

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

Work Session

Certificates of Appreciation - Deputy Mayor Coombs

Consent Agenda

Approval of Minutes – March 3, 2025

- Res. #2025-121 Authorization for the Payment of Vouchers \$ 973,285.74
Res. #2025-122 Authorization for the Payout of Accumulated Compensatory Time (S.Elan-Hampton \$2,513.33)
Res. #2025-123 Authorizing Extension of Statutory Budget Dates
Res. #2025-124 Authorizing the Payout of Terminal Leave (S.Flitcroft \$27,459.05)
Res. #2025-125 Approval for Run the Vineyards
Res. #2025-126 Authorization for Summer Camp Reserve Fund
Res. #2025-127 A Resolution Requesting Release of Demolition Bond for Block 280, Lot 44.02; 243 Pinetree Avenue, Lower Township; Sea Haven Delaware Avenue, LLC
Res. #2025-128 Issuance of Ice Cream Peddling and Ice Cream Salesman License for the year 2025
Res. #2025-129 A Resolution Declaring an Emergency Due to a Large and Deep Sinkhole at the Dune Compromising the Outfall Pipe Within the Pedestrian Walkway on Ocean Avenue in the Villas.
Res. #2025-130 Authorization to Participate in the South Jersey Power Cooperative Electric Bid (SJPC) up to Twenty-Four (24) Month Contract
Res. #2025-131 Authorizing the Sale of Township of Lower Surplus No Longer Needed for Public Use on GOVDEALS Online Auction Website
Res. #2025-132 A Resolution Authorizing the Ride to Defeat ALS Scheduled for June 14, 2025
Res. #2025-133 Approval for Holy Spirit Lutheran Church to Conduct a Flea Market
Res. #2025-134 Re-Appointment to the Recreation Advisory Board
Res. #2025-135 Renewal of 2025 Campground Licenses
Res. #2025-136 Approving a Professional Service Agreement with DeBlasio & Associates for the Municipal Pool Building Replacement – Final Design and Construction Phase Services (LT-C-063)
Res. #2025-137 Approval for Roadside Solicitation by Villas Volunteer Fire Company, Inc.
Res. #2025-138 A Resolution Affirming the Decision to Revoke the Towing License Issued to Cape May Riggins and their removal from the Rotary Towing List for Good Cause as Determined by the Lower Township Chief of Police
Ord #2025-10 An Ordinance Amending Chapter 400, Land Development, Article X, Fees for Conditional Uses, Guarantees, Bonds, Inspections and Off-Tract Improvements, Subsection 80 (A), Fees to Update the Fees Associated with Land Development Applications
Ord #2025-11 An Ordinance Amending Chapter 235, Construction Codes, Uniform, Subsection 4, Fees; Surcharge Fees, to Eliminate and/or Modify Certain Construction Permit Application Fees to Ensure Consistency with the New Jersey Uniform Construction Code
This is the first reading of Ordinances #2025-10 and 202-11. The second reading and public hearing has been scheduled for April 21, 2025.

Regular Agenda

- Ordinance #2025-06 An Ordinance Amending Chapter 3, Administration of Government, Article VI, Office of the Township Manager; Departments, Subsection 23, Departments of Revenue and Finance, Division of Taxation; Division of Tax Collection; Qualified Purchasing Agent, of the Code of the Township of Lower. This is the second reading and public hearing for this Ordinance. This Ordinance has been posted, published and made available to the public.
Ordinance #2025-07 An Ordinance Amending Chapter, 185, Brush, Grass and Debris, of the Code of the Township of Lower, to establish New Regulations Prohibiting the Planting of Bamboo. This is the second reading and public hearing for this Ordinance. This Ordinance has been posted, published and made available to the public.

Engineer Report**Administrative Reports**

Construction, Tax, Vital Statistics

Public Comment**Council Comments****Adjourn**

COUNCIL MEETING MINUTES – March 3, 2025

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on March 3, 2025 at 5:00 p.m. in the meeting room of the Township Hall, 2600 Bayshore Road, Villas, New Jersey.

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

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

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

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

Work Session

Resolution # 2025-105 – Introduction of 2025 Budget

Manager Laffey presented the attached 2025 Budget Message revealing a proposed one and a half cent increase and pointing out the factors contributing to the increase. He announced the Public Hearing scheduled for April 7, 2025 at 5 p.m. The budget summary will be published in the Cape May Star and Wave and on the Township website. Copies of the budget are available in the Clerk's Office at Township Hall.

Municipal Auditor, Leon Costello of Ford, Scott & Associates, explained the budget process and the important factors contributing to the proposed increase. He recognized this as a sound budget and stated that the increase is minimal compared to many other municipalities.

CFO Lauren Read thanked the department heads and Manager Laffey for their collaborative efforts and stated that the proposed budget is sound and responsible. The budget will be available on the Township website tomorrow.

Mayor Sippel complimented key players for their efforts on the budget and commented on universal cost increases.

Councilmember Conrad thanked Lauren Read for her dedicated work on the budget and thanked Tax Collector Kathy Brown for an outstanding collection rate.

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

Consent Agenda

Approval of Minutes – February 19, 2025

Res. #2025-106 Authorization for the Payment of Vouchers \$ 668,044.96

Res. #2025-107 Authorization for Refund of Taxes

Res. #2025-108 Approval of Contribution to the Coast Guard Community Foundation

Res. #2025-109 Approval for Various Events Hosted by the Lower Township Recreation Department

Res. #2025-110 Resolution Supporting the City of Cape May and Cape May County's Application to the United States Coast Guard for Official Designation of Cape May County as "A Coast Guard Community"

Res. #2025-111 FY2026 Governor's Council on Substance Use Disorder

Res. #2025-112 Authorizing the Disposal of Township of Lower Surplus no longer needed for Public Use

Res. #2025-113 Authorizing the Sale of Township of Lower Surplus no longer needed for public use on GOVDEALS Online Auction Website

Res. #2025-114 Renewal of Trailer Park License for the Year 2025

Res. #2025-115 Authorization for the Payout of Accumulated Compensatory Time (J.Scheck \$16,092.74)

- Res. #2025-116 A Resolution Opposing Atlantic City Electric's 17.23% Electricity Rate Increase, Calling on Atlantic City Electric to Withdraw their Application to the New Jersey Board of Public Utilities for an Additional 8% Increase Up for Consideration in April, 2025, and calling on Members of the NJBPU to resign immediately due to their failure to uphold their Fiduciary Duty to the public as Board Members
- Res. #2025-117 Authorizing the Approval to Submit a FY2026 Community Project Funding Grant Application for the Arctic Avenue Drainage and ADA Improvement Project
- Res. #2025-118 A Resolution Authorizing the Execution of a Memorandum of Agreement between the Township of Lower and Delaware River and Bay Authority Concerning the Widening of Beach Drive between Lincoln Boulevard and the David Douglass, Sr. Memorial Park and the Construction of a Pedestrian Walkway along Beach Drive
- Res. #2025-119 Change in Custodian of Petty Cash
- Res. #2025-120 Approving Change Order #3 with DeBlasio & Associates for David Douglass Sr. Memorial Park Renovations – Permitting Phase Service (LT-C-043)

Ord #2025-08 An Ordinance Amending Chapter 500, Property Maintenance, of the Code of the Township of Lower, to Establish Regulations for Swimming Pools

Ord. #2025-09 An Ordinance Amending Chapter 475, Parks and Recreation Areas, Article IV, Fees and Reimbursements, of the Code of the Township of Lower, to enact Registration Fees Associated with a Youth Summer Camp hosted by the Lower Township Recreation Department

This is the first reading of Ordinances #08 & 09. The second reading and public hearing has been scheduled for April 7, 2025.

Mayor Sippel commented on Resolution #2025-116; opposing AC Electric's rate increases.

Mayor Sippel pointed out Ordinance #2025-09; establishing a Youth Summer Camp hosted by the Recreation Dept.

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

Regular Agenda

Ord #2025-05 An Ordinance Amending Chapter 583, Streets and Sidewalks, Article 1, Excavation of Streets, 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.

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

Administrative Reports

Treasurer

Manager's Report

Manager Laffey gave Council an update on the Bay Outfall Extension Project as well as beach raking.

Councilmember Conrad informed that the DEP ropes off restricted areas early.

Mayor Sippel voiced concern about the areas being raked.

Public Comment

Paul Will, 704 Scott Ave, inquired about volunteering for beach clean-up.

Manager Laffey informed about Clean Communities and civic groups and suggested reaching out to the Recreation Department for more information.

Council Comments

Councilmember Conrad voiced opposition to the government's push for dependency on electricity, especially due to increases in electricity rates.

Councilmember Wareham wished good luck to the local high school basketball teams during the state tournament.

Councilmember Roy thanked the folks responsible for removing the graffiti from the Lincoln Blvd restroom facility. Councilmember Wareham informed that patrolmen were actively investigating the graffiti incident. Manager Laffey complimented the efforts of both staff and volunteers on the removal of the graffiti.

Deputy Mayor Coombs inquired about installing cameras at the Lincoln Blvd. restroom facilities.

Manager Laffey informed that connectivity issues are being addressed for cameras.

Councilmember Conrad suggested reaching out to Verizon for boosters.

Deputy Mayor Coombs wished LCMR basketball team and wrestling team good luck in the state tournaments.

Mayor Sippel announced the Red Cross Blood Drive and Elementary Preschool Registration.

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 5:25 p.m.

Frank Sippel, Mayor

Township Clerk

Approved:

MANAGER'S ANNUAL BUDGET MESSAGE
2025 BUDGET INTRODUCTION – MARCH 3, 2025

Mayor and Council have received copies of the proposed municipal budget for 2025 and the local tax rate will have an increase of 1 ½ cents. We were able to cut the increase down from 2 ½ cents due to the following factors:

1. Our Tax Assessor's office worked tirelessly to increase our valuation by almost \$36M
2. We were able to anticipate greater revenues in our occupancy tax
3. We added a new revenue for local taxes on cannabis sales

The biggest spending increase in this budget is salaries and wages. We settled 4 union contracts in 2024 so this budget is the first full year with the negotiated increases. Moving forward, this spending line will be more level.

The Township completed 2024 with a surplus of \$9.4M, our second highest year-end fund balance. Of that balance \$4.5M is being applied to this year's budget. These totals fall well within the parameters of our fund balance policy and projections show that surplus will be replenished at year-end.

The tax collection rate for 2024 was 99%. This collection rate added almost \$1.4M to the surplus while all other revenues contributed almost \$2M.

One cent on this tax rate equals \$377,162 and to calculate the reserve for uncollected taxes we used 97.75%. We're below the levy cap by \$264,636 and below the spending cap by \$384,670.

The public hearing is scheduled for April 7th at 5:00 p.m. A budget summary will be published in the Cape May Star & Wave. Copies will be available on the Township website as well as in the Clerk's office at Townhall.

