

**WORK SESSION AND REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL**  
**SEPTEMBER 15, 2025 – 5:00pm**

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

**Work Session**

Presentation to: Assemblyman Erik Simonsen  
Jeff Samaniego, Retired Superintendent Lower Township Elementary Schools

**Consent Agenda**

Approval of Minutes - September 3, 2025

- Res. #2025-305 Authorization for the Payment of Vouchers \$ 623,668.52
- Res. #2025-306 Authorization for Refund Of Taxes
- Res. #2025-307 Approval of Change Order #1 with Lexipol LLC for a Wellness Application promoting the Health and Wellbeing of Lower Township Police Officers and their Families (\$33,425.02)
- Res. #2025-308 Appointment to the Historic Preservation Commission (R.Bitting)
- Res. #2025-309 Approval for The Property Owners Association of Cape May Beach and Historic Townbank, Inc. to conduct a Flea Market
- Res. #2025-310 Appointment to the Recreation Advisory Board (B.Steere)
- Res. #2025-311 Bid Acceptance and Contract Award for Resurfacing of Ridgewood Avenue – Bayshore Road to Delaware Avenue to South State Inc (LT-C-047) \$ 237,562.87
- Res. #2025-312 Approving a Professional Service Contract with DeBlasio & Associates for Lincoln Boulevard and Arctic Avenue Storm Sewer Replacement Project Survey and Engineering Phase (LT-C-069) \$78,000.00
- Res. #2025-313 Certification of Lot Clearing Charges to the Tax Collector
- Res. #2025-314 Resolution Recognizing October 6, 2025 as Knock Out Opioid Abuse Day in Lower Township
- Res. #2025-315 Approval for Run the Vineyards October 19, 2025 Event
- Res. #2025-316 Approval for Beach to Brewery 10k September 27, 2025 Event
- Res. #2025-317 Approving a Professional Service Contract with DeBlasio & Associates for the Survey and Engineering Phase for the Delaware Bay Beach Stormwater Outfall Extension Phase II (LT-C-070) for the 2023 NJDCA Small Cities Grant (\$24,500)
- Res. #2025-318 Authorization for Waiver of Fees for Run the Crest Half Marathon & 10k; October 4, 2025
- Res. #2025-319 Amend Resolution #2025-06; Appointment of Municipal Engineer for the Year 2025 as a Professional Service Contract without Public Bidding
- Res. #2025-320 Resolution Authorizing the Transfer of a Point Blank Hi-Lite Performance Ballistic Vest and Outer Carrier no longer in use by the Lower Township Police Department to the Logan Township Police Department
- Res. #2025-321 A Resolution Accepting a Donation of Equipment from the Lower Township Municipal Utilities Authority

**Regular Agenda**

**Engineer Report**

**Administrative Reports**

Clerk, Construction; Dog, Tax, Vital

**Public Comment**

**Council Comments**

**Adjourn**

## COUNCIL MEETING MINUTES – September 3, 2025

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on September 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, via telephone and Karen Fournier, Deputy Township Clerk

### Work Session

Proclamation - Turn the Towns Teal

Mayor Sippel read a proclamation recognizing September as Turn the Towns Teal month in Lower Township to support the national campaign to raise awareness of ovarian cancer.

### Consent Agenda

Approval of Minutes - August 18, 2025

Res. #2025-294 Authorization for the Payment of Vouchers \$ 1,045,763.46

Res. #2025-295 Approval of Change Order #3 for DeBlasio & Associates for the Water Main Design Services for the Public Works Administration Building (LT-C-048 \$15,000.)

Res. #2025-296 Reappointment to the Planning Board (S. Morris)

Res. #2025-297 A Resolution Authorizing the Execution of a Memorandum of Agreement between the Township of Lower and Cooper University Hospital Cape Regional – Cape Addiction Recovery Services to Provide Services to individuals suffering from Substance Abuse Disorders

Res. #2025-298 Approval for Save a Life Day – September 25, 2025 (Cape Assist)

Res. #2025-299 A Resolution Authorizing the Execution of a Location Release Form in connection with the film Whispers From The Forgotten

Res. #2025-300 A Resolution Authorizing the Execution of a Memorandum of Agreement between the Township of Lower and the Delaware River and Bay Authority to Establish a Reunification Center in the event of a Mass Casualty Event on the Authorities Properties

Res. #2025-301 Resolution Providing for the Combination of Certain Issues and Determining the Form and other Details of the Offering of \$12,000,000 General Obligation Bonds, Series 2025, of the Township of Lower, in the County of Cape May, State of New Jersey and Providing for the Sale of Such Bonds

Res. #2025-302 A Resolution Authorizing the Execution of a Contract with American Bounce for the Provision of Recreational Amenities at Lower Township Family Fun Night on September 12, 2025 – Rain Date September 19, 2025

Res. #2025-303 Authorization for Refund of Taxes

Res. #2025-304 Authorizing the Sale of Township of Lower Surplus No Longer Needed for Public Use on GOVDEALS Online Auction Website

Ord. #2025-20 An Ordinance Amending Chapter 7, Traffic, of the Code of the Township of Lower to enact Article IV, Electric Bicycle/Scooters, to establish regulations associated with the Operation of Electric Bicycles and Scooters. This is the first reading of this Ordinance. The second reading and public hearing has been scheduled for October 6, 2025,

Ord #2025-21 An Ordinance Amending Chapter 583, Streets and Sidewalks, Article I, Excavation of Streets, Subsection 4(B)(8), Street Restoration, of the Code of the Township of Lower This is the first reading of this Ordinance. The second reading and public hearing has been scheduled for October 6, 2025

On the Consent:

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

#### **Regular Agenda**

Ordinance # 2025-18 An Ordinance Authorizing the Execution of a Utility Easement Agreement with Atlantic City Electric for Real Property Identified as Block 505, Lot 15 to Facilitate the Rebuilding of the Middle-Rio-Cape 69kV Transmission Line in Cape May County. 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				

Ordinance #2025-19 An Ordinance Amending Chapter 475, Parks and Recreation Areas, Article I, General Rules and Regulations, Subsection 1(C) of the Code of the Township of Lower, to Establish Hours of Operation for Township Owned Parks and Recreation Areas. This is the second reading and public hearing of this Ordinance. This Ordinance has been posted, published and made available to the public.

William Tracey, Newport Drive, addressed Council regarding the Cal-de-sac on Newport Drive and his interest in making it a Township Park.

Bill Greenfield, Villas, addressed Council regarding the name of and hours established for Canal Park. Mayor SippeL informed of the official name being David Douglass Memorial Park and the hours of operation.

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

#### **Administrative Reports**

Treasurer

#### **Public Comment**

Dianne Smith, 712 Atlantic Ave. NCM, addressed Council to voice opposition to the proposed hotel at the ferry for reasons of conservation.

#### **Council Comments**

Councilmember Conrad thanked all parties involved in the success of the Summer Concert Series and reminded residents to use caution on the roads with school back in session.

Councilmember Wareham gave an update on County Road projects within the Township, including Seashore Road and Fishing Creek Road, and their anticipated timelines for completion. He also commended the Township and DRBA for the Summer Concert Series.

Councilmember Roy commented on schools being back in session.

Deputy Mayor Coombs wished everyone a safe and happy end of Summer.

Mayor Sippel informed of an informational presentation at Teitelman School regarding e-bikes and also announced upcoming events including 9/11 Ceremony and Family Fun Night.

**Adjournment**

There being no further business to address, motion to adjourn moved by Councilmember Conrad, seconded by Councilmember Roy. Motion to adjourn was unanimous. Meeting adjourned at 5:15 p.m.

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Frank Sippel, Mayor

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Township Clerk

Approved:

Resolution #2025-305

Ranges		Item Status	Purchase Types	Misc			
Range: First to Last Rcvd Batch Id Range: First to Last		Open: N Void: N Paid: N Held: Y Aprv: N Rcvd: Y	Bid: Y State: Y Other: Y Exempt: Y	P.O. Type: All Include Project Line Yes Items: Format: Condensed Include Non-Budgeted: Y Vendors: All			
Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00085		AMERICAN SWIMMING POOLS*					
25-01478	06/06/25	MONTHLY FOR AUGUST '25	Open	\$124.95	\$0.00		
25-01701	06/17/25	CARBOYS FOR LOWER TWP POOL	Open	\$2,486.00	\$0.00		
		Vendor Total:		\$2,610.95			
00153		ATLANTIC CITY ELECTRIC*					
25-02392	09/09/25	ATLANTIC CITY EL.- ST.LIGHTS	Open	\$42,297.03	\$0.00		
25-02420	09/10/25	AC ELECTRIC 7/23- 8/21/25	Open	\$12,700.16	\$0.00		
		Vendor Total:		\$54,997.19			
00179		AVERY TEITLER					
25-02322	08/27/25	PB RESOLUTION VOUCHERS	Open	\$400.00	\$0.00		
00194		ADVANCED VIDEO & SOUND LLC					
25-01219	05/13/25	cz cell phone booster	Open	\$3,450.00	\$0.00		
00255		WILLIAM BARCAS					
25-02347	09/03/25	2025 INAUGURATION PER DIEM PAY	Open	\$273.00	\$0.00		
00257		BAYSHORE LANDSCAPING INC*					
25-02342	09/03/25	Labor-301 Delaware/planter	Open	\$6,690.00	\$0.00		
00550		CAPE ASSIST					
25-02280	08/27/25	MATERIALS FOR 8/07 DRUM ACTIVI	Open	\$530.00	\$0.00		
00650		CAPE MAY COUNTY CLERK'S ASSN					
25-02195	08/13/25	2025 Mini Conference	Open	\$135.00	\$0.00		
00739		CAPE MAY VETERINARY HOSPITAL					
25-02287	08/27/25	Vet Services	Open	\$13.97	\$0.00		
00784		CAPE MAY STAR & WAVE					
25-02352	09/03/25	Legals - Aug 27	Open	\$131.50	\$0.00		
25-02368	09/05/25	FS schedule change ad 8.27.25	Open	\$15.00	\$0.00		
		Vendor Total:		\$146.50			
01125		MARGARET CROMPTON					
25-00029	01/03/25	CONTRACTUAL REIMBURSEMENT M	Open	\$100.00	\$0.00		B
01171		VERIZON WIRELESS - TOWNHALL					
25-02376	09/05/25	VERIZON PHONE #622310837-00001	Open	\$493.70	\$0.00		
25-02377	09/05/25	VERIZON IPHONE #723051842-0001	Open	\$1,368.04	\$0.00		
		Vendor Total:		\$1,861.74			
01200		DELTA DENTAL PLAN OF NJ					
25-02359	09/05/25	AUG 2025 DENTAL ADMIN	Open	\$1,419.33	\$0.00		
25-02360	09/05/25	AUG 2025 DENTAL CLAIMS	Open	\$9,076.75	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
01200		DELTA DENTAL PLAN OF NJ	<i>Account Continued</i>				
		<b>Vendor Total:</b>		<b>\$10,496.08</b>			
01201 25-02186	08/13/25	DELL MARKETING LP COMPUTER PC FOR MEETING ROOM	Open	\$1,412.08	\$0.00		
01265 25-01803	06/30/25	BRIAN DONAHUE BLANKET 2025 CONTRACT REIMB	Open	\$777.00	\$0.00		B
01269 25-02309	08/27/25	DISCOUNT HYDRAULICS* MALE PIPE/DPW	Open	\$92.13	\$0.00		
01653 25-01909	07/11/25	GENTILINI FORD ~ PARTS FOR TRUCKS/DPW	Open	\$3,243.04	\$0.00		
01690 25-02079	07/29/25	GRANTURK EQUIPMENT CO* PARTS FOR RECYCLING/DPW	Open	\$2,236.02	\$0.00		
25-02314	08/27/25	PARTS FOR RECYCLING /DPW	Open	\$3,504.48	\$0.00		
		<b>Vendor Total:</b>		<b>\$5,740.50</b>			
01806 25-02069	07/28/25	ANTHONY J HARVATT, II, ESQ ZBA RESOLUTION VOUCHERS	Open	\$600.00	\$0.00		
25-02344	09/03/25	ZBA BOARD SOLICITOR SALARY	Open	\$834.00	\$0.00		
25-02345	09/03/25	ZBA RESOLUTION VOUCHERS	Open	\$400.00	\$0.00		
25-02346	09/03/25	ZBA LITIGATIONS: ZIMICK/MCGOVE	Open	\$615.00	\$0.00		
25-02382	09/08/25	ZBA LITIGATION FEES: CM INLET	Open	\$210.00	\$0.00		
		<b>Vendor Total:</b>		<b>\$2,659.00</b>			
01807 25-02418	09/10/25	MARLIN HEDUM MEDICAL REIMBURSEMENT	Open	\$85.00	\$0.00		
25-02419	09/10/25	MEDICAL REIMBURSEMENT	Open	\$84.58	\$0.00		
		<b>Vendor Total:</b>		<b>\$169.58</b>			
02025 25-02317	08/27/25	HUNTER JERSEY PETERBILT~ CONTROL CAB/DPW	Open	\$886.51	\$0.00		
02140 25-02333	09/02/25	KINDLE FORD LINC/MERC., INC.* LAMP /DPW	Open	\$14.00	\$0.00		
02189 25-01715	06/17/25	KNOX ASSOCIATES, INC* FS KNOX ORDER	Open	\$1,425.00	\$0.00		
25-02219	08/19/25	FS KNOX ANNUAL RENEWAL	Open	\$721.00	\$0.00		
		<b>Vendor Total:</b>		<b>\$2,146.00</b>			
02334 25-02206	08/14/25	LOWER TWP CHAMBER OF COMMERCE Luncheon 9/16/25	Open	\$200.00	\$0.00		
25-02279	08/27/25	9/16 Luncheon LTPD	Open	\$200.00	\$0.00		
		<b>Vendor Total:</b>		<b>\$400.00</b>			
02448 25-02393	09/09/25	JOHN MACCARTER VISION REIMBURSEMENT	Open	\$219.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
02538 25-00025	01/03/25	MARSH & MCLENNAN AGENCY, LLC RES#2025-13 DNE \$40K	Open	\$3,333.00	\$0.00		B
02725 25-02375 25-02413	09/05/25 09/09/25	THOMAS MILLS MEDICARE SUPPLEMENT ELEC INSP 09/02,09/03	Open Open	\$830.00 \$280.00	\$0.00 \$0.00		
		<b>Vendor Total:</b>		<b>\$1,110.00</b>			
02940 25-01981	07/18/25	MUNICIPAL RECORD SERVICE* COURT TRAFFIC TICKETS/COMPLAIN	Open	\$1,560.00	\$0.00		
03017 25-01029 25-01732	04/21/25 06/19/25	SIXSMITH SPORTING GOODS INC* BOCA SHIRTS BOCA SHIRTS	Open Open	\$1,218.15 \$269.50	\$0.00 \$0.00		
		<b>Vendor Total:</b>		<b>\$1,487.65</b>			
03026 25-02354 25-02355	09/03/25 09/03/25	*NJ STATE HEALTH BENEFITS WIRE SEPT 2025 NJSHBP RETIREE SEPT 2025 NJSHBP ACTIVE	Open Open	\$125,411.37 \$243,875.98	\$0.00 \$0.00		
		<b>Vendor Total:</b>		<b>\$369,287.35</b>			
03086 25-02387	09/09/25	NJ STATE ASSN CHIEFS OF POL* COMMAND & LEADERSHIP ACADEMY	Open	\$1,400.00	\$0.00		
03162 25-02203	08/13/25	RUTGERS UNIVERSITY - OFFICE OF MUNC CLERK REVIEW 9/24,27 10/1	Open	\$653.00	\$0.00		
03290 25-02343	09/03/25	PARKWAY VETERINARY HOSPITAL Rabies Specimen Preparation	Open	\$180.00	\$0.00		
03293 25-02406 25-02407	09/09/25 09/09/25	BLAINE PAYNTER MEIDCAL CLAIMS VISION REIMBURSEMENT	Open Open	\$139.08 \$520.00	\$0.00 \$0.00		
		<b>Vendor Total:</b>		<b>\$659.08</b>			
03305 25-02356	09/05/25	PEDRONI FUEL* NO LEAD GAS/DPW	Open	\$580.27	\$0.00		
03449 25-01099	04/28/25	EUROFINS ENVIRONMENT TESTING 2025 SEASONAL POOL CONTRACT	Open	\$215.00	\$0.00		B
03518 25-02362	09/05/25	RIGGINS, INC.* OFF HIGHWAY DIESEL/DPW/8.27.25	Open	\$637.36	\$0.00		
03537 25-02073	07/28/25	RUTGERS, THE STATE UNIVERSITY* HR- ONLINE CLASS 10/6- 11/2/25	Open	\$1,500.00	\$0.00		
03611 25-02170	08/12/25	SERVICE TIRE TRUCK CENTERS ~ TIRES/RDS/RECY/DPW	Open	\$5,761.28	\$0.00		
03688		SOUTHERN NJ CHAPTER NIGP*					

