

**WORK SESSION AND REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL**  
**JANUARY 21, 2026 – 5:00 p.m.**

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

**Work Session**

**Consent Agenda**

Approval of Minutes – January 5, 2026

- Res. #2026-60 Authorization for the Payment of Vouchers \$997,713.40
- Res. #2026-61 Resolution Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A: 11-12a
- Res. #2026-62 Authorization for the Payout of Accumulated Compensatory Time (A. Marroquin, \$3,522.20)
- Res. #2026-63 Authorization for the Payout of Accumulated Compensatory Time (M. Reilly, \$2,929.63)
- Res. #2026-64 Authorization for Refund of Taxes
- Res. #2026-65 Appointment to the Municipal Utilities Authority Board (S. Prince)
- Res. #2026-66 Authorizing Payout of Terminal Leave (R. Thomas Jr., \$12,921.65)
- Res. #2026-67 Authorizing Payout of Terminal Leave (A. McGraw Sr., \$5,396.49)
- Res. #2026-68 Approval of Change Order #1 for Paul Baldini, PA, Tax Appeal Attorney
- Res. #2026-69 Authorization for Waiver of Permitting Fees for Historic Cold Spring Village Associated with the Relocation of the Circa 1838 Union Bethel Chapel
- Res. #2026-70 Approval of an Alcoholic Beverage Control License Person to Person Transfer of Liquor License #0505-33-020-006 from Marco Voeks, Inc. to the Salty Siren, LLC
- Res. #2026-71 Appointment of Patrick F Martin as Conflict Prosecutor for the Township of Lower as a Professional Service Contract without Public Bidding (Patrick F Martin, NTE \$17,500)
- Res. #2026-72 Issuance of 2026 Taxi, Limousine and Operator Licenses
- Res. #2026-73 Approving a Professional Service Contract with DeBlasio & Associates to Provide an Analysis of Diamond Beach Parking Spaces in the Township of Lower (LT-C-073)

**Regular Agenda**

- Ord. #2026-01 Bond Ordinance Providing for Supplemental Funding for the Construction of a Public Works Building and Related Improvements, by and in the Township of Lower, in the County of Cape May, State of New Jersey; Appropriating \$1,500,000 Therefor and Authorizing the Issuance of \$1,425,000 Bonds or Notes of the Township to Finance Part of the Cost Thereof. This is the second reading and public hearing of this Ordinance. This Ordinance has been published, posted and made available to the public.

**Engineer Report**

**Administrative Reports**

Clerk, Construction, Dog, Tax, Vital

**Public Comment**

**Council Comments**

**Adjourn**

## COUNCIL MEETING MINUTES – January 5, 2026

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on January 5, 2026 at 5:00 p.m. in the meeting room of Township Hall, 2600 Bayshore Road, Villas, New Jersey.

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

Pledge of Allegiance & Moment of Silence

Mayor Sippel acknowledged and thanked those in attendance, including various Elected Officials, Chiefs of Police, Police Officers and families.

Invocation presented by Pastor Bill Laky of Revolve Church.

Mayor Sippel administered the Oath of Office to Councilmember Joseph Wareham, Ward 2, while his wife, Deanna, and daughter, Savannah, held the Bible.

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

Councilmember Thomas Conrad  
Councilmember Joseph Wareham  
Councilmember Roland Roy, Jr.  
Deputy Mayor Kevin Coombs  
Mayor Frank Sippel

Res. #2026-01 Appointment of Municipal Solicitor for the Year 2026 as a Professional Service Contract without Public Bidding (Robert Belasco Esq. NTE \$180,000)

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

Also present: Michael Laffey, Township Manager, Robert Belasco, Township Solicitor and Amy Belasco, Registrar.

Mayor Sippel thanked Solicitor Belasco for his professional services to the Township.

Solicitor Belasco thanked Mayor and Council for the opportunity to serve the Township.

### Work Session

Oath of Office: Chief Donald Vanaman, Jr.

Deputy Mayor Kevin Coombs read the biography of Chief Donald Vanaman, Jr.

Mayor Sippel administered the Oath of Office to Chief Vanaman as his daughter Liberty held the Bible and his stepfather Martin Biersbach pinned his badge.

Oath of Office: Deputy Chief Michael Majane

Chief Vanaman read the biography of Deputy Chief Michael Majane.

Mayor Sippel administered the Oath of Office to Deputy Chief Majane as his daughter Aubrey and his mother Dolores held the Bible and his wife Erin pinned his badge.

Oath of Office: Captain John Armbruster

Chief Vanaman read the biography of Captain John Armbruster.

Mayor Sippel administered the Oath of Office to Captain John Armbruster as his daughters Emma and Chloe, along with his wife Adrienne, held the Bible and his daughter Madison pinned his badge.

### Consent Agenda

Approval of Minutes – December 15, 2025

- Res. #2026-02 Appointment of Township Labor Attorney for the Year 2026 as a Professional Service Contract without Public Bidding (W. Blaney, NTE \$40,000)
- Res. #2026-03 Appointment of Municipal Prosecutor for the Year 2026 (Blaney, Weinberg, & Curio, P.C., \$45,000. + \$10,000. WWC)
- Res. #2026-04 Appointment of Municipal Public Defender for the Year 2026 (S. Fuscarello, \$17,500. + \$13,500. WWC)
- Res. #2026-05 Appointment of Municipal Engineer for the Year 2026 as a Professional Service Contract without Public Bidding (DeBlasio & Associates, NTE \$475,000)
- Res. #2026-06 Appointment of Municipal Judge (T. Keywood, Esq.)
- Res. #2026-07 Appointment of Public Information Officer for the Year 2026 as a Professional Service Contract without Public Bidding (L. Suit, \$16,280)
- Res. #2026-08 Establishment of Council Meeting Dates and Times for the Year 2026 (annual)
- Res. #2026-09 Designation of Official Newspapers for Legal Public Advertising for the 2026 Calendar Year (annual)
- Res. #2026-10 Risk Management Consultant; Atlantic County Municipal Joint Insurance Fund (J. Byrne Agency, year 3 of 3-year agreement)
- Res. #2026-11 Appointment of Municipal Auditor for the Year 2026 as a Professional Service Contract without Public Bidding
- Res. #2026-12 Appointment of Township Tax Appeal Attorney for the Year 2026 as a Professional Service Contract without Public Bidding (P. Baldini, NTE \$10,000.)
- Res. #2026-13 A Resolution Awarding a Professional Service Contract without Public Bidding to Surenian, Edwards & Nolan, LLC to serve as Special Counsel to the Township of Lower for Affordable Housing Matters/Litigation (NTE \$10,000)
- Res. #2026-14 Appointment of Bond Counsel for the Year 2026 As a Professional Service Contract without Public Bidding (Archer & Greiner)
- Res. #2026-15 Appointment of Health Insurance Brokerage Consultant for the Year 2026 as a Professional Service Contract without Public Bidding (Marsh & McLennan)
- Res. #2026-16 Authorizing Payment of 2026 Debt Service (annual)
- Res. #2026-17 Resolution to Defer the Regional School Tax (annual)
- Res. #2026-18 Authorizing Payment for 2026 Local School Taxes to Lower Township Board of Education (annual)
- Res. #2026-19 Authorizing Payment for 2026 Regional School Taxes to Lower Cape May Regional (annual)
- Res. #2026-20 Adopting 2026 Temporary Current Budget
- Res. #2026-21 Approving 2026 Contract with Cape Assist (annual)
- Res. #2026-22 Authorizing the Tax Assessor to File Tax Appeals (annual)
- Res. #2026-23 Governing Body Certification of Compliance with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964"
- Res. #2026-24 Approval of Emergency Management Council (annual)
- Res. #2026-25 Authorizing the Clerk to Issue Bingo & Raffle Licenses Throughout 2026 to Qualified Organizations (annual)
- Res. #2025-26 Confirmation of Officials for Joint Insurance Fund and Municipal Excess Liability Fund (annual)
- Res. #2026-27 Approval of Petty Cash Funds for 2026 (annual)
- Res. #2026-28 Authorization to Refund Tax Overpayment due to Tax Appeal
- Res. #2026-29 Setting the Interest Rate for Delinquent Taxes (annual)
- Res. #2026-30 Approval of Annual Contribution to Volunteers in Medicine (annual)
- Res. #2026-31 Authorizing 2026 Annual Shelter Fee Payment (annual)
- Res. #2026-32 Authorizing Payment for Dispatch Services (annual)
- Res. #2026-33 Authorizing Debt Service Payment for the Joint Public Safety Building Payment (\$173,491.26)
- Res. #2026-34 Authorizing Payment of 2026 Employer Share Pension (annual)
- Res. #2026-35 A Resolution Authorizing the Qualified Purchasing Agent of the Township of Lower to Award Contracts Exceeding \$17,500 and Under the Current Bid Threshold of \$53,000 and Establishing Quote Limits
- Res. #2026-36 Authorizing the Cash Management Plan (annual)
- Res. #2026-37 Designation of Official Depositories (annual)
- Res. #2026-38 Authorizing Payment of 1<sup>st</sup> and 2<sup>nd</sup> Quarter 2026 County Taxes with Pilot Remittance (per R.S. 54:4-74; PL 2025, c. 91) and 2025 Added Taxes
- Res. #2026-39 Authorizing the Sale of Township of Lower Surplus No Longer Needed for Public Use on GovDeals Online Auction Website