Resolution # 2025-121

Ranges		Item Status	Purchase Types	Misc					
<i>Range: First to Last</i>		<i>Open: N</i>	<i>Bid: Y</i>	<i>P.O. Type: All</i>					
<i>Rcvd Batch Id Range: First to Last</i>		<i>Void: N</i>	<i>State: Y</i>	<i>Include Project Line Yes</i>					
		<i>Paid: N</i>	<i>Other: Y</i>	<i>Items:</i>					
		<i>Held: Y</i>	<i>Exempt: Y</i>	<i>Format: Condensed</i>					
		<i>Aprv: N</i>		<i>Include Non-Budgeted: Y</i>					
		<i>Rcvd: Y</i>		<i>Vendors: All</i>					
Vendor #	P.O. #	PO Date	Name	Description	Status	Amount	Void Amount	Contract	PO Type
00028				ACTION SUPPLY*					
25-00591		02/28/25		CONCRETE MIX /DPW	Open	\$536.52	\$0.00		
00055				LARRY AKINS					
25-00675		03/11/25		MEDICAL REIMBURSEMENT	Open	\$247.00	\$0.00		
00110				ANCO HOME CENTER ~					
25-00344		01/28/25		RDS/SIGNS/BLG/DPW/FEB.	Open	\$610.02	\$0.00		
25-00614		03/03/25		SALT FOR SOFTENER	Open	\$128.85	\$0.00		
25-00643		03/06/25		MONTHLY- FEBRUARY '25	Open	\$179.22	\$0.00		
				Vendor Total:		\$918.09			
00128				ASSN OF CTA'S OF CAPE MAY CO.					
25-00227		01/22/25		CMC Assessors Association Dues	Open	\$660.00	\$0.00		
00153				ATLANTIC CITY ELECTRIC*					
25-00668		03/10/25		ALANTIC CITY ELECTRIC	Open	\$28,561.79	\$0.00		
00257				BAYSHORE LANDSCAPING INC*					
25-00638		03/06/25		RES#25-50	Open	\$5,450.00	\$0.00		
00301				BELMONT AND CRYSTAL SPRINGS*					
25-00623		03/05/25		MONTHLY FEB/MARCH 2025	Open	\$40.48	\$0.00		
25-00632		03/05/25		WATER - DPS	Open	\$294.60	\$0.00		
				Vendor Total:		\$335.08			
00373				DONNA BLACKLEY					
25-00676		03/11/25		MEDICAL REIMBURSEMENT	Open	\$104.00	\$0.00		
00611				COUNTY OF CAPE MAY (FUEL)					
25-00529		02/25/25		NO LEAD GAS/DIESEL/DPW JAN	Open	\$22,856.81	\$0.00		
00784				CAPE MAY STAR & WAVE					
25-00618		03/03/25		legals - 2/26/2025	Open	\$60.00	\$0.00		
00825				COMCAST INTERNET					
25-00648		03/07/25		FEB- MARCH INTERNET	Open	\$151.48	\$0.00		
01075				COPIERS PLUS*					
25-00647		03/07/25		MARCH COURT- COPIER	Open	\$35.59	\$0.00		
01171				VERIZON WIRELESS - TOWNHALL					
25-00667		03/10/25		VERION WIRELESS- TOWNHALL	Open	\$527.16	\$0.00		
01200				DELTA DENTAL PLAN OF NJ					
25-00612		03/03/25		FEB 2025 DENTAL ADMIN	Open	\$1,419.33	\$0.00		
25-00663		03/07/25		FEB 2025 DENTAL CLAIMS	Open	\$10,957.20	\$0.00		

Lower Township
Bill List By Vendor Id

03/12/2025

04:01 PM

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
01200		DELTA DENTAL PLAN OF NJ					
				<i>Account Continued</i>			
			Vendor Total:	\$12,376.53			
01450 25-00535	02/25/25	ERMA DELI WARMING CENTER FOOD 2/22/25	Open	\$283.50	\$0.00		PC1
01530 25-00398	02/06/25	FIRE DISTRICT #1 2025 FIRE DISTRICT #1 TAX	Open	\$139,803.75	\$0.00		
01540 25-00410	02/07/25	FIRE DISTRICT #2 2025 FIRE DISTRICT #2 TAXES	Open	\$426,920.00	\$0.00		
01550 25-00412	02/07/25	FIRE DISTRICT #3 2025 FIRE DISTRICT #3 TAXES	Open	\$188,667.11	\$0.00		
01653 25-00378	02/06/25	GENTILINI FORD ~ PARTS FOR TRUCKS/DPW/FEB	Open	\$2,760.31	\$0.00		
01741 25-00609	03/03/25	GENTILINI CHEVROLET, LLC ~ STARTER/DPW	Open	\$214.48	\$0.00		
01806 25-00640	03/06/25	ANTHONY J HARVATT, II, ESQ ZBA SOLICITOR SALARY (MARCH)	Open	\$834.00	\$0.00		
25-00642	03/06/25	ZIMICK V. LOWER TOWNSHIP ZBA	Open	\$1,090.00	\$0.00		
25-00665	03/07/25	ZBA RESOLUTION VOUCHERS (MARCI	Open	\$1,000.00	\$0.00		
			Vendor Total:	\$2,924.00			
02025 25-00601	03/03/25	HUNTER JERSEY PETERBILT~ CONNECTOR/FUEL SUPPLY/DPW	Open	\$237.59	\$0.00		
02108 25-00596	03/03/25	KEEN COMPRESSED GAS CO* COMPRESSED AIR/DPW	Open	\$144.33	\$0.00		
02247 25-00599	03/03/25	LAWSON PRODUCTS, INC. ~ SUPPLIES/DPW	Open	\$699.67	\$0.00		
02661 25-00693	03/12/25	KENNETH J. MCGURK MEDICAL CLAIM- MEDICARE SUP.	Open	\$1,101.30	\$0.00		
02725 25-00610	03/03/25	THOMAS MILLS PLUMBING INS 02/04, 02/06	Open	\$196.00	\$0.00		
02947 25-00646	03/07/25	DONALD MURPHY MEDICAL	Open	\$746.00	\$0.00		
03162 25-00622	03/05/25	RUTGERS UNIVERSITY - OFFICE OF RECORDS MANAGEMENT CLASS - AM	Open	\$653.00	\$0.00		
03173 25-00641	03/06/25	OCEAN CITY SENTINEL DISPLAY AD JAKES PLAYGROUND	Open	\$103.95	\$0.00		
03305		PEDRONI FUEL*					

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
03305		PEDRONI FUEL*					
							<i>Account Continued</i>
25-00581	02/26/25	NO LEAD GAS/DPW	Open	\$724.14	\$0.00		
03387		POGUE INC. *					
25-00597	03/03/25	PRE EMPLOYMENT/DPW	Open	\$680.00	\$0.00		
03518		RIGGINS, INC.*					
25-00580	02/26/25	DIESEL FUEL/DPW	Open	\$1,396.38	\$0.00		
25-00629	03/05/25	OFF HIGHWAY DIESEL/DPW	Open	\$856.12	\$0.00		
		Vendor Total:		\$2,252.50			
03537		RUTGERS, THE STATE UNIVERSITY*					
24-03418	12/13/24	TAX COLLECTION II	Open	\$1,129.00	\$0.00		
25-00383	02/06/25	Municipal Clerks Continuing Ed	Open	\$490.00	\$0.00		
		Vendor Total:		\$1,619.00			
03611		SERVICE TIRE TRUCK CENTERS ~					
25-00131	01/14/25	TIRES/RDS/SANT/RECY/DPW/JAN	Open	\$5,732.00	\$0.00		
03692		SOUTH JERSEY GAS CO*					
25-00649	03/07/25	FEB-MARCH SJG	Open	\$15,272.81	\$0.00		
03764		TCTANJ					
25-00659	03/07/25	2025 MEMBERSHIP KATHY & STEPH	Open	\$200.00	\$0.00		
03844		GIACOMO TROMBETTA					
25-00673	03/11/25	VISION REIMBURSEMENT	Open	\$165.00	\$0.00		
03904		LOWE'S HOME CENTER INC*					
25-00115	01/13/25	SUPPLIES FOR BUILDINGS/DPW/JAN	Open	\$393.01	\$0.00		
03971		VERIZON WIRELESS MDT POLICE					
25-00661	03/07/25	VERIZON PD & TWP 12/21-1/20	Open	\$1,250.93	\$0.00		
04041		WEIGHTS & MEASURES FUND					
25-00627	03/05/25	CERTIFICATION OF TUNING FORKS	Open	\$440.00	\$0.00		
04097		CINTAS FIRST AID AND SAFETY*					
25-00532	02/25/25	COURT CABINET SERVICE 2/2025	Open	\$19.12	\$0.00		
25-00624	03/05/25	CINTAS-TOWNHALL MARCH	Open	\$35.65	\$0.00		
		Vendor Total:		\$54.77			
6027		ERIC BRONSON					
25-00606	03/03/25	REIMBURSEMENT-COACH	Open	\$15.00	\$0.00		
6094		ANCHOR RUBBER STAMP & PRINT*					
25-00508	02/21/25	NOTARY STAMP	Open	\$36.90	\$0.00		
7098		SHORE VETERINARIAN ANIMAL					
25-00669	03/10/25	ANIMAL CONTROL -FEBRUARY 2025	Open	\$300.00	\$0.00		
7118		ABSECON SOCIAL & ATHLETIC CLUB					

