

## Signed Resolutions - October 19, 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

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

**RESOLUTION #2026-332**

Title: **AUTHORIZATION FOR THE PAYMENT OF VOUCHERS**

| <u>VENDOR</u>    | <u>CHECK #</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|------------------|----------------|--------------------|---------------|
| Gaiss Market LLC | #10051         | Lunch Voucher      | \$2,750.00    |

**TOTAL MANUAL CHECKS: \$ 2,750.00**

**TOTAL COMPUTER GENERATED: \$ 1,435,832.83**

**TOTAL BILL LIST \$ 1,438,582.83**

|         | MOTION | SECOND | AYE | NAY | RECUSE | ABSTAIN | ABSENT |
|---------|--------|--------|-----|-----|--------|---------|--------|
| CONRAD  | X      |        |     |     |        |         |        |
| WAREHAM |        | X      |     |     |        |         |        |
| 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 October 19, 2026.

  
 Karen S. Fournier, Township Clerk

Rec'd 11/20/2026 33.2

| Ranges                                    |          | Item Status                   |        | Purchase Types   |             | Misc                            |         |
|-------------------------------------------|----------|-------------------------------|--------|------------------|-------------|---------------------------------|---------|
| <i>Range: First to Last</i>               |          | <i>Open: N</i>                |        | <i>Bid: Y</i>    |             | <i>P.O. Type: All</i>           |         |
| <i>Rcvd Batch Id Range: First to Last</i> |          | <i>Void: N</i>                |        | <i>State: Y</i>  |             | <i>Include Project Line Yes</i> |         |
|                                           |          | <i>Paid: N</i>                |        | <i>Other: Y</i>  |             | <i>Items:</i>                   |         |
|                                           |          | <i>Held: Y</i>                |        | <i>Exempt: Y</i> |             | <i>Format: Condensed</i>        |         |
|                                           |          | <i>Aprv: N</i>                |        |                  |             | <i>Include Non-Budgeted: Y</i>  |         |
|                                           |          | <i>Rcvd: Y</i>                |        |                  |             | <i>Vendors: All</i>             |         |
| Vendor #                                  | Name     |                               |        |                  |             |                                 |         |
| P.O. #                                    | PO Date  | Description                   | Status | Amount           | Void Amount | Contract                        | PO Type |
| 00055                                     |          | LARRY AKINS                   |        |                  |             |                                 |         |
| 26-02496                                  | 10/14/26 | CONTRACTUAL REIMBURSEMENT V   | Open   | \$149.00         | \$0.00      |                                 |         |
| 00080                                     |          | AMERIHEALTH                   |        |                  |             |                                 |         |
| 26-02412                                  | 10/05/26 | OCTOBER 2026 HEALTH INS       | Open   | \$403,832.12     | \$0.00      |                                 |         |
| 00153                                     |          | ATLANTIC CITY ELECTRIC        |        |                  |             |                                 |         |
| 26-02479                                  | 10/09/26 | SEPTEMBER ACE STREET LIGHTS   | Open   | \$45,179.91      | \$0.00      |                                 |         |
| 26-02509                                  | 10/15/26 | ATLANTIC CITY ELECTRIC OCT    | Open   | \$275.94         | \$0.00      |                                 |         |
| Vendor Total:                             |          |                               |        | \$45,455.85      |             |                                 |         |
| 00205                                     |          | ROBERT BAILEY JR*             |        |                  |             |                                 |         |
| 26-02475                                  | 10/09/26 | DIAGNOSTIC CLASS REIMBURSEMEN | Open   | \$200.00         | \$0.00      |                                 |         |
| 00257                                     |          | BAYSHORE LANDSCAPING INC      |        |                  |             |                                 |         |
| 26-02185                                  | 09/08/26 | IOT cLEARING 1805 BAYSHORE RD | Open   | \$275.00         | \$0.00      |                                 |         |
| 00650                                     |          | CAPE MAY COUNTY CLERK'S ASSN  |        |                  |             |                                 |         |
| 26-01924                                  | 08/07/26 | 2026 Mini Conference          | Open   | \$150.00         | \$0.00      |                                 |         |
| 01110                                     |          | COLLEEN CRIPPEN               |        |                  |             |                                 |         |
| 26-02481                                  | 10/13/26 | MEDICAL REIMBURSEMENT-M       | Open   | \$354.69         | \$0.00      |                                 |         |
| 01171                                     |          | VERIZON WIRELESS - TOWNHALL   |        |                  |             |                                 |         |
| 26-02507                                  | 10/14/26 | VERIZON IPHONE 8/29- 9/28/26  | Open   | \$1,652.37       | \$0.00      |                                 |         |
| 01200                                     |          | DELTA DENTAL PLAN OF NJ       |        |                  |             |                                 |         |
| 26-02465                                  | 10/09/26 | SEPT 2026 DENTAL ADMIN        | Open   | \$1,426.92       | \$0.00      |                                 |         |
| 01201                                     |          | DELL MARKETING LP             |        |                  |             |                                 |         |
| 26-02349                                  | 09/29/26 | DELL LAPTOP FOR DSG SCHEID    | Open   | \$1,700.57       | \$0.00      |                                 |         |
| 01224                                     |          | DKC CONTRACTORS LLC           |        |                  |             |                                 |         |
| 26-01923                                  | 08/07/26 | Foster House Phase 2          | Open   | \$56,513.66      | \$0.00      |                                 | B       |
| 01269                                     |          | DISCOUNT HYDRAULICS           |        |                  |             |                                 |         |
| 26-02442                                  | 10/07/26 | COUPLER/DPW                   | Open   | \$388.26         | \$0.00      |                                 |         |
| 01365                                     |          | GARY DOUGLASS                 |        |                  |             |                                 |         |
| 26-02482                                  | 10/13/26 | VISION REIMBURSEMENT          | Open   | \$315.00         | \$0.00      |                                 |         |
| 01641                                     |          | GALL'S INC                    |        |                  |             |                                 |         |
| 26-02347                                  | 09/29/26 | JERSEY BOOT BREACHER TOOL     | Open   | \$1,168.54       | \$0.00      |                                 |         |
| 01653                                     |          | GENTILINI FORD                |        |                  |             |                                 |         |
| 26-01661                                  | 07/09/26 | PARTS FOR TRUCKS/DPW/AUG      | Open   | \$2,654.75       | \$0.00      |                                 |         |
| 26-02180                                  | 09/08/26 | TRUCK SC2606/DPW              | Open   | \$5,831.08       | \$0.00      |                                 |         |

| Vendor #<br>P.O. # | PO Date  | Name<br>Description                                             | Status                   | Amount              | Void Amount | Contract | PO Type |
|--------------------|----------|-----------------------------------------------------------------|--------------------------|---------------------|-------------|----------|---------|
| 01653              |          | GENTILINI FORD                                                  | <i>Account Continued</i> |                     |             |          |         |
|                    |          | <b>Vendor Total:</b>                                            |                          | <b>\$8,485.83</b>   |             |          |         |
| 01690<br>26-02420  | 10/07/26 | GRANTURK EQUIPMENT CO<br>CHECK VALUE/DPW                        | Open                     | \$171.34            | \$0.00      |          |         |
| 01741<br>26-01707  | 07/14/26 | GENTILINI CHEVROLET, LLC<br>ADMIN 2026 CHEVY TAHOE #2679        | Open                     | \$59,400.70         | \$0.00      |          |         |
| 26-01708           | 07/14/26 | PATROL #1 2026 TAHOE #2678                                      | Open                     | \$58,274.90         | \$0.00      |          |         |
| 26-01709           | 07/14/26 | PATROL #2 2026 TAHOE #2686                                      | Open                     | \$58,274.90         | \$0.00      |          |         |
| 26-02490           | 10/13/26 | HOUSING/DPW                                                     | Open                     | \$24.83             | \$0.00      |          |         |
|                    |          | <b>Vendor Total:</b>                                            |                          | <b>\$175,975.33</b> |             |          |         |
| 01806<br>26-02393  | 10/02/26 | ANTHONY J HARVATT, II, ESQ<br>ZBA RESOLUTION VOUCHERS           | Open                     | \$1,200.00          | \$0.00      |          |         |
| 26-02400           | 10/02/26 | MCGOVERN V ZBA LEGAL FEES                                       | Open                     | \$930.00            | \$0.00      |          |         |
|                    |          | <b>Vendor Total:</b>                                            |                          | <b>\$2,130.00</b>   |             |          |         |
| 01873<br>26-01298  | 06/04/26 | HOME DEPOT<br>SUPPLIES/BLDG/DPW                                 | Open                     | \$530.21            | \$0.00      |          |         |
| 26-01471           | 06/16/26 | SUPPLIES/BLDG/DPW                                               | Open                     | \$524.34            | \$0.00      |          |         |
| 26-01662           | 07/09/26 | SUPPLIES/BLDS/AUG                                               | Open                     | \$524.34            | \$0.00      |          |         |
| 26-02425           | 10/07/26 | SUPPLIES/DPW                                                    | Open                     | \$530.21            | \$0.00      |          |         |
| 26-02489           | 10/13/26 | SUPPLIES/DPW                                                    | Open                     | \$193.55            | \$0.00      |          |         |
|                    |          | <b>Vendor Total:</b>                                            |                          | <b>\$2,302.65</b>   |             |          |         |
| 02025<br>26-02435  | 10/07/26 | HUNTER TRUCK SALES & SERVICE<br>MATERIAL/DPW                    | Open                     | \$281.72            | \$0.00      |          |         |
| 26-02488           | 10/13/26 | SENSORS/BRAKES/DPW                                              | Open                     | \$3,607.06          | \$0.00      |          |         |
|                    |          | <b>Vendor Total:</b>                                            |                          | <b>\$3,888.78</b>   |             |          |         |
| 02027<br>26-02421  | 10/07/26 | JESCO INC<br>MATTERIAL/DPW                                      | Open                     | \$132.00            | \$0.00      |          |         |
| 02108<br>26-02487  | 10/13/26 | KEEN COMPRESSED GAS CO<br>COMPRESSED GAS/DPW                    | Open                     | \$284.60            | \$0.00      |          |         |
| 02183<br>26-02272  | 09/17/26 | KLENSWITE POOL SPA SUP.CO INC<br>SAFETY COVERS & CLOSING LTPOOL | Open                     | \$11,900.00         | \$0.00      |          |         |
| 26-02407           | 10/05/26 | CHEMICALS/OPENING OF POOL                                       | Open                     | \$1,179.09          | \$0.00      |          |         |
|                    |          | <b>Vendor Total:</b>                                            |                          | <b>\$13,079.09</b>  |             |          |         |
| 02247<br>26-02391  | 10/02/26 | LAWSON PRODUCTS INC.<br>SUPPLIES/DPW                            | Open                     | \$1,285.32          | \$0.00      |          |         |
| 02334<br>26-02467  | 10/09/26 | LOWER TWP CHAMBER OF COMMERCE<br>Installation dinner            | Open                     | \$375.00            | \$0.00      |          |         |
| 02607<br>26-02473  | 10/09/26 | MICHAEL MAJANE<br>FBINAA CONFERENCE EXPENSES                    | Open                     | \$302.34            | \$0.00      |          |         |
| 02635              |          | ARTHUR MCCLOSKEY                                                |                          |                     |             |          |         |