- Res. #2026-40 Bid Acceptance and Contract Award to Supply Fireworks Display Including Barge, for Independence Day Event, Years 2026 and 2027 with a 2028 Option
- Res. #2026-41 Approval of a Secondhand Merchant and Dealer of Precious Metals License
- Res. #2026-42 Contract Award for Management Information System (MIS) Consultant for Township of Lower and Lower Township Police Department for Final Year 2026
- Res. #2026-43 Authorization for Public Bidding (annual)
- Res. #2026-44 Designation of Public Agency Compliance Officer for Lower Township (annual)
- Res. #2026-45 Approving 2026 Contract with Cape Mediation Services
- Res. #2026-46 Authorization for Refund of Taxes
- Res. #2026-47 Bid Acceptance and Award of Lower Township Animal Control Services for 2026 with an Option for 2027 & 2028
- Res. #2026-48 Contract Award for Fertilizing Services for Various Locations to J&D Services LLC d/b/a Spring Green for Final Year of 2026
- Res. #2026-49 Contract Award to Bayshore Landscaping for Landscaping Services for Various Locations for the Final Year 2026
- Res. #2026-50 FY2027 Governor's Council on Substance Abuse Disorder
- Res. #2026-51 Reducing the Contract Award to Gentilini Chevrolet with Two (2) Additional Trade In Police Vehicles
- Res. #2026-52 Authorization for Waiver of Fees in Accordance with Lower Township Municipal Code 475-16, Memorial Bench Dedication Program, due to Exceptional Circumstances
- Res. #2026-53 Appointment to the Zoning Board (R. Abrams, Jr.)
- Res. #2026-54 Appointment to the Planning Board (R. Roach, Jr.)
- Res. #2026-55 A Resolution Approving an Interlocal Services Agreement between the Township of Lower and Lower Township Fire District #3
- Res. #2026-56 A Resolution Awarding a Professional Service Contract without Public Bidding to Triad Advisory Services, Inc. to Provide Consulting Services in Connection with the Pursuit of Federal, State, Regional, and Foundation Grants and/or Financial Resources (NTE \$10,000)
- Res. #2026-57 A Resolution Amending Resolution #2025-405 Authorizing the Transfer of Firearms No Longer Needed to a Licensed Firearms Dealer for Private Sale
- Res. #2026-58 Authorization for the Payment of Vouchers \$896,121.88
- Res. #2026-59 Authorization for the Payment of 2026 Vouchers \$56,691.78
- Ord. #2026-01 Bond Ordinance Providing for Supplemental Funding for the Construction of a Public Works Building and Related Improvements, by and in the Township of Lower, in the County of Cape May, State of New Jersey; Appropriating \$1,500,000 Therefor and Authorizing the Issuance of \$1,425,000 Bonds or Notes of the Township to Finance Part of the Cost Thereof. This is the first reading of this Ordinance. The second reading and public hearing has been scheduled for January 21, 2026.

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

### **Regular Agenda**

- Ord. #2025-24 An Ordinance Amending Chapter 475, Parks and Recreation Areas, of the Code of the Township of Lower, to Enact Article V, Youth Sports Volunteer Background Checks, to Codify Existing Criminal History Background Check Requirements for Recreation Employees and Volunteers Assisting with Youth Sport Programs. This is the second reading and public hearing of this Ordinance. This Ordinance has been published, posted and made available to the public.

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

Ord. #2025-25    Salary and Benefit Ordinance for the Township of Lower. This is the second reading and public hearing of this Ordinance. This Ordinance has been published, posted and made available to the public.

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

**Call to the Public** – No comments

**Council Comments**

Mayor Sippel wished everyone a Happy New Year and stated his excitement to get things done in 2026. He congratulated Councilmember Wareham and thanked all the professionals that were appointed, as well as the Clerk's office and the Manager's office.  
He announced the next meeting will be held on Wednesday January 21<sup>st</sup> due to the holiday.

Deputy Mayor Coombs congratulated Councilmember Wareham.

Councilmember Roy congratulated Councilmember Wareham and the Police Department promotions.

Councilmember Wareham thanked everyone for their support and vote of confidence in him.

Councilmember Conrad thanked everyone in attendance and congratulated Councilmember Wareham.

**Adjournment**

There being no further business to address, motion to adjourn moved by Deputy Mayor Coombs, seconded by Councilmember Wareham. Motion to adjourn was unanimous. Meeting adjourned at 5:35 p.m.

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Frank Sippel, Mayor

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Deputy Township Clerk

Approved:

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

**RESOLUTION #2026-60**

Title: **AUTHORIZING PAYMENT OF VOUCHERS**

<u>VENDOR</u>	<u>CHECK #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
NJ DEPT. OF FISH AND WILDLIFE	#8337	OUTFALL LICENSE	\$1,030.00
MICHAEL I SCHNECK, ESQ	#8339	REFUND OF TAX OVERPAYMENT	\$132,690.00

**TOTAL MANUAL CHECKS: \$133,720.00**

**TOTAL COMPUTER GENERATED: \$863,993.40**

**TOTAL BILL LIST \$997,713.40**

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

I, Karen S. Fournier, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 21, 2026.

Karen S. Fournier, Deputy Township Clerk

Resolution #2026-60

Lower Township  
Bill List By Vendor Id

01/15/2026

09:16 AM

Ranges		Item Status		Purchase Types		Misc	
Range: First to Last Rcvd Batch Id Range: First to Last		Open: N Void: N Paid: N Held: Y Aprv: N Rcvd: Y		Bld: Y State: Y Other: Y Exempt: Y		P.O. Type: All Include Project Line Yes Items: Format: Condensed Include Non-Budgeted: Y Vendors: All	
Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00007		ACME MARKETS, INC.*					
25-03318	12/12/25	NYE CELEBRATION SUPPLIES	Open	\$229.58	\$0.00		
00134		ATLANTIC COUNTY JOINT INS FUND					
26-00100	01/14/26	2026 JIF PAYMENTS	Open	\$227,088.00	\$0.00		B
00153		ATLANTIC CITY ELECTRIC*					
25-03240	12/05/25	DECEMBER ENCUMBER	Open	\$49,769.38	\$0.00		
00189		AUSTINS SPORTS CENTER					
25-03366	12/18/25	WINTER BASKETBALL SHIRT ORDER	Open	\$3,596.95	\$0.00		
00194		ADVANCED VIDEO & SOUND LLC					
25-03456	12/31/25	WIRED SUZIE'S OFFICE FOR NCIC	Open	\$450.00	\$0.00		
00323		JOHN BEERS					
26-00053	01/12/26	RETIRED MEDICARE SUPPLEMENT	Open	\$523.42	\$0.00		
00650		CAPE MAY COUNTY CLERK'S ASSN					
26-00098	01/14/26	2026 MEMBERSHIP DUES	Open	\$400.00	\$0.00		
00711		CMC LEAGUE OF MUNICIPALITIES					
26-00046	01/08/26	2026 MEMBERSHIP DUES	Open	\$700.00	\$0.00		
00807		CDW-GOVERNMENT INC*					
25-03465	12/31/25	2 SAMSUNG 31.5" MONITORS	Open	\$385.98	\$0.00		
00825		COMCAST INTERNET					
26-00085	01/13/26	COMCAST TV/INTERNET JAN. 2026	Open	\$428.18	\$0.00		
01171		VERIZON WIRELESS - TOWNHALL					
25-03237	12/04/25	VERIZON #622310837 DEC ENCUMBE	Open	\$3,254.99	\$0.00		
25-03242	12/05/25	DECEMBER ENCUMBER #723051842	Open	\$2,319.07	\$0.00		
Vendor Total:				\$5,574.06			
01200		DELTA DENTAL PLAN OF NJ					
26-00067	01/13/26	DEC 2025 DENTAL CLAIMS	Open	\$13,248.35	\$0.00		
01250		SCOTT DOUGLASS					
26-00061	01/12/26	VISION REIMBURSEMENT	Open	\$175.00	\$0.00		
01267		EDWARD DONOHUE					
26-00050	01/09/26	MEDICAL CLAIMS	Open	\$76.52	\$0.00		
01365		GARY DOUGLASS					
25-03441	12/30/25	PARKING OEM CONFERENCE 4/2025	Open	\$30.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Vold Amount	Contract	PO Type
01390 26-00005	01/06/26	EDMUNDS & ASSOCIATES, INC.* 2026 SOFTWARE MAINT	Open	\$26,197.52	\$0.00		
01499 25-03459	12/31/25	JOSEPH FAZZIO, INC* STELL PLATES/DPW	Open	\$1,141.87	\$0.00		
01603 26-00044	01/08/26	GENERAL CODE PUBLISHERS* ECODE MAINT ANNUAL	Open	\$1,195.00	\$0.00		
01653 25-03365	12/18/25	GENTILINI FORD PARTS/DPW	Open	\$1,705.20	\$0.00		
01690 23-01644	06/21/23	GRANTURK EQUIPMENT CO* RES 23-228 2025 STREET SWEEPER	Open	\$295,000.00	\$0.00		
01785 26-00055	01/12/26	ROBERT HARTMAN SR MEDICAL CLAIMS	Open	\$709.36	\$0.00		
01806 25-03396	12/24/25	ANTHONY J HARVATT, II, ESQ ZBA RESOLUTION VOUCHER	Open	\$200.00	\$0.00		
01807 26-00058	01/12/26	MARLIN HEDUM MEDICAL REIMBURSEMENT	Open	\$161.38	\$0.00		
01834 26-00083	01/13/26	RICHARD HOOYMAN MEDICAL CLAIMS	Open	\$189.00	\$0.00		
01864 25-03446	12/31/25	JONAS PIZZA, LLC B-BALL TOURNAMENT FOOD	Open	\$184.29	\$0.00		
01873 25-01911	07/11/25	HOME DEPOT* SUPPLIES/BLDG/DPW	Open	\$67.59	\$0.00		
01942 26-00099	01/14/26	INSTITUTE FOR PROF DEVELOP* DEDUCTION/EXEPTION CLASS	Open	\$50.00	\$0.00		
02010 25-03434	12/30/25	ISLAND TROPHY* 4-2 POST 2 TIER TROPHIES	Open	\$132.00	\$0.00		
02025 25-03357	12/18/25	HUNTER JERSEY PETERBILT~ PARTS FOR TRUCKS/DPW	Open	\$2,727.56	\$0.00		
02223 25-03216	12/04/25	LANDSMAN UNIFORMS* AWARDS AND RACKS FOR UNIFORMS	Open	\$5,097.50	\$0.00		
02292 26-00054	01/12/26	DONALD LOMBARDO MEDICAL CLAIMS	Open	\$1,522.50	\$0.00		
02461 26-00052	01/12/26	JOHN MAHER MEDICAL CLAIMS	Open	\$2,976.24	\$0.00		
02626		FRED MCCLOSKEY					



