WORK SESSION AND REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL
NOVEMBER 2, 2026 – 5:00 p.m.

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

Work Session
Best Practices Inventory Discussion – Mayor Sippel

Consent Agenda
Approval of Minutes – October 19, 2026

Res. #2026-342 Authorization for the Payment of Vouchers $1,310,824.16
Res. #2026-343 A Resolution Approving a Professional Service Contract with DeBlasio & Associates for Engineering & Final Design Phase Services for the David Douglass Sr. Memorial Park (LT-C-043)
Res. #2026-344 Authorization for the Payout of Accumulated Compensatory Time (A. Hegarty, $4,104.90)
Res. #2026-345 A Resolution Approving the Annual Level of Compensation for the Commissioners of Fire District #2 Pursuant to N.J.S.A. 40A:14-88 and Local Finance Notice 2021-16
Res. #2026-346 Certification of Lot Clearing Charges to the Tax Collector
Res. #2026-347 A Resolution Authorizing the Appointment of an Emergency Management Coordinator
Res. #2026-348 Authorization for Refund of Taxes
Res. #2026-349 Transfer of 2026 Appropriations
Res. #2026-350 Approval of Refunds for the Fall Soccer Program 2026
Res. #2026-351 A Resolution Authorizing the Execution of a First Addendum to the Shared Service Agreement Between the Township of Lower and the Lower Cape May Regional School District for the Placement of School Resource Officers (SRO) within the Lower Cape May Regional School District
Res. #2026-352 A Resolution Requesting Release of Certified Check for 3901 & 3903 Bay Dr, Villas, New Jersey
Res. #2026-353 A Resolution Requesting Release of Surety Bond for 201 Millman Blvd, Villas New Jersey
Res. #2026-354 A Resolution Authorizing a Request for Funds from the Township of Lower Municipal Utilities Authority in Connection with the Rotary Park Improvement Project and Additional Paving Improvements completed on Authority Owned Property

Public Comment

Council Comments

Adjourn

COUNCIL MEETING MINUTES – October 19, 2026

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on October 19, 2026 at 5:00 p.m. in the meeting room of the Township Hall, 2600 Bayshore Road, Villas, New Jersey.

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

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

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

Also present: Michael Laffey, Township Manager, Christina Lewis, Deputy Township Manager, Robert Belasco (via phone), Township Solicitor and Amy Belasco, Deputy Township Clerk

Consent Agenda

Approval of Minutes – October 5, 2026
Res. #2026-332 Authorization for the Payment of Vouchers $1,438,582.83
Res. #2026-333 Authorization for Refund of Taxes
Res. #2026-334 Authorizing the Sale of Township of Lower Surplus No Longer Needed for Public Use on Gov Deals Online Auction Website
Res. #2026-335 Authorization for the Payout of Accumulated Compensatory Time (K. Boyle $10,490.69)
Res. #2026-336 Authorization for the Payout of Accumulated Compensatory Time (K. O'Brien $7,905.46)
Res. #2026-337 A Resolution Approving a Professional Service Contract with DeBlasio & Associates for Engineering & Grant Application Services for the Beverly Road Storm Sewer Replacement FY2027 Clean Water Application (LT-C-078)
Res. #2026-338 Certification of Lot Clearing Charges to the Tax Collector
Res. #2026-339 Appointment of Municipal Prosecutor for the Year 2026
Res. #2026-340 Certification of Best Practices Inventory
Res. #2026-341 A Resolution Authorizing the Issuance of a Revocable License to the Owners of Certain Properties Located Adjacent to Lake Champlain

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

Engineer Report: Andrew McTague, DeBlasio & Assoc., provided Council an update on various projects going on within the Township, including but not limited to: Rotary Park renovations, David Douglass Sr Memorial Park renovations, Lower Township Public Works Building, Lower Township Municipal Pool Building, Lincoln Blvd storm sewer replacement, Village Rd street-end bulkhead and the FY2027 IBANK application.

Administrative Reports

Clerk, Dog, Tax, Vital

Call to the Public

Mayor Sippel briefly advised everyone of a current resolution in place establishing rules and decorum for public meetings.

Ed Rose, Leaming Ave, voiced concern about the recycling center being closed, asked where residents should go to drop recycles, yard clippings branches, trash, etc.

Sabina Bloom, 2 Mowery Ave, voiced concerns about violence near Clem Mulligan Park and asked for more police presence. She mentioned several issues with the park and her concern with kids in the area.

Carol Unknown, E Pacific Ave, expressed concern about a potential store she heard is coming to the shops at 1401 Bayshore Rd. and voiced opposition to such a store being in our community.

Penelope Unknown, 6 Cranefly Circle, owner of the Art Depot, 1401 Bayshore shopping area, mentioned she has families and children come to her place of business and expressed concerns of a business she had heard was going to be moving into the area and voiced displeasure with such a store being in a family town.

Theresa Wilson, 245 New Jersey Ave, spoke about the terrible road conditions on Columbia Ave with pot holes, no lighting, sewer sinking in, and explained how it ices over in the winter and is very concerned of the dangers it presents.

Bill Greenfield, New Jersey Ave, explained that he had spoken to Councilmember Conrad along with public works about the issues on Columbia Ave near New Jersey Ave. He also agreed there is no street light and the dangerous situation is a neighborhood concern.

Mayor Sippel, commented on the said potential business mentioned above and had Manager Laffey explain that code enforcement had been there to investigate and spoke with the new owners. He said it will be a popcorn store selling only popcorn and the sign that was in the window had been removed.
Mayor Sippel also mentioned that he and public works staff will go to New Jersey Ave to evaluate the hazardous road conditions.

Council Comments
Manager Laffey stated that the public works yard is closed due to construction and said it was advertised on the Township website. He explained that due to DEP regulations they cannot temporarily move drop off location.
He further explained that the construction of the public works building is on schedule.

Mayor Sippel announced the following: Election Day, Tuesday November 3rd, Veterans' Day Parade is Nov 7th, and the Villas VFW is having a veterans day ceremony on Nov 11th at 11 am.

Deputy Mayor Coombs announced Haunted Trails, Saturday Oct 24th, and congratulated Public Works Supervisor Gary Douglass on his upcoming retirement.

Councilmember Roy cautioned everyone about trick or treating to be careful driving, as kids are walking around and crossing streets.

Councilmember Wareham thanked everyone who volunteers and mentioned that the Trunk or Treat event was a huge success with approximately 60 cars that participated. He also thanked the Rec Dept. and the DRBA.

Councilmember Conrad commented on Clem Mulligan Park and explained that there will be more police presence. He mentioned that Columbia Ave is more than just a patch job and they are working on a plan for remediation. He also congratulated the Superintendent of Public Works, Gary Douglass, on his retirement and mentioned what a huge asset to the Township he is and he will be missed. He also thanked the Rotary Club and Rec Dept. on the pumpkin festival, as they all did a wonderful job.

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

_____ _____

Frank Sippel, Mayor Township Clerk

Approved:

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

RESOLUTION #2026-342

Title: AUTHORIZATION FOR THE PAYMENT OF VOUCHERS

TOTAL COMPUTER GENERATED: **$1,310,824.16**

TOTAL BILL LIST **$1,310,824.16**

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

I, Karen S. Fournier, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 2, 2026.