| Vendor #<br>P.O. # | PO Date  | Name<br>Description             | Status                   | Amount             | Void Amount | Contract | PO Type |
|--------------------|----------|---------------------------------|--------------------------|--------------------|-------------|----------|---------|
| 02635              |          | ARTHUR MCCLOSKEY                | <i>Account Continued</i> |                    |             |          |         |
| 26-02480           | 10/13/26 | MEDICAL CLAIMS                  | Open                     | \$894.00           | \$0.00      |          |         |
| 03387              |          | POGUE INC.                      |                          |                    |             |          |         |
| 26-02443           | 10/07/26 | SAFETY AND HEALTH/DPW           | Open                     | \$150.00           | \$0.00      |          |         |
| 03611              |          | SERVICE TIRE TRUCK CENTERS      |                          |                    |             |          |         |
| 26-02111           | 08/31/26 | TIRES/RDS/SANT/RECY/SEPT/DPW    | Open                     | \$5,816.80         | \$0.00      |          |         |
| 03671              |          | SOUTH JERSEY OVERHEAD DOOR, INC |                          |                    |             |          |         |
| 26-02491           | 10/13/26 | LIFT MASTER/DPW                 | Open                     | \$360.00           | \$0.00      |          |         |
| 03764              |          | TCTANJ                          |                          |                    |             |          |         |
| 26-02251           | 09/15/26 | BROWN - WEBINAR 10-8-26         | Open                     | \$50.00            | \$0.00      |          |         |
| 03863              |          | TREASURER, STATE OF NEW JERSEY  |                          |                    |             |          |         |
| 26-02417           | 10/07/26 | JULY THRU SEPT REPORT           | Open                     | \$14,396.00        | \$0.00      |          |         |
| 03904              |          | LOWE'S HOME CENTER INC          |                          |                    |             |          |         |
| 26-01700           | 07/13/26 | PARTS/DPW/AUG                   | Open                     | \$314.84           | \$0.00      |          |         |
| 03971              |          | VERIZON WIRELESS MDT POLICE     |                          |                    |             |          |         |
| 26-02419           | 10/07/26 | 8/21 TO 9/20/2026 PD & TWP MDT  | Open                     | \$911.33           | \$0.00      |          |         |
| 03985              |          | VILLAS NAPA AUTO PARTS          |                          |                    |             |          |         |
| 26-02179           | 09/08/26 | RDS/SANT/RECY/SEPT/DPW          | Open                     | \$3,879.93         | \$0.00      |          |         |
| 26-02418           | 10/07/26 | RDS/SANT/RECY/DPW               | Open                     | \$988.53           | \$0.00      |          |         |
|                    |          | <b>Vendor Total:</b>            |                          | <b>\$4,868.46</b>  |             |          |         |
| 03992              |          | VAL-U AUTO PARTS LLC            |                          |                    |             |          |         |
| 26-00972           | 04/29/26 | RDS/SANT/RECY/DPW               | Open                     | \$993.30           | \$0.00      |          |         |
| 04090              |          | WIRELESS ELECTRONICS, INC       |                          |                    |             |          |         |
| 26-01560           | 06/29/26 | XR60 INSTALLATION COMMAND VAN   | Open                     | \$350.00           | \$0.00      |          |         |
| 26-01838           | 07/28/26 | 6 ETICKET PRINTERS, DL READERS  | Open                     | \$13,038.00        | \$0.00      |          |         |
| 26-02316           | 09/23/26 | NETCLOUD ANNUAL RENEWAL 3 YRS   | Open                     | \$4,025.00         | \$0.00      |          |         |
|                    |          | <b>Vendor Total:</b>            |                          | <b>\$17,413.00</b> |             |          |         |
| 04097              |          | CINTAS FIRST AID AND SAFETY     |                          |                    |             |          |         |
| 26-02422           | 10/07/26 | PD SAFETY CABINET 10/1/2026     | Open                     | \$53.56            | \$0.00      |          |         |
| 26-02464           | 10/09/26 | TOWNHALL RESTOCK 10/6/2026      | Open                     | \$27.11            | \$0.00      |          |         |
|                    |          | <b>Vendor Total:</b>            |                          | <b>\$80.67</b>     |             |          |         |
| 04301              |          | SEASHORE ASPHALT CORPORATION    |                          |                    |             |          |         |
| 26-00794           | 04/14/26 | ASPHALT/PATCH/RDS/DPW           | Open                     | \$1,051.67         | \$0.00      |          |         |
| 05064              |          | CAPE ISLAND GRAPHICS            |                          |                    |             |          |         |
| 26-02404           | 10/05/26 | STICKER FOR FOSTER HOUSE        | Open                     | \$35.00            | \$0.00      |          |         |
| 05083              |          | ALLEGRA MARKETING, PRINT & MAIL |                          |                    |             |          |         |
| 26-02403           | 10/05/26 | VETERANS DAY POSTERS            | Open                     | \$150.00           | \$0.00      |          |         |
| 26-02411           | 10/05/26 | VETERANS DAY FLYERS             | Open                     | \$285.00           | \$0.00      |          |         |

| Vendor #<br>P.O. # | PO Date  | Name<br>Description            | Status | Amount                   | Void Amount | Contract | PO Type |
|--------------------|----------|--------------------------------|--------|--------------------------|-------------|----------|---------|
| 05083              |          | ALLEGRA MARKETING,PRINT & MAIL |        | <i>Account Continued</i> |             |          |         |
| 26-02428           | 10/07/26 | Fall 2026 Newsletter           | Open   | \$465.00                 | \$0.00      |          |         |
|                    |          | <b>Vendor Total:</b>           |        | <b>\$900.00</b>          |             |          |         |
| 06038              |          | ALIANO BROTHER GENERAL CONTACT |        |                          |             |          |         |
| 26-00418           | 02/25/26 | RES #2026-105 DPW BUILDING     | Open   | \$426,885.06             | \$0.00      |          | B       |
| 6059               |          | USABLE LIFE                    |        |                          |             |          |         |
| 26-02413           | 10/05/26 | OCT 2026 LIFE INS              | Open   | \$877.50                 | \$0.00      |          |         |
| 6071               |          | UNITED UNIFORMS LIMITED LIAB   |        |                          |             |          |         |
| 26-02367           | 09/30/26 | UNIFORM ITEMS PICKED UP        | Open   | \$527.00                 | \$0.00      |          |         |
| 26-02453           | 10/09/26 | UNIFORM ITEMS PICKED UP (4)    | Open   | \$1,338.00               | \$0.00      |          |         |
|                    |          | <b>Vendor Total:</b>           |        | <b>\$1,865.00</b>        |             |          |         |
| 6074               |          | CAPE ATLANTIC JUNIOR FOOTBALL  |        |                          |             |          |         |
| 26-02301           | 09/21/26 | FINED FOR MISSED MEETINGS      | Open   | \$200.00                 | \$0.00      |          |         |
| 7079               |          | SUBURBAN PROPANE L P           |        |                          |             |          |         |
| 26-02455           | 10/09/26 | PROPANE- FREEMAN DOUGLASS PAR  | Open   | \$199.55                 | \$0.00      |          |         |
| 7354               |          | FLEETPRIDE INC                 |        |                          |             |          |         |
| 26-02395           | 10/02/26 | ANNUAL DIAGNOSTIC TOOL UPDATE  | Open   | \$3,895.00               | \$0.00      |          |         |
| 26-02441           | 10/07/26 | VERSAJUST/DPW                  | Open   | \$680.86                 | \$0.00      |          |         |
|                    |          | <b>Vendor Total:</b>           |        | <b>\$4,575.86</b>        |             |          |         |
| 7385               |          | JASON FELSING                  |        |                          |             |          |         |
| 26-02483           | 10/13/26 | MEDICAL REIMBURSEMENT-V        | Open   | \$345.00                 | \$0.00      |          |         |
| 7386               |          | COREY SCHEID                   |        |                          |             |          |         |
| 25-00308           | 01/27/25 | 2025 EQUIPMENT ALLOWANCE       | Open   | \$10.01                  | \$0.00      |          |         |
| 26-00862           | 04/14/26 | 2026 EQUIPMENT ALLOWANCE       | Open   | \$150.00                 | \$0.00      |          |         |
| 26-02471           | 10/09/26 | FBINAA CONFERENCE PARKING      | Open   | \$15.00                  | \$0.00      |          |         |
|                    |          | <b>Vendor Total:</b>           |        | <b>\$175.01</b>          |             |          |         |
| 7556               |          | ATLANTIC ENVELOPE COMP, INC    |        |                          |             |          |         |
| 26-02355           | 09/29/26 | COURT ENVELOPES                | Open   | \$122.95                 | \$0.00      |          |         |
| 7751               |          | HOFFMAN'S EXTERMINATING        |        |                          |             |          |         |
| 26-00388           | 02/19/26 | PEST AGREEMENTS/ 2 CONTRACTS   | Open   | \$211.35                 | \$0.00      |          |         |
| 7772               |          | PIONEER ATHLETICS              |        |                          |             |          |         |
| 26-02408           | 10/05/26 | WHITE SPRAY PAINT              | Open   | \$1,295.43               | \$0.00      |          |         |
| 7820               |          | DEBLASIO & ASSOCIATES, P.C     |        |                          |             |          |         |
| 25-00778           | 03/24/25 | RES #25-136 POOL BUILDING 90K  | Open   | \$654.50                 | \$0.00      |          |         |
| 25-01805           | 07/01/25 | RES 2025-236 LTC-061 BEACH AVE | Open   | \$725.00                 | \$0.00      |          | B       |
| 25-02016           | 07/25/25 | RES2025-260 LTC062 CARDINAL    | Open   | \$775.50                 | \$0.00      |          | B       |
| 25-02648           | 10/08/25 | RES 2025-338 LTC 047 RIDGEWOOD | Open   | \$228.90                 | \$0.00      |          | B       |
| 25-03082           | 11/21/25 | RES 2025-380 LTC071 ARCTIC AVE | Open   | \$7,200.00               | \$0.00      |          | B       |
| 25-03083           | 11/21/25 | RES 2025-381 LTC074 LINCOLN BV | Open   | \$2,000.00               | \$0.00      |          | B       |
| 25-03094           | 11/21/25 | RES 25-383 CO #1 LTC070 DEL    | Open   | \$1,000.00               | \$0.00      |          | B       |

