

## Signed Resolutions - February 2, 2026

- Res. #2026-74 Authorization for the Payment of Vouchers \$667,710.54
- Res. #2026-75 Authorization for the Payout of Accumulated Compensatory Time (A. Cushman, \$7,435.12)
- Res. #2026-76 Approval of 2026 Rotary Towing Licenses
- Res. #2026-77 Public Facilities Grant Application for \$400,000, ADA Accessibility
- Res. #2026-78 Authorization for the Payout of Accumulated Compensatory Time (T. Girard, \$5,670.86)
- Res. #2026-79 Bid Acceptance and Contract Award for the FY2024 NJDCA Small Cities Program Municipal Pool Building Replacement (LT-C-063)
- Res. #2026-80 Adoption of State Model Citizen Participation Plan for DCA Small Cities Program
- Res. #2026-81 Identifying Small Cities Fair Housing Officer
- Res. #2026-82 Approval of Public Facilities Grant Management Plan
- Res. #2026-83 A Resolution Authorizing the Adoption of the 2026 Cape May County Hazard Mitigation Plan Update
- Res. #2026-84 A Resolution Amending Confirmation of Officials for Joint Insurance Fund and Municipal Excess Liability Fund
- Res. #2026-85 Authorizing Pay Out of Terminal Leave (C. Crippen, \$36,559.94)
- Res. #2026-86 Authorizing Pay Out of Terminal Leave (M. Vitelli, \$11,897.68)
- Res. #2026-87 Authorizing Pay Out of Terminal Leave (K. Wolf, \$5,603.23)
- Res. #2026-88 Approving A Professional Service Contract with Blauer Associates for the Application Submission and Administrative Work for FY2026 Small Cities Project (NTE \$20,000)
- Res. #2026-89 Approval of Change Order #1 Authorizing Additional Services for State Contract to Insight Public Sector for the Provisions of OpenGov Software and Related Services for Online Bid Procurement (Contract No. T3121)
- Res. #2026-90 A Resolution Approving the Renewal of a Class 5 Cannabis License to Sea & Leaf, LLC
- Res. #2026-91 TABLED

Ranges	Item Status	Purchase Types	Misc				
<i>Range: First to Last Rcvd Batch Id Range: First to Last</i>	<i>Open: N Void: N Paid: N Held: Y Aprv: N Rcvd: Y</i>	<i>Bid: Y State: Y Other: Y Exempt: Y</i>	<i>P.O. Type: All Include Project Line Items: Yes Format: Condensed Include Non-Budgeted: Y Vendors: All</i>				
<b>Vendor #</b>	<b>Name</b>						
P.O. #	PO Date	Description	Status				
00080 26-00196	01/21/26	AMERIHEALTH FEBRUARY 2026 HEALTH INS	Open	\$396,168.90	\$0.00		
00153 25-03239	12/05/25	ATLANTIC CITY ELECTRIC* DECEMBER ELECTRIC ENCUMBER	Open	\$12,955.46	\$0.00		
00179 26-00103 26-00231	01/15/26 01/27/26	AVERY TEITLER PB RESOLUTION VOUCHERS PB SALARY DNE \$12,500.00 2026	Open Open Vendor Total:	\$1,000.00 \$1,047.67 \$2,047.67	\$0.00 \$0.00		B
00194 26-00112 26-00172	01/15/26 01/21/26	ADVANCED VIDEO & SOUND LLC 2026 CAMERA MAINTENANCE CALL FOR MEETING RM SOUND	Open Open Vendor Total:	\$3,900.00 \$270.00 \$4,170.00	\$0.00 \$0.00		
00292 26-00218	01/23/26	ASCAP* LICENSE FEE FOR CONCERTS	Open	\$464.80	\$0.00		
00419 26-00138	01/21/26	RICHARD M BRASLOW, ESQ FS legal services 4.1	Open	\$1,127.50	\$0.00		
00611 25-03257	12/09/25	COUNTY OF CAPE MAY (FUEL) ENCUMBERED DIESEL/DEC/DPW	Open	\$21,628.25	\$0.00		
00651 25-03258	12/09/25	MUNICIPAL UTIL AUTH DUMP FEES ENCUMBERED/DISPOSAL FEE/DEC	Open	\$65,370.21	\$0.00		
00784 26-00132 26-00204	01/15/26 01/21/26	CAPE MAY STAR & WAVE LEGAL NOTICE 1/07/26 LEGAL NOTICE 1/14/26	Open Open Vendor Total:	\$43.50 \$204.00 \$247.50	\$0.00 \$0.00		
00825 26-00251	01/28/26	COMCAST INTERNET COMCAST INTERENT AND TV	Open	\$1,100.72	\$0.00		
01110 26-00226	01/26/26	COLLEEN CRIPPEN VISION REIMBURSEMENT	Open	\$269.45	\$0.00		
01115 25-02458	09/18/25	LOMAX CONSULTING GROUP, LLC* PRELIMINARY SITES FEASIBILITY	Open	\$16,558.20	\$0.00		
01125 26-00248	01/28/26	MARGARET CROMPTON RETIRED MEDICARE SUPPLEMENT	Open	\$200.00	\$0.00		B
01389 26-00073	01/13/26	EDDIE'S AUTO BODY FRONT ALIGNMENT/DPW	Open	\$129.95	\$0.00		