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
03688		SOUTHERN NJ CHAPTER NIGP*		<i>Account Continued</i>			
25-02338	09/02/25	SJNIGP MEETING 9/17	Open	\$40.00	\$0.00		
03692		SOUTH JERSEY GAS CO*					
25-02416	09/10/25	SOUTH JERSEY GAS 7/22-8/20/25	Open	\$18.44	\$0.00		
03695		SPECIALTY AUTOMOTIVE EQUIP INC*					
25-02194	08/13/25	SAFETY INSPECTION/DPW	Open	\$900.00	\$0.00		
03820		MUNICIPAL UTIL. AUTH ON CALL					
25-02412	09/09/25	REIMBURSEMENT HALF BILL/DPW	Open	\$381.75	\$0.00		
03844		GIACOMO TROMBETTA					
25-02378	09/05/25	MEDICAL REIMBURSEMENT	Open	\$34.00	\$0.00		
03904		LOWE'S HOME CENTER INC*					
25-01742	06/23/25	SUPPLIES/BUILDING/DPW	Open	\$375.38	\$0.00		
03915		TURF EQUIPMENT & SUPPLY CO ~					
25-02379	09/08/25	BLADE WASHER,BELT/DPW	Open	\$286.15	\$0.00		
03935		STAPLES BUSINESS ADVANTAGE*					
25-02077	07/29/25	CHAIRS TAX COLLECTOR'S OFFICE	Open	\$794.94	\$0.00		
03971		VERIZON WIRELESS MDT POLICE					
25-02331	08/29/25	VERIZON POLICE MDTs JULY 2025	Open	\$1,238.23	\$0.00		
03985		VILLAS NAPA AUTO PARTS ~					
25-01849	07/08/25	RDS/SANT/RECY/DPW/SEPT.	Open	\$4,200.70	\$0.00		
04049		SUSAN JACKSON					
25-02374	09/05/25	MEDICARE SUPPLEMENT	Open	\$2,400.00	\$0.00		
04075		BARBER CONSULTING SERVICES LLC					
25-02369	09/05/25	FS endpoint/email domain renew	Open	\$579.89	\$0.00		
04085		CHRISTOPHER WINTER					
25-02417	09/10/25	MEDICAL REIMBURSEMENT	Open	\$277.25	\$0.00		
04097		CINTAS FIRST AID AND SAFETY*					
25-02307	08/27/25	MONTHLY FIRST AID SUPPLIES/DPW	Open	\$63.55	\$0.00		
25-02410	09/09/25	FIRST AID CABINET RESTOCK	Open	\$45.31	\$0.00		
		<b>Vendor Total:</b>		<b>\$108.86</b>			
04261		STATE OF NEW JERSEY					
25-02353	09/03/25	1ST QTR 2025 UNEMPLOYMENT	Open	\$18,572.13	\$0.00		
05083		ALLEGRA MARKETING,PRINT & MAIL					
25-02323	08/27/25	CHILDREN'S FUND FLYERS	Open	\$205.00	\$0.00		
5022		INSTITUTE FOR FORENSIC PSYCHO*					
25-02215	08/19/25	PSYCH EVALS - 3 SLEO OFFICERS	Open	\$1,650.00	\$0.00		



Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
6063 25-00105	01/13/25	CAPE MINING & RECYCLING, LLC* SUPPLIES FOR ROADS/DPW/JAN	Open	\$35.35	\$0.00		
6071 25-01197	05/12/25	UNITED UNIFORMS LIMITED LIAB* UNIFORMS	Open	\$9,053.00	\$0.00		
6074 25-02293	08/27/25	CAPE ATLANTIC JUNIOR FOOTBALL 2025 OFFICIALS FOR HOME GAMES	Open	\$2,840.00	\$0.00		
7098 25-00026	01/03/25	SHORE VETERINARIAN ANIMAL RES#2025-48 DNE \$64K ANIMAL	Open	\$10,666.00	\$0.00		B
7251 25-02224	08/19/25	REIT LUBRICANTS CO* BULK HRDRAULIC OIL	Open	\$2,351.24	\$0.00		
7618 25-02386	09/09/25	MEGONIGAL ELECTRIC LLC CEILING FAN /DPW	Open	\$825.00	\$0.00		
7749 25-02348	09/03/25	WILLIAM KOCIS 2025 INAUGURATION PER DIEM PAY	Open	\$273.00	\$0.00		
7751 25-00939	04/10/25	HOFFMAN'S EXTERMINATING PEST AGREEMENT-FREEMAN DOUGL	Open	\$78.75	\$0.00		
7772 25-02160	08/12/25	PIONEER ATHLETICS* GAME DAY AEROSOL STRIPER	Open	\$189.30	\$0.00		
7929 25-01391	06/02/25	AMAZON CAPITAL SERVICES, INC ~ SUPPLIES	Open	\$6.99	\$0.00		
25-02164	08/12/25	BATTERY CHARGER, FILTERS	Open	\$309.96	\$0.00		
25-02209	08/14/25	OFFICE SUPPLIES	Open	\$531.26	\$0.00		
25-02235	08/21/25	FUEL TRANSFER PUMP TRK 15	Open	\$344.99	\$0.00		
25-02241	08/22/25	OFFICE SUPPLIES AUGUST 2025	Open	\$443.41	\$0.00		
25-02246	08/22/25	AIR BRAKE REPAIR KIT TRK 43	Open	\$234.50	\$0.00		
25-02276	08/27/25	COURT OFFICE SUPPLIES	Open	\$153.31	\$0.00		
25-02292	08/27/25	COLOR PAPER FOR FLYERS	Open	\$684.56	\$0.00		
25-02320	08/27/25	CARBORATOR REPAIR KIT/DPW	Open	\$50.45	\$0.00		
Vendor Total:				\$2,759.43			
7959 25-02159	08/12/25	ALL PRO TEAM SPORTS CHEER UNIFORMS	Open	\$960.00	\$0.00		
8001 25-02349	09/03/25	KEVIN O'BRIEN 2025 INAUGURATION PER DIEM PAY	Open	\$273.00	\$0.00		
8175 25-02288	08/27/25	INTEGRITY INTERPRETING LLC COURT INTERPRETING 7/2025	Open	\$82.25	\$0.00		
8211 25-02319	08/27/25	CONFIRE FIRE PROT SERV LLC* REPAIRS FISHING CREEK SCHOOL	Open	\$472.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
8493 25-02350	09/03/25	SAMUEL GELLURA 2025 INAUGURATION PER DIEM PAY	Open	\$273.00	\$0.00		
8672 25-01168	05/08/25	LOGMEIN INC. GO TO MEETING 4/1-12/31/25	Open	\$19.00	\$0.00		PC1
8721 25-00022	01/03/25	BLANEY, DONOHUE, & WEINBERG PC RES#2025-03 LABOR DNE \$40K	Open	\$1,930.50	\$0.00		B
25-00023	01/03/25	RES#2025-04 PROSECUTOR DNE 40k	Open	\$3,750.00	\$0.00		B
25-00024	01/03/25	RES#2025-04 WWC DNE \$10K	Open	\$833.33	\$0.00		
Vendor Total:				\$6,513.83			
8725 25-02020	07/25/25	W. CAMPBELL SUPPLY CO AC* SUPPLIES/DPW	Open	\$188.59	\$0.00		
25-02316	08/27/25	PARTS /DPW	Open	\$984.39	\$0.00		
Vendor Total:				\$1,172.98			
8735 25-00482	02/13/25	SURENIAN EDWARDS & NOLAN LLC AFF HOUSING RES #2025-15	Open	\$120.00	\$0.00		B
8831 25-02277	08/27/25	SOUTH JERSEY INTERPRETERS LLC SPANISH COURT INTERPRETER	Open	\$262.50	\$0.00		
8848 25-02318	08/27/25	COMFORT NOW LLC REC/BOILER REPAIRS/8.21.25	Open	\$500.15	\$0.00		
8908 25-02415	09/10/25	COMCAST BUISNESS PHONES COMCAST VOICE EDGE #905366178	Open	\$1,314.97	\$0.00		
8961 25-02370	09/05/25	DAVID REMENTER VISION REIMBURSEMENT	Open	\$290.00	\$0.00		
25-02371	09/05/25	VISION REIMBURSEMENT	Open	\$35.00	\$0.00		
25-02372	09/05/25	VISION REIMBURSEMENT	Open	\$320.00	\$0.00		
Vendor Total:				\$645.00			
9026 25-01307	05/23/25	STARR SEPTIC LLC PORTA-POTS CANAL PARK	Open	\$337.50	\$0.00		
25-01697	06/17/25	PORTA-POTS FOR CONCERTS	Open	\$260.00	\$0.00		
25-02366	09/05/25	LUXURY BATHROOMS/DPW	Open	\$948.00	\$0.00		
Vendor Total:				\$1,545.50			
9112 25-02351	09/03/25	THOMAS GIRARD 2025 INAUGURATION PER DIEM PAY	Open	\$273.00	\$0.00		
9169 25-02388	09/09/25	EB EMPLOYEE SOLUTIONS LLC SEPT 2025 DIFF CARD ADMIN	Open	\$3,753.75	\$0.00		
9216 25-00043	01/07/25	ATLANTICARE REGIONAL MEDICAL RES#2024-229 YEAR 1	Open	\$5,000.00	\$0.00		B
9244		KIMBERLY ZEOLI					

