

**WORK SESSION AND REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL
DECEMBER 1, 2025 – 5:00 p.m.**

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

Consent Agenda

Approval of Minutes – November 17, 2025

- Res. #2025-386 Authorization for the Payment of Vouchers \$1,431,772.43
- Res. #2025-387 A Resolution Requesting Release of Maintenance Guarantee (Christopher Madden)
- Res. #2025-388 A Resolution Requesting Release of Demolition Bond for Block 46, Lot(s) 22 & 23, 119 W Tampa Ave, Escrow #P Salasin
- Res. #2025-389 Authorization for Refund of Taxes
- Res. #2025-390 Approval for Car Procession – Our Lady of Guadalupe
- Res. #2025-391 Approval for 2025 Christmas Parade
- Res. #2025-392 A Resolution Approving the Annual Level of Compensation for the Commissioners of Fire District #2 Pursuant to N.J.S.A. 40A: 14-88 and Local Finance Notice 2021-16
- Res. #2025-393 Authorization for 2025 Incentive Award for Insurance Waiver
- Res. #2025-394 Authorization to Transfer Funds from the Tax Premium Account
- Res. #2025-395 Approval of Change Order No. 3 for Remington & Vernick Engineers for Additional Engineering Design Services Related to the Demolition of the Existing Sally Port and Updates to the Construction Design and Plans for the HVAC and Roof Replacement Project at the Township Construction and Zoning Building
- Res. #2025-396 Approval of Change Order #1 to DeBlasio & Associates to Apply for the FY2026 Clean Water Application for Arctic Avenue Storm Sewer Replacement Project (LT-C-071)
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- 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 first reading of this Ordinance. The second reading and Public Hearing has been scheduled for January 5, 2026.
- Ord. #2025-25 Salary and Benefit Ordinance for the Township of Lower. This is the first reading of this Ordinance. The second reading and public hearing has been scheduled for January 5, 2026.
- Ord. #2025-26 An Ordinance Amending Chapter 340, Fire Prevention, Article II, Uniform Fire Safety Code, of the Code of the Township of Lower to Modify Annual Fire Inspection Requirements. This is the first reading of this Ordinance. The second reading and public hearing has been scheduled for January 5, 2026.

Regular Agenda

- Ord. #2025-22 An Ordinance Amending Chapter 400, Land Development, of the Code of the Township of Lower. This is the second reading and public hearing of this Ordinance. This Ordinance has been posted, published and made available to the public.

Public Comment

Council Comments

Adjourn

COUNCIL MEETING MINUTES – November 17, 2025

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on November 17, 2025 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.

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

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

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

Work Session

Oath of Office - Sgt Anthony Greto to Lieutenant

Police Chief Kevin Lewis read the biography of Lieutenant Anthony Greto.

Mayor Sippel administered the Oath of Office to Lieutenant Anthony Greto as his children, Arianna, Anthony, Dominik and Vincent held the Bible and his wife Samantha pinned his badge.

Oath of Office - Cpl. Jennifer Elwell to Sergeant

Police Chief Kevin Lewis read the biography of Sergeant Jennifer Elwell.

Mayor Sippel administered the Oath of Office to Sergeant Jennifer Elwell as her daughter Hailey held the Bible and her father Rick Anzelone pinned her badge.

Oath of Office - Officer Miguel Valencia

Police Chief Kevin Lewis read the biography of Officer Miguel Valencia.

Mayor Sippel administered the Oath of Office to Officer Miguel Valencia as his mother Maria Valencia held the Bible and pinned his badge.

Mayor and Council presented a Plaque and Proclamation to Chief Kevin Lewis, thanking him for his years of dedicated service to the Township of Lower and congratulating him on his upcoming retirement.

Updates:

Office of Emergency Management Coordinator Gary Douglas, gave a report updating OEM events. He introduced Deputy OEM Coordinator Katie Crecca. Gary Douglas explained EMIT training and classes they've attended. He stated that they completed the annex hazard mitigation plan. Attended planning meetings at DRBA for active shooter event. We have an MOU for a reunification center for the recreation center. Attended a full-scale tornado strike simulation. Katie Crecca attended a 3-day class on how to plan in case of a disaster. Attended OEM conference in Atlantic City. Involved with the Code Blue along with the county for warming centers. Gary mentioned Seashore Community Church hosts as a warming center. We will work the long-term facilities and schools. Councilmember Conrad thanked Gary & Katie for their time and hard work.

Tax Assessor, Liz Ross, thanked Mayor and Council for their support and shared the following updates:

Lower Townships hosts 1/3 of all exempt veterans. In 2025 there were \$37,825,050 added assessments.

2025 added assessments represents a 1% increase in total assessment. The municipality generated \$398,848.

Consent Agenda

Approval of Minutes – November 3, 2025

Res. #2025-370 Authorization for the Payment of Vouchers \$772,887.45

Res. #2025-371 Authorization for Refund of Taxes

Res. #2025-372 Assignment of Eight (8) Tax Sale Certificates

Res. #2025-373 Authorization for the Payment of College Credits

Res. #2025-374 A Resolution Amending Manager Michael Laffey's Agreement with the Township of Lower

Res. #2025-375 2025 Holiday Drive Sober or Get Pulled Over Enforcement Mobilization

- Res. #2025-376 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A: 4-87, Chapter 159 (Drive Sober or Get Pulled Over)
- Res. #2025-377 Rescinding Resolution #2025-312 of a Professional Service Contract with DeBlasio & Associates for Lincoln Boulevard and Arctic Avenue Storm Sewer Replacement Project Survey and Engineering Phase (LT-C-069)
- Res. #2025-378 Authorizing the Sale of Township of Lower Surplus No Longer Needed for Public Use on GovDeals Online Auction Website
- Res. #2025-379 Bid Acceptance and Contract Award for Clem Mulligan Sports Complex Storm Sewer Pump Station Re-Bid (LT-C-067)
- Res. #2025-380 Approving a Professional Service Contract with DeBlasio & Associates for the Engineering and Survey Phase for Arctic Avenue Storm Sewer Replacement Project FY2026 Clean Water Application (LT-C-071)
- Res. #2025-381 Approving a Professional Service Contract with DeBlasio & Associates for the Engineering and Survey Phase for Lincoln Boulevard Storm Sewer Replacement Project (LT-C-074)
- Res. #2025-382 Bid Acceptance and Contract Award for FY2023 NJDCA Small Cities Program – Delaware Bay Beach Stormwater Outfall Extension Phase 1, Contract 2 (LT-C-070)
- Res. #2025-383 Approval of Change Order #1 to DeBlasio and Associates Inc. for the Construction Phase for the Delaware Bay Beach Stormwater Outfall Extension Phase II for the 2023 NJDCA Small Cities Grant (LT-C-070)
- Res. #2025-384 Approval of Change Order #1 to DeBlasio and Associates Inc. for the Construction Phase for the Clem Mulligan Sports Complex Storm Sewer Pump Station (LT-C-067)

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

Regular Agenda

- Ord. #2025-23 An Ordinance Amending Chapter 340, Fire Prevention, Article II, Uniform Fire Safety Code, of the Code of the Township of Lower to Modify Annual Fire Inspection Requirements. This is the first reading of this Ordinance. The second reading and public hearing has been scheduled for December 15, 2025.

TABLED

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

Administrative Reports

Clerk, Dog, Tax, Vital

Call to the Public – no comments

Council Comments

Councilmember Conrad – no comments

Councilmember Wareham wished everyone a safe and happy Thanksgiving.

Councilmember Roy wished everyone a happy Thanksgiving, complimented the Police Department on their promotions and congratulated Chief Lewis on his retirement.

Mayor Sippel announced upcoming events including: Tree Lighting and Veterans Ceremony, Rotary Christmas Parade, and Ferry Merry Christmas.

Closed Session

Res. #2025-385 A Resolution Providing for a Meeting Not Open to the Public in accordance with the provisions of the New Jersey Open Public Meetings Act, NJSA 10:4-12 PERSONNEL

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

Council adjourned to Closed Session at 5:43 p.m.

Council returned to Open Session at 6:14 p.m.

Adjournment

There being no further business to address, motion to adjourn moved by Mayor Sippel, seconded by Councilmember Roy. Motion to adjourn was unanimous. Meeting adjourned at 6:15 p.m.

Frank Sippel, Mayor

Deputy Township Clerk

Approved:

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

RESOLUTION #2025-386

Title: AUTHORIZATION FOR THE PAYMENT OF VOUCHERS

TOTAL BILL LIST

\$1,431,772.43

	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 December 1, 2025.