| Vendor # |          | Name                           |                          |                    |             |          |         |
|----------|----------|--------------------------------|--------------------------|--------------------|-------------|----------|---------|
| P.O. #   | PO Date  | Description                    | Status                   | Amount             | Void Amount | Contract | PO Type |
| 7820     |          | DEBLASIO & ASSOCIATES, P.C     | <i>Account Continued</i> |                    |             |          |         |
| 25-03095 | 11/21/25 | RES 25-384 CO #1 LTC067 CLEM   | Open                     | \$600.00           | \$0.00      |          | B       |
| 26-00419 | 02/25/26 | RES #2026-106 DPW BUILDING     | Open                     | \$25,105.82        | \$0.00      |          | B       |
| 26-01476 | 06/16/26 | RES#2026-210 ROTARY PHASE 2    | Open                     | \$30,443.37        | \$0.00      |          | B       |
| 26-01747 | 07/20/26 | RES 2026-124 LTC071 ARCTIC     | Open                     | \$901.84           | \$0.00      |          | B       |
| 26-02364 | 09/29/26 | ZBA BOARD ENGINEER VOUCHERS    | Open                     | \$1,623.32         | \$0.00      |          |         |
|          |          | <b>Vendor Total:</b>           |                          | <b>\$71,258.25</b> |             |          |         |
| 7826     |          | CASANI CANDY CO. INC           |                          |                    |             |          |         |
| 26-02280 | 09/18/26 | PER RES#26-134 CANDY-TRUNKORTR | Open                     | \$2,484.30         | \$0.00      |          |         |
| 7871     |          | PLANET TECHNOLOGIES, INC       |                          |                    |             |          |         |
| 26-02158 | 09/03/26 | FS annual renewal              | Open                     | \$236.88           | \$0.00      |          |         |
| 7929     |          | AMAZON CAPITAL SERVICES, INC   |                          |                    |             |          |         |
| 26-01618 | 07/07/26 | Toner for Bills Printer        | Open                     | \$70.99            | \$0.00      |          |         |
| 26-02314 | 09/23/26 | Supplies for Managers office   | Open                     | \$41.36            | \$0.00      |          |         |
| 26-02320 | 09/25/26 | TIRE RACKS                     | Open                     | \$964.94           | \$0.00      |          |         |
| 26-02348 | 09/29/26 | PRINTER TAX BILLS              | Open                     | \$669.22           | \$0.00      |          |         |
| 26-02351 | 09/29/26 | PD OFFICE & TRUNK OR TREAT     | Open                     | \$459.79           | \$0.00      |          |         |
| 26-02361 | 09/29/26 | ADIDAS YOUTH RESPONSE EAR GUAI | Open                     | \$299.50           | \$0.00      |          |         |
| 26-02368 | 09/30/26 | VERTICAL JUMP TESTER           | Open                     | \$254.69           | \$0.00      |          |         |
| 26-02373 | 09/30/26 | EMERGENCY EXIT LIGHTS          | Open                     | \$83.96            | \$0.00      |          |         |
| 26-02374 | 09/30/26 | INSULATOR WAX FOR COUNTY       | Open                     | \$414.58           | \$0.00      |          |         |
| 26-02399 | 10/02/26 | STA-BIL OIL MIX                | Open                     | \$68.02            | \$0.00      |          |         |
| 26-02409 | 10/05/26 | CLERK- OFFICE SUPPLIES         | Open                     | \$96.45            | \$0.00      |          |         |
| 26-02449 | 10/09/26 | BOCA OFFICE SUPPLIES           | Open                     | \$240.56           | \$0.00      |          |         |
| 26-02474 | 10/09/26 | PIT MATS                       | Open                     | \$76.78            | \$0.00      |          |         |
| 26-02495 | 10/13/26 | OFFICE AND BUILDING SUPPLIES   | Open                     | \$165.28           | \$0.00      |          |         |
|          |          | <b>Vendor Total:</b>           |                          | <b>\$3,906.12</b>  |             |          |         |
| 8001     |          | KEVIN O'BRIEN                  |                          |                    |             |          |         |
| 26-00852 | 04/14/26 | 2026 EQUIPMENT ALLOWANCE       | Open                     | \$150.00           | \$0.00      |          |         |
| 8175     |          | INTEGRITY INTERPRETING LLC     |                          |                    |             |          |         |
| 26-02469 | 10/09/26 | COURT INTERPRETING 9/2026      | Open                     | \$133.00           | \$0.00      |          |         |
| 8197     |          | GREAT AMERICAN FINANCIAL SERV  |                          |                    |             |          |         |
| 26-00264 | 01/28/26 | LEASE MAIL MACHINE 1/26-12/26  | Open                     | \$650.00           | \$0.00      |          | B       |
| 8211     |          | CONFIRE FIRE PROT SERV LLC     |                          |                    |             |          |         |
| 26-01712 | 07/14/26 | REPAIR PROPOSAL/DPW            | Open                     | \$1,452.00         | \$0.00      |          |         |
| 8212     |          | MICHAEL CALAFATI ARCHITECT LLC |                          |                    |             |          |         |
| 26-00400 | 02/19/26 | FOSTER HOUSE                   | Open                     | \$2,087.50         | \$0.00      |          | B       |
| 8721     |          | BLANEY, WEINBERG, & CURIO, PC  |                          |                    |             |          |         |
| 26-00080 | 01/13/26 | RES 26-02 LABOR DNE 40K        | Open                     | \$1,275.00         | \$0.00      |          | B       |
| 8818     |          | POWERDMS INC                   |                          |                    |             |          |         |
| 26-02315 | 09/23/26 | PLANIT/POWERTIME/POWERPOLICY   | Open                     | \$11,106.74        | \$0.00      |          |         |

| Vendor #<br>P.O. #   | PO Date  | Name<br>Description                                              | Status                   | Amount            | Void Amount | Contract | PO Type |
|----------------------|----------|------------------------------------------------------------------|--------------------------|-------------------|-------------|----------|---------|
| 8818                 |          | POWERDMS INC                                                     | <i>Account Continued</i> |                   |             |          |         |
| 8908<br>26-02508     | 10/14/26 | COMCAST BUISNESS PHONES<br>COMCAST #905366178 OCTOBER 26         | Open                     | \$1,333.33        | \$0.00      |          |         |
| 9026<br>26-02448     | 10/08/26 | STARR SEPTIC LLC<br>HOLDING TANK/DPW                             | Open                     | \$1,648.00        | \$0.00      |          |         |
| 9097<br>26-02476     | 10/09/26 | GREG HARRON<br>DIAGNOSTIC CLASS REIMBURSEMEN                     | Open                     | \$200.00          | \$0.00      |          |         |
| 9166<br>26-00420     | 02/25/26 | REMINGTON & VERNICK ENG II INC<br>RES #2026-108 BOCA ROOF & HVAC | Open                     | \$10,350.00       | \$0.00      |          | B       |
| 9316<br>26-00062     | 01/12/26 | THE BELASCO LAW FIRM LLC<br>RES 26-01 DNE \$140K                 | Open                     | \$15,479.89       | \$0.00      |          | B       |
| 9391<br>26-02460     | 10/09/26 | IRON MOUNTAIN INCORPORATED<br>OFFSITE SHREDDING 8/26- 9/22       | Open                     | \$275.39          | \$0.00      |          |         |
| 9453<br>26-01886     | 08/03/26 | CAPITAL ONE TRADE CREDIT<br>RDS/SIGN/BLDG/DPW/SEPT               | Open                     | \$532.24          | \$0.00      |          |         |
| 9463<br>26-02456     | 10/09/26 | AT&T ENTERPRISES, LLC<br>FS AT&T 08.27 09.26                     | Open                     | \$153.93          | \$0.00      |          |         |
| 9485<br>26-02414     | 10/05/26 | BRAVEN HEALTH<br>OCT 2026 RETIREE HEALTH                         | Open                     | \$30,287.38       | \$0.00      |          |         |
| 9498<br>26-02478     | 10/09/26 | NATIONAL TIME SYSTEMS, INC.<br>SEPT TIME AND ATTENDANCE          | Open                     | \$229.50          | \$0.00      |          |         |
| 9517<br>26-00466     | 02/27/26 | GAUDELLI BROS INC<br>RES #2026-107 BOCA ROOF/HVAC                | Open                     | \$44,858.58       | \$0.00      |          | B       |
| 9557<br>26-01502     | 06/19/26 | United Rentals<br>Office Trailer Pool                            | Open                     | \$575.00          | \$0.00      |          |         |
| 9589<br>26-02410     | 10/05/26 | South Jersey Culligan<br>PD WATER DELIVERY 9/25/2026             | Open                     | \$160.66          | \$0.00      |          |         |
| 26-02454             | 10/09/26 | FS water 10.01.2026                                              | Open                     | \$60.66           | \$0.00      |          |         |
| 26-02463             | 10/09/26 | TOWNHALL WATER DELIVERY 10/15                                    | Open                     | \$60.66           | \$0.00      |          |         |
| 26-02468             | 10/09/26 | COURT WATER DELIVERY 9/25/26                                     | Open                     | \$70.66           | \$0.00      |          |         |
| <b>Vendor Total:</b> |          |                                                                  |                          | <b>\$352.64</b>   |             |          |         |
| ANTHO015<br>26-02359 | 09/29/26 | Anthony Mendyk Jr<br>B-753.19 L-7.05                             | Open                     | \$2,849.62        | \$0.00      |          |         |
| BLAUE<br>23-02899    | 11/13/23 | BLAUER ASSOCIATES INC<br>RES 23-372 FY24 SCPF ADA POOL           | Open                     | \$1,200.00        | \$0.00      |          | B       |
| 24-02953             | 11/12/24 | FY 2025 SCPF ADA DOUGLASS PARK                                   | Open                     | \$400.00          | \$0.00      |          | B       |
| <b>Vendor Total:</b> |          |                                                                  |                          | <b>\$1,600.00</b> |             |          |         |

| Vendor #             |          | Name                                                |                          |             |             |          |         |
|----------------------|----------|-----------------------------------------------------|--------------------------|-------------|-------------|----------|---------|
| P.O. #               | PO Date  | Description                                         | Status                   | Amount      | Void Amount | Contract | PO Type |
| BLAUE                |          | BLAUER ASSOCIATES INC                               | <i>Account Continued</i> |             |             |          |         |
| BOSNA<br>26-02390    | 10/02/26 | KAREN MANETTE BOSNA<br>YOGA- MONTH OF SEPTEMBER '26 | Open                     | \$50.00     | \$0.00      |          |         |
| LOWER<br>26-02439    | 10/07/26 | LOWER TOWNSHIP<br>DIFF CARD USAGE SEPT 2026         | Open                     | \$22,760.72 | \$0.00      |          |         |
| NICKJ005<br>26-02477 | 10/09/26 | Nick Jasinski<br>DIAGNOSTIC CLASS REIMBURSEMEN'     | Open                     | \$200.00    | \$0.00      |          |         |
| SEAGE<br>26-01493    | 06/19/26 | SEAGEAR MARINE SUPPLY<br>VESTS/DPW                  | Open                     | \$75.44     | \$0.00      |          | B       |
| THOMA010<br>26-02440 | 10/07/26 | Thomas Hoban Jr.<br>BLOCK 272 LOT 19 HOBAN          | Open                     | \$299.34    | \$0.00      |          |         |

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**Total Purchase Orders: 133 Total P.O. Line Items: 0 Total List Amount: \$1,435,832.83 Total Void Amount: \$0.00**

## Totals by Year-Fund

| Fund Description    | Fund        | Budget Rcvd    | Budget Held | Budget Total   | Revenue Total | G/L Total | Project Total |
|---------------------|-------------|----------------|-------------|----------------|---------------|-----------|---------------|
|                     | 5-01        | \$10.01        | \$0.00      | \$10.01        | \$0.00        | \$0.00    | \$0.00        |
|                     | 6-01        | \$677,481.17   | \$0.00      | \$677,481.17   | \$0.00        | \$0.00    | \$0.00        |
|                     | 6-13        | \$0.00         | \$0.00      | \$0.00         | \$0.00        | \$0.00    | \$2,823.32    |
|                     | 6-15        | \$2,087.50     | \$0.00      | \$2,087.50     | \$0.00        | \$0.00    | \$0.00        |
|                     | 6-16        | \$0.00         | \$0.00      | \$0.00         | \$0.00        | \$0.00    | \$50.00       |
|                     | Year Total: | \$679,568.67   | \$0.00      | \$679,568.67   | \$0.00        | \$0.00    | \$2,873.32    |
|                     | C-04        | \$696,867.17   | \$0.00      | \$696,867.17   | \$0.00        | \$0.00    | \$0.00        |
|                     | G-02        | \$56,513.66    | \$0.00      | \$56,513.66    | \$0.00        | \$0.00    | \$0.00        |
| Total Of All Funds: |             | \$1,432,959.51 | \$0.00      | \$1,432,959.51 | \$0.00        | \$0.00    | \$2,873.32    |

| Project Description     | Project No. | Rcvd Total        |
|-------------------------|-------------|-------------------|
| 1882 BAYSHORE ROAD      | 18-01-02    | \$200.00          |
| 98 MILLMAN LANE         | 20-06-03    | \$200.00          |
| 905 HOLMES AVE NCM      | 21-12-01    | \$200.00          |
| 10 SHAWMONT AVE         | 24-04-02    | \$1,200.00        |
| 203-207 FULLING MILL RD | 25-03-04    | \$150.00          |
| 1149 ROUTE 9            | 26-07-01    | \$273.32          |
| 3112 BUTTERNUT ROAD     | 26-07-04    | \$200.00          |
| 301 W NEW YORK AVE      | 26-08-01    | \$200.00          |
| 156 FISHING CREEK ROAD  | 26-08-02    | \$200.00          |
| YOGA                    | T YOGA      | \$50.00           |
| Total Of All Projects:  |             | <u>\$2,873.32</u> |

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

RESOLUTION #2026-333

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> |
|--------------|------------|------------------|------------------------------|------------|
| 272          | 19         | Thomas Hoban Jr. | Exempt Veteran as of 8/26/26 | \$299.34   |

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

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 October 19, 2026.