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
9244		KIMBERLY ZEOLI	<i>Account Continued</i>				
25-02188	08/13/25	TRIO MUSIC FOR FFN 9/12/25	Open	\$1,100.00	\$0.00		
9247		SALVATORE LIPARI					
25-02340	09/03/25	B-533.01 L-95.02	Open	\$9,057.32	\$0.00		
9279		MUNICIPAL EMERGENCY SERVICES					
25-01375	05/30/25	BALLISTIC SWAT VEST	Open	\$4,656.00	\$0.00		
9316		THE BELASCO LAW FIRM LLC					
25-00020	01/03/25	RES#2025-01 DNE \$40k	Open	\$3,333.33	\$0.00		B
25-00021	01/03/25	RES#2025-01 DNE\$150K EXPENSES	Open	\$9,329.90	\$0.00		
		<b>Vendor Total:</b>		<b>\$12,663.23</b>			
9402		MARK BOSETSKI					
25-01465	06/06/25	RETURN OF UNUSED DEV ESCROW	Open	\$500.00	\$0.00		
9423		GLOBAL SOLUTIONS & TRAINING					
25-02225	08/19/25	LE RDS PISTOL APPS 9/3-4/2025	Open	\$500.00	\$0.00		
9445		TWIN ROCKS WATER					
25-02321	08/27/25	25 BOTTLES 5GAL + BOTTLE DEP.	Open	\$369.75	\$0.00		
25-02332	08/29/25	FS Water august 2025	Open	\$89.95	\$0.00		
25-02364	09/05/25	BOCA WATER	Open	\$99.95	\$0.00		
25-02384	09/08/25	WATER - AUGUST '25	Open	\$99.95	\$0.00		
		<b>Vendor Total:</b>		<b>\$659.60</b>			
9452		DEPT. OF LAW & PUBLIC SAFETY					
25-02221	08/19/25	PTC LICENSE - MIGUEL VALENCIA	Open	\$100.00	\$0.00		
9453		CAPITAL ONE TRADE CREDIT					
25-01452	06/06/25	RDS/SIGN/BLD/DPW/JUNE	Open	\$389.14	\$0.00		
25-01883	07/09/25	DPS -SUPPLIES - JULY	Open	\$42.27	\$0.00		
25-02146	08/08/25	FS NNO bins	Open	\$43.17	\$0.00		
25-02414	09/09/25	REC #750758 AUG. ANCO/SUPPLIES	Open	\$408.02	\$0.00		
		<b>Vendor Total:</b>		<b>\$882.60</b>			
9456		CAPE MAY AERIAL ADVERTISING					
25-02330	08/29/25	DRONE SHOW 9/12/25- FFNIGHT	Open	\$2,500.00	\$0.00		
9458		CW SUNRAY ENTERPRISES, LLC					
25-02380	09/08/25	B-152 L- 29 CW SUNRAY ENT	Open	\$718.37	\$0.00		
BLAUE		BLAUER ASSOCIATES INC*					
22-02882	11/17/22	2023 SCPF APPLICATION CONSULT	Open	\$450.00	\$0.00		B
CMCHE005		CMC HERALD					
25-02363	09/05/25	FS mtg ad 08.27.25	Open	\$35.28	\$0.00		
JUSTF005		SHANNON NAGEL					
25-02361	09/05/25	FFN-9/12/25 FACE PAINTER	Open	\$250.00	\$0.00		

Vendor # P.O. #	Name PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
KIELY005 25-02072	07/28/25	KIELY CIVIL, LLC RETURN OF UNUSED ESCROW	Open	\$9,907.49	\$0.00		
LEWIS005 25-02071	07/28/25	LEWIS TREE SERVICE, INC. RETURN OF UNUSED ESCROW	Open	\$5,793.75	\$0.00		
SMITHS 25-02373	09/05/25	SHEILA D SMITH MEDICARE SUPPLEMENT	Open	\$219.23	\$0.00		
TACPR 25-02256	08/22/25	TAC PRINTING & MARKETING SERV* BUSINESS CARDS	Open	\$177.00	\$0.00		

Total Purchase Orders: 141 Total P.O. Line Items: 0 Total List Amount: \$622,311.85 Total Void Amount: \$0.00

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

RESOLUTION # 2025-305

Title: AUTHORIZING PAYMENT OF VOUCHERS

<u>VENDOR</u>	<u>CHECK #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
LAUREN HIGGINS SUIT	#7450	P.I.O SEPTEMBER 2025	\$1,356.67

TOTAL MANUAL CHECKS:	\$1356.67
TOTAL COMPUTER GENERATED:	\$622,311.85
<b>TOTAL BILL LIST</b>	<b>\$623,668.52</b>

	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 September 15, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION #2025-306

Title: AUTHORIZATION FOR REFUND OF TAXES

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

WHEREAS, a refund is due.

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

<u>Block</u>	<u>Lot</u>	<u>Refund To</u>	<u>Reason</u>	<u>Tax</u>
152/157	25/29	CW Sunray Enterprises, LLC	Sold Property in June – ACH	\$ 718.37

	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 September 15, 2025

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

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

RESOLUTION # 2025-307

Title: **APPROVAL OF CHANGE ORDER #1 WITH LEXIPOL LLC FOR A WELLNESS APPLICATION PROMOTING THE HEALTH AND WELLBEING OF LOWER TOWNSHIP POLICE OFFICERS AND THEIR FAMILIES**

**WHEREAS**, Lexipol LLC was awarded on June 17, 2024 by Resolution #2024-203 to Lexipol LLC to assist the Lower Township Police Department with Maintaining NJSACOP Accreditation and Provide On-Line Training Modules Annually for all Sworn Lower Township Officers as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate in the amount of \$26,223.92 for 2025; and

**WHEREAS**, Lexipol LLC has submitted a proposal for a Wellness Application (App) to promote the health and wellbeing of Lower Township First Responders in the amount of \$7,199.10 for 2025; and

**WHEREAS**, Lexipol LLC Wellness App from Cordico provides Unlimited use to all First Responders and their spouses or significant other which offers self-assessments and well as videos and guides on more than 60 behavioral health topics on this confidential app; and

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

**WHEREAS**, the CFO has certified the availability of funds as evidenced by her signature below:

Appropriation: 5-01-25-240-274

Signature: *Lauren Read*  
Lauren Read, CFO

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

<b>AWARD TO:</b>	<b>LEXIPOL LLC</b>	
	7/1/2025-6/30/2026	<b>\$26,223.92</b>
	Wellness App	
	10/1/2025-9/30/2026	<b>\$7,199.10</b>
	<b>TOTAL:</b>	<b>\$33,425.02</b>

	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 September 15, 2025.

Julie A Picard, Township Clerk

Rec'd 8/27/2025

RS-01803



# Invoice

#INVCOR11257337

9/1/2025

**Bill To**

Lower Township Police Department  
405 Breakwater Rd  
Cape May NJ 08204  
United States

**End User**

Lower Township Police Department

**Terms**

Net 30

**Due Date**

10/1/2025

**PO #**

**Contract Term**

9/1/2025 to 8/31/2026

**Description**

**Qty**

**Rate**

**Amount**

Cordico Wellness App

1

\$7,199.10

\$7,199.10

Your invoice includes a 10 % discount.

**Subtotal**

\$7,199.10

**Tax Total (%)**

\$0.00

**Invoice Total**

\$7,199.10

**Amount Paid**

\$0.00

**Amount Due**

\$7,199.10

[Click here to submit your accounting inquiry](#)

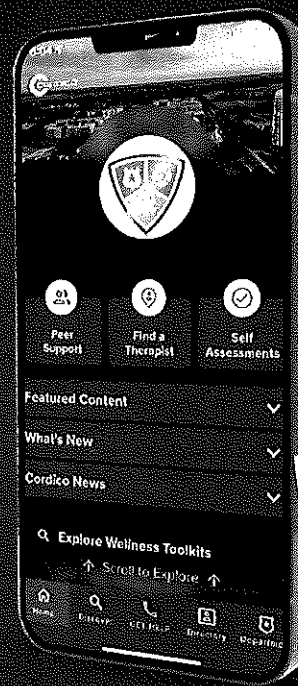
Lexipol now has an easier way for you to view/pay your invoices. Please set up/login to your account today at LEXIPOL CUSTOMER PORTAL. If you have difficulty logging in, please click on the reset password link, reset your password, and attempt logging in again.

Please Make Checks Payable to:  
Lexipol LLC  
PO Box 676232  
Dallas, TX 75267-6232



# WELLNESS THAT WORKS

Confidential,  
Anonymous Support  
for Your Officers



Law enforcement has never been more challenging. Nationwide, officers overwhelmingly report job-related stress has affected their mental health—yet 90% of officers say cultural stigma creates a barrier to getting help for emotional or behavioral issues. Left unaddressed, stress can lead to destructive behaviors and poor decision-making, including excessive use of force.

Cordico's wellness solution addresses these challenges, providing officers and their family members with on-demand access to relevant, trusted and effective wellness resources—without collecting any personal information.

Our law enforcement wellness app offers a complete range of self-assessments as well as continuously updated videos and guides on more than 60 behavioral health topics—all designed specifically to help first responders develop healthy habits, strengthen personal relationships and improve resilience.

## When you deploy Cordico in your agency, you will:



Connect your personnel to anonymous assessments & counseling resources



Strengthen your wellness culture & empower your peer support team



Support department retirees & family members (included with agency subscription)



Help officers cope with the effects of critical events & chronic exposure



Go beyond crisis response with physical, mental & lifestyle management resources



Improve officer decision-making, empathy & resiliency, which in turn enhances police/community relations







## Trusted, Tailored Behavioral Health Support

Cordico's wellness tools and self-assessments are designed to keep your personnel healthy and effective at work. Created by our clinical and scientific staff experienced in working with first responders, these resources are built for both prevention and treatment.

### 60+ Wellness Guides

- Substance Abuse
- Burnout
- Grief and Loss
- Family Support
- Financial Fitness
- Healthy Habits
- Posttraumatic Stress
- Suicide Prevention
- Fitness and Nutrition

### Anonymous Self-Assessments

- Adult ADHD
- Alcohol Abuse
- Cordico Anger Scale
- Compassion Fatigue
- Posttraumatic Stress
- Resilience
- Cordico Sleep Test
- Perceived Stress
- Well-Being

#### AVAILABLE FEATURES

- Customized with your agency's badge and department resources
- Apple iOS and Android compatible
- Mobile one-touch calling to peer support
- Therapist finder
- Access to accredited wellness courses through Lexipol's PoliceOne Academy

#### LEADERSHIP & WELLNESS WITH JOCKO WILLINK & LEIF BABIN

Lexipol is excited to partner with Echelon Front to provide an exclusive video series demonstrating how to use world-class leadership principles to build and sustain your agency's culture of wellness. Available only through the Cordico app!



## Put Your Agency at the Forefront of Wellness



*"Cordico is connecting officers to innovative mental and behavioral health tools. Cordico's wellness app helps me take care of my officers. It will save lives."*

Police Chief Neil H. Gang  
Pinole (CA) Police Department  
Chair, California Police Chiefs  
Association Wellness Committee



*"If you do one thing for your agency this year, get this app. It will show that employee wellness is a priority, you truly care, and you want to make the best tools and resources accessible to your officers 24/7."*

Kimberly A. Miller, Ph.D.  
Police Psychologist, Consultant, Coach & Trainer  
National Sheriffs' Association Member &  
Seminar Presenter



# A Cost-Effective Solution to First Responder Wellness

Law enforcement officers, firefighters, dispatchers and other public safety personnel are tasked with handling the most high-risk, urgent and dangerous events in our communities. They respond routinely to incidents most people never experience firsthand—suicides, murders, accidents, natural disasters, violence committed against children, sexual offenses, violent individuals, noncompliant suspects, people in the throes of crisis. The job carries the constant potential for injury and risk to safety and security.

Public safety and local government leaders and elected officials have a great opportunity to support the wellness of the first responders we trust to provide the most urgent, critical and high-stakes service to the community. The key lies in delivering confidential, immediately accessible resources that are customized for the issues first responders face.

Fortunately, doing just that is not only possible, it's surprisingly cost-effective.