Karen S. Fournier, Deputy Township Clerk

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		Bid: 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
00030		A.E. STONE INC.					
25-02162	08/12/25	HOT ASPHALT	Open	\$1,192.31	\$0.00		B
00153		ATLANTIC CITY ELECTRIC*					
25-03152	11/26/25	AC ELECTRIC OCT-NOV 2025	Open	\$20,346.34	\$0.00		
00179		AVERY TEITLER					
25-03034	11/14/25	PB RESOLUTION VOUCHERS	Open	\$1,200.00	\$0.00		
00199		AUTO ZONE INC					
25-02817	10/31/25	SUPPLIES/DPW	Open	\$553.08	\$0.00		
25-03080	11/21/25	BRAKE HYDRAULIC/DPW	Open	\$92.31	\$0.00		
		Vendor Total:		\$645.39			
00255		WILLIAM BARCAS					
24-00227	01/22/24	2024 EQUIPMENT ALLOWANCE	Open	\$150.00	\$0.00		
25-00271	01/27/25	2025 EQUIPMENT ALLOWANCE	Open	\$150.00	\$0.00		
		Vendor Total:		\$300.00			
00401		KATHLEEN BROWN					
25-03122	11/21/25	LEAGUE OF MUNC 11/18 & 11/19	Open	\$185.80	\$0.00		
00454		KEVIN LEWIS					
25-03153	11/26/25	IACP CONFERENCE - DENVER, CO	Open	\$3,338.41	\$0.00		
00455		DALLAS BOHN					
24-00230	01/22/24	2024 EQUIPMENT ALLOWANCE	Open	\$150.00	\$0.00		
25-00274	01/27/25	2025 EQUIPMENT ALLOWANCE	Open	\$150.00	\$0.00		
		Vendor Total:		\$300.00			
00651		MUNICIPAL UTIL AUTH DUMP FEES					
25-03092	11/21/25	DISPOSAL FEES/OCTOBER	Open	\$74,152.34	\$0.00		
00784		CAPE MAY STAR & WAVE					
25-03070	11/21/25	Legals - 11/12/25 edition	Open	\$34.50	\$0.00		
00825		COMCAST INTERNET					
25-03168	11/26/25	COMCAST TV & INTERNET NOV-DEC	Open	\$1,836.68	\$0.00		
00854		JOHN CHEW JR.					
25-03137	11/24/25	MEDICAL REIMBURSEMENT	Open	\$2,220.00	\$0.00		
01075		COPIERS PLUS*					
25-03162	11/26/25	COPIER USAGE 8/20- 11/19/2025	Open	\$662.70	\$0.00		
01125		MARGARET CROMPTON					
25-00029	01/03/25	CONTRACTUAL REIMBURSEMENT M	Open	\$100.00	\$0.00		B

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
01125		MARGARET CROMPTON	<i>Account Continued</i>				
01163 25-02329	08/29/25	DEFENSE TECHNOLOGY* TRAINING - PFC KYLE BOYLE #203	Open	\$1,475.00	\$0.00		
01200 25-03147	11/25/25	DELTA DENTAL PLAN OF NJ NOV 2025 DELTA ADMIN	Open	\$1,442.10	\$0.00		
01246 25-03043	11/14/25	ROCCO SANSONE FALL SOCCER OFFICIAL	Open	\$240.00	\$0.00		
01265 25-01803	06/30/25	BRIAN DONAHUE BLANKET 2025 CONTRACT REIMB	Open	\$777.00	\$0.00		B
01269 25-03084	11/21/25	DISCOUNT HYDRAULICS* MESH TARP/DPW	Open	\$1,091.37	\$0.00		
01294 25-03133	11/24/25	RUSSELL F. DOUGLASS MEDICAL CLAIMS	Open	\$4,755.24	\$0.00		
01480 25-03164	11/26/25	E-Z PASS 10/22/25 REC REPLENISH	Open	\$200.00	\$0.00		PC1
01530 25-00398	02/06/25	FIRE DISTRICT #1 2025 FIRE DISTRICT #1 TAX	Open	\$205,593.75	\$0.00		
01540 25-00410	02/07/25	FIRE DISTRICT #2 2025 FIRE DISTRICT #2 TAXES	Open	\$106,730.00	\$0.00		
01550 25-00412	02/07/25	FIRE DISTRICT #3 2025 FIRE DISTRICT #3 TAXES	Open	\$277,451.63	\$0.00		
01638 25-03142	11/25/25	WILLIAM J. GALESTOK CONFERENCE EXPENSE REIMBURSE	Open	\$15.00	\$0.00		
01703 25-02468	09/18/25	HARBOR SALES COMPANY* VINYL FILM/DPW	Open	\$1,406.14	\$0.00		
01741 25-03071	11/21/25	GENTILINI CHEVROLET, LLC ~ SENSORS/TANK	Open	\$90.82	\$0.00		
01873 25-00973	04/14/25	HOME DEPOT* SUPPLIES /BLDG/DPW	Open	\$195.93	\$0.00		
02010 25-03063	11/21/25	ISLAND TROPHY* 12 x 15 plaque - Mayor	Open	\$125.00	\$0.00		
02025 25-03085	11/21/25	HUNTER JERSEY PETERBILT~ SENSORS/DPW	Open	\$2,818.71	\$0.00		
02027 25-03077	11/21/25	JESCO INC~ PARTS/DPW	Open	\$133.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
02100 25-03138	11/24/25	CLAUDIA KAMMER MEDICAL CLAIMS	Open	\$1,850.00	\$0.00		
02140 25-02854 25-03111	11/07/25 11/21/25	KINDLE FORD LINC/MERC., INC.* PROGRAM PATS/SECURITY KEYS-VAN DIAGNOSED CORRECTION/DPW	Open Open	\$300.00 \$224.31	\$0.00 \$0.00		
		Vendor Total:		\$524.31			
02245 25-03139	11/24/25	DAVID LEPOR MEICAL- IN LIEU OF INSURANCE	Open	\$2,500.00	\$0.00		
02247 25-02311	08/27/25	LAWSON PRODUCTS, INC. ~ SUPPLIES FOR GARAGE/DPW	Open	\$699.54	\$0.00		
02538 25-00025	01/03/25	MARSH & MCLENNAN AGENCY, LLC RES#2025-13 DNE \$40K	Open	\$3,333.33	\$0.00		B
02641 25-03135	11/24/25	DAVID MCFEETERS MEDICAL CLAIMS	Open	\$1,200.00	\$0.00		
03008 25-02815	10/31/25	NJ DEPT OF TREASURY/FEES VEHICLE REGISTRATION ADD-ON	Open	\$108.00	\$0.00		
03026 25-03144 25-03145	11/25/25 11/25/25	*NJ STATE HEALTH BENEFITS WIRE DEC 2025 NJSHBP ACTIVE DEC 2025 NJSHBP RETIREE	Open Open	\$248,451.21 \$123,083.13	\$0.00 \$0.00		
		Vendor Total:		\$371,534.34			
03305 25-03068	11/21/25	PEDRONI FUEL* NO LEAD GAS/10.24.25	Open	\$509.36	\$0.00		
03518 25-03072 25-03073 25-03088	11/21/25 11/21/25 11/21/25	RIGGINS, INC.* OFF HIGHWAY DIESEL/DPW OFF HIGHWAY DIESEL/DPW OFF HIGHWAY DIESEL/DPW	Open Open Open	\$638.09 \$71.65 \$354.04	\$0.00 \$0.00 \$0.00		
		Vendor Total:		\$1,063.78			
03537 25-03060	11/18/25	RUTGERS, THE STATE UNIVERSITY* ZONING OFFICER APPLICATION FEE	Open	\$25.00	\$0.00		
03573 25-03103	11/21/25	SAFETY-KLEEN CORP* SUPPLIES/DPW	Open	\$548.99	\$0.00		
03611 25-02408 25-03140	09/09/25 11/25/25	SERVICE TIRE TRUCK CENTERS ~ TIRES/RDS/RECY/DPW TIRES/DPW	Open Open	\$6,335.24 \$6,320.68	\$0.00 \$0.00		
		Vendor Total:		\$12,655.92			
03692 25-03150	11/25/25	SOUTH JERSEY GAS CO* SOUTH JERSEY GAS- OCT/NOV 25	Open	\$2,493.94	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
03810		MUNICIPAL UTIL AUTH USAGE COST					
25-03158	11/26/25	SEWER SERVICE PD 7/15-10/15/25	Open	\$307.70	\$0.00		
25-03159	11/26/25	WATER SERVICE 7/15- 10/15/25	Open	\$1,886.45	\$0.00		
		Vendor Total:		\$2,194.15			
03820		MUNICIPAL UTIL. AUTH ON CALL					
25-03089	11/21/25	SET/OCT/DPW	Open	\$850.55	\$0.00		
03844		GIACOMO TROMBETTA					
25-03134	11/24/25	MEDICAL CLAIMS	Open	\$4,192.80	\$0.00		
03904		LOWE'S HOME CENTER INC*					
25-03090	11/21/25	SUPPLIES/DPW	Open	\$1,330.14	\$0.00		
03915		TURF EQUIPMENT & SUPPLY CO ~					
25-03079	11/21/25	PARTS/DPW	Open	\$1,480.02	\$0.00		
03985		VILLAS NAPA AUTO PARTS ~					
25-03109	11/21/25	RDS/SANT/DPW	Open	\$1,053.16	\$0.00		
03992		VAL-U AUTO PARTS LLC ~					
25-03110	11/21/25	RDS/SANT/RECY/DPW	Open	\$1,574.27	\$0.00		
03994		MARGARET VITELLI					
25-03167	11/26/25	NJLM CONFERENCE	Open	\$175.20	\$0.00		
04075		BARBER CONSULTING SERVICES LLC					
25-02806	10/29/25	5 SSL VPN USER LICENSES	Open	\$325.00	\$0.00		
04097		CINTAS FIRST AID AND SAFETY*					
25-03081	11/21/25	FIRST AID SUPPLIES/DPW	Open	\$80.51	\$0.00		
04266		NJ DEPT OF HEALTH&SENIOR SVCS					
25-03031	11/14/25	Dog Lic - Oct. 2025	Open	\$44.40	\$0.00		
25-03040	11/14/25	Dog Lic - August 2025	Open	\$69.60	\$0.00		
		Vendor Total:		\$114.00			
04301		SEASHORE ASPHALT CORPORATION*					
25-02821	10/31/25	PATCH/DPW	Open	\$386.10	\$0.00		
25-03101	11/21/25	HMA/DPW	Open	\$3,839.27	\$0.00		
25-03102	11/21/25	PATCH/DPW	Open	\$372.90	\$0.00		
		Vendor Total:		\$4,598.27			
05064		CAPE ISLAND GRAPHICS					
25-02841	11/05/25	SIGNS FOR BAY FRONT	Open	\$4,227.00	\$0.00		
6063		CAPE MINING & RECYCLING, LLC*					
25-03087	11/21/25	ASHALT/DPW	Open	\$1,067.50	\$0.00		
6071		UNITED UNIFORMS LIMITED LIAB*					
25-03020	11/12/25	ACADEMY UNIFORMS - T. TERINONI	Open	\$1,090.48	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
6071		UNITED UNIFORMS LIMITED LIAB*	<i>Account Continued</i>				
25-03021	11/12/25	ACADEMY UNIFORMS - R. O'NEAL	Open	\$1,090.48	\$0.00		
25-03022	11/12/25	ACADEMY UNIFORMS -R. DOUGHERTY	Open	\$1,090.48	\$0.00		
		Vendor Total:		\$3,271.44			
7196		LAUREN HUGGINS SUIT					
25-00027	01/03/25	RES#2025-07 2025 PUBLIC INFO	Open	\$1,356.67	\$0.00		B
7228		SOUTH STATE INC.*					
25-01806	07/01/25	RES 2025-230 LTC061 DELAWARE	Open	\$216,455.44	\$0.00		
7310		CORELOGIC REAL ESTATE TAX SER					
25-02825	10/31/25	B-495.01 L-13.17	Open	\$1,463.67	\$0.00		
7354		FLEETPRIDE INC.*					
25-03078	11/21/25	PARTS/DPW	Open	\$2,945.23	\$0.00		
7364		JOHN MONTGOMERY					
25-03036	11/14/25	FALL SOCCER OFFICIAL	Open	\$240.00	\$0.00		
7384		JORDAN SAINI					
24-00262	01/22/24	2024 EQUIPMENT ALLOWANCE	Open	\$150.00	\$0.00		
25-00306	01/27/25	2025 EQUIPMENT ALLOWANCE	Open	\$150.00	\$0.00		
25-03132	11/24/25	VISIONREIMBURSEMENT	Open	\$339.52	\$0.00		
		Vendor Total:		\$639.52			
7437		ECOVERSE INDUSTRIES LTD*					
25-02719	10/20/25	PARTS/DPW	Open	\$135.84	\$0.00		
7475		SUZANNE M SCHEID					
25-03106	11/21/25	TAC TRAINING MEALS 11/18/2025	Open	\$21.15	\$0.00		
7534		ADAM HEGARTY					
24-00247	01/22/24	2024 EQUIPMENT ALLOWANCE	Open	\$47.65	\$0.00		B
25-00291	01/27/25	2025 EQUIPMENT ALLOWANCE	Open	\$150.00	\$0.00		
		Vendor Total:		\$197.65			
7555		LORCO PETROLEUM SERVICES*					
25-02822	10/31/25	USED OIL REMOVAL/DPW	Open	\$180.00	\$0.00		
7820		DEBLASIO & ASSOCIATES, P.C					
25-03035	11/14/25	PB ENGINEER VOUCHERS	Open	\$1,054.10	\$0.00		
7929		AMAZON CAPITAL SERVICES, INC ~					
25-02768	10/27/25	MONITORS/COMP SUPPLIES	Open	\$426.67	\$0.00		
25-02772	10/27/25	DETS EVIDENCE SCALE & 2 UPS	Open	\$115.96	\$0.00		
25-02870	11/10/25	PD OFFICE SUPPLIES	Open	\$865.10	\$0.00		
25-03027	11/14/25	LAWN MOWER BELT FOR COUNTY	Open	\$11.99	\$0.00		
25-03030	11/14/25	BACKING FOR PICTURES	Open	\$9.99	\$0.00		
25-03032	11/14/25	HEAVY DUTY 3 MIL TRASH BAGS	Open	\$458.55	\$0.00		
		Vendor Total:		\$1,888.26			