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
7118		ABSECON SOCIAL & ATHLETIC CLUB		<i>Account Continued</i>			
25-00511	02/21/25	ABSECON MARCH MADNESS B-BALL	Open	\$175.00	\$0.00		
7139		MRC INC*					
25-00032	01/03/25	5" REPLACEMENT UPRIGHT CAPS	Open	\$178.96	\$0.00		
25-00056	01/09/25	ADA PICNIC TABLE	Open	\$1,978.70	\$0.00		
		Vendor Total:		\$2,157.66			
7310		CORELOGIC REAL ESTATE TAX SER					
25-00583	02/26/25	B-120 L-44 SOLBACH	Open	\$989.98	\$0.00		
7348		ROBERT MARTIN JR.					
25-00674	03/11/25	VISION REIMBURSEMENT	Open	\$165.00	\$0.00		
7391		ANDREW WELSH					
25-00512	02/21/25	LACROSSE LEAGUE ASSIGNOR	Open	\$110.00	\$0.00		
7461		DEGLER WHITING, INC*					
24-03421	12/17/24	HOCKEY GOALS	Open	\$1,300.00	\$0.00		
7483		MATT SCHELLING					
25-00651	03/07/25	REIMBURSEMENT- COACH	Open	\$15.00	\$0.00		
7526		J HARRIS ACADEMY OF POLICE LLC					
25-00236	01/23/25	NEXT LEVEL REPORTING CLASS	Open	\$756.00	\$0.00		
7636		MOTT MACDONALD LLC					
25-00392	02/06/25	ZBA MOTT MACDONALD VOUCHER	Open	\$78.50	\$0.00		
25-00630	03/05/25	ZBA MOTT MACDONALD VOUCHERS	Open	\$1,826.37	\$0.00		
		Vendor Total:		\$1,904.87			
7820		DEBLASIO & ASSOCIATES, P.C					
25-00639	03/06/25	ZBA BOARD ENGINEER VOUCHERS	Open	\$6,274.71	\$0.00		
7929		AMAZON CAPITAL SERVICES, INC ~					
25-00373	02/03/25	METAL CUTTING CHOP SAW	Open	\$479.00	\$0.00		
25-00483	02/13/25	WIRING HARNESS FOR SNOW PLOW	Open	\$212.74	\$0.00		
25-00505	02/20/25	CLEANING SUPPLIES/TRASH BAGS	Open	\$1,690.23	\$0.00		
25-00513	02/21/25	BOCA OFFICE SUPPLIES	Open	\$267.24	\$0.00		
25-00514	02/21/25	FUEL TANK STEP TRK 25	Open	\$199.00	\$0.00		
25-00527	02/24/25	WIRE MESH FOR CATCH BASINS	Open	\$83.68	\$0.00		
25-00534	02/25/25	OFFICE SUPPLIES	Open	\$521.61	\$0.00		
25-00594	02/28/25	BOYS LACROSSE EQUIPMENT	Open	\$728.79	\$0.00		
25-00611	03/03/25	KEYLESS DOOR OPENER & COFFEE	Open	\$137.00	\$0.00		
25-00620	03/04/25	PURCHASING SUPPLIES	Open	\$142.87	\$0.00		
25-00626	03/05/25	SOFT RUBBER LACROSSE BALLS	Open	\$296.00	\$0.00		
25-00666	03/07/25	STX LACROSSE THROAT PROTECTOR	Open	\$100.00	\$0.00		
		Vendor Total:		\$4,858.16			
7985		EAW SECURITY					
24-02514	09/18/24	DIAMOND BEACH ACCESS RESTROOM	Open	\$5,501.09	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
7985		EAW SECURITY	<i>Account Continued</i>				
25-00231	01/23/25	2 EXTRA CKR-X2 KEYS	Open	\$460.00	\$0.00		
		Vendor Total:		\$5,961.09			
8072		JOHNSONS CONTROL SERCURITY *					
25-00621	03/05/25	FINGERPRINT MAINT AGREEMENT 25	Open	\$128.16	\$0.00		B
8175		INTEGRITY INTERPRETING LLC					
25-00533	02/25/25	COURT INTERPRETING 1/2025	Open	\$73.50	\$0.00		
8655		DOLLAR GENERAL					
25-00578	02/26/25	WARMING CENTER PLATES/UTENSILS	Open	\$23.82	\$0.00		PC1
8672		LOGMEIN INC.					
25-00096	01/13/25	2025 GO TO MTGS	Open	\$19.00	\$0.00		PC1
8706		GOLDENBERG, MACKLER & SAYEGH					
25-00654	03/07/25	Municipal Foreclosures	Open	\$531.90	\$0.00		
8725		W. CAMPBELL SUPPLY CO AC*					
25-00530	02/25/25	CAP WASHER/DPW	Open	\$32.94	\$0.00		
8735		SURENIAN EDWARDS & NOLAN LLC					
24-01010	04/18/24	Aff Housing - Res.2024-121 10k	Open	\$2,417.41	\$0.00		B
25-00482	02/13/25	AFF HOUSING RES #2025-15	Open	\$1,174.99	\$0.00		B
		Vendor Total:		\$3,592.40			
8736		TRACTOR SUPPLY COMPANY					
25-00660	03/07/25	DUMPSTER WHEELS	Open	\$239.94	\$0.00		PC1
8752		VALARIE CUEVAS					
25-00650	03/07/25	REIMBURSEMENT-COACH	Open	\$15.00	\$0.00		
8761		DEUCE GREANEY					
25-00520	02/24/25	REIMBURSEMENT-COACH	Open	\$15.00	\$0.00		
8861		WITMER PUBLIC SAFETY GROUP INC					
25-00433	02/10/25	FS FIRE SCENE LIGHT	Open	\$924.00	\$0.00		
9026		STARR SEPTIC LLC ~					
25-00600	03/03/25	LUXURY BATHROOM/DPW	Open	\$948.00	\$0.00		
9134		ASCENDANCE TRUCK EASTERN PA					
25-00598	03/03/25	SERVICE ELEMENT/DPW	Open	\$717.42	\$0.00		
9169		EB EMPLOYEE SOLUTIONS LLC					
25-00662	03/07/25	DIFF. CARD ADMIN MARCH 2025	Open	\$3,896.75	\$0.00		
9177		TREE BARBER TRIMMING &					
25-00528	02/25/25	TREE REMOVAL @ ROTARY PARK	Open	\$4,000.00	\$0.00		
9253		ATHLETICA SPORT SYSTEMS INC					

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
9253		ATHLETICA SPORT SYSTEMS INC		<i>Account Continued</i>			
24-02408	09/09/24	Z BRACKETS/CAP RAIL HOCKEY RNK	Open	\$10,140.00	\$0.00		
9256		UNITED ELECTRIC SUPPLY CO INC					
24-02680	10/09/24	CASE OF T5 LIGHTBULBS	Open	\$222.92	\$0.00		
25-00489	02/18/25	EMERGENCY LIGHT DPW	Open	\$489.32	\$0.00		
		Vendor Total:		\$712.24			
9301		DUSTIN STURM					
25-00521	02/24/25	REIMBURSEMENT-COACH	Open	\$15.00	\$0.00		
9317		VERIZON CONNECT FLEET USA LLC					
25-00658	03/07/25	FLEET GPS 1/1-2/28/25	Open	\$376.14	\$0.00		
9326		FURNITURELAND SOUTH					
24-03516	12/27/24	DESK AND CHAIRS	Open	\$1,434.43	\$0.00		PC1
9334		THOMSON REUTERS WEST GROUP					
25-00633	03/05/25	POLICE DISCIPLINARY BULLETIN	Open	\$1,020.00	\$0.00		
9338		J.W. ENTERPRISES SALES CONSULT					
25-00341	01/28/25	Vet Parade Ad Vet Corner Magaz	Open	\$100.00	\$0.00		
9340		CHARLES HEARON					
25-00518	02/24/25	REIMBURSEMENT-COACH	Open	\$41.98	\$0.00		
9341		LAURA LYONS					
25-00519	02/24/25	REIMBURSEMENT-COACH	Open	\$15.00	\$0.00		
9345		LINDSEY SELBY					
25-00652	03/07/25	REIMBURSEMENT-COACH	Open	\$50.00	\$0.00		
9346		MICHELE SMITH					
25-00607	03/03/25	REIMBURSEMENT- LACROSSE COACH	Open	\$60.73	\$0.00		
9347		MATTHEW SMITH					
25-00608	03/03/25	REIMBURSEMENT-LACROSSE COACH	Open	\$50.73	\$0.00		
9348		RAYMOND COSTELLO					
25-00615	03/03/25	FINGERPRINT/BACKGROUND	Open	\$26.98	\$0.00		
AUSTI005		AUSTIN PARKER					
24-00257	01/22/24	2024 EQUIPMENT ALLOWANCE	Open	\$150.00	\$0.00		
25-00300	01/27/25	2025 EQUIPMENT ALLOWANCE	Open	\$94.81	\$0.00		
		Vendor Total:		\$244.81			
BASILE		FRANK BASILE					
25-00605	03/03/25	BASKETBALL ASSIGNOR IN HOUSE	Open	\$250.00	\$0.00		
BYRNE		ELIZABETH BYRNE CUSTODIAN					
25-00677	03/11/25	RETIRED MEDICALSUPPLEMENT	Open	\$618.75	\$0.00		B

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
IAMES 25-00284	01/27/25	MICHAEL IAMES 2025 EQUIPMENT ALLOWANCE	Open	\$124.00	\$0.00		
LOWER 25-00613	03/03/25	LOWER TOWNSHIP FEB 2025 DIFF CARD EXPENDITURE	Open	\$19,488.55	\$0.00		
NJEPA 25-00635	03/06/25	NJEPA 2025 EMERGENCY PREPAREDNESS C	Open	\$500.00	\$0.00		

Total Purchase Orders: 116 Total P.O. Line Items: 0 Total List Amount: \$942,505.74 Total Void Amount: \$0.00

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

RESOLUTION # 2025-121

Title: AUTHORIZING PAYMENT OF VOUCHERS

<u>VENDOR</u>	<u>CHECK #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Darla Hand	#6106	Drapes for Mayor's Office	\$780.00
TOTAL MANUAL CHECKS:			\$780.00
TOTAL COMPUTER GENERATED:			\$942,505.74
TOTAL BILL LIST			\$973,285.74

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on February 19, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION # 2025-122

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to Simba Elam Hampton in the amount of 2,513.33 is authorized and chargeable to the 2025 Budget account 5-01-25-240-124.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
WAREHAM						
ROY						
COOMBS						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held March 17, 2025.

Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

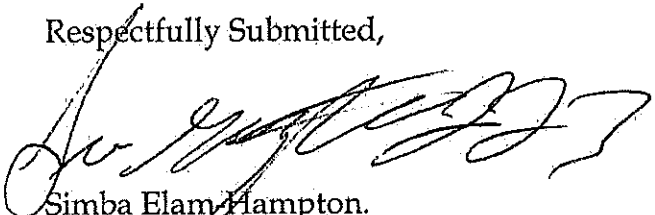
SPECIAL REPORT

TO: Chief Kevin Lewis
FROM: Ptlm. Simba Elam-Hampton
DATE: March 1, 2025
SUBJECT: Comp Time Buyout

Chief Lewis,

I am asking to submit this letter to payroll requesting a buyout of 95 hours of accrued comp time. Thank you in advance for your time and attention to this request.

Respectfully Submitted,



Simba Elam-Hampton.
Patrolman Badge 223

95 X \$26.4561 = \$2,513.33

C	File	Date	Officer	Comments
		ATZ 187	FWO LTRM 185	
		3/3/25	LT Miley	To Capt. Majone Combined Has Time
		3-3-25	Capt. Majone FWO	to D.C. Vanaman
		3-4-25	PC Vanaman	TO Chief Lewis
		3-4-25	181 (182)	SENT TO TOWNHALL

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

RESOLUTION #2025-123

Title: AUTHORIZING EXTENSION OF STATUTORY BUDGET DATES

WHEREAS, the Local Finance Board has authorized revised dates for statutory budget deadlines as per Local Finance Notice #2024-20 dated December 18, 2024; and

WHEREAS, to avail itself of the revised dates, the governing body must adopt a resolution no later than March 31, 2025 and

WHEREAS, the revised dates are as follows:

	<u>Statutory Date</u>	<u>Revised Date</u>
Budget transmission to governing body	1/17	2/28
Budget introduction and approval	2/10	3/31
Municipal adoption	3/20	4/30

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey hereby avails itself of the revised dates as noted above; and

BE IT FURTHER RESOLVED, that the temporary budget appropriations are hereby increased as may be necessary due to the extension.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 17, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION #2025-124

Title: AUTHORIZING THE PAYOUT OF TERMINAL LEAVE

WHEREAS, the employee listed below has retired from the Township and is entitled to payment for accumulated sick, vacation 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 her signature Lauren Reed 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 payment due to Stephen Flitcroft in the amount of \$27,459.05 is authorized and is chargeable to Reserve for Accumulated Absences.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
WAREHAM						
ROY						
COOMBS						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 17, 2025.

