

**TOWNSHIP OF UPPER  
2100 TUCKAHOE ROAD  
PETERSBURG, NJ 08270  
CAPE MAY COUNTY  
MINUTES FOR MARCH 23, 2020**

**REGULAR MEETING OF THE TOWNSHIP COMMITTEE –7:30 P.M.**

The March 23, 2020 Upper Township Committee meeting was conducted exclusively by electronic means utilizing the GoToMeeting platform.

**CALL TO ORDER**

**SUNSHINE ANNOUNCEMENT**

Mayor Palombo read the following announcement. “In compliance with the Open Public Meetings Law, I wish to state that on March 20, 2020 the notice of this meeting of the Upper Township Committee was posted on the official Township Bulletin Board and the Upper Township Website, mailed to the Cape May County Gazette, the Atlantic City Press, the Ocean City Sentinel-Ledger, the Herald Times and filed with the Township Clerk. Tonight's meeting is being audio recorded up until the closed session portion of this meeting of which there will not be a closed session this evening and will be available on the Upper Township website. I hereby direct that this announcement be made a part of the minutes of this meeting.”

**SALUTE TO THE FLAG**

**ROLL CALL**

Edward Barr	Present
John Coggins	Present
Curtis Corson	Present
Hobart Young	Present
Richard Palombo	Present

Also participating were Municipal Clerk Barbara Young, Municipal Attorney Daniel Young, Township Administrator Scott Morgan, Township Engineer Paul Dietrich, and Chief Financial Officer Barbara Ludy.

**APPROVAL OF MINUTES** - March 9, 2020 Regular and Closed Session Minutes

Motion by Curtis Corson, second by Edward Barr, to approve the March 9, 2020 Regular and Closed Session Minutes as submitted. During roll call vote all five Committeemen voted in the affirmative.

**REPORT OF GOVERNING BODY MEMBERS**

**Hobie Young, Committeeman**, reported that the Easter Egg Hunt has been postponed, and all recreation facilities have been closed, with notices posted. Later in the meeting, he thanked Scott Morgan for his help over the weekend with regard to a gentleman living in his car at the Trinity Church parking lot.

**Edward Barr, Committeeman**, reported that although the Public Works Department has some modified staffing, he does not anticipate any interruption in township services.

**Curtis Corson, Committeeman**, thanked all Township employees for their hard work, especially the Division of EMS. He wished all to stay safe and follow the CDC guidelines pertaining to the Coronavirus.

**Richard Palombo, Mayor**, reported that he was recently notified that the parkway bridge walkway/bike path will officially open on May 6<sup>th</sup>. He next reported that he and the staff supervisors have been having weekly conference calls regarding Township Operations and plans to continue business with little interruption in services during the COVID-19 Pandemic. He thanked all employees for their efforts. Lastly, he stated that he has recently spoken with Freeholder Pierson during which he volunteered Amanda's Field as a potential COVID-19 testing site should the need arise.

## **OTHER REPORTS**

**Scott Morgan, Township Administrator**, gave a brief status update on the Township's COVID-19 operations. He stated that in accordance with the New Jersey Department of Health there are currently 2,844 positive cases of COVID-19 in New Jersey, with Cape May County having 5 cases. He thanked EMS Chief Sampson and her team for the tireless work they have been doing to respond to the community's health care needs and urged all Township residents to comply with social distancing practices and to adhere to Governor Murphy's executive order to stay at home. He further reminded everyone to call their healthcare provider if they are symptomatic of COVID-19. He stated that although Town Hall is closed to the public, all employees are working to ensure that Township services will continue. He next cautioned that there has been some disinformation and rumors circulating and encouraged residents to obtain their information from State, County and Township websites. Lastly, he encouraged the public to call 211 or visit nj211.org for further information on COVID-19.

**Barbara Young, Municipal Clerk**, reported that although town hall is closed to the public the foyer is open where there are drop boxes for each office in the lobby for residents. Certain items can be accepted via the drop box, mail, fax or email. Any questions can be directed to the Clerk's Office.

**Daniel Young, Municipal Attorney**, reported that Upper Township is the first in the State to have an entirely electronic public meeting, and stated that a law allowing this to occur was just passed and signed by the Governor on Friday evening. He thanked Paul, Scott, and Barbara Young for their extensive preparations to enable this meeting to happen.