Karen S. Fournier, Township Clerk

Lower Township
Bill List By Vendor Id

10/29/2026
09:50 AM

Ranges	Item Status	Purchase Types	Misc
Range: First to Last *Rcvd Batch Id Range:* First to Last	*Open:* N *Void:* N *Paid:* N *Held:* Y *Aprv:* N *Rcvd:* Y	*Bid:* Y *State:* Y *Other:* Y *Exempt:* Y	*P.O. Type:* All *Include Project Line Items:* Yes *Format:* Condensed *Include Non-Budgeted:* Y *Vendors:* All

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
00134		ATLANTIC COUNTY JOINT INS FUND					
26-00100	01/14/26	2026 JIF PAYMENTS	Open	$300,861.00	$0.00		B
00153		ATLANTIC CITY ELECTRIC					
26-02611	10/28/26	ATLANTIC CITY ELECTRIC OCT 26	Open	$10,066.41	$0.00		
00179		AVERY TEITLER					
26-02515	10/16/26	PB RESOLUTION VOUCHERS	Open	$600.00	$0.00		
00194		ADVANCED VIDEO & SOUND LLC					
26-02008	08/17/26	REPLACE CAMERAS-MILLMAN CENTE	Open	$1,260.00	$0.00		
00199		AUTO ZONE INC					
26-02538	10/16/26	CARBON/DPW	Open	$702.99	$0.00		
26-02568	10/26/26	BATTERIES/DPW	Open	$84.51	$0.00		
26-02594	10/27/26	MOTOR OIL/DPW	Open	$106.89	$0.00		
			Vendor Total:	**$894.39**			
00257		BAYSHORE LANDSCAPING INC					
26-02451	10/09/26	106 E Atlantic Lot Clearing	Open	$865.00	$0.00		
00419		RICHARD M BRASLOW, ESQ					
26-02514	10/16/26	FS 7.2 hours	Open	$2,160.00	$0.00		
00611		COUNTY OF CAPE MAY (FUEL)					
26-02547	10/22/26	GASOLINE/DIESEL/DPW	Open	$46,533.51	$0.00		
00651		MUNICIPAL UTIL AUTH DUMP FEES					
26-02533	10/16/26	DISPOSAL FEE/DPW	Open	$80,972.98	$0.00		
00825		COMCAST INTERNET					
26-02609	10/28/26	COMCAST TV/INTERENT OCT-NOV	Open	$2,694.68	$0.00		
01125		MARGARET CROMPTON					
26-00248	01/28/26	RETIRED MEDICARE SUPPLEMENT	Open	$100.00	$0.00		B
01200		DELTA DENTAL PLAN OF NJ					
26-02521	10/16/26	SEPT 2026 DENTAL CLAIMS	Open	$16,117.15	$0.00		
01269		DISCOUNT HYDRAULICS					
26-02534	10/16/26	PRESSURE HYDRAULIC HOSE/DPW	Open	$105.86	$0.00		
01480		E-Z PASS					
26-02549	10/22/26	BOCA AND REC REPLISHMENT	Open	$400.00	$0.00		PC1
01653		GENTILINI FORD					
26-02586	10/27/26	COVER/DPW	Open	$1,639.23	$0.00		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
01653		GENTILINI FORD	*Account Continued*				
01690		GRANTURK EQUIPMENT CO					
26-02536	10/16/26	CHECK VALV/DPW	Open	$168.39	$0.00		
01741		GENTILINI CHEVROLET, LLC					
26-02535	10/16/26	PARTS/DPW	Open	$241.31	$0.00		
01834		RICHARD HOOYMAN					
26-02557	10/23/26	MEDICARE SUPPLEMENTAL REIM	Open	$1,391.60	$0.00		
01873		HOME DEPOT					
26-02541	10/16/26	HAUNTED TRAILS	Open	$2,294.34	$0.00		
02027		JESCO INC					
26-02537	10/16/26	WIRE/DPW	Open	$127.04	$0.00		
02097		LACAL EQUIPMENT INC					
26-02152	09/03/26	BROOM FOR SWEEPER/DPW	Open	$963.55	$0.00		
02590		ARTHUR MASON					
26-02575	10/26/26	CONTRACT REIMBURSEMENT-M	Open	$125.92	$0.00		
03162		RUTGERS UNIVERSITY - OFFICE OF					
26-02242	09/14/26	EXCEL COURSES- JEFF DOUGLASS	Open	$300.00	$0.00		PC1
03179		OFF-SHORE GETTY STATION					
26-02558	10/26/26	TOW/ DPW	Open	$130.00	$0.00		
03466		R & R SPECIALTIES					
26-02511	10/16/26	8X2 NAME PLATE FOR DOOR	Open	$65.00	$0.00		
26-02512	10/16/26	HALLOWEEN MEDALS & TROPHY	Open	$70.50	$0.00		
			Vendor Total:	**$135.50**			
03537		RUTGERS, THE STATE UNIVERSITY					
26-01761	07/21/26	RICH HARRON MPA CERT PROGRAM	Open	$2,250.00	$0.00		
03573		SAFETY-KLEEN CORP					
26-00955	04/28/26	EQUIP MAINTENCE/DPW	Open	$666.55	$0.00		
03611		SERVICE TIRE TRUCK CENTERS					
26-02306	09/22/26	TIRES/RDS/SANT/RECY/DPW	Open	$5,751.10	$0.00		
26-02589	10/27/26	TIRES/DPW	Open	$2,317.21	$0.00		
			Vendor Total:	**$8,068.31**			
03692		SOUTH JERSEY GAS CO					
26-02610	10/28/26	SOUTH JERSEY GAS SEPT/OCT 26	Open	$314.70	$0.00		
03695		SPECIALTY AUTOMOTIVE EQUP INC					
26-02530	10/16/26	ANNUAL LIFT INSPECTION/DPW	Open	$3,300.00	$0.00		
03820		MUNICIPAL UTIIL. AUTH ON CALL					

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
03820		MUNICIPAL UTIIL. AUTH ON CALL	*Account Continued*				
26-02532	10/16/26	REIMBURSE HALF BILL/DPW	Open	$478.95	$0.00		
03899		UPS					
26-02562	10/26/26	SHIPPING URINE TO STATE LAB	Open	$76.22	$0.00		PC1
03915		TURF EQUIPMENT & SUPPLY CO					
26-00935	04/28/26	MOWER PARTS/DPW	Open	$676.10	$0.00		
03917		STATE OF NJ DEPT OF CHILD/FAML					
26-02522	10/16/26	Marriage Licenses	Open	$1,150.00	$0.00		
04075		BARBER CONSULTING SERVICES LLC					
26-02424	10/07/26	FS BCS OT charges	Open	$585.00	$0.00		
26-02597	10/28/26	CLOUD BACKUP 1 TB	Open	$600.00	$0.00		
			Vendor Total:	**$1,185.00**			
04089		WIZARD'S FESTIVAL OF FUN, INC					
26-02279	09/18/26	RES#26-134 HALLOWEEN PARADE	Open	$1,050.00	$0.00		
04097		CINTAS FIRST AID AND SAFETY					
26-02513	10/16/26	BOCA FIRST AID SUPPLIES	Open	$40.52	$0.00		
26-02545	10/20/26	FIRST AID SUPPLIES/DPW	Open	$48.42	$0.00		
			Vendor Total:	**$88.94**			
04266		NJ DEPT OF HEALTH&SENIOR SVCS					
26-02560	10/26/26	Dog License Fees - sept 2026	Open	$37.80	$0.00		
04301		SEASHORE ASPHALT CORPORATION					
26-02445	10/07/26	ASPHALT/DPW/ BLANKET	Open	$1,302.69	$0.00		
26-02595	10/27/26	HP PATCH/DPW	Open	$133.65	$0.00		
			Vendor Total:	**$1,436.34**			
6063		CAPE MINING & RECYCLING, LLC					
26-02531	10/16/26	ASPHALT/DPW	Open	$381.90	$0.00		
26-02569	10/26/26	ASPHALT/DPW	Open	$15.84	$0.00		
			Vendor Total:	**$397.74**			
6071		UNITED UNIFORMS LIMITED LIAB					
26-01457	06/16/26	NAME TAG - CPL J. SCHECK	Open	$14.00	$0.00		
26-01458	06/16/26	PTL TALEN TERINONI UNIFORMS	Open	$420.00	$0.00		
26-01461	06/16/26	PTL RYAN O'NEAL UNIFORMS	Open	$430.00	$0.00		
26-02208	09/14/26	DSG COREY SCHEID #201 UNIFORMS	Open	$250.00	$0.00		
26-02211	09/14/26	PTL AUSTIN PARKER UNIFORMS	Open	$240.00	$0.00		
26-02370	09/30/26	UNIFORM BOOTS CPL SAINI	Open	$135.00	$0.00		
26-02371	09/30/26	UNIFORM BOOTS CPL SCHECK	Open	$169.00	$0.00		
			Vendor Total:	**$1,658.00**			
7066		KETCHUM MFG CO INC					
26-02341	09/29/26	2027 Dog Tags	Open	$613.50	$0.00		
7098		SHORE VETERINARIAN ANIMAL					

