

## Signed Resolutions - May 15, 2023

- Res. #2023-169 Authorization for the Payment of Vouchers \$ 827,769.80
- Res. #2023-170 Approving a Professional Service Contract with DeBlasio & Associates to Prepare and Submit an Application for the FY2024 NJDOT State Aid Program
- Res. #2023-171 Authorization to participate in the South Jersey Power Cooperative Electric Bid (SJPC) up to two (2) Year Contract
- Res. #2023-172 Approval for Roadside Solicitation by Villas Volunteer Fire Company, Inc.
- Res. #2023-173 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (JIF Safety Incentive \$2,750.)
- Res. #2023-174 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (U Drive U Text U Pay \$7,000)
- Res. #2023-175 A Resolution Requesting Release of Demolition Bond for Block 494.18, Lot 7, 224 Suzanne Avenue, #PMMCM LLC
- Res. #2023-176 Authorization for Refund of Taxes
- Res. #2023-177 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Small Cities Public Facilities Program (\$400,000)
- Res. #2023-178 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Stormwater Assistance Grant \$25,000)
- Res. #2023-179 Capital Budget Amendment
- Res. #2023-180 Authorization for the Sale of Township of Lower Surplus No Longer Needed for Public Use on GOV DEALS Online Auction Website
- Res. #2023-181 Appointment to the Planning Board
- Res. #2023-182 Approving Change Order #2 to Fred M. Schiavone Construction for the Removal and Replacement of Plumbing Under the Toilet Rooms (LT-C-025) \$16,638.56
- Res. #2023-183 A Resolution Authorizing a Request for Funds from the Lower Township Municipal Utilities Authority (\$160,000)
- Res. #2023-184 Approving a Professional Service Contract with DeBlasio & Associates for the Design, Engineering and Permitting Phase of the Bay Outfall Extensions Project (\$45,000)
- Res. #2023-185 A Resolution Ratifying and Affirming a Memorandum of Understanding Between the Lower Township Police Department and Acenda, Inc. in Connection with the Arrive Together Program Enhancing and Supporting Law Enforcement Responses to Certain Behavioral Health Crisis Calls
- Res. #2023-186 Authorizing Payment for 2023 Local School Taxes to Lower Township Board of Education
- Res. #2023-187 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Click it or Ticket \$7,000)
- Res. #2023-188 Resolution Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12. **Attorney/Client Privilege/ Litigation Update**



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12:37 PM

Lower Township  
Bill List By Vendor Id

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01171	VERIZON WIRELESS - TOWNHALL								
		23-01108	05/10/23	CELL PHONE 3/24-4/23/23	Open	400.20	0.00		
		23-01109	05/10/23	IPHONE 3/29-4/28/23	Open	945.47	0.00		
						<u>1,345.67</u>			
01200	DELTA DENTAL PLAN OF NJ								
		23-00990	05/03/23	APRIL 2023 DENTAL ADMIN	Open	1,387.10	0.00		
		23-01089	05/09/23	DELTA DENTAL CLAIMS APRIL 2023	Open	19,375.80	0.00		
						<u>20,762.90</u>			
01246	ROCCO SANSONE								
		23-01083	05/09/23	SPRING SOCCER OFFICIAL	Open	40.00	0.00		
01267	EDWARD DONOHUE								
		23-00973	04/27/23	PARKING REIMBURSE 4/17-4/19/23	Open	30.00	0.00		
01590	FORD, SCOTT & ASSOCIATES*								
		23-00255	01/24/23	2023 MUNICIPAL AUDITOR DNE\$41K	Open	19,000.00	0.00		B
01643	WILLIAM GALESTOK								
		23-01064	05/08/23	CONTRACTUAL REIMBURSEMENT V	Open	95.00	0.00		
01649	GARDEN STATE HWY PRODUCTS, INC*								
		23-00596	03/07/23	SIGN MATERIAL	Open	1,251.94	0.00		
01653	GENTILINI FORD*								
		23-00983	05/03/23	PARKS FOR VEHICLES/DPW	Open	1,485.59	0.00		
01726	GLOCK PROFESSIONAL INC*								
		23-00563	03/06/23	TRAINING APRIL 25, 2023	Open	250.00	0.00		
01806	ANTHONY J HARVATT, II, ESQ								
		23-00864	04/12/23	ZBA RESOLUTION VOUCHERS	Open	150.00	0.00		
		23-01079	05/09/23	MCGOVERN - 4/24-5/3 SOLICITOR	Open	1,910.00	0.00		
						<u>2,060.00</u>			
02025	HUNTER JERSEY PETERBILT*								
		23-00984	05/03/23	PARTS/DPW	Open	2,406.58	0.00		
02027	JESCO INC*								
		23-00996	05/05/23	PARTTTTS FOR BACK HOE/DW	Open	1,136.35	0.00		
02099	EILEEN KREIS								
		23-00977	05/01/23	CONTRACTUAL REIMBURSEMENT V	Open	308.95	0.00		
02248	LAWMEN SUPPLY*								
		23-00640	03/13/23	BPV NAME TAPE	Open	10.00	0.00		
02402	MGL PRINTING SOLUTIONS								
		23-00999	05/05/23	OFFICE STAMPS	Open	124.00	0.00		
		23-01076	05/09/23	2023 TAX BILLS	Open	1,641.00	0.00		
						<u>1,765.00</u>			

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Lower Township  
Bill List By Vendor Id

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Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
02632	N J PLANNING OFFICIALS*								
		23-01080	05/09/23	NJPO BOARD MEMBER TRAINING	Open	85.00	0.00		
02811	JAMES MOY								
		23-01062	05/08/23	CONTRACTUAL REIMBURSEMENT M	Open	94.04	0.00		
03008	NJ DEPT OF TREASURY/FEES								
		23-01027	05/05/23	ANNUAL FEE/STORMWATER	Open	5,250.00	0.00		
03321	PATRICK MARTIN, ESQ								
		23-00952	04/26/23	COURT - CONFLICT PROSECUTOR	Open	300.00	0.00		
03448	REMINGTON,VERNICK & WALBERG*								
		22-01545	06/10/22	ROADWAT STRIPING RES# 2022-180	Open	1,349.00	0.00		B
03518	RIGGINS, INC.*								
		23-01085	05/09/23	OFF HIGHWAY DIESEL/DPW	Open	792.06	0.00		
03537	RUTGERS, THE STATE UNIVERSITY*								
		23-00947	04/26/23	PURCHASING CONF 5/2-4	Open	533.00	0.00		
03820	MUNICIPAL UTIIL. AUTH ON CALL								
		23-00985	05/03/23	ONE CALL CONCEPTS/DPW	Open	237.19	0.00		
03971	VERIZON WIRELESS MDT POLICE								
		23-01034	05/05/23	VERIZON POLICE & TWP 3/21-4/20	Open	1,197.07	0.00		
03985	VILLAS NAPA AUTO PARTS								
		23-00477	02/21/23	RDS/SANT/REC/MARCH/DPW	Open	1,670.26	0.00		
03992	VAL-U AUTO PARTS LLC*								
		23-00813	04/10/23	RDS/SANT/RECY/DPW	Open	3,055.17	0.00		
03994	MARGARET VITELLI								
		23-01112	05/10/23	MILEAGE RUTGERS CONFERENCE	Open	75.00	0.00		
04085	CHRISTOPHER WINTER								
		23-01061	05/08/23	CONTRACTUAL REIMBURSEMENT M	Open	10.00	0.00		
04097	CINTAS FIRST AID AND SAFETY*								
		23-00895	04/20/23	ICE PACKS-RECREATION DEPT.	Open	774.00	0.00		
		23-00953	04/26/23	COURT - CINTAS CABINET SERVICE	Open	20.55	0.00		
		23-01033	05/05/23	RECREATION CENTER RE-STOCK	Open	33.64	0.00		
		23-01084	05/09/23	MEDICAL CABINET REFILL	Open	39.42	0.00		
		23-01087	05/09/23	FIRST AIDE SUPPLIES/DPW	Open	27.57	0.00		
						895.18			
04261	STATE OF NEW JERSEY								
		23-01070	05/09/23	1ST QTR 2023 UNEMPLOYMENT	Open	49,383.63	0.00		
2023	ATLANTIC TACTICAL INC*								
		22-03105	12/14/22	NIGHT VISION & PISTOL CASE	Open	3,344.60	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
6002	CONNELL CONSULTING LLC*								
		23-00734	03/28/23	TRAINING APRIL 27, 2023	Open	745.00	0.00		
6056	PHYLLIS MULDOON								
		23-01038	05/05/23	FINGERPRINT/BACKGROUND	Open	57.38	0.00		
6063	CAPE MINING & RECYCLING, LLC*								
		22-00112	01/11/22	SUPPLIES FOR TWP. ROADS	Open	81.30	0.00		B
7054	GOOD DAY FOR A RUN								
		23-01077	05/09/23	RETURN OF UNUSED ESCROW	Open	465.62	0.00		
7119	ENGINEERING DESIGN ASSOC*								
		21-00150	01/13/21	RES 21-49 SCHELLENGERS-TRAFFIC	Open	455.00	0.00		B
7475	SUZANNE M SCHEID								
		23-00978	05/01/23	CONTRACTUAL REIMBURSEMENT V	Open	25.00	0.00		
		23-01060	05/08/23	CONTRACTUAL REIMBURSEMENT V	Open	15.00	0.00		
						40.00			
7507	STEFANKIEWICZ & BELASCO LLC*								
		23-00035	01/06/23	RES#2023-01 EXPENSES DNE\$116K	Open	16,571.92	0.00		B
7636	MOTT MACDONALD LLC*								
		23-01054	05/05/23	ZBA MOTT MACDONALD VOUCHERS	Open	39.25	0.00		
7680	RON O'HARA								
		23-01057	05/05/23	SPRING SOCCER REFEREE	Open	135.00	0.00		
7751	HOFFMAN'S EXTERMINATING*								
		23-00053	01/06/23	PEST AGREEMENT-CANAL PARK 2023	Open	132.60	0.00		B
7820	DEBLASIO & ASSOCIATES, P.C.*								
		22-02221	09/13/22	CHG ORD 1- MIAMI AVE ENGINEER	Open	841.25	0.00		B
		22-02530	10/25/22	CHG ORD #1 FIRE LANE	Open	11,310.00	0.00		B
		22-03058	12/12/22	CARRIAGE LN, BRIARWOOD, BRIDLE	Open	3,088.75	0.00		
		23-00592	03/07/23	Survey/Yuma/Cloverdale	Open	200.00	0.00		
		23-00787	04/10/23	#2023-140 CARRIAGE, BRIDLE	Open	1,421.22	0.00		B
		23-01029	05/05/23	CHANGE ORDER #1 RES#2023-162	Open	352.50	0.00		B
						17,213.72			
7888	ASPHALT PAVING SYSTEMS, INC*								
		22-02383	10/04/22	RES 22-310 22 NJDOT FIRE LANE	Open	291,918.47	0.00		B
7929	AMAZON CAPITAL SERVICES, INC*								
		23-00876	04/14/23	FS amazon folders	Open	42.33	0.00		
		23-00949	04/26/23	OFFICE SUPPLIES	Open	283.81	0.00		
		23-00954	04/26/23	DPS SUPPLIES	Open	1,065.49	0.00		
		23-00964	04/26/23	HONEYWELL THERMOSTAT-REC DEPT.	Open	212.99	0.00		
						1,604.62			
7989	GLORIA LUGO								
		23-01039	05/05/23	FINGERPRINT/BACKGROUND	Open	57.38	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
8131	DOCUVAULT SECURE SHREDDING LC*	23-01113	05/10/23	4/30/23 SHREDDING	Open	264.00	0.00		
8175	INTEGRITY INTERPRETING LLC *	23-01081	05/09/23	COURT - SPANISH INTERPRETER	Open	18.46	0.00		
8448	STAR GENERAL CONTRACTING *	23-00986	05/03/23	LUXURY BATHROOM/DPW	Open	948.00	0.00		
		23-01052	05/05/23	LUXURY BATHROOM/DPW APRIL	Open	948.00	0.00		
						1,896.00			
8459	BATTERIES PLUS BULBS #636 *	23-00594	03/07/23	RDS/SANT/RECY/DPW	Open	599.00	0.00		
8517	STEWART BUSINESS SYSTEMS *	23-00971	04/27/23	FS Copier 01.01.23 03.31.23	Open	113.85	0.00		
8524	FRED M SCHIAVONE CONSTRUCTION*	23-00051	01/06/23	MILLMAN IMPROVE RES#2023-52	Open	55,083.81	0.00		
		23-00698	03/20/23	POOL RENO REBID #2023-98	Open	105,212.80	0.00		B
		23-00897	04/20/23	RES#23-151 CO#1 MILLMAN CENTER	Open	4,509.60	0.00		
						164,806.21			
8672	LOGMEIN INC.	23-00049	01/06/23	2023 GO TO MEETINGS	Open	19.00	0.00		PC1
8688	INSPIRA MEDICAL CENTERS INC*	23-01065	05/09/23	RES 21-171 EMS SERVICE 2023	Open	36,000.00	0.00		
8706	GOLDENBERG, MACKLER & SAYEGH	22-00413	02/10/22	RES2022-64 DNE \$10K TAX FOREC	Open	1,432.74	0.00		B
8710	MICHAEL LAFFEY	23-01075	05/09/23	REIMBURSEMENT	Open	80.00	0.00		
8721	BLANEY, DONOHUE, & WEINBERG PC	23-00036	01/06/23	RES#2023-02 LABOR DNE\$40K	Open	1,406.50	0.00		B
8726	APEX INSURANCE AGENCY LLC	23-01069	05/09/23	PACIFIC OUTDOOR QM-2747	Open	7,582.77	0.00		
8751	DEBORAH HOPP	23-01053	05/05/23	FINGERPRINT/BACKGROUND REFUND	Open	57.38	0.00		
8752	VALARIE CUEVAS	23-01037	05/05/23	REFUND-FINGERPRINT/BACKGROUND	Open	57.38	0.00		
8848	COMFORT NOW LLC	23-00970	04/27/23	HEAT/AC PROBLEM-REC ROOM#2	Open	317.00	0.00		
8909	COMCAST BUSINESS	23-01091	05/09/23	BUS INTERNET PD 5/1-5/31/23	Open	974.95	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
8957	THOMAS HARTLE	23-00969	04/27/23	REDUCTION OF PERFORMANCE BOND	Open	24,479.27	0.00		
8961	DAVID REMENTER	23-01105	05/09/23	CONTRACTUAL REIMBURSEMENT V	Open	530.00	0.00		
BOSNA	KAREN MANETTE BOSNA	23-01067	05/09/23	YOGA- MONTH OF APRIL '23	Open	210.00	0.00		
G-CS	CAPE MAY STAGE	23-01088	05/09/23	2023 APPEAL	Open	2,114.37	0.00		
G-MUA	LTMUA	23-00991	05/03/23	RETURN STATE MONIES DUE TO MUA	Open	2,048.69	0.00		
NJTAX	NEW JERSEY DIV. OF TAXATION	23-01078	05/09/23	4TH QTR 2020/1ST QTR 2021 INT	Open	152.94	0.00		
SIXSM	LLOYD SIXSMITH*	23-00691	03/17/23	SHIRTS FOR BLDG INSPECTOR	Open	254.50	0.00		