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
7977 25-03107	11/21/25	JANIA BAILEY TAC TRAINING MEALS 11/18/2025	Open	\$17.57	\$0.00		
7982 25-03097	11/21/25	DAWN BAILEY LEAGUE MILEAGE REIMBURSEMENT	Open	\$65.38	\$0.00		
8066 25-03100	11/21/25	AMY BELASCO LEAGUE MILEAGE REIMBURSEMENT	Open	\$65.38	\$0.00		
8072 25-00621	03/05/25	JOHNSONS CONTROL SERCURITY * FINGERPRINT MAINT AGREEMENT 25	Open	\$128.16	\$0.00		B
8257 25-03121	11/21/25	STEPHANIE FRITSCH LEAGUE OF MUNC 11/20/25	Open	\$90.10	\$0.00		
8721 25-00023 25-00024	01/03/25 01/03/25	BLANEY, DONOHUE, & WEINBERG PC RES#2025-04 PROSECUTOR DNE 45k RES#2025-04 WWC DNE \$10K	Open Open	\$3,750.00 \$833.33	\$0.00 \$0.00		B
Vendor Total:				\$4,583.33			
8725 25-03086	11/21/25	W. CAMPBELL SUPPLY CO AC* TUBE/DPW	Open	\$263.61	\$0.00		
8818 25-02701 25-03057	10/20/25 11/18/25	POWERDMS INC ~ PLANIT/POWERTIME SUBSCRIPTION POWER POLICY PROFESSIONAL DMS	Open Open	\$3,918.40 \$6,715.85	\$0.00 \$0.00		
Vendor Total:				\$10,634.25			
8848 25-02700 25-02849	10/20/25 11/07/25	COMFORT NOW LLC CONDENSOR REPLACED DPW TOWNHALL- REPAIRS RTU 6	Open Open	\$317.00 \$515.00	\$0.00 \$0.00		
Vendor Total:				\$832.00			
8850 25-00225	01/22/25	SERVEPRO HAZ. WASTE CLEAN-UP 2025	Open	\$500.00	\$0.00		B
8862 25-03028	11/14/25	TARGET SOLUTIONS LEARNING LLC GUARDIAN TRACKING 12/24-11/26	Open	\$3,870.92	\$0.00		
8909 25-03136	11/24/25	COMCAST BUSINESS PD INTERNET COMCAST PD FIBER #708748079	Open	\$984.95	\$0.00		
9021 25-02764	10/27/25	NATIONAL HIGHWAY PRODUCTS INC~ SIGN MATERIAL	Open	\$1,927.70	\$0.00		
9134 25-02818	10/31/25	ASCENDANCE TRUCK EASTERN PA FILTER FUEL/DPW	Open	\$292.79	\$0.00		
9140 25-03037	11/14/25	BILL MULLIGAN FALL SOCCER OFFICIAL	Open	\$40.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
9166		REMINGTON & VERNICK ENG II INC					
25-01210	05/13/25	RES#2025-177 CHG ORD 1 HVAC TH	Open	\$3,375.00	\$0.00		B
25-02932	11/10/25	RES 2025-353 HVAC TOWNHALL	Open	\$5,000.00	\$0.00		
		Vendor Total:		\$8,375.00			
9216		ATLANTICARE REGIONAL MEDICAL					
25-00043	01/07/25	RES#2024-229 YEAR 1	Open	\$5,000.00	\$0.00		B
25-02656	10/09/25	SERVICE FOR 2025 FALL FOOTBALL	Open	\$750.00	\$0.00		
		Vendor Total:		\$5,750.00			
9264		PENNONI ASSOCIATES INC					
25-02867	11/10/25	MV ENGINEERING VOUCHER ZBA	Open	\$1,020.50	\$0.00		
9279		MUNICIPAL EMERGENCY SERVICES					
25-02220	08/19/25	OUTER CARRIERS	Open	\$1,500.00	\$0.00		
9296		ALTEK BUSINESS SYSTEMS INC					
25-03163	11/26/25	COPIER USAGE PD 8/15- 11/14/25	Open	\$135.73	\$0.00		
9316		THE BELASCO LAW FIRM LLC					
25-00020	01/03/25	RES#2025-01 DNE \$40k	Open	\$3,333.33	\$0.00		B
9386		BULLSEYE CONTRACTORS, LLC					
25-02594	10/01/25	WEIGHT ROOM REPAIRS	Open	\$169.00	\$0.00		
9445		TWIN ROCKS WATER					
25-03017	11/12/25	COURT WATER DELIVERY 10/25	Open	\$9.97	\$0.00		
9446		MONTAGE ENTERPRISES INC.					
25-02820	10/31/25	MOTOR HUB/DPW	Open	\$95.38	\$0.00		
9453		CAPITAL ONE TRADE CREDIT					
25-01887	07/09/25	DPS -SUPPLIES - NOVEMBER	Open	\$47.13	\$0.00		B
25-02743	10/23/25	MONTHLY- OCTOBER '25	Open	\$664.37	\$0.00		
		Vendor Total:		\$711.50			
9460		LAWMEN SUPPLY COMPANY OF NJ					
25-02497	09/23/25	QUOTE #QT1488 SUPER-SOCK AMMO	Open	\$1,929.00	\$0.00		
9466		MAJESTIC OIL COMPANY INC					
25-03076	11/21/25	GAS REG/DPW 11.6.25	Open	\$359.68	\$0.00		
9472		CORI HANSEN					
25-03141	11/25/25	BLOCK 500.01 LOT 4.03	Open	\$765.00	\$0.00		
9483		CARA PASQUALE					
25-03026	11/14/25	B-748 L-28.06 PASQUALE	Open	\$2,409.33	\$0.00		
9484		BRIAN HARKINS					
25-03025	11/14/25	FALL SOCCER OFFICIAL	Open	\$90.00	\$0.00		

Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
BIRCH		BIRCH'S COMMUNICATIONS LLC*					
25-02819	10/31/25	FACTORY REPAIR SIREN/DPW	Open	\$265.00	\$0.00		
BOSNA		KAREN MANETTE BOSNA					
25-03091	11/21/25	OCTOBER '25 YOGA	Open	\$105.00	\$0.00		
FOURNIER		KAREN FOURNIER					
25-03143	11/25/25	REIMB - LEAGUE OF MUNICIPALITI	Open	\$130.48	\$0.00		
25-03149	11/25/25	VISION REIMBURSEMENT	Open	\$35.00	\$0.00		
		Vendor Total:		\$165.48			
LOWER		LOWER TOWNSHIP					
25-03148	11/25/25	DIFF CARD USAGE TO 11-24-25	Open	\$16,854.95	\$0.00		
SMITHS		SHEILA D SMITH					
25-03151	11/25/25	MEDICARE SUPPLEMENT	Open	\$219.23	\$0.00		

Total Purchase Orders: 136 Total P.O. Line Items: 0 Total List Amount: \$1,431,772.43 Total Void Amount: \$0.00

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

RESOLUTION #2025-387

**Title: A RESOLUTION REQUESTING RELEASE OF MAINTENANCE GUARANTEE FOR
CHRISTOPHER MADDEN**

BLOCK: 820

LOT(S): 2.24

ESCROW: Z21-06-09

WHEREAS, Christopher V. Madden and Terri Madden, posted a Maintenance Guarantee with the Township of Lower, in the amount of \$2,961.75; and

WHEREAS, the Maintenance Guarantee automatically expired on February 22, 2025.

