

**TOWNSHIP OF UPPER  
2100 TUCKAHOE ROAD  
PETERSBURG, NJ 08270  
CAPE MAY COUNTY**

**MINUTES FOR TUESDAY NOVEMBER 12, 2024**

**REGULAR MEETING OF THE TOWNSHIP COMMITTEE – 6:30 P.M.**

**CALL TO ORDER**

**SUNSHINE ANNOUNCEMENT**

Mayor Newman read the following Open Public meeting notice into the record:  
“In compliance with the Open Public Meetings Law, I wish to state that on November 8, 2024, the notice of this meeting of the Upper Township Committee was posted on the official Township Bulletin Board, the Upper Township Website, and emailed to the Atlantic City Press, the Ocean City Sentinel-Ledger, the Herald Times and filed with the Township Clerk. Tonight’s meeting is being video recorded up until the closed session portion of this meeting 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**

Curtis Corson	Present
Kimberly Hayes	Present
Victor Nappen	Present
Mark Pancoast	Present
Jay Newman	Present

Also present were Municipal Clerk Joanne Herron, Municipal Attorney Anthony Monzo, Chief Financial Officer Barbara Ludy, Township Engineer Ryan MacNeill, and Township Administrator Gary DeMarzo.

**APPROVAL OF MINUTES** – October 28, 2024 Regular and Closed Session Minutes

Motion by Kimberly Hayes, second by Mark Pancoast, to approve the October 28, 2024 Regular and Closed Session Minutes as submitted. During roll call vote four Committee members voted in the affirmative. Mark Pancoast abstained.

**REPORT OF GOVERNING BODY MEMBERS**

**Victor Nappen, Committeeman**, reported that at the recent free Rabies Clinic held on October 26<sup>th</sup> 56 dogs and 13 cats were vaccinated. He then reported that Animal Control has been very busy with 42 calls in October.

**Kimberly Hayes, Committeewoman**, reported that the Upper Township Business Association will be hosting their Community Night on November 13<sup>th</sup> from 5:30 to 7:30 at the Upper Township Elementary School. She next reported that the Rotary Club of Ocean City-Upper Township will be hosting a community Thanksgiving dinner on November 28<sup>th</sup> from 1:00 pm to 2:30 pm at Trinity United Methodist Church. Lastly, she reported that the Township will be holding the annual Christmas Tree Lighting ceremony on November 25<sup>th</sup> at 6:30 pm after the Committee meeting.

**Curtis Corson, Committeeman**, cautioned all to be very careful about fires as conditions are still extremely dry. He then hoped everyone had a happy Veteran’s day.

**Jay Newman, Mayor**, requested the following items be added to closed session agenda, contract negotiation – shared services agreement for municipal court services, potential litigation for Prescott Avenue, and then clarified that the potential litigation matter for Cape May County Agriculture Development Board is just an update for the committee. He then reported that a Toys for Tots box is located at Town Hall until December 12 for collections of new unwrapped toys. He next reported that tonight there will be a presentation of the Strathmere Living Shoreline project and explained the process the Township has gone through to obtain grant funding. Next, he reported that on December 9<sup>th</sup> at 5:30 the Township will be holding a public safety awards ceremony. He next spoke about the recent fires and commended Committeeman Mark Pancoast and the Ocean City Police Department for the use of their drone to help locate the fires. Lastly, he called on Division of EMS employee Jonathan Carter to give a report of the new power load stretchers. Mr. Carter reported that the new stretchers are working magnificently, and stated that the employees are very grateful to the Committee for purchasing them. Mayor Newman stated that the stretchers not only increases efficiency and safety of patient care it also helps prevent injuries for personnel.

### **ADMINISTRATOR OVERVIEW**

**Gary DeMarzo, Township Administrator**, reported that the Department of Public Works is collecting leaves. He next stated that he is hoping to have the clock tower bells repaired before the Christmas Tree Lighting Ceremony. Next, he reported on a few new items including a new SDL system for use by Construction, Land Use, and Code Enforcement departments, the appointment of Brian Keenan as Sanitation Inspector, and an illegal trespassing incident on a vacant property near the Cedar Square shopping center.

**Joanne Herron, Township Clerk**, reported that the 2025 Reorganization meeting will be held on January 3<sup>rd</sup> at 6:00 pm.

**Ryan MacNeill, Township Engineer**, reported that the plans for the athletic court resurfacing project has been finalized. He stated that the coop price for the fencing improvements is significantly higher than a quote that was received, so that component of the project will need to go out to bid. The specs are being prepared and will go out in the next few weeks. He next reported that the DOT has approve the extension of the grant for the reconstruction of Putnam Avenue. He anticipates that the project will go out to bid in February or March. Next, he reported that the County has provided feedback on the Skatepark Improvements at Amanda’s Field application and that it should be resubmitted as a Park and Recreation application, which should be completed by the end of November. He next reported that the County will be advertising for bids for the Reconstruction of New Bridge Road with an anticipated project date in Spring of 2025. Mayor Newman then inquired about the replacement of the Cedar Swamp Bridge on Rt 50 and requested that the public safety community be involved and informed with the planned detours for this project.