Vendor # / P.O. #	PO Date	Name / Description	Status	Amount	Void Amount	Contract	PO Type
7098		SHORE VETERINARIAN ANIMAL	*Account Continued*				
26-00065	01/13/26	RES 26-47 26-27-28 DNE 64,800	Open	$5,400.00	$0.00		B
7196		LAUREN HUGGINS SUIT					
26-00060	01/12/26	RES 25-07 PUBLIC INFO OFFICER	Open	$1,356.67	$0.00		B
7354		FLEETPRIDE INC					
26-02590	10/27/26	AUTO SLACK/DPW	Open	$164.88	$0.00		
7475		SUZANNE M SCHEID					
26-02596	10/28/26	DENTAL REIMBURSEMENT	Open	$490.00	$0.00		
7618		MEGONIGAL ELECTRIC LLC					
26-02529	10/16/26	RELOCATE VEHICLE LIFT/DPW	Open	$980.00	$0.00		
7689		GOVERNMENT FORMS AND SUPPLIES					
26-02458	10/09/26	2027 Yard Sale Permits	Open	$203.98	$0.00		
7751		HOFFMAN'S EXTERMINATING					
26-00388	02/19/26	PEST AGREEMENTS/ 2 CONTRACTS	Open	$211.38	$0.00		
7805		LANDBERG CONSTRUCTION LLC					
26-01291	06/04/26	RES 2026-214 LTC071 ARCTIC AVE	Open	$195,297.34	$0.00		
7820		DEBLASIO & ASSOCIATES, P.C					
26-01747	07/20/26	RES 2026-124 LTC071 ARCTIC	Open	$9,939.00	$0.00		B
26-02516	10/16/26	PB ENGINEER VOUCHERS	Open	$2,797.32	$0.00		
			Vendor Total:	**$12,736.32**			
7833		AARONS MOBILE DETAILING LLC					
26-02517	10/16/26	DETAILING 10 PATROL VEHICLES	Open	$4,450.00	$0.00		
7923		THOMAS SHOUGH					
25-00309	01/27/25	2025 EQUIPMENT ALLOWANCE	Open	$139.94	$0.00		
7929		AMAZON CAPITAL SERVICES, INC					
26-02096	08/28/26	PD SUPPLIES 8/25/2026	Open	$473.70	$0.00		
26-02493	10/13/26	COURT OFFICE SUPPLIES	Open	$239.29	$0.00		
26-02525	10/16/26	FS office supplies	Open	$92.48	$0.00		
			Vendor Total:	**$805.47**			
8422		Rydin					
26-02450	10/09/26	2028 RECYCLING STICKERS/DPW	Open	$1,330.44	$0.00		
8439		J&D SERVICES LLC					
26-00077	01/13/26	RES 26-48 FINAL FERT $37,643	Open	$3,535.00	$0.00		B
8443		MARIA EUGENIA FEHR LLC					
26-02494	10/13/26	COURT INTERPRETING 9/8/2026	Open	$160.00	$0.00		
8524		FRED M SCHIAVONE CONSTRUCTION					
26-01288	06/04/26	ROTARY COMMUNITY PARK PHASE 2	Open	$519,782.87	$0.00		B

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
8524		FRED M SCHIAVONE CONSTRUCTION	*Account Continued*				
8721		BLANEY, WEINBERG, & CURIO, PC					
26-00081	01/13/26	RES 26-03 PROSECUTOR DNE 45000	Open	$3,750.00	$0.00		B
26-00082	01/13/26	RES 26-03 PROSECUTOR WWC 10000	Open	$833.33	$0.00		B
			Vendor Total:	**$4,583.33**			
8723		HOFFMAN INTERNATIONAL INC					
26-02350	09/29/26	MIRROW/DPW	Open	$335.57	$0.00		
8824		MUNICIPAL EQUIPMENT LLC					
26-01692	07/13/26	ADMIN 2026 TAHOE UPFIT #2683	Open	$14,018.18	$0.00		
8848		COMFORT NOW LLC					
26-02462	10/09/26	RENEWAL HVAC/BOILER AGREEMENT	Open	$1,185.00	$0.00		
8868		BRAVADO COFFEE CAFE					
26-02572	10/26/26	HAUNTED TRAILS BREAKFAST FOOD	Open	$384.00	$0.00		
8909		COMCAST BUSINESS PD INTERNET					
26-02608	10/28/26	COMCAST PD1 #708748079	Open	$1,024.60	$0.00		
8973		LEXIPOL LLC					
26-02415	10/05/26	CORDICO ANNUAL RENEWAL 2026-27	Open	$7,199.10	$0.00		
26-02485	10/13/26	TRG ACCREDITATION MGMT 3 OF 3	Open	$13,395.38	$0.00		
			Vendor Total:	**$20,594.48**			
9088		GLOBAL TECHNOLOGY SYSTEMS INC					
26-02308	09/23/26	20 BATTERIES FOR MOTOROLA APEX	Open	$2,538.80	$0.00		
9141		CITY OF WILDWOOD WATER UTILITY					
26-02550	10/22/26	WATER BILL- CITY OF WILDWOOD	Open	$644.40	$0.00		
9177		TREE BARBER TRIMMING &					
26-02438	10/07/26	229 Bay Ave Lot Clearing tree	Open	$900.00	$0.00		
9216		ATLANTICARE REGIONAL MEDICAL					
26-00432	02/25/26	ATLANTICARE 2026 RES #2024-229	Open	$14,500.00	$0.00		B
9261		WHEELABRATOR GLOUCESTER					
26-02553	10/22/26	PROJECT MED DROP BULK DISPOSAL	Open	$663.27	$0.00		
9296		ALTEK BUSINESS SYSTEMS INC					
26-02552	10/22/26	KYOCERA-DETECTIVES USAGE	Open	$281.25	$0.00		
9316		THE BELASCO LAW FIRM LLC					
26-00063	01/12/26	RES 26-01 RETAINER DNE $40K	Open	$3,333.66	$0.00		B
9453		CAPITAL ONE TRADE CREDIT					
26-02431	10/07/26	REC CENTER MONTHLY- SEPTEMBER	Open	$347.54	$0.00		
26-02492	10/13/26	FS office	Open	$47.04	$0.00		
			Vendor Total:	**$394.58**			

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
9453		CAPITAL ONE TRADE CREDIT	*Account Continued*				
9516		XEROX BUSINESS SOLUTIONS LLC					
26-02484	10/13/26	FS Xerox 10.01.2026 12.31.2026	Open	$113.85	$0.00		
26-02551	10/22/26	7/1- 9/30 COPIER USAGE/OVERAGE	Open	$4.35	$0.00		
			Vendor Total:	**$118.20**			
9557		United Rentals					
26-02446	10/07/26	EXTENSION OF TRAILER- POOL	Open	$575.00	$0.00		
9586		OCFM FMBA Local 98					
26-02239	09/14/26	Belles training OCT 28,29,30	Open	$400.00	$0.00		
CAMIL005		Camille Gray					
26-02519	10/16/26	RES#26-323-REFUND-FOOTBALL	Open	$20.00	$0.00		
DAVEB005		Dave Burkhardt Welding Inc					
26-02416	10/07/26	20FT 3 X 3 X 1/4" STEEL	Open	$196.00	$0.00		
ENVIR005		Environmental Testing Services					
26-02527	10/16/26	ETS 407 Arctic	Open	$850.00	$0.00		
G-POS		POSITIVE PROMOTIONS					
26-02389	10/02/26	PENS, HOT/COLD PACKS & MAGNETS	Open	$1,404.31	$0.00		
KYLEG005		Kyle Gallagher					
26-02518	10/16/26	RES#26-324 REFUND-FALL SOCCER	Open	$20.00	$0.00		
SMITHS		SHEILA D SMITH					
26-02546	10/22/26	NOVEMEBER MEDICAL SUPPLEMENT	Open	$219.23	$0.00		

Total Purchase Orders: 103 Total P.O. Line Items: 0 Total List Amount: $1,310,824.16 Total Void Amount: $0.00

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

RESOLUTION #2026-343

Title: **A RESOLUTION APPROVING A PROFESSIONAL SERVICE CONTRACT WITH DEBLASIO & ASSOCIATES FOR ENGINEERING & FINAL DESIGN PHASE SERVICES FOR THE DAVID DOUGLASS SR. MEMORIAL PARK (LT-C-043)**

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

WHEREAS, DeBlasio & Associates have submitted the attached $190,000.00 proposal for Engineering & Final Design Phase Services for the David Douglass Sr. Memorial Park Project and the CFO has certified the availability of funds in the following budget line as evidenced by his signature:

Appropriation: C-04-55-439-632 Amount $190,000.00

Signature: _____
James Craft, CFO

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that a Professional Services Contract without public bidding in the amount of $190,000.00 is awarded to DeBlasio & Associates for Engineering & Final Design Phase Services for the David Douglass Sr. Memorial Park Project (LT-C-043) in accordance with the proposal attached hereto; and that the Superintendent of Recreation is authorized to execute the Purchase Order.