## First Responder Wellness Challenges

First responders pay a price for their dedication to their profession. They experience high rates of suicidal ideation, post-traumatic stress and depression; in nationwide surveys, firefighters and officers overwhelmingly report stress on the job has impacted their mental health.<sup>1,2,3</sup> The effects are physical, too; 70% of firefighters are obese or overweight; 40% of police officers are obese and 80% are overweight.<sup>4,5</sup> Complications from shift work compound the issues: Nearly 40% of firefighters screen positive for sleep disorders,<sup>6</sup> while fatigued police officers are quicker to fire their weapons and show more implicit bias against Black subjects.<sup>7</sup>

<sup>1</sup>Ushery D, Manny D, Stulberger E. (11/20/18). Nearly 1 in 5 cops has considered suicide amid stigma around mental health issues. <https://www.abcnews.com/news/local/1-team-nearly-1-in-5-cops-has-considered-suicide-amid-stigma-around-mental-health-issues/1817436/>

<sup>2</sup>Wagner E, Bott M, Villarreal M et al. (3/1/18) National data shows firefighters' mental, emotional health not getting enough attention. <https://www.nbcbayarea.com/news/local/national-data-shows-firefighters-mental-emotional-health-not-getting-enough-attention/196910/>

<sup>3</sup>Substance Abuse and Mental Health Services Administration. (May 2018) First Responders: Behavioral Health Concerns, Emergency Response, and Trauma. <https://www.samhsa.gov/sites/default/files/dtac/supplementalresearchbulletin-firstresponders-may2018.pdf>

<sup>4</sup>Wilkinson ML, Brown AL, Poston WS, et al. (2014) Physician Weight Recommendations for Overweight and Obese Firefighters, United States, 2011–2012. *Preventing Chronic Disease*. 11:140091. <http://dx.doi.org/10.5888/pcd11.140091>

<sup>5</sup>Can SH, Hendy H. (May 2014) Behavioral variables associated with obesity in police officers. *Industrial Health*. 52(3):240–247. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4209580>

<sup>6</sup>Brigham and Women's Hospital. (11/13/14) Sleep disorders found to be highly prevalent in firefighters. *ScienceDaily*. <https://www.sciencedaily.com/releases/2014/11/141113085220.htm>

<sup>7</sup>James L. (9/21/17) The Stability of Implicit Racial Bias in Police Officers. *Police Quarterly*. 21(1):30–52. <https://doi.org/10.1177/1098611117732974>

While many municipalities and counties offer wellness services through an Employee Assistance Program, these are often inadequate for the unique stressors of a public safety career. First responders overwhelmingly report cultural stigmas that create a barrier to most seeking help for emotional and behavioral issues. And when they do seek help, 60% of officers and firefighters say the wellness resources provided to them through Employee Assistance Programs are not helpful.<sup>1,2</sup>

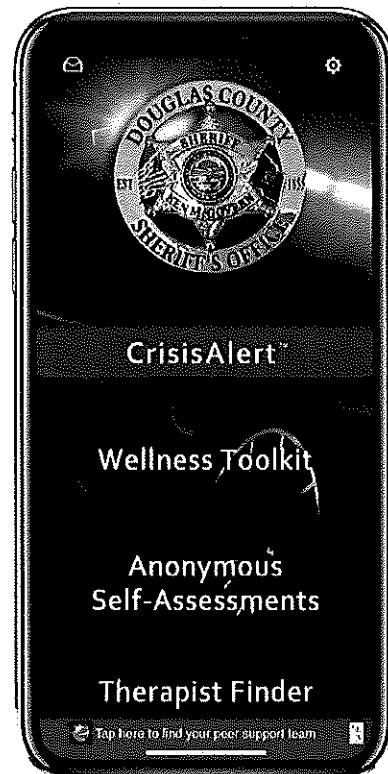
## Hidden Costs of First Responder Mental Health Issues

Simply knowing that we are taking good care of our personnel—doing the right thing to support them—is motivation enough for most agency and local government leaders. But there also are strong qualitative reasons to proactively address first responder wellness.

In fact, there are five areas where your agency may be spending large sums of money related to first responder mental health without realizing it:

1. **Overtime costs** that rack up when personnel are out on sick leave or disability as a result of untreated mental health issues
2. **Worker's compensation** costs involving post-traumatic stress syndrome (many states now consider PTSD as presumptive for first responders)
3. **High healthcare costs** as a result of the physical impacts of stress, which can include cardiac issues, diabetes, obesity, substance abuse and sleep issues
4. **Costs associated with personnel complaints, lawsuits and settlements** that may be a result of poor decision-making by personnel suffering from lack of sleep, burnout or compassion fatigue
5. **Turnover costs**—including recruiting, training and equipping new personnel—when first responders choose to leave the agency due to chronic stress or feeling unsupported

As noted above, current support mechanisms for first responders are largely insufficient. Municipalities remain at significant financial risk if relying upon existing support resources.



## The Wellness Solution for Public Safety: Cordico

Cordico's mobile wellness app provides a complete range of self-assessments as well as continuously updated videos and guides on more than 60 behavioral health topics. This unique wellness solution meets three critical criteria necessary to overcome the stigma of asking for help and address the cumulative effects of chronic stress on first responders:



**Confidential** – First responders must have trust that they can access resources in a completely confidential manner that will not have an impact on their careers. Cordico's apps work through a generic link and generic password. There is no personal data tied to app (although we can provide aggregate data to help



leaders judge overall use or identify trends in resource usage).



**Customized** – Resources provided to first responders must reflect the realities of their jobs. Cordico's assessments, articles and videos are developed by first responder psychologists and are specifically tailored for public safety personnel. We also help agencies tailor their apps with agency-specific content or training and links to local resources.



**Accessible** – Public safety is a 24/7 business; first responders must be able to access resources quickly, easily and at any time of day. By delivering our content through an app, we provide one place for personnel to access all the wellness content the agency offers, available 24/7. Options include one-touch access to peer support and chaplains, teletherapy and a therapist finder.



**The many benefits of implementing the Cordico app include:**

- Demonstrating strong city/county support for the wellness of their first responders
- Providing in-hand, on-demand, easy access to a multitude of high-quality wellness tools and confidential resources specifically for public safety personnel

- Providing easier access to existing support mechanisms (e.g., peer support, therapists and local healthcare resources)
- Increasing utilization of a wide range of wellness support resources to promote a healthier workforce
- Improving recruitment, retention and morale and reducing absenteeism

Implementation of the Cordico apps has been associated with higher rates of utilization of support resources, the development of stronger wellness support options, and strong positive feedback regarding the program at all organizational levels.

## Cordico Wellness App Investment

First responder wellness requires an investment, but the costs of the Cordico app are projected to be more than offset by savings in the form of improved employee wellness, lower employee stress, improved morale, decreased absenteeism and increased retention.

**The annual subscription covers:**

- App build, design, licensing, maintenance, technical support and ongoing updates (iPhone and Android)
- Unlimited use to all personnel employed by the agency
- Unlimited use at no cost to all spouses and significant others of personnel employed by the agency
- Unlimited use at no cost for all department retirees
- Implementation and support for promoting the app to agency personnel, including posters, QR codes for easy phone installation, and a customized PowerPoint presentation for shift briefings or roll call. These resources have resulted in a 90% app installation rate.



## Unqualified Support

*"If you do one thing for your agency this year, get this app. It will show that employee wellness is a priority, you truly care, and you want to make the best tools and resources accessible to your officers 24/7."*



**Kimberly A. Miller, Ph.D.**

Chair, National Sheriffs' Association,  
Psychological Services Committee  
Police Psychologist, Consultant,  
Coach & Trainer

*"The Cordico team provided exceptional customer service and went out of their way to make the development process smooth and fast. The finished product far exceeded my expectations and those of my command staff. We need our emergency responders to be at their peak performance levels, and the Cordico wellness app gives them the tools and resources to do just that."*



**Captain Eric Dayley**

MA District Commander  
Idaho State Police District Five

*"I was looking for a way to inform our officers about the numerous resources that are available to support their emotional health and well-being. I also wanted to provide them with a roadmap to those resources. The Cordico wellness app is a confidential tool that hosts all of their wellness resources in one location, which allows our officers to have 24/7 access in the palm of their hands."*



**Lynnette Hall-Lewis, Esq., CWPC**

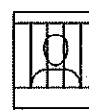
Health Engagement Manager  
City of Memphis

*"The Cordico app has been a game changer for our fire department. This app puts a wealth of information and—most importantly—personal help at our firefighters' fingertips to keep them mentally healthy."*



**Fire Chief Kris Concepcion**

Vacaville (CA) Fire Department



**Ready to put your agency at the forefront of wellness? Request a demo today.**

[cordico.com/quote](http://cordico.com/quote)

[info@cordico.com](mailto:info@cordico.com)

844-267-3426

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

RESOLUTIUN #2025-308

Title: APPOINTMENT TO THE HISTORIC PRESERVATION COMMISSION

WHEREAS, there currently exists a vacancy on the Historic Preservation Commission; 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 appointment be made:

<u>NAME</u>	<u>TYPE</u>	<u>CLASS</u>	<u>TERM EXP</u>
Robert Bitting	Alternate	Class C	September, 2027

	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 September 15, 2025

Julie A Picard, Township Clerk



## FOR TOWNSHIP USE ONLY

Res. # \_\_\_\_\_

Board/Comm./Auth. \_\_\_\_\_

Term Exp. \_\_\_\_\_

Replaced \_\_\_\_\_ or Reappointed \_\_\_\_\_

Rec'd 8/27/2025 p.

TOWNSHIP OF LOWER  
CITIZEN LEADERSHIP FORMNAME ROBERT BITTINGCITY AND STATE VILLAS, NJYEARS OF RESIDENCY IN TOWNSHIP 64 OCCUPATION CURATOR AT HISTORIC COLD SPRING VILLAGEPlease number in order of preference which ones you wish to be considered for.☐ Cable Television Advisory Board☐ Municipal Utilities Authority☐ Environmental Commission☐ Planning Board☒ Historic Preservation Commission☐ Recreation Advisory Board☐ Citizen Advisory Board☐ Zoning Board of Adjustment

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

BACHELORS DEGREE - BUSINESS ADMINISTRATION - MASTERS - RELIGIONTOUR GUIDE - MAC - 1976HISTORIC COLD SPRING VILLAGE - VARIOUS TITLES SINCE 1996 -I'm CURRENTLY CURATOR AND HAVE BEEN FOR THE PAST 3 YEARS -LOCAL HISTORIAN.Date: 8/13/2025 Signature: [Signature]

(VALID FOR ONE YEAR FROM DATE OF RECEIPT)

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

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

RESOLUTION #2025-309

**Title: APPROVAL FOR THE PROPERTY OWNERS ASSOCIATION OF CAPE MAY BEACH AND HISTORIC TOWN BANK, INC. 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 The Property Owners Association of Cape May Beach and Historic Town Bank, Inc. to conduct a flea market on October 11, 025 at 201 Clubhouse Drive; 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 September 15, 2025.

Julie A Picard, Township Clerk



**jpocard**

---

**From:** Jennifer Fleck  
**Sent:** Monday, September 8, 2025 8:40 AM  
**To:** jpocard; kfournier; ABelasco  
**Subject:** FW: External HTB/POA Yard Sale

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Please see email below.

Thanks,

J

**From:** Byron <byronfrey@gmail.com>  
**Sent:** Friday, September 5, 2025 6:01 PM  
**To:** manager <manager@townshipoflower.org>  
**Subject:** External HTB/POA Yard Sale

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Julie,

Per our conversation, I wanted to provide details of our community yard sale planned for Saturday October 11th.

The Property Owners Association of Cape May Beach and Historic Town Bank, Inc, would like to host a community yard sale on our property located at 201 Clubhouse Drive. We don't need the streets closed as we will host our members to sell items on our property. Time would be 8am to 11am.

If you need any additional information in order to have this discussed and approved, please let me know.

Separately, I was not able to get the check from our treasurer before leaving town on a business trip, I will plan to drop off next week along with a list of vendors from Whale of a Day.

Thanks so much!

Byron

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

**RESOLUTION #2025-310**

Title: **APPOINTMENT TO THE RECREATION ADVISORY BOARD**

**WHEREAS**, A vacancy exists on the Recreation Advisory Board due to an term expiration; 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 appointment be made:

<u>NAME</u>	<u>TYPE</u>	<u>TERM EXP</u>
Bryan Steere	Reg Member	Sept, 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 September 15, 2025.

Julie A Picard, Township Clerk

**FOR TOWNSHIP USE ONLY**

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

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

**TOWNSHIP OF LOWER  
CITIZEN LEADERSHIP FORM**

NAME Bryan Steere

CITY AND STATE Cape May, NJ

YEARS OF RESIDENCY IN TOWNSHIP 40 OCCUPATION Business Owner/Realtor

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

<input type="checkbox"/> Cable Television Advisory Board	<input type="checkbox"/> Municipal Utilities Authority
<input type="checkbox"/> Environmental Commission	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Historic Preservation Commission	<input checked="" type="checkbox"/> Recreation Advisory Board
<input type="checkbox"/> Citizen Advisory Board	<input type="checkbox"/> Zoning Board of Adjustment

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

I am currently on the MUA board in Lower Township. I have also coached youth baseball, basketball and soccer in Lower Township for the past 6 years.

Date: \_\_\_\_\_ Signature: Bryan Steere dotloop verified  
09/09/25 11:36 AM  
EDT  
AVAA-YXAT-MRVB-JCEI ID FOR ONE YEAR FROM DATE OF RECEIPT)

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

**\*PERSONAL INFORMATION NOT SUBJECT TO PUBLIC DISCLOSURE**

Address of Residence \_\_\_\_\_ Email \_\_\_\_\_  
Primary Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

\*The Information in this section is considered personal information, and is therefore deemed confidential for the purpose of P.L. 1963, c.73 (C.47:1A-1 et seq.) and P.L. 2001, c.404 (C.47:1A-5 et al.).