  
Karen S. Fournier, Township Clerk

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

RESOLUTION #2026-334

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 **Exhibit 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](http://www.govdeals.com); and sell the Township surplus property.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of in the 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](http://www.govdeals.com); and sell the surplus property as indicated on **Exhibit A**, including floor scrubber and printer.

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

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 October 19, 2026.

  
Karen S. Fournier, Township Clerk

Exhibit A

Resolution #2026-334

10/19/2026

#4281

HP Laser Jet Printer

Unknown/Rec

Floor Scrubber

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

RESOLUTION # 2026-335

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 signature \_\_\_\_\_ that adequate funding is available for such payment in the current budget for Salaries and Wages.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Lower that payment to Kyle Boyle in the amount of \$10490.69 authorized and chargeable to the 2026 Budget account 6-01-25-240-123.

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

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 October 19th, 2026

  
Karen S Fournier, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief Donald Vanaman

FROM: PFC. Kyle Boyle #203

DATE: September 30, 2026

SUBJECT: Comp Time Buyout

Chief Vanaman,

I am asking to submit this letter to payroll requesting a buyout of 230 hours of accrued comp time. Thank you in advance for your time and attention to this request.

Respectfully Submitted,

*K. Boyle #203*  
Kyle Boyle  
PFC Badge 203

C File

| Date     | Officer                   | Comments                 |
|----------|---------------------------|--------------------------|
| 10/01/26 | Sgt. C. [Signature] #178  | Verified via [Signature] |
| 10/01/26 | Lt. [Signature]           | for [Signature]          |
| 10/1/26  | Capt. [Signature] 190     | Fwd: D.C. Majone         |
| 10-1-26  | D.C. [Signature] 179      | Fwd: Chief Vanaman       |
| 10-2-26  | Chief Donald Vanaman #179 | Fwd: [Signature]         |

Christina Lewis 10/2/26

230X  
\$45.6117=  
\$10,490.69

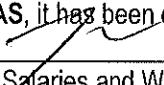
TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION # 2026-336

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 signature  that adequate funding is available for such payment in the current budget for Salaries and Wages.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Lower that payment to Kevin O'Brien in the amount of \$7905.46 authorized and chargeable to the 2026 Budget account 6-01-25-240-122.

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

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 October 19th, 2026.

  
Karen S Fournier, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief Don Vanaman  
FROM: Detective Kevin O'Brien  
DATE: October 1st, 2026  
SUBJECT: Comp Time Cash Out

Sir,

I am respectfully requesting to cash out 200 hours of Comp Time. Thank you for your time and consideration sir.

Respectfully Submitted,

*Kevin O'Brien*

Kevin O'Brien  
Detective Badge 211

C File

| Date      | Officer          | Comments                  |
|-----------|------------------|---------------------------|
| 10/2/2026 | DSG. Scheid #201 | Fwd To Capt. Armbruster   |
| 10/2/26   | Capt #190        | Verified Fwd: D.C. Magare |
| 10-2-26   | D.C. Magare      | Fwd: Chief Vanaman        |
| 10-2-26   | Mick Tarsus      | Fwd: Town Hall            |

Christina Lewis 10/2/26

200x  
\$39.5273=  
\$7905.46

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

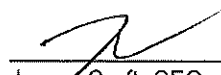
RESOLUTION #2026- 337

Title: **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)**

**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 \$145,000.00 proposal for Engineering & Grant Application Services for the Beverly Road Storm Sewer Replacement Project FY2027 Clean Water Application project and the CFO has certified the availability of funds in the following budget line as evidenced by his signature:

Appropriation: C-01-55-438-100 Amount \$145,000.00

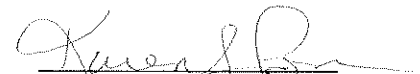
Signature:   
James Craft, CFO

**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 \$145,000.00 is awarded to DeBlasio & Associates for Engineering & Grant Application Services for the Beverly Road Storm Sewer Replacement FY2027 Clean Water Application Project (LT-C-078) in accordance with the proposal attached hereto; and that the Superintendent of Public Works 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  | X      |        | X   |     |        |         |        |
| WAREHAM |        | X      | X   |     |        |         |        |
| ROY     |        |        | X   |     |        |         |        |
| COOMBS  |        |        | X   |     |        |         |        |
| SIPPEL  |        |        | X   |     |        |         |        |

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 October 19, 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

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

Re: Township of Lower, Cape May County, NJ  
Beverly Road Storm Sewer Replacement Project  
– FY2027 Clean Water Application  
D&A File #: LT-C-078

Dear Mr. Douglass:

As a follow-up to our previous conversations and the October 6, 2026, teleconference with the NJDEP, *DeBlasio & Associates, P.C.* is pleased to submit this proposal to the Township to provide professional engineering and grant application services for the **Beverly Road Storm Sewer Replacement Project – FY2027 Clean Water Application**.

## 1.0 Project Understanding

Under the FY2027 New Jersey Water Bank Clean Water Program, participating sponsors that satisfy the applicable affordability criteria may be eligible for up to \$2 million in principal forgiveness, or the best available funding package, for a capital improvement project at the time of loan certification.

The proposed scope of work includes replacing approximately 1,250 linear feet of 12-inch, 24-inch, 36-inch, and 48-inch concrete storm sewer mains and associated drainage structures on Beverly Road from Shore Road to Clubhouse Drive. The scope of work also includes restoring the asphalt roadway and asphalt and concrete driveway aprons, together with all other work required to return the site to its preexisting condition.

## 2.0 Scope of Services

### A. Engineering Phase

#### 1. Survey and Engineering Design Services

- a. Provide a topographic survey and base map of Beverly Road completed by a New Jersey Licensed Professional Land Surveyor. The survey scope of work and

services shall be sufficient to complete engineering design plans for storm sewer main design and roadway reconstruction.

- b. Provide storm sewer improvement plans and specifications for Beverly Road, as shown on the Project Location Map, prepared by a New Jersey Licensed Professional Engineer.
  - c. The proposed design will include the replacement of storm sewer mains and complete roadway reconstruction.
  - d. Provide traffic control plans to minimize inconvenience to the public.
  - e. Prepare and submit an NJDEP Authorization to Discharge for dewatering and obtain DelAtlantic Conservation District certification, if applicable.
2. Preparation of Construction Documents
- a. Prepare construction drawings and specifications suitable for public bidding, together with a final opinion of probable construction cost for the storm sewer and roadway improvements. The construction documents will be based on the approved design development documents and any subsequent minor adjustments to the project's scope or quality.
  - b. No further revisions to the drawings are included in this proposal after the final design development documents have been completed, reviewed, and approved and the construction document phase has begun.
  - c. Prepare contract documents suitable for public bidding in accordance with NJDEP and NJ I-Bank requirements. The bid documents will include, but not be limited to, the Notice to Bidders, Information for Bidders, General Conditions, Construction Drawings, Technical Specifications, and applicable prevailing wage rates.
3. Bidding and Award
- a. Prepare Bid Package for advertising.
  - b. Advertise for Bids.
  - c. Prepare and administer pre-bid meeting and site walk-through.
  - d. Address bidders' requests for information during the pre-bid phase.
  - e. Issue contract clarifications and/or addenda.
  - f. Attend bid opening.
  - g. Tabulate and analyze bid results.
  - h. Provide recommendations for the award of construction contracts.
  - i. Assist in preparing formal contract documents for contract award.

B. **Construction Phase, Contract Administration and Periodic Construction Observation Services**

1. Construction Phase and Engineering Services
- a. Communicate with the Township and contractor throughout construction regarding progress, submittal status, construction issues, and their resolution.
  - b. Provide communication and correspondence with the NJDEP.
  - c. Maintain project files as required for periodic inspection by the NJDEP.
  - d. Conduct pre-construction meeting, establish agenda, issue notice to proceed.
  - e. Review and approve Progress Schedule, Schedule of Submittals, Schedule of Values required to be submitted by the contractor.
  - f. Review shop drawings and other submittals as required to verify that the proposed materials and equipment conform to the contract documents.
  - g. Establish baselines and benchmarks for locating work.

- h. Review laboratory, shop and mill test reports of materials and equipment.
- i. Prepare monthly progress reports.
- j. Prepare record drawings at the completion of the project.

C. Schedule and Fee

DeBlasio & Associates, P.C. will commence these services once the proposal is approved by the Township of Lower. Based on our analysis, the engineer's estimate of construction cost is \$1,055,164.00. Our professional service fee for completing the above-referenced scope of work is listed below and will be invoiced on a time-and-materials basis in accordance with our contractual hourly rates:

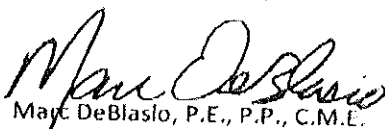
|                                   |                     |
|-----------------------------------|---------------------|
| A. Engineering Phase Services     | \$ 75,000.00        |
| B. Construction Phase Services    |                     |
| Observation                       | <u>\$ 70,000.00</u> |
| (1 Full-Time Observer; 640 hours) |                     |
| Total                             | \$145,000.00        |

Enclosed please find one (1) copy of the Project Location Map and the Engineer's Estimate of Construction Cost for your reference.

Upon your authorization, we are prepared to begin work immediately on the Township's **Beverly Road Storm Sewer Replacement Project – FY2027 Clean Water Application**.

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

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

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

T: 609-854-3311

Marc@deblasioassoc.com

cc: Mayor Frank Sippel (via email)  
Michael Laffey, Manager (via email)  
Christina Lewis, Deputy Manager (via email)  
Robert Osborn, Purchasing Agent (via email)  
James Craft, Chief Finance Officer (via email)  
Karen Fournier, Township Clerk (via email)  
Finance (via email)



# DeBlasio & Associates

ENGINEERS, SURVEYORS AND PLANNERS

## ENGINEER'S CONSTRUCTION COST ESTIMATE

Client: Township of Lower

Date: August 13, 2026

Project Name:

EX-2021 NJB APPLICATION BEVERLY ROAD STORM

SEWER REPLACEMENT (C/OBVIOUS DRIVE TO STORE DRIVE)