Total Purchase Orders: 104 Total P.O. Line Items: 0 Total List Amount: 827,769.80 Total Void Amount: 0.00

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on May 15, 2023.

  
Julie A Picard, Township Clerk

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

RESOLUTION #2023-170

Title: APPROVING A PROFESSIONAL SERVICE CONTRACT WITH DeBLASIO & ASSOCIATES TO PREPARE AND SUBMIT AN APPLICATION FOR THE FY2024 NJDOT STATE AID PROGRAM

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 a proposal to prepare and submit an application for the FY2024 NJDOT State Aid Program at the fee of \$ 2,000.00 for one application in coordination with the Grants Coordinator and Director of Public Works; and the CFO has certified the availability of funds in the following budget lines as evidenced her signature:

Appropriation: 3-01-56-750-406 NJDOT GRANT

Signature: Lauren Read, CFO

WHEREAS, the Township Council desires to approve the proposal;

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 as follows:

- 1. The Proposal between DeBlasio & Associates and the Township of Lower, in the form attached hereto as EXHIBIT A, for an amount of \$ 2,000.00 is hereby approved.

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.

Table with 8 columns: MOTION, SECOND, AYE, NAY, RECUSE, ABSTAIN, ABSENT. Rows for CONRAD, COOMBS, ROY, PERRY, SIPPEL with checkmarks in the AYE column.

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 May 15, 2023.

Handwritten signature of Julie A. Picard and printed name Julie A Picard, Township Clerk

# DEBLASIO & ASSOCIATES

CONSULTING ENGINEERS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

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

May 3, 2023

VIA EMAIL

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

**Re: Township of Lower  
FY2024 NJDOT State Aid Program:  
Municipal Aid, Transit Village, Bikeways and  
Safe Streets to Transit Programs**

Dear Gary:

On April 25, 2023, the New Jersey Department of Transportation's (NJDOT) notified all municipalities that applications are being accepted for the FY2024 State Aid programs. The NJDOT is accepting applications for four (4) categories and a brief description of each category is listed below:

- **Municipal Aid** – This \$151 million program has been a significant resource in funding local transportation projects. All municipalities are eligible. The Department continues to encourage municipalities to consider using the Municipal Aid Program to fund projects that support walking and biking in their communities especially now that additional funds are available. NJDOT has set a goal to award up to 10% of the Municipal Aid Program funds to projects such as pedestrian safety improvements, bikeways and streetscapes. An additional \$10 million is provided in Urban Aid for a total of \$161.25 million.
- **Transit Village** – This program will award grants totaling \$1 million for traditional and non-traditional transportation projects that enhance walking, biking and/or transit rider ship within ½ mile of the transit facility. Only New Jersey municipalities that have been designated as Transit Villages by the Commissioner of Transportation and the inter-agency Transit Village Task force are eligible to apply.
- **Bikeways** – This \$1 million program is intended to fund bicycle projects which create new Bike Path Mileage. It is available to all counties and municipalities. The Department continues to work toward the goal of achieving 1,000 miles of dedicated bikeways in New Jersey. Special consideration will be given to bikeways that are physically separated from motorized vehicular traffic by an open space or barrier, but on-road bike lanes and other bike routes and facilities are also eligible for funding.

- **Safe Streets to Transit** – The intent of this program is to encourage counties and municipalities to construct safe and accessible pedestrian linkages to transit facilities, in order to promote increased usage of transit by all segments of the population. A total of \$1 million is available for grant awards.

Our fee to prepare and submit the Township's State Aid application(s) is \$2,000.00 for one application and \$1,000.00 for each additional application thereafter.

The applications must be completed and submitted on or before July 1, 2023 on-line thru SAGE. Since the applications must be authorized for submission by an approved resolution of the Township, we are requesting that the Township select the project candidate(s) as soon as possible so that we can meet the application deadline.

Upon your authorization, we are prepared to begin work immediately in the preparation of your 2024 NJDOT State Aid application(s). Should you have any questions or require additional information, please do not hesitate to contact me at our office.

Very truly yours,  
**DeBlasio & Associates**



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

President

T: 609-854-3311

Marc@deblasioassoc.com

Cc : Mayor Frank Sippel (via email)  
Julie Picard, Clerk (via email)  
Michael Laffey, Township Manager (via email)  
Mitchell B. Plenn, Superintendent of Parks and Recreation (via email)  
Margaret Vitelli, QPA (via email)

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

RESOLUTION # 2023-171

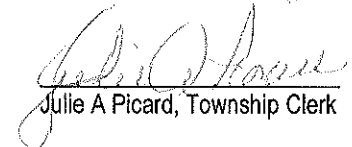
Title: **AUTHORIZATION TO PARTICIPATE IN THE SOUTH JERSEY POWER COOPERATIVE ELECTRIC BID (SJPC) UP TO TWO (2) YEAR CONTRACT**

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Margaret Vitelli, Township Qualified Purchasing Agent is hereby authorized to include the Township of Lower in the South Jersey Power Co-Operative (SJPC) for a two (2) year contract bid for retail purchase of electric.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on May 15, 2023.

  
Julie A Picard, Township Clerk

**SJPC 2023 ELECTRICITY BID  
PARTICIPATION RESPONSE FORM**

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

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

**STEP 1: CHECK THE APPROPRIATE BOX BELOW**

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

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

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

Entity and County: Township of Lower / Cape May County

Contact Name: Margaret Vitelli

Contact Position: QPA

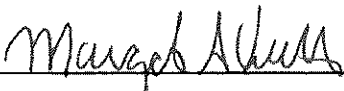
Contact Email Address: mvitelli@townshipoflower.org

Contact Phone: 609-886-2005 ext 123

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

**STEP 3: SIGNATURE OF AUTHORIZED REPRESENTATIVE:**

*By signing the Participation Form, I understand and acknowledge that the entity I represent is hereby committed to the SJPC Electric 2023 bid process and will be contractually bound to the terms of the resulting master agreement between the lead agency and the winning bidder. Subsequent to bid award, we will pass a Board Resolution to document our commitment to the process and the terms of the agreement (low bid price, supplier, contract service dates, etc.) We understand that we cannot and will not switch to an alternate energy supplier during the term of the resulting agreement.*

Signature: 

Printed Name and Position: Margaret Vitelli, QPA

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

# SJPC 2023 ELECTRICITY BID INVITATION AND RESPONSE FORM

TO: SOUTH JERSEY POWER COOPERATIVE (SJPC) EXISTING MEMBERS  
FROM: ANNA MARIE WRIGHT, PURCHASING AGENT  
DATE: Friday, April 28, 2023  
**RESPONSE DEADLINE: Wednesday, May 31, 2023**

As lead agency and on behalf of the SJPC, Camden County is preparing to issue a new bid for electric supply service. This contract will begin on the first meter read date on or after September 1, 2023, upon the expiration of our existing contract. We welcome your continued participation in the SJPC.

Participation is easy and only requires a few steps:

1. Complete the attached "Participation Response Form."
2. Complete the attached "Required Account Information" form and provide one (1) recent copy of all electric utility bills for each account to be included in the bid.
3. Complete the Energy Surveys for Solar and Energy Efficiency if applicable. If you do not return either of the Surveys with your participation forms, it will be assumed that there are no energy efficiency, or, solar renewable energy projects scheduled to take place over the next 24 months.

**In order to participate, the attached forms must be completed in its entirety, and we must receive the documents listed above by 5pm on Wednesday, May 31, 2023. Directions are provided on the following forms.**

The SJPC has awarded a contract to Concord Energy Services, a professional consulting firm, to continue to assist us with the bid. If you have any questions regarding this process or the information contained herein, please feel free to contact Kim Coulter at 856-427-0200 Ext. 119 or via email at [kcoulter@concord-engineering.com](mailto:kcoulter@concord-engineering.com)

Due to the substantial volume and load diversity of our group, the SJPC expects continued success with securing the most competitive electric pricing possible. We look forward to your continued participation.

## **GENERAL TERMS, CONDITIONS AND BID APPROACH**

The SJPC will seek a retail Supplier of electric supply service for a contract term of service that will begin with the first meter read date on or after **September 1, 2023**. The intent is to seek bid pricing for various terms up to twenty-four (24) months. By submitting the attached Participation Form, your local government entity ("LGE") acknowledges that the Lead Agency of the SJPC (Camden County) will enter into a master contract with the winning supplier(s) on behalf of the entire SJPC, including your LGE. Each individual LGE will not sign a contract directly with the winning bidder; but it is expected that your LGE will adhere to the terms and conditions of the master contract. It is also expected that you will pass a Board Resolution acknowledging the terms of the agreement (winning bidder, price, term, etc.) post bid award.

We expect the structure of the pricing request in this year's bid to include 100% Fixed Firm Pricing. Accounts will be categorized in Bid Groups and priced according to their respective utility, rate class and consumption as appropriate.

Similar to the last bid, each participating member will support this effort via a usage-based fee based on electric consumption. There will be no fees paid directly by any participating member. Any and all administrative fees will be paid directly by the winning Supplier.

**SJPC 2023 ELECTRICITY SUPPLY BID  
REQUIRED ACCOUNT INFORMATION**

Entity Name and County: Township of Lower

Contact Name and Phone: Margaret Vitelli QPA

My Electric Utility is:  ACE  PSE&G

Please list all electric account numbers, along with each account number's corresponding facility name and service address. For PSE&G accounts, **you must list the "PSE&G POD ID number" which is a 20 digit number that begins with "PE"**. For Atlantic City Electric, **you must list the Service number which is a 22 digit number**. SJPC is not responsible for accounts that are either inactive or stated incorrectly. If you have accounts that are located in both PSE&G and ACE territory, please identify them accordingly. Use multiple sheets if necessary. Please also forward one recent bill copy (all pages) for each account listed.