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

**RESOLUTION # 2025-311**

Title: **BID ACCEPTANCE AND CONTRACT AWARD FOR RESURFACING OF RIDGEWOOD AVENUE - BAYSHORE ROAD TO DELAWARE AVENUE TO SOUTH STATE INC. (LT-C-047)**

**WHEREAS**, the Notice to Bidders for the Resurfacing of Ridgewood Avenue – Bayshore Road to Delaware Avenue (LT-C-065) was advertised on August 27, 2025 and accepted on Tuesday September 9, 2025 at 10:00 a.m. prevailing time; and

**WHEREAS**, Two (2) sealed bids were submitted and reviewed by the Township Engineer, QPA and the Public Works Superintendent; and

**WHEREAS**, South State Inc., the lowest qualified bidder, complied with the specifications and supplied all required bid documents and the CFO has certified the availability of funds as evidenced by her signature below:

Appropriation: \_\_\_\_\_

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

Lauren Read, CFO

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the following contract is hereby awarded:

**AWARD TO: SOUTH STATE INC.**  
**TOTAL: \$237,562.87**

	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 September 15, 2025

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

# DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

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

September 9, 2025

VIA EMAIL

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

**Re: Township of Lower, Cape May County, NJ  
FY2024 NJDOT LTPF and FY2024 NJDOT Municipal Aid – Resurfacing of Ridgewood Avenue  
D&A File #: LT-C-047**

Dear Ms. Picard:

We have tabulated the two (2) bids received on September 9, 2025 for the above referenced project. As such, we have determined that the lowest responsible bidder appears to be South State, Inc. in the amount of \$237,412.87. Enclosed please find one (1) copy of the bid tabulation for your files.

In accordance with N.J.S.A. 40A:11-1 et seq., the award should be made to the lowest responsible bidder which appears to be South State, Inc., P.O. Box 68, Bridgeton, NJ 08302 in the amount of \$237,412.87. The contractual award should be made contingent upon approval from the New Jersey Department of Transportation, Township Purchasing Agent, Chief Financial Officer and Township Solicitor.

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

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



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

cc: Mayor Frank Sippel (via email w/encl.)  
Michael Laffey, Manager (via email w/encl.)  
Margaret Vitelli, Qualified Purchasing Agent (via email w/encl.)  
Gary Douglass, Public Works Superintendent (via email w/encl.)  
Rob Belasco, Solicitor (via email w/encl.)  
Lauren Read, CFO (via email w/encl.)  
Cody Stanford (via email w/encl.)  
Andrew McTague (via email w/encl.)

Project Name: FY2024 N.J.D.O.T. MUNICIPAL AID PROGRAM/LOCAL TRANSPORTATION PROJECTS FUND  
RESURFACING OF RIDGEWOOD AVENUE

D&A Project #: LT-C-047  
Client: Township of Lower  
Bid Opening Date: 09/09/2025

South State, Inc. P.O. Box 68 Bridgeton, NJ 08302			Landberg Construction 82 Tuckahoe Road Dorothy, NJ 08317		
Item #	DESCRIPTION	QUANTITY & UNITS	UNIT PRICE	AMOUNT	
FY2024 MUNICIPAL AID (MA) PARTICIPATING ITEMS					
M1	HMA MILLING, 3" OR LESS	S.Y.	5,900	\$ 4.50	\$ 26,550.00
M2	HOT MIX ASPHALT 9.5M/64 SURFACE COURSE	TON	750	\$ 120.00	\$90,000.00
M3	RESET STONE MULCHING	S.Y.	100	\$ 4.00	\$400.00
M4	TURF REPAIR STRIP	L.F.	2,500	\$ 0.10	\$250.00
M5	HOT MIX ASPHALT DRIVEWAY, 2" THICK	S.Y.	100	\$ 40.00	\$4,000.00
M6	INLET FILTERS, TYPE 1	S.F.	60	\$ 5.00	\$300.00
M7	TRAFFIC MARKINGS LINES, 12"	L.F.	70	\$ 20.00	\$1,400.00
M8	BICYCLE SAFE GRATE	UNIT	3	\$ 0.01	\$0.03
M9	SET INLET TYPE B, CASTING	UNIT	3	\$ 0.01	\$0.03
M10	RESET EXISTING CASTING	UNIT	3	\$ 500.00	\$1,500.00
M11	RESET WATER VALVE BOX	UNIT	5	\$ 0.01	\$0.05
M12	RESET PAVERS	S.Y.	30	\$ 40.00	\$1,200.00
M13	CURB PIECE	UNIT	3	\$ 0.01	\$0.03
Sub-Total Amount Bid Based on Estimated Quantities for Items M1 to M13					\$125,600.14




BID TABULATION

Project Name: FY2024 N.J.D.O.T. MUNICIPAL AID PROGRAM/LOCAL TRANSPORTATION PROJECTS FUND  
RESURFACING OF RIDGEWOOD AVENUE

D&A Project #: LT-C-047  
Client: Township of Lower  
Bid Opening Date: 09/09/2025

South State, Inc. P.O. Box 68 Bridgeton, NJ 08302			Landberg Construction 82 Tuckahoe Road Dorothy, NJ 08317			
Item #	DESCRIPTION	QUANTITY & UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
FY2024 LOCAL TRANSPORTATION PROJECTS FUND (LTPF) PARTICIPATING ITEMS						
L1	HMA MILLING, 3" OR LESS	S.Y. 4,800	\$4.50	\$21,600.00	\$3.50	\$16,800.00
L2	HOT MIX ASPHALT 9.5M/64 SURFACE COURSE	TON 650	\$120.00	\$78,000.00	\$110.00	\$71,500.00
L3	RESET STONE MULCHING	S.Y. 100	\$4.00	\$400.00	\$35.00	\$3,500.00
L4	TURF REPAIR STRIP	L.F. 2,100	\$0.10	\$210.00	\$2.00	\$4,200.00
L5	HOT MIX ASPHALT DRIVEWAY, 2" THICK	S.Y. 100	\$40.00	\$4,000.00	\$50.00	\$5,000.00
L6	TRAFFIC MARKINGS LINES 12"	L.F. 40	\$20.00	\$800.00	\$20.00	\$800.00
L7	TRAFFIC MARKINGS LINES 24"	L.F. 20	\$20.00	\$400.00	\$40.00	\$800.00
L8	RESET EXISTING CASTING	UNIT 2	\$500.00	\$1,000.00	\$550.00	\$1,100.00
L9	RESET WATER VALVE BOX	UNIT 3	\$0.01	\$0.03	\$0.01	\$0.03
L10	RESET PAVERS	S.Y. 20	\$40.00	\$800.00	\$250.00	\$5,000.00
L11	CLEARING SITE	LUMP SUM	\$4,000.00	\$4,000.00	\$37,000.00	\$37,000.00
L12	CONSTRUCTION SIGNS	S.F. 256	\$0.01	\$2.56	\$0.01	\$2.56
L13	DRUM	UNIT 12	\$0.01	\$0.12	\$0.01	\$0.12
L14	BREAKAWAY BARRICADE	UNIT 2	\$0.01	\$0.02	\$0.01	\$0.02
L15	CORE SAMPLES, HOT MIX ASPHALT	UNIT 6	\$100.00	\$600.00	\$500.00	\$3,000.00
Sub-Total Amount Bid Based on Estimated Quantities for Items L1 - L15				\$111,812.73	\$148,702.73	
Error in Bidder's Mathematics						
Total Amount Bid Based on Estimated Quantities for Items M1 to M13 & L1 - L15				\$237,412.87		
				\$283,803.38		

  
Date 9/9/2025  
Marc DeBlasio, P.E., P.P., C.M.E.  
Township Engineer

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

RESOLUTION #2025-312

Title: APPROVING A PROFESSIONAL SERVICE CONTRACT WITH DeBLASIO & ASSOCIATES FOR LINCOLN BOULEVARD AND ARCTIC AVENUE STORM SEWER REPLACEMENT PROJECT SURVEY AND ENGINEERING PHASE (LT-C-069)

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5 and N.J.S.A. 40A:11-5, the Township of Lower is authorized to enter into contracts for "Professional Services" without competitive bidding when the need arises, so long as the award of such contract is made public by a Resolution of the Governing Body and satisfies the requirements of the New Jersey Pay-to-Play law; and

WHEREAS, DeBlasio & Associates have provided the attached proposal in the amount of \$78,000.00 for the Lincoln Boulevard and Arctic Avenue Storm Sewer Replacement Project for the Survey and Engineering Phase (LT-C-069) in the amount of \$78,000.00; and

Engineering & Survey Phase	
Survey and Base Mapping	
Design Plans and Specifications	
Public Bidding Procurement	\$78,000.00

WHEREAS, the Township of Lower's Chief Financial Officer has certified the availability of funds in the current budget lines, as evidenced her signature:

Appropriation: Ord #24-03 C-04-55-438-910

Signature: Lauren Read  
Lauren Read, CFO

WHEREAS, DeBlasio and Associates have completed and submitted a Business Entity Disclosure Certification certifying that it has not made any reportable contributions to a political candidate or committee in the Township of Lower in the previous year, and acknowledging that the award of this contract will prohibit it from making any reportable contributions during the term of the contract.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that a Professional Service Contract, without public bidding, is awarded to the DeBlasio and Associates to provide Engineering and Survey Phase for the Lincoln Boulevard Storm Sewer Project in accordance with the terms and conditions of the proposal attached hereto as Exhibit A, for a total price not to exceed \$78,000.00.

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 September 15, 2025.

Julie A Picard, Township Clerk



# DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

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

September 8, 2025

VIA EMAIL

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

**Re: Township of Lower, Cape May County, NJ  
Lincoln Boulevard and Arctic Avenue Storm Sewer Replacement Project –  
Survey and Engineering Phase  
D&A File #: LT-C-069**

Dear Mr. Douglass:

**DeBlasio & Associates, P.C.** is pleased to provide this proposal to provide our professional engineering and survey services for the **Lincoln Boulevard and Arctic Avenue Storm Sewer Replacement Project - Survey and Engineering Phase.**

The project area can be seen in the attached August 2025 Project Location Map. The proposed work includes replacing the storm sewer on Lincoln Boulevard from Beach Drive to Adriatic Avenue and on Arctic Avenue from Lincoln Boulevard to Franklin Avenue, temporary trench restoration, and the milling and repaving of the roadway on Arctic Avenue. Our understanding is that the Township's intent is to publicly bid this project in two phases, as depicted in the attached August 2025 Project Location Map. This proposal will include Engineering and Surveying costs for both Phase 1 & Phase 2 of the project.

Based on our analysis, the engineer's estimate of construction cost is \$1,480,000.00.

➤ <b>Engineering &amp; Survey Phase Cost:</b>	<b>\$78,000.00</b>
• Survey and Base Mapping	
• Design Plans and Specifications	
• Public Bidding Procurement	

<b>Total Professional Service Fee</b>	<b>\$78,000.00</b>
---------------------------------------	--------------------

Enclosed please find one (1) copy of the project location map for your reference. Please note that this proposal does not include any construction phase services. Our office can provide a proposal for these services upon request.

Upon your authorization, we are prepared to begin work immediately on the Township's **Lincoln Boulevard and Arctic Avenue Storm Sewer Replacement Project-Survey and Engineering Phase.**

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

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



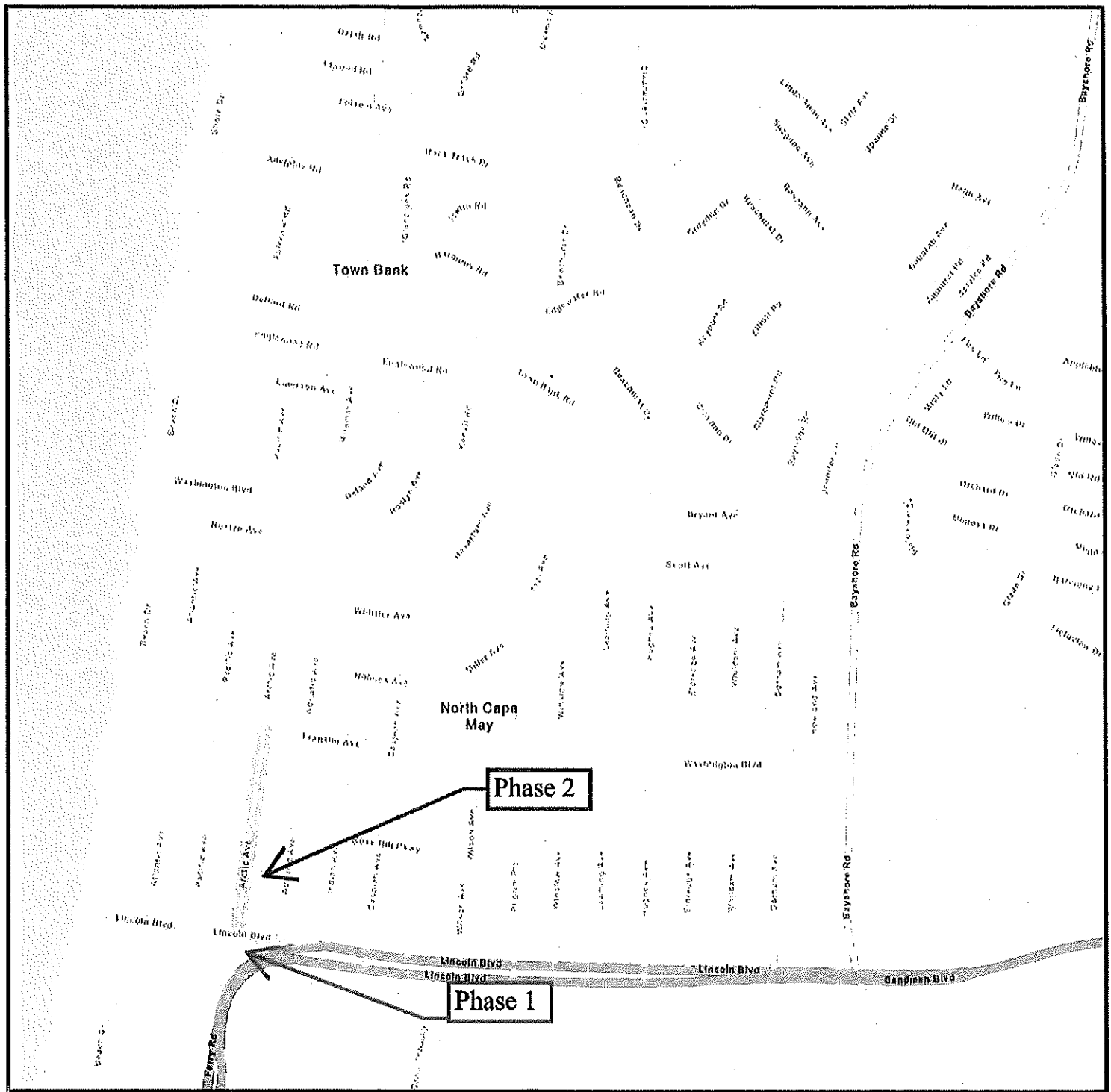
Marc DeBlasio, P.E., P.P., C.M.E.