Vendor #	P.O. #	Name	Status	Amount	Void Amount	Contract	PO Type		
		PO Date	Description						
01389		EDDIE'S AUTO BODY		<i>Account Continued</i>					
01390 26-00192	01/21/26	EDMUND'S & ASSOCIATES, INC.* 2025 W2 AND 1095C	Open	\$2,339.24	\$0.00	PC1			
01480 26-00258	01/28/26	E-Z PASS 1/13/26 REC REPLISHMENT	Open	\$200.00	\$0.00	PC1			
01499 26-00194	01/21/26	JOSEPH FAZZIO, INC* SUPPLIES/DPW	Open	\$647.78	\$0.00				
01653 26-00143	01/21/26	GENTILINI FORD ~ PARTS FPR TRUCKS/DPW	Open	\$3,543.06	\$0.00				
01826 26-00223	01/26/26	WILLIAM HIENKEL MEDICAL CLAIMS	Open	\$503.97	\$0.00				
02247 26-00149	01/21/26	LAWSON PRODUCTS, INC. ~ SUPPLIES FOR GARAGE/DPW	Open	\$699.34	\$0.00				
02334 26-00043	01/08/26	LOWER TWP CHAMBER OF COMMERCE LUNCHEON 1/8/26	Open	\$40.00	\$0.00				
02349 26-00123	01/15/26	ROBERT LUBBERMAN B-BALL TOURNAMENT/OFFICIAL	Open	\$300.00	\$0.00				
02585 26-00227	01/26/26	WILLIAM MASTRIANA VISION REIMBURSEMENT	Open	\$1,215.00	\$0.00				
02719 26-00105	01/15/26	MITCHELL PLENN 2025 SHOE ALLOWANCE	Open	\$200.00	\$0.00				
03008 26-00217	01/23/26	NJ DEPT OF TREASURY/FEES WATER ALLOCATION FEES/BENNETTS	Open	\$245.00	\$0.00				
03021 26-00230	01/27/26	NJ MOTOR VEHICLE COMMISION 2- '26 DPW PICKUP REGISTRATION	Open	\$120.00	\$0.00	PC1			
03387 26-00179	01/21/26	POGUE INC.* SAFETY AND HEALTH/DPW	Open	\$85.00	\$0.00				
03518 26-00091	01/14/26	RIGGINS, INC.* OFF HIGHWAY DIESEL/DPW	Open	\$327.48	\$0.00				
26-00195	01/21/26	OFF HIGHWAY DIESEL/DPW	Open	\$161.63	\$0.00				
			<b>Vendor Total:</b>	<b>\$489.11</b>					
03608 26-00203	01/21/26	SEAWAVE CORPORATION* ZBA SCHEDULE RESOLUTION AD	Open	\$32.18	\$0.00				
03692 25-03241	12/05/25	SOUTH JERSEY GAS CO* DECEMBER ENCUMBER GAS	Open	\$6,081.75	\$0.00				

Vendor #	Name			Status	Amount	Void Amount	Contract	PO Type
P.O. #	PO Date	Description						
03766		JOAN TAYLOR						
26-00225	01/26/26	CONTRACTUAL MEDICAL REIMBURSE	Open		\$400.00	\$0.00		
03820		MUNICIPAL UTIIL. AUTH ON CALL						
26-00106	01/15/26	REIMBURSE HALF BILL/DPW	Open		\$368.50	\$0.00		
03994		MARGARET VITELLI						
26-00094	01/14/26	PURCHASING AGENT CERT	Open		\$25.00	\$0.00		
26-00242	01/27/26	VISION REIMBURSEMENT	Open		\$771.95	\$0.00		
			Vendor Total:		<b>\$796.95</b>			
04075		BARBER CONSULTING SERVICES LLC						
26-00190	01/21/26	MBEP SERVER/ENDPOINT CONTRACT	Open		\$2,927.42	\$0.00		
04097		CINTAS FIRST AID AND SAFETY*						
26-00104	01/15/26	FIRST AID SUPPLIES/DPW	Open		\$116.37	\$0.00		
04204		ZACHARY ZELWAK						
26-00250	01/28/26	MEDICARE SUPPLEMENT	Open		\$681.00	\$0.00	B	
04261		STATE OF NEW JERSEY						
26-00241	01/27/26	2025 4TH QTR UNEMPLOYMENT	Open		\$11,247.56	\$0.00		
04300		W B MASON CO INC*						
26-00076	01/13/26	FS Paper Order	Open		\$196.92	\$0.00		
05064		CAPE ISLAND GRAPHICS						
26-00176	01/21/26	BANNERS FOR BASKETBALL TOURNE	Open		\$300.00	\$0.00		
7074		J & B LOCKSMITHS*						
26-00009	01/07/26	SERVICE CALL- FREEMAN PARK	Open		\$90.00	\$0.00		
7079		SUBURBAN PROPANE L P*						
26-00186	01/21/26	FREEMAN DOUGLASS PARK	Open		\$787.03	\$0.00		
7117		NJLM						
26-00173	01/21/26	FLECK CLASS 02/05/26-02/26/26	Open		\$75.00	\$0.00		
7196		LAUREN HUGGINS SUIT						
26-00060	01/12/26	RES 25-07 PUBLIC INFO OFFICER	Open		\$1,356.67	\$0.00	B	
7251		REIT LUBRICANTS CO*						
25-03403	12/24/25	MOTOR OIL/SYNTHETIC LUBE	Open		\$3,078.30	\$0.00		
7310		CORELOGIC REAL ESTATE TAX SER						
26-00101	01/15/26	B-499.05 L-6 CAUSEY	Open		\$365.05	\$0.00		
7475		SUZANNE M SCHEID						
26-00224	01/26/26	DENTAL REIMBURSEMENT	Open		\$2,182.00	\$0.00		
26-00228	01/26/26	DENTAL REIMBURSEMENT	Open		\$82.05	\$0.00		
26-00229	01/26/26	DENTAL REIMBURSEMENT	Open		\$20.00	\$0.00		