PSE&G POD ID number or ACE Service number, followed by corresponding Facility Name and Service Address

1. 0550007433307000225145

Fishing Creek School

Facility Name

2101 Bayshore Rd Villas Nj 08251

Facility Address

2. 0500210392487000293366

Foster House

Facility Name

1649 Bayshore Rd Villas Nj 08251

Facility Address

3. \_\_\_\_\_

Facility Name

Facility Address

4. \_\_\_\_\_

Facility Name

Facility Address

5. \_\_\_\_\_

Facility Name

Facility Address

6. \_\_\_\_\_

Facility Name

Facility Address

## Benefits of Joining the South Jersey Power Co-Op (SJPC)

### ◆ Introduction

Energy load aggregation for electricity and/or natural gas is the process by which local government agencies join in a Cooperative to secure more competitive prices than they might otherwise receive working independently. Becoming a member of the South Jersey Power Cooperative Pricing System (SJPC) can be accomplished through a very simple process of providing basic energy account information and establishing a resolution to participate in the upcoming RFB for Natural Gas and Electric Supply Service. Currently we are opening up the Cooperative to new members for participation.

The County of Camden Board of Commissioners adopted a resolution establishing South Jersey Power CPS - Energy Aggregation (SJPC) for the purchase of electricity and natural gas commodity as set forth by N.J.A.C. 5:34-7.19. This resolution has been duly filed with the Department of Community Affairs and is registered under the following Cooperative Pricing Energy Supply Systems: ID#57-CCCPS, ID#16-GLCPS, ID#75-SCCPS, ID#E8803-ACCMCPS.

### ◆ Lower Transaction Costs/Scale Economies

Buying energy through a competitive bid process on the open market has become a risky and complicated process. With dozens of retail energy suppliers offering a confusing patchwork of contract terms, weighing the merits of competing bids can be a daunting task, especially for local government agencies that have limited experience in electric procurement strategies. While most local government agencies expect to pay less for electricity in deregulated markets, poorly defined bid terms and contracts, defaulting suppliers, and failure to understand the "fine print" have actually resulted in higher energy costs in many cases.

Energy load aggregation creates economies of scale by making it possible for local government agencies to pool their energy load with like agencies which can save time and resources. The local government agency will be able to realize savings by engaging the shared services of the SJPC and Concord Energy Services who have extensive experience in designing and developing the bid specifications and contracts, managing the RFB process, and providing ongoing customer service support with the awarded supplier. By deploying a higher level of expertise in the energy procurement process, the local government agency will typically enjoy more competitive rates, savings and lower transaction costs than they could achieve working independently.

### ◆ Conclusion

Energy load aggregation is one of the most effective means of achieving savings and mitigating risks in today's emerging energy markets. The challenge lies in finding a suitable cooperative partner and a NJBPU-licensed Energy Aggregator specialist capable of analyzing the load data, developing and administering the RFB process, and providing ongoing management and monitoring services on behalf of the cooperative. It is important to note, that pricing for participating members of an aggregate group may vary depending on individual load factors, cost of service and RFB objectives. Joining the SJPC and participating in the upcoming Electric Supply Service RFB can be a powerful cost-reduction tool for local government agencies.

For additional information, please contact Kim Coulter @ 856.427.0200 Ext. 119 or via email at [kcoulter@concord-engineering.com](mailto:kcoulter@concord-engineering.com).

[www.concord-engineering.com](http://www.concord-engineering.com)

Concord Energy Services is a division of Concord Engineering



County	Participant	Service Address	City	State	Zip Code	Utility	Service #/POD ID	Rate Class
Cape May	Lower, Township of	2600 Bayshore Road	Villas	NJ	08251	ACE	0550065898697000143616	AGSSSECON
Cape May	Lower, Township of	Forrestral & Langley Road	Erma	NJ	08251	ACE	0550066108557000050631	AGSSSECON
Cape May	Lower, Township of	771 Seashore Road	Cold Spring	NJ	08204	ACE	0550001604287001262396	MGSSECON
Cape May	Lower, Township of	771 Seashore Road	Erma	NJ	08204	ACE	0550001606917001326597	MGSSECON
Cape May	Lower, Township of	808 Stumpike Road	North Cape May	NJ	08204	ACE	0550001611377000976115	MGSSECON
Cape May	Lower, Township of	771 Seashore Road	Cold Spring	NJ	08204	ACE	0550001614187000615113	MGSSECON
Cape May	Lower, Township of	Various	Lower	NJ	08251	ACE	0550005160337001014618	ANEL_SPL
Cape May	Lower, Township of	Various	Lower	NJ	08251	ACE	0550005163897001014658	ANEL_CSL
Cape May	Lower, Township of	Beach Dr & Canal	North Cape May	NJ	08204	ACE	0550106749057000128944	ANEL_SPL
Cape May	Lower, Township of	677 Route 9	Cold Spring	NJ	08204	ACE	0550007436787001687304	MGSSECON
Cape May	Lower, Township of	677 Route 9	Cold Spring	NJ	08204	ACE	0550007441227001687262	MGSSECON
Cape May	Lower, Township of	307 Champlain Road	Cold Spring	NJ	08204	ACE	0550007444527000680405	MGSSECON
Cape May	Lower, Township of	1370 Yorktown Road	Villas	NJ	08251	ACE	0550007450957000190347	MGSSECON
Cape May	Lower, Township of	Bayshore Road & Village Road	Erma	NJ	08204	ACE	0550061892077000941367	MGSSECON
Cape May	Lower, Township of	Bayshore Rd & Miami	Villas	NJ	08251	ACE	0550064141347000635904	ANEL_SPL
Cape May	Lower, Township of	Route 109 TS	Villas	NJ	08251	ACE	0550007454917000171228	MGSSECON
Cape May	Lower, Township of	Bayshore Road ES Police Blvd	Cold Spring	NJ	08204	ACE	0550065896387000141120	MGSSECON
Cape May	Lower, Township of	Forrestral & Langley	Villas	NJ	08251	ACE	0550066103767000087108	MGSSECON
Cape May	Lower, Township of	771 Seashore Road	Erma	NJ	08204	ACE	05500665953367000644912	ANEL_SPL
Cape May	Lower, Township of	209 Bayshore Rd	Cold Spring	NJ	08204	ACE	0550081971257000296992	MGSSECON
Cape May	Lower, Township of	2600 Bayshore Road Munc	Villas	NJ	08251	ACE	0550089614627000744285	ANEL_SPL
Cape May	Lower, Township of	Bates & Mowery Avenue	Villas	NJ	08251	ACE	0550089820217000744359	ANEL_SPL
Cape May	Lower, Township of	704 Winslow Ave	North Cape May	NJ	08251	ACE	050021777307002237628	MGSSECON
Cape May	Lower, Township of	Millman Lane/Ohio Avenue	North Cape May	NJ	08204	ACE	0550092378397000676966	MGSSECON
Cape May	Lower, Township of	Bayshore Woods	Villas	NJ	08251	ACE	0550065894557000519830	ANEL_SPL
Cape May	Lower, Township of	1619 Bayshore Rd	Villas	NJ	08251	ACE	0550007429777001604118	MGSSECON
Cape May	Lower, Township of	100 N Station RD	Williwood Crest	NJ	08251	ACE	0550007426547001323889	MGSSECON
Cape May	Lower, Township of	Bayshore Rd S/O WW R	Williwood Crest	NJ	08251	ACE	0550065863377000131961	MGSSECON
Cape May	Lower, Township of	Wash Blvd	Villas	NJ	08251	ACE	0550080313737000989501	MGSSECON
Cape May	Lower, Township of	3913 Bayshore Rd	North Cape May	NJ	08204	ACE	0550007447917000973415	MGSSECON
Cape May	Lower, Township of	Timber Ln	Erma	NJ	08204	ACE	0550101316587001873531	MGSSECON
Cape May	Lower, Township of	Mindy Ave Park	North Cape May	NJ	08204	ACE	0550066957737000644982	MGSSECON
Cape May	Lower, Township of	Jonathan Hoffman	North Cape May	NJ	08204	ACE	0550101321287000775455	ANEL_SPL
Cape May	Lower, Township of	711 Seashore RD	Cold Spring	NJ	08204	ACE	0550058227827000776243	MGSSECON
Cape May	Lower, Township of	4 Clearwater Drive Pump St	North Cape May	NJ	08204	ACE	0500194782007002224165	MGSSECON
Cape May	Lower, Township of	704 winslow Ave #POOL	North Cape May	NJ	08204	ACE	0550089828987000746428	ANEL_SPL
Cape May	Lower, Township of	Lincoln & Beach Bathroom	North Cape May	NJ	08204	ACE	0500190968387002221949	MGSSECON
Cape May	Lower, Township of	Carolina Ave Clem Park	Villas	NJ	08251	ACE	0500288652077001024271	MGSSECON

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

RESOLUTION #2023-172

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

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

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

WHEREAS, the Villas Volunteer Fire Company has also supplied the required paperwork from the County of Cape May with the appropriate approval.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the application for the Solicitation of funds on County Roads #603 (Bayshore Road) in front of the fire company be and is hereby approved for the following dates:

May 27, 2023 – Rain Date May 28, 2023

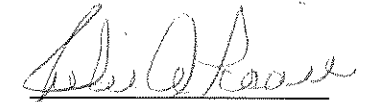
July 2, 2023 – Rain Date July 3, 2023

September 2, 2023 – Rain Date September 3, 2023

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on May 15, 2023.

  
Julie A Picard, Township Clerk



## Villas Volunteer Fire Company

P.O. Box 99 Villas New Jersey 08251

(609) 886-1611

[Villasfire2@gmail.com](mailto:Villasfire2@gmail.com)

**Justin Jordan**  
President

**Enrico Mascio**  
Secretary

**Brittany Delano**  
Vice President

**Mike Brannon**  
Treasurer

**To: Board of Chosen Freeholder  
4 Moore Rd.  
Cape May Court House, NJ.08210**

**Lower Township Council Member  
2600 Bayshore Rd.  
Villas, NJ 08251**

**Re: Fundraising Street Drive.**

**Dear Sir or Madam,**

**The Villas Fire Company is Requestion permission to conduct our annual fundraising street events on May 27<sup>th</sup> 2023 July 2<sup>nd</sup> 2023 and September 2, 2023 respectively, on Bayshore Rd, Infront of our fire station between Georgia Ave. and East Wilde Ave. In the event of rain, we would like to have dates set for the days immediately following the designated dates previously stated.**

**Sincerely**

**Enrico Mascio**



Leonard C. Desiderio  
Commissioner

Robert Church, P.E.  
County Engineer

**CAPE MAY COUNTY**  
**OFFICE OF THE COUNTY ENGINEER**

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



April 28, 2023

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

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

Dear Mr. Hilvert:

Enclosed please find a copy of Resolution No. 281-23 which was adopted by the Board of County Commissioners, Cape May County on April 25, 2023, authorizing a "coin drop" on various dates throughout the summer.

Very truly yours,

*Robert Church*

Robert G. Church, P.E.  
County Engineer

RGC/amc

enc.

cc: Township of Lower  
Lower Township Police  
Road Department



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

No. 281-23

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

**WHEREAS**, the Board of County Commissioners of the County of Cape May (hereinafter "Board") has received a written request from the Villas Volunteer Fire Company for permission to solicit financial contributions from the public in front of the firehouse on Bayshore Road (County Road No. 603) in Lower Township on various dates throughout the summer, May 27, July 2, and September 2, 2023; and

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

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

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

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

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

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

No. 281.23

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

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

STATEMENT

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

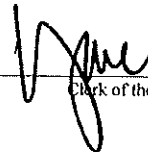
cc: Villas Volunteer Fire Company  
Township of Lower  
Lower Township Police  
File: Roads subfile

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

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

April 2023

Signed, \_\_\_\_\_



Clerk of the Board /ac

RECORD OF VOTE						
Commissioners	Ayes	Nays	Abstain	Absent	Moved	Second
Mr. Bulakowski	✓					✓
Ms. Hayes	✓					
Mr. Morey	✓					
Mr. Pierson	✓				✓	
Mr. Desiderio	✓					

✓ - Indicates Vote Moved Resolution Offered Second Resolution Seconded

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

RESOLUTION #2023-173

Title: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount,

SECTION 1.

