

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

**September 4, 2024 – 5:00 pm.**

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

**Work Session**

Proclamation - Turn the Towns Teal

**Consent Agenda**

Approval of Minutes – August 19, 2024

Res. #2024-283 Authorization for the Payment of Vouchers \$ 540,182.66

Res. #2024-284 Authorization for Refund of Taxes

Res. #2024-285 Approval for a Film Production Company to Film on a Lower Township Beach

Res. #2024-286 Approval for Octoberfest

Res. #2024-287 Approval for Car Procession – Our Lady of Guadalupe

Res. #2224-288 Approval of Change Order #2 to DeBlasio & Associates for the Lower Township Public Works Building – Final Design Phase Services LT-C-048

Res. #2024-289 Authorizing the Disposal of Township of Lower Surplus No Longer Needed for Public Use

**Regular Agenda**

Ordinance #2024-11 An Ordinance of the Township of Lower Vacating, Surrendering, and Extinguishing the Public Rights of a Portion of Mill Road. This is the second reading and public hearing of this Ordinance. This Ordinance has been published, posted and made available to the public.

Ordinance #2024-12 An Ordinance Amending Chapter Seven, "Traffic " of the Municipal Code of the Township of Lower to Install Stop Signs at the Intersection of East Webber and Mowery Avenues This is the second reading and public hearing for this Ordinance. This Ordinance has been posted, published and made available to the public.

Ordinance #2024-13 An Ordinance Amending Chapter Seven, Traffic, of the Municipal Code of the Township of Lower to Modify No Parking Designations Within the Township of Lower This is the second reading and public hearing for this Ordinance. This Ordinance has been posted, published and made available to the public.

Ordinance #2024-14 Salary & Benefit Ordinance for the Township of Lower - This is the second reading and public hearing for this Ordinance. This Ordinance has been posted, published and made available to the public.

**Public Comment**

**Council Comments**

**Closed Session**

Res. #2024-290 A Resolution Providing for a Meeting Not Open to the Public in accordance with the provisions of the New Jersey Open Public Meetings Act, NJSA 10:4-12 Attorney/Client Privilege

**Adjourn**

**COUNCIL MEETING MINUTES – August 19, 2024**

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on August 19, 2024 at 5:00 p.m. in the meeting room of the Township Hall, 2600 Bayshore Road, Villas, New Jersey.

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

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

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

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

**Consent Agenda**

Approval of Minutes – August 5, 2024

- Res. #2024-270 Authorization for the Payment of Vouchers \$ 1,316,583.88
- Res. #2024-271 Resolution Authorizing the Award of a Non-Fair and open Contract to Fred M. Schiavone Construction, Inc. for Various Repairs to Roseanne Avenue (LT-G-2024)
- Res. #2024-272 Authorization for the Refund of Taxes
- Res. #2024-273 Approval of Change Order #2, Final As-Built Quantities and Contract Reduction for Beach Access Path Project (LT-C-038)
- Res. #2024-274 Approving Change Order #1 to Fred M. Schiavone Construction, Inc. for a No-Cost 35 Day Contract Time Extension for Francis Avenue Emergency Storm Sewer Piping at Ohio Pump Station (LT-C-045)
- Res. #2024-275 Authorizing the Sale of Township of Lower Surplus No Longer Needed for Public Use on GOVDEALS Online Auction Website
- Res. #2024-276 Approval for Beach to Brewery 10K
- Res. #2024-277 Approval for Run the Vineyards
- Res. #2024-278 A Resolution Authorizing and Approving a Shared Service Agreement Between the County of Cape May and the Township of Lower for Public Safety Answering, Dispatch and Related Services
- Res. #2024-279 Approval of Change Order #2 for DeBlasio & Associates for Additional Construction Services for the Francis Avenue Storm Sewer Improvements Construction Phase (LT-C-045)
- Res. #2024-280 A Resolution Authorizing a Grant Application to the New Jersey Department of Agriculture, 2024-2026 Spotted Lanternfly Population Reduction/Chemical Control Treatment Opportunity Grant
- Res. #2024-281 Contract Award 2024 Ram Promaster Cargo Van Tradesman 2500 High Roof 159" New Jersey ESCNJ Cooperative #23/24-11

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

**Administrative Reports**

Clerk, Construction, Dog, Tax, Treasurer, Vital

**Public Comment**

Alex Filipov, 117 Town Bank Road, addressed Council to voice concern about speeding on Town Bank Road. Mayor Sippel assured Mr. Filipov that Manager Laffey will contact the Police Chief to address the matter. Deputy Mayor Perry stated that the County has reduced the speed limit on Town Bank Road from 40 mph to 35 mph.

**Council Comments**

Mayor Sippel announced the Children's Fund Concert and reminded taxpayers to contact the Governor's office to voice opposition to the proposed NJPACT Rules.

Deputy Mayor Perry – no comments

Councilmember Roy – no comments

Councilmember Coombs – no comments

Councilmember Conrad urged residents to voice their opposition to the NJPACT Rules to Governor Murphy's office.

**Closed Session**

Res. #2024-282 A Resolution Providing for a Meeting Not Open to the Public in accordance with the provisions of the New Jersey Open Public Meetings Act, NJSA 10:4-12 Attorney/Client Privilege

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

Council adjourned to Executive Session at 5:10 p.m.

Council returned to Open Session at 6:10 p.m.

**Adjournment**

There being no further business to address, motion to adjourn moved by Mayor Sippel, seconded by Deputy Mayor Perry. Motion to adjourn was unanimous. Meeting adjourned at 6:10 p.m.