### **PUBLIC COMMENT – LIMITED TO FIVE (5) MINUTES PER PERSON**

**Nathalie Neiss**, stated that she was concerned with the Cape May County Agriculture Development Board closed session matter. It was stated that the item is just to update the Committee. Ms. Neiss then spoke about farmland assessment issues with a farm on Bayaire Road. The difference between farmland preservation and farmland assessment were explained.

**Michelle Johnson, Deputy Tax Assessor**, spoke about the salaries of Township employees and the procedural process for salary increases. She requested a closer study of any new salary ordinance, a fair and equitable study of the salaries, and recommended a desk audit for every department. She stated that too many employees have left in recent years and employee morale is low.

**Mike Jones, Assistant Superintendent of Public Works**, disagreed with the prior speaker about employee morale and stated that he believes it has increased over the past three years.

**PRESENTATION**

1. Strathmere Living Shoreline. **Junetta Dix, Director of Environmental Services of ACT Engineers, gave a brief presentation of the proposed living shoreline project in Strathmere. After the presentation, there was a motion by Curtis Corson, second by Victor Nappen, to approve the submission of an application for geotechnical testing at a cost of \$1,000.00.**

**CONSENT AGENDA**

All Consent Agenda items listed below are routine in nature and will be enacted by one motion. If the Mayor or any Committee member wishes a particular agenda item to be considered separately, it will be removed from the consent agenda and acted on separately.

Motion by Kimberly Hayes, second by Victor Nappen, to approve the consent agenda items listed below. During roll call vote all five Committee members voted in the affirmative.

**FILING OF REPORTS BY CONSENT**

2. Animal Control
3. Clerk’s Office
4. Construction Code
5. Division of EMS
6. Finance Office
7. MUA Report
8. Municipal Court
9. Public Works
10. Tax Collector

**RESOLUTIONS TO BE APPROVED BY CONSENT**

11. Setting the date and time of the 2025 Reorganization meeting of the Township of Upper.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 351-2024**

**RE: SETTING THE DATE AND TIME OF THE  
2025 REORGANIZATION MEETING OF THE TOWNSHIP OF UPPER**

**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 annual Reorganization Meeting of the Township Committee shall be held on Friday, January 3, 2025, commencing at 6:00 P.M. at the Upper Township Municipal Building, 2100 Tuckahoe Road, Petersburg, New Jersey.
2. The annual Reorganization Meeting of the Township Committee may be held remotely by electronic means due to a declared emergency.
3. Notification of this meeting shall be given in accordance with the requirements of the Open Public Meetings Act of the State of New Jersey.

Resolution No. 351-2024  
 Offered by: Hayes  
 Adopted: November 12, 2024  
 Roll Call Vote:

Seconded by: Nappen

NAME	YES	NO	ABSTAIN	ABSENT
Corson	X			
Hayes	X			
Nappen	X			
Pancoast	X			
Newman	X			

12. Authorizing a construction permit fee refund for 2701 North Route 9.

**TOWNSHIP OF UPPER  
 CAPE MAY COUNTY  
 RESOLUTION**

**RESOLUTION NO. 352-2024**

**RE: AUTHORIZING A CONSTRUCTION PERMIT FEE  
 REFUND FOR 2701 NORTH ROUTE 9**

**WHEREAS**, Breylin Heating & Cooling applied for a permit on behalf of the property owner to replace an air conditioner at 2701 North Route 9; and

**WHEREAS**, after the permit was issued, it was discovered that the property is located in Dennis Township; and

**WHEREAS**, the Upper Township Construction Official has recommended granting Breylin Heating & Cooling’s request for a refund of the electrical and mechanical fees for the property, minus a 20% plan review cost; and

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Upper, Cape May County, that a refund is hereby authorized, and the Chief Financial Officer is hereby directed to refund monies to Breylin Heating & Cooling for 2701 North Route 9 as indicated below.

VOIDED PERMIT #	AMOUNT
2024-0408	\$ 152.00

Resolution No. 352-2024  
 Offered by: Hayes  
 Adopted: November 12, 2024  
 Roll Call Vote:

Seconded by: Nappen

NAME	YES	NO	ABSTAIN	ABSENT
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Corson	X			
Hayes	X			
Nappen	X			
Pancoast	X			
Newman	X			

13. Authorizing a construction permit fee refund for 25 Deerfield Trail.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 353-2024**

**RE: AUTHORIZING A CONSTRUCTION PERMIT FEE  
REFUND FOR 25 DEERFIELD TRAIL**

**WHEREAS**, Angelo Camano applied for a permit to build a single-family dwelling at 25 Deerfield Trail; and

**WHEREAS**, after the permit was issued, the property was sold and the project was discontinued; and

**WHEREAS**, the Upper Township Construction Official has recommended granting Angelo Camano’s request for a refund of the building, electrical, plumbing and fire fees for the property, minus a 20% plan review cost; and

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Upper, Cape May County, that a refund is hereby authorized, and the Chief Financial Officer is hereby directed to refund monies to Angelo Camano for 25 Deerfield Trail as indicated below.