Vendor # P.O. #	PO Date	Name Description	Status	Amount	Vold Amount	Contract	PO Type
02626		FRED MCCLOSKEY	Account Continued				
26-00032	01/08/26	MEDICARE SUPPLEMENT	Open	\$2,220.00	\$0.00		
02725		THOMAS MILLS					
25-03404	12/24/25	ELEC INSP 12/4 12/11 12/18	Open	\$225.84	\$0.00		
02902		J. BYRNE INSURANCE*					
26-00047	01/08/26	2026 Recreation Acc Policy	Open	\$5,595.00	\$0.00		
02991		NJ CONFERENCE OF MAYORS					
26-00045	01/08/26	2026 MAYOR MEMBERSHIP	Open	\$650.00	\$0.00		
03026		*NJ STATE HEALTH BENEFITS WIRE					
26-00013	01/07/26	2025 HEALTH INS BAL DUE	Open	\$2,048.62	\$0.00		
03518		RIGGINS, INC.*					
25-03428	12/30/25	OFF HIGHWAY DIESEL/DPW	Open	\$600.83	\$0.00		
03611		SERVICE TIRE TRUCK CENTERS ~					
25-03356	12/18/25	TIRES/RDS/SANT/RECY/DPW	Open	\$2,609.03	\$0.00		
03678		SMELTZER & SONS INC.*					
26-00036	01/08/26	STRAW FOR FLOAT	Open	\$72.00	\$0.00		
03683		SNAP-ON TOOLS*					
25-03305	12/10/25	AIR GUN REPAIR & UNDERHOOD LT	Open	\$565.64	\$0.00		
03688		SOUTHERN NJ CHAPTER NIGP*					
25-03455	12/31/25	MEMBERSHIP	Open	\$75.00	\$0.00		
03765		TAX COLL.&TREAS ASSN OF C M C*					
25-03310	12/12/25	2026 MEMBERSHIP	Open	\$450.00	\$0.00		
03863		TREASURER, STATE OF NEW JERSEY					
26-00010	01/07/26	OCT THRU DEC REPORT	Open	\$15,235.00	\$0.00		
03904		LOWE'S HOME CENTER INC*					
25-03363	12/18/25	SUPPLIES FOR BUILDING/DPW	Open	\$556.26	\$0.00		
25-03437	12/30/25	ICE MELT	Open	\$199.20	\$0.00		
25-03449	12/31/25	SUPPLIES/DPW	Open	\$147.61	\$0.00		
		Vendor Total:		\$903.07			
03917		STATE OF NJ DEPT OF CHILD/FAML					
26-00088	01/14/26	Ocl,Nov & Dec 25 Marriage fees	Open	\$700.00	\$0.00		
03947		VFIS*					
26-00016	01/07/26	FS 2026 Insurance policy	Open	\$13,286.00	\$0.00		
03985		VILLAS NAPA AUTO PARTS ~					
25-03359	12/18/25	RDS/SANT/RECY/DPW	Open	\$3,053.16	\$0.00		
25-03454	12/31/25	SUPPLIES/DPW	Open	\$682.19	\$0.00		
		Vendor Total:		\$3,735.35			

Vendor # P.O. #	Name PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03985		VILLAS NAPA AUTO PARTS ~	Account Continued				
03992		VAL-U AUTO PARTS LLC ~					
25-03358	12/18/25	RDS/SANT/RECY/DPW	Open	\$454.17	\$0.00		
25-03445	12/31/25	RDS/RECY/SANT/DPW	Open	\$389.62	\$0.00		
		Vendor Total:		\$843.79			
04075		BARBER CONSULTING SERVICES LLC					
26-00015	01/07/26	FS BCS 2026contract &cloud fee	Open	\$2,300.00	\$0.00		
04097		CINTAS FIRST AID AND SAFETY*					
26-00017	01/07/26	1/5/2026- TOWNHALL RESTOCK	Open	\$67.31	\$0.00		
04301		SEASHORE ASPHALT CORPORATION*					
25-01217	05/13/25	ASPHALT FOR ROADWAYS	Open	\$202.95	\$0.00		
05066		MICHAEL REEB					
25-03374	12/22/25	DJ FOR NEW YEARS EVE	Open	\$250.00	\$0.00		
25-03375	12/22/25	DJ COUNCIL CHRISTMAS FLOAT	Open	\$250.00	\$0.00		
		Vendor Total:		\$500.00			
6056		PHYLLIS MULDOON					
26-00051	01/12/26	GLASSES REIMBURSEMENT	Open	\$75.00	\$0.00		
6063		CAPE MINING & RECYCLING, LLC*					
25-03429	12/30/25	WOOD CHIPS/DPW	Open	\$424.50	\$0.00		
7098		SHORE VETERINARIAN ANIMAL					
25-03284	12/09/25	ENCUMBER FOR DECEMBER CALLOU	Open	\$300.00	\$0.00		
7117		NJLM					
25-03370	12/18/25	QPA AD IN NJLM	Open	\$330.00	\$0.00		
7196		LAUREN HUGGINS SUIT					
26-00060	01/12/26	RES 25-07 PUBLIC INFO OFFICER	Open	\$1,356.67	\$0.00		B
7310		CORELOGIC REAL ESTATE TAX SER					
26-00020	01/07/26	B-748 L-7.03 SAYLOR	Open	\$264.92	\$0.00		
7475		SUZANNE M SCHEID					
26-00056	01/12/26	DENTAL CLAIM	Open	\$37.00	\$0.00		
7501		ACTION UNIFORM CO LLC*					
25-01251	05/16/25	HONOR GUARD UNIFORMS	Open	\$8,392.00	\$0.00		
7820		DEBLASIO & ASSOCIATES, P.C					
23-02342	09/14/23	RES23-306 GIS MAP DNE 57K	Open	\$2,030.00	\$0.00		B
24-02248	08/19/24	RES#24-261 CO#2 ROTARY LIGHTIN	Open	\$2,457.50	\$0.00		B
24-02404	09/06/24	RES 2024-288 C/O 2 DPW BUILDNG	Open	\$210.00	\$0.00		B
25-00696	03/12/25	RES#25-120 CO#3 CANAL PARK 30k	Open	\$1,040.00	\$0.00		
25-00778	03/24/25	RES #25-136 POOL BUILDING 90K	Open	\$6,295.83	\$0.00		
25-01257	05/19/25	RES#25-155 PICKLE BALL COURTS	Open	\$365.00	\$0.00		B

