	62,465.75
<b>TOTAL DEPOSITS</b>	<b>870,329.63</b>	<b>33,539,565.40</b>
<b>DEPOSITED TO COUNCIL CHECK</b>	<b>459,550.00</b>	<b>29,498,287.44</b>
<b>DEPOSITED TO WIPP ACCOUNT</b>	<b>410,779.63</b>	<b>4,041,277.96</b>
<b>TOTAL DEPOSITS</b>	<b>870,329.63</b>	<b>33,539,565.40</b>
NSF Reversals		68,588.34
WIPP NSF Reversals		52,524.07
NSF Fee Reversals		0.00
<b>TOTAL NSF</b>	<b>-</b>	<b>121,112.41</b>
<b>TOTAL</b>	<b>870,329.63</b>	<b>33,418,442.99</b>

Prepared by Kathy Brown

**2022 CASH RECEIPTS  
AUGUST**

Township of Lower  
Office of the Tax Collector

	MONTH TO DATE	YEAR TO DATE
<b>Receipts</b>		
Preliminary Tax Year (2023)	984,509.41	1,007,359.56
Current year taxes (2022)	17,390,948.80	50,344,430.44
Prior year taxes (2021)	12,421.01	357,318.63
Previously exempt property		0.00
State Audit Pay Back		0.00
Municipal Lien		30,348.12
Recording		1,131.27
Bankruptcy		0.00
6% Penalty		1,187.26
Municipal Service Fees	9,900.00	56,400.00
Tax Search Fees		0.00
Interest	6,122.03	80,580.62
Lot clearing		1,400.00
Returned Check Fees*	120.00	460.00
Duplicate Bills	295.00	800.00
Trash	1,629.00	64,094.75
Tax Sale Cost	424.41	424.41
MUA		0.00
<b>TOTAL DEPOSITS</b>	<b>18,406,369.66</b>	<b>51,945,935.06</b>
<b>DEPOSITED TO COUNCIL CHECK</b>	<b>16,583,795.77</b>	<b>46,082,083.21</b>
<b>DEPOSITED TO WIPP ACCOUNT</b>	<b>1,822,573.89</b>	<b>5,863,851.85</b>
<b>TOTAL DEPOSITS</b>	<b>18,406,369.66</b>	<b>51,945,935.06</b>
NSF Reversals *	21,664.26	90,252.60
WIPP NSF Reversals	9,372.35	61,896.42
NSF Fee Reversal (20.00)*		
<b>TOTAL NSF</b>	<b>31,036.61</b>	<b>152,149.02</b>
<b>TOTAL</b>	<b>18,375,333.05</b>	<b>51,793,776.04</b>

Prepared by Kathy Brown

**2022 CASH RECEIPTS  
SEPTEMBER**

Township of Lower  
Office of the Tax Collector

	MONTH TO DATE	YEAR TO DATE
<b>Receipts</b>		
Preliminary Tax Year (2023)	129,984.63	1,137,344.19
Current year taxes (2022)	1,087,377.02	51,431,807.46
Prior year taxes (2021)	38,346.47	395,665.10
Previously exempt property		0.00
State Audit Pay Back		0.00
Municipal Lien		30,348.12
Recording		1,131.27
Bankruptcy		0.00
6% Penalty		1,187.26
Municipal Service Fees	3,810.00	60,210.00
Tax Search Fees		0.00
Interest	18,648.94	99,229.56
Lot clearing	975.00	2,375.00
Returned Check Fees*	60.00	520.00
Duplicate Bills	45.00	845.00
Trash	4,510.75	68,605.50
Tax Sale Costs	815.76	1,240.17
MUA		0.00
<b>TOTAL DEPOSITS</b>	<b>1,284,573.57</b>	<b>53,230,508.63</b>
<b>DEPOSITED TO COUNCIL CHECK</b>	<b>893,830.87</b>	<b>46,975,914.08</b>
<b>DEPOSITED TO WIPP ACCOUNT</b>	<b>390,742.70</b>	<b>6,254,594.55</b>
<b>TOTAL DEPOSITS</b>	<b>1,284,573.57</b>	<b>53,230,508.63</b>
NSF Reversals *		90,252.60
WIPP NSF Reversals	11,382.15	73,278.57
NSF Fee Reversal (20.00)*		0.00
<b>TOTAL NSF</b>	<b>11,382.15</b>	<b>163,531.17</b>
<b>TOTAL</b>	<b>1,273,191.42</b>	<b>53,066,967.46</b>

Prepared by Kathy Brown