D&A Project #: 11-C-018

| #                                                        | DESCRIPTION                                                                                                                                             | UNITS    | PLAN QUANTITY | IF & WHERE DIRECTED | CONTRACT QUANTITY | EST. UNIT PRICE | BID AMOUNT   |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------|---------------------|-------------------|-----------------|--------------|
| <b>N.J. WATER BANK - CLEAN WATER PARTICIPATING ITEMS</b> |                                                                                                                                                         |          |               |                     |                   |                 |              |
| 1                                                        | MOBILIZATION (IN ACCORDANCE WITH N.J.A.C. 7:14-2.9)                                                                                                     | LUMP SUM | LUMP SUM      | 0                   | LUMP SUM          | \$20,000.00     | \$20,000.00  |
| 2                                                        | SOIL EROSION CONTROL AND WATER QUALITY CONTROL (MINIMUM BID PRICE \$5,000.00)                                                                           | LUMP SUM | LUMP SUM      | 0                   | LUMP SUM          | \$5,000.00      | \$5,000.00   |
| 3                                                        | (ENVIRONMENTAL & CULTURAL RESOURCE PROTECTION & RESTORATION (MINIMUM BID PRICE \$3,000.00)                                                              | LUMP SUM | LUMP SUM      | 0                   | LUMP SUM          | \$3,000.00      | \$3,000.00   |
| 4                                                        | ENVIRONMENTAL MAINTENANCE BOND (MINIMUM OF \$75,000 OR 50 PERCENT OF THE PRICE BID FOR FULFILLING THE REQUIREMENTS OF THE ENVIRONMENTAL SPECIFICATIONS) | LUMP SUM | LUMP SUM      | 0                   | LUMP SUM          | \$75,000.00     | \$75,000.00  |
| 5                                                        | TRAFFIC CONTROL                                                                                                                                         | LUMP SUM | LUMP SUM      | 0                   | LUMP SUM          | \$5,000.00      | \$5,000.00   |
| 6                                                        | CLEARING V&E                                                                                                                                            | LUMP SUM | LUMP SUM      | 0                   | LUMP SUM          | \$5,000.00      | \$5,000.00   |
| 7                                                        | BIFF PRICE ADJUSTMENT                                                                                                                                   | DOLLAR   | 1,500         | 0                   | 1,500             | \$1.00          | \$1,500.00   |
| 8                                                        | ASPHALT PRICE ADJUSTMENT                                                                                                                                | DOLLAR   | 4,500         | 0                   | 4,500             | \$1.00          | \$4,500.00   |
| 9                                                        | EXCAVATION, UNCLASSIFIED                                                                                                                                | CY       | 375           | 0                   | 375               | \$40.00         | \$15,000.00  |
| 10                                                       | DENSE GRADED AGGREGATE BASE COURSE, 6" THICK                                                                                                            | SY       | 3,575         | 0                   | 3,575             | \$12.00         | \$42,900.00  |
| 11                                                       | HOT MIX ASPHALT MIX. BASE COURSE, 5" THICK                                                                                                              | TON      | 200           | 0                   | 200               | \$110.00        | \$22,000.00  |
| 12                                                       | HOT MIX ASPHALT MIX. SURFACE COURSE, 3" THICK                                                                                                           | TON      | 475           | 0                   | 475               | \$120.00        | \$57,000.00  |
| 13                                                       | CONCRETE DRIVEWAY, 6" THICK                                                                                                                             | SY       | 100           | 0                   | 100               | \$90.00         | \$9,000.00   |
| 14                                                       | SODDING                                                                                                                                                 | SY       | 550           | 0                   | 550               | \$30.00         | \$16,500.00  |
| 15                                                       | RESET STONE MULCHING                                                                                                                                    | SY       | 70            | 0                   | 70                | \$45.00         | \$3,150.00   |
| 16                                                       | RESET BRICK PAVERS                                                                                                                                      | SY       | 65            | 0                   | 65                | \$100.00        | \$6,500.00   |
| 17                                                       | RESET EXISTING CASTING                                                                                                                                  | UNIT     | 2             | 0                   | 2                 | \$750.00        | \$1,500.00   |
| 18                                                       | SELECT FILL (IF & WHERE DIRECTED)                                                                                                                       | CY       | 500           | 0                   | 500               | \$15.00         | \$7,500.00   |
| 19                                                       | INLET, TYPE 1                                                                                                                                           | SET      | 75            | 0                   | 75                | \$30.00         | \$2,250.00   |
| 20                                                       | 12" POLYVINYL CHLORIDE (PVC) STORM SEWER PIPE, SDR 26                                                                                                   | LF       | 140           | 0                   | 140               | \$220.00        | \$30,800.00  |
| 21                                                       | 18" POLYVINYL CHLORIDE (PVC) STORM SEWER PIPE, SDR 26                                                                                                   | LF       | 1,200         | 0                   | 1,200             | \$500.00        | \$600,000.00 |
| 22                                                       | INLET, TYPE "A"                                                                                                                                         | UNIT     | 5             | 0                   | 5                 | \$8,000.00      | \$40,000.00  |
| 23                                                       | CONNECT TO EXISTING STORM SEWER PIPE                                                                                                                    | UNIT     | 4             | 0                   | 4                 | \$850.00        | \$3,400.00   |
| 24                                                       | CLEAN AND TEST/TEST STORM SEWER MAIN                                                                                                                    | LF       | 1,340         | 0                   | 1,340             | \$8.00          | \$10,720.00  |
| 25                                                       | EXCAVATION, TEST PIT                                                                                                                                    | CY       | 30            | 0                   | 30                | \$150.00        | \$4,500.00   |
| 26                                                       | TRAFFIC MARKING LINES, 21                                                                                                                               | LS       | 90            | 0                   | 90                | \$2.00          | \$20.00      |
| 27                                                       | 5' X 5' STORM SEWER MANHOLE WITH 2' SUMP                                                                                                                | UNIT     | 1             | 0                   | 1                 | \$10,000.00     | \$10,000.00  |
| 28                                                       | 6' X 6' STORM SEWER MANHOLE WITH 2' SUMP                                                                                                                | UNIT     | 1             | 0                   | 1                 | \$16,500.00     | \$16,500.00  |

N.J. WATER BANK - CLEAN WATER PARTICIPATING ITEMS TOTAL, ITEMS 1-28: \$953,240.00

10% CONTINGENCY \$95,324.00

**TOTAL ESTIMATED CONSTRUCTION COST \$1,055,164.00**

The above cost estimate is an approximation of the probable construction cost based upon current prices and assumptions. The Contractor will pay wages on this project in accordance with the New Jersey Prevailing Wage Rate Act and Federal Davis-Bacon Wage Act. DeBlasio & Associates, P.C. cannot and does not guarantee that proposals, bids or contracts will be awarded for the project by the end of the year.

Prepared by:

*Man DeBlasio*  
Man DeBlasio, P.E., Township Engineer

8/13/2026  
Date:

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

**RESOLUTION #2026-338**

**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      |
|-------|-----|----------------------|--------------------|--------------|-----------|------------------|
| 282   | 5   | Weiss, John & Regina | 1805 Bayshore Road | \$ 275.00    | \$ 500.00 | \$ 775.00        |
|       |     |                      |                    |              |           |                  |
|       |     |                      |                    |              |           |                  |
|       |     |                      |                    |              |           |                  |
|       |     |                      |                    | <b>TOTAL</b> |           | <b>\$ 775.00</b> |

**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  | X      |        | X   |     |        |         |        |
| WAREHAM |        | X      | X   |     |        |         |        |
| ROY     |        |        | X   |     |        |         |        |
| COOMBS  |        |        | X   |     |        |         |        |
| SIPPEL  |        |        | X   |     |        |         |        |

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 October 19, 2026.

  
 Karen S. Fournier, Township Clerk

**To:** Karen Fournier, Clerk

**From:** Walter Fiore, Code Enforcement Officer

**Subject:** Liens for Lot Clearings

**Date:**    **October 6, 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

[illegible]



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

Violation # CVIO-26-00197

## Notice of Violation and Order to Correct

WEISS, JOHN & REGINA M.  
1634 BAYSHORE ROAD  
VILLAS, NJ 08251

☒ Issued to Owner  
☐ Issued to Tenant

Re: 1805 BAYSHORE ROAD

Block 282 Lot 5 Qual

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

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

Issue Date: 5/20/2026

Violations to be Abated by: 5/31/2026

The following violation(s) were found

Section 302.4

Title Weeds

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

Summary of infraction

ALL HIGH GRASS AND WEEDS NEED TO BE CUT ON PROPERTY.

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

A handwritten signature in cursive script that reads "Walter Flore".  
\_\_\_\_\_  
Walter Flore

# TOWNSHIP OF LOWER

10 BAYSHORE ROAD

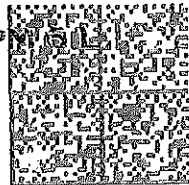
VILLAS, NEW JERSEY 08251

CERTIFIED MAIL



PHILADELPHIA PA 190

23 MAY 2026 PM 6:13



US POSTAGE  
\$010.44

First-Class - Int

ZIP 08251

05/22/2026

034A 0081802656

7018 1130 0001 0063 3721

WEISS, JOHN & REGINA M.  
1634 BAYSHORE ROAD  
VILLAS NJ, 08251

5/24

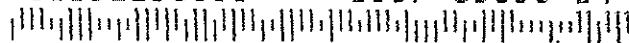
NIXIE 171 DE 1 0006/13/26

RETURN TO SENDER  
UNCLAIMED  
UNABLE TO FORWARD

UNC

BC: 08251130099 \*2597-03659-24-00

08251130099



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

Postage

\$

Total

\$

Sen

City

State

ZIP

City

Postmark  
Here

WEISS, JOHN & REGINA M.  
1634 BAYSHORE ROAD  
VILLAS NJ, 08251

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

7018 1130 0001 0063 3721

Add Edit Close Previous Next Detail Letter Help

Block 282 ☐ Municipal Lien ☐ Outside Lien

Lot 5

Notes Exist

Qualifier:

LOT CLEARING

RETURNED MAIL

Owner: WEISS, JOHN &amp; REGINA M.

Prop Loc: 1805 BAYSHORE ROAD ☐ Account Id: 000029112 ☐☐ Tax Bill ☐ PTR Form

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

Owner Street 1: 1634 BAYSHORE ROAD

Additional Lot 1: L6-8

Street 2:

Additional Lot 2:

City/St: VILLAS, NJ

Property Class: 1

Zip: 08251-

Parcel Key:

Country:

Unpaid Interest: .00

Phone: ( ) -

Vendor:

Email:

User Msgs: 007 014

Bank Code:

Municipal Lien: ☒Install. Plan: ☐Assignment: ☐Exclude from Tax Sale: ☐Outside Lien: ☒Sp Charges: ☐APR 2: ☐

Online Payment Restrictions: None

Auto-Pay: ☐Bankruptcy: ☐Bankruptcy Date: ☐Case Number: ☐

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

RESOLUTION #2026-339

Title: APPOINTMENT OF MUNICIPAL PROSECUTOR FOR THE YEAR 2026

**WHEREAS**, there exists a need for the service of a Municipal Prosecutor in the Township of Middle with shared services between The Township of Lower, along with The Borough of Wildwood Crest rendered by the current vendor and desires to authorize this appointment using a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Township has determined and certified that Blaney, Weinberg, & Curio, P.C. have submitted a proposal indicating that they will provide the goods or services described above for a price of \$11,500.00 without benefits for all regular municipal Court Sessions, payable in equal monthly installments.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that Blaney, Weinberg, & Curio, P.C. is hereby appointed as the Middle Township Municipal Prosecutor for the year 2026 for a term commencing on the date of this Resolution and continuing until December 31, 2026.

**BE IT FURTHER RESOLVED** that the Blaney, Weinberg, & Curio, P.C. Law Firm, as the Lower Township Municipal Prosecutor, shall be paid a salary of \$11,500.00 without benefits for all regular municipal Court Sessions, payable in equal monthly installments.

Appropriation # 6-01-20-155-285

CFO Signature:

  
James Craft, CFO

**BE IT FURTHER RESOLVED** that Blaney, Weinberg, & Curio, P.C. have completed and submitted a Business Entity Disclosure Certification which certifies that Blaney, Weinberg, & Curio, P.C. have not made any reportable contributions to a political or candidate committee in the Township of Lower in the previous one year, and that the contract will prohibit Blaney, Weinberg, & Curio, P.C. from making any reportable contributions through the term of the appointment.

**BE IT FURTHER RESOLVED** that notice of this Resolution that may be required pursuant to the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., be duly published on the Township's official website.

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

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 October 19, 2026.

  
Karen S. Fournier, Township Clerk

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

RESOLUTION #2026-340

Title: CERTIFICATION OF BEST PRACTICES INVENTORY

**WHEREAS**, the New Jersey State Appropriations Act (P.L. 2011, c85) requires the Division of Local Government Services (DLGS) to determine the payment amount for each municipality's final share of State Aid based upon the results of the Best Practices Checklist; and

**WHEREAS**, the purpose of the Best Practices worksheet is to promote and improve financial accountability and transparency by withholding some or all of the final payment of State Aid from municipalities who do not score high enough on the annual worksheet; and

**WHEREAS**, the attached 2026 Best Practices Inventory for the Township of Lower shows the Township scored a 45.5 of a possible 48 (no aid withholding for scores > 34).