President

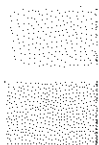
T: 609-854-3311

Marc@deblasloassoc.com

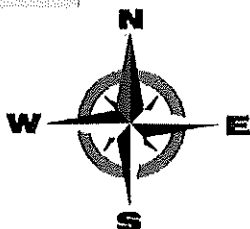
cc: Mayor Frank Sippel (via email)  
Michael Laffey, Manager (via email)  
Margaret Vitelli, QPA (via email)  
Julie Picard, Clerk (via email)  
Finance (via email)



# **KEY:**



**PROPOSED PROJECT LOCATION**



## **PROJECT LOCATION MAP** **NORTH CAPE MAY** **LINCOLN BOULEVARD AND ARCTIC AVENUE** **STORM SEWER REPLACEMENT**

**August 18, 2025**

**DeBLASIO &  
 ASSOCIATES**  
 CONSULTING ENGINEERS AND PLANNERS

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

RESOLUTION #2025-313

Title: CERTIFICATION OF LOT CLEARING CHARGES TO THE TAX COLLECTOR

**WHEREAS**, Ordinance #99-10 establishes the minimum regulations governing the conditions and maintenance of all property, buildings and structures within the Township of Lower, which is also known as the Property Maintenance Code; and

**WHEREAS**, according to Section 302, Exterior Property Areas of the Property Maintenance Code, all premises and exterior property shall be maintained in a clean, safe and sanitary condition; and

**WHEREAS**, the properties listed below contained conditions which violated Section 302 of the Property Maintenance Code; and

**WHEREAS**, the Township of Lower has abated the conditions pursuant to the requirements of the Property Maintenance Code and desires to place a lien on the properties listed below:

Block	Lot	Name	Property Location	Amount	Admin Fee	Lien Amount
427	7	Moran, Diego & Paola	414 E Jacksonville Ave	\$ 550.00	\$ 500.00	\$ 1,050.00
				TOTAL		\$ 1,050.00

**WHEREAS**, the Code Enforcement Officer of the Township of Lower has certified the costs incurred to abate such conditions to the Township Council, which has examined the certification and has found it to be correct.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the costs and fees set forth above, incurred by the Township of Lower to abate the unlawful conditions on the properties listed above are charged as a lien against such properties, to be added to and become part of the taxes next to be assessed and levied upon such properties, to bear interest at the same rate as taxes, and to be collected and enforced in the same manner as taxes.

	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 September 15, 2025.

Julie A Picard, Township Clerk



Lower Township  
Code Enforcement  
2600 Bay Shore Road  
Villas, NJ 08251

Violation # CVIO-25-00167

## Notice of Violation and Order to Correct

#52015958

MORAN, DIEGO & PAOLA  
414 E JACKSONVILLE AVE  
VILLAS, NJ 08251

☒ Issued to Owner  
☐ Issued to Tenant

Re: 414 E JACKSONVILLE AVENUE

Block 42 Lot 7 Qual

PLEASE TAKE NOTICE that as a result of an inspection of the above referenced property conducted by this agency, a violation of Lower Township codes has been found to exist. You are hereby ordered to correct the violations below within the comply date. Your failure to comply with this Notice of Violation and Order to correct shall result in the issuance of a summons in the Lower Township Municipal Court and subject you to fines in the possible amount of \$300.00 for each day the violation exist. Further, your failure to correct the violation may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property. If you correct this violation by the compliance date and the violation occurs again within 60 days, you will be issued a summons without another notice of violation as a continuing violation of the Lower Township Property Maintenance Code, which will subject you to additional fines of up to \$500.00 per day for a second offense and up to \$1,000.00 per day for a third offense for each day that the violation continues. Further, it may also result in the Township of Lower correcting the violation and imposing the cost of such correction as a lien against your property.

THIS IS THE ONLY NOTICE YOU WILL RECEIVE.  
IF YOU HAVE ANY QUESTIONS PLEASE CONTACT CODE ENFORCEMENT AT 609-886-2624.

Issue Date: 5/13/2025

Violations to be Abated by: 5/26/2025

The following violation(s) were found

Section PM-303.4

Title Weeds

All premises and exterior property shall be maintained free from weeds or plant growth in excess of 10 inches (254mm). All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Summary of infraction

If you have any questions regarding the status or nature of a violation please contact the department at (609)886-2624

  
William Kelleher

Block 42

Lot 7

Qualifier: RETURNED MAIL

Owner: MORAN, DIEGO & PAOLA

Prop Loc: 414 E JACKSONVILLE AVENUE

☐ Account Id: 00000351

General	Assessed Value	Additional	Billing	Deductions	Balance	All Charges	Add/Omit	Notes
---------	----------------	------------	---------	------------	---------	-------------	----------	-------

Owner Street 1: 414 E JACKSONVILLE AVE

Street 2:

City/St VILLAS, NJ

Zip: 08251-

Country:

Phone: ( ) -

Email:

Bank Code:

Municipal Lien: ☐ Assignment: ☐ Install. Plan: ☐

Outside Lien: ☐ Sp Charges: ☐ APR 2: ☐

Auto-Pay: ☐ Bankruptcy: ☐ Bankruptcy Date:

Additional Lot 1: L8

Additional Lot 2:

Property Class: 2

Parcel Key:

Unpaid Interest: .00

Vendor:

User Msgs: 014

Exclude from Tax Sale: ☐

Online Payment Restrictions: None

Case Number:

BAYSHORE LANDSCAPING, INC.  
319 SUZANNE AVENUE  
NORTH CAPE MAY, NJ 08204  
609-886-0356  
bayshorelandscaping@comcast.net

**BILL TO**  
Lower Township Recreation  
Department  
Attn: Phyllis  
2600 Bayshore Road  
Villas, NJ 08251

**SHIP TO**  
EXTRA LAWN CUTTING  
REQUEST

**INVOICE 25954**

**DATE 09/03/2025 TERMS 10 Days**

**DUE DATE 09/13/2025**

DESCRIPTION	QTY	RATE	AMOUNT
414 E Jacksonville Ave Villas Clean up lawn areas that were over grown. requested by township	1	550.00	550.00

Please pay by check  
Thank you for your Business

SUBTOTAL	550.00
TAX	0.00
TOTAL	550.00

<b>TOTAL DUE</b>	<b>\$550.00</b>
------------------	-----------------

#536

COURT I.D.	PREFIX	COMPLAINT NUMBER
0505	SC	015958

LOWER TOWNSHIP  
MUNICIPAL COURT  
401 Breakwater Road  
Erma, NJ 08204

Complaint

The State of New Jersey									
(Please Print) VS.									
Defendant's Name: First			Initial			Last			
DIEGO						MOTRAN			
Address 414 E JACKSONVILLE Villas									
State		Zip Code		Telephone:					
NJ		08251							
Birth Date:		Mo.	Day	Yr.	Sex	Eyes	Weight	Height	Restrictions
Email Address								Ethnicity	Race
Driver's Lic. No.									
State								Exp. Date	

STATE OF NEW JERSEY  
COUNTY OF CAPE MAY

Complaining Witness: 2600 Bayshore Rd  
Villas, NJ 08251  
of (Identify Dept./Agency Represented) (Badge No.)  
Residing at #0677  
by certification or on oath, says that to the best of his/her knowledge or information and belief, the named defendant on or about the  
Month 7 Day 8 Year 25 Time  
in LOWER TOWNSHIP County of CAPE MAY NJ  
did commit the following offense:

COMPLAINT

COMPLAINT

High grass + weeds

In violation of (one charge only) 303.4

LOCATION OF OFFENSE	CODE	Describe Location

OATH: Subscribed and sworn to before me this day of yr.

(Signature of Complaining Witness)

CERTIFICATION: I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

OR 7/8/25 (Date)

(Signature of Person Administering Oath)

(Signature of Complaining Witness)

PROBABLE CAUSE DETERMINATION FOR ISSUANCE OF PROCESS:

COURT USE ONLY	
Probable cause is found for the issuance of this Complaint-Summons	
Yes	(Signature of Judicial Officer)
No	
Yes	(Signature of Judge)
No	

The complaining witness is a law enforcement officer or a code enforcement officer with territorial and subject matter jurisdiction and a judicial probable cause determination is not required prior to the issuance of this Complaint-Summons.

SUMMONS

SUMMONS

YOU ARE HEREBY SUMMONED TO APPEAR BEFORE THIS COURT TO ANSWER THIS COMPLAINT. IF YOU FAIL TO APPEAR ON THE DATE AND AT THE TIME STATED, A FINANCIAL SANCTION MAY BE IMPOSED, A WARRANT MAY BE ISSUED FOR YOUR ARREST, OR BOTH.

NOTICE TO APPEAR	
COURT APPEARANCE REQUIRED	COURT DATE
	Month 7 Day 29 Year 25 Time 7:00 PM

7/8/25 (Date Summons Issued) (Signature of Person Issuing Summons)

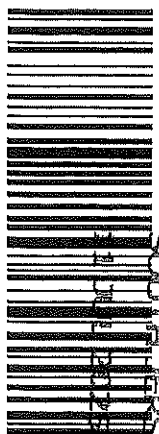




**TOWNSHIP OF LOWER**  
2600 BAYSHORE ROAD  
VILLAS, NEW JERSEY 08251

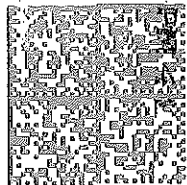
UNC

**CERTIFIED MAIL™**



**SOUTH JERSEY NJ 080**

7005 0390 0001 8836 9528



**FP** **US POSTAGE**  
\$09.64

First-Class - 1011

ZIP 08251

07/09/2025

034A 0081802656

MORAN, DIEGO & PAOLA  
414 E JACKSONVILLE AVE  
VILLAS NJ, 08251

MTXIE

271 DE 1

00002/05/23

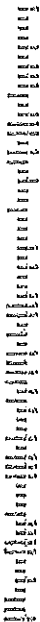
RETURN TO SENDER  
UNCLAIMED  
UNABLE TO FORWARD

UNC

EC: 0825130099

\*2103-00528-11-35

08251-251300  
08251-251300



UNITED STATES POSTAL SERVICE  
FIRST CLASS PERMIT NO. 2000 LAS VEGAS, NV

**SENDER: COMPLETE THIS SECTION**

- ☐ Complete items 1, 2, and 3.
  - ☐ Print your name and address on the reverse so that we can return the card to you.
  - ☐ Attach this card to the back of the mailpiece, or on the front if space permits.
1. Article Addressed to:

MORAN, DIEGO & PAOLA  
414 JACKSONVILLE AVE  
LAS VEGAS, NV 89101-1001



9590 9402 8389 3156 7327 62

2. Article Number (Transfer from service label)

7005 0390 0001 8836 9528

**COMPLETE THIS SECTION ON DELIVERY**

- A. Signature ☒ Agent ☐ Addressee
- B. Received by (Printed Name) C. Date of Delivery
- D. Is delivery address different from item 1? ☐ Yes  
If YES, enter delivery address below: ☐ No

**3. Service Type**

- |  |   |
|--|---|
| <input type="checkbox"/> Adult Signature                         | <input type="checkbox"/> Priority Mail Express®                     |
| <input type="checkbox"/> Adult Signature Restricted Delivery     | <input type="checkbox"/> Registered Mail™                           |
| <input type="checkbox"/> Certified Mail®                         | <input type="checkbox"/> Registered Mail Restricted Delivery        |
| <input type="checkbox"/> Certified Mail Restricted Delivery      | <input type="checkbox"/> Signature Confirmation™                    |
| <input type="checkbox"/> Collect on Delivery                     | <input type="checkbox"/> Signature Confirmation Restricted Delivery |
| <input type="checkbox"/> Collect on Delivery Restricted Delivery |   |