NOW, THEREFORE BE IT RESOLVED that the Township of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of \$2,750.00 for an item of revenue in the budget of the year 2023 as follows:

Miscellaneous Revenues –  
 Revenue Offset with Appropriations - JIF Safety Incentive  
 Total with increase to be \$ 2,750.00

SECTION 2.

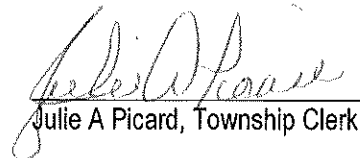
BE IT FURTHER RESOLVED that a like sum of \$2,750.00 be and the same is hereby appropriated under the caption of:

General Appropriations –  
 Public & Private Programs Offset by Revenues - JIF Safety Incentive  
 State/Federal Share \$ 2,750.00  
 Non State Share \$  
 Total with increase to be \$ 2,750.00

FURTHER RESOLVED that a certified copy of this Resolution shall be electronically filed with the State of New Jersey, Division of Local Government Services.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD	X		X			
COOMBS			X			
ROY		X	X			
PERRY			X			
SIPPEL			X			

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on May 15, 2023.

  
 Julie A Picard, Township Clerk



March 27, 2023

Kathleen Brown, Safety Coordinator  
Lower Township  
2600 Bayshore Road  
Villas, NJ 08251

RE: 2022 Safety Incentive Program Awards

Dear Kathleen Brown:

It is our pleasure to report that Lower Township has earned **\$2,750** as a result of your outstanding performance in the 2022 ACM JIF Safety Incentive Program. The incentive program is designed to foster a safety attitude among the ACM JIF members and to promote the safety objectives of the Fund. The awards were announced at the Annual Safety Breakfast held on March 23, 2023.

You and your municipal employees should be very proud of your accomplishments during this past year. Your dedication to the core principles of safety and risk management in everything you do is the reason that the ACM JIF has been, and will continue to be, one of the most successful Joint Insurance Funds in the State. To ensure that your Elected Officials are aware of your accomplishments, by copy of this letter, we are asking the Municipal Clerk to provide a copy of this correspondence to each member of the governing body as official correspondence from the ACM JIF for their information and acknowledgement.

**Suggested Uses:**

The purpose of this award is to recognize your employees for their contribution to your safety efforts. Some ways that these Funds can be used to reward your employees include the purchase of special employee recognition items or to pay for employee morale building events. Some employee recognition items that have been purchased in the past include, but are not limited to, windbreakers, jackets, sweatshirts, tees, hats, or other attire with the JIF Safety Logo. Some morale building events include an employee safety luncheon/dinner, BBQs, pizza parties, safety carnivals/fairs, bowling, etc. The JIF Safety Director's office (J.A. Montgomery) can assist with ideas on how the SIP monies can be spent.

In addition, the Executive Safety Committee is allowing these award monies to be used to supplement existing Wellness Funds that support local Wellness Programs. Over the past several years, many municipalities have implemented wellness programs for their employees. These programs include, but are not limited to, walking clubs, health coaches, and weight reduction clubs, etc. Employers recognize that these programs can have a positive impact on employee morale, physical fitness, mental wellbeing and health benefit costs. The JIF believes that improved employee morale and physical fitness will have a positive impact on the cost of workers' compensation claims.

**Claiming Your Award:**

You can elect to claim your awards either by check or through a reimbursement process. If you choose to claim the full amount of your safety awards by check, please complete the JIF voucher (found on JIF website [www.acmjif.org](http://www.acmjif.org)), sign at vendor's signature, and return it to us by **April 21, 2023**. A check, payable to your municipality, will be mailed to you once it is approved at the

monthly JIF meeting. If you elect to proceed with the reimbursement process, you can maintain your money "on account" with the JIF and submit vouchers and receipts as you purchase items. All funds must be claimed or encumbered by **December 31, 2023** and encumbered funds must be claimed by **February 1, 2024**. All balances held on account will be reported to the Fund Commissioners on a monthly basis in the JIF Agenda Packet.

I once again want to thank you for your involvement and congratulate you and everyone involved in the JIF safety program for making "*Safety First in All We Say and Do*"!

If you have any questions or need assistance, please do not hesitate to contact our office.

Sincerely,  
ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

*Paul Forlenza*

Paul A. Forlenza, MGA  
ACM JIF Executive Director

cc: Karen Fournier, Fund Commissioner  
Jim Ridgway, Risk Management Consultant  
Julie Picard, Municipal Clerk (As correspondence to the Governing Body)  
Lauren Read, CFO/Treasurer

File: ACM/2023/Safety Kickoff

Tab: 2022 Awards Distribution

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

RESOLUTION #2023-174

Title: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount,

SECTION 1.

NOW, THEREFORE BE IT RESOLVED that the Township of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of \$7,000.00 for an item of revenue in the budget of the year 2023 as follows:

Miscellaneous Revenues –  
 Revenue Offset with Appropriations - U Drive U Text U Pay  
 Total with increase to be \$ 7,000.00

SECTION 2.

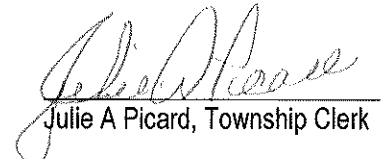
BE IT FURTHER RESOLVED that a like sum of \$7,000.00 be and the same is hereby appropriated under the caption of:

General Appropriations –  
 Public & Private Programs Offset by Revenues - U Drive U Text U Pay  
 State/Federal Share \$ 7,000.00  
 Non State Share \$  
 Total with increase to be \$ 7,000.00

FURTHER RESOLVED that a certified copy of this Resolution shall be electronically filed with the State of New Jersey, Division of Local Government Services.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD	X		X			
COOMBS			X			
ROY		X	X			
PERRY			X			
SIPPEL			X			

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on May 15, 2023.

  
 Julie A Picard, Township Clerk

**ccrippen**

**From:** Captain Donald Vanaman <vanaman@lowertownshippolice.com>  
**Sent:** Wednesday, March 29, 2023 8:19 AM  
**To:** ccrippen  
**Cc:** lread; lewis@lowertownshippolice.com  
**Subject:** External FW: Grant Award: 2023 U Drive U Text U Pay Distracted Driving Campaign  
**Attachments:** DDC 2023 Officer Daily Report.doc; DHTS\_F-2 fillable PDF.pdf; NJDHTS CFO Payroll Cert Ltr Lower Township.docx; DHTS\_Payroll Voucher.doc; Law Enforcement Performance Standards.doc; Distracted Driving 2023 Sample Proclamation.doc; Distracted Driving 2023 Sample Press Release.doc

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.

Colleen,

We were awarded the below grant outside the SAGE system which will begin on April 1, 2023. I know this is short notice. Can we get a resolution to accept the grant for Monday night's meeting? I will also forward a completed proclamation to be read.

V/r,

Cpt Vanaman

**From:** Woltmann\_Christine <Woltmann\_Christine@aclink.org>  
**Sent:** Monday, March 27, 2023 9:47 AM  
**To:** Captain Donald Vanaman <vanaman@lowertownshippolice.com>  
**Subject:** Grant Award: 2023 U Drive U Text U Pay Distracted Driving Campaign

Congratulations!

The Lower Township police department has been awarded a \$7,000 reimbursement grant for the 2023 U Drive U Text U Pay enforcement mobilization which will run between April 1-30, 2023. **The grant funded overtime rate is \$70/hr.**

There are 4 forms that must be completed to qualify for reimbursement.

- Officer Daily Activity Report
- The DHTS F-2 Salary Expenditure Detail Form
- The Payroll Certification In lieu of Payroll Registers letter (CFO)
- The State of New Jersey Payment Voucher (CFO)

Each officer who works a grant-funded enforcement detail **MUST** complete the **Officer Daily Activity Report** which will include their signature and a supervisor's signature. The data from the daily activity report should then be entered on the **F-2 Salary Expenditure Detail Form** by the date each detail was completed. **Please ensure that the time listed on the Officer Daily Report is the same time listed on the F-2 form and in the same format (military or standard time).** The dates must be in chronological order indicating the earliest detail completed first. Once this is completed and signed it should be given to your municipal CFO.

The CFO will need to total the amount claimed and sign the **Payroll Certification in Lieu of Payroll Registers** letter. The CFO will also need to complete the **State of New Jersey Payment Voucher**.

All completed documents should be scanned and emailed to [woltmann\\_christine@aclink.org](mailto:woltmann_christine@aclink.org) no later than **Monday, May 8, 2023**.

As a reminder, nothing should be submitted directly to NJDHTS or in the SAGE grant system. The Atlantic Cape Regional Highway Traffic Safety Office is sub-granting this funding to you, so all documentation should be returned to us.

Please feel free to reach out to me with any questions. I can be reached via the email above or at (609) 407-6739.

Thank you for your participation.

Sincerely,  
Christine Woltmann

Christine Woltmann  
Highway Traffic Safety – Atlantic Cape Region  
(609) 407-6739 office  
(609) 517-1590 cell

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

RESOLUTION #2023-175

Title: A RESOLUTION REQUESTING RELEASE OF DEMOLITION BOND FOR BLOCK 494.18,  
LOT 7, 224 SUZANNE AVENUE, #PMMCM LLC

WHEREAS, MMCM LLC posted a Demolition Bond with the Township of Lower, in the amount of \$1,000.00; and

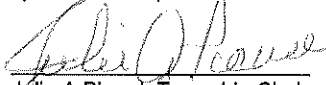
WHEREAS, the Township Building Inspector made a final inspection and the Certificate of Occupancy was issued March 24, 2023;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, the Governing Body thereof, that the demolition bond be and hereby is **released**.

BE IT FURTHER RESOLVED that the Township Treasurer is granted permission to issue a check in the amount of \$1,000.00, plus any accrued interest (if applicable), for payment of the above released demolition bond.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on May 15, 2023.

  
Julie A Picard, Township Clerk

# TOWNSHIP OF LOWER

2500 Bayside Road  
Vilms, New Jersey 08233



Incorporated 1799

(609) 886-2005

## MEMORANDUM

TO: Mayor Frank Sippel &  
Council Members

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

DATE: 05/09/2023

RE: Release of Demolition Bond  
Resolution #2023-175  
MMCM LLC  
224 Suzanne Avenue  
Block: 494.18 Lot: 7

Please release to the applicant the demolition bond that the Township is hold in trust, to assure the required demolition. A certificate of occupancy was issued March 24, 2023. Thank you.

WJG:las

att.

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

RESOLUTION #2023-176

Title: AUTHORIZATION FOR REFUND OF TAXES

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

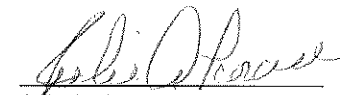
WHEREAS, a refund is due.

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>
499.01	26.01	Cape May Stage 663 Town Bank Road	Appeal – Exempt for 2023	\$ 2,114.37

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on May 15, 2023.

  
Julie A Picard, Township Clerk

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

RESOLUTION #2023-177

Title: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount,

SECTION 1.

NOW, THEREFORE BE IT RESOLVED that the Township of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of \$400,000.00 for an item of revenue in the budget of the year 2023 as follows:

Miscellaneous Revenues –  
 Revenue Offset with Appropriations - Small Cities Public Facilities Program  
 Total with increase to be \$ 400,000.00

SECTION 2.

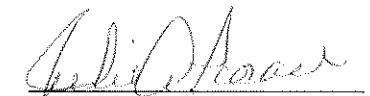
BE IT FURTHER RESOLVED that a like sum of \$400,000.00 be and the same is hereby appropriated under the caption of:

General Appropriations –  
 Public & Private Programs Offset by Revenues - Small Cities Public Facilities Program  
 State/Federal Share \$ 400,000.00  
 Non State Share \$  
 Total with increase to be \$ 400,000.00

FURTHER RESOLVED that a certified copy of this Resolution shall be electronically filed with the State of New Jersey, Division of Local Government Services.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD	X		X			
COOMBS			X			
ROY		X	X			
PERRY			X			
SIPPEL			X			

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on May 15, 2023.