BE IT FURTHER RESOLVED that this award shall be published on the Township's Website.

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

I, Karen S. Fournier, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 2, 2026.

_____
Karen S. Fournier, Township Clerk

DEBLASIO & ASSOCIATES
ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260 PHONE: 609-854-3311 • FAX: 609-854-4323

October 12, 2026 VIA EMAIL

Al Gentz, Superintendent of Parks and Recreation
Township of Lower
2600 Bayshore Road
Villas, NJ 08251

Re: Township of Lower, Cape May County, NJ
David Douglass Sr. Memorial Park - *Final Design Phase Services*
D&A File #: LT-C-043

Dear Mr. Gentz:

DeBlasio & Associates, P.C. (D&A) is pleased to submit the following scope of work and professional service fee to perform the engineering, architectural and construction management services for the **David Douglass Sr. Memorial Park - *Final Design Phase Services.***

1.0 Scope of Work

As discussed, the intent of the Township is to completely renovate David Douglass Sr. Memorial Park, inclusive of a new bathroom building, a completely redesigned memorial dedicated to David Douglass Sr. and all fallen police officers across the State of New Jersey, redesigned concrete walkways and landscaping items, as well as significant improvements to the site to enhance ADA accessibility.

D&A will enter into a subcontract with OSK Design Partners, P.A. (OSK) for architectural services, McHugh Engineering Associates for electrical, mechanical and plumbing engineering services, and Melillo Bauer Carman (MBC) to finalize the concept plan for the David Douglass Sr. Memorial as well as to prepare a landscaping plan for the entire park. The proposed bathroom building will be constructed in accordance with ADA access as a primary focus.

2.0 Scope of Services

A. Design Development

1. Utilize the survey and base map that were prepared in the permitting phase of this project and if necessary update any topography to reflect existing conditions and elevations.
2. Prepare preliminary plans and specifications for each of the requested improvements from the Township as described in the above scope of work, in the Cape May County Open Space application, and all concept plans created.

3. Review final plans and specifications with the Township to prepare construction documents.

B. Preparation of Construction Documents
   1. Construction documents are drawings and specifications that will be utilized to obtain public bids, preparation of final opinion of construction costs of the project for the construction of the building and sitework by contractors. The construction documents will be based on the accepted design development drawings and any further minor adjustments in the scope or quality of the project.
   2. No further revisions to the drawing are included in this proposal after the final design development drawings are completed, reviewed, approved and the construction document phase begins.
   3. The preparation of contract documents suitable for public bidding.

C. Bidding and Award
   Upon receiving the Township's authorization to advertise, D&A shall:
   1. Provide the number of bid documents as required.
   2. Attend a pre-bid conference with perspective bidders, issue clarifications or addendum in response to Bidder's questions.
   3. Attend the bid opening.
   4. Review and tabulate bids.
   5. Provide analysis of the bids and make recommendations for awarding the contract.

3.0 Schedule and Fee

DeBlasio & Associates, P.C. will commence these services once the proposal is approved by the Township. Our professional service fee to complete the above referenced scope of work is a lump sum fee of **$190,000.00.** Our fee will be invoiced on a percent complete by phase basis in accordance with the following phase schedule:

A.	Design Development	$ 20,000.00
B.	Preparation of Construction Documents	$160,000.00
C.	Bidding and Award	$ 10,000.00
	Total	**$190,000.00**

Please note that this proposal does not include construction phase services and a separate proposal can be provided for these services upon request from the Township.

DeBlasio & Associates, P.C. looks forward to the opportunity of working with the Township of Lower Township on the **David Douglass Sr. Memorial Park - *Final Design Phase Services,* Lower Township, NJ.**

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

Sincerely,
DeBlasio & Associates, P.C.

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

cc: Mayor Frank Sippel (via email)
Michael Laffey, Manager (via email)
Christina Lewis, Deputy Manager (via email)
Karen Fournier, Clerk (via email)
Andy McTague (via email)
Finance (via email)

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

RESOLUTION #2026-344

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that payment to Adam Hegarty in the amount of **$4,104.90** is authorized and chargeable to the 2026 Budget account 6-01-25-240-124.

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

I, Karen S. Fournier, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 2, 2026.

_____
Karen S. Fournier, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief Donald Vanaman

FROM: Patrolman Adam Hegarty

DATE: October 19th, 2026

SUBJECT: Comp Time Cash Out

Sir,

I am respectfully requesting to cash out 90 hours of Comp Time. Thank you for your time and consideration.

Respectfully Submitted,

Adam Hegarty
Patrolman Badge 204

C *File*

Date	*Officer*	*Comments*
10/19/26	204 fc 175	Forwarded to Lt. Greto
10/20/26	LT 6:40	FWD to Capt Arabia via Lewis
10/20/26	Capt 190	FWD Chief Vanaman
10/20/26	Chief Vanaman	FWD: Town Hall

Christina Lewis approved 10/20/2026

90x
$45.61=
$4104.90

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

RESOLUTION #2026-345

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

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

WHEREAS, on 11/19/2026, the Board of Commissioners of Fire District #2, adopted Resolution #26-41, a copy of which is annexed hereto, establishing the annual level of compensation for the commissioners of Fire District #2; and

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

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

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

I, Karen S. Fournier, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 2, 2026.

Karen S. Fournier, Township Clerk

LOWER TOWNSHIP FIRE COMMISSION

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

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

Resolution 2026-41

Establishing the Compensation for Members of the Board of Fire Commissioners for 2027

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

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

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

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

(1) The Commissioners shall receive the compensation set forth on the attached Schedule A subject to review by the governing body of the municipality.

(2) A copy of this resolution shall be forwarded to the governing body of the Lower Township, Cape May County, New Jersey upon adoption.

The foregoing resolution was introduced by Commissioner Andrews

and it was seconded by Commissioner Weatherby

RECORD OF VOTE

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

CERTIFICATION

I, Lewis H. Conley, Jr., Secretary of the Commissioners of Fire district No.2 in the Township of Lower, in the County of Cape May, State of New Jersey do hereby certify that the foregoing resolution was duly adopted by the Commissioners at a public meeting held on 11/19/2026.

Lewis H. Conley, Jr., Commissioner/Secretary

LOWER TOWNSHIP FIRE COMMISSION

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

SCHEDULE A

Establishing the Compensation for Members of the Board of Fire Commissioners for 2027

President	$4,650.00
Vice President	$4,250.00
Secretary	$4,950.00
Treasurer	$4,250.00
Commissioner	$4,250.00

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

RESOLUTION #2026-346

Title: CERTIFICATION OF LOT CLEARING CHARGES TO THE TAX COLLECTOR

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

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

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

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

Block	Lot	Name	Property Location	Amount	Admin Fee	Lien Amount
113	35	Small, Georgeann	229 Bay Avenue	*$ 400.00*	*$ 500.00*	$ 900.00
97	3	Cudworth, Valerie	106 E Atlantic Ave	*$365.00*	*$500.00*	$865.00
42	7	Moran, Diego & Paola	414 E Jacksonville Ave	$1185.00	$500.00	$1685.00
				TOTAL		**$ 3,450.00**

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

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

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

I, Karen S. Fournier, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 2, 2026.