**Paul Dietrich, Township Engineer**, reported that the Putnam Avenue and Sumner Avenue Bulkhead projects will begin next week. He next requested approval to attend a NJ Association of Floodplain Managers Conference at a cost of \$300.00. Motion by Richard Palombo, second by Hobie Young, to approve the request. During roll call vote all five Committeemen voted in the affirmative. He next reported that Township previously hired a contractor to install a manhole at the Sumner Avenue Bulkhead in order to correct a hole in a pipe which caused a sink hole last year. That contractor has been unable to perform the installation because of the dewatering necessary to install the manhole. He stated that the Township's bulkhead contractor, Arthur Henry, can do it for the cost of \$25,000, which will be paid for out of the Bond. He requested approval to commence the work with a Resolution authorizing the bond purchase to follow at the next meeting. After a brief discussion, there was a motion by Edward Barr, second by John Coggins, to authorize a bond purchase to hire Arthur Henry to perform the work. A resolution for formal action will be listed on the next agenda.

## **RESOLUTIONS**

1. Authorizing the annual Fourth of July fireworks display.

## **TOWNSHIP OF UPPER CAPE MAY COUNTY RESOLUTION**

**RE: AUTHORIZING THE ANNUAL FOURTH OF JULY FIREWORKS DISPLAY**

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**WHEREAS**, for many years, the Township of Upper has provided a fireworks display for the residents of Upper Township and others; and

**WHEREAS**, the Township wishes to continue to provide a display of fireworks in celebration of the 4<sup>th</sup> of July; and

**WHEREAS**, the Township has solicited proposals from several Firework Companies and has selected Pyrotechnics by Althouse/DBA Schaefer Fireworks, of 370 Hartman Bridge Road, Ronks, PA 17572; and

**WHEREAS**, the State of New Jersey, Department of Community Affairs, requires that the Township provide a Resolution approving same; and

**WHEREAS**, the site for the fireworks display will be determined in conjunction with a State of New Jersey Fire Inspector; and

**WHEREAS**, FAA Clearance will be applied for; and

**WHEREAS**, a plot/site plan for site display, showing the distances from the public and structures to the fireworks discharge area, has been provided by the Township Engineer; and

**WHEREAS**, the Chief Financial Officer has certified the availability of funds to permit said Contract to be entered into.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Upper, in the County of Cape May and State of New Jersey, as follows:

1. The allegations of the preamble are incorporated in full herein by this reference.2. Upon meeting all requirements of the State of New Jersey, Department of Community Affairs as well as any and all recommendations or requirements of the Township's Risk Management Consultant and the Joint Insurance Fund, the Township Clerk is hereby directed and authorized to provide a certified copy of this Resolution, with all attachments, to the Department of Community Affairs for their review and issuance of a Fireworks Permit.

3. The contractor shall comply with all terms and provisions of the Municipal Excess Liability Joint Insurance Fund Bulletin MEL 20-08, dated January 1, 2020.

4. The contractor has registered with the State of New Jersey pursuant to c.57, Laws of 2004 and has provided proof of that registration to the Township of Upper.

5. All Township officials and officers are hereby authorized and empowered to take all action deemed necessary or advisable to carry into effect the intent and purpose of this Resolution, including but not limited to the entering into and execution of an Agreement to Furnish Fireworks Exhibition with Pyrotechnics by Althouse/DBA Schaefer Fireworks for the sum of \$8,907.00.

Resolution No. 110-2020

Offered by: Barr

Seconded by: Corson

Adopted: March 23, 2020

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Barr	X			
Coggins	X			
Corson	X			
Young	X			
Palombo	X			

2. Appointing J. P. Bainbridge & Associates, Inc. and J. Paul Bainbridge as an Appraiser for the Township of Upper.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
R E S O L U T I O N**

**RESOLUTION NO. 111-2020**

**RE: APPOINTING J. P. BAINBRIDGE & ASSOCIATES, INC. AND  
J. PAUL BAINBRIDGE AS AN APPRAISER FOR THE TOWNSHIP OF UPPER**

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**WHEREAS**, the Township requires an appraiser to provide services to obtain the market value of real property in the Township with respect to tax appeals and other matters; and

**WHEREAS**, a resolution is required authorizing the award of such contract for professional services; and

**WHEREAS**, J.P. Bainbridge & Associates, Inc. and J. Paul Bainbridge have completed and submitted a Business Entity Disclosure Certification which certifies that J.P. Bainbridge & Associates, Inc. and J. Paul Bainbridge have not made any reportable contributions to a political or candidate committee in the Township that would bar the award of this contract and that the contract will prohibit J.P. Bainbridge & Associates, Inc. and J. Paul Bainbridge from making any reportable contributions through the term of the contract; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Upper, in the County of Cape May and State of New Jersey, as follows:

1. The allegations of the preamble are incorporated herein by this reference.
2. J.P. Bainbridge & Associates, Inc. and J. Paul Bainbridge with offices at 6 Woodland Road, Cape May Court House, New Jersey is hereby appointed appraiser for the Township of Upper to provide services relating to the appraisal of real property for tax appeals and other matters.
3. The contract shall have a term of one (1) year from date of full execution.
4. This Contract is awarded without competitive bidding as a “professional service” in accordance with N.J.S.A. 40A:11-5(1)(a) of the New Jersey Local Public Contract Law because J.P. Bainbridge & Associates, Inc. and J. Paul Bainbridge have professional knowledge as to appraisal issues which knowledge is particularly valuable to the Township Committee and this service is acquired as a non-fair and open contract pursuant to N.J.S.A. 19:44A-20.5.