Julie A Picard, Township Clerk

Flitcroft, Stephen

TOWNSHIP OF LOWER
RETIREMENT PAYOUT ANALYSIS
DATE:

EMPLOYEE: Flitcroft, Stephen
DATE OF RETIREMENT: 3/1/2025
DATE OF PAYMENT: _____
RESOLUTION #: _____

Annual Salary:	\$96,714.51
Hourly Rate:	\$44.2832

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	112.03	44.28	4,961.05
Personal	8.31	44.28	367.89
Sick	1,365.40	44.28	9,717.19
Vacation	248.31	44.28	10,995.86
Holiday	32.00	44.28	1,417.06
College Credits			
Terminal Leave Payout			\$27,459.05

	(A)	(B)	(C)	(B * C)	(E)	A + D - E
	Carryover	Annual	9 weeks / 52 weeks	Prorated Time Due	Time Used	Hours to be paid
Comp	112.03			112.03	0.00	112.03
Personal	0.00	48.00	0.17	8.31	0.00	8.31
Sick	1,371.25	128.00	0.17	22.15	28.00	1,365.40
Vacation	264.00	152.00	0.17	26.31	42.00	248.31
Holidays						32.00
Total	1,747.28	328.00	0.52	168.80	70.00	1,734.05

\$15,000 Max
less Sick Buy Back
5282.81

Accrual and time used are current 12/31/2023

Employee Signature: _____
Date: _____

Treasurer's Signature: _____
Date: _____

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

RESOLUTION #2025-125

Title: APPROVAL FOR RUN THE VINEYARDS

WHEREAS, Good Day for a Run, LLC has requested permission to host an event called "Run the Vineyards" Sunday, April 13, 2025; and

WHEREAS, Good Day for a Run has provided the Township with a certificate of Liability Insurance and have received approval from the Lower Township Police Department.

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 17, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION # 2025-126

Title: AUTHORIZATION FOR SUMMER CAMP RESERVE FUND

WHEREAS, the Lower Township Recreation Department has submitted a budget for the newly established Summer Camp; and

WHEREAS, it is necessary to obtain authorization to add this program into our Dedicated by Rider: Recreation Trust Fund Reserve for the Summer Camp; and

WHEREAS, it has been determined that this program will be self-funded through the enactment of fees set by Ordinance #25-09 as well as through monies received for Opioid settlements on reserve in our Federal and State Grant Fund.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey authorizes the Lower Township Summer Camp to be run through the Recreation Trust Fund utilizing fees set by Ordinance #25-09 and Opioid reserve funds held in the Federal and State Grant Fund.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
WAREHAM						
ROY						
COOMBS						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held March 17, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION #2025-127

Title: A RESOLUTION REQUESTING RELEASE OF DEMOLITION BOND FOR BLOCK 280, LOT 44.02;
243 PINETREE AVENUE, LOWER TOWNSHIP; SEA HAVEN DELAWARE AVENUE, LLC

WHEREAS, Sea Haven Delaware Avenue, LLC, posted a Demolition Bond with the Township of Lower in the amount of \$4,000.00; and

WHEREAS, the Township Building Inspector made a final inspection and the Certificate of Approval was issued March 3, 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 \$4,000.00, plus any accrued interest, if applicable, for payment of the above released Demolition Bond.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 17, 2025.

Julie A Picard, 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 Frank Sippel &
Council Members

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

DATE: March 10, 2025

RE: Release of Demolition Bond
243 Pinetree
Villas, NJ
Block 280, Lot 44.02
Resolution #2025-127

Please release to the applicant the demolition bond that the Township is holding in trust, to assure the required demolition. A Certificate of Approval was issued March 3, 2025.

Thank you.

WJG:kms

att. (1)

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

RESOLUTION #2025-128

Title: ISSUANCE OF ICE CREAM PEDDLING AND ICE CREAM SALESMAN LICENSE FOR THE YEAR 2025

WHEREAS, Armen Avetisyan t/a A & T Ice, LLC has submitted an application for an Ice Cream Peddling and Ice Cream Salesman License for the year 2025; and

WHEREAS, all required paperwork and fees have been received for the license.

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 be authorized to issue the following license for the year 2025, after inspection of the vehicle with the Police Department:

Ice Cream Peddling Salesman License

Armen Avetisyan

Ice Cream Peddling Business License

2003 Ford E350 Vin #1FDWE35FO3HA44320

BE IT FURTHER RESOLVED, that anyone selling in conjunction with the above license shall do so only upon proper application and license approval by the Township.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 17, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION #2025-129

Title: **A RESOLUTION DECLARING AN EMERGENCY DUE TO A LARGE AND DEEP SINKHOLE AT THE DUNE COMPROMISING THE OUTFALL PIPE WITHIN THE PEDESTRIAN WALKWAY ON OCEAN AVENUE IN THE VILLAS**

WHEREAS, a large and deep sinkhole has formed within the beach path at Ocean Avenue in the Villas, compromising the outfall pipe through the dunes and posing an immediate safety hazard to pedestrians, as well as the risk of stormwater backup during heavy rainfall; and

WHEREAS, due to the urgency of the situation, Perna-Finnegan Construction has assessed the site and is in the process of securing materials and equipment for necessary repairs, with an estimated cost of \$25,000 to \$35,000.

NOW, THEREFORE, BE IT RESOLVED, that effective immediately, the Township Council of the Township of Lower, County of Cape May, State of New Jersey declares an emergency and authorizes the Township Public Works to take all necessary actions to address and resolve the situation.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
WAREHAM						
ROY						
COOMBS						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at the Council Meeting held on March 17, 2025.

Julie A Picard, Township Clerk

From: [gdouglass](#)
To: [mvitelli](#)
Cc: [Mike Laffey](#); [Christina Lewis](#)
Subject: Emergency Repair Sink Hole Ocean Ave Pipe Repair
Date: Friday, March 7, 2025 1:49:58 PM

Margaret,

A large & deep sink hole has developed within the beach path at Ocean Ave-Villas. The pipe that goes through the dunes to the outfall has been compromised. This sinkhole happens to be within the pedestrian walkway to the bayfront

And imposes an immediate safety risk and potential backup of stormwater if we to have heavy rainfall. I have contacted Perna-Finnegan Construction and they have been on site and are in the process obtaining materials and scheduling equipment to access and repair/replace to correct the issue. Our estimate at this time is \$25,000 to \$35,000. I will proceed with the requisition process upon your approval.

Thank you

Gary Douglass
Public Works Superintendent
Township of Lower
2600 Bayshore Road
Villas, NJ 08251
609-884-0898 ex. 312
609-780-6049 cell

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

RESOLUTION # 2025-130

Title: **AUTHORIZATION TO PARTICIPATE IN THE SOUTH JERSEY POWER COOPERATIVE ELECTRIC BID (SJPC) UP TO TWENTY-FOUR (24) MONTH CONTRACT**

WHEREAS, the Township desires to participate in the South Jersey Power Co-Operative (SJPC), Camden County as lead agency with the approved energy consultant, Concord Energy Services.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Margaret Vitelli, Township Qualified Purchasing Agent is hereby authorized to include the Township of Lower in the South Jersey Power Co-Operative (SJPC) for a Twenty-Four (24) Month contract bid for retail purchase of electric.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
WAREHAM						
ROY						
COOMBS						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 17, 2025.

Julie A Picard, Township Clerk

SJPC 2025 ELECTRICITY BID PARTICIPATION RESPONSE FORM

INSTRUCTIONS: COMPLETE THIS FORM AND RETURN TO CONCORD ENERGY SERVICES, BY EMAIL TO THE ATTENTION OF:

CES Procurement Operations : Email: kcoulter@concord-engineering.com
You will receive an email confirmation that your form has been received.

STEP 1: CHECK THE APPROPRIATE BOX BELOW

YES, PLEASE include my accounts in this year's SJPC Electric Supply Service Bid. I understand that my account(s) will be awarded to the lowest responsible bidder for a service period of up to two (2) years. I authorize the SJPC's representatives to secure our utility data on our behalf.

NO, THANK YOU, we will not participate in this year's SJPC Electric Supply Service Bid.

STEP 2: IF "YES", COMPLETE THE FOLLOWING (all fields required, please write legibly):

Entity and County: Township of Lower / Cape May

Contact Name: Margaret Vitelli

Contact Position: QPA

Contact Email Address: mvitelli@townshipoflower.org

Contact Phone: 609-886-2005 x123

Entity Billing Address:
(for winning energy supplier) 2600 Bayshore Road
Villas NJ 08251

STEP 3: SIGNATURE OF AUTHORIZED REPRESENTATIVE:

By signing the Participation Form, I understand and acknowledge that the entity I represent is hereby committed to the SJPC Electric 2025 bid process and will be contractually bound to the terms of the resulting master agreement between the lead agency and the winning bidder. Subsequent to bid award, we will pass a Board Resolution to document our commitment to the process and the terms of the agreement (low bid price, supplier, contract service dates, etc.) We understand that we cannot and will not switch to an alternate energy supplier during the term of the resulting agreement.

Signature: _____

Printed Name and Position: Margaret Vitelli QPA

STEP 4: SUBMIT ELECTRIC ACCOUNT INFORMATION (see following page for details)

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

RESOLUTION #2025-131

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

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

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

WHEREAS, the Township of Lower intends to utilize the online auction services of GovDeals located at www.govdeals.com; and sell the Township surplus property.

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 17, 2025.