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the 2026 Best Practices Inventory has been reviewed and can be forwarded to the State of New Jersey Department of Community Affairs

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

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 October 19, 2026.

  
Karen S. Fournier, Township Clerk

## Best Practices Inventory Online Platform

Survey

### Lower Township

#### Printable Current Answers

| 001 | Core Competencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Budget |            |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------|
|     | Pursuant to recently enacted P.L. 2025, c.185, calendar year municipalities must approve/adopt their introduced budgets no later than March 31/April 30 or the date of the next regularly scheduled governing body meeting thereafter (or, for State Fiscal Year municipalities, August 10/September 20 or the date of the next regularly scheduled governing body meeting thereafter). See Local Finance Notice 2026-05. Timely budget adoption helps a municipality avoid having to issue estimated tax bills or tax anticipation notes (TANs). Did your municipality introduce and adopt its current year budget no later than the above-referenced dates? This question may only be answered N/A if your municipality's budget is subject to adoption by the Local Finance Board under State Supervision or if the Division instructed the municipality to delay budget adoption. |        | [1.00] Yes |
| 002 | Core Competencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Budget |            |
|     | As amended by P.L. 2025, c.185, N.J.S.A. 40A:5-12 requires the chief financial officer of each Calendar Year municipality to file the Annual Financial Statement (AFS) with the Division no later than March 10. The deadline remains August 10 for SFY municipalities. The law was also amended to allow the Director to issue a \$100 per day penalty, payable by the CMFO, for failure to file. Did your municipality file its AFS with the Division by no later than the statutory deadline?                                                                                                                                                                                                                                                                                                                                                                                      |        | [1.00] Yes |
| 003 | Core Competencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Budget |            |
|     | Pursuant to N.J.S.A. 40A:2-40, the chief financial officer in each municipality shall, before the end of the first month of the fiscal year, file its Annual Debt Statement with the Division of Local Government Services. Did your municipality file its Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        | [1.00] Yes |

|                                                                                                                                                                                                                                                                                                                                                                                                                                    |                   |        |            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------|------------|
| 004                                                                                                                                                                                                                                                                                                                                                                                                                                | Core Competencies | Budget |            |
| Ahead of the public hearing on the budget, did your municipality make a user-friendly section of its CY2026/SFY2027 introduced budget available to the public as required pursuant to N.J.A.C. 5:30-3.8?                                                                                                                                                                                                                           |                   |        | [1.00] Yes |
| 005                                                                                                                                                                                                                                                                                                                                                                                                                                | Core Competencies | Budget |            |
| N.J.A.C. 5:30-7.4 disqualifies from local examination a municipality that has failed to submit to the Division the user-friendly budget section corresponding with the previous year's adopted budget. Has your municipality electronically submitted to the Division the User-Friendly Budget section of its adopted CY2024/SFY2025 and CY2025 budgets?                                                                           |                   |        | [1.00] Yes |
| 006                                                                                                                                                                                                                                                                                                                                                                                                                                | Best Practices    | Budget |            |
| Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5, and annually deposit appropriations into the fund? Only answer N/A if your municipality 1) does not offer (for any employee hired after a certain date) payouts upon retirement for accumulated sick leave, and 2) no current employee has a grandfathered right to sick leave payouts upon retirement.                  |                   |        | [0.50] Yes |
| 007                                                                                                                                                                                                                                                                                                                                                                                                                                | Best Practices    | Budget |            |
| N.J.S.A. 40A:4-62.1 allows municipalities to establish a storm recovery reserve for purposes such as, but not limited to, snow, ice, and debris removal. Unexpended balances budgeted annually for storm recovery purposes may be lapsed into the reserve. Review LFN 2025-10 for further information. Has your municipality established a storm recovery reserve to ensure the consistent availability of funds for this purpose? |                   |        | [0.50] Yes |
| 008                                                                                                                                                                                                                                                                                                                                                                                                                                | Best Practices    | Budget |            |
| Does your municipality engage in long-term financial planning with 5-year budget projections and cash flow forecasts?                                                                                                                                                                                                                                                                                                              |                   |        | [0.50] Yes |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |        |                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 009                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Best Practices  | Budget |                                                                                                                                                                                           |
| A formal policy regarding municipal budget surplus (i.e. fund balance) is critical to making informed financial decisions, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy, the CMFO should analyze and explain at least a five (5) year trend of surplus, describing the factors causing each annual increase or decrease in order to develop a realistic and sustainable surplus policy. Has your municipality formally adopted a written policy that clearly states a specific unrestricted surplus amount or percentage of total revenue available to support its annual budget? |                 |        | [0.00] No                                                                                                                                                                                 |
| 010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Best Practices  | Budget |                                                                                                                                                                                           |
| Did your municipality's most recent adopted budget maintain a fund balance (surplus) of at least 20% of appropriations or higher? If you answered No, please state the reason(s) for this budgeting decision under Comments.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 |        | [0.00] No<br>Comment: Surplus balance after adoption increased over the prior year. The amount of surplus used to balance the 2026 budget will be regenerated through operations in 2026. |
| 011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Best Practices  | Budget |                                                                                                                                                                                           |
| Did your municipality's most recent adopted budget rely on one-time revenues in an amount at or below 10% of total revenues? If you answered No, please state the reason(s) for this budgeting decision under Comments.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |        | [0.50] Yes                                                                                                                                                                                |
| 012                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Best Practices  | Budget |                                                                                                                                                                                           |
| If your municipality answered No to Questions 10 or 11, has your municipality formulated a plan for reversing those practices in your municipality's next upcoming budget?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |        | [0.50] N/A                                                                                                                                                                                |
| 013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Unscored Survey | Budget |                                                                                                                                                                                           |
| If your municipality permits one or more classes of cannabis businesses, does your municipality impose a local cannabis tax pursuant to N.J.S.A. 40:48I-1?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |        | [0.00] Yes                                                                                                                                                                                |

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| 014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Core Competencies | Budget             |                                                                              |
| If your municipality has authorized special emergency authorizations financed by Special Emergency Notes (N.J.S.A. 40A:4-55), is the municipality current on the mandatory annual redemption schedule of retiring at least one-fifth (1/5) of each note annually with no rollovers or renewals beyond the statutory five-year term?                                                                                                                                                                                                                                                                                                                |                   |                    | [1.00] N/A                                                                   |
| 015                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Core Competencies | Capital Projects   |                                                                              |
| Any municipality having its own water system is required to adopt an annual capital budget and program reflecting the water infrastructure improvements listed on the annual Water Quality Accountability Act (WQAA) capital improvement report. The WQAA capital improvement report must be submitted to the Department of Environmental Protection (DEP) by no later than March 15. If your municipality has its own water system, does the capital budget and program reflect the capital projects listed in the annual WQAA report submitted to DEP that fall within the time period of the municipality's capital budget and capital program? |                   |                    | [1.00] N/A                                                                   |
| 016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Core Competencies | Capital Projects   |                                                                              |
| Has your municipality adopted a capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year operating costs and savings? Only answer N/A if your municipality does not have a capital budget and is not required to adopt a capital budget pursuant to N.J.A.C. 5:30-4.3.                                                                                                                                                                                                                                       |                   |                    | [1.00] Yes                                                                   |
| 017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Unscored Survey   | Emergency Services |                                                                              |
| A disaster preparedness drill can help plan appropriate emergency responses for scenarios such as, but not limited to, natural disasters, active shooter, wildfires, and chemical spills. Has your municipality participated in a disaster preparedness drill involving local, county, and/or regional partners within the past year?                                                                                                                                                                                                                                                                                                              |                   |                    | [0.00] Yes<br>Comment: Cape May<br>County, Office of Emergency<br>Management |
| 018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Best Practices    | Environment        |                                                                              |
| Have one or more public electric vehicle charging stations been installed on municipal property?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                   |                    | [0.00] No                                                                    |

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| 019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Best Practices    | Environment              |                                             |
| When purchasing new vehicles, does your municipality have a formal policy to purchase hybrid or alternative fuel vehicles whenever such vehicles are suited to the intended use? Only answer N/A if your municipality does not own any vehicles.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                   |                          | [0.00] No                                   |
| 020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Core Competencies | Ethics                   |                                             |
| The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Statements (FDSs) annually. Compliance by local elected officials is required by N.J.S.A. 40A:9-22.6. Did all governing body members timely file their annual Financial Disclosure Statements for 2026 such that they were not issued a Notice of Violation (NOV) by the Local Finance Board? A "No" answer is permissible if the governing body members' NOV were rescinded by the Board. Only answer N/A if your municipality has an ordinance on the books establishing a municipal ethics board.                                                    |                   |                          | [1.00] Yes                                  |
| 021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Core Competencies | Ethics                   |                                             |
| If your municipality has a municipal ethics board, did the municipal ethics board enforce the Financial Disclosure Statement (FDS) statute by issuing violations to local government officers (LGOs) who were on the 2026 roster but did not file the FDS by April 30, 2026? Only answer N/A if your municipality does not have an ordinance on the books establishing a municipal ethics board.                                                                                                                                                                                                                                                                                                        |                   |                          | [1.00] N/A                                  |
| 022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Core Competencies | Financial Administration |                                             |
| Audit findings address areas needing improvement and ignoring these findings devalues the process. Municipalities should correct noted deficiencies. Have the audit findings in your municipality's 2024 audit been identified in a corrective action plan and not been repeated in the 2025 audit? If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. If your municipality's 2025 audit is late, answer "No" and state "2025 audit not complete". Only answer "N/A" if there were no audit findings in the 2025 audit. If you did not answer no, please type "No Repeat Audit Findings" into the Comment Box. |                   |                          | [1.00] N/A<br>Comment: No Audit<br>Comments |

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| 023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Core Competencies | Financial Administration |            |
| At its July 2023 meeting, the Local Finance Board adopted an amendment to N.J.A.C. 5:30-8.2 that converted the previously suggested surety bond schedule for a CMFO to a mandatory minimum schedule. This change came into effect on January 1, 2024. See Local Finance Notice 2023-21 for further details and to view the exposure index. Through a blanket bond or an individual bond, does your municipality provide a fidelity bond with faithful performance coverage for the CMFO that meets at least the minimum schedule set forth in N.J.A.C. 5:30-8.2? |                   |                          | [1.00] Yes |
| 024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Core Competencies | Financial Administration |            |
| N.J.A.C. 5:30-5.7 requires municipalities to maintain a general ledger for not only the current fund, but also for all other funds, as well as post totals for all funds to the general ledger on at least a monthly basis and maintain required original books of entry in an electronic format. See Local Finance Notice 2024-09 for further details. Does your municipality maintain a general ledger for its current fund and all other funds in accordance with N.J.A.C. 5:30-5.7?                                                                          |                   |                          | [1.00] Yes |
| 025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Core Competencies | Financial Administration |            |
| Does your municipality post totals for all funds to the general ledger on at least a monthly basis?                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                   |                          | [1.00] Yes |
| 026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Core Competencies | Financial Administration |            |
| Does your municipality maintain required original books of entry in an electronic format?                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                   |                          | [1.00] Yes |
| 027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Core Competencies | Financial Administration |            |
| Regular cash flow analysis by a municipality's finance office is critical to maintaining essential services and ensuring fiscal solvency. The Government Finance Officers Association offers cash flow forecasting guidance at <a href="https://www.gfoa.org/cash-flow-forecasting">https://www.gfoa.org/cash-flow-forecasting</a> . Does your municipality's finance office generate a cash flow report on at least a quarterly basis with administration and elected officials updated on the results?                                                         |                   |                          | [1.00] Yes |
| 028                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Core Competencies | Financial Administration |            |
| If your municipality received a legislative grant-in-aid from the FY26 State Budget, is your municipality 1) in compliance with all documentation and closeout requirements, 2) maintaining current agency information in SAGE, and 3) ensuring that the agency profile in SAGE does not lapse?                                                                                                                                                                                                                                                                  |                   |                          | [1.00] N/A |