#### **NOTICE OF CONTRACT AWARD**

5. The Township Committee of the Township of Upper, State of New Jersey has awarded the contract without competitive bidding as a professional service pursuant to N.J.S.A. 40A:11-5(1)(a) to J.P. Bainbridge & Associates, Inc. and J. Paul Bainbridge for appraisal services. This contract and the resolution authorizing same shall be available for public inspection in the office of the municipal clerk of the Township of Upper, State of New Jersey.

6. A certificate from the Chief Financial Officer of Upper Township showing the availability of adequate funds for this contract and showing the line item appropriation of the official budget to which this contract will be properly charged has been provided to the governing body and shall be attached to this Resolution and kept in the files of the municipal clerk.

7. The contractor has registered with the State of New Jersey pursuant to c.57, Laws of 2004 and has provided proof of that registration to the Township of Upper.

8. The Mayor and the Township Clerk are hereby authorized and directed to execute, on behalf of the Township of Upper, a Professional Contract with J.P. Bainbridge & Associates, Inc. and J. Paul Bainbridge in accordance with the terms and provisions of the Local Public Contracts Law, subject to and in accordance with the limitations imposed herein. Upon execution of all parties thereto said contract shall become effective.

9. A notice of the contract award shall be published in the official newspaper of the

Township of Upper within ten (10) days from the date of adoption.

10. This Resolution shall be effective as of adoption.

Resolution No. 111-2020

Offered by: Coggins

Seconded by: Corson

Adopted: March 23, 2020

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Barr	X			
Coggins	X			
Corson	X			
Young	X			
Palombo	X			

3. Tax refund, Block 830, Lot 7.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
R E S O L U T I O N**

**RESOLUTION NO. 112-2020**

**TAX REFUND  
BLOCK 830, LOT 7**

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**WHEREAS**, certain corrections have been recommended by the Upper Township Tax Collector in order to refund monies; and

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Upper, Cape May County, that corrections to the Tax records are hereby authorized and the Tax Collector is hereby directed to correct said records or take such action as indicated on the attached sheet.

Resolution No. 112-2020

Offered by: Coggins

Seconded by: Palombo

Adopted: March 23, 2019

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Barr	X			
Coggins	X			
Corson	X			
Young	X			
Palombo	X			

**REFUND**

**BLOCK/LOT**

**AMOUNT**

**NAME**

1st Quarter 2020 taxes paid by homeowner and mortgage company.  
Homeowner is requesting refund.

4. Tax refund, Block 862, Lot 9.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
R E S O L U T I O N**

**RESOLUTION NO. 113-2020**

**TAX REFUND  
BLOCK 862, LOT 9**

**WHEREAS**, certain corrections have been recommended by the Upper Township Tax Collector in

order to correct tax records; and

**WHEREAS**, a State Tax Court judgement has been favorably awarded to Michael and Kathleen Azeez, Block 862, Lot 9 for the calendar year 2019; and

**WHEREAS**, such judgement has resulted in an overpayment of the 2019 property taxes and 2020 1<sup>st</sup> quarter property taxes in the amount of \$4,496.93; and

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Upper, Cape May County, that corrections to the Tax records are hereby authorized and the Tax Collector is

hereby directed to correct said records or take such action as indicated on the attached sheet.

Resolution No. 113-2020

Offered by: Coggins

Seconded by: Barr

Adopted: March 23, 2020

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Barr	X			
Coggins	X			
Corson	X			
Young	X			
Palombo	X			

**REFUND TAX 2019 & 2020 1<sup>st</sup> QUARTER**

**BLOCK/LOT**

862/9

**AMOUNT**

\$4,496.93

**NAME**

Michael & Kathleen Azeez  
2187 Marseille Drive  
Palm Beach Gardens, FL 33410

State Tax Court Appeal for the year 2019.