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

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

Approved:



Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01741	GENTILINI CHEVROLET, LLC	24-02288	08/22/24	ALIGNMENT PD VEHICLE/DPW	Open	129.95	0.00		
01806	ANTHONY J HARVATT, II, ESQ	24-01227	05/10/24	ZBA SOLICITOR JAN-DEC 2024 FEE	Open	625.00	0.00		
01873	HOME DEPOT*	24-01733	06/25/24	SUPPLIES FOR BLDS/DPW	Open	48.95	0.00		
02020	JASPER ENGINE & TRANS.*	24-02175	08/13/24	ENGINE FOR POLICE L.E.A.D. CAR	Open	5,821.00	0.00		
02025	HUNTER JERSEY PETERBILT~	24-02275	08/20/24	MATERIALS/DPW	Open	689.86	0.00		
02065	PYROTECNICO FIREWORKS INC	24-02246	08/19/24	RETURN OF UNUSED ESCROW	Open	1,316.25	0.00		
02140	KINDLE FORD LINC/MERC., INC.*	24-02290	08/22/24	WASHER FOR PD VEHICLE/DPW	Open	53.00	0.00		
02247	LAWSON PRODUCTS, INC.	24-01686	06/19/24	SUPPLIES/DPW	Open	744.84	0.00		
02402	MGL PRINTING SOLUTIONS	24-02171	08/09/24	MASS MAILING ENVELOPES	Open	1,440.00	0.00		
02411	MENEAR'S TREE SERVICE	24-02305	08/27/24	TREE CUTTING--WHITTIER ALLEY	Open	1,000.00	0.00		
02538	MARSH & MCLENNAN AGENCY, LLC	24-00009	01/02/24	RES#24-42 DNE\$40K MNTHLY	Open	3,333.33	0.00		B
02541	ROBERT D. MARTIN, JR	24-02306	08/27/24	CONTRACTUAL REIMBURSEMENT M	Open	168.00	0.00		
02800	MURPHY FENCE COMPANY*	24-02256	08/19/24	REPLACE KEY LATCH @ POOL	Open	236.15	0.00		
03017	SIXSMITH SPORTING GOODS INC*	24-00988	04/15/24	BOCA SHIRTS	Open	1,001.50	0.00		
03026	NJ STATE HEALTH BENEFITS	24-02310	08/27/24	SEPT 2024 HEALTH ACTIVE	Open	209,009.19	0.00		
		24-02327	08/28/24	SEPT 2024 HEALTH RETIREES	Open	115,583.74	0.00		
						324,592.93			
03158	NAYS	24-01969	07/18/24	RENEWAL OF FOOTBALL COACHES	Open	120.00	0.00		
03305	PEDRONI FUEL*	24-02291	08/22/24	NO LEAD GAS/DPW 8/14/24	Open	1,309.86	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03387	POGUE INC.*	24-02274	08/19/24	SAFETY AND HEALTH CONSORTIUM	Open	300.00	0.00		
03449	EUROFINS ENVIRONMENT TESTING	24-01304	05/16/24	2024 SEASONAL POOL CONTRACT	Open	430.00	0.00		B
03518	RIGGINS, INC.*	24-02294	08/22/24	PARTS/DPW 8/13/24	Open	445.66	0.00		
03692	SOUTH JERSEY GAS CO*	24-02343	08/28/24	7/19-8/19/24 NATURAL GAS	Open	831.82	0.00		
03904	LOWE'S HOME CENTER INC*	24-01851	07/09/24	SUPPLIES/DPW	Open	150.42	0.00		
		24-02102	07/31/24	SUPPLIES/DPW	Open	436.05	0.00		
						<u>586.47</u>			
04090	WIRELESS ELECTRONICS, INC*	24-02297	08/27/24	RADIO REPAIR	Open	250.00	0.00		
04097	CINTAS FIRST AID AND SAFETY*	24-02281	08/21/24	RE-STAOCK POOL/WINSLOW AVENUE	Open	31.19	0.00		
04105	PITNEY BOWES GLOBAL FINANCIAL~	24-01857	07/09/24	service contract folding machi	Open	3,169.80	0.00		
04300	W B MASON CO INC*	24-02160	08/09/24	MASS MAILING PAPER 8/9/24 5CS	Open	164.10	0.00		
04301	SEASHORE ASPHALT CORPORATION*	24-02289	08/22/24	ASPHALT/DPW	Open	1,370.09	0.00		
		24-02292	08/22/24	ASPHALT/DPW 8/14/24	Open	3,529.55	0.00		
						<u>4,899.64</u>			
05064	CAPE ISLAND GRAPHICS	24-01901	07/11/24	VEHI MARKING/LABELING GRAPHICS	Open	920.00	0.00		
6059	USABLE LIFE	24-02309	08/27/24	SEPT 24 LIFE INS	Open	951.75	0.00		
6063	CAPE MINING & RECYCLING, LLC*	24-00896	04/05/24	SUPPLIES FOR TRUCKS/DPW	Open	328.16	0.00		B
6071	UNITED UNIFORMS LIMITED LIAB*	24-02082	07/30/24	PATCHES - CJ RYAN	Open	72.00	0.00		
6074	CAPE ATLANTIC JUNIOR FOOTBALL	24-02244	08/19/24	2024 FOOTBALL OFFICIAL FEES	Open	2,840.00	0.00		
7079	SUBURBAN PROPANE L P*	24-02253	08/19/24	PROPANE- FREEMAN DOUGLASS PARK	Open	264.21	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7079	SUBURBAN PROPANE L P*				Continued				
	24-02271	08/19/24	PROPANE- SHUNPIKE	Open	<u>70.06</u>	0.00			
					334.27				
7098	SHORE VETERINARIAN ANIMAL								
	24-00007	01/02/24	RES#24-27 DNE\$62K	Open	5,166.67	0.00			B
7196	LAUREN HUGGINS SUIT								
	24-00006	01/02/24	RES#24-06 DNE\$16280 MNTHLY	Open	1,356.67	0.00			B
7354	FLEETPRIDE INC.*								
	24-02254	08/19/24	VOLVO DIAGNOSIS CABLE/DPW	Open	373.24	0.00			
7475	SUZANNE M SCHEID								
	24-02264	08/19/24	REIMBURSEMENT- CHEER COACH	Open	35.00	0.00			
	24-02341	08/28/24	CONTRACTUAL REIMBURSEMENT M	Open	<u>316.00</u>	0.00			
					351.00				
7507	STEFANKIEWICZ & BELASCO LLC								
	24-00001	01/02/24	RES#24-01 DNE\$40K MTHLY	Open	3,333.33	0.00			B
7555	LORCO PETROLEUM SERVICES*								
	24-02261	08/19/24	USED OIL REMOVAL/DPW	Open	20.00	0.00			
7820	DEBLASIO & ASSOCIATES, P.C								
	24-02240	08/19/24	PB ENGINEER VOUCHERS	Open	997.42	0.00			
7929	AMAZON CAPITAL SERVICES, INC ~								
	24-01937	07/16/24	FS Office supplies	Open	485.74	0.00			
	24-02065	07/29/24	FILING CABINET C LEWIS	Open	987.84	0.00			
	24-02087	07/30/24	FS Amazon office supplies	Open	200.39	0.00			
	24-02122	08/05/24	GAS POWERED SWEEPER BROOM	Open	274.97	0.00			
	24-02136	08/07/24	GARAGE PARTS	Open	213.90	0.00			
	24-02165	08/09/24	PRINTERS / SUPPLIES	Open	1,838.10	0.00			
	24-02231	08/15/24	OFFICE SUPPLIES 8/15/24	Open	<u>203.57</u>	0.00			
					4,204.51				
8072	JOHNSONS CONTROL SERCURITY *								
	24-00575	02/27/24	SERVICE CONTRACT FOR COMPUTER	Open	128.16	0.00			B
8125	JOHN MCGAFFNEY								
	24-02235	08/19/24	SUMMER B-BALL REFEREE	Open	260.00	0.00			
8253	FREDERICK PLENN								
	24-02236	08/19/24	SUMMER B-BALL REFEREE	Open	90.00	0.00			
8330	HILLYARD MID ATLANTIC *								
	24-02189	08/13/24	CLEANING SUPPLIES	Open	2,152.95	0.00			
8377	POINT EMBLEMS LLC *								
	24-01813	07/03/24	2" IRON HARD ENAMEL COINS	Open	1,490.00	0.00			