<b>VOIDED PERMIT #</b>	<b>AMOUNT</b>
2023-0164	\$ 2,296.40

Resolution No. 353-2024

Offered by: Hayes                      Seconded by: Nappen

Adopted: November 12, 2024

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Corson	X			
Hayes	X			
Nappen	X			
Pancoast	X			
Newman	X			

14. Tax refund Block 600, Lot 62, C0027.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 354-2024**

**TAX REFUND  
BLOCK 600, LOT 62, C0027**

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

**WHEREAS**, the homeowner made a duplicate payment on the 2024 4<sup>th</sup> quarter taxes on the above property; and

**WHEREAS**, the homeowner has requested a refund in the amount of \$1,075.00; 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 below.

Resolution No. 354-2024

Offered by: Hayes                      Seconded by: Nappen

Adopted: November 12, 2024

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Corson	X			
Hayes	X			
Nappen	X			
Pancoast	X			
Newman	X			

**REFUND BLOCK/LOT**  
600/62/C0027

**AMOUNT**  
\$1,075.00

**NAME**  
Frank and Fran Flanagan  
320 Beaver Rd  
Southampton, PA 18966

15. Confirming participation in the Cape May County cooperative pricing program for County contracts C4-148, C4-149, and C4-150 to furnish and deliver deicing materials.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 355-2024**

**RE: CONFIRMING PARTICIPATION IN THE CAPE MAY COUNTY**

**COOPERATIVE PRICING PROGRAM FOR COUNTY CONTRACTS C4-148,  
C4-149, AND C4-150 TO FURNISH AND DELIVER DEICING MATERIALS**

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**WHEREAS**, the Township of Upper is a participating agency under the Cape May County Cooperative Pricing Program; and

**WHEREAS**, bids to “Furnish and Deliver Deicing Materials to the County of Cape May and Participating Cooperative Agencies”, were received by the County of Cape May on September 25, 2024, and contracts were awarded for a term of 12 months effective November 11, 2024, with an option for a one (1) year extension; and

**WHEREAS**, the Purchasing Agent has reviewed the above described bids and the contracts awarded by Cape May County; 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. The Township of Upper hereby confirms participation in the Cape May County Cooperative Pricing Program for award of Contracts C4-148, C4-149, and C4-150: Furnish and Deliver Deicing Materials for Township snow removal operations as follows:

**County Contract C4-148  
Seneca Mineral  
7431 Edinboro Road  
Erie, PA 16509  
Sodium Formate - \$2,290.00/Sack**

**County Contract C4-149  
Atlantic Salt, Inc.  
134 Middle St., Suite 210  
Lowell, MA 01852  
Crushed Rock Salt - \$74.00/Ton  
Crushed, Treated Rock Salt – \$94.00/Ton  
Solar Salt - \$84.00/Ton**

**County Contract C4-150  
Riverside Construction Materials, Inc.  
355 Newbold Road  
Fairless Hills, PA 19030  
Crushed Rock Salt - \$81.50/Ton  
Crushed, Treated Rock Salt – \$99.50/Ton**

3. All Township officials, officers and employees are empowered to take such action as may be necessary or advisable in order to carry out the intent and purpose of this Resolution.

Resolution No. 355-2024

Offered by: Hayes

Seconded by: Nappen

Adopted: November 12, 2024

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
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Corson	X			
Hayes	X			
Nappen	X			
Pancoast	X			
Newman	X			

16. Authorizing the execution of a Separation Agreement and General Release.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 356-2024**

**RE: AUTHORIZING THE EXECUTION OF A SEPARATION AGREEMENT  
AND GENERAL RELEASE**

**WHEREAS**, a mutually agreeable Separation Agreement and General Release has been negotiated between the Township of Upper and Todd Rammel, concerning his separation of employment; and

**WHEREAS**, the Separation Agreement and General Release, attached hereto, has been approved by the Township’s Labor Counsel and the AFSCME NJ Council 63; 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. The Township Committee of the Township of Upper hereby approves the attached Separation Agreement and General Release with Todd Rammel.
3. The Mayor and Municipal Clerk are hereby authorized and directed to sign said Separation Agreement and General Release on behalf of the Township of Upper.
4. 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. 356-2024

Offered by: Hayes

Seconded by: Nappen

Adopted: November 12, 2024

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Corson	X			
Hayes	X			
Nappen	X			
Pancoast	X			
Newman	X			

17. Amending Resolution No. 012-2024 establishing salaries for various officers and employees.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 357-2024**