Vendor #	Name			Status	Amount	Void Amount	Contract	PO Type
P.O. #	PO Date	Description						
7475		SUZANNE M SCHEID		<i>Account Continued</i>				
26-00249	01/28/26	DENTAL REIMBURSEMENT		Open	\$1,705.00	\$0.00		
				Vendor Total:	<b>\$3,989.05</b>			
7482		MUNICIPAL MAINTENANCE CO *						
26-00092	01/14/26	TROUBLE SHOOT PUMP #1		Open	\$2,012.50	\$0.00		
7512		DIANA LILLO						
26-00118	01/15/26	B-BALL TOURNAMENT/OFFICIAL		Open	\$250.00	\$0.00		
7544		DAVE FAIRMAN						
26-00169	01/21/26	REGISTRATION REFUND		Open	\$40.00	\$0.00		
7636		MOTT MACDONALD LLC						
26-00090	01/14/26	PB MOTT MACDONALD VOUCHER		Open	\$605.81	\$0.00		
7711		LORETTA MURPHY						
26-00124	01/15/26	B-BALL TOURNAMENT/OFFICIAL		Open	\$250.00	\$0.00		
7739		CHRISTOPHER KERVRAN						
26-00164	01/21/26	REGISTRATION REIMBURSEMENT		Open	\$20.00	\$0.00		
7820		DEBLASIO & ASSOCIATES, P.C						
26-00089	01/14/26	PB ENGINEER VOUCHERS		Open	\$1,712.56	\$0.00		
7929		AMAZON CAPITAL SERVICES, INC ~						
25-02809	10/29/25	FILES		Open	\$63.28	\$0.00		
25-03112	11/21/25	2026 WALL AND DESK CALENDARS		Open	\$456.42	\$0.00		
26-00066	01/13/26	1/8/26 SUPPLIES		Open	\$169.42	\$0.00		
26-00093	01/14/26	office supplies		Open	\$143.92	\$0.00		
26-00095	01/14/26	RECREATION SUPPLIES		Open	\$241.15	\$0.00		
26-00102	01/15/26	HANDLE CABLE ATTACHMENTS		Open	\$38.52	\$0.00		
26-00180	01/21/26	KITCHEN/OFFICE SUPPLIES		Open	\$105.75	\$0.00		
				Vendor Total:	<b>\$1,218.46</b>			
8001		KEVIN O'BRIEN						
26-00170	01/21/26	REGISTRATION REFUND		Open	\$40.00	\$0.00		
8012		FRED LAHM						
26-00137	01/15/26	B-BALL TOURNAMENT/OFFICIAL		Open	\$50.00	\$0.00		
8043		JOHN FITCHETT						
26-00126	01/15/26	B-BALL TOURNAMENT /OFFICIAL		Open	\$200.00	\$0.00		
8175		INTEGRITY INTERPRETING LLC						
26-00199	01/21/26	COURT INTERPRETING 12/2025		Open	\$246.75	\$0.00		
8248		JOHN OLIVA						
26-00133	01/15/26	B-BALL TOURNAMENT/OFFICIAL		Open	\$450.00	\$0.00		
8450		MIKE STRICKLAND						
26-00125	01/15/26	B-BALL TOURNAMENT/OFFICIAL		Open	\$150.00	\$0.00		

Vendor #	Name			Status	Amount	Void Amount	Contract	PO Type
P.O. #	PO Date	Description						
8450		MIKE STRICKLAND		<i>Account Continued</i>				
8460 25-03244	12/05/25	RE BUSINESS SOLUTIONS ~ 4RD ENCUMBER PRINTER MAINT		Open	\$1,333.73	\$0.00		
8676 26-00206	01/21/26	GPANJ GPANJ		Open	\$125.00	\$0.00		
8686 26-00219	01/23/26	SHELBY RAMBO S.Rambo uniforms		Open	\$119.96	\$0.00		
8848 26-00139	01/21/26	COMFORT NOW LLC SEMI-ANNUAL HVAC/DPW		Open	\$1,949.00	\$0.00		
8936 26-03443	12/31/25	IAAI INC FS NJIAAI 2026 conference		Open	\$1,300.00	\$0.00		
9030 26-00165	01/21/26	ROY SUNDSTROM REGISTRATION REIMBURSEMENT		Open	\$30.00	\$0.00		
9111 26-00117	01/15/26	MICHAEL SHANK B-BALL TOURNAMENT/OFFICIAL		Open	\$600.00	\$0.00		
9122 26-00129	01/15/26	CHRIS HINES B-BALL TOURNAMENT/OFFICIAL		Open	\$150.00	\$0.00		
9141 26-00232	01/27/26	CITY OF WILDWOOD WATER UTILITY WATER BILL 9/08-12/08/25 USAGE		Open	\$307.35	\$0.00		
9261 26-00183	01/21/26	WHEELABRATOR GLOUCESTER PROJECT MED DROP - DISPOSAL		Open	\$600.07	\$0.00		
9296 26-00259	01/28/26	ALTEK BUSINESS SYSTEMS INC KYOCERA/DETECTIVE PRINTER		Open	\$32.25	\$0.00		
9316 26-00063	01/12/26	THE BELASCO LAW FIRM LLC RES 26-01 RETAINER DNE \$40K		Open	\$3,333.33	\$0.00	B	
9338 25-02721	10/20/25	J.W. ENTERPRISES SALES CONSULT Veterans crnr magazine/ad		Open	\$100.00	\$0.00		
9345 26-00168	01/21/26	LINDSEY SELBY REINBURSEMENT-COACH		Open	\$40.00	\$0.00		
9357 26-00136	01/15/26	ANDREW BENFER B-BALL TOURNAMENT/OFFICIAL		Open	\$250.00	\$0.00		
9445 26-00072	01/13/26	TWIN ROCKS WATER COURT WATER DELIVERY 12/2025		Open	\$9.99	\$0.00		
26-00184	01/21/26	PD WATER DELIVERY 1/2/2026		Open	\$169.85	\$0.00		
				Vendor Total:	\$179.84			

Vendor #	Name		Status	Amount	Void Amount	Contract	PO Type
P.O. #	PO Date	Description					
9485 26-00261	01/28/26	BRAVEN HEALTH JAN & FEB 2026 RETIREE HEALTH	Open	\$56,003.08	\$0.00		
9499 26-00114	01/15/26	LUKAS BASILE B-BALL OFFICIAL/TOURNAMENT	Open	\$100.00	\$0.00		
9500 26-00115	01/15/26	ROBERT FELTWELL B-BALL TOURNAMENT/OFFICIAL	Open	\$300.00	\$0.00		
9501 26-00121	01/15/26	JOHANNER JENKINS B-BALL TOURNAMENT/OFFICIAL	Open	\$500.00	\$0.00		
9502 26-00128	01/15/26	KEVIN MAGEE B-BALL TOURNAMENT/OFFICIAL	Open	\$100.00	\$0.00		
9503 26-00130	01/15/26	RICH KROPINSKI B-BALL TOURNAMENT/OFFICIAL	Open	\$150.00	\$0.00		
9504 26-00162	01/21/26	ANGELA HOWELL REFUND FOR REGISTRATION	Open	\$10.00	\$0.00		
9505 26-00166	01/21/26	AMANDA LUGO REIMBURSEMENT-COACH	Open	\$45.00	\$0.00		
9507 26-00167	01/21/26	ASHLEY SCHLECHTER REIMBURSEMENT- COACH	Open	\$90.00	\$0.00		
9508 26-00163	01/21/26	GABRIELLE CRANDLEY REIMBURSEMENT-COACH	Open	\$60.73	\$0.00		
9509 26-00197	01/21/26	EDWARD MENDYK FINGERPRINT/BACKGROUND	Open	\$57.73	\$0.00		
BASILE 26-00113	01/15/26	FRANK BASILE B-BALL OFFICIAL/TOURNAMENT	Open	\$150.00	\$0.00		
BLAUE 22-02882	11/17/22	BLAUER ASSOCIATES INC* 2023 SCPF APPLICATION CONSULT	Open	\$1,500.00	\$0.00	B	
23-02899	11/13/23	RES 23-372 FY24 SCPF ADA POOL	Open	\$1,800.00	\$0.00	B	
			Vendor Total:	\$3,300.00			
CARTYW 26-00135	01/15/26	WALLACE CARTY B-BALL TOURNAMENT/OFFICIAL	Open	\$350.00	\$0.00		
DSTEFANK 26-00134	01/15/26	DAN STEFKIEWICZ B-BALL TOURNAMENT/OFFICIAL	Open	\$150.00	\$0.00		
EMAGAN 26-00116	01/15/26	ED MAGAN B-BALL TOURNAMENT/OFFICIAL	Open	\$400.00	\$0.00		
FAIR		JOHN FAIR					