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
8460	RE BUSINESS SOLUTIONS	24-02345	08/29/24	PRINTER REPAIR FINANCE	Open	384.00	0.00		
8721	BLANEY, DONOHUE, & WEINBERG PC	24-00004	01/02/24	RES#24-03 PROSECUTOR DNE\$45K	Open	3,750.00	0.00		B
		24-00005	01/02/24	RES#24-03 WW CREST DNE\$10K	Open	833.33	0.00		B
						4,583.33			
8723	HOFFMAN INTERNATIONAL INC*	24-02262	08/19/24	PRESSURE SENSORE/DPW	Open	363.53	0.00		
8818	POWERDMS INC	24-02206	08/14/24	PLANIT SCHED. APP 12/23-12/24	Open	3,677.40	0.00		
8849	HORNER ENTERPRISES LLC	24-02263	08/19/24	9/06/24 - FAMILY FUN NIGHT	Open	1,860.00	0.00		
8927	TIM CASWELL	24-02237	08/19/24	SUMMER B-BALL REFEREE	Open	510.00	0.00		
8931	CAPE REGIONAL URGENT CARE LLC	24-02278	08/21/24	NEW HIRE ACADEMY EXAMS	Open	985.00	0.00		
9021	NATIONAL HIGHWAY PRODUCTS INC~	24-01811	07/03/24	STREET SIGN/DPW	Open	2,265.00	0.00		
9026	STARR SEPTIC LLC	24-01886	07/11/24	PORTA-POTS FOR CONCERTS	Open	230.00	0.00		B
		24-02239	08/19/24	SEPTIC PUMPING-FREEMAN PARK	Open	520.00	0.00		
						750.00			
9050	STEVEN TORRES	24-02259	08/19/24	REIMBURSEMENT- COACH	Open	40.00	0.00		
9140	BILL MULLIGAN	24-02234	08/19/24	SUMMER B-BALL REFEREE	Open	180.00	0.00		
9142	DENNIS CONTI	24-02238	08/19/24	SUMMER B-BALL REFEREE	Open	90.00	0.00		
9166	REMINGTON & VERNICK ENG II INC	24-01066	04/24/24	RES 2024-145 CRESSE LANE	Open	8,500.00	0.00		
9205	TNT EVENT MANAGEMENT	24-01824	07/03/24	COOMBS DOUGLASS RUN RES 24-223	Open	850.00	0.00		
9219	DRONESENSE INC.	24-01987	07/23/24	DJI AVANTA PRO-VIEW DRONE	Open	7,174.00	0.00		
9235	NORMAN & MARILYN WESTPHAL	24-02204	08/14/24	RETURN OF DEMO BOND	Open	1,500.00	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
9236	EUGENE & DOROTHY PANARO	24-02205	08/14/24	RETURN OF DEMOLITION BOND	Open	1,500.00	0.00		
9238	DENISE SHUTTER	24-02258	08/19/24	REIMBURSEMENT-POOL CERT.	Open	250.00	0.00		
9239	EVE RODRIGUEZ	24-02265	08/19/24	REIMBURSEMENT-CHEER COACH	Open	25.00	0.00		
9244	KIMBERLY ZEOLI	24-02273	08/19/24	9/06 FFNIGHT TRIO	Open	1,100.00	0.00		
9246	SCOTT OBERMEIER	24-02335	08/28/24	B-321 L-5 REFUND	Open	693.39	0.00		
9248	DOMINICK VITALE	24-02336	08/28/24	B-753.26 L-35.30	Open	1,564.86	0.00		
FOUR	BRUCE FOURNIER	24-02233	08/19/24	SUMMER B-BALL REFEREE	Open	180.00	0.00		
HCSVF	HCSV FOUNDATION	24-02243	08/19/24	B-505 L-13,02 BLDG	Open	2,905.80	0.00		
<hr/>									
Total Purchase Orders:		100	Total P.O. Line Items:		0	Total List Amount:	490,802.21	Total Void Amount:	0.00