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

	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 the resolution duly authorized by the Township Council, at a meeting held on December 1, 2025.

Karen S Fournier, Deputy Township Clerk

Frank Sippel, Mayor
fsippel@townshipoflower.org

Kevin Coombs, Deputy Mayor
kcoombs@townshipoflower.org

Thomas Conrad, Ward 1
tconrad@townshipoflower.org



TOWNSHIP OF LOWER
2600 Bayshore Road
Villas, New Jersey 08251

Joseph Wareham, Ward 2
jwareham@townshipoflower.org

Roland Roy, Jr., Ward 3
rroy@townshipoflower.org

Michael Laffey, Manager
mlaffey@townshipoflower.org

MEMORANDUM

TO: Township Council

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

RE: Chris Madden
8100 Bayview Drive
Block: 820 Lot: 2.24
Escrow Z21-06-09
Resolution #2025-387

DATE:

The Land Development Ordinance of the Township of Lower, Chapter XVI, Subsection 400-81B.(3)(b), requires that "The governing body shall, by resolution, release or declare in default, each Maintenance Guarantee."

Pursuant to the above referenced Subsection 400-81B.(3)(b), Resolution #2025-387, is required to automatically release the Maintenance Guarantee, held in trust by the Township of Lower, for:

Christopher V. Madden
Terri Madden

The required two-year period is completed.

Thank you

WJG:kms

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

RESOLUTION #2025-388

Title: A RESOLUTION REQUESTING RELEASE OF DEMOLITION BOND FOR BLOCK 46, LOT(S) 22 & 23; 119 W. TAMPA AVENUE, ESCROW #P SALASIN

WHEREAS, Robert Salasin posted a Demolition Bond with the Township of Lower, in the amount of \$2,500.00; and

WHEREAS, the Township Building Inspector made a final inspection and the Certificate of Occupancy was issued on 11/12/2025.

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

BE IT FURTHER RESOLVED that the Township Treasurer is granted permission to issue a check in the amount of \$2,500.00, plus any accrued interest, for payment of the above released demolition bond.

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

I, Karen 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 December 1, 2025.

Karen Fournier, Deputy Township Clerk

Frank Sippel, Mayor
fsippel@townshipoflower.org

Kevin Coombs, Deputy Mayor
kcoombs@townshipoflower.org

Thomas Conrad, Ward 1
tconrad@townshipoflower.org



TOWNSHIP OF
LOWER
2600 Bayshore
Road
Villas, New Jersey
08251

Joseph Wareham, Ward 2
jwareham@townshipoflower.org

Roland Roy, Jr., Ward 3
rroy@townshipoflower.org

Michael Laffey, Manager
mlaffey@townshipoflower.org

MEMORANDUM

TO: Mayor Sippel
Township Council

FROM: William J. Galestok, PP, AICP
Lower Township Planning Director

DATE: November 18, 2025

RE: Release of Demolition Bond
Robert Salasin
119 W Tampa Avenue
Escrow #P Salasin
Block: 46 Lot(s): 22 & 23
Resolution #2025-388

Please release to the applicant the demolition bond that the Township is holding in trust, to assure the required demolition. A certificate of occupancy was issued 11/12/2025.

Thank you.

WJG:kms

Attach (1)

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

RESOLUTION #2025-389

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>
500.01	4.03	Cori Hansen	Mortgage Co. Responsible	\$765.94

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

I, Karen 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 December 1, 2025

Karen Fournier, Deputy Township Clerk

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

RESOLUTION #2025-390

Title: APPROVAL FOR CAR PROCESSION – OUR LADY OF GUADALUPE

WHEREAS, St. John Neumann Parish has requested permission to host a car procession in honor of Our Lady of Guadalupe on December 12, 2025; and

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

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

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
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 December 1, 2025.

Karen S. Fournier, Deputy Township Clerk



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/21/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Porter & Curtis, a Division of Heffernan Insurance Brokers 225 State Road Media, PA 19063	CONTACT NAME: Naomi Urey		
	PHONE (A/C, No, Ext): FAX (A/C, No):		
	E-MAIL ADDRESS: Nurey@portercurtis.com		
INSURED ST JOHN NEUMANN PARISH 680 Town Bank Road Cape May, NJ 08204	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC		10083
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES

CERTIFICATE NUMBER: C000264656

Account: 143201

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			RRG10249	11/27/2024	11/27/2025	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Incl.
							MED EXP (Any one person) \$ Incl.
							PERSONAL & ADV INJURY \$ Incl.
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ unlimited
	☒ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ Incl.
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS	☐ NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	☐ DED ☐ RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						☐ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The limits include applicable retentions. The certificate holder is included as an Additional Insured if required by written contract with respect to use of facilities for Lady of Guadalupe procession on 12/12/2025.

CERTIFICATE HOLDER

CANCELLATION

Township of Lower 2600 Bayshore Drive Villas, NJ 08251	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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

RESOLUTION #2025-391

Title: **APPROVAL FOR 2025 CHRISTMAS PARADE**

WHEREAS, Lower Township Rotary Club has been hosting the Lower Township Christmas Parade for a number of years and has requested permission to host the parade on Saturday, December 13, 2025; and

WHEREAS, Lower Township Rotary has provided proof of the proper insurance and has received the required permission from the Cape May County Board of Commissioners to close a portion of Breakwater Road and Bayshore Road from Breakwater to Rosehill Parkway from approximately 4:30 pm until the conclusion of the parade

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

	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 December 1, 2025.

Karen S. Fournier, Deputy Township Clerk

LOWER TOWNSHIP ROTARY

Parade Committee

638 Seashore Road
Cape May, NJ 08204

November 13, 2025

Mayor & Council
2600 Bayshore Road
Villas, NJ 08251

Dear Mayor and Councilmembers,

On behalf of the Lower Township Rotary Club, I am requesting support for this year's annual Tree Lighting & Veteran's Ceremony, and the 43rd Annual Christmas Parade.

The **Tree Lighting & Veteran's Ceremony** is planned for Tuesday, December 3rd at 7:00 p.m. at the Recreation Center and the **Annual Christmas Parade** will be Saturday, December 13th beginning at 6:00 p.m. I have included our Certificate of Insurance and will complete the use of facilities form for the Tree Lighting.

Our Rotary Club appreciates the support of the Township to aid us in hosting these events.

The filing request and documents to the County for the temporary road closings of Breakwater Road from Fishing Creek to Bayshore Road and Bayshore Road from Breakwater to Rosehill Parkway are completed.

We will make ourselves available to meet if necessary to discuss the parade details if needed.

THANK YOU for your continued support. Your assistance in spreading the word would be appreciated. We look forward to having you join us in these upcoming holiday celebrations. Please let us know if you have any questions.

Sincerely,

Claudia Kammer,
Lower Township Rotary Club

Cc: Michael Laffey, Manager
Kevin Lewis, Police Chief

Included: Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11-10-2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hylant Group Inc. 811 Madison Ave. Toledo, OH 43604	CONTACT NAME: Sara Humphries / Macy Gorrell	
	PHONE (A/C, No, Ext): (419) 259-2710 FAX (A/C, No): (419) 255-7557	
	E-MAIL ADDRESS: Rotary@hylant.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Westchester Surplus Lines Ins	10172
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

INSURED
All Active U.S. Rotary Clubs & Districts
Lower Township Rotary Club
ATTN: Risk Management Dept.
1560 Sherman Avenue
Evanston, IL 60201

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X		G73578917 004	7/1/2025	7/1/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	☐ AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	X		G73578917 004	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER

County of Cape May
4 Moore Road
Cape May Court House, NJ 08210

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Judy K. Wilson

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

RESOLUTION #2025-392

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

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

WHEREAS, on 11/16/2025, the Board of Commissioners of Fire District #2, adopted Resolution #25-32, a copy of which is annexed hereto, establishing the annual level of compensation for the commissioners of Fire District #2; and

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

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

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

I, Karen 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 December 1, 2025.

Karen Fournier, Deputy Township Clerk

LOWER TOWNSHIP FIRE COMMISSION

SECOND DISTRICT
P.O. BOX 724
NORTH CAPE MAY, NEW JERSEY 08204

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

Resolution 25-32

Establishing the Compensation for Members of the Board of Fire Commissioners for 2026

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

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

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

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

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

The foregoing resolution was introduced by Commissioner Andrews

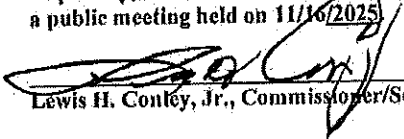
and it was seconded by Commissioner Barger

RECORD OF VOTE

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

CERTIFICATION

I, Lewis H. Conley, Jr., Secretary of the Commissioners of Fire district No.2 in the Township of Lower, in the County of Cape May, State of New Jersey do hereby certify that the foregoing resolution was duly adopted by the Commissioners at a public meeting held on 11/16/2025


Lewis H. Conley, Jr., Commissioner/Secretary

LOWER TOWNSHIP FIRE COMMISSION

SECOND DISTRICT

P.O. BOX 724

NORTH CAPE MAY, NEW JERSEY 08204.