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Vold Amount	Contract	PO Type
7820		DEBLASIO & ASSOCIATES, P.C.					
							Account Continued
25-01805	07/01/25	RES 2025-236 LTC-061 BEACH AVE	Open	\$23.75	\$0.00		B
25-02016	07/25/25	RES2025-260 LTC062 CARDINAL	Open	\$490.00	\$0.00		B
25-02233	08/21/25	RES #2025-290 (LTC-059) CHG 1	Open	\$88.75	\$0.00		
25-02648	10/08/25	RES 2025-338 LTC 047 RIDGEWOOD	Open	\$670.00	\$0.00		B
25-03082	11/21/25	RES 2025-380 LTC071 ARCTIC AVE	Open	\$6,852.50	\$0.00		B
25-03094	11/21/25	RES 25-383 CO #1 LTC070 DEL	Open	\$1,538.75	\$0.00		B
25-03095	11/21/25	RES 25-384 CO #1 LTC067 CLEM	Open	\$2,257.50	\$0.00		B
25-03230	12/04/25	RES 2025-396 LTC-071 ARCTIC	Open	\$2,948.75	\$0.00		B
25-03397	12/24/25	ZBA ENGINEER VOUCHERS	Open	\$570.28	\$0.00		
26-00074	01/13/26	RES 2025-410 LTC-072 DIAMOND	Open	\$3,573.75	\$0.00		B
		Vendor Total:		\$31,412.36			
7839		JAMES DIETTERICH					
26-00057	01/12/26	MEDICAL AND VISION CLAIMS	Open	\$799.26	\$0.00		
7872		GO DADDY					
26-00008	01/07/26	COURT WEBSITE DOMAIN RENEWAL	Open	\$45.98	\$0.00		PC1
7929		AMAZON CAPITAL SERVICES, INC ~					
25-02709	10/20/25	COURT OFFICE SUPPLIES	Open	\$177.01	\$0.00		
25-03270	12/09/25	PD OFFICE SUPPLIES DEC. 2025	Open	\$613.18	\$0.00		
25-03333	12/16/25	OFFICE SUPPLIES 12/15/25	Open	\$365.13	\$0.00		
25-03373	12/19/25	RAIN GEAR- TEAMSTERS CONTRACT	Open	\$969.23	\$0.00		
25-03402	12/24/25	TRANS FLUID PUMP & WHITEBOARD	Open	\$248.12	\$0.00		
26-00033	01/08/26	PRAMOON PICKLEBALL PADDLE RACK	Open	\$89.28	\$0.00		
		Vendor Total:		\$2,461.95			
8175		INTEGRITY INTERPRETING LLC					
25-03448	12/31/25	COURT SIGN LANGUAGE INTERPRETE	Open	\$230.00	\$0.00		
8672		LOGMEIN INC.					
26-00048	01/08/26	2026 GO TO MEETING /LOG ME IN	Open	\$19.00	\$0.00		PC1
8721		BLANEY, DONOHUE, & WEINBERG PC					
25-00022	01/03/25	RES#2025-03 LABOR DNE \$40K	Open	\$4,240.50	\$0.00		B
8824		MUNICIPAL EQUIPMENT LLC					
25-02141	08/08/25	VEHICLE UPFITTING- STATE CONTR	Open	\$9,454.28	\$0.00		
8908		COMCAST BUISNESS PHONES					
25-03243	12/05/25	DECEMBER ENCUMBER #905366178	Open	\$1,151.33	\$0.00		
8909		COMCAST BUSINESS PD INTERNET					
25-03182	12/04/25	DECEMBER ENCUMBER #708748079	Open	\$1,019.42	\$0.00		
26-00059	01/12/26	POLICE FIBER #708748079	Open	\$1,019.42	\$0.00		
		Vendor Total:		\$2,038.84			
8932		IWORQ SYSTEMS INC					
26-00018	01/07/26	2026 ANNUAL IWORQ SUBSCRIPTION	Open	\$15,000.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
8936 26-00014	01/07/26	IAAI INC Belles 2026 dues	Open	\$148.00	\$0.00		
8991 25-03320	12/12/25	DHY MOTORSPORTS PARTS FOR PD POLARIS	Open	\$324.98	\$0.00		
9026 25-03430	12/30/25	STARR SEPTIC LLC LUXURY BATHROOM/DPW	Open	\$948.00	\$0.00		
9127 26-00041	01/08/26	JR. TIGERS WRESTLING CLUB WRESTLING MATCHES #2-8	Open	\$2,590.00	\$0.00		
9279 25-02777	10/28/25	MUNICIPAL EMERGENCY SERVICES BALLISTIC VESTS - 2 RECRUITS	Open	\$3,176.00	\$0.00		
9316 26-00063	01/12/26	THE BELASCO LAW FIRM LLC RES 26-01 RETAINER DNE \$40K	Open	\$3,333.00	\$0.00		B
9317 26-00019	01/07/26	VERIZON CONNECT FLEET USA LLC December GPS	Open	\$314.10	\$0.00		
9386 25-03367	12/18/25	BULLSEYE CONTRACTORS, LLC REPLACED CONTROL BOARD TREADA	Open	\$694.00	\$0.00		
9391 25-03211	12/04/25	IRON MOUNTAIN INCORPORATED SHREDDING DEC. ENCUMBER	Open	\$235.90	\$0.00		
9445 26-00035	01/08/26	TWIN ROCKS WATER 1/2/2026 TOWNHALL WATER JAN.	Open	\$149.88	\$0.00		
26-00037	01/08/26	BOCA WATER	Open	\$39.96	\$0.00		
26-00069	01/13/26	FS Water 01.2026	Open	\$9.98	\$0.00		
Vendor Total:				\$199.82			
9452 25-03399	12/24/25	DEPT. OF LAW & PUBLIC SAFETY PTC TRANSFER - Z. FORESTIRE	Open	\$400.00	\$0.00		
25-03400	12/24/25	PTC TRANSFER - J. GESTWICKI	Open	\$400.00	\$0.00		
25-03464	12/31/25	VALENCIA PTC TRANSFER SLEO-PO	Open	\$400.00	\$0.00		
Vendor Total:				\$1,200.00			
9453 25-03362	12/18/25	CAPITAL ONE TRADE CREDIT RDS/SIGN/BLDG/DPW	Open	\$243.73	\$0.00		
25-03436	12/30/25	SOLAR SALT 40 LBS	Open	\$128.10	\$0.00		
26-00011	01/07/26	DECEMBER '25 MONTHLY	Open	\$313.35	\$0.00		
Vendor Total:				\$685.18			
9463 26-00070	01/13/26	AT&T ENTERPRISES, LLC FS AT&T 11.27.25 12.26.25	Open	\$153.93	\$0.00		
9466 25-03427	12/30/25	MAJESTIC OIL COMPANY INC GASOLINE/DPW	Open	\$718.37	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Vold Amount	Contract	PO Type
9468 25-02791	10/29/25	THINK PAVERS HARDSCAPING, LLC RES#25-248 THINK PAVERS LLC	Open	\$33,879.58	\$0.00		B
9497 26-00034	01/08/26	STEVEN SAYLOR B-748 L-7.03	Open	\$250.00	\$0.00		
BLAUE 24-02953	11/12/24	BLAUER ASSOCIATES INC* FY 2025 SCFP ADA DOUGLASS PARK	Open	\$400.00	\$0.00		B
BOSNA 26-00012	01/07/26	KAREN MANETTE BOSNA YOGA - DECEMBER '25	Open	\$125.00	\$0.00		
HOOVER 25-03355	12/18/25	ROBERT HOOVER & SONS INC* PARTS/DPW	Open	\$94.71	\$0.00		
LOWER 25-03447	12/31/25	LOWER TOWNSHIP DIFF CARD USAGE 12/11-12/29/25	Open	\$11,123.87	\$0.00		
NJTAX 26-00001	01/06/26	NEW JERSEY DIV. OF TAXATION	Open	\$17,820.28	\$0.00		
SEASH 26-00042	01/08/26	SEASHORE COMMUNITY CHURCH 2025 OCT/NOV WARMING CENTER	Open	\$5,508.00	\$0.00		
26-00068	01/13/26	2025 DECEMBER WARMING CENTER	Open	\$7,000.00	\$0.00		
Vendor Total:				\$12,508.00			
SMITHS 26-00049	01/09/26	SHEILA D SMITH JAN 2026 MEDICAL SUPPLEMENT	Open	\$219.23	\$0.00		

Total Purchase Orders: 129 Total P.O. Line Items: 0 Total List Amount: \$863,993.40 Total Vold Amount: \$0.00

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

**RESOLUTION #2026-61**

**Title: RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT VENDORS  
FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12a**

**WHEREAS**, the Township of Lower, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

**WHEREAS**, the Township of Lower has the need on a timely basis to purchase goods or services utilizing State contracts; and

**WHEREAS**, the Township of Lower intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township of Lower authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State contracts.

**BE IT FURTHER RESOLVED**, that the governing body of the Township of Lower pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer; and that the duration of the contracts between the Township of Lower and the Referenced State Contract Vendors shall be from January 1, 2026 to December 31, 2026.\*

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

I, Karen S. Fournier, Deputy Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 21, 2026.

\_\_\_\_\_  
Karen S. Fournier, Deputy Township Clerk

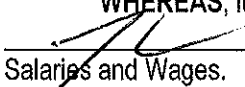
TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2026-62

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 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 Antonio Marroquin in the amount of \$3,522.20 is authorized and chargeable to the 2026 Budget account 6-01-25-240-121.

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

I, Karen S. Fournier, Deputy Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 21, 2026.

Karen S. Fournier, Deputy Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief Donald Vanaman Jr.  
FROM: Patrolman Antonio Marroquin  
DATE: January 2<sup>nd</sup>, 2026  
SUBJECT: Comp Time Cash Out

Sir,

I am respectfully requesting to cash out 110 hours of Comp Time. Thank you for your time and consideration sir.

Respectfully Submitted,

 #219

Antonio Marroquin  
Patrol Badge 219

110 x \$32.02 = \$3,522.20

C File  
Date

Officer

Comments

1/2/25	LT MCKEY	To Capt Armstrong
1/2/25	Capt J. 140	Fwd: D.C. Majors
1-2-25	D.C. Majors	Fwd: Chief Vanaman (Time confirmed)
1-5-26	Chief Donald Vanaman	#174 TO TWP MAIL



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

RESOLUTION #2026-63

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 signature [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, Count of Cape May, State of New Jersey, that payment to Matthew Reilly in the amount of \$ 2,929.63 is authorized and chargeable to the 2026 Budget account 6-01-25-240-124.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
WAREHAM						
ROY						
COOMBS						
SIPPEL						

I, Karen S. Fournier, Deputy Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held January 21, 2026

Karen S. Fournier, Deputy Township Clerk

# LOWER TOWNSHIP POLICE DEPARTMENT

## SPECIAL REPORT

TO: Chief Donald Vanaman

FROM: Ptl. Reilly #222

DATE: January 5, 2026

SUBJECT: Comp Time Buyout

Chief Vanaman,

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

Respectfully Submitted,

*Matthew Reilly*

Matthew Reilly  
Patrolman Badge 222

100 X \$29.2963 = \$2,929.63

C	File	Date	Officer	Comments
		1/5/25	<i>[Signature]</i>	to the LT Greto
		LT Greto 187	<i>[Signature]</i>	Cpt. Anzures (verified)
		1/6/25	Capt. 190	FWD: D. La Majore
		1-6-25	P.C. Majore	FWD: Chief Vanaman
		1-6-25	Chief Vanaman #174	FWD: Township Hall

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

RESOLUTION #2026-64

Title: AUTHORIZATION FOR REFUND OF TAXES

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

WHEREAS, a refund is due.

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

<u>Block</u>	<u>Lot</u>	<u>Refund To</u>	<u>Reason</u>	<u>Tax</u>
764	7.03	Steven Saylor	Veteran Deduction	\$250.00
764	7.03	Core Logic – Saylor	Exempt Vet as of 12/22/2025	\$264.92
499.05	6	Core Logic - Causey	Exempt Vet as of 11/26/2025	\$365.05

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

I, Karen S. Fournier, Deputy Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 21, 2026.