Postage and Fees (if any)  
\$300

PS Form 3811, July 2020 PSN 7530-02-000-9053

Domestic Return Receipt

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

RESOLUTION #2025-314

Title: RESOLUTION RECOGNIZING OCTOBER 6, 2025 AS KNOCK OUT OPIOID ABUSE DAY IN LOWER TOWNSHIP

**WHEREAS**, New Jersey is in the midst of a life-threatening opioid abuse epidemic; and

**WHEREAS** the State Senate and General Assembly jointly resolved that October 6 shall be permanently designated as Knock Out Opioid Abuse Day in New Jersey in order to raise awareness about the dangers of, and the link between, opioid abuse and heroin addiction and to educate health care providers, community leaders, state lawmakers and members of the public about the opioid abuse epidemic and its effects throughout the State of New Jersey and across the country; and

**WHEREAS** there were 33 suspected overdose deaths in Cape May County in 2023 according to the NJ Office of the Attorney General and 655 of the County's treatment admissions were for heroin/other opiates in 2023 according to the NJ Department of Human Services Division of Mental Health and Addiction Services; and

**WHEREAS** the Knock Out Opioid Abuse Day campaign is sponsored by the Partnership for a Drug Free New Jersey in cooperation with the Governor's Council for Alcoholism and Drug Abuse and the NJ Department of Human Services Division of Mental Health and Addiction Services to raise awareness of the potential for dependency on prescribed pain medicine and its link to heroin use rates in our state, reduce stigma of addiction, shine a light on the need for recovery support, and communicate to physicians information on safer prescribing messages found in the Centers for Disease Control and Prevention guidelines for prescribing opioids, which include considering other therapies, setting realistic treatment goals with patients and discussing with patients the positives and negatives of opioids; and

**WHEREAS**, the Township of Lower Mayor and Council support initiatives designed to raise awareness about opioid abuse in New Jersey and take steps to prevent addiction.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Council of the Township of Lower, County of Cape May, State of New Jersey encourages all residents to utilize the prescription drug drop boxes, located at every Police Department in Cape May County, to dispose of unused and expired medications safely and securely.

**BE IT FURTHER RESOLVED** that October 6, 2025, be recognized as Knock Out Opioid Abuse Day in the Township of Lower.

	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 September 15, 2025

Julie A Picard, Township Clerk

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

**RESOLUTION #2025-315**

**Title: APPROVAL FOR RUN THE VINEYARDS OCTOBER 19, 2025 EVENT**

**WHEREAS**, Good Day for a Run, LLC has requested permission to host an event called "Run the Vineyards – Down the Shore 5K" Sunday, October 19, 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 September 15, 2025.

Julie A Picard, Township Clerk

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

**RESOLUTION #2025-316**

**Title: APPROVAL FOR BEACH TO BREWERY 10k SEPTEMBER 27, 2025 EVENT**

**WHEREAS**, Cape May Running, LLC has requested permission to host an event called "Beach to Brewery 10Lk " on Saturday, September 27, 2025; and

**WHEREAS**, Cape May Running, LLC has provided the Township with a certificate of Liability Insurance and has received approval from the Lower Township Police Department.

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on September 15, 2025.

Julie A Picard, Township Clerk

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

RESOLUTION #2025-317

Title: **APPROVING A PROFESSIONAL SERVICE CONTRACT WITH DeBLASIO & ASSOCIATES FOR THE SURVEY AND ENGINEERING PHASE FOR THE DELAWARE BAY BEACH STORMWATER OUTFALL EXTENSION PHASE II (LT-C-070) FOR THE 2023 NJDCA SMALL CITIES GRANT**

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

WHEREAS, DeBlasio & Associates have provided the attached proposal in the amount of \$24,500.00 for the Survey and Engineering Phase for the Delaware Bay Beach Stormwater Outfall Extension Phase II for the 2023 NJDCA Small Cities Grant (LT-C-070); and

**Engineering & Survey Phase**

Updated Survey and Base Mapping

Design Plans and Specifications

Public Bidding Procurement

**TOTAL:** \$ 24,500.00

and the CFO has certified the availability of funds in the following budget lines as evidenced her signature:

Appropriation: C-04-55-438-910

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 that a Professional Service Contract without public bidding is awarded to DeBlasio & Associates for the Survey and Engineering for the Delaware Bay Beach Stormwater Outfall Extension Phase II for the 2023 NJDCA Small Cities Grant (LT-C-070) in the amount of \$24,500.00, copy of proposal attached hereto; with the Public Works Superintendent being the sign-off for this Purchase Order.

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

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
WAREHAM						
ROY						
COOMBS						
SIPPEL						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on September 15, 2025.

Julie A Picard, Township Clerk

# DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

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

September 10, 2025

VIA EMAIL

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

**Re: Township of Lower, Cape May County, NJ  
Delaware Bay Beach Stormwater Outfall Extension – Phase 2 –  
Survey and Engineering Phase Services  
D&A File #: LT-C-070**

Dear Mr. Douglass:

**DeBlasio & Associates, P.C.** is pleased to provide this proposal to provide our professional engineering and survey services for the **Delaware Bay Beach Stormwater Outfall Extension – Phase 2- Survey and Engineering Phase Services.**

It is our understanding that the Township wants to construct (5) five additional outfall extensions in accordance with the NJDEP permits and US Army Corps of Engineers permit. The outfall extensions will allow for the existing storm sewer system to function more efficiently. The outfall extensions included in this proposal are located at the following locations:

1. Shadeland Avenue Outfall
2. Broadway Avenue Outfall
3. Wildwood Avenue Outfall
4. Arbor Avenue Outfall
5. Spruce Avenue Outfall

DeBlasio & Associates, P.C. will be responsible for drafting final construction documents for the five (5) proposed outfall extensions and public bidding services. Furthermore, since the outfall ends are located in tidally influenced areas where surrounding sand shifts over time, DeBlasio & Associates, P.C. will conduct surveys of the outfall ends to ensure the proposed designs in the permit plans remain functional and to confirm that field conditions have not changed.

Our understanding is that this project will be funded by the FY2023 N.J.D.C.A. Small Cities Program Grant received by the Township.

Based on our analysis, the engineer's estimate of construction cost is \$341,200.00.

➤ <b>Engineering &amp; Survey Phase Cost:</b>	<b>\$24,500.00</b>
• Updated Survey and Base Mapping	
• Design Plans and Specifications	
• Public Bidding Procurement	
<b>Total Professional Service Fee</b>	<b>\$24,500.00</b>

Enclosed please find one (1) copy of the project location map for your reference and one (1) copy of the Engineer's Estimate of Construction Cost for your information. Please note that this proposal does not include any construction phase services. Our office can provide a proposal for these services upon request.

Upon your authorization, we are prepared to begin work immediately on the Township's Delaware Bay Beach Stormwater Outfall Extension Project – Phase 2 - *Survey and Engineering Phase Services*.

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

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



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)



**ENGINEER'S CONSTRUCTION COST ESTIMATE**

CLIENT: Township of Lower  
DATE: September 8, 2025  
PROJECT NAME: Delaware Bay Beach Stormwater Outfall Extension - Phase 2  
D&A PROJECT #: LT-C-070

#	DESCRIPTION	UNITS	PLAN QUANTITY	IF & WHERE DIRECTED	CONTRACT QUANTITY	EST. UNIT PRICE	BID AMOUNT
1	BEACH STORMWATER OUTFALL EXTENSION - SHADELAND AVENUE	LUMP SUM	LUMP SUM	0	LUMP SUM	LUMP SUM	\$70,500.00
2	BEACH STORMWATER OUTFALL EXTENSION - BROADWAY AVENUE	LUMP SUM	LUMP SUM	0	LUMP SUM	LUMP SUM	\$70,500.00
3	BEACH STORMWATER OUTFALL EXTENSION - WILDWOOD AVENUE	LUMP SUM	LUMP SUM	0	LUMP SUM	LUMP SUM	\$56,400.00
4	BEACH STORMWATER OUTFALL EXTENSION - ARBOR AVENUE	LUMP SUM	LUMP SUM	0	LUMP SUM	LUMP SUM	\$56,400.00
5	BEACH STORMWATER OUTFALL EXTENSION - SPRUCE AVENUE	LUMP SUM	LUMP SUM	0	LUMP SUM	LUMP SUM	\$56,400.00


TOTAL ESTIMATED CONSTRUCTION COST: \$310,200.00

10% CONTINGENCY: \$31,020.00

TOTAL ESTIMATED CONSTRUCTION COST: \$341,220.00

The above cost estimate is an approximation of the probable construction cost based upon recent bid prices and assumes that the Contractor will pay wages on this project in conformance with the New Jersey Prevailing Wage Rate Act and Federal Davis Bacon Wage Act. DeBlasio & Associates, P.C. cannot and does not guarantee that proposals, bids or actual costs will not vary from these opinions of probable costs.

Prepared by:



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

9/8/2025

Date



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

**RESOLUTION #2025-318**

**Title: AUTHORIZATION FOR WAIVER OF FEES FOR RUN THE CREST HALF MARATHON & 10K –  
OCTOBER 4, 2025**

**WHEREAS**, The Borough of Wildwood Crest, on behalf of the Run the Crest Half Marathon & 10k (JLD Events Management & Timing LLC) has requested the Extra Duty Police Service Contract fees be waived for this event; and

**WHEREAS**, the Township Council has reviewed their request and deems it appropriate to support this event.

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

	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 September 15, 2025.

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

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

RESOLUTON #2025-319

Title: **AMEND RESOLUTION #2025-06; APPOINTMENT OF MUNICIPAL ENGINEER FOR THE YEAR 2025  
AS A PROFESSIONAL SERVICE CONTRACT WITHOUT PUBLIC BIDDING**

**WHEREAS**, Resolution #2025-06 was adopted by Township Council at a meeting held January 2, 2025 to appoint DeBlasio & Associates as the Township Engineers for the year 2025 at the amount of Not To Exceed \$450,000.00; and

**WHEREAS**, DeBlasio & Associates will be providing proposals for Capital Projects resulting in a request to increase the Not To Exceed Amount by an additional \$ 200,000.00 ; making the new Not To Exceed Amount \$ 650,000.00; and

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

Appropriation: Various Capital Ordinances

CFO Signature: Lauren Read  
Lauren Read, CFO

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the aforementioned amendment to Resolution #2025-06 in the amount of \$ 200,000.00 is hereby approved, increasing the Not To Exceed amount to \$650,000.00

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on September 15, 2025.

Julie A Picard, Township Clerk

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

**RESOLUTION #2025-320**

**Title: RESOLUTION AUTHORIZING THE TRANSFER OF A POINT BLANK HI-LITE PERFORMANCE BALLISTIC VEST AND OUTER CARRIER NO LONGER IN USE BY THE LOWER TOWNSHIP POLICE DEPARTMENT TO THE LOGAN TOWNSHIP POLICE DEPARTMENT**

**WHEREAS**, the Lower Township Police Department recently received a request to purchase the Point Blank Hi-Lite Performance Ballistic Vest and Outer Carrier for Officer Gindvilles by Logan Township Police Department; and

**WHEREAS**, the Lower Township Police Department has received a request from the Logan Township Police Department to purchase a Point Blank Hi-Lite Performance Ballistic Vest and Outer Carrier, formerly assigned to the Lower Township Police Department; and

**WHEREAS**, the requested equipment is intended for use by Officer Gindville of the Logan Township Police Department; and

**WHEREAS**, Lower Township Police Chief Lewis has reviewed and approved the transfer of said equipment for a prorated amount of \$247.20.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May County, State of New Jersey, that authorization is hereby granted to transfer the aforementioned Point Blank Hi-Lite Performance Ballistic Vest and Outer Carrier to the Logan Township Police Department for the amount of \$247.20.

	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 September 15, 2025

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

**From:** Lieutenant John Armbruster <[armbruster@lowertownshippolice.com](mailto:armbruster@lowertownshippolice.com)>  
**Sent:** Wednesday, September 10, 2025 9:31 AM  
**To:** Admin <[admin@lowertownshippolice.com](mailto:admin@lowertownshippolice.com)>  
**Subject:** FW: Request - Ptl. Gindvilles's Ballistic Vest / Outer Carrier

Chief,

Please see below email from Logan Township requesting Gindville's vest.  
Purchase date: 6/28/2021  
Manufacturer Date: 4/2021  
Make/Model: Point Blank Hi-Lite Performance AXIII A  
Price: I believe it was \$1,236.00.