5. Amending Resolution No. 47-2020 authorizing the Township of Upper to accept an Emergency Management Performance Grant Emergency Management Agency Assistance Subaward from the State of New Jersey Department of Law and Public Safety.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
R E S O L U T I O N**

**RESOLUTION NO. 114-2020**

**RE: AMENDING RESOLUTION NO. 47-2020 AUTHORIZING THE  
TOWNSHIP OF UPPER TO ACCEPT AN EMERGENCY MANAGEMENT  
PERFORMANCE GRANT EMERGENCY MANAGEMENT AGENCY  
ASSISTANCE SUBAWARD FROM THE STATE OF NEW JERSEY  
DEPARTMENT OF LAW AND PUBLIC SAFETY**

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**WHEREAS**, Resolution 47-2020, adopted January 27, 2020, authorized the Township to accept an Emergency Management Performance Grant (EMPG) Emergency Management Agency Assistance Subaward (EMAA) FY19-EMPG-EMAA-0511, CFDA #97.042, from the State of New Jersey Department of Law and Public Safety for the performance period of July 1, 2019 through June 30, 2020; and

**WHEREAS**, it is necessary to amend Resolution 47-2020, to clarify that the Subaward will consist of a total amount of up to \$10,000.00 Federal Award, and will be used for emergency management purposes; and

**WHEREAS**, the EMPG EMMA Subaward incorporates all conditions and representations contained or made in the application; and

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Upper hereby authorized to accept the Emergency Management Performance Grant Emergency Management Agency Assistance Subaward FY19-EMPG-EMAA-0511, CFDA #97.042, from the State of New Jersey Department of Law and Public Safety for Emergency Management purposes; and

**BE IT FURTHER RESOLVED** that the Mayor, Chief Financial Officer and the Township Emergency Management Coordinator are authorized to sign the appropriate Subaward documents; and

**BE IT FURTHER RESOLVED** that the Director of the Division of Local Government Services is requested to approve the insertion of an item of revenue in the budget of the year 2020 in the sum of \$10,000.00, once approved, from the State of New Jersey Department of Law and Public Safety; and

**BE IT FURTHER RESOLVED** that the like sum of \$10,000.00 is hereby appropriated under the caption FY 2019 Emergency Management Agency Assistance; and

**BE IT FURTHER RESOLVED** that copies of this Resolution shall be forwarded to the New Jersey State Police, Office of Emergency Management; Cape May County Office of Emergency Management; the New Jersey Director of the Division of Local Government Services.



Offered by: Corson

Seconded by: Coggins

Adopted: March 23, 2020

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Barr	X			
Coggins	X			
Corson	X			
Young	X			
Palombo	X			

6. Revised 2020 Temporary Budget.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
R E S O L U T I O N**

**RESOLUTION NO. 115-2020**

**RE: REVISED 2020 TEMPORARY BUDGET**

**WHEREAS**, N.J.S.A. 40A:4-19 provides that the governing body shall by Resolution adopted prior to January 31 of the fiscal year make appropriations to provide for the period between the beginning of the fiscal year and the adoption of the budget; and

**WHEREAS**, the total of the appropriations so made shall not exceed 26.25% of the total of the appropriations made for all purposes in the Budget for the preceding year excluding public assistance, such amount being **\$3,186,717.56**.

**NOW, THEREFORE BE IT RESOLVED**, that the following appropriations shall constitute the Temporary Budget for the year 2020:

<b>ADMINISTRATIVE &amp; EXECUTIVE MAYOR AND COMMITTEE</b>			<b>Increase To:</b>
	Salary and Wages	\$ 18,700.00	\$28,600.00
	Mayor and Committee O/E	\$ 2,000.00	5,000.00
	DCRP-Twp Committee	\$ 2,500.00	3,000.00
	Cape Mediation	\$ 2,700.00	
	Cape Assist EAP	\$ 1,155.00	
<b>MUNICIPAL CLERK</b>			
	Salary and Wages	\$ 60,000.00	81,000.00
<b>OTHER EXPENSES</b>			
	Miscellaneous O/E	\$ 7,500.00	15,000.00
<b>FINANCIAL ADMINISTRATION</b>			
	Salaries & Wages	\$ 75,000.00	108,400.00
	Miscellaneous O/E	\$ 2,500.00	6,000.00
	Computer	\$ 38,000.00	70,000.00
	Hardware/Software		
	Annual Audit	\$ 20,000.00	
<b>ASSESSMENT OF TAXES</b>			
	Salaries & Wages	\$ 34,300.00	49,200.00
	Miscellaneous O/E	\$ 2,000.00	3,000.00
<b>COLLECTION OF TAXES</b>			
	Salaries & Wages	\$ 31,800.00	45,300.00
	Miscellaneous O/E	\$ 1,000.00	2,000.00