  
 Julie A Picard, Township Clerk



NEW JERSEY LEGISLATURE  
LEGISLATIVE DISTRICT ONE

SCHOOL HOUSE OFFICE PARK  
211 SOUTH MAIN STREET  
SUITE 104  
CAPE MAY COURT HOUSE  
NEW JERSEY 08210

SENATOR MICHAEL L. TESTA, JR.  
LEGISLATIVE DISTRICT 1  
610 E. LANDIS AVE.  
VINELAND, NJ 08360  
PHONE: 609-778-2012  
FAX: 609-778-2033

MICHAEL L. TESTA JR.  
SENATOR  
EMAIL: SENTESTA@NJLEG.ORG

ANTWAN MCCLELLAN  
ASSEMBLYMAN  
EMAIL: ASMCCLELLAN@NJLEG.ORG

ERIK SIMONSEN  
ASSEMBLYMAN  
EMAIL: ASMSIMONSEN@NJLEG.ORG

April 21, 2023

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

Dear Mayor Sippel,

Our office was informed by the New Jersey Department of Community Affairs (DCA) that the Township of Lower is being awarded \$400,000 from the *Small Cities Community Development Block Grants* program to alleviate flooding within Census Tract 218.03, Block Group #1 of the Villas neighborhood by replacing ineffective storm water outfalls at Shadeland Avenue, Broadway Avenue, Wildwood Avenue, Arbor Avenue, Spruce Avenue and Woodland Avenue.

On behalf of Legislative District One, congratulations on receiving this funding for the improvement of your municipality.

Thank you for your continued service to our communities.

Sincerely,

Senator Michael L. Testa Jr.

Assemblyman Antwan McClellan

Assemblyman Erik Simonsen

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

RESOLUTION #2023-178

Title: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount,

SECTION 1.

NOW, THEREFORE BE IT RESOLVED that the Township of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of \$25,000.00 for an item of revenue in the budget of the year 2023 as follows:

Miscellaneous Revenues –  
 Revenue Offset with Appropriations - Stormwater Assistance Grant  
 Total with increase to be \$ 25,000.00

SECTION 2.

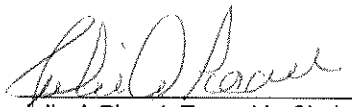
BE IT FURTHER RESOLVED that a like sum of \$25,000.00 be and the same is hereby appropriated under the caption of:

General Appropriations –  
 Public & Private Programs Offset by Revenues - Stormwater Assistance Grant  
 State/Federal Share \$ 25,000.00  
 Non State Share \$  
 Total with increase to be \$ 25,000.00

FURTHER RESOLVED that a certified copy of this Resolution shall be electronically filed with the State of New Jersey, Division of Local Government Services.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD	X		X			
COOMBS			X			
ROY		X	X			
PERRY			X			
SIPPEL			X			

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on May 15, 2023.

  
 Julie A Picard, Township Clerk



State of New Jersey

PHILIP D. MURPHY  
Governor

SHEILA Y. OLIVER  
Lt. Governor

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Mail Code - 501-02A  
Bureau of NJPDES Stormwater Permitting and Water Quality Management  
P.O. Box 420 - 501 E State St., 1<sup>st</sup> Flr.  
Trenton, NJ 08625-0420  
Phone: (609) 633-7021 / Fax: (609) 777-0432

SHAWN M. LATOURETTE  
Commissioner

April 26, 2023

Gary Douglass  
Public Works Superintendent  
2600 Bayshore Road  
Villas, NJ 08251  
NJPDES: NJG0151092 / PI ID #: 220318

**RE: STORMWATER ASSISTANCE GRANT APPLICATION**

Dear Stormwater Program Coordinator,

The Bureau of NJPDES Stormwater Permitting and Water Quality Management has received your application for the Stormwater Assistant Grant. After further review, your application has been **APPROVED**.

All approved applications are sent for processing on the last Friday of every month, with a turnaround time from processing to payment of one to two weeks. Please make sure to alert the municipality's fiscal staff to expect payment dispersal during that time frame. The payment will be titled "Water Resources Planning Management - Stormwater Assistance Grant." Note that the second portion of the grant payment will be dispersed upon the Department's receipt and approval of the required Tier A permit deliverable.

Additional information about the program guidelines can be found on the Department's Stormwater Grants webpage, including the Notice of Funding Availability and recordings of our previous outreach sessions: <https://nj.gov/dep/wlm/grants/swgrant.html>

If you have any questions, please feel free to contact your County Case Manager at [Kristina.Koreivo@dep.nj.gov](mailto:Kristina.Koreivo@dep.nj.gov).

Sincerely,

Gabriel Mahon, Bureau Chief  
Bureau of NJPDES Stormwater Permitting and Water Quality Management

**TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY  
RESOLUTION #2023-179**

**CAPITAL BUDGET AMENDMENT**

WHEREAS, the local capital budget for the year 2023 was adopted on the 1st day of May, 2023, and

WHEREAS, it is desired to amend said adopted capital budget section,

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower that the following amendments to the adopted capital budget section be made:

<u>RECORDED VOTE</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>
Frank Sippel	X		ABSTAIN
David Perry	X		
Roland Roy	X		
Thomas Conrad	X		ABSENT
Kevin Coombs	X		

**FROM  
CAPITAL BUDGET (Current Year Action)  
2023**

Planned Funding Services for  
Current Year 2023

<u>Project</u>	<u>Estimated Total Cost</u>	<u>Amounts Reserved in Prior Years</u>	<u>Capital Improvement Fund</u>	<u>Capital Surplus</u>	<u>Grants and Other Funds</u>	<u>Debt Authorized</u>	<u>To Be Funded in Future Years</u>
Equipment	3,824,102.01		72,955.10			1,186,146.91	2,565,000.00
Recreation Facilities	8,161,685.00		73,584.25			1,398,100.75	6,690,000.00
Police Equipment	709,212.99		14,710.65			279,502.34	415,000.00
Municipal Buildings	260,000.00		500.00			9,500.00	250,000.00
Vehicles	1,195,000.00		13,250.00			251,750.00	930,000.00
Road Program/Infrastructure	4,700,000.00		200,000.00			2,500,000.00	2,000,000.00
<b>Total All Projects</b>	<b>18,850,000.00</b>	<b>0.00</b>	<b>375,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,625,000.00</b>	<b>12,850,000.00</b>

**TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY  
RESOLUTION #2023-179**

**CAPITAL BUDGET AMENDMENT**

**6 YEAR CAPITAL PROGRAM 2021 - 2026  
Anticipated Project Schedule and Funding Requirement**

Project	Estimated						
	Total Costs	2023	2024	2025	2026	2027	2028
Equipment	3,824,102.01	1,459,102.01	750,000.00	325,000.00	505,000.00	325,000.00	460,000.00
Recreation Facilities	8,161,685.00	1,471,685.00	790,000.00	900,000.00	2,000,000.00	2,500,000.00	500,000.00
Police Equipment	709,212.99	294,212.99	100,000.00	100,000.00	100,000.00	100,000.00	15,000.00
Municipal Buildings	260,000.00	10,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
Vehicles	1,195,000.00	265,000.00	160,000.00	225,000.00	160,000.00	225,000.00	160,000.00
Road Program/Infrastructure	4,700,000.00	2,700,000.00	0.00	1,000,000.00	1,000,000.00	1,000,000.00	
<b>Total All Projects</b>	<b>18,850,000.00</b>	<b>6,200,000.00</b>	<b>1,850,000.00</b>	<b>2,600,000.00</b>	<b>2,815,000.00</b>	<b>4,200,000.00</b>	<b>1,185,000.00</b>

**6 YEAR CAPITAL PROGRAM 2021 - 2026  
Summary of Anticipated Funding Sources and Amounts**

Project	Estimated Total Costs	Capital				General Debt Authorized
		Improvement Fund	Capital Surplus	Grants and Other Funds		
Equipment	3,824,102.01	191,205.10			3,632,896.91	
Recreation Facilities	8,161,685.00	408,084.25			7,753,600.75	
Police Equipment	709,212.99	35,460.65			673,752.34	
Municipal Buildings	260,000.00	13,000.00			247,000.00	
Vehicles	1,195,000.00	59,750.00			1,135,250.00	
Road Program/Infrastructure	4,700,000.00	400,000.00			4,300,000.00	
<b>Total All Projects</b>	<b>18,850,000.00</b>	<b>1,107,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,742,500.00</b>	

**TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY  
RESOLUTION #2023-179**

**CAPITAL BUDGET AMENDMENT  
TO  
CAPITAL BUDGET (Current Year Action)  
2023**

Planned Funding Services for  
Current Year 2023

Project	Estimated Total Cost	Amounts Reserved in Prior Years	Capital Improvement Fund	Capital Surplus	Grants and Other Funds	Debt Authorized	To Be Funded in Future Years
Equipment	3,741,591.01		68,829.55			1,307,761.46	2,365,000.00
Recreation Facilities	7,847,260.00		57,863.00			1,099,397.00	6,690,000.00
Police Equipment	606,148.99		9,557.45			181,591.54	415,000.00
Municipal Buildings	260,000.00		500.00			9,500.00	250,000.00
Vehicles	1,195,000.00		13,250.00			251,750.00	930,000.00
Road Program/Infrastructure	4,700,000.00		200,000.00			2,500,000.00	2,000,000.00
<b>Total All Projects</b>	<b>18,350,000.00</b>	<b>0.00</b>	<b>350,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,350,000.00</b>	<b>12,650,000.00</b>

**6 YEAR CAPITAL PROGRAM 2021 - 2026  
Anticipated Project Schedule and Funding Requirement**

Project	Estimated Total Costs	Anticipated Project Schedule and Funding Requirement					
		2023	2024	2025	2026	2027	2028
Equipment	3,741,591.01	1,376,591.01	750,000.00	325,000.00	505,000.00	325,000.00	460,000.00
Recreation Facilities	7,847,260.00	1,157,260.00	790,000.00	900,000.00	2,000,000.00	2,500,000.00	500,000.00
Police Equipment	606,148.99	191,148.99	100,000.00	100,000.00	100,000.00	100,000.00	15,000.00
Municipal Buildings	260,000.00	10,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
Vehicles	1,195,000.00	265,000.00	160,000.00	225,000.00	160,000.00	225,000.00	160,000.00
Road Program/Infrastructure	4,700,000.00	2,700,000.00	0.00	1,000,000.00	0.00	1,000,000.00	0.00
<b>Total All Projects</b>	<b>18,350,000.00</b>	<b>5,700,000.00</b>	<b>1,850,000.00</b>	<b>2,600,000.00</b>	<b>2,815,000.00</b>	<b>4,200,000.00</b>	<b>1,185,000.00</b>

**TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY**  
**RESOLUTION #2023-179**

**CAPITAL BUDGET AMENDMENT**

**6 YEAR CAPITAL PROGRAM 2021 - 2026**  
**Summary of Anticipated Funding Sources and Amounts**

Project	Estimated Total Costs	Capital		General	
		Improvement Fund	Capital Surplus	Grants and Other Funds	Debt Authorized
Equipment	3,741,591.01	187,079.55			3,554,511.46
Recreation Facilities	7,847,260.00	392,363.00			7,454,897.00
Police Equipment	606,148.99	30,307.45			575,841.54
Municipal Buildings	260,000.00	13,000.00			247,000.00
Vehicles	1,195,000.00	59,750.00			1,135,250.00
Road Program/Infrastructure	4,700,000.00	235,000.00		0.00	4,465,000.00
<b>Total All Projects</b>	<b>18,350,000.00</b>	<b>917,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,432,500.00</b>

BE IT FURTHER RESOLVED that two certified copies of this resolution be filed forthwith in the Office of the Director of Local Government Services.

It is hereby certified that this is a true copy of a resolution amending the capital budget section adopted by the governing body on the 1st day of May, 2023.

Certified by me:

May 15, 2023  
Date

Trenton, New Jersey

Approved \_\_\_\_\_ 2023

[Signature]  
Township Clerk

\_\_\_\_\_  
Director of Local Government Services

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

RESOLUTION #2023--180

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

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

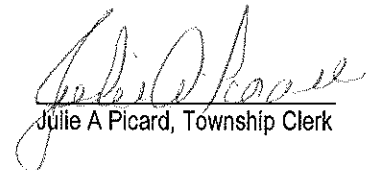
WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) authorizes the sale of surplus personal property no longer needed for public use through the use of an online auction service; and

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

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

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on May 15, 2023.

  
Julie A Picard, Township Clerk

Resolution #180<sup>2023</sup>

5/15/2023

GOV DEALS RES 2023-

LOCATION	DESCRIPTION /DISPOSAL	FA#
TOWNHALL	BATTERY BACK UP (PD)	4276
TOWNHALL	BATTERY BACK UP	3983
TOWNHALL	BATTERY BACK UP	3985
TOWNHALL	BATTERY BACK UP	3986
POLICE	KEURIG COFFEE MAKER	3792

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

RESOLUTIUN #2023-181

Title: APPOINTMENT TO THE PLANNING BOARD

WHEREAS, A vacancy exists on the Lower Township Planning Board because of the resignation of Andrew Bulakowski; 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 to fill the vacant position:

<u>NAME</u>	<u>TYPE</u>	<u>TERM EXP</u>
Gunar Arenberg	Class 4	June, 2026

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on May 15, 2023.