SCHEDULE A

Establishing the Compensation for Members of the Board of Fire Commissioners for 2026

President	\$4,400.00
Vice President	\$4,000.00
Secretary	\$4,700.00
Treasurer	\$4,000.00
Commissioner	\$4,000.00

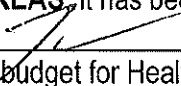
TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2025-393

Title: **AUTHORIZATION FOR 2025 INCENTIVE AWARD FOR INSURANCE WAIVER**

WHEREAS, the employees listed on the attached schedule have waived health insurance and are due an incentive amount per Superior Officers Union and PBA Union Contract, Article 12, Section F, AFSCME Union Contract, Article VII, Section F and Supervisors Contract, Article VI, Section F; 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 year's budget for Health Insurance.

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 the attached schedule of employees in the amount of **\$50,833.33** is authorized and chargeable to the 2025 Budget account 5-01-23-220-412.

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

I, Karen 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 December 1, 2025.

Karen Fournier, Deputy Township Clerk

Name	Amt
BARCAS JR, WILLIAM	2,500.00
BOSKO, APRIL	2,500.00
BOYLE Jr, KEVIN	2,500.00
CRIPPEN, COLLEEN	2,500.00
DELGUDICE, CATHERINE	2,500.00
DOUGLASS, GARY	2,500.00
DOUGLASS, JEFFREY M	2,500.00
GRETO, ANTHONY T	2,500.00
HEGARTY, ADAM	2,500.00
KELLEHER, WILLIAM	2,500.00
KOCIS III, WILLIAM T	2,500.00
LEWIS, CHRISTINE	2,500.00
LEWIS, KEVIN E	2,500.00
NUSCIS, MICHAEL T	2,500.00
PLENN, MITCHELL B	2,500.00
REILLY, MATTHEW	833.33
REMENTER JR, JOSEPH G	2,500.00
RYAN, CHARLES J	2,500.00
VANAMAN JR, DONALD	2,500.00
WEST, ANDREW	2,500.00
FORESTIRE, ZANE	2,500.00
MULLIN, MICHAEL	2,500.00
	50,833.33

e17

FREQUENCY : MONTHLY

STATE OF NEW JERSEY

DEPARTMENT OF THE TREASURY

DIVISION OF PENSIONS AND BENEFITS

STATE HEALTH INFORMATION PROCESSING SYSTEM

WAIVER REPORT FOR PERIOD ENDING - 202512

024700 - LOWER TOWNSHIP

REPORT NO : 815BNW-2
PAGE NO : 1

*** Please Terminate Waived Eligibility if Member is No Longer Employed via TRANSMITTAL OF DELETIONS***

SSN	Name	Health Waiver Date	Other SHBP/SEHP Health Cov	RX Waiver Date	Other SHBP/SEHP RX Cov
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	BARCAS, WILLIAM	2016/02/01	[REDACTED]	2016/02/01	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	BOSKO, APRIL	2024/07/30	[REDACTED]	2024/07/30	[REDACTED]
[REDACTED]	BOYLE, KEVIN	2016/02/01	[REDACTED]	2016/02/01	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	CRIPPEN, COLLEEN	2016/02/01	[REDACTED]	2016/02/01	[REDACTED]
[REDACTED]	DELGUIDICE, CATHERINE	2022/05/21	[REDACTED]	2022/05/21	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	DOUGLASS, GARY	2016/02/01	[REDACTED]	2016/02/01	[REDACTED]
[REDACTED]	DOUGLASS, JEFFREY	2020/10/01	[REDACTED]	2020/10/01	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	FORESTIRE, ZANE	2025/09/14	[REDACTED]	2025/09/14	[REDACTED]
[REDACTED]	GINDVILLIE, STEVEN	2023/03/04	[REDACTED]	2023/03/04	[REDACTED]
[REDACTED]	GRETO, ANTHONY	2016/02/01	[REDACTED]	2016/02/01	[REDACTED]
[REDACTED]	HEGARTY, ADAM	2019/12/01	[REDACTED]	2019/12/01	[REDACTED]
[REDACTED]	KELLEHER, WILLIAM	2018/06/30	[REDACTED]	2018/06/30	[REDACTED]
[REDACTED]	KOCIS, WILLIAM	2019/11/01	[REDACTED]	2019/11/01	[REDACTED]
[REDACTED]	LEWIS, CHRISTINA	2024/03/16	[REDACTED]	2024/03/16	[REDACTED]
[REDACTED]	LEWIS, KEVIN	2016/01/01	[REDACTED]	2016/01/01	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	MULLIN, MICHAEL	2025/08/30	[REDACTED]	2025/08/30	[REDACTED]
[REDACTED]	NUSCIS, MICHAEL	2016/01/01	[REDACTED]	2016/01/01	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	PLENN, MITCHELL	2016/01/01	[REDACTED]	2016/01/01	[REDACTED]
[REDACTED]	REMENTER, JOSEPH	2016/01/01	[REDACTED]	2016/01/01	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

FREQUENCY : MONTHLY

STATE OF NEW JERSEY

DEPARTMENT OF THE TREASURY

DIVISION OF PENSIONS AND BENEFITS

STATE HEALTH INFORMATION PROCESSING SYSTEM

WAIVER REPORT FOR PERIOD ENDING - 202512

024700 - LOWER TOWNSHIP

*** Please Terminate Waived Eligibility if Member is No Longer Employed via TRANSMITTAL OF DELETIONS***

SSN	Name	Health Waiver Date	Other SHBP/SEHBP Health Cov	RX Waiver Date	Other SHBP/SEHBP RX Cov
	RYAN, CHARLES	2016/01/01		2016/01/01	
	VANAMAN, DONALD	2016/02/01		2016/02/01	
	WEST, ANDREW	2024/07/01		2024/07/01	
Total Waiver For Employer 024700 : 33					

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

RESOLUTION # 2025-394

Title: AUTHORIZATION TO TRANSFER FUNDS FROM THE TAX PREMIUM ACCOUNT

WHEREAS, NJSA 54:5-33 states that if redemption is not made within five years from date of tax sale, the premium payments shall be turned over to the treasurer of the municipality and become part of the funds of the municipality; and

WHEREAS, tax sale certificate #23-00010, sold on September 19, 2023, has been foreclosed on March 19, 2025 with a premium in the amount of \$1,100.00; and

WHEREAS, tax sale certificate #24-00010 sold on October 21, 2024 has been foreclosed on October 14, 2025 with a premium in the amount of \$31,100.00; and

WHEREAS, tax sale certificate #24-00016 sold on October 21, 2024 has been foreclosed on August 21, 2025 with a premium in the amount of \$24,100.00.

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 and the same is authorized and directed to transfer \$56,300.00 from the tax premium account to council checking account.

	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 December 1, 2025.

Karen S. Fournier, Deputy Township Clerk

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

RESOLUTION #2025-395

Title: **APPROVAL OF CHANGE ORDER NO. 3 FOR REMINGTON & VERNICK ENGINEERS FOR ADDITIONAL ENGINEERING DESIGN SERVICES RELATED TO THE DEMOLITION OF THE EXISTING SALLY PORT AND UPDATES TO THE CONSTRUCTION DESIGN AND PLANS FOR THE HVAC AND ROOF REPLACEMENT PROJECT AT THE TOWNSHIP CONSTRUCTION AND ZONING BUILDING**

WHEREAS, Remington & Vernick Engineers was awarded a Professional Service Contract by Resolution #2025-78 on January 22, 2025 to investigate the design for the Municipal Building and Construction and Zoning Building for \$14,900.00; Change Order #1 was awarded on May 5, 2025 by Resolution #2025-177 for the Design Phase for \$74,000.00; Change Order #2 was awarded on October 20, 2025 by Resolution #2025-353 for the Environmental Report for \$5,000.00; and

WHEREAS, Remington & Vernick Engineers provided a proposal for the Engineering Design associated with the Demolition of the existing Sally Port and associated site restoration at the Construction and Zoning Building services for a cost of \$15,500.00; 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: Ord #24-04 C-04-55-439-910

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 the Change Order #3 for Remington & Vernick Engineers is hereby approved to increase the contract total to \$109,400.00.

	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 December 1, 2025.

Karen S. Fournier, Deputy Township Clerk



REMINGTON
& VERNICK
ENGINEERS

4907 New Jersey Avenue
Wildwood, NJ 08260
O: (609) 522-5150
F: (609) 522-5313

November 24, 2025

Ms. Margaret Vitelli
Purchasing Agent
Township of Lower
2600 Bayshore Rd
Villas, NJ 08251

RE: Proposal for Additional Engineering Design Services
HVAC Replacement Project at Construction & Zoning Building
Township of Lower, Cape May County, NJ
Proposal No. COS2025-051

Dear Ms. Vitelli:

REMINGTON & VERNICK ENGINEERS (RVE) is pleased to submit our proposal for additional design services for the above referenced project. Per our recent discussions with you and Township officials, it has come to our attention that the Township wishes to demolish the existing sallyport on the Construction & Zoning (C&Z) building. As part of the current project, RVE has designed the HVAC upgrades and the roof replacement for the entire footprint of the C&Z Building.

In October 2025, RVE performed environmental sampling and testing to test for the presence of any asbestos-containing materials in the existing insulated ductwork of the C&Z Building as well as any asbestos-containing materials or lead-based paint that could impact the construction work involved with the demolition of the sallyport.

RVE determined that the existing ductwork does not contain any asbestos, however, samples of the joint/caulk material from portions of sallyport do consist of asbestos-containing materials. As such, this will be accounted for in the scope of work of the construction project to ensure that the materials are properly disposed of.