Karen S. Fournier, Deputy Township Clerk

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

RESOLUTION #2026-65

Title: APPOINTMENT TO THE MUNICIPAL UTILITIES AUTHORITY BOARD

**WHEREAS**, Harrison Bitting's term on the Municipal Utilities Authority Board expires on February 1, 2026; and

**WHEREAS**, pursuant to the Municipal and County Utilities Authorities Law, N.J.S.A. 40:14B-1 et seq., the governing body is authorized to appoint members to serve on the Municipal Utility Authority Board; and

**WHEREAS**, The Township Council of the Township of Lower has reviewed three (3) applications on file with the Clerk from individuals who have expressed an interest to serve on the Lower Township Municipal Utilities Authority to fulfill this vacant term.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the following individual is hereby appointed to serve on the Municipal Utilities Authority Board:

<u>Name</u>	<u>Type</u>	<u>Term Exp.</u>
Stephen Prince	Regular Member	February 2, 2031

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

I, Karen S. Fournier, Deputy Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 21, 2026.

Karen S. Fournier, Deputy Township Clerk

FOR TOWNSHIP USE ONLY

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

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

TOWNSHIP OF LOWER  
CITIZEN LEADERSHIP FORM

NAME Stephen M Prince

CITY AND STATE Villas, NJ

YEARS OF RESIDENCY IN TOWNSHIP 50 OCCUPATION Cape May County Sheriff's Office

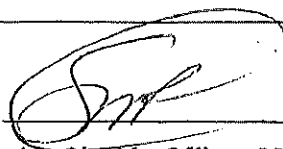
Please number in order of preference which ones you wish to be considered for.

\_\_\_\_ Cable Television Advisory Board  
\_\_\_\_ Environmental Commission  
\_\_\_\_ Historic Preservation Commission  
\_\_\_\_ Citizen Advisory Board

1 Municipal Utilities Authority  
\_\_\_\_ Planning Board  
\_\_\_\_ Recreation Advisory Board  
\_\_\_\_ Zoning Board of Adjustment

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

Lieutenant with the Cape May County Sheriff's Office  
Umpire local little league games  
Ref local soccer games for Lower Township Rec. Dept.  
Ref local basketball games for Lower Township Rec Dept.  
Instructor

Date: 12/8/25 Signature: 

(VALID FOR ONE YEAR FROM DATE OF RECEIPT)

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


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

RESOLUTION #2026-66

Title: AUTHORIZING PAYOUT 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 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 Robert Thomas, Jr. in the amount of \$12,921.65 is authorized and chargeable to the Reserve for Accumulated Absences.

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

I, Karen S. Fournier, Deputy Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 21, 2026.

Karen S. Fournier, Deputy Township Clerk

TOWNSHIP OF LOWER  
 RETIREMENT PAYOUT ANALYSIS  
 DATE: 1/13/2026

EMPLOYEE: Thomas Jr. , Robert  
 DATE OF RETIREMENT 12/31/2025  
 DATE OF PAYMENT:  
 RESOLUTION #:

Annual Salary:	\$95,139.90
Hourly Rate:	\$45.7403
Longevity	\$0.00

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	0.00	45.74	0.00
Personal	0.00	45.74	0.00
Sick	279.00	45.74	12,761.55
Vacation	3.50	45.74	160.09
<b>Terminal Leave Payout</b>			<b>\$12,921.65</b>

	(A)	(B)	(C)	(B * C) (D)	(E)	A + D - E (F)
	Carryover	Annual	52/ 52 weeks	Prorated Time Due	Time Used	Hours to be paid
Comp	0.00			0.00		0.00
Personal	0.00			0.00		0.00
Sick	279.00			0.00		279.00
Vacation	3.50			0.00		3.50
Holidays						
<b>Total</b>	<b>282.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>282.50</b>

Accrual and time used are current to 01/13/26 subject to change if time is used or not currently reported.

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

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

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

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

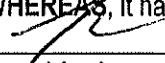
TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2026-67

Title: AUTHORIZING PAYOUT 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 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 Andrew McGraw Sr. in the amount of \$5,396.49 is authorized and chargeable to the Reserve for Accumulated Absences.

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

I, Karen S. Fournier, Deputy Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 21, 2026.

Karen S. Fournier, Deputy Township Clerk



TOWNSHIP OF LOWER  
 RETIREMENT PAYOUT ANALYSIS  
 DATE: 12/2/2025

EMPLOYEE: McGraw Sr., Andrew  
 DATE OF RETIREMENT 12/31/2025  
 DATE OF PAYMENT:  
 RESOLUTION #:

Annual Salary:	\$74,821.76
Hourly Rate:	\$35.9720
Longevity	\$0.00

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	0.00	35.97	0.00
Personal	(7.38)	35.97	(265.64)
Sick	195.31	35.97	7,025.61
Vacation	(37.90)	35.97	(1,363.48)
Terminal Leave Payout			\$5,396.49

	(A)	(B)	(C)	(B * C) (D)	(E)	A + D - E (F)	
	Carryover	Annual	40/ 52 weeks	Prorated Time Due	Time Used	Hours to be paid	
Comp	0.00			0.00		0.00	
Personal	0.00	32.00	0.77	24.62	32.00	(7.38)	contract max
Sick	688.00	120.00	0.77	92.31	585.00	195.31	960 hours
Vacation	0.25	200.00	0.77	153.85	192.00	(37.90)	
Holidays							
Total	688.25	352.00	2.31	270.77	809.00	150.02	

Accrual and time used are current to 12/02/2025 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 #2026-68

Title: APPROVAL OF CHANGE ORDER #1 FOR PAUL BALDINI, PA, TAX APPEAL ATTORNEY

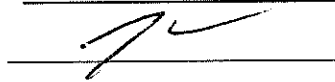
WHEREAS, Paul J. Baldini, PA was awarded a professional Service Contract and approved by Resolution #2025-12 on January 2, 2025 to provide Tax Appeal Attorney for the Township of Lower for \$10,000.00; and

WHEREAS, Paul J. Baldini, PA has provided invoices for November and December 2025 in the amount of \$1,905.00 which is over the original contracted amount of \$10,000.00; 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 # 5-01-20-155-289 Tax Appeals

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 \$1,905.00 to Paul J. Baldini, PA is hereby approved to increase the contract total to \$11,905.00.

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

I, Karen S. Fournier, Deputy Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 21, 2026.

Karen S. Fournier, Deputy Township Clerk

LAW OFFICES  
**PAUL J. BALDINI, P.A.**

A PROFESSIONAL CORPORATION

PAUL J. BALDINI, ESQUIRE  
E-Mail – [paul@paulbaldinilaw.com](mailto:paul@paulbaldinilaw.com)

MATTHEW J. BALDINI, ESQUIRE  
E-Mail – [matthew@paulbaldinilaw.com](mailto:matthew@paulbaldinilaw.com)

4413 New Jersey Avenue  
Wildwood, NJ 08260  
(609) 729-2600  
(609) 729-8627 – Fax  
File No.: 3200-17

January 9, 2026

*Via email only*  
Elizabeth Ross, CTA  
Municipal Assessor  
Township of Lower  
2600 Bayshore Road  
Villas, NJ 08251

**Re: Lower Township Tax Appeals Attorney**

Dear Liz:

Please accept this letter as an update to the contract submitted for 2025 and adopted by a Resolution for calendar year 2025 with regard to the above referenced matter.

The not to exceed amount of \$10,000.00 in the above noted contract has been exceeded.

An invoice and voucher was submitted by this firm for work performed in the month of November 2025 in the amount of \$690.00 and December 2025 in the amount of \$1,215.00 exceeding the amount of the above noted contract. Both invoices are hereby submitted for consideration which together total \$1,905.00.

To that end this firm submits a not to exceed amount of \$1,905.00 for the remainder of 2025.

Should you have any questions or require additional information with regard to this updated proposal please let me know.

Thank you for your time and attention to this matter.

Sincerely,

*/s/Paul J. Baldini*  
Paul J. Baldini, Esquire

PJB/hkb  
Enclosure

cc: Michael Laffey, Manager (via email only)

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

RESOLUTION #2026-69

Title: **AUTHORIZATION FOR WAIVER OF PERMITTING FEES FOR HISTORIC COLD SPRING VILLAGE ASSOCIATED WITH THE RELOCATION OF THE CIRCA 1838 UNION BETHEL CHAPEL**

**WHEREAS**, Historic Cold Spring Village, located at 720 Route 9, will be making application to the Township to relocate the circa 1838 Union Bethel Chapel; and

**WHEREAS**, Historic Cold Spring Village is a non- profit organization dedicated to the preservation, interpretation, and education of New Jersey's social, cultural, and architectural history and has requested the Township waive any and all permit fees associated with the project; and

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

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

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

I, Karen S. Fournier, Deputy Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 21, 2026.

Karen S. Fournier, Deputy Township Clerk

*Historic*  
**COLD SPRING  
VILLAGE**

720 Route 9 South, Cape May NJ 08204  
609-898-2300 • 609-884-5926 fax • hcsv.org

Honorable Mayor Frank Sippel  
Lower Township  
2600 Bayshore Road  
Villas, NJ 08251

Dear Mayor Sippel,

I am writing to respectfully request a waiver of municipal fees associated with the planned relocation of the circa 1838 Union Bethel Chapel to Historic Cold Spring Village.

Historic Cold Spring Village is a registered 501(c)(3) nonprofit organization dedicated to the preservation, interpretation, and education of New Jersey's social, cultural, and architectural history. For more than fifty years, the Village has served as a steward of historically significant structures that might otherwise be lost, ensuring they remain accessible to the public and future generations.