Julie A Picard, Township Clerk

3/17/2025

GOV DEALS RES 2025-

LOCATION	DESCRIPTION /DISPOSAL	FA#
MANAGER OFFICE	4 DRAWER FILE CABINET	1002
MANAGER OFFICE	4 DRAWER FILE CABINET	802
MANAGER OFFICE	4 DRAWER FILE CABINET	1069
CLERKS OFFICE	SONY HANDICAM DCR-SR68	2532
CLERKS OFFICE	CANON DVD CAMCORDER DC220	N/A
CLERKS OFFICE	NIKON COOLPIX 7900	2145
CLERKS OFFICE	HP PHOTOSMART CN79AA9097	N/A
CLERKS OFFICE	FUJIFILM FINEPIX S 2950	N/A

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

RESOLUTION #2025-132

Title: A RESOLUTION AUTHORIZING THE RIDE TO DEFEAT ALS
SCHEDULED FOR JUNE 14, 2025

WHEREAS, The ALS Association – United Mid-Atlantic - seeks authorization and permission to conduct a Ride to Defeat ALS on June 14, 2025; and

WHEREAS, in consideration for said authorization and permission ,the ALS Association executed an indemnification agreement and submitted the required Certificate of Insurance naming the Township of Lower as the Certificate Holder, and secured an agreement with 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 approval is hereby granted for the above event to take place on June 14, 2025.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 17, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION #2025-133

Title: APPROVAL FOR HOLY SPIRIT LUTHERAN CHURCH TO CONDUCT
A FLEA MARKET

WHEREAS, Section 359-13 of the Code of Lower Township prohibits outdoor flea markets within the confines of Lower Township except as provided for in Section 359.13; and

WHEREAS, Section 359-13 of the General Ordinances of the Township of Lower permits non-profit, charitable, civic and religious organizations to conduct outdoor flea markets within the confines of the Township if approved by the Township Council; and

WHEREAS, the Township Council has reviewed the request from Holy Spirit Lutheran Church to conduct a flea market on Jmay 31, 2025 at 1220 Bayshore Road; and

WHEREAS, the Council has determined the applicant meets the ordinance requirements of a non-profit, charitable, civic and/or religious organization.

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 17, 2025.

Julie A Picard, Township Clerk

MARCH 12, 2025

HOLY SPIRIT LUTHERAN CHURCH
1220 BAYSHORE RD.

VILLAS, N.J. 08251
609 886 2414

COUNCIL MEMBERS:

HOLY SPIRIT IS AGAIN HAVING
A RUMMAGE SALE, SATURDAY, MAY 31st
FROM 7AM TO NOON. NO RAIN DATE.

AS IN THE PAST WE ARE
ASKING YOU TO WAIVE FEE
FOR PERMIT AS WE ARE NON-PROFIT.

THANK YOU,
HOLY SPIRIT LC
FRAN GREEN (CONTACT PERSON)
609 886 0550

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

RESOLUTIUN #2025-134

Title: RE-APPOINTMENTS TO THE RECREATION ADVISORY BOARD

WHEREAS, several members of the Recreation Advisory Board had terms which have expired, or will be expiring; and

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

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

<u>NAME</u>	<u>TYPE</u>	<u>TERM EXP</u>
Gregory Douglass	Alt member	March, 2028
Jeff Wunder	Alt Member	March, 2028
Robert Bonner	Reg Member	March, 2028

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
WAREHAM						
ROY						
COOMBS						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 17, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION #2025-135

Title: RENEWAL OF 2025 CAMPGROUND LICENSES

WHEREAS, Beachcomber Campground, Inc., Sun Retreats Cape May Wildwood, Sun Retreats Seashore, Sun Outdoors Cape May and Cape Island Resort have applied for renewal of their Campground Licenses; and

WHEREAS, the applicants have paid the required license fee.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Campground Licenses for the following are hereby renewed for the period of April 1, 2025 through March 31, 2026, subject to all real estate taxes being current.

Beachcomber Campground, Inc.	t/a Beachcomber Campground, Inc.
Sun Lake Laurie RV, LLC	t/a Sun Retreats Cape May Wildwood
Sun Seashore RV, LLC	t/a Sun Retreats Seashore
Sun Communities	t/a Sun Outdoors Cape May
Legacy Communities	t/a Cape Island Resort

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 17, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION #2025-136

Title: **APPROVING A PROFESSIONAL SERVICE CONTRACT WITH DeBLASIO & ASSOCIATES FOR THE MUNICIPAL POOL BUILDING REPLACEMENT – FINAL DESIGN AND CONSTRUCTION PHASE SERVICES (LT-C-063)**

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 provided a proposal for the Design Development, Preparation of Construction Documents, Bidding and Award and Construction Observation Phase for the Municipal Pool Building Replacement Project for a fee of \$90,000.00; and

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

Appropriation: C-04-55-434-910

Signature: *Lauren Read*
Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, a Professional Service Contract without public bidding is awarded as follows The Proposal between DeBlasio & Associates and the Township of Lower, in the form attached hereto as EXHIBIT A in the amount of \$90,000.00 is hereby approved:

Design Development	\$ 10,000.00
Preparation of Construction Documents	\$ 40,000.00
Bidding and Award	\$ 10,000.00
Construction Observation	\$ 30,000.00
Total	<u>\$90,000.00</u>

BE IT FURTHER RESOLVED that a notice of Award of Professional Service Contract for the above award shall be published in the Township's Official paper.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 17, 2025.

Julie A Picard, Township Clerk

New

**DEBLASIO &
ASSOCIATES**
ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

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

March 11, 2025

VIA EMAIL

Mitchell B. Plenn, Superintendent of Parks and Recreation
Township of Lower
2600 Bayshore Road
Villas, NJ 08251

**Re: Township of Lower, Cape May County, NJ
Municipal Pool Building Replacement – *Final Design & Construction Phase Services*
D&A File #: LT-C-063**

Dear Mr. Plenn:

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

1.0 Scope of Work

As discussed, the Intent of the Township is to remove the existing pool building on the site and provide a new, similar sized building containing office space, bathrooms, a patron check-in area, pool pump room, and food kiosk. D&A will enter into a subcontract with OSK Design Partners, P.A. (OSK) for architectural services and McHugh Engineering Associates Inc. Engineering for electrical, mechanical and plumbing engineering services. The proposed building improvements will be completely ADA compliant and D&A will also provide a site plan. The pool portion of the site was upgraded in 2023 and a survey of the site has previously been conducted by D&A as part of that project which will be utilized for this project. However, further survey will need to be conducted to verify all the improvements done to the site.

2.0 Scope of Services

A. Design Development

Develop the final design development drawings including floor plans, site plans, architectural details, structural, electrical, mechanical and plumbing design drawings.

B. Survey Services

We have developed the following scope of work for this task:

- a. Utilize the base map from the recently completed Municipal Pool Renovation Project.
- b. Completed Outbound Survey and Topography for the project to capture all the recent improvements.

C. Site Engineering

Based on previous conversations, we have developed the following scope of work for this task:

- a. Engineering design and preparation of a Site Plan, to include site layout, utility improvements, grading and drainage, lighting and soil erosion control.

D. Architectural Services

a. Schematic Design

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

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

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

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

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

b. Design Development

Upon Township Approval of the Schematic Design set, the Architect will proceed with design development documents. Space allocations will be identified and located in the project design solution. Reflected ceiling plans will be developed to convey the nature and type of ceiling systems in each area. Interior design solutions will be explored for units and common areas for review by the Township via interior finish board presentations. Building Systems will be integrated into the architectural design solution for structural frame, mechanical systems, plumbing systems and electrical systems. Materials and building components will be selected and documented within the plans. Outline specifications will be prepared for the project for the Township's review.

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

c. Construction Documents

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

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

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

d. Bid Assistance

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

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

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

e. Construction Administration

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

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

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

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

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

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

f. Project Closeout

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

E. Preparation of Construction Documents

- a. Construction documents are drawings and specifications that will be utilized to obtain public bids, preparation of final opinion of construction costs of the project for the construction of the building and sitework by contractors. The construction documents will be based on the approved design development drawings and any further minor adjustments in the scope or quality of the project.
- b. No further revisions to the drawings are included in this proposal after the final design development drawings are completed, reviewed, approved and the construction document phase begins.

- c. The preparation of contract documents suitable for public bidding. The Bid Documents shall include the Notice to Bidders, Information for Bidders, General Conditions, Construction Drawings, Technical Specifications and Appropriate Labor Wage Rates.

F. Bidding and Award

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

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

G. Construction Phase Services

Upon the project being awarded, DeBlasio & Associates, P.C. will conduct part-time construction inspection and management throughout the duration of the project to ensure compliance with design specifications, quality standards, and regulatory requirements.

3.0 Schedule and Fee

DeBlasio & Associates, P.C. will commence these services once the proposal is approved by the Township. Our professional service fee to complete the above referenced scope of work is a lump sum fee of **\$90,000.00**. Our fee will be invoiced on a percent complete by phase basis in accordance with the following phase schedule:

A. Design Development	\$ 10,000.00
B. Preparation of Construction Documents	\$ 40,000.00
C. Bidding and Award	\$ 10,000.00
D. Construction Observation	\$ 30,000.00
Total	\$ 90,000.00

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

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

Sincerely,
DeBlasio & Associates, P.C.



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

President

T: 609-854-3311

Marc@deblasioassoc.com

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

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

RESOLUTION #2025-137

Title: APPROVAL FOR ROADSIDE SOLICITATION BY VILLAS VOLUNTEER FIRE COMPANY, INC.

WHEREAS, the Villas Volunteer Fire Company, Inc. has requested permission to solicit contributions from the public on Bayshore Road in front of the Fire Company, between Georgia Avenue and East Wilde Avenue; and

WHEREAS, the Lower Township Board of Fire Commissioners have provided the required Certificate of Insurance, and

WHEREAS, the Villas Volunteer Fire Company has received permission from the County of Cape May to close the street.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the application for the Solicitation of funds on County Roads #603 (Bayshore Road) in front of the fire company be and is hereby approved for **May 24, July 5 and August 30, 2025 with rain dates, if necessary, the following day.**

BE IT FURTHER RESOLVED that pursuant to Public Law 1997, C. 82 which provides that the Township "shall not be liable in any civil action for damages for property damage or personal injury resulting from a motor vehicle accident arising out of or in the course of roadway solicitations for the purpose of soliciting contributions, conducted by charitable organizations...".

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on March 17, 2025

Julie A Picard, Township Clerk



Villas Volunteer Fire Company

1619 Bayshore Rd Villas New Jersey 08251

(609) 886-1611

villasfire@comcast.net

Enrico Mascio
President

Kelvin Ashbridge
Vice President

Athena Jordan
Secretary

Mike Brannon
Treasurer

To: Board of Chosen Freeholder
4 Moore Road
Cape May Court House, NJ 08210

Lower Township Council Member
2600 Bayshore Road
Villas, NJ 08251

Dear Sir or Madam:

The Villas Fire Company is requesting permission to conduct our annual fundraising Street Drive events on May 24, 2025, July 5, 2025, and August 30, 2025 on Bayshore Road in front of our fire station between Georgia Avenue and East Wilde Avenue. In the event of rain, we would like to have rain dates for the days immediately following the designated dates previously stated.