  
Julie A Picard, Township Clerk

FOR TOWNSHIP USE ONLY

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

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

*4/21/23 Emailed  
Mayor + Comm  
Mgr +  
Solicitor*

TOWNSHIP OF LOWER  
CITIZEN LEADERSHIP FORM

NAME GUNAR ARENBERG

CITY AND STATE ERMA, NEW JERSEY

YEARS OF RESIDENCY IN TOWNSHIP 5 OCCUPATION GENERAL CONTRACTOR

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

- Cable Television Advisory Board
- Environmental Commission
- Historic Preservation Commission
- Citizen Advisory Board

- Municipal Utilities Authority
- Planning Board
- Recreation Advisory Board
- Zoning Board of Adjustment

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

STUDIED ARCHITECTURE - GRADUATED W/ BACHELORS  
DEGREE - INTERIOR DESIGN  
EXPERIENCE IN PLANNING + CONSTRUCTION  
REAL ESTATE AGENT - LICENSED IN NJ

Date: 4-10-23 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 # 2023-182

Title: APPROVING CHANGE ORDER #2 TO FRED M. SCHIAVONE CONSTRUCTION FOR THE REMOVAL AND REPLACEMENT OF PLUMBING UNDER THE TOILET ROOMS (LT-C-025)

WHEREAS, Fred M. Schiavone Construction Inc. was awarded on February 22, 2023 by Resolution #2023-98 for the Municipal Pool Renovations for \$221,997.00, Change Order #1 was awarded on May 1, 2023 by Resolution #2023-161 for \$21,490.89; and

WHEREAS, DeBlasio & Associates have provided a proposal for Change Order #2 for the Removal and Replacement of Plumbing Under the Toilet Rooms for \$16,638.56; and

WHEREAS, the Township Council desires to approve Change Order #2 in the amount of \$16,638.56; and the CFO has certified the availability of funds as evidenced by her signature below:

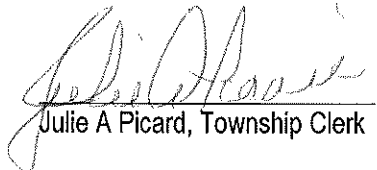
Appropriation: \$12,341.11 C-04-55-434-663  
\$4,297.45 3-01-28-370-297

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 Change Order #2 attached hereto in the amount of \$16,638.56 is hereby approved, increasing the contract total to \$260,126.45.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD	+		+				
COOMBS			+				
ROY		+	+				
PERRY			+				
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 May 15, 2023.

  
Julie A Picard, Township Clerk

# DEBLASIO & ASSOCIATES

CONSULTING ENGINEERS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

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

May 9, 2023

VIA EMAIL & REGULAR MAIL

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

**Re: Township of Lower, Cape May County, NJ  
Municipal Pool Renovations - Readvertised  
D&A File #: LT-C-025**

Dear Ms. Picard:

Enclosed please find four (4) copies of **CHANGE ORDER NO. 2** regarding the above referenced project for review and approval. Upon execution, please return three (3) copies to our office.

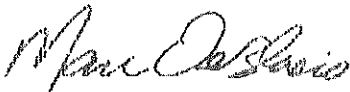
Please note that this change order reflects the following additional work requested by the Township:

1. Removal and Replacement of Plumbing Under Toilet Rooms.

Please note this change order will result in an increase of \$16,638.56 to the amended contract amount of \$243,487.89 for an amended contract amount of \$260,126.45.

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, QPA, Purchasing Agent (via email w/encl.)  
Mitchell Plenn, Superintendent of Parks and Recreation (via email w/encl.)  
Fred M. Schiavone Construction (via email w/encl.)



Change Order #2

Client: Township of Lower  
Date: May 9, 2023  
Project Name: Municipal Pool Renovations-Readvertised  
D&A Project #: LT-C-025

Contractor: Fred M. Schiavone Construction  
2057 Tuckahoe Road  
Franklinville, NJ 08322

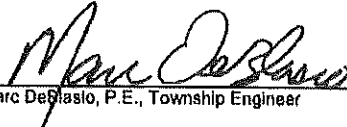
A. Supplemental Items


Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
S3	REMOVAL & REPLACEMENT OF PLUMBING UNDER TOILET ROOMS	LUMP SUM	1	\$16,638.56	\$16,638.56


Subtotal: \$16,638.56

Net Contract Change \$16,638.56  
 Original Contract Amount: \$221,997.00  
 Amended Contract Amount \$243,487.89  
 Contract Percentage Change (%): 7.49  
 Final Contract Amount: \$260,126.45

Approved and Accepted by:

  
 Marc DeBlasio, P.E., Township Engineer 5/9/23  
Date

  
 Fred M. Schiavone Construction 5/9/23  
Date

  
 Township of Lower 5/19/23  
Date

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

RESOLUTION #2023-183

Title: A RESOLUTION AUTHORIZING A REQUEST FOR FUNDS FROM THE LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

WHEREAS, the Lower Township Municipal Utilities Authority (MUA) budget for Fiscal Year December 1, 2022 through November 30, 2023 for both water and sewer contain a line item entitled Maximum Allowable for Appropriation to Municipality/County; and

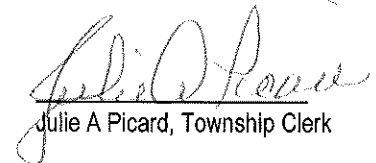
WHEREAS, the amount listed on the Supplement Schedule as Maximum Allowable for Appropriation to Municipality/County in the sewer budget is \$218,510.00 and the amount listed in the water budget is \$158,342.30 for a maximum allowable total of \$376,852.30; and

WHEREAS, Council would like to officially request a portion of the allowable appropriation totaling \$160,000.00 be appropriated to the Township.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Lower Township Council hereby requests the Lower Township MUA appropriate a portion of the amounts listed in the Maximum Allowable for Appropriation to Municipality/County as listed in the Supplemental Schedules from the sewer & water budgets to the Township of Lower in the total amount of \$160,000.00.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on May 15, 2023.

  
Julie A Picard, Township Clerk

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

RESOLUTION #2023-184

Title: APPROVING A PROFESSIONAL SERVICE CONTRACT WITH DeBLASIO & ASSOCIATES FOR THE DESIGN, ENGINEERING AND PERMITTING PHASE OF THE BAY OUTFALL EXTENSIONS PROJECT

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

WHEREAS, DeBlasio & Associates provided a proposal for the Survey, Engineering and Permitting Phase including Survey and Base Mapping, Permit Plans and Specifications, Pre-application conferences and Permit Applications for the Bay Outfall Extension Project at a total fee of \$45,000.00; for the following locations; Lincoln Boulevard, Holmes Avenue, Ridgewood Avenue, W Ocean Avenue, Broadway, W Greenwood Avenue, Frances Avenue, Woodland Avenue, Ohio Avenue and W St Johns Avenue; and

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

Appropriation: 3-01-56-750-762

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, a Professional Service Contract without public bidding is awarded as follows:

- 1. The Proposal between DeBlasio & Associates and the Township of Lower, in the form attached hereto as EXHIBIT A: for the amount of \$45,000.00 is hereby approved.

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.

Table with 8 columns: MOTION, SECOND, AYE, NAY, RECUSE, ABSTAIN, ABSENT. Rows for CONRAD, COOMBS, ROY, PERRY, SIPPEL with handwritten checkmarks.

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 May 15, 2023.

Handwritten signature of Julie A. Picard and printed name: Julie A Picard, Township Clerk

# DEBLASIO & ASSOCIATES

CONSULTING ENGINEERS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

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

May 9, 2023

VIA EMAIL

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

**Re: Township of Lower, Cape May County, NJ  
Bay Outfall Extensions-Engineering and Permitting Phase  
(Revised)**

Dear Mr. Douglass:

As per your request, **DeBlasio & Associates, P.C.** is pleased to provide a *revised* proposal for survey, engineering and permitting phase services for the **Bay Outfall Extensions** in Lower Township.

It is our understanding that the Township wants to replace or extend ten (10) of the outfalls to allow for the existing storm sewer system to function efficiently. The outfalls included in this proposal are located at the following locations:

- Lincoln Boulevard
- Holmes Avenue
- Ridgewood Avenue
- W. Ocean Avenue
- Broadway
- W. Greenwood Avenue
- Frances Avenue
- Woodland Avenue
- Ohio Avenue
- W. St Johns Avenue

Due to the outfalls' proximity to a water body and many of them being located below the Mean Low Water Line (MLWL), multiple permits from various agencies will be required to extend and replace the outfalls. As such, the following permits will be required:

- NJDEP Waterfront Development Permit
- CAFRA Permit
- Army Core of Engineers Permit

DeBlasio & Associates, P.C. will conduct a jurisdictional determination with the NJDEP to confirm the above are the only permits required. Should additional permits be required these will be covered under this proposal. DeBlasio & Associates, P.C. will be responsible for all items necessary for complete permit packages and Lower Township will be responsible for all application fees.

To complete applications for these permits, the outfalls need to be surveyed and permit ready designs completed.

To complete the above referenced scope of work, our professional service fee is listed below:

- |   |                    |
|---|--------------------|
| ➤ <b>Survey, Engineering and Permitting Phase Cost:</b> | <b>\$45,000.00</b> |
| • Survey and Base Mapping                               |                    |
| • Permit Plans and Specifications                       |                    |
| • Pre-application conferences                           |                    |
| • Permit Applications                                   |                    |

<b>Total Professional Service Fee</b>	<b>\$45,000.00</b>
---------------------------------------	--------------------

Please note that this proposal does not include bid-ready construction documents. Should you require construction documents for a public bid, our office can provide an additional proposal for this work. Should you have any questions or require additional information, please do not hesitate to contact me or Will Hanson at our office. We 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)

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

RESOLUTION #2023-185

Title: **A RESOLUTION RATIFYING AND AFFIRMING A MEMORANDUM OF UNDERSTANDING BETWEEN THE LOWER TOWNSHIP POLICE DEPARTMENT AND ACENDA, INC. IN CONNECTION WITH THE ARRIVE TOGETHER PROGRAM ENHANCING AND SUPPORTING LAW ENFORCEMENT RESPONSES TO CERTAIN BEHAVIORAL HEALTH CRISIS CALLS**

**WHEREAS**, pursuant to N.J.S.A. 30:4-27.1 et seq. ("Screening Law") and N.J.A.C. 10:31-1.1 et seq. ("Screening Regulations"), it is the policy of the State of New Jersey to provide for a public mental health system that delivers treatment consistent with a person's clinical condition, and that screening services be developed as the public mental health system's entry point in order to provide accessible crisis intervention, evaluation and referral services to persons with mental illness, to offer persons with mental illness clinically appropriate alternatives to inpatient care, and, when necessary, to provide a means for involuntary commitment to treatment; and

**WHEREAS**, the Lower Township Police Department and Acenda, Inc., a mental health service provider operating in the State of New Jersey, are seeking to jointly participate in the ARRIVE Together program enacted by the State of New Jersey in an effort to enhance and support law enforcement and responses to certain behavioral health crisis calls in an effort to advance the goals, directives, and objectives of the Screening Law; and

**WHEREAS**, the Parties recognize the importance of ensuring the safety of every person involved in civilian-law enforcement interactions, and that many of the negative outcomes that have resulted from such interactions may stem from law enforcement officers responding to situations involving individuals experiencing behavioral health crises; and

**WHEREAS**, Acenda, Inc. has been designated by the New Jersey Department of Human Services ("DHS") to provide screening services in accordance with the Screening Law and Regulations within the County of Cape May; and

**WHEREAS**, DHS contracts annually with Acenda, Inc. for the provision of screening services, pursuant to N.J.A.C. 10:31:10.1(c), and DHS Contracting Policy; and

**WHEREAS**, the Screening Law provides officers and mental health specialists with the legal authority to transport or authorize transport of individuals who are experiencing a behavioral health crisis to an emergency department for a full assessment where appropriate; and

**WHEREAS**, law enforcement officers may request the assistance of mental health specialists when responding to emergency service calls that relate to behavioral health crises and mental health personnel may request assistance from officers when responding to requests for emergency screening; and

**WHEREAS**, in an effort to improve the outcomes in law enforcement's response to emergency behavioral health crisis calls, to divert individuals in crisis from unnecessary entry into the criminal justice system, and to more efficiently employ the resources of both the Lower Township Police Department and Acenda, Inc. as they respond to calls for service together, the Parties seek to establish a Pilot Program; and

**WHEREAS**, the parties have negotiated the terms of a Memorandum of Understanding which is intended to memorialize the relationship and delineate the responsibilities of the Parties in this cooperative joint effort, and same was executed by the parties in April of 2023; and

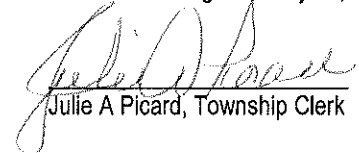
**WHEREAS**, the Township Council of the Township of Lower recognizes the importance of the Screening Law and the Arrive Together Program and fully supports the goals and objectives of same and seeks to affirm and ratify the relationship between the parties and the responsibilities and obligations set forth within the Memorandum of Understanding.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Lower Township Council hereby ratifies and affirms the Memorandum of Understanding entered into between the Lower Township Police Department and Acenda, Inc. to enhance and support law

enforcement and responses to certain behavioral health crisis calls in an effort to advance the goals, directives, and objectives of the Screening Law.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held May 15, 2023.