## Resolution # 2026-74

Page: 7

Lower Township  
Bill List By Vendor Id

01/29/2026

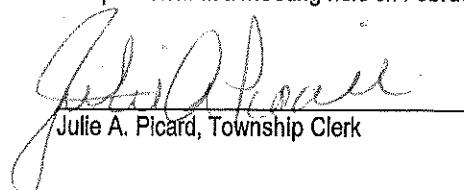
09:33 AM

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
FAIR 26-00131	01/15/26	JOHN FAIR B-BALL TOURNAMENT/OFFICIAL	Open	\$150.00	\$0.00		
HALLK 26-00122	01/15/26	KERRY HALL B-BALL TOURNAMENT/OFFICIAL	Open	\$250.00	\$0.00		
LOWER 26-00244	01/27/26	LOWER TOWNSHIP DIFF CARD USAGE 01-1 TO 01-26	Open	\$17,942.30	\$0.00		
ROSSIS 26-00119	01/15/26	STEVEN ROSSI B-BALL TOURNAMENT/OFFICIAL	Open	\$200.00	\$0.00		
RUTHERF 26-00120	01/15/26	WILLIAM RUTHERFORD B-BALL TOURNAMENT/OFFICIAL	Open	\$150.00	\$0.00		
SMITHS 26-00247	01/28/26	SHEILA D SMITH FEB 2026 MEDICAL SUPPLEMENT	Open	\$219.23	\$0.00		
TREAS005 26-00222	01/23/26	TREASURER, STATE OF NJ LEAD INSP 04-01-25 TO 12-31-25	Open	\$3,380.00	\$0.00		

Total Purchase Orders: 115 Total P.O. Line Items: 0 Total List Amount: \$667,710.54 Total Void Amount: \$0.00

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.



Julie A. Picard, Township Clerk

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

RESOLUTION #2026-75

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

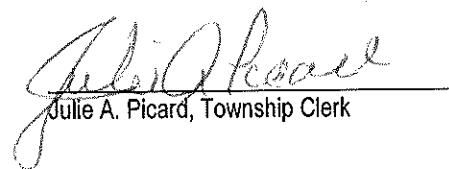
WHEREAS, it is necessary to obtain authorization for any salary and wage disbursement to a Township employee that is not specified in the salary ordinance; and

WHEREAS, it has been determined by the Township Treasurer as evidenced by his signature JL 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 Austin Cushman in the amount of \$7,435.12 is authorized and chargeable to the 2026 Budget account 6-01-25-240-124.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD		<u>X</u>	<u>X</u>				
WAREHAM	<u>X</u>		<u>X</u>				
ROY			<u>X</u>				
COOMBS			<u>X</u>				
SIPPEL			<u>X</u>				

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.

  
Julie A. Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief Donald Vanaman  
FROM: Patrolman Austin Cushman  
DATE: January 15, 2026  
SUBJECT: Comp Time Cash Out

Sir,

I am respectfully requesting to cash out 295 hours of accrued Comp Time. Thank you for your time and consideration in this matter.

Respectfully Submitted,

 #229

Austin Cushman  
Patrolman Badge 229

295 X \$25.2038 = \$7,435.12

C	File	Date	Officer	Comments
	Sgt Elwell 179	1/15/26		To Lt. Greto
	Lt Greto 187			Forward to Capt Armstrong
	Capt. f/190	1/19/26		Full. D.C. Major C
	D.C. Major	1-19-26		For: Ch. of Vanaman
	Chief Vanaman #174	1-19-26		To Town Hall

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

RESOLUTION #2026-76

Title: APPROVAL OF 2026 ROTARY TOWING LICENSES

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

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

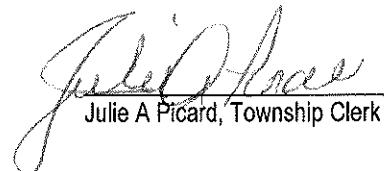
WHEREAS, the Lower Township Police Department has reviewed said applications as required by Chapter 600, Subsection 4, and have no objection to the issuance of said licenses.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the following applicants shall be issued a Rotary Towing License for the year 2026:

John D Snyder – John's Auto Body  
Thomas Manna – D.A.D.'s Towing Service, LLC  
John Harron – Offshore Getty Inc.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD		<i>x</i>	<i>x</i>				
WAREHAM	<i>x</i>		<i>x</i>				
ROY			<i>x</i>				
COOMBS			<i>x</i>				
SIPPEL			<i>x</i>				

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.



Julie A Picard, Township Clerk

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

RESOLUTION #2026-77

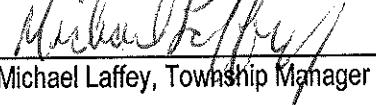
Title: PUBLIC FACILITIES GRANT APPLICATION FOR \$400,000, ADA ACCESSIBILITY

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 to facilitate ADA compliant access to Delaware Bay beaches in order to comply with the Americans with Disabilities Act (ADA).

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Lower, County of Cape May, State of New Jersey, 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 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 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		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
WAREHAM	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				
ROY			<input checked="" type="checkbox"/>				
COOMBS			<input checked="" type="checkbox"/>				
SIPPEL			<input checked="" type="checkbox"/>				

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.

  
Julie A. Picard, Township Clerk

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

RESOLUTION #2026-78

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

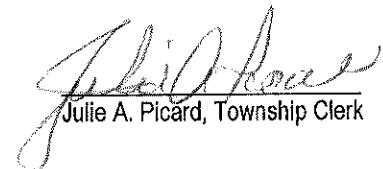
WHEREAS, it is necessary to obtain authorization for any salary and wage disbursement to a Township employee that is not specified in the salary ordinance, and

WHEREAS, it has been determined by the Township Treasurer as evidenced by his signature  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 Thomas Girard in the amount of \$5,670.86 is authorized and chargeable to the 2026 Budget account 6-01-25-240-124.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.