<b>Purchase TTL</b>	<b>\$</b>	<b>0</b>
<b>LEGAL SERVICES AND COSTS</b>		
<b>Other Expenses</b>	<b>\$</b>	<b>30,000.00 60,000.00</b>
<b>MUNICIPAL COURT</b>		
<b>Salaries &amp; Wages</b>	<b>\$</b>	<b>30,100.00 50,000.00</b>
<b>Miscellaneous O/E</b>	<b>\$</b>	<b>8,000.00 15,000.00</b>
<b>PUBLIC DEFENDER</b>		
<b>Salaries &amp; Wages</b>	<b>\$</b>	<b>5,800.00 7,800.00</b>
<b>MUNICIPAL PROSECUTOR</b>		
<b>Salaries &amp; Wages</b>	<b>\$</b>	<b>11,800.00 16,800.00</b>
<b>ENGINEERING SERVICES &amp; COSTS</b>		
<b>Salaries &amp; Wages</b>	<b>\$</b>	<b>29,000.00 41,500.00</b>
<b>Other Expenses</b>	<b>\$</b>	<b>5,000.00 8,000.00</b>
<b>PUBLIC BUILDINGS &amp; GROUNDS</b>		
<b>Salaries &amp; Wages</b>	<b>\$</b>	<b>180,000.00 235,000.00</b>
<b>Other Expenses</b>	<b>\$</b>	<b>80,000.00 120,000.00</b>
<b>PLANNING BOARD</b>		
<b>Salaries &amp; Wages</b>	<b>\$</b>	<b>10,200.00 20,500.00</b>
<b>Other Expenses</b>	<b>\$</b>	<b>2,000.00 5,000.00</b>
<b>BOARD OF ADJUSTMENT</b>		
<b>Salaries &amp; Wages</b>	<b>\$</b>	<b>10,200.00 20,500.00</b>
<b>Other Expenses</b>	<b>\$</b>	<b>2,000.00 6,000.00</b>
<b>CONSTRUCTION CODE</b>		
<b>Salaries &amp; Wages</b>	<b>\$</b>	<b>52,500.00 75,000.00</b>
<b>Other Expenses</b>	<b>\$</b>	<b>1,000.00 2,500.00</b>
<b>INSURANCE</b>		
<b>Group Insurance for Employees</b>	<b>\$</b>	<b>625,000.00 1,050,000.00</b>
<b>Other Insurance Premiums</b>	<b>\$</b>	<b>65,000.00</b>
<b>Workers Compensation</b>	<b>\$</b>	<b>100,000.00 125,000.00</b>
<b>SCHOOL TRAFFIC GUARD</b>		
<b>Salaries &amp; Wages</b>	<b>\$</b>	<b>3,000.00 4,000.00</b>
<b>Miscellaneous O/E</b>	<b>\$</b>	<b>200.00</b>
<b>BEACH PATROL</b>		
<b>Salaries &amp; Wages</b>	<b>\$</b>	<b>1,000.00</b>
<b>Other Expenses</b>	<b>\$</b>	<b>1,000.00</b>
<b>EMERGENCY MANAGEMENT/RTK</b>		
<b>Salaries &amp; Wages</b>	<b>\$</b>	<b>6,100.00 8,500.00</b>
<b>Miscellaneous O/E</b>	<b>\$</b>	<b>4,000.00 20,000.00</b>
<b>ROAD REPAIRS &amp; MAINTENANCE</b>		
<b>Salaries &amp; Wages</b>	<b>\$</b>	<b>200,000.00 300,000.00</b>
<b>Miscellaneous O/E</b>	<b>\$</b>	<b>40,000.00 70,000.00</b>
<b>SURFACING OF ROADS CONTRACTUAL</b>	<b>\$</b>	<b>0.00</b>
<b>STREET LIGHTING</b>	<b>\$</b>	<b>90,000.00 100,000.00</b>
<b>GARBAGE &amp; TRASH REMOVAL</b>		
<b>Salaries &amp; Wages</b>	<b>\$</b>	<b>102,500.00 146,500.00</b>
<b>Miscellaneous O/E</b>	<b>\$</b>	<b>18,000.00 40,000.00</b>
<b>Tipping Fees</b>	<b>\$</b>	<b>110,000.00 120,000.00</b>
<b>BOARD OF HEALTH</b>		
<b>Salaries &amp; Wages</b>	<b>\$</b>	<b>150.00 220.00</b>
<b>Miscellaneous O/E</b>	<b>\$</b>	<b>100.00</b>
<b>DOG REGULATION</b>		
<b>Miscellaneous O/E</b>	<b>\$</b>	<b>18,700.00 41,500.00</b>
<b>PUBLIC INFORMATION</b>		
<b>Miscellaneous O/E</b>	<b>\$</b>	<b>200.00</b>
<b>ZONING/CODE OFFICIAL</b>		