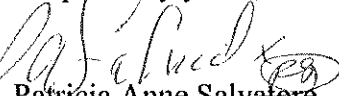
The Union Bethel Chapel holds exceptional historic and cultural importance. Constructed around 1838, the chapel served as a vital spiritual and community center for African American residents in Lower Township and the surrounding area. Its associated cemetery and long-standing presence speak to the resilience, faith, and contributions of a community whose history is too often underrepresented and at risk of being forgotten. Relocating the chapel to Historic Cold Spring Village will allow for its long-term preservation, professional interpretation, and public accessibility in a protected environment.


The Village is undertaking this project solely for preservation and educational purposes, not for private benefit. As a nonprofit institution, our financial resources are limited and directed primarily toward conservation, interpretation, and ongoing maintenance of historic assets. A waiver of municipal fees would significantly assist in making this important preservation effort possible and would demonstrate Lower Township's continued commitment to honoring and safeguarding its shared history.


We would be deeply grateful for the Township's support in this endeavor and welcome the opportunity to discuss the project further or provide any additional information you may require.

Thank you for your time, consideration, and continued dedication to the residents and historic legacy of Lower Township.

Respectfully yours,

  
Patricia Anne Salvatore  
Executive Director

  
Robert S. Bitting  
Curator

  
John Ryan  
Chief Operating Officer

**HCSV Foundation  
Board**

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

**HCSV Emeritus Board**

David Chapman  
Sydney Perkins  
Nina Ranalli  
Ric Rutherford

**Friends of HCSV  
Board of Trustees**

Carol DiJoseph  
Gail Donaghy  
Margaret Feil  
Scott Griffith  
Penny Hardin  
Mary Lou Hayco  
Joanne Heal  
Dona Kemling  
Linda Kissling  
Patricia Poake  
Anne Salvatore  
Marjorie Wetherill  
Sue Witt

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

**RESOLUTION #2026-70**

**Title: APPROVAL OF AN ALCOHOLIC BEVERAGE CONTROL LICENSE PERSON TO PERSON TRANSFER OF LIQUOR LICENSE #0505-33-020-006 FROM MARCO VOEKS, INC. TO THE SALTY SIREN, LLC**

**WHEREAS**, an application has been filed for a person-to-person transfer of Plenary Retail Consumption License #0505-33-020-006, heretofore issued to The Salty Siren, LLC for the premises located at 9600 Pacific Avenue, Lower Township, New Jersey; and

**WHEREAS**, the submitted application form is complete in all respects, the transfer fees have been paid and the license will be renewed for the new license term under separate Resolution; and

**WHEREAS**, the applicant is qualified to be licensed according to all standards established by Title 33 of the New Jersey Statutes, regulations promulgated thereunder, as well as pertinent local ordinances and conditions consistent with Title 33; and

**WHEREAS**, the applicant has disclosed and the issuing authority reviewed the source of all funds used in the purchase of the license and the licensed business and all additional financing obtained in connection with the licensed business.

**NOW, THEREFORE, BE IT RESOLVED** that the Lower Township Council of the Township of Lower, County of Cape May, State of New Jersey, does hereby approve, effective January 21, 2026, the transfer of the aforesaid Plenary Retail Consumption License to The Salty Siren, LLC, and does hereby direct the Deputy Municipal Clerk to endorse the license certificate to the new ownership as follows: "This license, subject to all its terms and conditions, is hereby transferred to the Salty Siren, LLC, for the premises located at 9600 Pacific Avenue, Lower Township, NJ." effective January 21, 2026.

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

I, Karen S. Fournier, Deputy Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 21, 2026.

Karen S. Fournier, Deputy Township Clerk

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

**RESOLUTION #2026-71**

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

**WHEREAS**, the Township of Lower has the need to acquire a Conflict Prosecutor, and is satisfied with the services rendered by the current vendor and desires to authorize this appointment using a non-fair and open contract pursuant to the provisions of N.J.S.A. 40A:11 *et seq* to enter into contracts for "Professional Services" without competitive bidding, when the need arises, so long as the award of such contract is made public by a Resolution of the Governing Body and satisfies the requirements of the New Jersey Pay-to-Play Law; and

**WHEREAS**, the Township has determined and certified in writing that the value of the acquisition will not exceed \$17,500; and

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

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

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

Appropriation #

CFO Signature

  
James Craft, CFO

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

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

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

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

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

I, Karen S. Fournier, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 21, 2026.

Karen S. Fournier, Deputy Township Clerk

**GILBERTSON & MARTIN, LLC**  
LAW OFFICE  
2060 ROUTE 9 SOUTH  
SEAVILLE, NJ 08230

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

PATRICK F. MARTIN\*

\*ALSO MEMBER PA BAR

January 15, 2026

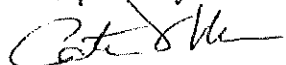
Re: Bid-Conflict Municipal Prosecutor Services

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

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

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

Respectfully submitted,



Patrick F. Martin



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

RESOLUTION #2026-72

Title: ISSUANCE OF 2026 TAXI, LIMOUSINE AND OPERATOR LICENSES

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

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

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

G Garibaldi Transportation, LLC

<u>License Type</u>	<u>Description</u>
Taxi	2011 Dodge Caravan Vin #2D4RN5DG4BR693275
Operators	Oleg Pismennyy
Limo	2011 Chrysler Town & Country Vin #2A4RR8DG5BR803537
Limo	2016 Dodge Caravan Vin #2C4RDGBG8GR139954
Operators	Oleg Pismennyy John Vodges Frank Keller Lillian Miller

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

I, Karen S. Fournier, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 21, 2026.

Karen S. Fournier, Deputy Township Clerk

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

RESOLUTION #2026-73

Title: **APPROVING A PROFESSIONAL SERVICE CONTRACT WITH DeBLASIO & ASSOCIATES  
TO PROVIDE AN ANALYSIS OF DIAMOND BEACH PARKING SPACES IN THE  
TOWNSHIP OF LOWER (LT-C-073)**

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

**WHEREAS**, DeBlasio & Associates have submitted the attached \$20,000.00 proposal to perform a Diamond Beach Parking Analysis evaluating current public parking, street dimensions, placement of stop signs and driveways, and curb painting. Deliver Traffic Marking Plans for additional proposed parking spaces; and

Parking Analysis & Preliminary Traffic Marking Plan	
Preparation of Traffic Marking Plans	\$20,000.00

and the CFO has certified the availability of funds in the following budget line as evidenced by his signature:

Appropriation: C-04-55-436-100

Signature:

  
James Craft, CFO

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that a Professional Services Contract without public bidding is awarded to DeBlasio & Associates for the Diamond Beach Parking Space Analysis (LT-C-073) in the amount Not to Exceed \$20,000 in accordance with the proposal attached hereto; and that the Superintendent of Public Works is authorized to execute the Purchase Order.

**BE IT FURTHER RESOLVED** that this award shall be published in the Township's Official Newspaper.

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

I, Karen S. Fournier, Deputy Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 21, 2026.

Karen S. Fournier, Deputy Township Clerk

# DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

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

January 16, 2026

VIA EMAIL

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

**Re: Township of Lower, Cape May County, NJ  
Diamond Beach Parking Analysis – (Revised)  
Survey and Engineering Phase  
D&A File #: LT-C-073**

Dear Mr. Douglass:

DeBlasio & Associates, P.C. is pleased to provide this proposal to provide our professional engineering services for the **Diamond Beach Parking Analysis – Survey and Engineering Phase** as discussed at our January 7, 2026 meeting.

## **1.0 Project Understanding**

It is our understanding that there is a need to increase the amount of public parking in the Diamond Beach section of Lower Township. To meet this need for additional parking, the physical dimensions of every public street, the location of stop signs, the width of driveways, and the location of curb painting will all be analyzed. Upon analysis, to maximize parking, a striping/marketing plan shall be provided by DeBlasio & Associates, P.C. to the Township, which they will use to delineate public parking throughout Diamond Beach.

The following streets shall be omitted from this analysis:

- Pacific Avenue – County Road
- Seapoint Boulevard – Private Road
- Dune Drive – Private Road
- Turtle Gut Circle – Private Road
- Ibis Lane – Private Road
- Mariners Cove Drive (between Rochester Avenue and Seapoint Avenue) – Private Road
- Rochester Avenue (between Atlantic Avenue and beach)
- Memphis Avenue (between Atlantic Avenue and beach)

## **2.0 Scope of Services**

### **A. Engineering Phase**

#### **1. Parking Analysis & Preliminary Traffic Marking Plan**

DeBlasio & Associates, P.C. (DBA) staff shall use high resolution aerial imagery to identify potential parking spaces in Diamond Beach. All proposed parking spaces shall be in accordance with applicable traffic laws and municipal ordinances. DBA staff will designate motorcycle/golf cart parking in spaces deemed too small for automobile parking. Once a preliminary parking plan has been created, DBA staff shall measure all proposed parking spaces to confirm the constructability of said parking. While DBA staff are on site, they shall note all illegal and unnecessary curb painting, homes with wider than allowable driveways, inefficient stop sign locations, and all else in order to maximize parking in Diamond Beach.

#### **2. Preparation of Traffic Marking Plans**

Traffic Marking plans consist of signed and sealed drawings that will be utilized by Township staff to paint all traffic marking lines that will delineate all proposed parking spaces within the project area. Each page within the drawing set will include data on how many parking spaces were created within the given drawing sheet area.

## **3.0 Schedule and Fee**

DeBlasio & Associates, P.C. will commence these services once the proposal is approved by the Township of Lower. Our professional service fee to complete the above referenced scope of work is listed below and our fee will be invoiced at time and material and not to exceed:

<b>A. Engineering Phase</b>	<b>\$20,000.00</b>
<b>Total</b>	<b>\$20,000.00</b>

Please note that this proposal does not include any public bidding and procurement services, the preparation of specifications, or construction phase services.