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

RESOLUTION #2024-283

Title: AUTHORIZING THE PAYMENT OF VOUCHERS

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
PROFESSIONAL PROPERTY	ASSESSOR FIELD WORK	\$20,790.00
MERCHANTS BONDING CO	LINCOLN BLVD CLOSEOUT	\$8,122.06
STATE OF NEW JERSEY	UNEMPLOYMENT ER ACCOUNTS	\$20,468.39
	TOTAL Manual Checks	\$49,380.45
	TOTAL Computer Generated	\$490,802.21
	TOTAL BILL	\$540,182.66

	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 Sept ,04 , 2024.

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

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

RESOLUTION #2024-284

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.

Block	Lot	Refund To	Reason	Tax
321	5	Scott Obermeier 1 Warwick Rd	H/O Pd-Mortgage Co Resp	693.39
533.01	95.02	Salvatore Lipari 4 Folsom Rd	H/O Pd-Mortgage Co Resp	4,344.90
753.26	35.3	Dominick Vitale 39 Canterbury Way	H/O Pd-Mortgage Co Resp	1,564.86
261	11	Roberta Burt 35 E Drumbed Rd	H/O Pd-Mortgage Co Resp	734.51
729	1 C311B	Marybeth Fusaro 311B E Raleigh Ave	H/O Pd-Mortgage Co Resp	1,987.49
512.11	3014	Dianne Riehl 415 Hollywood Rd	H/O Pd-Mortgage Co Resp	1,249.63

	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 September 4, 2024.

Julie A Picard, Township Clerk

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

RESOLUTION #2024-285

Title: APPROVAL FOR A FILM PRODUCTION COMPANY TO FILM ON A LOWER TOWNSHIP BEACH

WHEREAS, Woozy Project LLC has requested permission to shoot a film on the Bay at Rosehill Parkway & Beach Drive on September 3<sup>rd</sup> and 4<sup>th</sup>, 2024; and

WHEREAS, Woozy Project, LLC has provided the Township with a certificate of Liability Insurance and have received approval from the Lower Township Police Department.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that permission is hereby granted for the event.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on September 4, 2024.

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

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

RESOLUTION #2024-286

Title: APPROVAL FOR OCTOBERFEST

WHEREAS, Maypoint Hospitality, LLC has requested permission to host an event called "Octoberfest" Saturday, October 21, 2024; and

WHEREAS, Maypoint Hospitality has provided the Township with a certificate of Liability Insurance and have received approval from the Lower Township Police Department.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that permission is hereby granted for the event to take place.

	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 September 4, 2024.

Julie A Picard, Township Clerk



Lower Township  
 2600 Bayshore Rd.  
 Villas, NJ 08251  
 609-886-2005

**REQUEST TO CLOSE STREET**

Applicant requests to temporarily close BEACH DRIVE (Street name)  
 from SCOTT AVE. (St. Name) to BROWNING AVE. (St. Name)

Date: 9/21/24 from 9:00 am/pm til 7:00 am/pm

1. The rights of ALL affected residents will be respected. That is, residents inside the closure area who did not request the street closure and any other resident living within the closed area who feel that they must either leave or enter during the time of closure will be allowed to do so. The Township requires approval of at least 80% of the residents who will be affected.
2. To ensure barricades are available, residents must submit the block party request form to Township Hall at least ten (10) business days in advance of the event. If the request is submitted less than ten (10) business days before the event, the barricades will be available on a first-come, first-serve basis.
3. Residents are responsible for setting up and taking down the barricades that will be delivered to the points of closure by Township Public Works personnel at the close of normal working hours on the day closest to the date of the event. Township personnel will pick up the barricades from the same points on the next working day after the event.
4. The barricades will be emplaced only during the hours specified for closure in the request to the Township, normally four hours, but not to exceed eight hours.
5. Nothing in this permit should be construed to be an exception to any law, including laws regarding alcohol consumption, public drunkenness or unnecessary noise.
6. Emergency vehicles will be allowed IMMEDIATE access to the closed area.

*I have read and agree to the above stated conditions. There are no neighbors who would be affected by this closure.*

[Signature]  
 Applicant's Signature

I spoke to all neighbors affected by this and have received approval from at least 80% [Initials]

MAYPOINT HOSPITALITY LLC - Brady Schoenrock - 91 Beach Drive 609-435-0775  
 Applicant's Name, Address and Phone #

Michael Kuffler  
 Township Manager Date 8/22/24

Sgt. [Signature]  
 LTPD Date 8/27/24

[Signature]  
 DPW Date 8/28/24

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

RESOLUTION #2024-287

Title: APPROVAL FOR CAR PROCESSION – OUR LADY OF GUADALUPE

WHEREAS, St. John Neumann Parrish has requested permission to host a car procession in honor of Our Lady of Guadalupe on December 12, 2024; and

WHEREAS, St. John Neuman Parish has provided the Township with a certificate of Liability Insurance and have received approval from the Lower Township Police Department.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that permission is hereby granted for the event to take place.

	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 September 4, 2024.