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| 029                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Best Practices    | Financial Administration |                                   |
| <p>N.J.A.C. 5:30-8.3(a)(3) establishes a schedule of minimum dollar amounts for tax collector surety bonding. However, to provide a higher level of security for public funds, municipalities are encouraged to adopt the more stringent schedule for tax collector surety bonding specified in N.J.A.C. 5:30-8.3(a)(4). Has your municipality adopted the more stringent surety bonding schedule for tax collectors set forth in N.J.A.C. 5:30-8.3(a)(4) or higher?</p>                                                                                                                                                                                                                                                                       |                   |                          | [0.50] Yes                        |
| 030                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Best Practices    | Financial Administration |                                   |
| <p>N.J.A.C. 5:30-8.4 (a) establishes a schedule of minimum dollar amounts for municipal court surety bonding, specifically for municipal judges and municipal court administrators. However, subsection (b) of 5:30-8.4 encourages municipalities to adopt a more stringent schedule for municipal court surety bonding that is specified in the subsection. Has your municipality adopted the more stringent surety bonding schedule for municipal court judges and court administrators set forth in N.J.A.C. 5:30-8.4(b) or higher?</p>                                                                                                                                                                                                     |                   |                          | [0.50] Yes                        |
| 031                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Unscored Survey   | Financial Administration |                                   |
| <p>Has the federal government rescinded or suspended one or more municipal grants since the beginning of this year? If so, please list the affected grants in the Comments field. If not, insert "Answered No" in the Comments field.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                   |                          | [0.00] No<br>Comment: Answered No |
| 032                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Unscored Survey   | Historic Preservation    |                                   |
| <p>Does your municipal land use ordinance provide for an historic preservation commission that is governed under N.J.S.A. 40:55D-107?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                   |                          | [0.00] No                         |
| 033                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Core Competencies | Insurance                |                                   |
| <p>The purchase of insurance coverage and consultant services is a limited exception to public bidding by virtue of being deemed an Extraordinary Unspecifiable Service (EUS) pursuant to N.J.S.A. 40A:11-5(a)(ii) and 40A:11-5(1) (m). See Page 3 of Local Finance Notice AU-2002-2 for further details. The standard EUS certification declaration is available at <a href="https://www.nj.gov/dca/divisions/dlgs/programs/lpc/docs/eus_letter.doc">https://www.nj.gov/dca/divisions/dlgs/programs/lpc/docs/eus_letter.doc</a>. Do not submit the form to DLGS. If your municipality has procured insurance under the EUS exception to public bidding, has your municipality followed the procedural requirements of an EUS in doing so?</p> |                   |                          | [1.00] Yes                        |

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| 034                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Best Practices    | Insurance        |                         |
| If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law (LPCL) bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law? Only answer N/A if your municipality does not contract with an insurance broker for health insurance or, if it does, the contract does not exceed your municipality's LPCL bid threshold.                                                                                             |                   |                  | [0.00] No               |
| 035                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Best Practices    | Insurance        |                         |
| Insurance broker fees dependent on the amount of health insurance premiums or fees paid by the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees? Only answer N/A if your municipality does not contract with an insurance broker for health insurance. |                   |                  | [0.50] Yes              |
| 036                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Unscored Survey   | Insurance        |                         |
| If your municipality offers non-SHBP employee health benefit coverage (excluding Rx and dental), did your municipality switch from SHBP to non-SHBP health benefit coverage within the past four (4) years?                                                                                                                                                                                                                                                                                                                                                                                                                    |                   |                  | [0.00] Yes              |
| 037                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Unscored Survey   | Insurance        |                         |
| What type of employee health benefit coverage (excluding Rx and dental) does your municipality currently offer?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   |                  | [0.00] Private coverage |
| 038                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Core Competencies | Lead Remediation |                         |
| Subsection h. of N.J.S.A. 52:27D-437.16 requires each municipality to assess an additional fee of \$20 per unit inspected for lead hazards and deposited into the Department of Community Affairs' Lead Hazard Control Assistance Fund established pursuant to N.J.S.A. 52:27D-437.4. Does your municipality assess and collect the above-reference \$20 fee assessment for each lead inspection and send the proceeds to the Department of Community Affairs' Division of Housing & Community Resources for deposit into the Fund?                                                                                            |                   |                  | [1.00] Yes              |

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| 039                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Core Competencies | Lead Remediation |            |
| Have all rental dwellings that have experienced tenant turnover since July 2022 been inspected for lead prior to being re-occupied?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |                  | [1.00] Yes |
| 040                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Core Competencies | Personnel        |            |
| For any current municipal officers and employees NOT required by contract or municipal policy to make health benefit contributions in the amounts specified by the Chapter 78 health benefit contribution grid (excluding Rx and dental), is your municipality requiring those employees to contribute at least 1.5% of base salary towards health benefits pursuant to P.L. 2010, c. 2? See Local Finance Notices 2010-12 and 2011-20R for further details. Answer N/A if all of your municipality's officers and employees are required by contract or municipal policy to contribute at least the amount required by P.L. 2011, c. 78 for health benefits.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |                  | [1.00] Yes |
| 041                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Core Competencies | Personnel        |            |
| A retiree whose amount of contribution towards retirement health benefits was determined pursuant to the Chapter 78 grid shall contribute based on the Chapter 78 grid percentage corresponding with their retirement benefit amount. See LFN 2011-20R for further explanation. For those retirees whose health benefit contribution amounts must adhere to the Chapter 78 grid, is your municipality ensuring that retiree health benefit contributions are being made in the amount required pursuant to law?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                  | [1.00] Yes |
| 042                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Core Competencies | Personnel        |            |
| Payments for waivers filed before May 21, 2010 and maintained continuously since, cannot exceed fifty percent (50%) of the amount saved by the local unit as a result of the employee's waiver of coverage. For waivers filed on or after May 21, 2010, which is the effective date of P.L. 2010, c. 2, payments cannot exceed the lesser of twenty-five percent (25%) of the amount saved by the local unit as a result of the waiver, or \$5,000. When calculating an employee's waiver payment, the local unit must deduct the employee's healthcare contribution obligation from the total premium cost. Local units have sole discretion as to whether or not to offer employees payments for waiver of health benefits, and may offer waiver payments below the statutory maximum. Health benefit waiver payments are statutorily excluded from collective bargaining. See Local Finance Notices 2010-12 and 2016-10 for further discussion on health benefit waiver payments. Are your municipality's healthcare waiver payments at or below the statutory maximum? "N/A" is only applicable where the municipality does not make payments in lieu of health benefits. |                   |                  | [1.00] Yes |

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| 043                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Core Competencies | Personnel   |            |
| Has your municipality's chief financial officer, tax collector, and municipal clerk registered their most current e-mail addresses in GovConnect to allow continued receipt of EGG Notice broadcasts?                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |             | [1.00] Yes |
| 044                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Core Competencies | Personnel   |            |
| For all municipal officers and employees whose positions require a State-issued professional license or certification, does your municipality 1) maintain a list of all State- certified employees and the expiration dates of their licenses or certifications; and 2) require those officials to provide updated copies of their licenses or certifications as they are renewed?                                                                                                                                                                                                                                                        |                   |             | [1.00] Yes |
| 045                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Unscored Survey   | Personnel   |            |
| Does your municipality currently have an unlicensed individual serving as an acting Municipal Clerk, temporary Chief Municipal Finance Officer, temporary Purchasing Agent, and/or a temporary Chief Public Works Manager? Select as many as are applicable or None of the Above.                                                                                                                                                                                                                                                                                                                                                         |                   |             |            |
| 046                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Unscored Survey   | Personnel   |            |
| Does your municipality currently retain a chief financial officer through a professional services contract?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |             | [0.00] No  |
| 047                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Core Competencies | Procurement |            |
| N.J.S.A. 34:1A-1.16 authorizes the New Jersey Department of Labor and Workforce Development (NJLW) to create a list on its website, dubbed the Workplace Accountability in Labor List (The WALL), of any person found in violation of any State wage, benefit, and tax laws and against whom a final order has been issued by the NJLW for such violation. A contract cannot be awarded to any contractor or vendor appearing on the WALL. Review LFN 2024-18 for further information. Is your municipality cross checking prospective vendor or contractor names against the WALL before awarding any contract over the quote threshold? |                   |             | [1.00] Yes |

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| 048                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Core Competencies | Procurement   |            |
| P.L. 2023, c. 138 requires public works contractor registration and payroll certification for public works projects to be completed online at <a href="https://njwages.nj.gov/">https://njwages.nj.gov/</a> . Contractors were required to be registered prior to August 15, 2024 with public entity registration strongly encouraged. Email <a href="mailto:njwagehubinfo@dol.nj.gov">njwagehubinfo@dol.nj.gov</a> for assistance with registration. In addition to the NJ Wage Hub online requirements, certified payrolls shall continue to be submitted to the municipality in the manner and process that is consistent with each body's previous receipt of certified payrolls (e.g. email, fax). Is your municipality registered with NJDOL's online certified payroll system?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                   |               | [1.00] Yes |
| 049                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Unscored Survey   | Procurement   |            |
| Has your municipality awarded a contract for financial consulting services within the past year?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |               | [0.00] No  |
| 050                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Core Competencies | Redevelopment |            |
| Upon the adoption of a resolution by a municipal governing body determining that a delineated area, or any part thereof, is an area in need of redevelopment or an area in need of rehabilitation, N.J.S.A. 40A:12A-6.b(5)(c) and 40A:12A-14.a require the municipal clerk to transmit a copy of the resolution to the Commissioner of the Department of Community Affairs for review. If the area in need of redevelopment or rehabilitation is not located in an area in which development or redevelopment is to be encouraged pursuant to any State law, the determination shall not take effect without first receiving the review and approval of the Commissioner. If the area in need of redevelopment or rehabilitation is located within an area in which development or redevelopment is encouraged pursuant to State law, the resolution shall take effect after the municipal clerk has transmitted a copy of the resolution to the Commissioner. Areas in Need of Redevelopment and Areas in Need of Rehabilitation are featured on the NJ Community Asset Map hosted on the Office of Local Planning Services webpage under "Available Data and Applications." Has your municipality submitted all resolutions designating areas in need of redevelopment or rehabilitation within the municipality to the DCA Commissioner? |                   |               | [1.00] Yes |
| 051                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Core Competencies | Redevelopment |            |
| N.J.S.A. 40A:20-9(d) requires an urban renewal entity with which the municipality has a financial agreement for a payment in lieu of taxes (PILOT) under the Long-Term Tax Exemption Law to submit annually, within 90 days after the close of its fiscal year, its auditor's reports to the mayor and the governing body. Does your municipality enforce the annual submission of urban renewal entity audit reports and review those reports?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |               | [1.00] Yes |