Karen S. Fournier, Township Clerk

Memo

To: Karen Fournier, Clerk

From: Walter Fiore, Code Enforcement Officer

Subject: Liens for Lot Clearings

Date: **October 26, 2026**

CC: File

I respectfully request liens be placed on the properties listed below for lot clearing charges incurred by the Township.

Please note the Township cost to be added to all liens is $500.00

BLK/LOT	Name (As Assessed)	Amount	Property Location
113 / 35	SMALL, GEORGEANN	$900.00	229 Bay Avenue
97 / 3	CUDWORTH, VALERIE	$865.00	106 E Atlantic Ave

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

Violation # CVIO-26-00613

Notice of Violation and Order to Correct

CUDWORTH, VALERIE
5918 10TH STREET
MAYS LANDING, NJ 08330

☑ Issued to Owner
☐ Issued to Tenant

No Charge 9-2-26

Re: 106 E ATLANTIC AVENUE

Block 97 Lot 3 Qual

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

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

Issue Date: 7/24/2026

Violations to be Abated by: 7/27/2026

The following violation(s) were found

Section 185-2

Title Obnoxious Brush Weeds Dead and Dying trees

It is hereby declared unlawful for any person, firm, association, partnership, or corporation owning, leasing, or otherwise occupying land or lands situate, lying and being within the confines of the Township to permit obnoxious brush, weeds, dead and dying trees, stumps, roots, growths, filth, garbage, trash or debris to remain thereon.

In the event that the owner, lessee, or occupant shall fail to abate, remove, or remedy the offending condition in a manner satisfactory to the enforcement official within 10 days of being cited for a violation of same, the enforcement official may remove or abate the offending condition and charge the owner, lessee and/or occupant for all costs involved with this action.

In all cases where brush, weeds, including ragweed, dead and dying trees, stumps, roots, obnoxious growth, filth, garbage, trash and/or debris are destroyed or removed from any lands under the terms of this chapter by or under the direction of the enforcement official, the enforcement official shall certify the cost thereof to the Township Council, which shall examine, certify and if found correct shall cause the cost as shown thereon to be charged against said lands; the amount so charged shall forthwith become a lien upon such lands and shall be added to and become and form part of the taxes next to be assessed and levied upon such lands, the same to bear interest at the same rate as taxes, and shall be collected and enforced by the same officials and in the same manner as taxes. An administrative lien fee in the amount of $500 shall be imposed in conjunction with the creation of a lien.

Summary of infraction

overgrown brush growing up house must be cut

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

Walter Fiore

Walter Fiore

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

SENDER: COMPLETE THIS SECTION

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

1. Article Addressed to:

CUDWORTH, VALERIE
5918 10TH STREET
MAYS LANDING NJ, 08330

9590 9402 8236 3030 9706 30

2. Article Number *(Transfer from service label)*

9589 0710 5270 0732 3095 15

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X ☐ Agent ☐ Addressee

B. Received by *(Printed Name)* | C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☐ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

Restricted Delivery

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

9589 0710 5270 0732 3095 15

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at *www.usps.com®*

Certified Mail Fee
$

Extra Services & Fees *(check box, add fee as appropriate)*

- ☐ Return Receipt (hardcopy) $
- ☐ Return Receipt (electronic) $
- ☐ Certified Mail Restricted Delivery $
- ☐ Adult Signature Required $
- ☐ Adult Signature Restricted Delivery $

Postage
$
Tc
$
Se
St
Ci

Postmark Here

CUDWORTH, VALERIE
5918 10TH STREET
MAYS LANDING NJ, 08330

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

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

Violation # CVIO-26-00550

Notice of Violation and Order to Correct

SMALL, GEORGEANN
229 BAY AVE
VILLAS, NJ 08251

☑ Issued to Owner
☐ Issued to Tenant

Re: 229 BAY AVENUE

Block 113 Lot 35 Qual

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

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

Issue Date: 7/15/2026

Violations to be Abated by: 7/27/2026

The following violation(s) were found

Section 185-2

Title Obnoxious Brush Weeds Dead and Dying trees

It is hereby declared unlawful for any person, firm, association, partnership, or corporation owning, leasing, or otherwise occupying land or lands situate, lying and being within the confines of the Township to permit obnoxious brush, weeds, dead and dying trees, stumps, roots, growths, filth, garbage, trash or debris to remain thereon.

In the event that the owner, lessee, or occupant shall fail to abate, remove, or remedy the offending condition in a manner satisfactory to the enforcement official within 10 days of being cited for a violation of same, the enforcement official may remove or abate the offending condition and charge the owner, lessee and/or occupant for all costs involved with this action.

In all cases where brush, weeds, including ragweed, dead and dying trees, stumps, roots, obnoxious growth, filth, garbage, trash and/or debris are destroyed or removed from any lands under the terms of this chapter by or under the direction of the enforcement official, the enforcement official shall certify the cost thereof to the Township Council, which shall examine, certify and if found correct shall cause the cost as shown thereon to be charged against said lands; the amount so charged shall forthwith become a lien upon such lands and shall be added to and become and form part of the taxes next to be assessed and levied upon such lands, the same to bear interest at the same rate as taxes, and shall be collected and enforced by the same officials and in the same manner as taxes. An administrative lien fee in the amount of $500 shall be imposed in conjunction with the creation of a lien.

Summary of infraction

dead tree fell on property

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

Walter Fiore

Walter Fiore

TOWNSHIP OF LOWER
2600 BAYSHORE ROAD
VILLAS, NEW JERSEY 08251

SMALL, GEORGEANN
229 BAY AVE
VILLAS NJ, 08251

SOUTH JERSEY NJ 080
17 JUL 2026 PM 7 L

NIXIE 271 FE 1 0007/25/26
RETURN TO SENDER
NOT DELIVERABLE AS ADDRESSED
UNABLE TO FORWARD
BC: 08251113005 *2751-07652-17-35

UTF

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only
For delivery information, visit our website at www.usps.com®.

7018 1130 0001 0063 4155

Certified Mail Fee
$
Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) $
☐ Return Receipt (electronic) $
☐ Certified Mail Restricted Delivery $
☐ Adult Signature Required $
☐ Adult Signature Restricted Delivery $
Postage
$
Total
Postmark Here

SMALL, GEORGEANN
229 BAY AVE
VILLAS NJ, 08251

Sent To
Street
City
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

Memo

To: **Karen Fournier**, Clerk

From: **William Kelleher**, Code Enforcement Officer

Subject: Liens for Lot Clearings

Date: **October 09, 2026**

CC: File

I respectfully request liens be placed on the properties listed below for lot clearing charges incurred by the Township.

Please note the Township cost to be added to all liens is $500.00

BLK/LOT	Name (As Assessed)	Amount	Property Location
42 /7	Diego & Paola Moran	1,685.00	414 E Jacksonville Ave

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

Violation # CVIO-26-00743

Notice of Violation and Order to Correct

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

☑ Issued to Owner
☐ Issued to Tenant

Re: 414 E JACKSONVILLE AVENUE

Block 42 Lot 7 Qual

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

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

Issue Date: 9/11/2026

Violations to be Abated by: 9/18/2026

The following violation(s) were found

Section 185-2

Title Obnoxious Brush Weeds Dead and Dying trees

It is hereby declared unlawful for any person, firm, association, partnership, or corporation owning, leasing, or otherwise occupying land or lands situate, lying and being within the confines of the Township to permit obnoxious brush, weeds, dead and dying trees, stumps, roots, growths, filth, garbage, trash or debris to remain thereon.

In the event that the owner, lessee, or occupant shall fail to abate, remove, or remedy the offending condition in a manner satisfactory to the enforcement official within 10 days of being cited for a violation of same, the enforcement official may remove or abate the offending condition and charge the owner, lessee and/or occupant for all costs involved with this action.