Upon your authorization, we are prepared to begin work immediately on the Township's **Diamond Beach Traffic Analysis - Engineering Phase**.

Should you have any questions or require any additional information, please do not hesitate to contact me or Andrew McTague at our office. Thank you for the opportunity to submit this proposal.

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

A handwritten signature in black ink, appearing to read "Marc DeBlasio". The signature is fluid and cursive, with the first name "Marc" being more prominent than the last name "DeBlasio".

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

President

T: 609-854-3311

Marc@deblasloassoc.com

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

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

**ORDINANCE #2026-01**

**BOND ORDINANCE PROVIDING FOR SUPPLEMENTAL FUNDING FOR THE CONSTRUCTION OF A PUBLIC WORKS BUILDING AND RELATED IMPROVEMENTS, BY AND IN THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, STATE OF NEW JERSEY; APPROPRIATING \$1,500,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$1,425,000 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COST THEREOF**

**BE IT ORDAINED AND ENACTED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, STATE OF NEW JERSEY** (not less than two-thirds of all members thereof affirmatively concurring) **AS FOLLOWS:**

**SECTION 1.** The improvements or purposes described in Section 3 of this bond ordinance are hereby authorized as general improvements or purposes to be undertaken by the Township of Lower, in the County of Cape May, State of New Jersey (the "Township"). For the said improvements or purposes stated in Section 3, there is hereby appropriated the sum of \$1,500,000, said sum being inclusive of \$75,000 as the amount of down payment for said improvements or purposes required by the Local Bond Law, N.J.S.A. 40A:2-1 et seq. (the "Local Bond Law"). Said down payment is now available therefor by virtue of a provision or provisions in a previously adopted budget or budgets of the Township for down payment or for capital improvement purposes.

**SECTION 2.** For the financing of said improvements or purposes described in Section 3 hereof and to meet the part of said \$1,500,000 appropriation not provided for by application hereunder of said down payment, negotiable bonds of the Township are hereby authorized to be issued in the principal amount of \$1,425,000 pursuant to the Local Bond Law. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the Township in a principal amount not exceeding \$1,425,000 are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

**SECTION 3.** (a) The improvements hereby authorized and purposes for the financing of which said bonds or notes are to be issued are supplemental funding for the construction of a Public Works Building and related improvements; and also including all engineering and design work, surveying, construction planning, preparation of plans and specifications, permits, bid documents, construction inspection and contract administration, and also shall include all work, materials, equipment, accessories, labor and appurtenances necessary therefor or incidental thereto.

(b) The estimated maximum amount of bonds or notes to be issued for said improvement or purpose is \$1,425,000.

(c) The estimated cost of said improvement or purpose is \$1,500,000, the excess thereof over the said estimated maximum amount of bonds or notes to be issued therefor is the down payment for said improvement or purpose in the amount of \$75,000.

**SECTION 4.** In the event the United States of America, the State of New Jersey, the County of Cape May and/or a private entity make a contribution or grant in aid to the Township, for the improvements and purposes authorized hereby and the same shall be received by the Township prior to the issuance of the bonds or notes authorized in Section 2 hereof, then the amount of such bonds or notes to be issued shall be reduced by the amount so received from the United States of America, the State of New Jersey, the County of Cape May and/or a private entity.

In the event, however, that any amount so contributed or granted by the United States of America, the State of New Jersey, the County of Cape May and/or a private entity, shall be received by the Township after the issuance of the bonds or notes authorized in Section 2 hereof, then such funds shall be applied to the payment of the bonds or notes so issued and shall be used for no other purpose. This Section 4 shall not apply, however, with respect to any contribution or grant in aid received by the Township as a result of using funds from this bond ordinance as "matching local funds" to receive such contribution or grant in aid.

**SECTION 5.** All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer of the Township, provided that no note shall mature later than one (1) year from its date unless such bond anticipation notes are permitted to mature at such later date in accordance with applicable law. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with the notes issued pursuant to this bond ordinance, and the signature of the Chief Financial Officer upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time in accordance with the provisions of the Local Bond Law. The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time at public or private sale and to deliver them to the purchaser thereof upon receipt of payment of the purchase price and accrued interest thereon from their dates to the date of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the principal amount, the description, the interest rate, and the maturity schedule of the notes so sold, the price obtained and the name of the purchaser.

**SECTION 6.** The Capital Budget of the Township is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. In the event of any such inconsistency, a resolution in the form promulgated by the Local Finance Board showing full detail of the amended Capital Budget and capital programs as approved by the Director of the Division of Local Government Services, New Jersey Department of Community Affairs will be on file in the office of the Clerk and will be available for public inspection.

**SECTION 7.** The following additional matters are hereby determined, declared, recited and stated:

(a) The improvements or purposes described in Section 3 of this bond ordinance are not current expenses and are improvements which the Township may lawfully undertake as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of said improvements or purposes within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is 30 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly made and filed in the Office of the Clerk of the Township and a complete executed duplicate thereof has been filed in the Office of the Director of the Division of Local Government Services, New Jersey Department of Community Affairs, and such statement shows that the gross debt of the Township as defined in the Local Bond Law is increased by the authorization of the bonds or notes provided for in this bond ordinance by \$1,425,000 and the said bonds or notes authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.

(d) An aggregate amount not exceeding \$300,000 for items of expense listed in and permitted under section 20 of the Local Bond Law is included in the estimated cost indicated herein for the purpose or improvement hereinbefore described.

**SECTION 8.** The full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy *ad valorem* taxes upon all the taxable property within the Township for the payment of the principal of the obligations and the interest thereon without limitation as to rate or amount.

**SECTION 9.** The Township hereby declares the intent of the Township to issue the bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3 of this bond ordinance. This Section 10 is a declaration of intent within the meaning and for purposes of Treasury Regulations §1.150-2 or any successor provisions of federal income tax law.

**SECTION 10.** The Township Chief Financial Officer is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Township and to execute such disclosure document on behalf of the Township. The Township Chief Financial Officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Township pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Township and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Township fails to comply with its undertaking, the Township shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

**SECTION 11.** The Township covenants to maintain the exclusion from gross income under section 103(a) of the Code of the interest on all bonds and notes issued under this ordinance.

**SECTION 12.** This bond ordinance shall take effect twenty (20) days after final adoption, and approval by the Mayor, as provided by the Local Bond Law.

**ADOPTED ON FIRST READING**

**DATED: January 5, 2026**



**KAREN FOURNIER, RMC**  
Deputy Clerk of the Township of Lower

\_\_\_\_\_  
**Thomas Conrad, Councilman**

\_\_\_\_\_  
**Joseph Wareham, Councilman**

\_\_\_\_\_  
**Roland Roy, Councilman**

**ADOPTED ON SECOND READING**

**DATED: January 21, 2026**

\_\_\_\_\_  
**KAREN FOURNIER, RMC**  
Deputy Clerk of the Township of Lower

\_\_\_\_\_  
**Kevin Coombs, Deputy Mayor**

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

**APPROVAL BY THE MAYOR ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026**

\_\_\_\_\_  
**FRANK SIPPEL, Mayor**



# Check Report December 2025

## Register Report - Last month

12/1/2025 through 12/31/2025

1/5/2026

Page 1

Date	Account	Description	Memo	Category	Amount
		INCOME			4,223.30
		BUSINESS LIC 2025-2026			150.00
		Campgrounds & Trailers			2,058.00
		Opra Request			55.30
		Precious Metals			500.00
		Special Events			75.00
		Street Openings			10.00
		Towing			500.00
		VACANT PROPERTY REGISTRATION			500.00
		Year Round Rental			375.00
		TRANSFERS			-4,223.30
		Council Checking			-4,223.30
		OVERALL TOTAL			0.00



Lower Township  
2600 Bayshore Road  
Villas, NJ 08251

## Construction Permit Activity Report

12/1/2025 -> 12/31/2025

### Summary

New:	Cost: \$2,170,100.00	Count: 14	Cubic Footage: 372,711 Cu.ft	Permits Issued: 118
Addition:	\$889,473.00	11	Square Footage: 31,595 Sq.ft	Updates Issued: 5
Alteration:	\$2,087,032.00	94		
Demolition:	\$14,510.00	4		
<b>Total:</b>	<b>\$5,161,115.00</b>	<b>123</b>		

Permits	Count	Permit Fees	Admin Fees	Total	Inspections	Passed	Failed	Other
Building:	69	\$69,076.00	\$0.00	\$69,076.00	B 136	118 %86.8	16 %11.8	2 %1.5
Plumbing:	38	\$9,168.00	\$0.00	\$9,168.00	P 58	48 %82.8	5 %8.6	5 %8.6
Electrical:	91	\$14,059.00	\$0.00	\$14,059.00	E 93	82 %88.2	8 %8.6	3 %3.2
Fire:	22	\$5,580.00	\$0.00	\$5,580.00	F 23	19 %82.6	4 %17.4	0 %0
Elevator:	0	\$0.00	\$0.00	\$0.00	V 0	0 %	0 %	0 %
Mechanical:	32	\$2,338.00	\$0.00	\$2,338.00	M 16	11 %68.8	2 %12.5	3 %18.8
	<b>252</b>	<b>\$100,221.00</b>	<b>\$0.00</b>	<b>\$100,221.00</b>	<b>326</b>	<b>278</b>	<b>35</b>	<b>13</b>
DCA Training:	25		1385	Other Fees	(Note: Does not include result of none)			
DCA State:	94		3997	\$0.00				
DCA Minimum:	4		4					
	<b>123</b>		<b>\$5,386</b>					

Variations	Total	Paid	Certificates	Issued Total	Paid Total
Building	0	0	CA 15	\$0.00	\$0.00
Plumbing	0	0	CCO 0	\$0.00	\$0.00
Electrical	0	0	CO 19	\$4,688.00	\$5,190.00
Fire	0	0	CC 0	\$0.00	\$0.00
Mechanical	0	0	TCO 4	\$0.00	\$0.00
Elevator	0	0	TCC 0	\$0.00	\$0.00
<b>Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>Total: 38</b>	<b>\$4,688.00</b>	<b>\$5,190.00</b>

#### NOTE:

Information gathered is based on the Issue date for that item, ie permit issue date, certificate issue date.