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| 052                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Core Competencies: | Redevelopment |                      |
| For financial agreements under the Long-Term Tax Exemption Law (Long-Term PILOTs) that were entered into on or after July 9, 2003, N.J.S.A. 40A:20-12 requires municipalities to remit to the county five percent (5%) of each quarterly installment of the annual service charge paid by the urban renewal entity to the municipality. The county portion must be included with the quarterly tax installment paid to the county pursuant to N.J.S.A. 54:4-74. P.L. 2025, c.91 also requires a quarterly report of all Long Term PILOTs to which the county share applies to be filed with the county along with the required payment. See LFN 2025-12 for further information. Does your municipality pay over to the county its statutory share of each Long-Term PILOT entered into on or after July 9, 2003 and file the required quarterly report? |                    |               | [1.00] Yes           |
| 053                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Core Competencies  | Redevelopment |                      |
| PILOTs can be a useful tool for economic development. However, municipalities must monitor PILOT agreements to ensure recipients comply with all agreement terms, particularly timely payment and reporting. Does your municipality have an official designated to monitor exemptions/abatements and ensure compliance with the PILOT agreement terms?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                    |               | [1.00] Yes           |
| 054                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Unscored Survey    | Redevelopment |                      |
| If your municipality has one or more PILOTs under the Long-Term Tax Exemption Law (NJSA 40A:20-1 et seq.), which municipal official is responsible for collecting the annual service charge? If selecting "Other", please list the official under Comments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |               | [0.00] Tax Collector |
| 055                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Unscored Survey    | Redevelopment |                      |
| If your municipality has one or more PILOTs under the Long Term Tax Exemption Law (NJSA 40A:20-1 et seq.), does your municipality share with its school district(s) any portion of the annual service charge revenue generated from one or more PILOT agreements?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |               | [0.00] No            |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                   |                                 |                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------------------|--------------------------------------------------|
| 056                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Core Competencies | Shared Services & Consolidation |                                                  |
| N.J.S.A. 40A:65-4(b) requires a copy of each shared services agreement to be filed with the Division of Local Government Services. Has your municipality filed with the Division the most current copy of each shared services agreement under which the municipality provides one or more services to another local unit as defined by N.J.S.A. 40A:65-3 of the Uniform Shared Services and Consolidation Act? Only answer N/A if your municipality does not provide a shared service to another local unit.                                                                                                                                                                           |                   |                                 | [1.00] Yes                                       |
| 057a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Unscored Survey   | Shared Services & Consolidation |                                                  |
| If your municipality currently provides a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, please select one or more of the options provided and list under Comments each municipality (and the county in which that municipality is located) along with the position being provided to that municipality. If your municipality currently provides none of these positions pursuant to a shared services agreement, select None of the Above and insert N/A into Comments. |                   |                                 | Comment: N/A                                     |
| 057b                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Unscored Survey   | Shared Services                 |                                                  |
| If the answer to Question 57a is yes, did one or more of the identified shared service agreements result in the dismissal of a tenured official? If yes, please insert under Comments 1) the position or positions where an agreement resulted in the dismissal of a tenured official; and 2) an estimate of the cost savings anticipated to be achieved by the participating municipalities at the outset of the agreement. If the answer is No or N/A, please insert "No" or "N/A" under Comments. See LFN 2018-3R for more information on this provision of the Common Sense Shared Service Act.                                                                                     |                   |                                 | [0.00] N/A<br>Comment: N/A                       |
| 058                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Unscored Survey   | Tax Collection                  |                                                  |
| What method does your municipality use to conduct its annual tax lien sale? If an online sale is used, please include the name of the vendor in the Comments. If an in-person sale, insert "in-person sale" under Comments.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |                                 | [0.00] In-Person Sale<br>Comment: in-person sale |
| 059                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Unscored Survey   | Technology                      |                                                  |
| Does your municipality routinely utilize an artificial intelligence (AI) platform in one or more of its departments?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                   |                                 | [0.00] Yes                                       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |                         |                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------|------------------------------------------------------------------------------------------------------------|
| 060                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Unscored Survey   | Transient Accomodations |                                                                                                            |
| Has your municipality authorized the issuing of licenses for rental of short-term transient accomodations (e.e. Airbnb, VRBO) pursuant to N.J.S.A. 40:52-1(n)?                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |                         | [0.00] Yes                                                                                                 |
| 061                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Unscored Survey   | Transient Accomodations |                                                                                                            |
| Has your municipality established a municipal occupancy tax on hotel rooms or transient accomodation rentals pursuant to N.J.S.A. 40:48F-1 through 7?                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |                         | [0.00] Yes                                                                                                 |
| 062                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Core Competencies | Transparency            |                                                                                                            |
| Signed into law on June 30, 2025, L. 2025, c.72 replaces the previous newspaper publication of legal notices with mandatory publication on the local government's website. A municipality shall make the complete text of each legal notice available on a dedicated legal notices webpage for at least one week from the date of initial posting or such other time period as may be required by law. See LFN 2026-01 for further information. Does your municipality maintain a prominent "Current Legal Notices" link conspicuously displayed on the homepage of its official website? |                   |                         | [1.00] Yes                                                                                                 |
| 063                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Core Competencies | Transparency            |                                                                                                            |
| Starting July 1, 2026, L. 2025, c.72 requires each municipality to maintain an archive on its official website for all legal notices that have been removed from conspicuous placement on its Current Legal Notices webpage. An archived legal notice must be maintained in the municipality's Internet archive for at least one year after being transferred from, its Current Legal Notices webpage. See LFN 2026-01 for further information. Does your municipality currently have an online archive for its legal notices?                                                            |                   |                         | [1.00] Yes                                                                                                 |
| 064                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Core Competencies | Transparency            |                                                                                                            |
| Are your municipality's codified and uncoded ordinances, including all current salary ordinances, posted on the municipality's website? Please provide the link to the webpage on which the ordinances are posted under Comments. If the answer is "No" type "Answered No" under Comments.                                                                                                                                                                                                                                                                                                |                   |                         | [1.00] Yes<br>Comment:<br><a href="http://www.townshipoflower.org/ordir">www.townshipoflower.org/ordir</a> |

|     |                   |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----|-------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 065 | Core Competencies | Transparency | <p>Does your municipality maintain on its website minutes and agendas, along with meeting dates, for the governing body, planning board, board of adjustment and all commissions? Please provide the link to the webpage on which the agendas and minutes are listed under Comments. If the answer is "No" type "Answered No" under Comments.</p> <p>[1.00] Yes<br/> Comment:<br/> <a href="http://www.townshipoflower.org/auth">www.townshipoflower.org/auth</a><br/> <a href="http://www.townshipoflower.org/mayc">www.townshipoflower.org/mayc</a></p>                   |
| 066 | Core Competencies | Transparency | <p>Municipalities will need to implement ADA-compliant design principles for rendering links and notice content accessible to the visually impaired. The current Federal compliance deadlines are April 24, 2027 for municipalities 50,000 or more in population, and April 24, 2028 for municipalities of less than 50,000. See LFN 2026-01 for further information. Is your municipality working with its IT personnel/firm and legal counsel to ensure the compliance deadline is met?</p> <p>[1.00] Yes</p>                                                             |
| 067 | Core Competencies | Transparency | <p>Does your municipality maintain on its website the previous three years of adopted budgets and the current year introduced or adopted budget, inclusive of the user-friendly budget section, as required pursuant to N.J.S.A. 40A:4-10? Please provide the link to the webpage on which the budgets are posted under Comments. If the answer is "No" type "Answered No" under Comments.</p> <p>[1.00] Yes<br/> Comment:<br/> <a href="http://www.townshipoflower.org/treas">www.townshipoflower.org/treas</a></p>                                                        |
| 068 | Best Practices    | Transparency | <p>Does your municipality maintain on its website, in a location easily accessible to the public, the municipal master plan and the current and most immediate prior master plan elements (e.g. land use, housing, stormwater management plan, traffic, open space and recreation)? Please provide the link to the webpage on which the master plan information is posted under Comments. If the answer is "No" type "Answered No" in the comments.</p> <p>[0.50] Yes<br/> Comment:<br/> <a href="http://www.townshipoflower.org/Plan">www.townshipoflower.org/Plan</a></p> |

|                                                                                                                                                                                                                                                                                                                                                  |                   |                        |                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------|------------------------------------------------------------------------------------------------------------|
| 069                                                                                                                                                                                                                                                                                                                                              | Best Practices    | Transparency           |                                                                                                            |
| Does your municipality maintain on its website all current labor agreements, including memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements? Please provide the link to the webpage on which current labor agreements are posted under Comments. If the answer is "No" type "Answered No" under Comments. |                   |                        | [0.50] Yes<br>Comment:<br><a href="http://www.townshipoflower.org/union">www.townshipoflower.org/union</a> |
| 070                                                                                                                                                                                                                                                                                                                                              | Best Practices    | Transparency           |                                                                                                            |
| Does your municipality maintain on its website the most recent annual financial statement (AFS) and annual audit, including any corrective action plan? Please provide the link to the webpage on which both are posted under Comments. If the answer is "No" type "Answered No" under Comments.                                                 |                   |                        | [0.50] Yes<br>Comment:<br><a href="http://www.townshipoflower.org/treas">www.townshipoflower.org/treas</a> |
| 071a                                                                                                                                                                                                                                                                                                                                             | Core Competencies | Hospital Contributions |                                                                                                            |
| Does your municipality collect a community service contribution under N.J.S.A. 40:48J-1 from tax-exempt hospitals and satellite emergency care facilities located within your municipality?                                                                                                                                                      |                   |                        | [1.00] N/A                                                                                                 |
| 071b                                                                                                                                                                                                                                                                                                                                             | Core Competencies | Hospital Contributions |                                                                                                            |
| If your answer to Question 71(a) was yes, is your municipality remitting 5% of the installment to the county pursuant to subsection d. of N.J.S.A. 40:48J-1?                                                                                                                                                                                     |                   |                        | [1.00] N/A                                                                                                 |

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

**RESOLUTION #2026-341**

**Title: A RESOLUTION AUTHORIZING THE ISSUANCE OF A REVOCABLE LICENSE TO THE OWNERS OF CERTAIN PROPERTIES LOCATED ADJACENT TO LAKE CHAMPLAIN**

**WHEREAS**, the Township of Lower owns certain real property commonly known as Lake Champlain, including land along its shoreline; and

**WHEREAS**, the owners for certain properties located directly adjacent to Lake Champlain have historically performed certain maintenance activities upon portions of the Township owned property, and the Township has determined that establishing specific terms and conditions under which limited maintenance is permitted is both necessary and appropriate; and

**WHEREAS**, the Township of Lower is willing to permit limited access to designated portions of the Township owned property adjacent to Lake Champlain for litter removal and maintenance of existing vegetation pursuant to the terms and conditions of a personal, non-exclusive, non-transferable, and revocable license; and

**WHEREAS**, the issuance of a revocable license serves a public purpose by assisting the Township of Lower with the maintenance of Lake Champlain while preserving Township of Lower's ownership and control of the property; and

**WHEREAS**, as a condition to the issuance of a revocable license, each participating property owner shall indemnify, defend, and hold harmless the Township of Lower, together with its officials, officers, employees, agents, and representatives, from and against claims, damages, liabilities, losses, costs, and expenses arising out of or relating to the property owner's access or performance of the contemplated maintenance work set forth in the attached revocable license; and

**WHEREAS**, the issuance of a revocable license will not convey, create, or establish any easement, leasehold interest, ownership interest, possessory right, adverse possession claim, prescriptive right, or other present or future property interest in the Township property, and shall not constitute an abandonment, dedication, conveyance, or relinquishment of any right, title, or interest of the Township of Lower in or to the property; and

**WHEREAS**, each License shall remain subject to suspension or revocation by the Township of Lower, with or without cause, in accordance with its terms, and shall not authorize recreational use of Lake Champlain or work beyond the activities set forth within the revocable license; and

**WHEREAS**, the Township Council has determined that it is appropriate and in the best interests of the Township of Lower to approve the issuance of revocable licenses to the owners of properties located adjacent to Lake Champlain;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the form of Revocable License attached to this Resolution be and is hereby approved, and that the Mayor, Township Manager, and/or Township Clerk be and are hereby authorized to execute individual Licenses with owners of property located adjacent the Township owned shoreline of Lake Champlain; and

**BE IT FURTHER RESOLVED** that no access or work shall be permitted pursuant to a License until it has been fully executed by the Township and the property owner and all applicable conditions of the License have been satisfied; and

**BE IT FURTHER RESOLVED** that the Township Manager and other appropriate Township officials be and are hereby authorized to administer, suspend, and revoke the Licenses in accordance with their terms and take all actions necessary to effectuate the purposes of this Resolution.

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

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 October 19, 2026.

  
 Karen S. Fournier, Township Clerk