	Salaries & Wages	\$	3,900.00	6,000.00
	Miscellaneous O/E	\$	100.00	
<b>SPORTS &amp; RECREATION</b>				
	Salaries & Wages	\$	13,300.00	18,500.00
	Miscellaneous O/E	\$	10,000.00	18,000.00
<b>FIRST AID ORGANIZATION</b>				
	Salaries & Wages	\$	178,000.00	275,000.00
	Miscellaneous O/E	\$	18,000.00	40,000.00
<b>RECYCLING</b>				
	Salaries & Wages	\$	102,000.00	134,000.00
	Miscellaneous O/E	\$	18,000.00	40,000.00
<b>AFFORDABLE HOUSING</b>				
	Salaries & Wages	\$	700.00	950.00
	Miscellaneous O/E	\$	100.00	
<b>COMMUNITY CENTER</b>				
	Miscellaneous O/E	\$	8,000.00	18,000.00
<b>CELEBRATION OF PUBLIC EVENTS</b>		\$	2,000.00	4,000.00
<b>SOCIAL SECURITY SYSTEM</b>		\$	97,000.00	120,000.00
<b>SPECIAL LITIGATION</b>		\$	20,000.00	30,000.00
<b>SUI CONTRIBUTION</b>		\$	1,500.00	2,000.00
<b>CENTRAL DISPATCH</b>		\$	61,500.00	123,000.00
<b>ALCOHOL &amp; DRUG TESTING</b>		\$	1,000.00	2,000.00
<b>COMP. ABSENCES</b>		\$	100.00	
<b>RESERVES</b>				
<b>PERS</b>		\$	482,290.00	
<b>ASSISTANCE TO FIREFIGHTERS GRANT-LOCAL MATCH</b>		\$	27,404.77	
		<b>Total</b>	<b>\$3,186,599.77</b>	

Resolution No. 115-2020

Offered by: Coggins

Seconded by: Young

Adopted: March 23, 2020

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Barr	X			
Coggins	X			
Corson	X			
Young	X			
Palombo	X			

7. Appointing Timothy Leeds, Jay Newman, and Melanie Garthwaite as part-time employees to the Upper Township Division of Emergency Medical Services.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
R E S O L U T I O N**

**RESOLUTION NO. 116-2020**

**RE: APPOINTING TIMOTHY LEEDS, JAY NEWMAN, AND  
MELANIE GARTHWAITE AS PART-TIME EMPLOYEES TO THE  
UPPER TOWNSHIP DIVISION OF EMERGENCY MEDICAL SERVICES**

**WHEREAS**, a need exists to appoint qualified personnel as part-time employees to the Upper Township Division of Emergency Medical Services to insure optimal operation; and

**WHEREAS**, Timothy Leeds, Jay Newman, and Melanie Garthwaite possess all of the requisite qualifications for appointment to said positions; and

**WHEREAS**, these individuals' appointments are conditioned upon successful completion of pre-employment testing; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Upper, in the County of Cape May and State of New Jersey, as follows:

1. The allegations of the preamble are incorporated herein by this reference.
2. Timothy Leeds, Jay Newman, and Melanie Garthwaite are hereby conditionally appointed, pending successful completion of pre-employment testing, as members of the Division of Emergency Medical Services as part-time Emergency Medical Technicians at a rate of \$16.00 per hour, in accordance with the Salary Ordinance.
3. All Township officials and officers are hereby authorized and empowered to take all action deemed necessary or advisable to carry into effect the intent and purpose of this Resolution.

Resolution No. 116-2020

Offered by: Corson

Seconded by: Barr

Adopted: March 23, 2020

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Barr	X			
Coggins	X			
Corson	X			
Young	X			
Palombo	X			

## **ORDINANCES**

## **CORRESPONDENCE**

## **NEW BUSINESS**

8. **Upper Township Football Association request to hold Raffle RA 532 at Caldwell Park on September 5, 2020.** Motion by Hobie Young, second by Edward Barr, to approve the request. During roll call vote all five Committeemen voted in the affirmative.

## **UNFINISHED BUSINESS**

## **DISCUSSION**

## **PAYMENT OF BILLS**

9. **"I hereby move that all claims submitted for payment at this meeting be approved and then incorporated in full in the minutes of this meeting."** Motion by John Coggins, second by Edward Barr. During roll call vote all five Committeemen voted in the affirmative.

**REPORT OF MUNICIPAL DEPARTMENTS**

- 10. Clerk's Office**
- 11. Finance Office**
- 12. Municipal Court**

Motion by Richard Palombo, second by Edward Barr, to accept the reports as submitted. During roll call vote all five Committeemen voted in the affirmative.