Julie A. Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief Donald Vanaman  
FROM: Ptl. Girard #226  
DATE: January 21, 2026  
SUBJECT: Comp Time Buyout

Chief Vanaman,

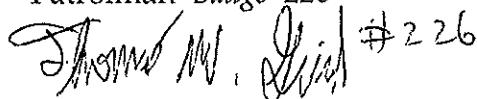
I am asking to submit this letter to payroll requesting a buyout of 225 hours of accrued comp time. Thank you in advance for your time and attention to this request.

Respectfully Submitted,

225 x \$25.2038 = \$5,670.86

Thomas Girard

Patrolman Badge 226

 #226

C	File	Date	Officer	Comments
		1/21/26	 225 Feb 2026	on to LT 6460
		1/22/26	LT 6460 to 151	Fwd to CDT Administrator (Verif. add)
		1/23/26	Capt. J. 190	Fwd: D.C. Mayne
		1-26-26	D.C. Mayne #120	Fwd: Chief Vanaman
		1-26-26	CHIEF Vanaman #120	Fwd: Twp. Mllc

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

RESOLUTION #2026-79

Title: BID ACCEPTANCE AND CONTRACT AWARD FOR THE FY2024 NJDCA SMALL CITIES PROGRAM  
MUNICIPAL POOL BUILDING REPLACEMENT (LT-C-063)

WHEREAS, the Notice to Bidders for the FY2024 NJDCA Small Cities Program for the Municipal Pool Building Replacement (LT-C-063) was advertised on December 24, 2025 and accepted on Friday January 23, 2026 at 10:00 a.m. prevailing time; and

WHEREAS, One (1) sealed bid was submitted and reviewed by the Township Engineer, QPA, and Mitch Plenn, Recreation Director; and

WHEREAS, R. Maxwell Construction Company Inc. was the lowest qualified bidder, complied with the specifications and supplied all required bid documents, and the CFO has certified the availability of funds as evidenced by his signature below:

Ord #25-12 C-04-55-442-663 \$385,000  
FY2024 NJDCA SMALL CITIES \$400,000

  
Jim Craft, CFO

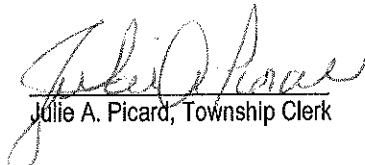
Budget Account

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 is hereby awarded as follows, with Mitch Plenn, Recreation Director designated as the authorized official for project oversight and approval of purchase order payments:

AWARD TO: R. MAXWELL CONSTRUCTION CO INC.  
TOTAL: \$785,000.00

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.

  
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

January 27, 2026

VIA EMAIL

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

Re: Township of Lower, Cape May County, NJ  
FY 2024 NJDCA Small Cities Program  
Municipal Pool Building Replacement  
D&A File #: LT-C-063

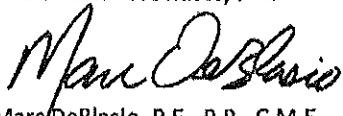
Dear Ms. Picard:

We have tabulated the one bid received on January 23, 2026 for the above referenced project. As such, we have determined that the lowest responsible bidder appears to be R. Maxwell Construction Company, Inc., 206 West Dellah Road, Pleasantville, NJ 08232 in the amount of \$785,000.00. Enclosed please find one (1) copy of the bid tabulation for your files.

In accordance with N.J.S.A. 40A:11-1 et seq., the award should be made to the lowest responsible bidder which appears to be R. Maxwell Construction Company, Inc., 206 West Dellah Road, Pleasantville, NJ 08232 in the amount of \$785,000.00. The contractual award should be made contingent upon approval from the Township Purchasing Agent, New Jersey Department of Community Affairs, Chief Financial Officer and Township Solicitor.

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

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



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

cc: Mayor Frank Sippel (via email w/encl.)  
Michael Laffey, Manager (via email w/encl.)  
Margaret Vitelli, Qualified Purchasing Agent (via email w/encl.)  
Mitch Plenn, Superintendent of Parks & Recreation (via email w/encl.)  
Rob Belasco, Solicitor (via email w/encl.)  
James Craft, CFO (via email w/encl.)  
Colleen Crippen, Grants Coordinator (via email w/encl.)  
Mark Blauer, Blauer Associates (via email w/encl.)  
Cody Stanford (via email w/encl.)  
Andrew McTague (via email w/encl.)

**BID TABULATION**

Client: Township of Lower

Date: 1/23/2026

Project Name: Municipal Pool Building Replacement

D&A Project #: LT-C-063

Item #	DESCRIPTION	QUANTITY & UNITS	
1	SITE IMPROVEMENTS: PRICE INCLUDES ALL WORK INCLUDED IN SECTION 013000, 017839, 312301, 312319, 312500, 321615, 331112, 333115, 340100, 35103, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM
2	EXISTING CONDITIONS (DIVISION 2): PRICE INCLUDES ALL WORK INCLUDED IN SECTION 024116, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM
3	CONCRETE (DIVISION 3): PRICE INCLUDES ALL WORK INCLUDED IN SECTION 031000, 032000, 033000, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM
4	MASONRY (DIVISION 4): PRICE INCLUDES ALL WORK INCLUDED IN SECTION 040110, 042200, 047200, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM
5	METALS (DIVISION 5): PRICE INCLUDES ALL WORK INCLUDED IN SECTION 055000, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM
6	WOOD, PLASTICS, AND COMPOSITES (DIVISION 6): PRICE INCLUDES ALL WORK INCLUDED IN SECTIONS 061000, 061600, 061753, 064116, 066400, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM
7	THERMAL AND MOISTURE PROTECTION (DIVISION 7): PRICE INCLUDES ALL WORK INCLUDED IN SECTIONS 071900, 072100, 072119, 072715, 073113, 074293, 076200, 077100, 079200, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM
8	OPENINGS (DIVISION 8): PRICE INCLUDES ALL WORK INCLUDED IN SECTIONS 081113, 084113, 085113, 087100, 088000, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM
9	FINISHES (DIVISION 9): PRICE INCLUDES ALL WORK INCLUDED IN SECTIONS 092216, 092900, 096723, 099114, 099124, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM
10	SPECIALTIES (DIVISION 10, 11 AND 12): PRICE INCLUDES ALL WORK INCLUDED IN SECTIONS 101419, 101423.16, 102113.14, 102800, 104313, 104416, 105113, 123661.16, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM
11	PLUMBING (DIVISION 22): PRICE INCLUDES ALL WORK INCLUDED IN SECTION 220500, 220513, 220517, 220518, 220519, 220523.12, 220523.14, 220529, 220553, 220719, 221116, 221316, 221319, 221319.13, 223300, 224000, 224213.13, 224213.16, 224216.13, 224223, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM
12	HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) (DIVISION 23): PRICE INCLUDES ALL WORK INCLUDED IN SECTION 230500, 230548.13, 230593, 230933, 232300, 233113, 233300, 233423, 233713.23, 238127 AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM
13	ELECTRICAL (DIVISION 26 AND 27): PRICE INCLUDES ALL WORK INCLUDED IN SECTION 260000, 260526, 260900, 262416, 262700, 262816, 264313, 265000, 266000, 270528, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM
14	EARTHWORK (DIVISION 31): PRICE INCLUDES ALL WORK INCLUDED IN SECTION 313116, AND AS DETAILED IN THE CONSTRUCTION DOCUMENTS.	LUMP SUM	LUMP SUM
15	ALLOWANCE: UNFORESEEN CONDITIONS AND DEDICATED FOR ADDITIONAL CONSTRUCTION WORK REQUESTED BY THE OWNER.	25,000	ALLOWANCE