**RE: AMENDING RESOLUTION NO. 012-2024 ESTABLISHING SALARIES  
FOR VARIOUS OFFICERS AND EMPLOYEES**

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**WHEREAS**, Resolution No. 012-2024 fixed the salaries for various administrative, clerical, and other personnel for the year 2024; and

**WHEREAS**, the Township Committee has determined it is necessary to further amend said Resolution No. 012-2024 as contained herein; 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. The following persons shall be paid the annual salary or hourly rate opposite their name

commencing January 1, 2024:

NAME	POSITION	SALARY
Jay Newman	Emergency Information Officer	No Salary
Gary DeMarzo	Township Administrator	\$33,900.00
	Personnel Officer	\$79,100.00
	Fund Commissioner	No Salary on
	Municipal Housing Liaison	these titles
	ADA Coordinator	
Joanne Herron	Township Clerk	\$89,000.00
	Registrar of Vital Statistics	No Salary on
	Official to Certify Municipal Improvement Searches	these titles
	General Licensing Official	
	Data Information Coordinator	
Rhonda Sharp	Public Agency Compliance Officer	
	Tax Collector	\$107,200.00
	Tax Search Officer	No Salary on
	Personnel Officer	these titles
	Claims Coordinator	
Joseph Berrodin	Township Tax Assessor P/T	\$65.00/Hr
Michelle Johnson	Deputy Tax Assessor	\$64,000.00
Barbara Ludy	Chief Financial Officer	\$107,200.00
	QPA/Purchasing Agent	No Salary on
	Benefits Coordinator	these titles
James Birchmeier	Judge, Municipal Court	\$61,000.00

Loren Ready	Municipal Court Administrator	\$80,500.00
	Assistant Safety Coordinator	No Salary
Kristen Snyder	Deputy Municipal Court Administrator	64,000.00
Carol Marcolongo	Keyboarding Clerk 1	\$25.00/Hr
Theodore Cooper	Construction Code Official	\$94,000.00
	Building Sub-Code Official	No Salary
James Cotton	Plumbing Sub-Code Official	\$23,000.00
	Temporary Construction Official	\$35.00/Hr.
Jacob Spiegel	Fire Protection Sub-Code Official	15,000.00
	Temporary Plumbing Sub-Code Official	\$35.00/Hr
	Lead Inspector	\$50.00/Hr.
	Temporary Construction Official	\$200.00/Day.
	Temporary Building Sub-Code Official	\$200.00/Day
	IT Specialist	\$45.00/Hr.
William Marsden	Electrical Sub-Code Official	\$33,444.00
April Johnston	Keyboarding Clerk 1, Construction Office	\$64,000.00
	Technical Assistant to Construction Official	No Salary on
	Assistant Zoning Officer	these titles
Rosemary Trout	Keyboarding Clerk 2, Clerk's Office	\$60,750.00
	Alternate Deputy Registrar	No Salary on
	Alternate Fund Commissioner	these titles
	Wellness Coordinator	
Donna Heiler	Keyboarding Clerk 1, Tax Collection	\$58,500.00
	Passport Acceptance Agent	
Janet McBride	Keyboarding Clerk 2, Clerk's Office	\$60,750.00
	Deputy Registrar	No Salary on
	Wellness Coordinator	these titles
Elizabeth Oaks	Zoning Officer	\$78,000.00
	Assistant Technical Assistant to the Construction Official	No salary on
	Secretary Planning Board	these titles
	Secretary Zoning Board of Adjustment	
Sarah Steiner	Assistant Municipal Treasurer	\$65,500.00
	Passport Acceptance Agent	No salary on
	Recreation Finance Coordinator	these titles
Edward Carter	Deputy Municipal Emergency Management Coordinator	\$3,100.00
	Backflow Prevention Technician	\$1,000.00
Nick Mason	CDL Training Coordinator	\$2,000.00
John Hope	Air Brake Inspector	\$1,000.00
	Automotive Refrigerant Specialist	\$1,000.00
Marshall Kohler	Assistant CDL Training Coordinator	\$1,000.00
	Air Brake Inspector	\$1,000.00
Bruce Riordan	2 <sup>nd</sup> Assistant Municipal Emergency Management Coordinator	\$1,200.00
Bernard Walker	2 <sup>nd</sup> Assistant Municipal Emergency Management Coordinator	\$1,200.00
Russell Barham	2 <sup>nd</sup> Assistant Municipal Emergency Management Coordinator	\$1,200.00
Jeremiah Williams	Playground Inspector	\$1,000.00
Joshua Tozer	Code Enforcement Officer	\$20.00/Hr.
	Substitute School Traffic Guard	