In all cases where brush, weeds, including ragweed, dead and dying trees, stumps, roots, obnoxious growth, filth, garbage, trash and/or debris are destroyed or removed from any lands under the terms of this chapter by or under the direction of the enforcement official, the enforcement official shall certify the cost thereof to the Township Council, which shall examine, certify and if found correct shall cause the cost as shown thereon to be charged against said lands; the amount so charged shall forthwith become a lien upon such lands and shall be added to and become and form part of the taxes next to be assessed and levied upon such lands, the same to bear interest at the same rate as taxes, and shall be collected and enforced by the same officials and in the same manner as taxes. An administrative lien fee in the amount of $500 shall be imposed in conjunction with the creation of a lien.

Summary of infraction

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

William Kelleher

BE CERTAIN TO PLACE ENVELOPE TO THE RIGHT
OF THE BETWEEN ADDRESS FOLD AT DOTTED LINE

SENDER: COMPLETE THIS SECTION

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

1. Article Addressed to:

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

9590 9402 8236 3030 9724 98

2. Article Number *(Transfer from service label)*

9589 0710 5270 0732 3100 47

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X ☐ Agent ☐ Addressee

B. Received by *(Printed Name)* | C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☐ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail
- ☐ ured Mail Restricted Delivery
- er $500)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

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

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

RESOLUTION #2026-347

Title: **A RESOLUTION AUTHORIZING THE APPOINTMENT OF AN EMERGENCY MANAGEMENT COORDINATOR**

WHEREAS, pursuant to N.J.S.A. App. A:9-33 et seq. municipalities located within the State of New Jersey are required to appoint a Municipal Emergency Management Coordinator; and

WHEREAS, the Township's current Emergency Management Coordinator has informed the Township of his intent to retire effective November 1, 2026; and

WHEREAS, pursuant to N.J.S.A. App. A:9-40.1 and Township Code § 56-2(A), the Mayor is the individual authorized to appoint an Emergency Management Coordinator for a term of three (3) years, conditioned upon the Emergency Management Coordinator having completed, or completing in one (1) year from the date of their appointment, the current approved Home Study Course and the basic Emergency Management workshop; and

WHEREAS, the Township Council of the Township of Lower has elected to endorse the Mayor's appointment of an Emergency Management Coordinator.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that William Belles is hereby appointed as the Emergency Management Coordinator for the Township of Lower for a term of three (3) years, commencing November 2, 2026 through November 2, 2029, subject to William Belles having completed, or completing in one (1) year from the date of this appointment, the current approved Home Study Course and the basic Emergency Management workshop.

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

I, Karen S. Fournier, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 2, 2026.

_____

Karen S. Fournier, Township Clerk

kfournier

From: Christina Lewis
Sent: Monday, October 26, 2026 12:18 PM
To: kfournier; ABelasco
Cc: Jennifer Fleck; Mike Laffey
Subject: Appointment for Municipal Emergency Management Coordinator

Hi Ladies,

As you know, our current Municipal OEM Coordinator is retiring effective November 1, 2026. Please prepare the necessary appointment documentation for his successor and include the item on the November 2 agenda.

William Belles will assume these responsibilities.

Katie Crecca will continue as the Deputy. Please let me know if anything else is needed from our office

Thank you

Christina Lewis
Deputy Manager
Human Resources Coordinator
Township of Lower
2600 Bayshore Rd.
Villas, NJ 08251
609-886-2005 ext 181
clewis@townshipoflower.org

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

RESOLUTION #2026-348

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.

Block	Lot	Refund To	Reason	Tax
257	7	Harry Weimar	1/3 Interest - Exempt Veteran	$350.94

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

I, Karen S. Fournier, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 2, 2026.

Karen S. Fournier, Township Clerk

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

RESOLUTION #2026-349

Title: TRANSFER OF 2026 APPROPRIATIONS

WHEREAS, N.J.S.A. 40A: 4-58 provides for appropriation transfers during the last two months of the current fiscal year when it has been determined that any appropriation is insufficient to pay the claims authorized or incurred during the current year, which are chargeable to said appropriation, and there is an excess in any appropriation over and above the amount deemed to be necessary to fulfill its purpose.

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 transfers totaling $25,000 be made between the 2026 budget appropriations:

LINE ITEM		ACCT. NUMBER	TO	FROM
RECREATION SALARIES AND WAGES	SW	6-01-28-370-100	25,000.00	
CELEBRATION OF PUBLIC EVENTS OR HOLIDAYS	SW	6-01-30-420-200		25,000.00
			25,000.00	25,000.00

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

I, Karen S. Fournier, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 2, 2026.

Karen S. Fournier, Township Clerk

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

RESOLUTION #2026-350

Title: APPROVAL OF REFUNDS FOR THE FALL SOCCER PROGRAM 2026

WHEREAS, the Superintendent of Parks & Recreation has certified the following refunds for the Fall Soccer Program 2026; and

WHEREAS, the following refunds are due (see attached); and

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

Appropriation 6-01-60-910-073 Amount $113.73

CFO Signature _____

James Craft

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 is authorized and directed to refund payments according to the Superintendent of Parks & Recreation's certification, and that refunds for the Fall Soccer Program 2026 in the amount of $113.73 are hereby approved.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
WAREHAM						
ROY						
COOMBS						
SIPPEL						

I, Karen S. Fournier, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 2, 2026.

_____

Karen S. Fournier, Township Clerk

Robert Osborn

From: pmuldoon
Sent: Tuesday, October 27, 2026 12:28 PM
To: Robert Osborn
Subject: Refunds
Attachments: Scan.pdf

Good Afternoon Bob,

Here are more refunds that need to be done for coaches for Fall Soccer:

Cameron Perry - $73.73
Susan Benson - $25.00
Kevin Palek - $15.00

Thank you!
Phyllis

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

RESOLUTION #2026-351

Title: **A RESOLUTION AUTHORIZING THE EXECUTION OF A FIRST ADDENDUM TO THE SHARED SERVICE AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT FOR THE PLACEMENT OF SCHOOL RESOURCE OFFICERS (SROs) WITHIN THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT**

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 *et seq.* (the "Act"), authorizes local units of this State to enter into agreements with any other local unit or units to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive in its own jurisdiction; and

WHEREAS, the Township of Lower (hereinafter "Township") and the Lower Cape May Regional School District (hereinafter "District") previously entered into a Shared Service Agreement, effective January 1, 2026, through December 31, 2028, whereby the Township agreed to provide two (2) School Resource Officers (hereinafter "SROs") to the District, assigned to the Lower Cape May Regional High School and the Richard M. Teitelman Middle School; and

WHEREAS, pursuant to Paragraph 4(C) of the Shared Service Agreement, the District is responsible for fifty percent (50%) of the salary and benefit costs associated with each SRO, subject to the Parties conferring annually to confirm the accuracy of the anticipated payment amounts; and

WHEREAS, during calendar year 2026, a previously assigned SRO was reassigned by the Lower Township Police, effective September 18, 2026, thereby ending his assignment to the District and resulting in a change to the anticipated salary and benefit costs upon which the payment schedule set forth in Paragraph 4(C) was originally calculated; and

WHEREAS, as a result of the reassignment of the former SRO and the appointment of a new SRO, and following discussions between the Township and the District concerning the actual and anticipated salary and benefit costs associated with the SROs, the Parties have determined that certain adjustments to the payment schedule set forth in Paragraph 4(C) are necessary, including a prorated adjustment to the payment due December 31, 2026; and

WHEREAS, the Township and the District desire to enter into a First Addendum to the Shared Service Agreement to memorialize the revised payment schedule in accordance with the annual cost confirmation provisions of Paragraph 4(C), while maintaining all other terms and conditions of the existing Shared Service Agreement in full force and effect; and

WHEREAS, the Township Council finds that the proposed First Addendum, a copy of which is attached hereto and made a part hereof, is reasonable, appropriate, and in the best interests of the Township and the District, and that its execution will further the purposes of the existing Shared Service Agreement and the continued provision of School Resource Officers to the District.

NOW THEREFORE BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the First Addendum to the Shared Service Agreement between the Township of Lower and the Lower Cape May Regional School District for the provision of two (2) School Resource Officers, substantially in the form attached hereto, including the revised payment schedule and the prorated adjustment to the payment due December 31, 2026 is hereby approved, and the Mayor, Township Manager, Township Manager, and/or Township Clerk are hereby authorized to execute same.