Julie A Picard, Township Clerk

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

RESOLUTION #2024-288

Title: APPROVAL OF CHANGE ORDER #2 TO DEBLASIO & ASSOCIATES FOR THE LOWER TOWNSHIP PUBLIC WORKS BUILDING – FINAL DESIGN PHASE SERVICES LT-C-048

WHEREAS, DeBlasio & Associates were awarded a Professional Service Contract January 17, 2024 Resolution #2024-64 for the Concept Design and Site Remediation Investigation Phase of the Public Works Administration Building in the amount of \$20,000.00 and Change Order # 1 was approved on May 20, 2024 by Resolution # 2024-179 in the amount of \$7,000.00 making the total contract \$27,000.00; and

WHEREAS, DeBlasio & Associates provided Change Order #2 – Final Design Phase Services for \$190,000 broken down as follows:

Design Development	\$ 10,000.00	
Preparation of Construction Documents	\$ 170,000.00	
Bidding and Awarding	\$ 10,000.00	
<b>TOTAL</b>		<b>\$190,000.00</b>

WHEREAS, the Township Council desires to approve Change Order #2 and the CFO has certified the availability of funds in the appropriation listed below as evidenced by her signature:

Appropriation: C-04-55-440-910 ORD #24-07

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 Change Order #1 attached hereto in the amount of \$190,000.00 is hereby approved and the contract total is now \$217,000.00.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on September 4, 2024.

Julie A Picard, Township Clerk

# DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

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

August 15, 2024

VIA EMAIL

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

**Re: Township of Lower, Cape May County, NJ  
Lower Township Public Works Building - Final Design Phase Services  
D&A File #: LT-C-048**

Dear Mr. Douglass:

**DeBlasio & Associates, P.C. (D&A)** is pleased to submit the following scope of work and professional service fee to perform the engineering, architectural and construction management services for the **Lower Township Public Works Building-Final Design Phase Services**.

## **1.0 Scope of Work**

As discussed, the intent of the Township is to remove two (2) existing buildings on the site and provide a new, 6,300 SF building containing office space, bathrooms, a training area/break room, and a sign shop. D&A will enter into a subcontract with OSK Design Partners, P.A. (OSK) for architectural services and BD Engineering for electrical, mechanical and plumbing engineering services. The proposed building improvements will be constructed in accordance with OSK's concept plan transmitted to the Township on May 31, 2024 which is enclosed with this proposal. D&A will also provide a site plan to reconfigure the site to eliminate one (1) entrance along Seashore Road and illustrate the location of the proposed building and associated septic treatment system. A survey of the site has previously been conducted by D&A which will be utilized for this project.

## **2.0 Scope of Services**

### **A. Design Development**

Using the approved Design, develop the final design development drawings including floor plans, site plans, architectural details, structural, electrical, mechanical and plumbing design drawings.

## **1. Site Engineering**

Based on the conceptual plan presented, we have developed the following scope of work for this task:

- a. Utilize the recently completed Outbound Survey and Topography for the project.
- b. Engineering design and preparation of a Site Plan, to include site layout, utility improvements, grading and drainage, landscaping, lighting and soil erosion control.

## **2. Architectural Services**

### **a. Schematic Design**

The Architect shall review the program, budget, and other pertinent information supplied by the Township and shall review laws, codes and regulations as they may apply to the project scope. The architect shall prepare a preliminary evaluation of the aforementioned project information, each in terms of the other, and will identify any potential conflicts and/or additional services which may be required for the successful completion of the work.

The Architect will review existing conditions on-site and conduct an existing conditions survey including measuring and photo documenting for purposes of preparing a base plan for construction documents.

Based on the project information as provided by the Township, the Architect will prepare and submit for Township's review preliminary project design solution alternatives, illustrating the scale and relationship of the project components.

Based on the Township's comments and input, the Architect shall prepare schematic design documents of the project solution, including (as may be applicable), floor plans and preliminary ceiling plans as well as design study sketches and renderings as the Architect deems appropriate to convey the design solution.

The Architect will consider and incorporate environmentally-sensitive solutions to project orientation, components, systems, and materials as may be practical without substantial impact to the project budget.

The Architect will submit to and appear before the Lower Township Planning Board for a courtesy review to solicit Board members' and public input.

### **b. Design Development**

Upon Township Approval of the Schematic Design set, the Architect will proceed with design development documents. Space allocations will be identified and located in the project design solution. Reflected ceiling plans will be developed to convey the nature and type of ceiling systems in each area. Interior design solutions will be explored for units and common areas for review by the Township via interior finish board presentations. Building Systems will be integrated into the architectural design solution

for structural frame, mechanical systems, plumbing systems and electrical systems. Materials and building components will be selected and documented within the plans. Outline specifications will be prepared for the project for the Township's review.

At the completion of the design development phase, the design development set, outline specifications and Architect's budget for the Cost of the Work will be submitted to the Township for review and approval.

**c. Construction Documents**

Upon Township approval of the Design set, the Architect shall prepare the construction documents for the work. These documents shall illustrate and describe the further development of the design drawings and shall consist of drawings and specifications setting forth in detail the quality levels of materials, systems and other requirements for the construction of the project scope.

The Architect shall incorporate laws, codes and regulations having jurisdiction into the construction documents.

The Township and Architect acknowledge that in order to complete the work, the Contractor will be required to provide additional information, such as project data, submittals and shop drawings submitted for the Architect's approval.

**d. Bid Assistance**

The Architect will assist the Township in the procurement of the Work, including coordinating with the Township's Contractor on pricing, advising on the bidding process, scope and form of the bid documents and general and supplementary conditions of the Contract for Construction.

The Architect will review and respond to questions during the bid period and issue any addenda or clarifications which may be required to more clearly define the work.

Upon receipt of bids, the Architect will review the bids and assist the Township in Contractor selection.

**e. Construction Administration**

During construction, the Architect shall advise and consult with the Township only to the extent permitted by the Township and by this document.

The architect shall not have responsible control or charge of the construction means, methods, sequencing, site conditions, etc.

The Architect shall not be responsible for deficiencies in the performance of the Work or any potential safety precautions in conjunction with the Work.

**TIMING** - The Architect's construction administration services commence with the Contract Award and end with the approval of the final payment to the Contractor.