Sincerely,

Athena Jordan
Secretary

Leonard C. Desiderio
Commissioner

Robert Church, P.E.
County Engineer

CAPE MAY COUNTY
OFFICE OF THE COUNTY ENGINEER

4 Moore Road – DN 402
Cape May Court House, NJ 08210-1601
(609)465-1035 Fax (609)465-1418



February 27, 2025

Villas Volunteer Fire Company
ATTN: Enrico Mascio
P. O. Box 99
Villas, NJ 08251

**Re: Contribution Solicitations
Bayshore Road (CR603)**

Dear Mr. Hilvert:

Enclosed please find a copy of Resolution No. 126-25 which was adopted by the Board of County Commissioners, Cape May County on February 25, 2025, authorizing a "coin drop" on various dates throughout the summer.

Very truly yours,

Robert G. Church, P.E.
County Engineer

RGC/amc

enc.

cc: Township of Lower
Lower Township Police
Road Department

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

No. 126-25

**RESOLUTION PERMITTING VILLAS VOLUNTEER FIRE COMPANY
TO SOLICIT CONTRIBUTIONS ALONG BAYSHORE ROAD (CR603)
IN THE TOWNSHIP OF LOWER**

WHEREAS, the Board of County Commissioners of the County of Cape May (hereinafter "Board") has received a written request from the Villas Volunteer Fire Company for permission to solicit financial contributions from the public in front of the firehouse on Bayshore Road (County Road No. 603) in Lower Township on various dates throughout the summer, May 24, July 5, and August 30, 2025 with rain dates on May 25, July 6 and August 31, 2025; and

WHEREAS, the Board has reviewed Lower Township Ordinance No. 97-36 (as adopted on November 17, 1997) establishing municipal policy regarding roadway solicitations by qualified charitable organizations; and

WHEREAS, Public Law 1997, c. 82 (which became effective on August 1, 1997) prescribes that a municipal Ordinance so recognizing a charitable organization for this purpose must be accompanied by approval from this Board wherever the proposed location of the solicitation is on any county highway or intersection of a county highway; and

WHEREAS, the said statute declares that this Board "shall not unreasonably withhold approval" of duly filed requests for authorization which otherwise comport with the requirements of law; and

WHEREAS, this request by the Villas Volunteer Fire Company has been reviewed by the Cape May County Engineer who has interposed conditions or requirements as specified hereinbelow; and

WHEREAS, Public Law 1997, c. 82 provides in relevant part that the County "shall not be liable in any civil action for damages for property damage or personal injury resulting from a motor vehicle accident arising out of or in the course of roadway solicitations for the purpose of soliciting contributions, conducted by charitable organizations....".

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

No. 126-25

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of the County of Cape May, that:

1. The above recitals are incorporated herein by reference as if repeated at length.
2. Permission is hereby granted, pursuant to the terms of P.L. 1997, c. 82 and in consideration of the civil immunity provisions contained therein, for the Villas Volunteer Fire Company to solicit financial contributions from the public in front of the firehouse at 1619 Bayshore Road (County Road No. 603) in Lower Township on various dates throughout the summer months subject to the following condition(s):
 - a. the within-named charitable organization must comply in every respect with the requirements of Lower Township Ordinance No. 97-36 prior to undertaking the referenced roadway solicitation activity; and
 - b. the within-named charitable organization has provided proof of liability insurance in amounts and with coverages satisfactory to the Board and specifically naming the County of Cape May as *ADDITIONAL INSURED* for any and all claims arising out of requested roadway solicitations.
 - c. the within-named charitable organization must install advance warning signs in accordance with the standards in the latest edition of the Manual on Uniform Traffic Control Devices.

STATEMENT

This Resolution permits fire company volunteers to hold "coin drops" on various dates throughout the summer to obtain public contributions which help offset operational expenses.

cc: Villas Volunteer Fire Company
Township of Lower
Lower Township Police
File: Roads subfile

STATE OF NEW JERSEY) ss.:
COUNTY OF CAPE MAY)

I, Kevin Lare, Clerk of the Board of County Commissioners of the County of Cape May, State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Board at a meeting duly held on the 25th day of

February 2025.

Signed, _____
Clerk of the Board /ac

RECORD OF VOTE						
Commissioners	Ayes	Nays	Abstain	Absent	Moved	Second
Mr. Barr	✓				✓	
Mr. Bulakowski	✓					
Ms. Collette	✓					✓
Mr. Morey				✓		
Mr. Desiderio	✓					
✓ - Indicates Vote Moved-Resolution Offered. Second-Resolution Seconded						



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/12/2025

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 Brown & Brown Metro, LLC 10 Lake Center Drive Suite 310 Marlton NJ 08053		CONTACT NAME: Kathy Teali CISR PHONE (A/C, No, Ext): (856) 552-6330 FAX (A/C, No): (856) 840-8484 E-MAIL ADDRESS: Kathy.Teali@bbrown.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: National Union Fire Insurance Company of Pittsburgh, Pa.	NAIC # 19445
INSURED		INSURER B:	
Lower Township BOFC		INSURER C:	
P.O. Box 1		INSURER D:	
Villas NJ 08251		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 24-25 Master cert

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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		Y	VFNU-TR-0020887-04	09/21/2024	09/21/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 10,000,000
							PRODUCTS - COMP/OP AGG	\$ 10,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			VFNU-TR-0020887-04	09/21/2024	09/21/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			VFNU-TR-0020887-04	09/21/2024	09/21/2025	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 2,000,000
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE	
							OTHER	
							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)

Township of Lower is included as an additional insured for General Liability as required by written contract

CERTIFICATE HOLDER

CANCELLATION

Township of Lower 2600 Bayshore Road 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 #2025-138

Title: A RESOLUTION AFFIRMING THE DECISION TO REVOKE THE TOWING LICENSE ISSUED TO CAPE MAY RIGGINS AND THEIR REMOVAL FROM THE ROTARY TOWING LIST FOR GOOD CAUSE AS DETERMINED BY THE LOWER TOWNSHIP CHIEF OF POLICE

WHEREAS, in accordance with N.J.S.A. 40A:11-5(1)(u) and Chapter 600, Towing and Storage, of the Code of the Township of Lower, the Township has established a list of licensed towing contractors to provide towing and storage to the public, the Township, and the Police Department on an equitable rotating basis; and

WHEREAS, Chapter 600 of the Code of the Township of Lower also establishes regulations which set towing and storage rates and rules and regulations governing towing contractors engaged in the business of towing and storing vehicles in the Township; and

WHEREAS, Chapter 600-3 and 600-4 of the Code of the Township of Lower provide that the rotary list of towing contractors is determined by and under the direct supervision of the Chief of Police, subject to the review and approval of Township Council, and further outlines the application and approval process for interested towing contractors to obtain approval and licensure to tow and store vehicles within the Township; and

WHEREAS, Chapter 600-4(E) of the Code of the Township of Lower sets forth the basis upon which a license may be revoked, at the discretion of the Chief of Police, which includes a finding of good cause, unsatisfactory performance, violations of the provisions of Chapter 600, and/or the submission of an application containing materially false or misleading statements or information; and

WHEREAS, on March 14, 2025, the Chief of Police determined that good cause existed to revoke the towing license issued to Cape May Riggins in relation to an investigation pertaining to the unauthorized sale of an impounded vehicle maintained by the contractor without authorization from the impounding agency and due to the evasive and uncooperative behavior of Cape May Riggins directed towards Officers with the Lower Township and Wildwood Crest Police Departments investigating the unauthorized sale of the vehicle in question; and

WHEREAS, the Township Council of the Township of Lower has reviewed the Chief of Police's decision to revoke the towing license issued to Cape May Riggins and hereby finds that good cause did and does in fact exist to revoke the towing license of Cape May Riggins and to remove Cape May Riggins from the Township's rotary towing list.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Lower Township Council hereby affirms the Chief of Police's decision to revoke the towing license issued to Cape May Riggins on the basis of good cause for failing to adhere to the rules and regulations of Chapter 600 of the Township Code in relation to the investigation pertaining to the unauthorized sale of an impounded vehicle maintained by Cape May Riggins without authorization from the impounding agency.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held March 17, 2025.

Julie A Picard, Township Clerk

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

ORDINANCE #2025-10

Title: **AN ORDINANCE AMENDING CHAPTER 400, LAND DEVELOPMENT, ARTICLE X, FEES FOR CONDITIONAL USES, GUARANTEES, BONDS, INSPECTIONS AND OFF-TRACT IMPROVEMENTS, SUBSECTION 80(A), FEES, TO UPDATE THE FEES ASSOCIATED WITH LAND DEVELOPMENT APPLICATIONS**

WHEREAS, the Township Council of the Township of Lower has received a request from the Township Planning Director to reevaluate current application and escrow fees collected in connection with land development applications process within the Township to address rising costs incurred by the Planning and Zoning Department in connection with processing Applications and paying professionals retained by the Planning and Zoning Board for services rendered in relation to the review of pending land development applications; and

WHEREAS, the Township Council of the Township of Lower has determined that it is necessary to amend § 400-80 of the Code to update the Fees associated with Land Development within the Township of Lower.

NOW, THEREFORE, BE IT ORDAINED AND by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that Chapter 400, Land Development, Article X, Fees for Conditional Uses, Guarantees, Bonds, Inspections and Off-Tract Improvements, Subsection 80(A), Fees, is hereby established as follows:

Section 1. Chapter 400, Land Development, Article X, Fees for Conditional Uses, Guarantees, Bonds, Inspections and Off-Tract Improvements, Subsection 8(A), Fees, is hereby repealed and replaced as follows

400-80(A) Fees.

A. Every application for development, site plan review or variance shall be accompanied by cash or certified check made payable to the Township of Lower in accordance with the following schedule:

(1) Subdivisions.

TYPE	APPLICATION CHARGE	ESCROW ACCOUNT
MAJOR SUBDIVISION		
Sketch Plat	\$150	Resolution Fee: \$200
Preliminary Plat	\$200 + \$200 per lot	\$80 per lot up to 10 lots \$40 each lot in excess of 10 lots Resolution Fee: \$200
Final Plat	\$950	\$50 per lot Resolution Fee: \$200
MINOR SUBDIVISION		
Minor Subdivision	\$500 + \$200 for each newly described lot	\$250 for first newly described lot \$50 for each additional lot Resolution Fee: \$200
Revised by Applicant	\$950	\$750
TAX MAP UPDATE		
Tax Map Update Fee (Fee applies to both Minor & Major subdivision) Added to application charge	\$100 per lot	None

(2) Site Plans.

TYPE	APPLICATION CHARGE	ESCROW ACCOUNT
Preliminary	\$950 + \$95 per unit	\$800 for 1 st acre \$400 for each additional acre or part thereof Resolution Fee: \$200
Final	\$1,500	\$800 for 1 st acre \$400 for each additional acre or part thereof Resolution Fee: \$200
Minor Site Plan Waiver	\$650	Engineering: Case/Case basis Resolution Fee: \$200
Revised by Applicant	\$950	\$500

(3) ESCROW FEES. All escrow fees paid with the applications are estimated only. Actual total bill is subject to invoices generated by the Township Engineer for review and/or inspection. The applicant is responsible for any reasonable professional fees connected with the review or inspection of the plan and/or site.