  
Julie A Picard, Township Clerk

**MEMORANDUM OF UNDERSTANDING**  
**between**

Lower Township PD, Middle Township PD

**Participating Police Department(s)**  
**and**

Acenda, Inc.

**Participating Mental Health Service Provider**

**TO ESTABLISH JOINT PARTICIPATION IN THE ARRIVE  
TOGETHER PROGRAM TO ENHANCE AND SUPPORT  
RESPONSE TO CERTAIN BEHAVIORAL HEALTH CRISIS  
CALLS**

This Memorandum of Understanding is entered into between the above-Participating Police Department(s) (“PPD” or “officer”) and the above-named Mental Health Service Provider (“MHSP”) (collectively “the Parties”), to establish joint participation in the ARRIVE Together Program (“the Program”) to enhance and support law enforcement and response to certain behavioral health crisis calls, and shall confirm the mutual understanding and intention of the Parties as set forth herein.

**WHEREAS**, pursuant to NJSA 30:4-27.1, et seq. (“Screening Law”) and NJAC 10:31-1.1, et seq. (“Screening Regulations”), it is the policy of this State to provide for a public mental health system that delivers treatment consistent with a person’s clinical condition, and that screening services be developed as the public mental health system’s entry point in order to provide accessible crisis intervention, evaluation and referral services to persons with mental illness, to offer persons with mental illness clinically appropriate alternatives to inpatient care, and, when necessary, to provide a means for involuntary commitment to treatment; and

**WHEREAS**, the Parties recognize the importance of ensuring the safety of every person involved in civilian-law enforcement interactions, and that many of the negative outcomes that have resulted from such interactions may stem from law enforcement officers responding to situations involving individuals experiencing behavioral health crises; and

**WHEREAS**, the MHSP has been designated by the New Jersey Department of Human Services (“DHS”) to provide screening services in accordance with the Screening Law and Regulations, within the county being served by this MOU; and

**WHEREAS**, DHS contracts annually with the MHSP for the provision of screening services, pursuant to NJAC 10:31:10.1(c), and DHS Contracting Policy; and

**WHEREAS**, the Screening Law provides officers and mental health specialists with the legal authority to transport or authorize transport of individuals who are experiencing a behavioral health crisis to an emergency department for a full assessment where appropriate; and

**WHEREAS**, law enforcement officers may request the assistance of mental health specialists when responding to emergency service calls that relate to behavioral health crises and mental health personnel may request assistance from officers when responding to requests for emergency screening; and

**WHEREAS**, in an effort to improve the outcomes in law enforcement's response to emergency behavioral health crisis calls, to divert individuals in crisis from unnecessary entry into the criminal justice system, and to more efficiently employ the resources of both the PPD and the MHSP as they respond to calls for service together, the Parties seek to establish a Pilot Program; and

**WHEREAS**, this MOU is intended to memorialize the relationship and delineate the responsibilities of the Parties in this cooperative joint effort.

**NOW, THEREFORE**, the Parties agree as follows:

**I. Definitions**

For the purposes of the Program, the following definitions shall apply:

- A. Behavioral Health Crisis Calls** means emergency calls for service received by the PPD's 911 system or by the MHSP, which involve:
  - a. Behavioral/mental health;
  - b. Confused/disoriented person;
  - c. Suicide; and
  - d. Other categories that the PPD deems appropriately related to behavioral health identified during the course of the Pilot Program.
  
- B. MHSP specialist** means a mental health screener as defined by N.J.S.A. 30:4-27.2 or other qualified specialist, such as a crisis intervention specialist, therapist, social worker, psychiatrist, psychologist, nurse, or other professional possessing the relevant academic training or experience to do outreach for the purposes of clinical screening.

**II. Program Description**

**A. Location**

1. The Program will respond to behavioral health calls for service made to:
  - a. County: Cape May
  - b. Municipality(ies): Lower Township, Middle Township

**B. Program Type**

1. The Parties may select one or more Program types as set forth in Section B and described more fully in Section C below for the term of this MOU. Should the Parties change, reduce or increase the Program type during the term of this MOU, the Parties shall notify DHS and LPS who shall determine whether such change, reduction or increase in Program type is authorized. Any such material change to the terms and conditions of this MOU shall require a written amendment, signed by the Parties, and may result in changes to other terms and conditions herein.
2. The Parties agree to implement one or more of the Programs as selected below.
  - a. Co-Responder Program (law enforcement officer and MHSP specialist respond together or in separate vehicles to emergency service calls and/or follow up visits that relate to behavioral health crisis)
  - b. Telehealth Program (law enforcement officers provided with electronic devices to connect persons suffering behavioral health crisis to a MHSP specialist via video to receive services)
  - c. Follow-up Program (law enforcement officers inform MHSP specialist of individuals encountered by law enforcement that need services of MHSP specialist within a designated timeframe following the law enforcement interaction as determined by the Parties)

**C. Program Responsibilities (as applicable)**

1. Frequency
  - a. The Program will be implemented weekly on the days determined by the Parties, and at times of the highest volume of behavioral health crisis calls for service as determined by the PPDs, in consultation with DHS.
    - i. The PPDs will determine a staffing schedule for their officers.

- ii. Regardless of where the participating officer is based, the Program will always respond to qualifying calls in any of the participating municipalities identified in Section 1.b. above, as described below.
- b. Shift times will be determined by the parties, and may be altered if, in consultation with DIHS and the Mental Health Service Provider (“MHSP”), the PPDs determine that significantly greater relevant calls for service consistently occur at different hours.

2. Personnel

- a. The PPDs will each provide one or more experienced law enforcement officers who complete Crisis Intervention Team (“CIT”) training, when possible, before or during the Program to participate in the Program. Participating Officers will not wear full uniform during the Program shifts, and instead will wear a polo shirt with an agency logo, or similar, and will drive an unmarked vehicle.
- b. At each service call, the Officers will identify themselves as law enforcement officers and ensure the safety of all actors before the MHSP specialist exits the police vehicle, to ensure there are no violent or potentially violent actors on scene, and remain at the scene while the Screener provides services.
- c. The PPDs shall provide training to each specialist identified by the participating MHSP on the proper procedures and protocols for riding in an unmarked police vehicle and responding to calls with an Officer prior to any specialist participating in the Program.
- d. The MHSP will provide one or more experienced specialists to participate in the Program. The participating specialists will perform crisis intervention and screening services consistent with their statutory and regulatory duties at each call for service.
- e. The Officer will transport the MHSP specialist to calls for service in an unmarked police vehicle. The Officer will not respond to other calls for service while transporting the MHSP specialist except for those behavioral health crisis calls as defined below. In the event of an emergency that needs the Officer’s immediate attention and is in the Officer’s plain view, such as a motor vehicle accident or serious injury, the officer will stop to provide immediate assistance until further police assistance arrives. In the event of a call involving a life-threatening emergency, the Officer will only respond to the call upon the direction of their supervisor and will first transport the MHSP specialist to the closest safe location prior to responding to the call.

3. Coverage

- a. The Program will respond to all behavioral health crisis calls for service made to the PPDs’ 911 system within the identified county, including those originating from the public, those incoming from other law enforcement officers or agencies within the area, and those incoming from the MHSP to the PPDs and/or their 911 systems.

- b. The Program will respond to crisis calls originating from the psychiatric emergency screening service within the identified county and 9-8-8 calls from individuals residing in the locales where the program operates.
- c. The Program will respond to qualifying calls made to the municipality(ies) identified in Section II.A.1.(b) above, regardless of whether the officer participating in the shift is based in that municipality. During cross-jurisdictional responses (e.g., municipal officer transporting the MHSP specialist to a location in another municipality), the officer's responsibility is to bring the MHSP specialist to the location of the call, where the MHSP specialist will be met by CIT-trained officers from the municipality from which the call originated who will be responsible for securing the scene before the MHSP specialist enters. At the scene, the Program officer shall remain with the vehicle, and shall only provide assistance if specifically requested by the CIT Officers on scene.
- d. When not responding to calls for service, the Program participants will proactively undertake follow-up visits with individuals from prior services or initiate contact with individuals identified as at-risk through other means.

#### 4. Data Collection and Evaluation

- a. PPDs and MHSPs shall collect data relevant to the assessment of the Program, as specified by the Department of Law and Public Safety (LPS) and/or Department of Human Services (DHS), Division of Mental Health and Addiction Services (DMHAS).
- b. Should LPS retain an academic institution to perform an evaluation of the Program the Parties and Participating Agencies agree, upon request, to provide the retained academic institution access to relevant data, subject to appropriate privacy and cybersecurity protections, to include 911 or computer-aided dispatch (CAD) data and interviews of participating employees, for the purposes of performing the assessment. The academic institution shall execute any required confidentiality agreements. If personally identifiable information is being shared, a confidentiality agreement must be HIPAA compliant. 45 C.F.R. 164.512(i).

### III. PPD Responsibilities

- A. The PPD shall perform all necessary tasks required to implement the Program as detailed Section II above, including, during responses to qualifying emergency calls for service, the participating officer shall assess and take measures to secure the environment in order to mitigate the potential for harm to the officer, mental health specialist, client, and any bystanders.
- B. The PPD shall make available the qualified officers required to implement the Program as detailed in Section II, and shall ensure all requisite training (including the requirement that all officers participating in the initiative successfully complete CIT training, when possible) and certifications have been obtained by participating officers.

- C. The PPD shall implement operational changes, as it deems necessary, to implement the Pilot Program, as detailed in Section II.
- D. The PPD shall provide the equipment necessary for participating officers to perform their duties under the Program, including providing an unmarked vehicle during the course of the Program.
- E. The PPD shall provide training to each participating MHSP specialist on the proper procedures and protocols for riding in a law enforcement vehicle and/or responding to calls with a police officer prior to any MHSP specialist participating in the Program.
- F. The PPD shall cooperate with the MHSP, other participating Law Enforcement Agency Partners within the county, as identified herein, as well as DHS, DMHAS, and LPS, to facilitate and execute the goals of the Program. The PPD shall not request that the MHSP perform any activities that conflict with the Screening Law or Screening Regulations.
- G. The PPD shall ensure their participating officers follow all applicable Law Enforcement Directives and Guidelines issued by the Attorney General of New Jersey, as updated, amended, or supplemented (available at <https://www.njoag.gov>).

**IV. MHSP Responsibilities**

- A. The MHSP shall perform all necessary tasks required to implement the Program detailed in Section II, and shall provide those services in a manner consistent with the Screening Law and Screening Regulations.
- B. The MHSP shall provide the specialists required to implement the Program, and shall ensure all requisite training has been obtained by the participating specialists.
- C. The MHSP shall ensure the equipment necessary for the participating specialists to perform their duties under the Program is provided. The equipment must be provided by the MHSP.
- D. The MHSP shall cooperate with the other Parties to facilitate and execute the Program in a manner consistent with the Screening Law and Screening Regulations.
- E. The MHSP shall bill DHS for services provided under the Program at the rate set forth herein under the same terms as included in the existing contract between DHS and the MHSP.
  - 1. The total amount billed under the Program shall not exceed the amount as determined by DHS and/or LPS and conveyed under a separate writing.
  - 2. The MHSP shall provide DHS with quarterly invoices specifically for services provided under the Program.
  - 3. The MHSP shall provide DHS with quarterly expenditure reports specifically for services provided under the Program in accordance with the DHS Contract Manual.