Mellissa Coker	Chief Emergency Medical Technician Safety Coordinator	\$96,000.00 No salary
John Brittin	Deputy Chief Emergency Medical Technician 9-1-1 Coordinator/Right to Know Director	\$86,000.00 No Salary
Johnathan Carter	Supervising Emergency Medical Technician	\$67,000.00
Jennifer Teasenfitz	Supervising Emergency Medical Technician	\$67,000.00
Paula Wiel	Senior EMT	\$65,000.00
Carolyn A. Raff	Emergency Medical Technician (2 <sup>nd</sup> yr)	\$57,000.00
Ryan Couse	Emergency Medical Technician (1 <sup>st</sup> yr)	\$55,000.00
Ryan Schaefer	Emergency Medical Technician (1 <sup>st</sup> yr)	\$55,000.00
Jessica Wriggins	Emergency Medical Technician (1 <sup>st</sup> yr)	\$55,000.00
Matthew Blaker	Emergency Medical Technician (1 <sup>st</sup> yr)	\$55,000.00
Angel Anderson	P/T Emergency Medical Technician (10+)	\$28.00/Hr
Daniel Dubbs	P/T Emergency Medical Technician (10+)	\$28.00/Hr
Patricia Kravitz	P/T Emergency Medical Technician (10+)	\$28.00/Hr
Valerie McKim	P/T Emergency Medical Technician (10+)	\$28.00/Hr
Deborah Dore	P/T Emergency Medical Technician (10+)	\$28.00/Hr
Lauren DiGiovanni	P/T Emergency Medical Technician (10+)	\$28.00/Hr
Amanda Grau	P/T Emergency Medical Technician (10+)	\$28.00/Hr
Mark Newman	P/T Emergency Medical Technician (10+)	\$28.00/Hr
Wally Welliver	P/T Emergency Medical Technician (6-9 yr)	\$26.00/Hr
Timothy Leeds	P/T Emergency Medical Technician (2-3 yr)	\$23.00/Hr
Joseph Maccarone	P/T Emergency Medical Technician (2-3 yr)	\$23.00/Hr
Eric Shane	P/T Emergency Medical Technician (2-3 yr)	\$23.00/Hr
Anthony Clerico, III	P/T Emergency Medical Technician (1st yr)	\$22.00/Hr
Timothy Brittin	P/T Emergency Medical Technician (1 <sup>st</sup> yr)	\$22.00/Hr
William Handley	P/T Emergency Medical Technician (1 <sup>st</sup> yr)	\$22.00/Hr
Bruckner Chase	P/T Emergency Medical Technician (1 <sup>st</sup> yr)	\$22.00/Hr
Kyle Lindholm	P/T Emergency Medical Technician (1 <sup>st</sup> yr)	\$22.00/Hr
Gavin Liepe	P/T Emergency Medical Technician (1 <sup>st</sup> yr)	\$22.00/Hr
Anthony Lamanna, Jr.	P/T Emergency Medical Technician (1 <sup>st</sup> yr)	\$22.00/Hr
Craig Reeves	Superintendent of Public Works	\$116,000.00
James M. Jones	Assistant Public Works Superintendent Deputy Municipal Emergency Management Coordinator Deputy Right to Know Director	\$110,500.00 No Salary on these titles
John Adams	Maintenance Supervisor, Grounds	\$84,000.00
Nicholas Mason	General Supervisor	\$84,000.00
John Hope	Supervising Mechanic	\$84,000.00

Richard Kaczmariski	Supervisor Sanitation Recycling Coordinator Code Enforcement Officer	\$86,500.00 No Salary on these titles
Richard McCauley	Supervising Equipment Operator	\$74,000.00
David Pennello	Supervising Maintenance Repairer	\$74,000.00
Sean Ferrier	Maintenance Worker 3, Grounds	\$74,000.00
Marshall Kohler	Mechanic	\$68,427.00
Sean Fenton	Equipment Operator (0-9)	\$68,427.00
Andrew Mangam	Equipment Operator (0-9)	\$68,427.00
Stewart Segin	Maintenance Repairer (0-9)	\$68,427.00
Edward Kline	Truck Driver, Heavy (10+)	\$67,366.00
Brian Keenan	Truck Driver, Heavy (0-9)	\$66,305.00
Ralon Armstrong	Truck Driver, Heavy (10+)	\$67,366.00
John Chisholm	Truck Driver, Heavy (0-9)	\$66,305.00
Christopher Hohman	Truck Driver, Heavy (0-9)	\$66,305.00
Joseph Shone	Truck Driver, Heavy (0-9)	\$66,305.00
Todd Rammel	Truck Driver, Heavy (0-9)	\$62,305.00
Jeremiah Williams	Maintenance Worker 2, Grounds (10+)	\$69,487.00
Edward Carter	Maintenance Worker 2, Grounds (0-9)	\$68,427.00
Roger Van Order	Maintenance Worker 2, Grounds (0-9)	\$68,427.00
John Kohler	Maintenance Worker 2, Grounds (0-9)	\$68,427.00
Michael Mayne	Laborer 1 (10+)	\$64,248.00
Josh Adams	Laborer 1 (10+)	\$64,248.00
Matthew Edwards	Laborer 1 (6 <sup>th</sup> - 9 <sup>th</sup> yr)	\$62,511.00
William Evans	Laborer 1 (6 <sup>th</sup> - 9 <sup>th</sup> yr)	\$62,511.00
Joseph Sharp	Laborer 1 (2 <sup>nd</sup> yr)	\$53,245.00
Zachary Burns	Laborer 1, (2 <sup>nd</sup> yr)	\$53,245.00
Wesley Yakopcic	Laborer 1, (1 <sup>st</sup> yr)	\$50,785.00
Christopher Castagna	Laborer 1, (1 <sup>st</sup> yr)	\$50,785.00
Michael Bruno	Laborer 1, (1 <sup>st</sup> yr)	\$50,785.00
Zachary Raffaele	Laborer 1, (1 <sup>st</sup> yr)	\$50,785.00
Ryan McNair	Laborer 1, Probational	\$37,280.00
Rocco Camano	Laborer 1, Probational	\$37,280.00
Lawrence Cole	Recreation Supervisor MAC Coordinator	\$64,000.00 \$ 4,450.00 (Fiscal Year)
Barbara Grund	Bldg. Maintenance Worker	\$50,785.00