(4) Dune review plan.

TYPE	APPLICATION CHARGE	ESCROW ACCOUNT
Dune Review Plan	\$1,950	\$500 Resolution Fee: \$200

(5) Variances.

TYPE	APPLICATION CHARGE	ESCROW ACCOUNT
Appeals (N.J.S.A. 40:55D-70a)	\$750	Resolution Fee: \$200
Interpretation (N.J.S.A.40:55D-70b)	\$375	Resolution Fee: \$200
Hardship (N.J.S.A. 40:55D-70c)	\$300	Resolution Fee: \$200
Use (N.J.S.A. 40:55D-70d)	\$400 first unit/lot \$200 each additional unit/lot	Resolution Fee: \$200
Permit (N.J.S.A. 40:55D-34&35)	\$750	Resolution Fee: \$200
Exceptions (N.J.S.A. 40:55D-51) *Waiver of design standards	\$300	Resolution Fee: \$200
Extension of Approval	\$150	Resolution Fee: \$200

(6) Other applications.

TYPE	APPLICATION CHARGE	ESCROW ACCOUNT
Conditional Use	\$950	\$300 Resolution Fee: \$200
Informal Review	\$575	N/A
Architectural Review	N/A	\$300
Special Meeting at Applicant's Request	\$1,125	N/A
Zoning Verification Letter	\$195	N/A
Zoning Permit	\$50	N/A

Certificate of Non-Conforming Use	\$300	Resolution Fee: \$200
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(7) Note: If application includes combination of Subdivision and/or Site Plan, and Variances, only one \$200 Escrow Fee for the Resolution is required.

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 take effect twenty (20) days after final passage and publication as provided by law.

Thomas Conrad, Councilmember

Joseph Wareham, Councilmember

First Reading: March 17, 2025

Roland Roy, Jr., Councilmember

Adopted:

Kevin Coombs, Deputy Mayor

Frank Sippel, Mayor

Attest: _____
Julie A Picard, Township Clerk

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

ORDINANCE #2025-11

Title: **AN ORDINANCE AMENDING CHAPTER 235, CONSTRUCTION CODES, UNIFORM, SUBSECTION 4, FEES; SURCHARGE FEES, TO ELIMINATE AND/OR MODIFY CERTAIN CONSTRUCTION PERMIT APPLICATION FEES TO ENSURE CONSISTENCY WITH THE NEW JERSEY UNIFORM CONSTRUCTION CODE**

WHEREAS, Chapter 235 of the Township Code establishes a State Uniform Construction Enforcing Agency, commonly known as the Department of Construction Inspection, within the Township of Lower consistent with the provisions of the New Jersey Uniform Construction Code; and

WHEREAS, § 235-4 of the Township Code establishes fees associated with construction permit applications in accordance with the provisions of the New Jersey Uniform Construction Code; and

WHEREAS, in an effort to ensure consistency with the New Jersey Uniform Construction Code, the Township Construction Official has requested revisions to § 235-4 of the Township Code to eliminate fees associated with reroofing and residing one- and two-family residential structures and to modify the fees associated with the first issuance and renewal of a Temporary Certificate of Occupancy.

NOW, THEREFORE, BE IT ORDAINED AND by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the subsections of Chapter 235, Construction Codes, Uniform, Subsection 4, Fees; Surcharge Fees, set forth below are hereby amended as follows:

Section 1. The following subsections of Chapter 235, Construction Codes, Uniform, Subsection 4, Fees; Surcharge Fees, are hereby amended as follows:

235-4(A)(1)(e)

There shall be no fee for reroofing and re-siding work, with the exception of polyethylene siding work, done on one- and two-family dwellings. The fee for re-siding one- and two-family dwellings with polyethylene siding shall be \$75. The fee for similar work on any other structure shall be \$50 per \$1,000 of estimated labor and material cost, with a minimum fee of \$100.

235-4(A)(6)

The fee for a certificate of occupancy shall be 15% of the cost of the total permit, with a minimum of \$50. The fee for the first issuance and renewal of a temporary certificate of occupancy shall be \$30. There shall be no fee for the first issuance of a temporary certificate of occupancy, provided that the fee for the certificate of occupancy is prepaid.

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 take effect twenty (20) days after final passage and publication as provided by law.

Thomas Conrad, Councilmember

Joseph Wareham, Councilmember

Roland Roy, Jr., Councilmember

Kevin Coombs, Deputy Mayor

Frank Sippel, Mayor

First Reading: March 17, 2025

Adopted:

Attest: _____
Julie A Picard, Township Clerk

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

ORDINANCE #2025-6

Title: AN ORDINANCE AMENDING CHAPTER 3, ADMINISTRATION OF GOVERNMENT, ARTICLE VI, OFFICE OF THE TOWNSHIP MANAGER; DEPARTMENTS, SUBSECTION 23, DEPARTMENTS OF REVENUE AND FINANCE; DIVISION OF TAXATION; DIVISION OF TAX COLLECTION; QUALIFIED PURCHASING AGENT, OF THE CODE OF THE TOWNSHIP OF LOWER

WHEREAS, on July 20, 2009, the Township Council of the Township of Lower enacted Ordinance 2009-09 which effectively established the position of Qualified Purchasing Agent within the Township; and

WHEREAS, at the time that Ordinance 2009-09 was enacted, New Jersey Senate Bill S700 and New Jersey Assembly Bill A1645, which sought to redefine the role and qualifications of a purchasing agent had not yet been signed in to law, and the Ordinance provided that, until such time that those bills became law, a Qualified Purchasing Agent was afforded all of the authority, duties, and responsibilities set forth within N.J.S.A. 40A:11-9; and

WHEREAS, Ordinance 2009-09 contained blank sections which were intended to reference specific sections of the statutes which were proposed to be amended via the enactment of Assembly Bill A1645, and, subsequent to the enactment of the aforementioned Bill, the provisions of § 3-23(E) of the Township Code were never amended to identify the applicable statutes; and

WHEREAS, the Township Council of the Township of Lower finds it to be appropriate to adopt an Ordinance formally amending this section of the Township Code to correctly identify the applicable statutes associated with the role and qualifications of the Qualified Purchasing Agent.

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 3, Administration of Government, Article VI, Office of the Township Manager; Departments, Subsection 23, Department of Revenue and Finance; Division of Tax Assessment; Division of Tax Collection; Qualified Purchasing Agent, be and hereby is amended as follows:

Section 1. Chapter 3, Administration of Government, Article VI, Office of the Township Manager; Departments, Subsection 23, Department of Revenue and Finance; Division of Tax Assessment; Division of Tax Collection; Qualified Purchasing Agent, is hereby amended as follows:

3-23(E) Qualified Purchasing Agent.

- (1) "Qualified Purchasing Agent" shall mean a purchasing agent who is the holder of a Qualified Purchasing Agent certificate issued pursuant to N.J.S.A. 40A:11-9.
- (2) The Office of Qualified Purchasing Agent shall be a component of the Department of Revenue and Finance subject to the direction and control of the Chief Financial Officer of the Township.
- (3) The Qualified Purchasing Agent shall be authorized, responsible and accountable as the Township's contracting agent for all purchasing activity for the Township and perform all appropriate functions associated therewith as more fully set forth in N.J.S.A. 40A:11-9 which shall include, without limitation, the following:
 - a. Preparation of public advertising for bids and receipt of bids for the provision or performance of goods or services on behalf of the Township.
 - b. Award of all contracts permitted under N.J.S.A. 40A:11-3 in the name of the Township, subject to the approval of the Township Council and Township Manager, where appropriate.
 - c. Conducting any and all additional activities as may be necessary or appropriate for the

purchasing function of the Township.

- (4) The Qualified Purchasing Agent shall maintain all of the qualifications and shall have completed all of the training set forth in N.J.S.A. 40A:11-9.

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

Frank Sippel, Mayor

First Reading: *Feb 19, 2025*

Adopted:

Attest: _____
Julie A Picard, Township Clerk

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

ORDINANCE #2025-07

Title: **AN ORDINANCE AMENDING CHAPTER 185, BRUSH, GRASS AND DEBRIS, OF THE CODE OF THE TOWNSHIP OF LOWER, TO ESTABLISH NEW REGULATIONS PROHIBITING THE PLANTING OF BAMBOO**

WHEREAS, Chapter 185 of the Code of the Township of Lower currently establishes regulations prohibiting individuals from maintaining obnoxious brush, weeds, dead and dying trees, stumps, roots, growths, filth, garbage, trash or debris maintained on properties located within the Township; and

WHEREAS, the Township Council of the Township of Lower has identified a need to amend Chapter 185 of the Code of the Township of Lower in order to preserve and protect public and private properties from the damaging spread of bamboo, a non-native invasive plant, by prohibiting the planting, growing, maintaining, or cultivation of bamboo throughout the Township of Lower; and

WHEREAS, the planting and uncontrolled growth of bamboo is known to threaten other vegetation, endanger existing ecosystems, and it is disruptive to the general health and welfare of a community, and the Township Council of the Township of Lower finds that establishing regulations prohibiting the planting, growth, maintenance, and cultivation of bamboo is necessary to protect native species, public and private properties, and existing ecosystems within the Township.

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 185, Brush, Grass and Debris, be and hereby is amended as follows:

Section 1. Chapter 185, Brush, Grass and Debris, Subsection 185-2.1, is hereby incorporated as follows:

185-2.1 Bamboo Regulations and Prohibitions.

A. Purpose and Intent.

The purpose of this Section is to preserve and protect private and public property from the damaging spread of invasive bamboo and to protect native plants and the wildlife they support from the spread of invasive bamboo.

B. Definitions. The following definitions shall apply to this subsection:

BAMBOO

The plant species commonly known as bamboo which shall include both running (monopodial) bamboo and clumping (sympodial) bamboo.

PERSON

Any natural person, firm, corporation, partnership, limited liability company, or other organization or group.

PROPERTY OWNER

Any property owner(s), occupant(s), or tenant(s) who, or which, have Bamboo or invasive plants on their property, even if the Bamboo or invasive plant has spread onto their property from an adjoining property.

C. Prohibition on Planting, Growth, and Cultivation of Bamboo.

No Owner, Tenant, Occupant, or Other Person in possession or control of real property, whether public or private, shall plant, grow, maintain, or cultivate, or cause to plant, grow, maintain, or cultivate bamboo within the Township of Lower.