This will cause discrepancies between the payments section which uses Payment date. Example you took in money for a CO but the CO has not been issued yet.

Permit Subcode Exempted (State) Fees			Permit Subcode Waived (Local) Fees		
	Record Count	Total Exempted		Record Count	Total Waived
Building	0	\$0	Building	0	\$0
Plumbing	0	\$0	Plumbing	0	\$0
Electrical	0	\$0	Electrical	0	\$0
Fire	0	\$0	Fire	0	\$0
Mechanical	0	\$0	Mechanical	0	\$0
Elevator	0	\$0	Elevator	0	\$0
<b>Total:</b>		<b>\$0</b>	<b>Total:</b>		<b>\$0</b>
Record Count Total Exempted			Violations	Fines	Paid
DCA Fees	0	\$0	Issued	0	\$0.00
					\$0.00

Payments (Based on Payment Date)	
Permit (123)	\$110,797.00
NON-UCC (0)	\$0.00
Variation Payments	\$0.00
Penalty (0)	\$0.00
Inspection Payments	\$0.00
Ongoing Invoice	\$0.00
Test Payments	\$0.00
Other Payments	\$0.00
<b>Grand Total</b>	<b>\$110,797.00</b>



Lower Township  
2600 Bayshore Road  
Villas, NJ 08251

## Daily Bank Summary

All payments collected between the dates of 12/1/2025 and 12/31/2025.

Summary	Totals
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### UCC Permits

Total Cash	\$5,068
Total Check	\$101,714
Total Charge	\$4,015
Total Permit Fees Collected	\$110,797

### Non-UCC Permits

Total Cash	\$0
Total Check	\$0
Total Charge	\$0
Total Permit Fees Collected	\$0

### Penalties

Total Cash	\$0
Total Check	\$0
Total Charge	\$0
Total Penalty Fees Collected	\$0

### Other Payments

Total Cash	\$0
Total Check	\$520
Total Charge	\$0
Total Other Fees Collected	\$520

*Handwritten notes:*  
\$500.00 contr lic  
\$20.00 dumpster

### Report Grand Total

Total Cash	\$5,068
Total Check	\$102,234
Total Charge	\$4,015
Total Collected	\$111,317



**Lower Township**  
*Fee Item Payment Totals 12/1/2025 to 12/31/2025*

Starting Receipt  
PMT-25-03288

Ending Receipt  
PMT-25-03502

Cash Total  
\$5,068.00

Check Total  
\$102,234.00

Charge Total  
\$4,015.00

E-CHECK Total  
\$0.00

Grand Total  
\$111,317.00

Bag # \_\_\_\_\_

Fee Type	Account	YTD Assigned	Assigned
Building Fee	#DEFAULT BUILDING FEE ACCOUNT	\$548,489.00	\$69,076.00
CO Fee	#DEFAULT CO FEE ACCOUNT	\$61,677.00	\$5,190.00
Contractors License Initial Fee	#DEFAULT DEPOSIT ACCOUNT	\$5,950.00	\$500.00
DCA Fee	#DEFAULT DCA FEE ACCOUNT	\$65,677.00	\$5,386.00
Electrical Fee	#DEFAULT ELECTRICAL FEE ACCOUNT	\$212,731.00	\$14,059.00
Fire Fee	#DEFAULT FIRE FEE ACCOUNT	\$87,316.00	\$5,580.00
Mechanical Fee	#DEFAULT MECHANICAL FEE ACCOUNT	\$29,353.00	\$2,338.00
Other Fee	#DEFAULT OTHER FEE ACCOUNT	\$684.00	\$20.00 Dumpster
Plumbing Fee	#DEFAULT PLUMBING FEE ACCOUNT	\$113,505.00	\$9,168.00
		<u>\$1,125,382.00</u>	<u>\$111,317.00</u>

Adjustment Type

Adjustment Total

Refund

\$0.00

Charge Back

\$0.00

Bounced Check

\$0.00

Please note Adjustments noted are based on the payment date not the adjustment date. Adjustments may happen months after the original payment. To see adjustments that occurred during this time frame refer to the Adjustments Report.

Grand Total Less Adjustment

**\$111,317.00**

**Total Collected \$10.00**

**2025 CASH RECEIPTS  
DECEMBER**

Township of Lower  
Office of the Tax Collector

	MONTH TO DATE	YEAR TO DATE
<b>Receipts</b>		
Preliminary Tax Year (2026)	422,177.27	1,677,210.81
Current year taxes (2025)	1,097,145.77	75,881,479.51
Prior year taxes (2024)		549,606.39
Previously exempt property		-
State Audit Pay Back		-
Municipal Lien		6,729.84
Recording		225.00
Bankruptcy		-
6% Penalty		1,307.12
Municipal Service Fees	13,680.00	69,960.00
Tax Search Fees		-
Interest	33,389.49	144,519.14
Lot clearing		4,350.00
Returned Check Fees*	180.00	1,140.00
Duplicate Bills	20.00	970.00
Trash	26,610.75	64,948.00
Tax Sale Costs		795.64
MUA		6,098.14
<b>TOTAL DEPOSITS</b>	<b>1,593,203.28</b>	<b>78,409,339.59</b>
<b>DEPOSITED TO COUNCIL CHECK</b>		65,511,127.27
<b>DEPOSITED TO WIPP ACCOUNT</b>	514,102.71	11,819,111.75
	1,079,100.57	
<b>TOTAL DEPOSITS</b>	<b>1,593,203.28</b>	<b>77,330,239.02</b>
NSF Reversals *	4,637.20	123,987.13
WIPP NSF Reversals	122.65	194,389.01
NSF Fee Reversal (20.00)*	60.00	60.00
<b>TOTAL NSF</b>	<b>4,819.85</b>	<b>318,436.14</b>
<b>TOTAL</b>	<b>1,588,383.43</b>	<b>78,090,883.45</b>

Prepared by Kathy Brown

# **2025**

## **TAX COLLECTOR'S ANNUAL REPORT**

**SUBMITTED BY: KATHY BROWN**

**TAX COLLECTOR TOWNSHIP OF LOWER  
COUNTY OF CAPE MAY**

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

In 2025 the Tax Collector's office collected over 79 million dollars in taxes and other municipal charges. Approximately 1870 homeowners are using the ACH program, (an automatic debit from their bank account and direct deposit to the Township's bank account) totaling over 10.1 million dollars paid. Homeowners paid over 12.2 million dollars through our online banking option on the Township's website. All payment transactions are processed by the staff in the Tax Collector's office regardless of the manner including online, automatic debit, mail-in and in-person payments. The Tax Collector's office also collects Municipal Service Fees (mobile home parks), Commercial Trash, and Lot Clearing charges.

On September 29, 2025 we held our Tax Sale for unpaid 2024 municipal charges. Seventy-eight properties were sold at the sale, 36 properties for delinquent taxes the rest were for the LTMUA charges. Seventy properties were sold to outside lien holders and eight properties were struck off to the municipality. We collected \$276,400.00 in Premiums. We then assigned the eight municipal tax sale certificates to an outside lien holder. At this time, we have 102 open tax lien certificates, 87 certificates are held by outside lien holders and 15 are Township Liens. This year we moved \$56,300.00 to the Township account from the Tax Premium account due to liens with premiums being foreclosed on by Outside Lien Holders. This office handles all redemptions of Outside and Municipal Liens as well as Assignments of Tax Sale Certificates.

The Township of Lower has 15,410 taxable properties and another 746 non-taxable properties. Many property owners qualify for a Veterans Deduction (730) and/or the Senior Citizen Deduction (184) of \$250.00 each against taxes due. In 2025 we have processed 33 Exempt Veteran applications with two more pending approval by the County. Township of Lower has the most residents qualifying for a deduction/exemption County wide.

The township prints and mails all tax bills utilizing township employees. In July we mailed the 2025 Final/2026 Preliminary Tax Bill to all property owners and/or mortgage companies. In October we sent 299 Added Assessment Bills to homeowners and/or mortgage companies.

The State of New Jersey offers a Property Tax Reimbursements (commonly known as the Senior Tax Freeze, Anchor and now Stay NJ) to qualifying property owners. County wide, Lower Township has the largest number of homeowners receiving the Anchor Rebates as well as Property Tax Reimbursements. In 2026 STAY NJ should be sending out credits for the first half of 2026 for homeowners who qualify.



We will learn more about the program as the State has taken the municipality out of the application process for these programs. The changes to the State programs made helping our residents quite time consuming as the wait times to speak to a representative are very long. It has been challenging for our office and residents.

The unaudited tax collection rate for 2025 is 98.93%.

**DECEMBER 2025  
VITAL STATISTICS**

Marriages,Civil Unions	8
Domestic Partners	0
Certified Copies	132
Certified Copies EDRS	2
Burial Permits	0

Marriages, Civil Unions State	\$200.00
Domestic Partners State	\$0.00
Marriages, Civil Unions Twp	\$24.00
Domestic Partners Twp	\$0.00
Certified Copies	\$1,320.00
Certified Copies EDRS	\$20.00
Burial Permits	\$0.00

<b>TOTAL</b>	<b>\$1,564.00</b>
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