3. This Resolution shall be effective immediately and is further intended to ratify, confirm and approve any formal action taken by the Township Committee.

Resolution No. 357-2024

Offered by: Hayes

Seconded by: Nappen

Adopted: November 12, 2024

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Corson	X			
Hayes	X			
Nappen	X			
Pancoast	X			
Newman	X			

18. Title change for Brian Keenan to Sanitation Inspector in the Upper Township Department of Public Works.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 358-2024**

**RE: TITLE CHANGE FOR BRIAN KEENAN TO SANITATION INSPECTOR IN THE UPPER  
TOWNSHIP DEPARTMENT OF PUBLIC WORKS**

**WHEREAS**, a need exists for qualified personnel within the Upper Township Department of Public Works to ensure optimal operation; and

**WHEREAS**, Brian Keenan possesses all the requisite qualifications for the title of Sanitation Inspector; and

**WHEREAS**, the individual's title change is conditioned upon Civil Service review; 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. Brian Keenan's title is hereby changed from Truck Driver Heavy to Sanitation Inspector in the Upper Township Department of Public Works on a provisional basis pending Civil Service review effective November 15, 2024 at an annual salary of \$69,487.00 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. 358-2024

Offered by: Hayes                      Seconded by: Nappen

Adopted: November 12, 2024

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Corson	X			
Hayes	X			
Nappen	X			
Pancoast	X			
Newman	X			

19. Title change for Donna Heiler to Assistant Municipal Tax Collector in the Upper Township Tax Office.

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

**RESOLUTION NO. 359-2024**

**RE: TITLE CHANGE FOR DONNA HEILER TO ASSISTANT MUNICIPAL TAX  
COLLECTOR IN THE UPPER TOWNSHIP TAX OFFICE**

**WHEREAS**, a need exists for qualified personnel within the Upper Township Tax Office to ensure optimal operation; and

**WHEREAS**, the Township has duly considered the matter and has determined that Donna Heiler possesses all the requisite qualifications, and is a competent, fit suitable person for the title change to Assistant Municipal Tax Collector to the Upper Township Tax Office; 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. Donna Heiler’s title is hereby changed from Keyboarding Clerk 1 to Assistant

Municipal Tax Collector with duties to include:

Passport Acceptance Agent

on a provisional basis pending Civil Service review, effective November 15, 2024, at an annual salary of \$60,500.00 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. 359-2024

Offered by: Hayes

Seconded by: Nappen

Adopted: November 12, 2024

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Corson	X			
Hayes	X			
Nappen	X			
Pancoast	X			
Newman	X			

20. Authorize payments from the Affordable Housing Trust Fund of Upper Township.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 360-2024**

**RE: AUTHORIZE PAYMENTS FROM THE  
AFFORDABLE HOUSING TRUST FUND OF UPPER TOWNSHIP**

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**WHEREAS**, the Township of Upper adopted an Affordable Housing Trust Fund Spending Plan (hereinafter “Spending Plan”) on April 30, 2012 pursuant to Resolution No. 105-2012; and

**WHEREAS**, the Township of Upper replaced this Spending Plan pursuant to Resolution No. 167-2020 adopted on May 26, 2020 and consistent with P.L. 2008, c.46 COAH regulations and the Fair Share Housing Center Settlement Agreement, which was subsequently approved by the Court on June 30, 2020 in connection with the Township’s Declaratory Judgment Action; and

**WHEREAS**, the Township of Upper’s Affordable Housing Trust Fund collects development fee revenues consistent with the Township of Upper’s development fee ordinance for both residential and non-residential developments in accordance with FHAA’s rules and P.L. 2008, c.46, sections 8 (C. 52:27D-329.2) and 32-28 (C. 40:55D-8.1 through 8.7).; and

**WHEREAS**, pursuant to the terms of the current Spending Plan, the release of funds requires the adoption by the Township Committee of a resolution; and

**WHEREAS**, the Township Committee has reviewed the requested release of funds from the Affordable Housing Trust Fund for the specific use set forth herein and has determined it is in the best interest of the Township to authorize the release of payment from said fund.