**PUBLIC COMMENT**

**Linda Bateman, Strathmere**, inquired into what the schools are doing to continue with the education of students during the Coronavirus emergency. Mayor Palombo stated that most teachers have disseminated classwork material for home study, as well as online classes. Ms. Bateman then inquired what Upper Township small businesses can do to receive relief from the proposed Federal Assistance programs. It was stated that information has not yet been made available, but it was encouraged to support local businesses in any way possible. She next asked if the recently cancelled Planning Board meeting will be rescheduled utilizing the electronic format. It was stated that efforts are currently underway to hold Planning and Zoning Board meetings electronically with a video component available in order for the public to view testimony and corresponding documents. Next, she inquired if the Easter Sunday Mass on the beach had been cancelled. It was stated that it most likely will be cancelled. Finally, she requested that COVID-19 not be called the Chinese Virus by elected officials.

**CLOSED SESSION**

- 13. Resolution to conduct a closed meeting pursuant to N.J.S.A. 10:4-12, from which the public shall be excluded.

**There was no closed session this evening.**

**RECONVENE PUBLIC PORTION OF MEETING**

**ADJOURNMENT**

There being no further business this evening the meeting was adjourned at 8:10 P.M., with a motion by John Coggins, second by Edward Barr, and all five Committeemen voting in the affirmative. The next regular meeting is scheduled for April 6, 2020 at 7:30 P.M.

Minutes prepared by,

Barbara L. Young, RMC  
Municipal Clerk

Bill List  
75468 03/23/20 A0078 ANCHOR RUBBER STAMP & PRINTING 72.90 3123  
75469 03/23/20 A0091 ATLANTIC CITY ELECTRIC 21,331.47 3123  
75470 03/23/20 A0191 ACTION UNIFORM CO. LLC 118.00 3123  
75471 03/23/20 A0212 ANCERO, LLC 192.00 3123  
75472 03/23/20 B0035 BELMONT & CRYSTAL SPRINGS 56.12 3123  
75473 03/23/20 B0093 BARRY,CORRADO,GRASSI & 580.00 3123  
75474 03/23/20 B0239 BAILEY, WILLIAM MICHAEL 791.66 3123  
75475 03/23/20 B0248 BARNES LAW GROUP LLC 802.50 3123  
75476 03/23/20 C0008 CMC COURT ADMINISTRATORS ASSOC 200.00 3123  
75477 03/23/20 C0019 CITY OF OCEAN CITY 3,934.05 3123  
75478 03/23/20 C0042 CAMPBELL SUPPLY COMPANY 836.24 3123  
75479 03/23/20 C0048 CAPE MAY COUNTY MUA 33,164.02 3123