Total Amount Bid Based on Estimated Quantities for Items 1 -15

R. Maxwell Construction Company, Inc. 206 W Dellah Rd Pleasantville, NJ 08232	
UNIT PRICE	AMOUNT
	\$3,000.00
	\$50,000.00
	\$70,450.00
	\$112,000.00
	\$12,000.00
	\$117,550.00
	\$34,000.00
	\$25,000.00
	\$100,000.00
	\$26,000.00
	\$118,000.00
	\$34,500.00
	\$54,000.00
	\$3,500.00
\$25,000.00	\$25,000.00
\$785,000.00	

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

Township Engineer

1/23/2026

Date

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

RESOLUTION #2026-80

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 2026 funds for approximately \$400,000 to facilitate ADA compliant access to Delaware Bay beaches in order to comply with the Americans with Disabilities Act (ADA); and

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

WHEREAS, the 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.

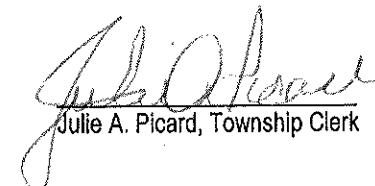
NOW, THEREFORE BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that:

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	RECUSE	ABSTAIN	ABSENT
CONRAD							
WAREHAM							
ROY							
COOMBS							
SIPPEL							

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.



Julie A. Picard, Township Clerk

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

RESOLUTION #2026-81

Title: IDENTIFYING SMALL CITIES FAIR HOUSING OFFICER

WHEREAS, the Township of Lower is applying for a Fiscal Year 2024 Small Cities Community Development Block Grant for approximately \$400,000 to facilitate ADA compliant access to Delaware Bay beaches in order to comply with the Americans with Disabilities Act (ADA), and for ADA compliance improvements at David Douglass, Jr. Memorial Park; 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 that the Township Clerk 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	RECUSE	ABSTAIN	ABSENT
CONRAD		X	X				
WAREHAM	X		X				
ROY			X				
COOMBS			X				
SIPPEL			X				

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.

  
Julie A. Picard, Township Clerk

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

RESOLUTION #2026-82

Title: APPROVAL OF PUBLIC FACILITIES GRANT MANAGEMENT PLAN

WHEREAS, the Township of Lower will apply for approximately \$400,000 to facilitate ADA compliant access to Delaware Bay beaches in order to comply with the Americans with Disabilities Act (ADA); 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

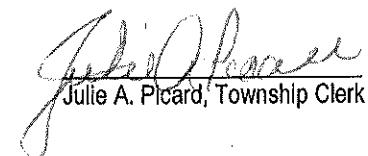
WHEREAS, the NJ Department of Community Affairs requires the Township of Lower to officially adopt its Grant Management Plan; and

WHEREAS, the Township of Lower has prepared a Grant Management Plan for its Fiscal Year 2026 Public Facilities project.

NOW, THEREFORE BE IT RESOLVED that the Township Council of the Township of Lower, County of Cape May, State of New Jersey, adopts the Grant Management Plan for the Fiscal Year 2026 Public Facilities project.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD		<i>X</i>	<i>X</i>				
WAREHAM	<i>X</i>		<i>X</i>				
ROY			<i>X</i>				
COOMBS			<i>X</i>				
SIPPEL			<i>X</i>				

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.



Julie A. Picard, Township Clerk

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

RESOLUTION #2026-83

Title: A RESOLUTION AUTHORIZING THE ADOPTION OF THE 2026 CAPE MAY COUNTY HAZARD MITIGATION PLAN UPDATE

WHEREAS, all jurisdictions within Cape May County have exposure to hazards that increase the risk to life, property, environment, and the County and local economy; and

WHEREAS; pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre and post disaster hazard mitigation programs; and

WHEREAS; a coalition of Cape May County municipalities with like planning objectives has been formed to pool resources and create consistent mitigation strategies within Cape May County; and

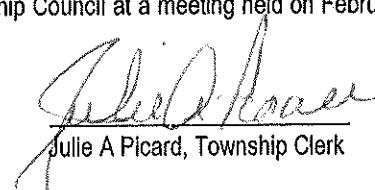
WHEREAS, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating and revising this strategy.