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

1. The allegations of the preamble are incorporated herein by this reference.

2. The Chief Financial Officer is authorized to release the following funds pursuant to the

Township’s Spending Plan:

Daniel J. Young (Affordable Housing Services)	\$ 630.00
Triad Associates (AA Technical Assistance/ AA/MTA Wait List Maint./ AA Wait List Rentals)	\$ 900.00 \$ 200.00 <u>\$ 200.00</u> \$ 1,300.00
Angelo Camano (Refund COAH fee)	\$ 2,850.00

Resolution No. 360-2024

Offered By: Hayes

Seconded By: Nappen

Adopted: November 12, 2024

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Corson	X			
Hayes	X			
Nappen	X			
Pancoast	X			
Newman	X			

21. Budget Transfers.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 361-2024**

**RE: BUDGET TRANSFERS**

---

**WHEREAS**, budgetary transfers between line items can be made after November 1<sup>st</sup>; and

**WHEREAS**, it is necessary to make transfers between certain line items of the  
Municipal Budget of the Township of Upper.

**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 following transfers between line items in the Municipal Budget of the Township of  
Upper shall be made immediately:

<u>TO</u>	<u>FROM</u>
GENERAL ADMIN S/W \$17,600.00	CLERK O/E \$10,000.00
CLERK S/W \$17,500.00	PURCHASE OF TTL \$3,000.00
FINANCE ADMIN. S/W \$12,500.00	ASSESSMENT OF TAXES S/W \$16,000.00
COLLECTION OF TAXES S/W \$7,500.00	ASSESSMENT OF TAXES O/E \$5,000.00
PLANNING BOARD S/W \$4,400.00	ENGINEERING O/E \$60,000.00
PLANNING BOARD O/E \$2,500.00	CROSSING GUARD S/W \$1,400.00
CONSTRUCTION CODE S/W \$1,300.00	MISC REGIONAL DISPATCH \$14,000.00
SUI CONTRIBUTION \$1,600.00	EMERGENCY MGT O/E \$10,000.00
DIVISION OF EMS S/W \$52,000.00	DIVISION OF EMS O/E \$5,000.00
PARKING ENFORCEMENT S/W \$1,800.00	MAINT OF ROADS O/E \$22,000.00
ROAD REPAIRS & MAINT. S/W \$17,000.00	GARBAGE & TRASH S/W \$15,000.00
RECYCLING S/W \$2,000.00	SPORTS & RECREATION S/W \$10,000.00
BEACH PATROL O/E \$1,100.00	BEACH PATROL S/W \$6,900.00
STREET LIGHTING \$52,500.00	MUNICIPAL COURT S/W \$10,000.00
	MUNICIPAL COURT O/E \$3,000.00

Resolution No. 361-2024

Offered By: Hayes

Seconded By: Nappen

Adopted: November 12, 2024

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Corson	X			
Hayes	X			
Nappen	X			
Pancoast	X			
Newman	X			

## ORDINANCES

22. Introduction and first reading of Ordinance No. 015-2024 RE: AN ORDINANCE ESTABLISHING SALARY RANGES FOR THE TOWNSHIP OF UPPER FOR THE CALENDAR YEAR 2024. **Motion by Jay Newman, second by Kimberly Hayes, to introduce Ordinance 015-2024 with a public hearing and final adoption scheduled for December 9, 2024. During roll call vote all five Committee Members voted in the affirmative.**

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
ORDINANCE**

**ORDINANCE NO. 015-2024**

**AN ORDINANCE ESTABLISHING SALARY RANGES FOR THE  
TOWNSHIP OF UPPER FOR THE CALENDAR YEAR 2024**

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

**SECTION 1: TITLE:** This Ordinance shall be known as the Salary Ordinance of 2024.

**SECTION 2: SALARIES:** Salary ranges for the various officials and employees of the Township of Upper for the calendar year 2024 shall be as follows:

<u>POSITION</u> (P/T denotes "Part-Time Position")	<u>MINIMUM</u>	<u>MAXIMUM- 2024</u>
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**A. ADMINISTRATIVE / REVENUE AND FINANCE:**