Project Scope

In general, the scope of work for this project consists of engineering design services associated with the demolition of the existing sallyport and associated site restorations at the C&Z building. RVE will prepare the complete construction drawings and technical specifications and develop the final engineer's opinion of probable cost. The design will be incorporated with the existing project for the roof replacement and HVAC upgrades and will be bid as one project.

Cost of Services

Services as outlined in this proposal will be provided for a lump sum fee of **\$15,500.00** to be invoiced monthly on a percent-complete basis.

Exclusions

It is our understanding that site improvements associated with additional parking where the sallyport will be demolished shall not be included in this scope of work.

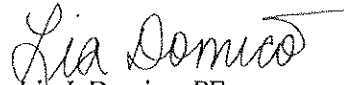
Proposal for Additional Engineering Design Services
Construction & Zoning Building
November 14, 2025
Page 2

We trust the information provided meets your requirements. Work will begin immediately upon receipt of a Notice to Proceed. Remington & Vernick Engineers looks forward to working with the Township on this important project. Should you have any questions or require additional information, please contact Lia Domico at our Wildwood office at (609) 522-5150.

Sincerely,
REMINGTON & VERNICK ENGINEERS



David J. Maillet, PE
Engineering Department Head



Lia J. Domico, PE
Project Manager/Engineer

cc: Mike Laffey, Township Manager
Gary Douglass, Superintendent of Public Works
Bill Galestok, Planning Director

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

RESOLUTION #2025-396

Title: APPROVAL OF CHANGE ORDER #1 TO DeBLASIO & ASSOCIATES TO APPLY FOR THE FY2026 CLEAN WATER APPLICATION FOR ARCTIC AVENUE STORM SEWER REPLACEMENT PROJECT (LT-C-071)

WHEREAS, DeBlasio and Associates was awarded a contract on November 17, 2025, by Resolution #2025-380 for the Engineering and Survey Phase of the Arctic Avenue Storm Sewer Replacement Project (LT-C-071) in the amount of \$120,000.00; and

WHEREAS, DeBlasio and Associates' original proposal also included services for the FY2026 Clean Water Application (LT-C-071), to be utilized in connection with the New Jersey Department of Environmental Protection (NJDEP) and New Jersey Infrastructure Bank (NJIB) funding process through the H2Loans program, at an additional cost of \$12,000.00, which was inadvertently overlooked; and

WHEREAS, the Township Council desires to approve Change Order #1, and the Chief Financial Officer has certified the availability of funds as evidenced by his signature below:

Appropriation: Ord #24-03 C-04-55-438-100

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 Change Order #1, attached hereto, in the net increase amount of \$12,000.00 to DeBlasio and Associates is hereby approved, bringing the total contract amount to \$132,000.00 for the Arctic Avenue Storm Sewer Replacement Project FY2026 Clean Water Application (LT-C-071).

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

	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 on December 1, 2025.

Karen S. Fournier, Deputy Township Clerk

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

ORDINANCE #2025-24

Title: 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

WHEREAS, the Township Council of the Township of Lower strives to ensure that the Township is providing the safest possible recreation programs for the Township's youth; and

WHEREAS, the Township of Lower requires that all employees and volunteers of recreational, athletic, cultural, charitable, social, or other activities, services, or programs for persons younger than 18 years of age, sponsored or co-sponsored by the Township of Lower or in connection with the Township of Lower Recreation Department, or any other youth-serving organizations, who have regular supervised or unsupervised access to minors involved in such programs, be required to submit to criminal history background checks; and

WHEREAS, the Township of Lower requires that all employees and volunteers seeking to assist youth programs utilizing municipal facilities, and all programs that are funded or supported by the Township of Lower, in whole or in part (including, but not limited to baseball, softball, soccer, wrestling, football, basketball, etc.), be subjected to criminal history background checks as a condition of using municipal facilities; and

WHEREAS, P.L. 1999, Chapter 432 (N.J.S.A. 15A:3A-1 et seq.) authorizes and provides for criminal history record background checks of employees and volunteers of non-profit youth-serving organizations as defined in said statute; and

WHEREAS, N.J.S.A. 15A:3A-1 permits non-profit youth-serving organizations to request the New Jersey State Police to perform criminal background checks on current and prospective employees or volunteers, in order to check the criminal histories of those employees or volunteers who have direct contact with minors, in order to eliminate those with convictions for certain crimes and disqualify prospective employees and volunteers who have been convicted of certain offenses; and

WHEREAS, P.L. 2003, Chapter 199, Section 34 (N.J.S.A. 40:48-1.4) provides that a municipality may enact an ordinance permitting an authorized municipal official or officer to request a criminal history record background check of any person for an official governmental purpose, including, but not limited to, employment, licensing, and the procurement of services; and

WHEREAS, said statute further provides that the Ordinance shall require the person to submit to fingerprinting in accordance with applicable State and federal laws, rules and regulations, and shall authorize the municipal official or officer to exchange fingerprint data with, and receive criminal history record information from, the State Bureau of Identification in the Division of State Police and the Federal Bureau of Investigation.

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

Section 1. Chapter 475, Parks and Recreation Areas, is hereby amended to enact new Article V, Youth Sports Volunteer Background Checks, as follows:

ARTICLE V Youth Sports Volunteer Background Checks

475-17 Purpose

The purpose of this ordinance is to safeguard the youth programs of the Township of Lower by (a) requiring criminal history background checks and fingerprinting for employees and volunteers of

programs involving minors; (b) authorizing municipal officials to request criminal history record checks for official governmental purposes including employment, licensing and procurement of services; and (c) thereby ensuring the safety of minors participating in municipal-sponsored or municipally-facilitated activities.

475-18 Definitions

As used in this Article, the following terms shall have the meanings indicated:

Criminal History Record Background Check

A determination of whether a person has a criminal record by cross-referencing that person's name, fingerprints, social security number and date of birth, with those on file with the Federal Bureau of Investigation, Identification Division and the State Bureau of Identification (SBI) in the New Jersey State Police.

Criminal History Record Information

Information collected by criminal justice agencies concerning persons and stored in the computerized database of the New Jersey State Police SBI Criminal History Information System, the National Law Enforcement Telecommunications Systems or other state computerized repositories containing criminal history record information consisting of identifiable descriptions and notations of arrests, indictments, or other formal criminal charges, and any dispositions, arising therefrom, including convictions, dismissals, correctional supervision and release.

Chief of Police

The Township of Lower Chief of Police and his/her designee.

Employee

An individual sixteen (16) years of age or older who receives compensation from the Township or a youth program to perform services for a youth program and has the potential for unsupervised direct access to youth.

Notification

The responses provided by the Department of Law and Public Safety, Division of State Police, to the request for a criminal history background check pursuant to N.J.S.A. 15A:3a-1 et seq.

Qualified Participant

An employee or volunteer who has completed a criminal history background check revealing no disqualifying information.

Sponsored Program

Any youth program which receives benefits, either directly or indirectly, including but not limited to the provision of funding or equipment from the Township.

Supported Programs

Any program which, while not directly sponsored by the Township with funding, the providing of equipment or other benefit, uses Township facilities, including but not limited to sports fields and Township buildings. Supported programs include both teams all of whose participants are residents of the Township as well as non-resident teams which may or may not include resident participants.

It specifically excludes teams which are invited by the supported programs to compete on Township facilities.

Unsupervised Direct Access to Minors

The ability to have interaction with a person who is younger than eighteen (18) years of age without the constant and uninterrupted observation of a parent or guardian of the youth or without the constant and uninterrupted observation of a representative of law enforcement or a supervising qualified participant.

Volunteer

Any individual sixteen (16) years of age or older who on an uncompensated basis performs services for a youth program or service and has the potential for unsupervised direct access to youth.

Volunteer Review Operation

The unit located within the State Bureau of Investigation in the New Jersey State Police that is responsible for administering criminal background checks for volunteers and employees for youth programs as specified in this Chapter.

Youth

Any individual under eighteen (18) years of age.

Youth Programs

Any program which allows for participation in activities or services by persons under eighteen (18) years of age, including but not limited to, sporting activities, passive recreation groups, clubs, camps, field trips, cultural organizations, social groups and other activities or services. Specifically included are such organizations as volunteer fire companies, emergency management and medical organizations and ambulance squads. Specifically excluded are public and non-public schools.

475-19 Background Check Requirement

- A. All applicants for employment, volunteer service, licensing, or procurement of services with the Township of Lower, or with youth serving organizations using Township facilities or funded or supported by the Township of Lower, who will have regular supervised or unsupervised access to minors, must submit to a background check at their own expense, as a condition of obtaining or maintaining such role or service.
- B. No applicant shall be permitted to commence employment or volunteer service, or to be licensed or retained, unless and until the background check requirement and fingerprinting (if required) has been satisfied.
- C. All youth-serving organizations that use municipal facilities of the Township of Lower, or receive municipal funds or support in whole or in part from the Township of Lower, shall require all employees and volunteers who will have regular access to minors to submit to background checks and fingerprinting pursuant to this ordinance.

475-20 Fingerprinting and State/Federal Background Checks

- A. In accordance with N.J.S.A. 40:48-1.4 and P.L. 2003, c. 199, §34, the applicant shall submit to fingerprinting in accordance with State and federal laws, rules and regulations.
- B. The designated municipal official or officer is authorized to exchange fingerprint data with, and receive criminal history record information from, the State Bureau of Identification in the Division of State Police and the FBI.

475-21 Disclosure and Authorization

- A. Applicants must sign a disclosure and authorization form provided by the Township of Lower or the youth serving organization, which authorizes the municipal official or officer to obtain and review the applicant's criminal history record information.
- B. The failure to sign such authorization constitutes a disqualification for the position, service, license or procurement arrangement.