**From:** Bryan Haas <[bhaas@loganpdnj.org](mailto:bhaas@loganpdnj.org)>  
**Sent:** Tuesday, September 9, 2025 1:43 PM  
**To:** Lieutenant John Armbruster <[armbruster@lowertownshippolice.com](mailto:armbruster@lowertownshippolice.com)>  
**Cc:** Joe Flatley <[jvflatley@loganpdnj.org](mailto:jvflatley@loganpdnj.org)>  
**Subject:** Request - Ptl. Gindvilles's Ballistic Vest / Outer Carrier

Good afternoon Lt. Armbruster,

With respect to our upcoming officer hiring, Chief Flatley would like to request the assigned vest/outer carrier system that was previously used by Steven Gindville at Lower Twp Police Department. As you may already understand, the procurement process of a ballistic vest entails a long lead-time. Assuming that this vest has not exceeded it's warranted lifespan, may Steven be allowed to keep this vest as he transitions into our agency?

If this is achievable, please let us know of the vest specifications (purchase date, make/model, & purchase price). With this information, we would be willing to reimburse your agency based on a pro-rated amount with respect to the vest's value. Please respond back at your earliest convenience and reach out with any questions. Thanks for your attention sir.

Regards,

Lt. Bryan Haas #2524

**Logan Township Police Department**

125 Main Street

Bridgeport, NJ 08014

Office - (856)-467-0061 X:3030

Fax - (856)-467-2614



**From:** Chief Kevin Lewis  
**To:** [myitell](mailto:myitell)  
**Cc:** Mike Laffey; Christina Lewis; [armbruster@lowertownshippolice.com](mailto:armbruster@lowertownshippolice.com); [bhaas@loganpdnj.org](mailto:bhaas@loganpdnj.org)  
**Subject:** External Request - Ptl. Gindvilles's Ballistic Vest / Outer Carrier  
**Date:** Thursday, September 11, 2025 3:38:01 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Margaret,

Please see the below email. I have copied LT Haas on this email. Can you please provide the requested information to facilitate this transaction?

Thanks,

Chief Kevin Lewis  
Lower Township Police Department  
(609)886-1619  
Website: [www.LowerTownshipPolice.com](http://www.LowerTownshipPolice.com)



**CONFIDENTIALITY NOTICE:** If you have received this e-mail message in error, please notify the sender by e-mail immediately at the address shown. This e-mail transmission may contain confidential information. This information is intended only for the use of the individual(s) or entity for whom it is intended even if addressed incorrectly. Please delete it from your files if you are not the intended recipient. Thank you for your compliance.

**From:** Bryan Haas <[bhaas@loganpdnj.org](mailto:bhaas@loganpdnj.org)>  
**Sent:** Thursday, September 11, 2025 3:29 PM  
**To:** Chief Kevin Lewis <[Lewis@lowertownshippolice.com](mailto:Lewis@lowertownshippolice.com)>  
**Cc:** Lieutenant John Armbruster <[armbruster@lowertownshippolice.com](mailto:armbruster@lowertownshippolice.com)>; Joe Flatley <[jvflatley@loganpdnj.org](mailto:jvflatley@loganpdnj.org)>  
**Subject:** Re: [EXTERNAL]:Request - Ptl. Gindvilles's Ballistic Vest / Outer Carrier

Chief Lewis,

Perfect, we will move forward with requisitioning the funds based on the figure you supplied. Our CFO will need your township Tax ID # or W-9 to complete this transaction.

As a professional courtesy, would you mind Steve heading your way in the next day or so to take possession of the vest & carrier? If this works, I can let him know and have it be one less thing for him to worry about during his residency move.

Thanks,

Lt. Bryan Haas #2524

**Logan Township Police Department**

125 Main Street

Bridgeport, NJ 08014

**Office** - (856)-467-0061 X:3030

**Fax** - (856)-467-2614

LOGAN TWP.

**POLICE**



---

**From:** Chief Kevin Lewis <[Lewis@lowertownshippolice.com](mailto:Lewis@lowertownshippolice.com)>

**Sent:** Thursday, September 11, 2025 3:12 PM

**To:** Bryan Haas <[bhaas@loganpdnj.org](mailto:bhaas@loganpdnj.org)>

**Cc:** Lieutenant John Armbruster <[armbruster@lowertownshippolice.com](mailto:armbruster@lowertownshippolice.com)>

**Subject:** [EXTERNAL]:Request - Ptl. Gindvilles's Ballistic Vest / Outer Carrier

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you have any questions, please get in touch with your IT Department.
---

LT Haas,

We are only looking for \$247.20 for the vest and carrier, since there is only nine wearable months left for the ballistic panels. Let me know if you would like to proceed with the transaction.

Chief Kevin Lewis

Lower Township Police Department

(609)886-1619

Website: [www.LowerTownshipPolice.com](http://www.LowerTownshipPolice.com)



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

**RESOLUTION #2025-321**

**Title: A RESOLUTION ACCEPTING A DONATION OF EQUIPMENT FROM THE LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**WHEREAS**, the Lower Township Municipal Utilities Authority has donated equipment to the Township of Lower which it no longer requires; and

**WHEREAS**, the Township Council of the Township of Lower finds it to be in the best interest of the Township and its residents to accept this donation; and

**WHEREAS**, the equipment being donated by the Lower Township Municipal Utilities Authority consists of the following:

- 1) A 2014 Chevrolet Tahoe; and
- 2) A Tow Behind Cement Mixer.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the donation of a 2014 Chevrolet Tahoe and a Tow Behind Cement Mixer are formally accepted by the Township, and the Township Council hereby expresses its appreciation and gratitude to the Lower Township Municipal Utilities Authority for its generosity.

	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 September 15, 2025.

Julie A Picard, Township Clerk

# Check Report August 2025

## Register Report - Last month

8/1/2025 through 8/31/2025

9/4/2025

Page 1

Date	Account	Description	Memo	Category	Clr	Amount
		INCOME				10,398.55
		BUSINESS LIC 2025-2026				4,283.05
		Opra Request				185.50
		Short term 2025-2026				2,975.00
		Street Openings				430.00
		Vac Prop Reg				2,000.00
		Yard Sales				150.00
		Year Round Rental				375.00
		TRANSFERS				-10,398.55
		Council Checking				-10,398.55
		OVERALL TOTAL				0.00



Lower Township  
2600 Bayshore Road  
Villas, NJ 08251

## Construction Permit Activity Report

8/1/2025 -> 8/31/2025

### Summary

	Cost:	Count:			
New:	\$655,825.00	7	Cubic Footage:	184,001 Cu.ft	Permits Issued: 237
Addition:	\$1,039,600.00	14	Square Footage:	17,773 Sq.ft	Updates Issued: 14
Alteration:	\$2,617,882.00	227			
Demolition:	\$32,800.00	3			
Total:	\$4,346,107.00	251			

Permits	Count	Permit Fees	Admin Fees	Total	Inspections	Passed	Failed	Other
Building:	93	\$28,127.00	\$0.00	\$28,127.00	B 197	183 %92.9	10 %5.1	4 %2
Plumbing:	65	\$6,534.00	\$0.00	\$6,534.00	P 117	101 %86.3	8 %6.8	8 %6.8
Electrical:	205	\$21,247.00	\$0.00	\$21,247.00	E 177	149 %84.2	24 %13.6	4 %2.3
Fire:	64	\$6,595.00	\$0.00	\$6,595.00	F 67	59 %88.1	8 %11.9	0 %0
Elevator:	0	\$0.00	\$0.00	\$0.00	V 1	1 %100	0 %0	0 %0
Mechanical:	93	\$6,390.00	\$0.00	\$6,390.00	M 28	25 %89.3	0 %0	3 %10.7
	520	\$68,893.00	\$0.00	\$68,893.00	587	518	50	19
DCA Training:	51		683		(Note: Does not include result of none)			
DCA State:	183		3837	\$0.00				
DCA Minimum:	11		11					
	245		\$4,531					

Variations	Total	Paid	Certificates	Issued Total	Paid Total
Building	0	0	CA 84	\$0.00	\$0.00
Plumbing	0	0	CCO 0	\$0.00	\$0.00
Electrical	0	0	CO 16	\$5,046.00	\$2,662.00
Fire	0	0	CC 3	\$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: 103	\$5,046.00	\$2,662.00

#### 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.

#### Payments (Based on Payment Date)

Permit (251)	\$74,642.00
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	\$74,662.00

Permit Subcode Exempted (State) Fees			Permit Subcode Waived (Local) Fees		
	Record Count	Total Exempted		Record Count	Total Waived
Building	5	\$13,690	Building	0	\$0
Plumbing	4	\$475	Plumbing	0	\$0
Electrical	4	\$445	Electrical	1	\$113
Fire	4	\$285	Fire	0	\$0
Mechanical	0	\$0	Mechanical	0	\$0
Elevator	0	\$0	Elevator	0	\$0
Total:		\$14,895	Total:		\$113
Violations			Fines		
	Record Count	Total Exempted		Record Count	Total Exempted
DCA Fees 6		\$1,426	Issued	0	\$0.00



## Lower Township

### Fee Item Payment Totals 8/1/2025 to 8/31/2025

Starting Receipt  
PMT-25-02115

Ending Receipt  
PMT-25-02502

Cash Total  
\$899.00

Check Total  
\$72,388.00

Charge Total  
\$1,665.00

E-CHECK Total  
\$0.00

Grand Total  
\$74,952.00

Bag #

Fee Type  
Building Fee

Account  
#DEFAULT BUILDING FEE ACCOUNT

YTD Assigned  
\$370,662.00

Assigned  
\$27,383.00

CO Fee

#DEFAULT CO FEE ACCOUNT

\$42,390.00

\$2,467.00

Contractors License Initial Fee

#DEFAULT DEPOSIT ACCOUNT

\$4,850.00

\$300.00

DCA Fee

#DEFAULT DCA FEE ACCOUNT

\$47,130.00

\$4,466.00

Dumpster Fee

#DEFAULT DUMPSTER FEE ACCOUNT

\$170.00

\$10.00

Electrical Fee

#DEFAULT ELECTRICAL FEE ACCOUNT

\$152,829.00

\$21,172.00

Fire Fee

#DEFAULT FIRE FEE ACCOUNT

\$63,016.00

\$6,255.00

Mechanical Fee

#DEFAULT MECHANICAL FEE ACCOUNT

\$21,930.00

\$6,450.00

Plumbing Fee

#DEFAULT PLUMBING FEE ACCOUNT

\$78,231.00

\$6,449.00

Adjustment Type

Adjustment Total

Refund

\$0.00

Charge Back

\$0.00

Bounced Check

\$0.00

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

Grand Total Less Adjustment

\$74,952.00



Lower Township  
2600 Bayshore Road  
Villas, NJ 08251

## Daily Bank Summary

All payments collected between the dates of 8/1/2025 and 8/31/2025.

Summary	Totals
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### UCC Permits

Total Cash	\$889
Total Check	\$72,088
Total Charge	\$1,665
Total Permit Fees Collected	\$74,642

### 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	\$300
Total Charge	\$0
Total Other Fees Collected	\$300

Contractors License

### Report Grand Total

Total Cash	\$899
Total Check	\$72,388
Total Charge	\$1,665
Total Collected	\$74,952

**Total Collected \$320.00**

**2025 CASH RECEIPTS  
AUGUST**

Township of Lower  
Office of the Tax Collector

	MONTH TO DATE	YEAR TO DATE
<b>Receipts</b>		
Preliminary Tax Year (2026)	740,338.20	1,009,726.64
Current year taxes (2025)	17,427,496.14	56,115,931.34
Prior year taxes (2024)	31,409.04	549,606.39
Previously exempt property		-
State Audit Pay Back		-
Municipal Lien		1,458.88
Recording		25.00
Bankruptcy		-
6% Penalty		1,307.12
Municipal Service Fees	420.00	56,280.00
Tax Search Fees		-
Interest	7,837.57	84,890.09
Lot clearing		3,300.00
Returned Check Fees*	100.00	820.00
Duplicate Bills	245.00	715.00
Trash	3,040.75	37,089.25
Tax Sale Cost	795.64	795.64
MUA	6,098.14	6,098.14
<b>TOTAL DEPOSITS</b>	<b>18,217,780.48</b>	<b>57,868,043.49</b>
<b>DEPOSITED TO COUNCIL CHECK</b>	<b>16,518,414.09</b>	<b>49,265,816.55</b>
<b>DEPOSITED TO WIPP ACCOUNT</b>	<b>1,699,366.39</b>	<b>8,602,226.94</b>
<b>TOTAL DEPOSITS</b>	<b>18,217,780.48</b>	<b>57,868,043.49</b>
NSF Reversals *	56,161.88	111,502.58
WIPP NSF Reversals	54,528.02	146,167.33
NSF Return Check Fee (\$20.00)	(20.00)	
<b>TOTAL NSF</b>	<b>110,669.90</b>	<b>257,669.91</b>
<b>TOTAL</b>	<b>18,107,110.58</b>	<b>57,610,373.58</b>

Prepared by Kathy Brown

**AUGUST 2025  
VITAL STATISTICS**

Marriages,Civil Unions	12
Domestic Partners	0
Certified Copies	134
Certified Copies EDRS	0
Burial Permits	0

Marriages, Civil Unions State	\$300.00
Domestic Partners State	\$0.00
Marriages, Civil Unions Twp	\$36.00
Domestic Partners Twp	\$0.00
Certified Copies	\$1,340.00
Certified Copies EDRS	\$0.00
Burial Permits	\$0.00

<b>TOTAL</b>	<b>\$1,676.00</b>
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