SUBMITTALS - The Architect shall review the Contractor's submittal schedule, submittals, product data and/or shop drawings and shall not unreasonably delay or withhold approval. The architect shall review submittals, product data and shop drawings for conformance with the information given and the design intent expressed in the Contract Documents.

The Architect will conduct construction phase services in accordance with the responsibilities and authority as outlined in AIA document A201 General Conditions of the Contract for Construction unless indicated otherwise herein.

**f. Project Closeout**

Upon Receipt of a Temporary Certificate of Occupancy from the General Contractor, the Architect will compile a punchlist inspection of the completed Work. The punchlist inspection will identify those areas readily observable to the Architect which may represent errors, omissions and/or other defects in the completed work which do not comply with the Contract Documents, applicable building codes and/or commonly accepted prudent construction practices in the judgment of the Architect. The Architect will work with the Township and Contractor in clarifying and resolving any outstanding Potential Change Orders, Change Orders and/or Construction Change Directives.

**D. Preparation of Construction Documents**

1. Construction documents are drawings and specifications that will be utilized to obtain public bids, preparation of final opinion of construction costs of the project for the construction of the building and sitework by contractors. The construction documents will be based on the approved design development drawings and any further minor adjustments in the scope or quality of the project.
2. No further revisions to the drawings are included in this proposal after the final design development drawings are completed, reviewed, approved and the construction document phase begins.
3. The preparation of contract documents suitable for public bidding. The Bid Documents shall include the Notice to Bidders, Information for Bidders, General Conditions, Construction Drawings, Technical Specifications and Appropriate Labor Wage Rates.

**E. Bidding and Award**

Upon receiving the Township's authorization to advertise, D&A shall:

1. Provide the number of bid documents as required.
2. Attend a pre-bid conference with perspective bidders, issue clarifications or addendum in response to Bidder's questions.
3. Attend the bid opening.
4. Review and tabulate bids.
5. Provide analysis of the bids and make recommendations for awarding the contract.

### 3.0 Schedule and Fee

DeBlasio & Associates, P.C. will commence these services once the proposal is approved by the Township. Our professional service fee to complete the above referenced scope of work is a lump sum fee of **\$190,000.00**. Our fee will be invoiced on a percent complete by phase basis in accordance with the following phase schedule:

A. Design Development	\$ 10,000.00
B. Preparation of Construction Documents	\$170,000.00
C. Bidding and Award	\$ 10,000.00
<b>Total</b>	<b>\$190,000.00</b>

Please note that this proposal does not include construction phase services and a separate proposal can be provided for these services upon request from the Township.

**DeBlasio & Associates, P.C.** looks forward to the opportunity of working with the Township of Lower Township on the **Lower Township Public Works Building - Final Design Phase Services, Lower Township, NJ.**

Should you have any questions or require additional information, please do not hesitate to contact me in our Wildwood office at (609) 854-3311. We thank you for the opportunity to submit this proposal.

Sincerely,  
**DeBlasio & Associates, P.C.**



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

President

T: 609-854-3311

[Marc@deblasioassoc.com](mailto:Marc@deblasioassoc.com)

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

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

RESOLUTION #2024-289

Title: AUTHORIZING THE DISPOSAL OF TOWNSHIP OF LOWER SURPLUS NO LONGER NEEDED FOR PUBLIC USE

WHEREAS, the Township of Lower has determined that the property described below is no longer needed for public use

<u>ITEM</u>	<u>FIXED ASSET #</u>	<u>REASON</u>
3 Office Chairs	3787, 3708 and 4538	BROKEN BEYOND REPAIR

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 dispose of said item.

	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 September 4, 2024.

Julie A Picard, Township Clerk

8/19/2024

DISPOSE OF BROKEN ASSETS RES 2024-

LOCATION	DESCRIPTION /DISPOSAL	FA#
POLICE STATION	OFFICE CHAIR	3787
POLICE STATION	OFFICE CHAIR	3708
POLICE STATION	OFFICE CHAIR	4538

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

ORDINANCE NO. 2024-11

Title: AN ORDINANCE OF THE TOWNSHIP OF LOWER VACATING, SURRENDERING, AND EXTINGUISHING THE PUBLIC RIGHTS OF A PORTION OF MILL ROAD

**WHEREAS**, pursuant to N.J.S.A. 40:67-1(b) and N.J.S.A. 40:67-19, the Township Council of the Township of Lower may, by ordinance, vacate any public street or a portion thereof, dedicated to the Township for public use, but not accepted by the Township, whether or not said street, or any part thereof, has been opened and/or improved; and

**WHEREAS**, the Township of Lower has received written correspondence from the owner of the properties located at 756 Route 9, a/k/a Block: 505, Lot 34.01 and Block: 511, Lot: 1, which are bisected by Mill Road, requesting that a limited portion of Mill Road located between these properties be vacated; and

**WHEREAS**, Mill Road is a 25ft. wide unimproved paper street which has been dedicated for public use but which has not been opened and/or improved by the Township of Lower; and

**WHEREAS**, the Township Council of Lower has determined that the portion of said right-of-way requested to be vacated is unnecessary for public use and improving same serves no public purpose given the existence of improved roadways in the surrounding neighborhood; and

**WHEREAS**, the Lower Township Public Works Department, Police Department, MUA, Assessor, and Planning Department have indicated that they have no objections to the requested street vacation.

**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.** The public right, title and interest in the property described within the attached **Schedule A** is hereby vacated, surrendered, and extinguished, and the said lands referred to therein shall be held by the owner or owners thereof free and discharged from all public rights as a public street.

**Section 2.** Nothing contained herein shall be deemed to vacate, surrender or extinguish any right or privilege of the Township of Lower to any easements which it has, whether or not of record, or of any public utility, as defined in N.J.S.A. 48:2-13, and any cable television company, as defined in N.J.S.A. 48:5A-1, et seq., to maintain, repair and replace their existing facilities in, adjacent to, over and under the street herein vacated, or any part or parts thereof.