75480 03/23/20 C0055 CAPE MAY COUNTY HEALTH DEPT. 100.00 3123  
75481 03/23/20 C0060 CAPRIONI PORTABLE TOILETS, INC 777.75 3123  
75482 03/23/20 C0068 COMCAST 755.79 3123  
75483 03/23/20 C0143 CODY'S POWER EQUIPMENT 69.67 3123  
75484 03/23/20 C0223 CASA PAYROLL SERVICE 218.75 3123  
75485 03/23/20 C0230 CATAMARAN MEDIA COMPANY 327.46 3123  
75486 03/23/20 C0247 CMRS-FP 2,000.00 3123  
75487 03/23/20 C0278 TIFFANY A. CUVIELLO, PP, LLC 1,500.00 3123  
75488 03/23/20 C0279 CASA REPORTING SERVICES LLC 420.20 3123  
75489 03/23/20 C0296 COMCAST BUSINESS COMMUNICATION 1,386.86 3123  
75490 03/23/20 C0305 CM3 BUILDING SOLUTIONS, INC. 460.00 3123  
75491 03/23/20 C0307 CNS ACQUISITION CORPORATION 835.00 3123  
75492 03/23/20 D0040 DELTA DENTAL OF N.J. INC. 6,279.59 3123  
75493 03/23/20 D0077 DIETRICH,PAUL 80.00 3123  
75494 03/23/20 D0133 DOLLARD-BAKER SEW AND VAC 10.00 3123  
75495 03/23/20 E0038 EMSAR NEW JERSEY 1,219.79 3123  
75496 03/23/20 E0052 EDWARDS, MATTHEW 189.99 3123  
75497 03/23/20 F0030 FASTENAL 135.42 3123  
75498 03/23/20 F0053 FORD, SCOTT & ASSOCIATES 4,000.00 3123  
75499 03/23/20 F0182 FDR HITCHES 9,425.05 3123  
75500 03/23/20 G0016 GARDNER HARDWARE INC. 58.32 3123  
75501 03/23/20 G0028 GENTILINI FORD 749.82 3123  
75502 03/23/20 G0086 W.W. GRAINGER, INC. 1,441.24 3123  
75503 03/23/20 G0147 GREATAMERICA FINANCIAL SVCS. 170.00 3123  
75504 03/23/20 H0073 HOME DEPOT CRC/GECF 507.07 3123  
75505 03/23/20 H0131 HPI PROCESSES, INC 305.00 3123  
75506 03/23/20 K0100 KEEN COMPRESSED GAS CO. 239.00 3123  
75507 03/23/20 K0107 KANCY, ALEXANDRA 42.80 3123  
75508 03/23/20 L0085 LIBERTY KENWORTH 86.46 3123  
75509 03/23/20 M0035 MARMORA FIRE CO. DISTRICT #3 161,761.75 3123  
75510 03/23/20 M0076 MGL PRINTING SOLUTIONS 70.00 3123  
75511 03/23/20 M0235 MODERN GROUP, LTD 866.45 3123  
75512 03/23/20 N0046 NJ EMERGENCY PREPAREDNESS ASSO 135.00 3123  
75513 03/23/20 N0052 NATL YOUTH SPORTS COACHED ASSN 880.00 3123  
75514 03/23/20 N0068 NJ MOTOR VEHICLE COMMISSION 60.00 3123  
75515 03/23/20 N0154 NEW HORIZON COMMUNICATIONS 1,174.51 3123  
75516 03/23/20 O0006 SJSHORE MARKETING,LLC 888.39 3123  
75517 03/23/20 P0032 PEDRONI FUEL CO. 2,976.07 3123  
75518 03/23/20 P0140 PIONEER MANUFACTURING CO, INC 1,982.00 3123  
75519 03/23/20 Q0008 QUILL CORPORATION 79.99 3123  
75520 03/23/20 R0030 RIGGINS, INC. 3,020.09 3123  
75521 03/23/20 R0059 RUTGERS, THE STATE UNIVERSITY 200.00 3123  
75522 03/23/20 R0100 ROBERTS OXYGEN COMPANY, INC. 125.90 3123  
75523 03/23/20 R0115 RID PEST CONTROL INC. 55.00 3123  
75524 03/23/20 S0018 SUBURBAN PROPANE, LP 127.90 3123  
75525 03/23/20 S0020 THE HOME DEPOT PRO 309.76 3123  
75526 03/23/20 S0031 SCHULER SECURITY, INC. 195.00 3123  
75527 03/23/20 S0035 SCHOPPY WILLIAM TROPHY CO. 69.90 3123  
75528 03/23/20 S0057 SERVICE TIRE TRUCK CENTERS 1,815.78 3123  
75529 03/23/20 S0065 SEAVILLE FIRE CO. DISTRICT #4 144,022.25 3123  
75530 03/23/20 S0112 SOUTH JERSEY COURT ADM. ASSOC. 90.00 3123  
75531 03/23/20 S0113 SMITH,THOMAS G. 5,401.90 3123  
75532 03/23/20 S0134 SO. JERSEY GAS COMPANY 2,281.30 3123  
75533 03/23/20 S0191 STRATHMERE FIRE CO.DISTRICT #1 23,650.50 3123  
75534 03/23/20 S0209 STAPLES ADVANTAGE 189.39 3123  
75535 03/23/20 S0254 SHOPRITE 54.32 3123  
75536 03/23/20 S0284 SOUTH JERSEY INTERPRETERS 171.13 3123  
75537 03/23/20 S0292 SURENIAN EDWARDS & NOLAN LLC 656.00 3123  
75538 03/23/20 S0303 SITEONE LANDSCAPE SUPPLY, LLC 95.96 3123  
75539 03/23/20 T0032 THE PRESS OF ATLANTIC CITY 382.20 3123  
75540 03/23/20 T0117 TUCKAHOE FIRE DISTRICT #2 132,075.00 3123  
75541 03/23/20 T0180 TRI-COUNTY PEST CONTROL, INC 25.00 3123  
75542 03/23/20 T0203 TAGGART, SHARON 24.73 3123  
75543 03/23/20 U0024 UNIVERSAL COMPUTING SERV. INC. 1,134.65 3123  
75544 03/23/20 V0013 VERIZON WIRELESS 1,292.90 3123  
75545 03/23/20 V0022 VERIZON 815.48 3123  
75546 03/23/20 V0024 VAL-U AUTO PARTS L.L.C. 0.00 03/23/20 VOID 0  
75547 03/23/20 V0024 VAL-U AUTO PARTS L.L.C. 2,114.95 3123  
75548 03/23/20 V0025 V.E. RALPH & SON,INC. 2,052.93 3123  
75549 03/23/20 W0030 WEST PUBLISHING CO. 536.00 3123  
75550 03/23/20 W0038 WILLIAMS, JEREMIAH J. 202.84 3123  
75551 03/23/20 W0063 WRESTLER'S WORLD 804.64 3123  
75552 03/23/20 X0008 XEROX FINANCIAL SERVICES 226.99 3123  
Total: 590,964.54