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

I, Karen S. Fournier, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 2, 2026.

Karen S. Fournier, Township Clerk

FIRST ADDENDUM TO SHARED SERVICE AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT FOR THE PLACEMENT OF SCHOOL RESOURCE OFFICERS WITHIN THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT

THIS FIRST ADDENDUM TO THE SHARED SERVICE AGREEMENT is made this _____ day of _____, 2026, by and between the **TOWNSHIP OF LOWER** ("Township"), a municipal corporation of the State of New Jersey whose administrative offices are located at 2600 Bayshore Road, Villas, New Jersey 08251 and the **LOWER CAPE MAY REGIONAL SCHOOL DISTRICT** ("District"), a local municipal board of education whose administrative offices are located at 687 Route 9, Cape May, New Jersey 08204, and who may collectively be denominated as the "Parties" in this Agreement, and each may be called, separately, a "Party."

WITNESSETH:

WHEREAS, the Parties entered into a Shared Service Agreement effective January 1, 2026, through December 31, 2028, providing for the assignment of two (2) School Resource Officers ("SROs") to the District; and

WHEREAS, Paragraph 4(C) of the Agreement provides that the District shall contribute fifty percent (50%) of the salary and benefit costs of each SRO, subject to the Parties conferring annually to confirm the accuracy of the anticipated payment amounts; and

WHEREAS, during calendar year 2026, SRO Dallas Bohn was reassigned by the Lower Township Police Department from his position as a School Resource Officer, effective September 18, 2026, thereby ending his assignment to the District as an SRO and resulting in a change to the anticipated salary and benefit costs upon which the payment schedule set forth in Paragraph 4(C) was originally calculated; and

WHEREAS, as a result of the former SRO's reassignment and the appointment of a new SRO, and following consultation between the Parties concerning the actual and anticipated salary and benefit costs associated with the SROs, the Parties have determined that adjustments to the payment schedule set forth in Paragraph 4(C) are necessary, including a prorated adjustment to the payment due December 31, 2026; and

WHEREAS, the Parties desire to memorialize the revised payment schedule pursuant to the annual cost confirmation provisions of Paragraph 4(C), while maintaining all other terms and conditions of the existing Shared Service Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties agree as follows:

1. AMENDEMENT TO PARAGRAPH 4(C):

Paragraph 4(C) of the Shared Service Agreement is hereby amended solely with respect to the anticipated annual payment schedule to reflect adjustments in the salary and benefit costs associated with the SROs, including those resulting from the reassignment of former SRO Dallas Bohn from his position as a School Resource Officer, effective September 18, 2026. Accordingly, the District's payment obligations, associated with the second payment due in 2026, and the payments due in both 2027 and 2028, shall be revised as follows:

DISTRICT School Year Obligation Payment Due:

Year 2026
$$74,991.98 due on or before December 31, 2026

Year 2027
$78,429.97 due on or before June 30, 2027
$78,429.97 due on or before December 31, 2027

Year 2028
$83,994.84 due on or before June 30, 2028
$83,994.84 due on or before December 31, 2028

The Parties specifically acknowledge that the payment originally scheduled for December 31, 2026, was calculated based upon anticipated salary and benefit costs that included the continued assignment of former SRO Dallas Bohn to the District as a School Resource Officer. In light of his reassignment from that position, effective September 18, 2026, the Parties agree that said payment shall be adjusted and prorated to reflect the actual salary and benefit costs attributable to his service as an SRO through September 18, 2026, together with any applicable salary and benefit costs incurred for replacement SRO services thereafter, consistent with the fifty percent (50%) cost-sharing obligation established under Paragraph 4(C).

The Parties further acknowledge that the revised payment amounts set forth herein reflect their annual review and confirmation of anticipated SRO salary and benefit costs, as expressly contemplated by Paragraph 4(C) of the original Shared Service Agreement.

2. CONTINUATION OF COST-SHARING OBLIGATION.

The Parties acknowledge and agree that the foregoing adjustments are made pursuant to the annual cost confirmation process contemplated by Paragraph 4(C) of the Shared Service Agreement. Nothing contained herein shall modify the District's underlying obligation to contribute fifty percent (50%) of the salary and benefit costs of each SRO, as otherwise provided in the Agreement.

3. RATIFICATION OF REMAINING TERMS.

Except as expressly amended herein, all other terms, conditions, covenants, and obligations contained in the Shared Service Agreement shall remain unchanged and in full force and effect. The Parties hereby ratify and reaffirm the Agreement in all other respects.

4. AUTHORIZATION AND EXECUTION.

The Parties acknowledge that this Addendum has been approved by their respective governing bodies and that the undersigned representatives are duly authorized to execute same on behalf of their respective entities.

IN WITNESS WHEREOF, the Parties have caused this First Addendum to be executed by their duly authorized representatives as of the date first written above.

LOWER CAPE MAY REGIONAL SCHOOL DISTRICT

Date: 10/28/20

By: _____

Attest: _____

TOWNSHIP OF LOWER

Date: _____

By: _____
Frank Sippel, Mayor

Attest: _____

GREGORY M. LASHER
Superintendent

THOMAS CONNELLY JR.
President

GARY DOUGLASS
Vice-President

MARK MALLETT
Business Administrator/Board Secretary

Board of Education
Lower Cape May Regional School District
687 Route 9 Cape May, New Jersey 08204
(609) 884-3475 Fax: (609) 884-7067

CITY OF CAPE MAY | TOWNSHIP OF LOWER | BOROUGH OF WEST CAPE MAY

OCTOBER 28, 2026

The following motion was approved by the Lower Cape May Regional Board of Education at the OCTOBER 28, 2026 meeting:

A motion was made to approve the addendum to the 2026-2028 Shared Service Agreement for School Resource Officers with the Township of Lower.

Moved: Gary Douglass Second: Matagiese
Vote: 7 yes (Abrams, Connelly, Cronin, Gary Douglass, Glenn Douglass, Elwell, and Matagiese)
0 no, 2 absent: (Onorato and Sundstrom)
Motion carried unanimously

This is true and accurate as certified by the Business Administrator/Board Secretary

Mark Mallett, Business Administrator/Board Secretary

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

RESOLUTION #2026-352

Title: **A RESOLUTION REQUESTING RELEASE OF CERTIFIED CHECK FOR 3901 & 3903 Bay Dr, VILLAS NEW JERSEY**

WHEREAS, in connection with an approved road opening permit associated with the properties located at 3901 Bay Drive and 3903 Bay Drive, Robert Salasin posted with the Township of Lower a performance guaranty in the form of a certified check in the amount of $27,872.65, as required pursuant to § 583-5 of the Code of the Township of Lower; and

WHEREAS, the Township Public Works Supervisor and the Township Engineer, DeBlasio & Associates, have conducted a final inspection of the work performed pursuant to the road opening permit and have confirmed that all required work has been satisfactorily completed in accordance with the applicable requirements of Chapter 583 of the Code of the Township of Lower; and

WHEREAS, the performance guaranty was posted to ensure the satisfactory completion of the road opening and restoration work, and, based upon the satisfactory completion of said work, the performance guaranty is eligible for release and refund in accordance with § 583-5 of the Township Code.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the performance guaranty posted by Robert Salasin in the amount of $27,872.65 is hereby authorized to be released.

BE IT FURTHER RESOLVED that the Township Treasurer is hereby authorized and directed to issue a refund check payable to Robert Salasin in the amount of $27,872.65, together with any accrued interest.

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

I, Karen S. Fournier, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 2, 2026.

Karen S. Fournier, Township Clerk

ABelasco

From: gdouglass
Sent: Thursday, October 22, 2026 8:34 AM
To: ABelasco
Cc: Mike Laffey; Christina Lewis; kfournier; Scott Douglass
Subject: 3901-3903 Bay Drive-Sallisen

Amy,
I have inspected and attached pictures for the final restoration of the roadway that was milled and paved at 3901-3903 Bay Drive.
This is completed to pre construction condition. Please release deposit/bond to Mr. Sallisen.
Thank you
Gary Douglass

kfournier

From: Andrew McTague <mctague.andrew@deblasioassoc.com>
Sent: Friday, October 23, 2026 1:25 PM
To: kfournier
Cc: Mike Laffey; ABelasco
Subject: External RE: [EXTERNAL] FW: 3901-3903 Bay Drive-Sallisen

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.