**Section 3.** At least one (1) week prior to such time fixed for further consideration for final passage of such ordinance, a copy thereof, together with a notice of the introduction thereof, and the time and place when and where the ordinance will be further considered for final passage, shall be mailed to every person whose lands may be affected by the ordinance or any assessment which may be made in pursuance thereof, so far as the same may be ascertained, directed to his or her last known post-office address in accordance with the provisions of N.J.S.A. 40:49-6.

**Section 4.** The Township Clerk shall, within sixty (60) days of the effective date of this Ordinance, file a copy of this Ordinance, certified by her, under the seal of the municipality, to be a true copy of this Ordinance, together with a copy of the proof of publication thereof, in the office of the Clerk of the County of Cape May in accordance with N.J.S.A. 40:67-21.

**Section 5.** It shall be the responsibility of the requestor to ensure that the Cape May County Clerk's Office records the vacation set forth herein.

**Section 6.** All other Ordinances that in conflict or are inconsistent with this Ordinance are hereby repealed, to the extent of such inconsistency.

**Section 7.** 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 provisions of this Ordinance are hereby declared to be severable.

**Section 8.** This Ordinance shall take effect twenty (20) days after final passage and publication as provided by law.

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

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

First Reading: August 5, 2024

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

Adopted:

\_\_\_\_\_  
Dave Perry, Deputy Mayor

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

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

# SCHEDULE A



# SchaefferNassarScheidegg Consulting Engineers, LLC

David S. Scheidegg, PE, PP, CME, CPWM, CFM  
Andrew F. Schaeffer, PE, PP  
Rami N. Nassar, PE, PP, CME  
Howard A. Transue, PLS

Engineers Surveyors Planners Environmental Specialists Municipal Consultants

17 July 2019  
Revised 7 July 2024

F-18-222  
William Herker  
**Block 505, Lot 34.01 & Block 511, Lot 1**  
25.00 feet wide Right of Way (Vacation)  
Township of Lower  
Cape May County, New Jersey

All that certain tract or parcel of land, situate in the Township of Lower, County of Cape May, State of New Jersey and being further described and bounded as follows:

BEGINNING at a point in the Southeasterly line of an unimproved 25.00 feet wide Right of Way, said point being South 28 degrees 35 minutes 52 seconds West 132.31 feet from the intersection of said 25.00 feet wide Right of Way and the Westerly line of New Jersey State Highway U.S. Route 9 (width varies); thence

1. along Lot 1 of Block 511, South 28 degrees 35 minutes 52 seconds West 267.44 feet to a concrete monument found for a corner; thence
2. along the Northeasterly line of Cape May – Lewes Ferry Approach Road (width varies), North 63 degrees 27 minutes 28 seconds West 25.02 feet to a concrete monument found for a corner; thence
3. along Lot 34.01 of Block 505, North 28 degrees 35 minutes 52 seconds East 268.34 feet to a pin found for a corner; thence
4. along the proposed Northeasterly terminus of the aforesaid 25.00 feet wide Right of Way, South 61 degrees 24 minutes 08 seconds East 25.00 feet to the Point of Beginning.

CONTAINING: 6,697 square feet of land.

HOWARD A. TRANSUE  
Professional Land Surveyor, NJ License No. 33541

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

ORDINANCE #2024-12

Title: AN ORDINANCE AMENDING CHAPTER SEVEN, TRAFFIC, OF THE MUNICIPAL CODE OF THE TOWNSHIP OF LOWER TO INSTALL STOP SIGNS AT THE INTERSECTION OF EAST WEBER AND MOWERY AVENUES

BE IT ORDAINED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that Chapter 7, Traffic, of the Municipal Code of the Township of Lower is hereby amended and supplemented as follows:

SECTION 1. Chapter 7, Traffic, Article I, General Provisions, Subsection 7.6.2, Schedule VIII of Subsection 7.6-2, Stop Intersections, is hereby amended to authorize the installation of stop signs at the following locations:

STOP INTERSECTION

INTERSECTION

East Weber Avenue and Mowery Avenue

STOP SIGN ON

Northwest Corner on Mowery Avenue  
Southeast Corner on Mowery Avenue  
Northeast Corner on Weber Avenue  
Southwest Corner on Weber Avenue

SECTION 2. All other Ordinances in conflict or inconsistent with this Ordinance are hereby repealed to the extent of such conflict or inconsistency.

SECTION 3. Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason, the remaining portions of this Ordinance shall not be affected thereby and shall remain in full force and effect, and to this end the provisions of this Ordinance are hereby declared to be severable.

SECTION 4. This Ordinance shall become effective immediately upon final adoption and publication in accordance with applicable law.

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

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

First Reading: August 5, 2024

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

Adopted:

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

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

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

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

ORDINANCE #2024-13

Title: AN ORDINANCE AMENDING CHAPTER SEVEN, TRAFFIC, OF THE MUNICIPAL CODE OF THE TOWNSHIP OF LOWER TO MODIFY NO PARKING DESIGNATIONS WITHIN THE TOWNSHIP OF LOWER

BE IT ORDAINED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that Chapter 7, Traffic, of the Municipal Code of the Township of Lower is hereby amended and supplemented as follows:

SECTION 1. Chapter 7, Traffic, Article I, General Provisions, Subsection 7.3.3, Schedule I of Subsection 7-3.3, No Parking, is hereby amended to prohibit parking along the following roadway:

NO PARKING

<u>NAME OF STREET</u>	<u>SIDE</u>	<u>LOCATION</u>
Rochester Avenue	North	From the Beach to Atlantic Avenue

SECTION 2. All other Ordinances in conflict or inconsistent with this Ordinance are hereby repealed to the extent of such conflict or inconsistency.