NOW, THEREFORE, BE IT RESOLVED that the Township of Lower:

- 1) Adopts in its entirety, the 2026 Cape May County Hazard Mitigation Plan Update (the "Plan") as the jurisdiction's Hazard Mitigation Plan and resolves to execute the actions identified in the Plan that pertain to this jurisdiction.
- 2) Will use the adopted and approved portions of the Plan to guide pre- and post-disaster mitigation of the hazards identified.
- 3) Will coordinate the strategies identified in the Plan with other planning programs and mechanisms under its jurisdictional authority.
- 4) Will continue its support of the Mitigation Planning Committee as described within the Plan.
- 5) Will help to promote and support the mitigation successes of all participants in this Plan.
- 6) Will incorporate mitigation planning as an integral component of government and partner operations.
- 7) Will provide an update of the Plan in conjunction with the County no less than every five years.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026

  
Julie A Picard, Township Clerk

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

RESOLUTION #2026-84

Title: A RESOLUTION AMENDING CONFIRMATION OF OFFICIALS FOR JOINT INSURANCE FUND AND MUNICIPAL EXCESS LIABILITY FUND

WHEREAS, it is necessary for the Township to designate certain persons for the receipt of notices and processing of claims for the Joint Insurance Fund; and

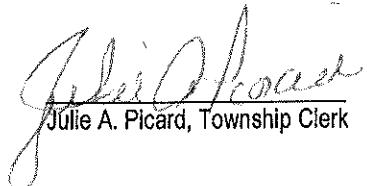
WHEREAS, the Township is desirous of updating the records of the Atlantic County Municipal Joint Insurance Fund with changes.

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 persons are named in the capacity listed for the Joint Insurance Fund for 2026 and shall remain in said positions until changed by resolution:

Fund Commissioner	Amy Belasco
Alt. Fund Commissioner	Michael Laffey, Township Manager
Claims Coordinator	Georgia Dougherty
Safety Coordinator	Stephanie Fritsch
Township Clerk	Julie A. Picard

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.



Julie A. Picard, Township Clerk

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

RESOLUTION #2026-85

Title: AUTHORIZING PAY OUT OF TERMINAL LEAVE

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that a revised payment due to Colleen Crippen in the amount of \$36,559.94 is authorized and chargeable to the Reserve for Accumulated Absences.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.



Julie A. Picard, Township Clerk

TOWNSHIP OF LOWER  
RETIREMENT PAYOUT ANALYSIS  
DATE:

EMPLOYEE: Crippen, Colleen  
DATE OF RETIREMENT: 2/1/2026  
DATE OF PAYMENT:  
RESOLUTION #:

Annual Salary:	\$116,939.57
Hourly Rate:	\$64.25
Longevity	\$0.00

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	0.00	64.25	0.00
Personal	3.44	64.25	221.18
Sick	540.00	64.25	34,696.36
Vacation	19.08	64.25	1,225.74
Other	lieu of ins		416.67
Terminal Leave Payout			<b>\$36,559.94</b>

	(A) Carryover	(B) Annual	(C) 5 weeks / 52 weeks	(B * C)	(E) Time Used	(F) Hours to be paid	A + D - E
				(D) Prorated Time Due			
Comp	0.00	0.00	0.10		0.00	0.00	
Personal	0.75	28.00	0.10	2.69	0.00	3.44	
Sick	596.50	105.00	0.10	10.10	21.00	540.00	
Vacation	2.25	175.00	0.10	16.83	0.00	19.08	
							Days

Cashed out to 457(b) 300 HRS

Accrual and time used are current to 01/28/26 subject to change if time is used or not currently reported.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

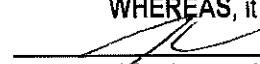
TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2026-86

Title: AUTHORIZING PAY OUT OF TERMINAL LEAVE

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

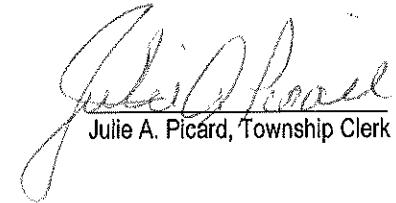
**WHEREAS**, it is necessary to obtain authorization for any salary and wage disbursement to a Township employee that is not specified in the salary ordinance; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that a revised payment due to Margaret Vitelli in the amount of \$11,897.68 is authorized and chargeable to the Reserve for Accumulated Absences.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.



Julie A. Picard, Township Clerk

Vitelli, Margaret

TOWNSHIP OF LOWER  
RETIREMENT PAYOUT ANALYSIS  
DATE:

EMPLOYEE: Vitelli, Margaret  
DATE OF RETIREMENT: 2/1/2026  
DATE OF PAYMENT:  
RESOLUTION #:

Annual Salary:	\$104,423.28
Hourly Rate:	\$57.38
Longevity	\$0.00

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	0.00	57.38	0.00
Personal	4.19	57.38	240.54
Sick	121.60	57.38	6,976.63
Vacation	81.58	57.38	4,680.51
Other			
Terminal Leave Payout			\$11,897.68

	(A)	(B)	(C)	(D)	(E)	(F)
	Carryover	Annual	5 weeks / 52 weeks	Prorated Time Due	Time Used	Hours to be paid
Comp	0.00	0.00	0.10		0.00	0.00
Personal	1.50	28.00	0.10	2.69	0.00	4.19
Sick	129.00	105.00	0.10	10.10	17.50	121.60
Vacation	64.75	175.00	0.10	16.83	0.00	81.58
						Days

Accrual and time used are current to 01/28/26 subject to change if time is used or not currently reported.

Employee Signature:

Date:

Treasurer's Signature:

Date:

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

RESOLUTION #2026-87

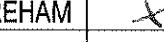
Title: AUTHROIZING PAY OUT OF TERMINAL LEAVE

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

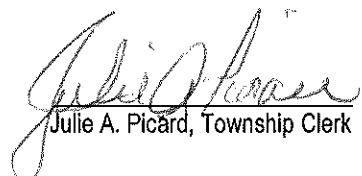
**WHEREAS**, it is necessary to obtain authorization for any salary and wage disbursement to a Township employee that is not specified in the salary ordinance; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that a revised payment due to Karen Wolf in the amount of \$ 5,603.23 is authorized and chargeable to the Reserve for Accumulated Absences.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.