475-22 Disqualifying Offenses

- A. Upon receipt of a completed background check conducted by the State Bureau of Identification in the New Jersey State Police and/or the Federal Bureau of Investigation, Identification Division, the Township of Lower Chief of Police or designee shall notify the applicant and the President or leader of the recreation program of affirmative or negative results. Details in the background check that result in a negative determination by the State Police are not afforded to the Chief of Police and are only available to the applicant upon making a formal request to the State Bureau of Investigation.
- B. In the event the criminal background check reveals any prior convictions for crimes or offenses which negatively impact the health, safety and welfare of children, said person shall not be qualified to participate in any official capacity in any function for persons under the age of 18 years held at any Township-owned facilities. Such offenses shall include, but not be limited to:
 - 1) In New Jersey, any crime or disorderly persons offense:
 - i. Involving danger to the person, meaning those crimes and disorderly persons offenses set forth in N.J.S. 2C:11-1 et seq., N.J.S. 2C:12-1 et seq., N.J.S. 2C:13-1 et seq., N.J.S. 2C:14-1 et seq. or N.J.S. 2C:15-1 et seq.;
 - ii. Against the family, children or incompetents, meaning those crimes and disorderly persons offenses set forth in N.J.S. 2C:24-1 et seq.;
 - iii. Involving theft as set forth in Chapter 20 of Title 2C of the New Jersey Statutes;
 - iv. Involving any controlled dangerous substance or controlled substance analog as set forth in Chapter 35 of Title 2C of the New Jersey Statutes except paragraph (4) of subsection a. of N.J.S. 2C:35-10; or
 - v. Any 4th degree offense or higher.
 - 2) In any other state or jurisdiction, conduct which, if committed in New Jersey, would constitute any of the crimes or disorderly persons offenses described in subsection a. of this section.
- C. The list of crimes and violations contained in this section is for illustrative purposes only and shall not be construed as a limitation on those criminal activities or violations that would be grounds to disqualify a person from assisting with youth-related activities as indicated herein.
- D. Refusal by individuals required to submit to background checks will result in an immediate dismissal of the individual from any Township-sponsored activities requiring background checks. In addition, refusal to comply with this chapter by any individual falling within the scope of requirements for Non-Sponsored Youth Programs will forfeit that individual's ability to participate with the respective program. Refusal of a Non-Township Sponsored Youth Program to subscribe to the requirements of this chapter shall forfeit that program's ability to use municipal facilities.

475-23 Review and Appeal

- A. In the event that the criminal history record check discloses a possible disqualifying record, the municipal official or officer shall notify the applicant in writing, providing the nature of the record and an opportunity to respond.
- B. The applicant shall have the right to provide additional information, including certified disposition of the record, evidence of rehabilitation, or any other material mitigating factors.
- C. The municipal official or officer shall make the final determination, and if the applicant is disqualified, shall state the reasons in writing. The decision of the municipal official or officer may be appealed to the governing body of the Township of Lower, pursuant to procedures adopted by the Township.

475-24 Frequency of Background Checks

- A. All Non-Sponsored Youth Programs that have individuals subject to this chapter shall supply background checks for all of its participants prior to the individual being able to participate at any function at a Township-owned facility to the extent covered by this chapter. Thereafter, every three (3) years a new background check shall be submitted to the Chief of Police, Township Administrator or Township Solicitor.
- B. All Township Sponsored Youth Programs that have individuals subject to this chapter shall direct those individuals to the Chief of Police for background checks prior to the individual being able to participate at any function sponsored by the Township of Lower. Thereafter, every three (3) years a new background check shall be submitted to the Chief of Police.
- C. Individuals involved in Township Sponsored Youth Programs who are required to undergo background checks shall be given an interim approval for participation only after submission to the Division of State Police for a background check. Interim approvals shall only be valid for the period of time that it takes to receive background checks results. Such interim approval shall not be valid for a period of time exceeding 45 days. Only one interim approval may be granted per individual.

475-25 Privacy

- A. Any and all criminal background checks supplied to the Chief of Police shall be filed and maintained in a secure and locked cabinet or room and shall not be available to the public. The Chief of Police shall take appropriate steps to safeguard such records. The records shall be exempt from public disclosure under the common law or the New Jersey Right to Know Law. The records shall only be retained for such period of time as is necessary to serve their intended and authorized purpose.

475-26 Penalties

- A. Failure to comply with this Ordinance may result in the township withholding funding for the non-profit youth-serving organization, prohibiting the use of facilities, or withholding funding for facility maintenance.
- B. Any individual who has been advised, verbally or in writing of his/her disqualification to participate and continues to participate upon conviction thereof in a proceeding before a court of competent jurisdiction be subject to the following fines:
 - 1) A fine of not less than two hundred fifty (\$250.00) dollars nor more than two thousand five hundred (\$2,500.00) dollars;
 - 2) Each continuing violation of this chapter shall constitute a separate offense.

- C. In the event that any portion of this Ordinance is found to be invalid for any reason by any court of competent jurisdiction, such judgment shall be limited in its effect only to that portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.

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

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

Section 4. This Ordinance shall become effective 20 days after final passage and publication according to law.

Thomas Conrad, Councilmember

Joseph Wareham, Councilmember

Roland Roy, Jr., Councilmember

Kevin Coombs, Deputy Mayor

Frank Sippel, Mayor

First Reading: December 1, 2025

Adopted:

Attest: _____
Karen Fournier, Deputy Township Clerk

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

ORDINANCE #2025-25

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

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

TOWNSHIP COUNCIL

Mayor	18,000	To	23,000
Councilmembers	15,000	To	20,000

AFSCME

Assistant Supt. of Recreation (P/T)	27,000	To	56,000
Assistant Municipal Tax Collector	47,000	To	80,000
Building Inspector	51,000	To	58,000
Building Inspector (P/T)	10,000	To	48,000
Building Maintenance Worker	35,000	To	48,000
Building Service Worker	35,000	To	48,000
Building Sub- Code Official	5,000	To	58,287
Clerk 1	35,000	To	55,400
Clerk 2	39,000	To	60,000
Clerk 3	43,000	To	68,000
Code Enforcement Officer	39,000	To	56,000
Electrical Sub-Code Official	37,769	To	58,287
Keyboarding Clerk 1	37,000	To	52,000
Keyboarding Clerk 2	39,000	To	56,000
Keyboarding Clerk 3	43,000	To	72,000
Keyboarding Clerk 4	47,000	To	73,000
Plumbing Sub-Code Official	5,000	To	58,287
Registrar Vital Statistics	39,000	To	55,000
Senior Building Service Worker	39,000	To	61,600
Senior Code Enforcement Officer	43,000	To	72,000
Supervising Code Enforcement Officer	47,000	To	77,000

BUREAU OF FIRE SAFETY

Fire Inspector	15.49 hr.	To	25.00 hr.
Fire Investigator	2,500	To	2,500
Fire Official	67,000	To	96,000
Fire Prevention Specialist	42,000	To	68,000
Fire Prevention Specialist (P/T)	15.49 hr.	To	25.00 hr.
Fire Safety Board Member		Annually	1,800

ORDINANCE #2025-25

SALARY AND BENEFIT ORDINANCE FOR THE TOWNSHIP OF LOWER (continued)

NON-UNION ADMINISTRATIVE /MANAGEMENT PERSONNEL

Assistant / Deputy Municipal Clerk	46,000	To	82,000
Chief Financial Officer	77,000	To	128,000
Confidential Assistant/Secretary	35,000	To	90,000
Deputy Manager	80,000	To	100,000
Human Resources Officer	50,000	To	70,000
Municipal Clerk	74,000	To	127,000
Personnel Officer	70,000	To	90,000
Municipal Manager	85,000	To	142,000
Treasurer	60,000	To	95,000

NON-UNION POLICE PERSONNEL

Chief of Police	107,584	To	190,000
Deputy Chief of Police	107,584	To	177,000

POLICE PERSONNEL

Police Sergeant	86,051	To	136,000
Police Officer	33,000	To	130,000
Special Law Enforcement Class II	15.49 hr.	To	25.00 hr.

Special Law Enforcement WITHOUT Police Academy Certification
Applicable to Minimum Wages Established by the Dept of Labor

PUBLIC WORKS PERSONNEL (PER HOUR)

Equipment Operator	23.81	To	38.00
Sr. Equipment Operator	23.81	To	41.00
Laborer 1	17.50	To	35.50
Laborer 2	18.75	To	35.00
Laborer 3	18.75	To	35.00
Maintenance Repair	23.06	To	36.00
Maintenance Worker 1 Grounds	18.75	To	26.00
Mechanic	18.75	To	41.00
Mechanic Diesel	18.75	To	61.00
Mechanics Helper	24.14	To	35.50
Motor Broom Driver	22.58	To	47.00
Parks & Rec Maint. Worker/Grounds	17.42	To	26.00

ORDINANCE #2025-25

SALARY AND BENEFIT ORDINANCE FOR THE TOWNSHIP OF LOWER (continued)

PUBLIC WORKS PERSONNEL (PER HOUR)

Senior Maintenance Repair	28.25	To	45.00
Senior Mechanic Diesel (no employees)	28.25	To	45.00
Supervising Equipment Operator	25.82	To	48.00
Supervising Mechanic Diesel	38.00	To	48.00

SUPERIOR OFFICER- POLICE

Police Captain	100,034	To	170,000
Police Lieutenant	94,000	To	157,000

SUPERVISORS UNION

Construction Official	52,000	To	110,000
Coordinator Fed & State Aid	50,000	To	99,600
Deputy Municipal Court Administrator	45,000	To	71,350
Deputy Tax Assessor	50,000	To	90,300
General Supervisor Public Works	59,000	To	108,000
Municipal Court Administrator	55,000	To	95,890
Senior Planner	60,000	To	128,270
Purchasing Agent	45,000	To	104,450
Superintendent of Public Works	75,000	To	136,216
Superintendent of Recreation	56,000	To	99,970
Tax Assessor	60,000	To	103,000
Tax Collector	60,000	To	118,000