SECTION 3. Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason, the remaining portions of this Ordinance shall not be affected thereby and shall remain in full force and effect, and to this end the provisions of this Ordinance are hereby declared to be severable.

SECTION 4. This Ordinance shall become effective immediately upon final adoption and publication in accordance with applicable law.

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

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

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

First Reading: August 5, 2024

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

Adopted:

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

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

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

ORDINANCE #2024-14

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	121,000
Assistant Township Clerk	46,000	to	75,000
Personnel Officer	70,000	to	90,000
Appointing Authority	5,000	to	10,000
Human Resources Officer	50,000	to	70,000
Deputy Assessor	50,000	to	80,000

**NON-UNION POLICE PERSONNEL**

Chief of Police	107,584.	to	182,000
Deputy Chief of Police	107,584	to	170,000

**SUPERIOR OFFICER – POLICE**

Police Captain	100,034	to	152,000
Police Lieutenant	94,000	to	140,000

**SUPERVISORS UNION**

General Supervisor Public Works	59,000	to	96,000
Tax Assessor	60,000	to	103,000
Tax Collector	60,000	to	103,000
Construction Official	52,000	to	103,000
Supt. Parks & Rec	56,000	to	92,100
Supt. Public Works	75,000	to	120,000
Planning Director	60,000	to	115,000
Court Administrator	55,000	to	92,000
Coordinator Fed & State Aid	50,000	to	90,000
Deputy Court Administrator	45,000	to	62,000
Supervisor of Garage Services	66,000	to	90,000
Supervisor Buildings & Grounds	59,000	to	90,000
Qualified Purchasing Agent	45,000	to	95,000
Purchasing Agent	45,000	to	75,200
Township Engineer	70,000	to	108,245

**AFSCME**

Cashier	30,211	to	41,133
Clerk Typist / Keyboarding Clerk 1	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
Assistant Assessor Trainee	30,211	to	45,463
Assistant Assessor	30,211	to	45,463

Senior Assistant Assessor	30,211	to	45,463
Principal Assistant Assessor	30,211	to	45,463
Chief Assistant Assessor	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 / Keyboarding Clerk 2	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
Supervising Code Enforcement Officer	34,168	to	75,000
Principal Clerk / Keyboarding Clerk 3	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 Inspector (PT)	10,000	to	45,000
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	45,000
Plumbing Inspector	26,062	to	56,287
Plumbing Inspector (P/T)	10,000	to	45,000
Electrical Sub-Code Official	37,769	to	58,287
Electrical Inspector	26,062	to	58,287
Electrical Inspector (P/T)	10,000	to	45,000
Fire Protection Inspector	26,062	to	56,287
Fire Protection Inspector (P/T)	10,000	to	45,000
Assistant Zoning Officer	37,769	to	56,287
Assistant Tax Collector	37,769	to	80,000
Assistant Treasurer (F/T)	37,769	to	60,000
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	15.00 hr	to	19.00 hr
Violations Clerk	30,567	to	44,380

### **POLICE PERSONNEL**

Police Sergeant	86,051	to	130,000
Police Officer	33,000	to	120,000
Special Law Enforcement Officer (Class I)	14.13 hr	to	14.13 hr
Special Law Enforcement Officer (Class II)	14.13 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
Senior Equipment Operator	30.00	to	40.00
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
Supervising Mechanic Diesel	38.00	to	48.00
Senior Mechanic/Diesel	28.25	to	45.00
Maintenance Repair	23.06	to	30.00
Sr. Maintenance Repair	26.43	to	33.00
Supervising Maintenance Repair	33.00	to	40.00
Laborer 1	14.42	to	30.00
Laborer 2	17.00	to	34.00
Laborer 3	18.00	to	35.00
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	15.00	to	17.95
Recycling Program Aide	14.13	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	14.13 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
Flood Plain Manager	1,000	to	10,000

#### **HOURLY EMPLOYEES**

Lifeguard/Swimming Instructor	14.13	to	20.00
Recreation Aide	14.13	to	20.00
Senior Citizen Program Aide	14.13	to	18.00
Ticket Taker	14.13	to	18.00
Park Attendant	14.13	to	25.00
Field Inspector	14.13	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)	14.13 hr	to	25.00 hr
Fire Prevention Specialist (P/T)	14.13 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	1,800	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: August 5, 2024

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

Second Reading:

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

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

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

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

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

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

RESOLUTION #2024-290

Title: A 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

WHEREAS, the Township Council of the Township of Lower is subject to certain requirements of the Open Public Meetings Act, N.J.S.A 10:4-6, et seq.; and

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

WHEREAS, it is necessary for the Township Council of the Township of Lower to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

(1) Matters Required by Law to be Confidential: Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.

(2) Matters Where the Release of Information Would Impair the Right to Receive Funds: Any matter in which the release of information would impair a right to receive funds from the Government of the United States.

(3) Matters Involving Individual Privacy: Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information, relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.

(4) Matters Relating to Collective Bargaining Agreement: Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.

(5) Matters Relating to the Purchase, Lease or Acquisition of Real Property or the Investment of Public Funds: Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.

(6) Matters relating to Public Safety and Property: Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.

X (7) Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege: any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer. Attorney/Client Privilege

(8) Matters Relating to the Employment Relationship: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

(9) Matters Relating to the Potential Imposition of a Penalty: Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss if a license or permit belonging to the responding party bears responsibility.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, assembled in public session on September 4, 2024 that an Executive Session closed to the public shall be held on this date at approximately 5:30 p.m. in the Conference Room of the Township Hall, 2600 Bayshore Road, Villas for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Township Council that the public interest will no longer be served by such confidentiality.

Table with 8 columns: MOTION, SECOND, AYE, NAY, RECUSE, ABSTAIN, ABSENT. Rows for 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 September 4, 2024.

Julie A Picard, Township Clerk