Julie A. Picard, Township Clerk

Wolf, Karen

TOWNSHIP OF LOWER  
RETIREMENT PAYOUT ANALYSIS  
DATE:

EMPLOYEE: Wolf, Karen  
DATE OF RETIREMENT: 2/1/2026  
DATE OF PAYMENT:  
RESOLUTION #:

Annual Salary:	\$71,191.67
Hourly Rate:	\$39.12
Longevity	\$0.00

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	0.63	39.12	24.64
Personal	(6.06)	39.12	(236.95)
Sick	45.10	39.12	1,763.99
Vacation	103.58	39.12	4,051.55
Other			
Terminal Leave Payout			\$5,603.23

	(A)	(B)	(C)	(B * C)	(D)	(E)	A + D - E	(F)
	Carryover	Annual	5 weeks / 52 weeks	Prorated	Time Due	Time Used	Hours to be paid	
Comp	1.63	0.00	0.10			1.00	0.63	
Personal	28.00	28.00	0.10		2.69	36.75	(6.06)	
Sick	105.00	105.00	0.10		10.10	70.00	45.10	
Vacation	126.00	175.00	0.10		16.83	39.25	103.58	
							Days	

Accrual and time used are current to 01/28/26 subject to change if time is used or not currently reported.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

RESOLUTION #2026-88

Title: APPROVING A PROFESSIONAL SERVICE CONTRACT WITH BLAUER ASSOCIATES FOR THE APPLICATION SUBMISSION AND ADMINISTRATIVE WORK FOR FY2026 SMALL CITIES PROJECT

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

WHEREAS, Blauer Associates has provided a proposal for the application of the FY2026 Small Cities project; ADA Accessibility to Delaware Bay beaches, and administration, if needed; and

WHEREAS, the contract amount for the grant application for a 2026 Small Cities Project for ADA Accessibility for Delaware Bay beaches is One Thousand Eight Hundred (\$1,800.00) and the amount for the administration, if needed, is not to exceed Twenty Thousand Dollars (\$20,000); and

WHEREAS, the Township Council desires to approve the proposal, and the CFO has certified the availability of funds by his signature in the budget as follows:

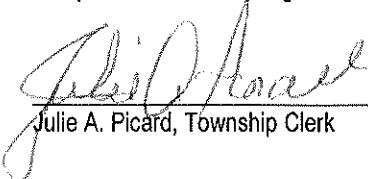
Appropriation: 01-20-100-249

Signature:   
James Craft, CFO

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Lower, County of Cape May, State of New Jersey, hereby approves a contract with Blauer Associates for the services herein described and that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution and that a notice of Award of Professional Service Contract for the above shall be published in the Township's Official paper.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
WAREHAM	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				
ROY			<input checked="" type="checkbox"/>				
COOMBS			<input checked="" type="checkbox"/>				
SIPPEL			<input checked="" type="checkbox"/>				

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.

  
Julie A. Picard, Township Clerk



# BLAUER ASSOCIATES



P.O. Box 363, Nescopeck, Pa. 18635

Tel: 570.520.4955

[mblauer@evenlink.com](mailto:mblauer@evenlink.com)

January 23, 2026

Michael Laffey, Township Manager  
Lower Township  
2600 Bay Shore Road  
Villas, NJ 08251-1399

Re: DCA FY 2026 Project

Dear Mike;

I am enclosing two copies of my firm's proposal to assist the Township with a Fiscal Year 2026 Small Cities project. The 2026 funding round opened on January 16th with applications due March 11th.

The fee for application submission will be \$1,800. Post approval administrative work would again be applicable only if the grant is approved. The contract notes that administrative work is not to exceed 5% of the awarded grant (\$20,000 on a \$400,000 award) charged at the rate of \$200 per hour for professional time.

Contact my office if you have any questions on my contract proposal. If it is satisfactory please return one signed copy.

Sincerely,

Mark Blauer  
President

Enclosures

AGREEMENT  
BETWEEN  
TOWNSHIP OF LOWER, NEW JERSEY  
AND  
MARK BLAUER, DBA BLAUER ASSOCIATES

This agreement entered into this \_\_\_\_\_ day of February 2026, 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 2026 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 2026 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 assisting 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 5 - 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 6 - DCA Monitoring Sessions

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

#### Item 7 - 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 TOWNSHIP agrees to pay the Service Provider a fee of \$1,800.00 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 \$200.00 for professional time.

It is understood and agreed that total compensation for Article I, Section C services shall not exceed 5% of the approved Small Cities grant. Services for Article I, Section C are applicable only if a Small Cities CDBG grant is approved by the NJ Department of Community Affairs.

### ARTICLE III: TERM OF SERVICE

The termination date of this agreement will coincide with the Department of Community Affairs grant agreement with the Municipality ending date or December 31, 2028, 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 #2026-89

Title: APPROVAL OF CHANGE ORDER #1 AUTHORIZING ADDITIONAL SERVICES FOR STATE CONTRACT TO INSIGHT PUBLIC SECTOR FOR THE PROVISION OF OPENGOV SOFTWARE AND RELATED SERVICES FOR ONLINE BID PROCUREMENT (CONTRACT NO. T3121)

WHEREAS, Insight Public Sector for OpenGov was awarded a Professional Service Contract and approved by Resolution #2025-218 on June 2, 2025 to provide OpenGov Procurement for the Township of Lower for \$112,395.43; and

WHEREAS, OpenGov through Insight Public Sector has provided a proposal for additional support services for an additional 3 years in the amount \$16,175.76; and

WHEREAS, the Township Council desires to approve the Change Order #1 and the CFO has certified the availability of funds by his signature in the budget as follows:

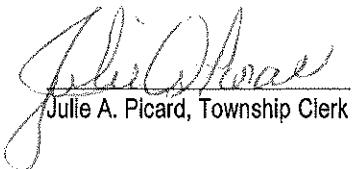
Appropriation Ord#25-12 C-04-55-442-910

CFO Signature 

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Change Order #1 for \$16,175.76 to Insight Public Sector for Open Gov is hereby approved to increase the contract total to \$128,571.19.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
WAREHAM						
ROY						
COOMBS						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.



Julie A. Picard, Township Clerk

# OpenGov Expert Services Proposal @ Lower Township, NJ

OpenGov Proposal - Expert Services			
Subscription Year	Months	Software	Annual Total
Feb 1, 2026 – Dec 31, 2026	11	\$4,998.13	\$4,998.13
Jan 1, 2027 – Dec 31, 2027	12	\$5,452.50	\$5,452.50
Jan 1, 2028 – Dec 31, 2028	12	\$5,725.13	\$5,725.13

## OpenGov Pricing Includes:

- Procurement Expert Services (Elevate) to ensure long-term success of the Township

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

RESOLUTION #2026-90

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

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

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

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

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

WHEREAS, the annual license issued to Sea and Leaf, LLC will expire on March 6, 2026, and Sea and Leaf, LLC has submitted the requisite application and fee to the Township of Lower, requesting the renewal of the Class 5 Cannabis Retail License for an additional year; and

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

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

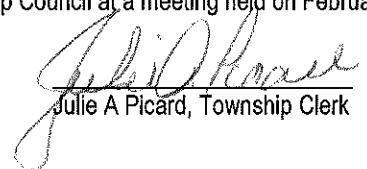
NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that:

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

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 2, 2026.



Julie A Picard, Township Clerk