I agree with Gary. The bond can be released.

Thank you,

Andrew McTague
Project Engineer/ Project Manager

DeBlasio & Associates | Consulting Engineers, Surveyors and Planners
4701 New Jersey Avenue, Wildwood, NJ 08260 (*Main Office*)
6712 Washington Avenue, Suite 205, Egg Harbor Township, NJ 08234
Phone: 609-854-3311 | Fax: 609-854-4323 | Cell: 609-970-6106
www.deblasioassoc.com

From: kfournier <kfournier@townshipoflower.org>
Sent: Friday, October 23, 2026 1:17 PM
To: Andrew McTague <mctague.andrew@deblasioassoc.com>
Cc: Mike Laffey <mlaffey@townshipoflower.org>; ABelasco <abelasco@townshipoflower.org>
Subject: [EXTERNAL] FW: 3901-3903 Bay Drive-Sallisen

CAUTION: This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Good afternoon Andrew,

Gary Douglass has done the final inspection for roadway restoration at 3901-3903 Bay Drive. I just need your okay to release the bond.

Thank you,

Karen Fournier, RMC, CMR
Lower Township Clerk
2600 Bayshore Road
Villas, NJ 08251
609-886-2005

From: gdouglass <gdouglass@townshipoflower.org>
Sent: Thursday, October 22, 2026 8:34 AM
To: ABelasco <abelasco@townshipoflower.org>

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

RESOLUTION #2026-353

Title: **A RESOLUTION REQUESTING RELEASE OF SURETY BOND FOR 201 MILLMAN BLVD, VILLAS NEW JERSEY**

WHEREAS, in connection with an approved road opening permit associated with the property located at 201 Millman Blvd, Sand Castle Excavation posted with the Township of Lower a performance guaranty in the form of a Surety Bond in the amount of $25,000, as required pursuant to § 583-5 of the Code of the Township of Lower; and

WHEREAS, the Township Public Works Supervisor and the Township Engineer, DeBlasio & Associates, have conducted a final inspection of the work performed pursuant to the road opening permit and have confirmed that all required work has been satisfactorily completed in accordance with the applicable requirements of Chapter 583 of the Code of the Township of Lower; and

WHEREAS, the performance guaranty was posted to ensure the satisfactory completion of the road opening and restoration work, and, based upon the satisfactory completion of said work, the performance guaranty is eligible for release accordance with § 583-5 of the Township Code.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the performance Surety Bond by Sand Castle Excavation in the amount of $25,000 is hereby authorized to be released.

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

I, Karen S. Fournier, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 2, 2026.

_____

Karen S. Fournier, Township Clerk

kfournier

From: gdouglass
Sent: Thursday, October 22, 2026 8:40 AM
To: ABelasco
Cc: Mike Laffey; Christina Lewis; kfournier; Scott Douglass
Subject: 201 Millman-Scott Peter

Follow Up Flag: Follow up
Flag Status: Flagged

Amy,
I have inspected and attached pictures for the final restoration of the roadway that was milled and paved at 201 Millman.
This is completed to pre construction condition. Please release deposit/bond to Scott Peterbilt.

Thank you
Gary Douglass
Public Works Superintendent

kfournier

From: Andrew McTague <mctague.andrew@deblasioassoc.com>
Sent: Friday, October 23, 2026 1:25 PM
To: kfournier
Cc: Mike Laffey; ABelasco
Subject: External RE: [EXTERNAL] FW: 201 Millman-Scott Peter

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.

I agree with Gary. The bond can be released.

Thank you,

Andrew McTague
Project Engineer/ Project Manager

DeBlasio & Associates | Consulting Engineers, Surveyors and Planners
4701 New Jersey Avenue, Wildwood, NJ 08260 (*Main Office*)
6712 Washington Avenue, Suite 205, Egg Harbor Township, NJ 08234
Phone: 609-854-3311 | Fax: 609-854-4323 | Cell: 609-970-6106
www.deblasioassoc.com

From: kfournier <kfournier@townshipoflower.org>
Sent: Friday, October 23, 2026 1:16 PM
To: Andrew McTague <mctague.andrew@deblasioassoc.com>
Cc: Mike Laffey <mlaffey@townshipoflower.org>; ABelasco <abelasco@townshipoflower.org>
Subject: [EXTERNAL] FW: 201 Millman-Scott Peter

CAUTION: This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Good afternoon Andrew,

Gary Douglass has done the final inspection of roadway restoration for 201 Millman Lane. I just need your okay in order to release the bond.

Thank you,

Karen Fournier, RMC, CMR
Lower Township Clerk
2600 Bayshore Road
Villas, NJ 08251
609-886-2005

From: gdouglass <gdouglass@townshipoflower.org>
Sent: Thursday, October 22, 2026 8:40 AM
To: ABelasco <abelasco@townshipoflower.org>

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

RESOLUTION #2026-354

Title: **A RESOLUTION AUTHORIZING A REQUEST FOR FUNDS FROM THE TOWNSHIP OF LOWER MUNICIPAL UTILITIES AUTHORITY IN CONNECTION WITH THE ROTARY PARK IMPROVEMENT PROJECT AND ADDITIONAL PAVING IMPROVEMENTS COMPLETED ON AUTHORITY OWNED PROPERTY**

WHEREAS, in 2023, the Township of Lower and the Lower Township Municipal Utilities Authority engaged in discussions concerning proposed improvements to Rotary Park, then owned by the Lower Township Municipal Utilities Authority, and the subdivision and conveyance of the park property to the Township, which was completed by deed, recorded in October 2023; and

WHEREAS, during those discussions, representatives from the Township of Lower and the Lower Township Municipal Utilities Authority agreed that the Lower Township Municipal Utilities Authority would contribute $150,000.00 toward the proposed Rotary Park improvements, and the Lower Township Municipal Utilities Authority further requested that the Township of Lower undertake additional paving improvements on Authority owned property located adjacent to Rotary Park to improve ingress and egress to the Lower Township Municipal Utilities Authority facility; and

WHEREAS, in May 2026, the Township Council of the Township of Lower awarded a contract to Fred M. Schiavone Construction for the Rotary Park improvements, and the Township of Lower incorporated the additional paving improvements requested by the Lower Township Municipal Utilities Authority to be completed at a cost of $48,170.00; and

WHEREAS, consistent with the understanding reached during the parties' discussions in 2023, the Township of Lower is requesting the Lower Township Municipal Utilities Authority's contribution of $150,000.00 toward the Rotary Park improvements, together with reimbursement of the $48,170.00 for the additional paving improvements performed on Lower Township Municipal Utilities Authority property at its request, for a total of $198,170.00; and

WHEREAS, pursuant to N.J.S.A. 40A:5A-12.1, the Lower Township Municipal Utilities Authority is authorized, subject to applicable statutory limitations and restrictions, to appropriate available surplus funds to the Township in an amount not exceeding five percent (5%) of its annual operating costs; and

WHEREAS, the LTMUA's adopted budget for Fiscal Year December 1, 2025, through November 30, 2026, identifies a maximum allowable municipal appropriation of $516,414.00; and

WHEREAS, in light of the fact that the paving improvements are complete and the Rotary Park Improvements are nearly complete, the Township Council of the Township of Lower finds it appropriate to formally request payment of the foregoing contribution and reimbursement.

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 Council hereby formally requests that the Lower Township Municipal Utilities Authority appropriate and remit to the Township of Lower the total sum of $198,170.00 from funds lawfully available for appropriation to the Township, consisting of $150,000.00 toward the Rotary Park improvements, and $48,170.00 as reimbursement for the additional paving improvements completed on

Authority owned property adjacent to Rotary Park at the Authority's request.

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

I, Karen S. Fournier, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on November 2, 2026.

_____

Karen S Fournier, Township Clerk