**V. Funding**

- A. Consistent with the terms of the existing contract between the MHSP and DHS, and the DHS Contract Policy and Information and Contract Reimbursement Manual, MHSP specialists participating in the Program shall be compensated for all services performed under the Program at their ordinary pay and ordinary contractual obligations.
1. Payments to the MHSP for work performed in accordance with the Program, including overtime, if any, shall be allowed up to a maximum total amount reimbursed as determined by DHS and/or LPS and conveyed under a separate writing.
  2. The amount billed by the MHSP under the Program shall only include those amounts above insurer reimbursements.
- B. Except as set forth in the Paragraph A in this Funding Section, each Party shall bear its own costs, including operational costs, in relation to this MOU. Expenditures by each Party will be subject to its own budgetary processes and to the availability of funds and resources pursuant to applicable laws, regulations, and policies. The Parties expressly acknowledge that this in no way implies that the State of New Jersey will appropriate funds for such expenditures.

**VI. Points of Contact**

- A. The individual points of contact ("POC") for each of the Parties to this MOU, and any other participating Law Enforcement Partners within the County, are set forth in Attachment A, which shall be attached hereto and made part of this MOU.
- B. The Parties agree that if there is any change to the POC or POC contact information, they will inform the other Parties in writing within 10 business days of the change and update the list of POCs in Attachment A accordingly.

**VII. Dispute Resolution**

- A. The Parties agree to cooperate and confer with each other to address any disputes or issues which may arise in relation to this MOU and/or the Pilot Program.

**VIII. Liability**

- A. Each Party shall be responsible for the actions of its officers and employees occurring during the performance of their obligations under this Agreement subject to the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1, et seq, the Contractual Liability Act, N.J.S.A. 59:13-1, et seq., the availability of appropriated funds, and the MHSP's insurance obligations under its existing contract with DIIS to provide screening services under the Screening Law. The State of New Jersey cannot agree to indemnify any third party grantee or contractor, and is not providing any indemnification to any third party grantee or contractor. The State of New Jersey does not carry general liability insurance, but the liability of the State and the

obligation of the State to be responsible for tort claims against it are covered under the terms and provisions of the Act. The Act also creates a fund into which the Legislature appropriates funds from time to time, and from which final tort claims are paid in accordance with its provisions. See N.J.S.A. 59:12-1. For claims beyond the purview of the Tort Claims and Contractual Liability Acts, it is agreed that none of the Parties to this Agreement assume any liability whatsoever for any alleged wrongful acts or omissions of the agents, servants, contractors, or employees of the other. Nothing in this Agreement shall be construed to waive any defenses or immunities available to any Party or its employees under the Tort Claims Act or other applicable law.

- B. The MHSP's liability under this Agreement shall continue after the termination of this Agreement with respect to any liability, loss, expense or damage resulting from the acts occurring prior to termination, and shall remain in effect until all potential liabilities arising from this MOU and the Program have lapsed.
- C. This MOU shall not be interpreted as a waiver of sovereign immunity. Any liability of the agencies that are party to this MOU is, to the extent applicable, subject to the New Jersey Screening Law, N.J.S.A. 30:4-27.1, et seq., and specifically, N.J.S.A. 30:4-27.7, the New Jersey Tort Claims Act, supra, the New Jersey Contractual Liability Act, supra, any other applicable law, and the availability of funding.
- D. For the duration of the Program, any MIISP specialist participating in the Pilot Program and receiving training from the PPD or other Participating Law Enforcement Agencies shall remain an employee of the MHSP and at no point will be considered an employee of the State of New Jersey, LPS, DHS, the PPD or other Participating Law Enforcement Agencies. Neither the State, LPS, DHS, nor the PPD or other Participating Law Enforcement Agencies shall have control over the duties of any MHSP specialist participating in the Program, or their performance thereof.

**IX. Duration, Withdrawal, and Termination**

- A. The MOU will take effect upon signature of the Parties and shall remain in effect until June 30, 2024.
- B. Any Party may terminate the agreement by providing all other Parties 30 days written notice. Such notice shall also be provided to DHS, DMHAS, and LPS at the contact addresses in Attachment A.
- C. Upon mutual agreement of the Parties, and with the approval of DHS and LPS, the Program may be renewed for additional one-year terms. Any such renewal shall be set forth in writing and attached hereto and made part of this MOU.

**X. Compliance with Other Laws**

- A. The Parties agree that in the performance of this MOU and the Program, they will comply with all applicable federal, State, and local laws, statutes, and regulations, including all

requirements of the Screening Law and Regulations and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

**XI. Effect on Other Authorities**

- A. Nothing in this MOU is intended to restrict the authority of any Party to act as permitted by law, or to restrict a Party from administering or enforcing any law. This MOU should not be construed as limiting or impeding the basic spirit of cooperation that exists between the Parties.
- B. This MOU does not impose any additional duties and responsibilities on any of the Parties that go beyond that which is already required by existing law.

**XII. Assignment**

- A. Neither this MOU nor any of the rights, duties, or obligations of the Parties hereunder shall be assignable or delegable in whole or part, whether by operation of law or otherwise, without the prior written consent of the other Parties. Any assignment or delegation or attempted assignment or delegation without such consent shall be void and of no force or effect.

**XIII. Severability**

- A. Nothing in this MOU is intended to conflict with applicable State or federal laws, the directives of the Attorney General of New Jersey, or a Party's regulations. If a provision of this MOU is inconsistent with such authority, that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.

**XV. No Private Rights Created**

- A. This MOU does not create any right or benefit, substantive or procedural, enforceable in law or in equity, against the State of New Jersey, or against any department, agency, officer, employee of the State of New Jersey, any Party to this MOU, entity, or any other person.

**XVI. Non-Waiver**

- A. The failure by a Party to insist on performance of any term or condition or to exercise any right or privilege included in this MOU shall not constitute a waiver of same unless explicitly denominated in writing as a waiver and shall not in the future waive any such term or condition or any right or privilege. No waiver by a Party of any breach of any term of this MOU shall constitute a waiver of any subsequent breach or breaches of such term.

**XVII. Entire Agreement & Amendments or Modifications**

- A. This MOU may be amended by deletion or modification of any provision contained herein, or by adding new provisions, after written consent of the Parties. Any such amendment or modification shall be in writing, in the form of an Addendum to this MOU, which shall be

signed by the Parties and shall be attached hereto and made part of this MOU.

- B. This MOU, including any Attachments and Schedules contained within it, represents the entire understanding and agreement between the Parties and supersedes all prior agreements and understandings between the Parties

**XVIII. Authorization**

- A. By execution of this MOU, the Parties represent that they are duly authorized and empowered to enter into this MOU and to perform all duties and responsibilities established in this MOU.

**XIX. Electronic Signature and Counterparts**

- B. The Parties agree that the execution of this MOU by electronic signature and/or by exchanging PDF signatures will have the same legal force and effect as the exchange of original signatures. This MOU may be executed in counterparts and those counterparts, when assembled, shall constitute the Entire Agreement as defined above.

SIGNATURE PAGE FOLLOWS

THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK

**Signatories**

The terms of this Agreement have been read and understood by the persons whose signatures appear below.

For the Mental Health Service Provider:

**Provider Name: Acenda, Inc.**

DocuSigned by:  
By: Anthony DiFabio, Psy. D.  
Name: Anthony DiFabio, Psy.D.  
Title: president and CEO of Acenda, Inc.

Dated: 4/26/2023

For the Participating Police Department(s):

**PPD Name: Lower Township Police Department**

By: [Signature]  
Name: KEVIN E. LEWIS  
Title: CHIEF OF POLICE

Dated: 4-19-23

**PPD Name: Middle Township Police Department**

By: [Signature]  
Name: CHRISTOPHER M. LEWISNEY  
Title: CHIEF OF POLICE

Dated: 4/10/23



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

RESOLUTION #2023-186

Title: AUTHORIZING PAYMENT FOR 2023 LOCAL SCHOOL TAXES TO LOWER TOWNSHIP BOARD OF EDUCATION

WHEREAS, the amounts listed below are owed to Lower Township Board of Education for current year 2023 taxes on the dates noted and it is necessary to receive authorization for the payment of bills which affect the budget, and

WHEREAS, it is the recommendation of the Chief Financial Officer that authorization for statutory tax payments be made through one annual resolution so that such payments are made in a timely and efficient manner, and

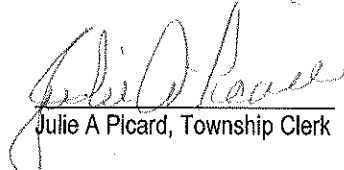
WHEREAS, tax payments made to Lower Township Board of Education are charged to a non-budget appropriation #3-01-55-910-017 and sufficient funds are available from quarterly property tax payments as certified by the Chief Financial Officer Lauren Read.

NOW, THEREFORE BE IT RESOLVED by the Township Council that the following local school tax payments are hereby authorized:

SCHOOL TAXES DUE	7/1/2023	\$ 2,020,127.30
SCHOOL TAXES DUE	8/1/2023	\$ 2,020,127.30
SCHOOL TAXES DUE	9/1/2023	\$ 2,020,127.30
SCHOOL TAXES DUE	10/1/2023	\$ 2,020,127.30
SCHOOL TAXES DUE	11/1/2023	\$ 2,020,127.80
		<u>\$ 10,100,637.00</u>

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on May 15, 2023.

  
 Julie A Picard, Township Clerk

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

RESOLUTION #2023-187

Title: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount,

SECTION 1.

NOW, THEREFORE BE IT RESOLVED that the Township of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of \$7,000.00 for an item of revenue in the budget of the year 2023 as follows:

Miscellaneous Revenues –  
 Revenue Offset with Appropriations - Click it or Ticket  
 Total with increase to be \$ 7,000.00

SECTION 2.


BE IT FURTHER RESOLVED that a like sum of \$7,000.00 be and the same is hereby appropriated under the caption of:

General Appropriations –  
 Public & Private Programs Offset by Revenues - Click it or Ticket  
 State/Federal Share \$ 7,000.00  
 Non State Share \$  
 Total with increase to be \$ 7,000.00

FURTHER RESOLVED that a certified copy of this Resolution shall be electronically filed with the State of New Jersey, Division of Local Government Services.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD	X		X			
COOMBS			X			
ROY		X	X			
PERRY			X			
SIPPEL			X			

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on May 15, 2023.

  
 Julie A Picard, Township Clerk

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

RESOLUTION #2023-188

Title: **A RESOLUTION PROVIDING FOR A MEETING NOT OPEN TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-12**

**WHEREAS**, the Township Council of the Township of Lower is subject to certain requirements of the Open Public Meetings Act, N.J.S.A 10:4-6, et seq.; and

**WHEREAS**, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

**WHEREAS**, it is necessary for the Township Council of the Township of Lower to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

\_\_\_\_(1) **Matters Required by Law to be Confidential:** Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.

\_\_\_\_(2) **Matters Where the Release of Information Would Impair the Right to Receive Funds:** Any matter in which the release of information would impair a right to receive funds from the Government of the United States.

\_\_\_\_(3) **Matters Involving Individual Privacy:** Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information, relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.

\_\_\_\_(4) **Matters Relating to Collective Bargaining Agreement:** Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.

\_\_\_\_(5) **Matters Relating to the Purchase, Lease or Acquisition of Real Property or the Investment of Public Funds:** Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.

\_\_\_\_(6) **Matters relating to Public Safety and Property:** Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.

  X  (7) **Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege:** any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer. **Attorney/Client Privilege/ Litigation Update**

\_\_\_\_(8) **Matters Relating to the Employment Relationship:** Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance or promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

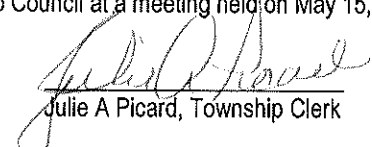
\_\_\_\_(9) **Matters Relating to the Potential Imposition of a Penalty:** Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss if a license or permit belonging to the responding party bears responsibility.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, assembled in public session on May 15, 2023 that an Executive Session closed to the public shall be held on this date at approximately 5:30 P.M. in the Conference Room of the Township Hall, 2600 Bayshore Road, Villas for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Township Council that the public interest will no longer be served by such confidentiality.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on May 15, 2023

  
Julie A Picard, Township Clerk