TITLES ADDITIONAL

Accreditation Manager/Rave Police Dept	1,000	To	1,500
Administrative Secretary/Office Manager	39,000	To	68,720
Assistant Municipal Treasurer	6,900	To	19,000
Court Administrator /Shared	25,00	To	25,000
Court Attendant /Shared Agreement	5,000	To	9,000
Clean Communities Coordinator	3,500	To	5,000
Deputy Court Administrator /Shared	15,000	To	15,000
Deputy Emergency Mngt Coordinator	2,000	To	7,000
Digital Records Coordinator	1,000	To	3,000
District Recycling Coordinator	2500	To	5,000
Fire Protection Sub-Code Official	1,000	To	21,000
Flood Plan Manager (CRS)	1,000	To	10,000

ORDINANCE #2025-25

SALARY AND BENEFIT ORDINANCE FOR THE TOWNSHIP OF LOWER (continued)

TITLES ADDITIONAL

Government Deals Coordinator	1,000	To	1,000
IT Technical Assistant/ Police Department	1,000	To	1,500
JIF Fund Commissioner	2,000	To	3,000
JIF Safety Coordinator	2,000	To	3,000
JIFOSHA Compliance Coordinator	1,000	To	1,000
JIF Claims Coordinator	2,000	To	2,000
Key Control Coordinator	1,000	To	1,500
Lifeguard/Swimming Instructor	15.49 hr.	To	20.00 hr.
Municipal Emergency Mngt Coord.	6,900	To	25,000
Municipal Judge	40,000	To	54,080
Municipal Judge/Shared	20,000	To	20,000
Park Attendant	15.49	To	16.00
Prosecutor	45,000	To	45,000
Prosecutor/Shared	10,000	To	10,000
Public Defender	13,500	To	17,500
Public Defender / Shared	13,500	To	13,500
Recreation Leader	15.49	To	25.00
Public Relations Coordinator	1,000	To	3,000
Recording Secretary Fire	1,000	To	1,300
Recording Secretary Planning	3,000	To	3,000
Recreation Aide	15.49 hr.	To	20.00 hr.
Right to Know Coordinator	3,500	To	3,500
Short Term Rental Coordinator	3,000	To	3,000

Section 2. Prior approval from the Manager's Office is required for owners of private automobiles that are used for travel in connection with Township business. Owners shall be reimbursed for the use of said automobiles in accordance with the business use mileage rate established by the Internal Revenue Service in the year in which the travel occurred. All employees who do use their personal cars for Township business must furnish the Department of Revenue & Finance with a Certificate of Insurance supplied by the employee's insurance agent.

Section 3. Whenever a salary range is provided in this ordinance, the Township Council pursuant to the Lower Township Administrative Code and pursuant to contract shall determine the salary of the employees involved in the range, such determination to be made on the basis of time holding the position, experience, ability and performance. The Township shall not be obligated with respect to any employee to grant an increase in any year, except as may be provided by contract.

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

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

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

ORDINANCE #2025-25

SALARY AND BENEFIT ORDINANCE FOR THE TOWNSHIP OF LOWER (continued)

Section 4. The Chief Executive Official is hereby authorized to adopt a group hospitalization plan and other insurance plans pursuant to contract and to provide that such premiums be paid by the Township of Lower.

Section 5. The Township Council is hereby authorized to award overtime pay at the rate of one and one half of the regular rate, in accordance with the Federal Labor Standards Act applicable thereto, pursuant to contracts for all employees.

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

First Reading: December 1, 2025

Thomas Conrad, Councilmember

Second Reading:

Joseph Wareham, Councilmember

Roland Roy, Jr. Councilmember

Attest: _____
Karen Fournier, Deputy Township Clerk

Kevin Coombs, Deputy Mayor

Frank Sippel, Mayor

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

ORDINANCE #2025-26

Title: AN ORDINANCE AMENDING CHAPTER 340, FIRE PREVENTION, ARTICLE II, UNIFORM FIRE SAFETY CODE, OF THE CODE OF THE TOWNSHIP OF LOWER TO MODIFY ANNUAL FIRE INSPECTION REQUIREMENTS

WHEREAS, Chapter 340, Fire Prevention, of the Code of the Township of Lower sets forth and establishes minimum fire safety standards throughout the Township of Lower; and

WHEREAS, § 340-13(B)(16)(a) of the Code of the Township of Lower outlines the purposes/requirements for fire inspections associated with rental properties within the Township; and

WHEREAS, the Township Council of the Township of Lower finds that it is appropriate to remove the requirement outlined within § 340-13(B)(16)(a)[4] of the Code of the Township of Lower in order to ensure consistency with fire inspection requirements outlined within the New Jersey Uniform Fire Code.

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

Section 1. Chapter 340, Article II, Uniform Fire Safety Code, Subsection 13, Additional Required Inspections and Fees, Subpart B(16) is hereby amended to remove the inspection requirement outlined within § 340-13(B)(16)(a)[4] as follows:

340-13 Additional Required Inspection and Fees.

B. Uses

(16) For rental properties, the fee shall be \$130 per unit. This \$130 inspection fee shall include campground and mobile home park rental units, including but not limited to houses, cabins and trailers to be used for dwelling purposes. All seasonal/vacation and year-round rental properties shall be inspected one time per calendar year. All seasonal/vacation rentals must pass inspection prior to the start of the rental season (June 1) in any given calendar year. For all rentals, including one- and two-family dwelling units, the Lower Township Bureau of Fire Safety shall conduct a fire inspection one time per calendar year.

(a) This fire inspection shall be for the purposes of:

- [1] Establishing that the occupancy has not been changed unless the structure has been upgraded to the new use as required under the New Jersey Administrative Code 5:23-2.6(b), change of use group.
- [2] Ensuring that the property is in compliance with the New Jersey Uniform Fire Code N.J.A.C. 5:70-4.19 and other fire safety requirements.
- [3] Ensuring that the required fire extinguisher is properly located within the property and is maintained as per National Fire Protection Association Standard No. 10.
- [4] Ensuring that hood protection is being provided under combustible cabinets that are installed directly over cooking appliances.

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

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

Section 4. This Ordinance shall become effective 20 days after final passage and publication according to law.

Thomas Conrad, Councilmember

Joseph Wareham, Councilmember

Roland Roy, Jr., Councilmember

Kevin Coombs, Deputy Mayor

First Reading: December 1, 2025

Frank Sippel, Mayor

Adopted:

Attest: _____
Karen S. Fournier, Deputy Township Clerk

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

ORDINANCE #2025-22

Title: AN ORDINANCE AMENDING CHAPTER 400, LAND DEVELOPMENT, OF THE CODE OF THE TOWNSHIP OF LOWER

WHEREAS, Chapter 400, Land Development, of the Code of the Township of Lower regulates and limits the uses of land, the uses and locations of buildings and structures; regulating and restricting the height and bulk of buildings and structures determining the area of yards and other open spaces; regulating and restricting the density of population; dividing the Township of Lower into districts for such purposes; adopting a map of said Township showing boundaries and the classification of such districts; establishing rules, regulations and standards governing the subdivision of land within the Township; establishing a Planning Board and a Board of Adjustment; and prescribing penalties for the violation of its provisions; and

WHEREAS, pursuant to the New Jersey Municipal Land Use Law, specifically N.J.S.A. 40:55D-25 and N.J.S.A. 40:55D-28, the Lower Township Planning Board is vested with the authority to prepare, adopt, and amend the Township's Master Plan and to make recommendations to the governing body concerning amendments to the Township's development regulations, including its Land Development Ordinance; and

WHEREAS, at its duly noticed October 16, 2025 public meeting, the Lower Township Planning Board, reviewed and recommended certain amendments to Chapter 400, Land Development, Article II, Terminology, Section 8, Definitions, of the Code of the Township of Lower to ensure consistency, remove outdated terminology, and better align the Township's ordinance with the goals and objectives of the Township's Master Plan; and

WHEREAS, the Township Council of the Township of Lower has reviewed the Planning Board's recommendations and finds that adoption of the proposed amendments Chapter 400, "Land Development," Article II, "Terminology, Section 8, Definitions, of the Code of the Township of Lower, as recommended by the Planning Board, is in the best interest of the Township and its residents.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Chapter 400, Land Development, Article II, Terminology, Section 8, Definitions, of the Code of the Township of Lower, be and hereby is amended as follows:

Section 1. The following definitions outlined within **Chapter 400, Land Development, Article II, Terminology, Section 8, Definitions**, are hereby amended and restated as follows:

400-8 Definitions.

Accessory Building, Structure or Use

A building, structure or use which is customarily associated with and is subordinate and incidental to the principal building, structure or use and which is located on the same lot therewith. An accessory building attached to the principal building shall comply in all respects with the requirements applicable to the principal building. Accessory Buildings, Structures or Use shall not exceed the height of the Principal Structure or the Building Coverage of the Principal Structure.

Dwelling Unit

A room or series of connecting rooms designed for permanent or seasonal or temporary residency containing any one of the following; 1. Living, 2. Cooking, 3. Sleeping, 4. Sanitary facilities, for one housekeeping unit. The dwelling unit shall be self-contained and shall not require passing through another dwelling unit or other indirect route(s) to get to any portion of the dwelling unit.

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

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

Section 4. This Ordinance shall become effective 20 days after final passage and publication according to law.

Thomas Conrad, Councilmember

Joseph Wareham, Councilmember

Roland Roy, Jr., Councilmember

Kevin Coombs, Deputy Mayor

First Reading: November 3, 2025

Frank Sippel, Mayor

Adopted:

Attest: _____
Karen S. Fournier, Deputy Township Clerk