D. Duty to Confine.

- (1) In the event any species commonly classified as bamboo is located upon any property, whether public or private, within the Township, prior to the effective date of this article, the owner or person in possession of such property shall jointly and severally be required to confine such species to prevent the encroachment of same onto any other private or public property or public right-of-way. In lieu of confining the bamboo, the owner or person in possession of such property may remove the bamboo from the property and all affected properties. Failure to properly confine such bamboo shall require removal as set forth below. The cost of said removal shall be at the property owner's or person in possession's expense from which the bamboo first originated.
- (2) The duty to confine shall not apply if the bamboo which is on the property at the time of the adoption of this article originated on another property; the duty to confine shall apply to the owner or person in possession of the land from which the bamboo first originates.

E. Requirement to Remove.

- (1) In the event bamboo is present on the effective date of this article and a complaint is received by the Township regarding an encroachment of any bamboo plant or root, and the Code Enforcement Officer determines that there is an encroachment onto any adjoining/neighborly private or public property or public right-of-way, the Township shall serve notice to the property owner, or person in possession of such property from which the bamboo first originates, in writing, that the bamboo has encroached onto other private or public property or public right-of-way and demand remediation of the encroachment of the bamboo from the affected property, and demand appropriate confinement against future encroachment. Notice shall be provided to the bamboo property owner, or person in possession of the property, as well as to the owner of the affected property, by certified mail, return receipt requested, and by regular mail. Within forty-five (45) days of receipt of such notice, the bamboo property owner or person in possession of the land shall submit to the Code Enforcement Officer, with a copy to the owner of the affected property, a plan for the remediation of the encroachment of the bamboo from the affected property, which plan shall include restoration of the affected property after remediation of the encroachment. Within one hundred and twenty (120) days of receipt of the Code Enforcement Officer's approval of the plan of remediation and restoration, the remediation and restoration shall be completed to the satisfaction of the Code Enforcement Officer.
- (2) Nothing herein shall be interpreted as limiting the rights of a private property owner to seek civil relief through a court of proper jurisdiction.
- (3) When an encroachment is upon public property or public right-of-way and the owner or person in possession of the property from which the bamboo first originated fails to comply with the written notice provided as set forth above, the Township, at its discretion, may remove or contract for the removal of such bamboo from the Township property or public right-of-way. The cost of such removal shall be the responsibility of the owner or person in possession of the property and shall be paid or assessed as a lien against the property on which the bamboo growth originated. The cost of said removal from the Township-owned property and/or public right-of-way shall include the installation of an appropriate barrier to prevent future bamboo invasion.

F. Responsible Parties.

In the event the property owner, or person in possession of such property, from which the bamboo first originates complies with the provisions of this article, including the confinement and removal of bamboo on and from their property, and an affected property owner refuses or fails to permit the confinement or removal of the bamboo on their property by the originating property owner,

that effected property owner shall be deemed, for the purposes of this article, to be the property owner, or person in possession of such property from which the bamboo first originates, and the provisions of this article shall apply to the affected property owner.

G. Replanting Prohibited.

Any bamboo existing on the effective date of this article shall not be replanted or replaced after such bamboo has died, been destroyed, uprooted, or otherwise removed.

H. Violations and Penalties.

Except as provided for in section 185-2.1(D)(2) above, any person who violates any of the provisions of this article, or who shall fail to remove and remediate bamboo after receiving the required notice set forth herein, shall, upon conviction thereof, be subject to a penalty of not more than \$1,000.00 and/or imprisonment for a period not exceeding thirty (30) days, and/or a period of community service not to exceed thirty (30) days. Any repetition of any act herein prohibited shall be deemed a new and separate offense, and upon conviction thereof be subject to the penalties herein.

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

First Reading: Feb 19, 2025

Roland Roy, Jr., Councilmember

Adopted:

Kevin Coombs, Deputy Mayor

Attest: _____
Julie A Picard, Township Clerk

Frank Sippel, Mayor



Lower Township

Fee Item Payment Totals 2/1/2025 to 2/28/2025

Starting Receipt
PMT-25-00236

Ending Receipt
PMT-25-00462

Cash Total	Check Total	Charge Total	E-CHECK Total	Grand Total	<u>Bag #</u>
\$542.00	\$60,313.00	\$6,358.00	\$0.00	\$67,213.00	
Fee Type		Account		YTD Assigned	Assigned
Building Fee		#DEFAULT BUILDING FEE ACCOUNT		\$62,003.00	\$31,359.00
CO Fee		#DEFAULT CO FEE ACCOUNT		\$7,659.00	\$4,410.00
Contractors License Initial Fee		#DEFAULT DEPOSIT ACCOUNT		\$1,250.00	\$550.00
DCA Fee		#DEFAULT DCA FEE ACCOUNT		\$8,826.00	\$4,639.00
Dumpster Fee		#DEFAULT DUMPSTER FEE ACCOUNT		\$30.00	\$10.00
Electrical Fee		#DEFAULT ELECTRICAL FEE ACCOUNT		\$24,940.00	\$12,602.00
Fire Fee		#DEFAULT FIRE FEE ACCOUNT		\$10,035.00	\$5,440.00
Mechanical Fee		#DEFAULT MECHANICAL FEE ACCOUNT		\$4,335.00	\$1,245.00
Other Fee		#DEFAULT OTHER FEE ACCOUNT		\$20.00	\$20.00
Plumbing Fee		#DEFAULT PLUMBING FEE ACCOUNT		\$14,427.00	\$7,038.00
				\$133,525.00	\$67,213.00
<u>Adjustment Type</u>	<u>Adjustment Total</u>				
Refund	\$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.			
Charge Back	\$0.00				
Bounced Check	\$0.00				
		Grand Total Less Adjustment		\$67,213.00	



Lower Township
 2600 Bayshore Road
 Villas, NJ 08251

Construction Permit Activity Report

2/1/2025 -> 2/28/2025

Summary

	Cost:	Count:			
New:	\$318,695.00	5	Cubic Footage:	229,877 Cu.ft	Permits Issued: 103
Addition:	\$979,350.00	16	Square Footage:	16,770 Sq.ft	Updates Issued: 9
Alteration:	\$2,100,566.00	89			
Demolition:	\$31,750.00	2			
Total:	\$3,430,361.00	112			

Permits	Count	Permit Fees	Admin Fees	Total	Inspections	Passed	Failed	Other
Building:	67	\$31,359.00	\$0.00	\$31,359.00	B 124	99 %79.8	25 %20.2	0 %0
Plumbing:	43	\$7,038.00	\$0.00	\$7,038.00	P 35	31 %88.6	4 %11.4	0 %0
Electrical:	76	\$12,502.00	\$0.00	\$12,502.00	E 106	86 %81.1	15 %14.2	5 %4.7
Fire:	46	\$5,440.00	\$0.00	\$5,440.00	F 23	20 %87	3 %13	0 %0
Elevator:	3	\$0.00	\$0.00	\$0.00	V 0	0 %	0 %	0 %
Mechanical:	19	\$1,245.00	\$0.00	\$1,245.00	M 25	21 %84	4 %16	0 %0
	254	\$57,584.00	\$0.00	\$57,584.00	313	257	51	5
DCA Training:	22		854	Other Fees	(Note: Does not include result of none)			
DCA State:	81		3779	\$0.00				
DCA Minimum:	6		6					
	109		\$4,639					

Variations	Total	Paid	Certificates	Issued Total	Paid Total
Building	0	0	CA 41	\$0.00	\$0.00
Plumbing	0	0	CCO 0	\$0.00	\$0.00
Electrical	0	0	CO 3	\$705.00	\$705.00
Fire	0	0	CC 0	\$0.00	\$0.00
Mechanical	0	0	TCO 0	\$0.00	\$0.00
Elevator	0	0	TCC 0	\$0.00	\$0.00
Total:	\$0.00	\$0.00	Total: 44	\$705.00	\$705.00

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	1	\$13,750	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	3	\$681	Elevator	0	\$0
Total:		\$14,431	Total:		\$0
	Record Count	Total Exempted	Violations	Fines	Paid
DCA Fees	3	\$123	Issued	0	\$0.00
					\$0.00

Payments (Based on Payment Date)	
Permit (112)	\$66,633.00
NON-UCC (1)	\$10.00
Variation Payments	\$0.00
Penalty (0)	\$0.00
Inspection Payments	\$0.00
Ongoing Invoice	\$0.00
Test Payments	\$0.00
Other Payments	\$0.00
Grand Total	\$66,643.00



Lower Township
2600 Bayshore Road
Villas, NJ 08251

Daily Bank Summary

All payments collected between the dates of 2/1/2025 and 2/28/2025.

Summary	Totals
---------	--------

UCC Permits

Total Cash	\$532
Total Check	\$59,843
Total Charge	\$6,258
Total Permit Fees Collected	\$66,633

Non-UCC Permits

Total Cash	\$10
Total Check	\$0
Total Charge	\$0
Total Permit Fees Collected	\$10

Penalties

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

Other Payments

Total Cash	\$0
Total Check	\$470
Total Charge	\$100
Total Other Fees Collected	\$570

Report Grand Total

Total Cash	\$542
Total Check	\$60,313
Total Charge	\$6,358
Total Collected	\$67,213

**2025 CASH RECEIPTS
FEBRUARY**

Township of Lower
Office of the Tax Collector

	MONTH TO DATE	YEAR TO DATE
Receipts		
Current year taxes (2025)	12,771,637.13	17,405,843.87
Prior year taxes (2024)	99,749.24	258,927.27
Previously exempt property		0.00
State Audit Pay Back		0.00
Municipal Lien		0.00
Recording		0.00
Bankruptcy		0.00
6% Penalty		0.00
Municipal Service Fees	2,970.00	12,390.00
Tax Search Fees		0.00
Interest	10,583.92	16,615.55
Lot clearing		2,300.00
Returned Check Fees	120.00	200.00
Duplicate Bills	130.00	200.00
Trash	1,860.00	11,209.00
TOTAL DEPOSITS	12,887,050.29	12,887,050.29
DEPOSITED TO COUNCIL CHECK	11,509,683.14	15,170,916.06
DEPOSITED TO WIPP ACCOUNT	1,377,367.15	2,536,769.63
TOTAL DEPOSITS	12,887,050.29	17,707,685.69
NSF Reversals	25,858.85	34,249.56
WIPP NSF Reversals	57,994.86	60,247.33
NSF Fee Reversal		0.00
TOTAL NSF	83,853.71	94,496.89
TOTAL	12,803,196.58	17,613,188.80

Prepared by Kathy Brown

* correction 806/4.01/CA067
PYMT ON WRG PROPERTY
8/7/24 - 349.98 IN NSF REV

**FEBRUARY 2025
VITAL STATISTICS**

Marriages,Civil Unions	2
Domestic Partners	0
Certified Copies	123
Certified Copies EDRS	0
Burial Permits	0

Marriages, Civil Unions State	\$50.00
Domestic Partners State	\$0.00
Marriages, Civil Unions Twp	\$6.00
Domestic Partners Twp	\$0.00
Certified Copies	\$1,230.00
Certified Copies EDRS	\$0.00
Burial Permits	\$0.00

TOTAL **\$1,286.00**