Mayor	3,750.00	6,000.00
Township Committee Member	7,000.00	13,500.00
Township Administrator	15,000.00	125,000.00
Personnel Officer	15,000.00	125,000.00
Township Clerk	15,000.00	125,000.00
Deputy Township Clerk	15,000.00	80,000.00
Chief Financial Officer	15,000.00	125,000.00
Assistant Municipal Treasurer	15,000.00	80,000.00
Township Tax Assessor	15,000.00	100,000.00
Tax Assessor P/T	No Min.	65.00/Hr.
Deputy Tax Assessor	15,000.00	80,000.00
Township Tax Collector	15,000.00	120,000.00
Assistant Municipal Tax Collector	15,000.00	80,000.00
Senior Account Clerk	15,000.00	80,000.00
Keyboarding Clerk 2	15,000.00	75,000.00
Keyboarding Clerk 1	15,000.00	70,000.00
Keyboarding Clerk 1 (P/T)	10.00/Hr.	30.00/Hr.
Purchasing Agent/QPA	No Min.	5,000.00
Registrar of Vital Statistics/CMR(P/T)	No Min.	5,000.00
Deputy Reg. Vital Statistics (P/T)	No Min.	3,000.00
Alt. Deputy Reg. Vital Statistics (P/T)	No Min.	3,000.00
Public Information Officer	No Min.	10,000.00
Data Information Coordinator/COOP	No Min.	3,500.00
Fund Commissioner	No Min.	3,500.00
Alt. Fund Commissioner	No Min.	1,000.00
Claims Coordinator	No Min.	2,000.00

<b>Mun. Improvement Official (P/T)</b>	<b>No Min.</b>	<b>1,850.00</b>
<b>Tax Search Officer (P/T)</b>	<b>No Min.</b>	<b>1,850.00</b>
<b>Director of Public Asst. (P/T)</b>	<b>No Min.</b>	<b>1,000.00</b>
<b>Assistant Personnel Officer (P/T)</b>	<b>No Min.</b>	<b>7,000.00</b>
<b>Benefits Coordinator(P/T)</b>	<b>No Min.</b>	<b>10,000.00</b>
<b>Safety Coordinator</b>	<b>No Min.</b>	<b>3,500.00</b>
<b>Asst. Safety Coordinator</b>	<b>No Min.</b>	<b>1,500.00</b>
<b>Municipal Housing Liaison</b>	<b>No Min.</b>	<b>3,000.00</b>
<b>Passport Acceptance Agent</b>	<b>No Min.</b>	<b>1,000.00</b>
<b>ADA Coordinator</b>	<b>No Min.</b>	<b>3,000.00</b>
<b>Wellness Coordinator</b>	<b>No Min.</b>	<b>2,000.00</b>
<b>IT Specialist</b>	<b>No Min.</b>	<b>45.00/Hr.</b>
<b>Recreation Finance Coordinator</b>	<b>No Min.</b>	<b>5,000.00</b>

**B. MUNICIPAL COURT:**

<b>Municipal Judge (P/T)</b>	<b>15,000.00</b>	<b>60,000.00</b>
<b>Municipal Court Administrator</b>	<b>15,000.00</b>	<b>100,000.00</b>
<b>Deputy Mun. Court Administrator</b>	<b>15,000.00</b>	<b>80,000.00</b>

**C. CODE ENFORCEMENT / ZONING ENFORCEMENT:**

<b>Construction Official</b>	<b>15,000.00</b>	<b>100,000.00</b>
<b>Building Subcode Official (P/T)</b>	<b>No Min.</b>	<b>7,000.00</b>
<b>Electrical Subcode Official (P/T)</b>	<b>No Min.</b>	<b>38,000.00</b>
<b>Electrical Inspector (P/T)</b>	<b>No Min.</b>	<b>30,000.00</b>
<b>Fire Sub-Code Off. (P/T)</b>	<b>No Min.</b>	<b>4,900.00</b>
<b>Zoning Officer</b>	<b>15,000.00</b>	<b>100,000.00</b>
<b>Assistant Zoning Officer (P/T)</b>	<b>No Min.</b>	<b>3,000.00</b>
<b>Supervisor Code Enforcement/Parking (Seasonal)</b>	<b>1,000.00</b>	<b>3,000.00</b>
<b>Code Enforcement Officer</b>	<b>No Min.</b>	<b>10,000.00</b>
<b>Code Enforcement Officer (P/T)</b>	<b>18.00/Hr.</b>	<b>35.00/Hr.</b>
<b>Housing Officer/Code Enforce. (P/T)</b>	<b>No Min.</b>	<b>35.00/Hr.</b>
<b>Fire Prevention Official (P/T)</b>	<b>No Min.</b>	<b>3,000.00</b>
<b>Plumbing Sub-Code Official (P/T)</b>	<b>No Min.</b>	<b>38,000.00</b>
<b>Plumbing Inspector (P/T)</b>	<b>No Min.</b>	<b>6,600.00</b>
<b>Fire Protection Subcode Official (P/T)</b>	<b>No Min.</b>	<b>25,000.00</b>
<b>Fire Protection Inspector (P/T)</b>	<b>No Min.</b>	<b>5,000.00</b>
<b>Temp. Building Subcode Official</b>	<b>No Min.</b>	<b>200.00/day</b>
<b>Temp. Construction Official</b>	<b>No Min.</b>	<b>200.00/day</b>
<b>Temp. Elect. Subcode Official/Inspector</b>	<b>No Min.</b>	<b>43.00/Hr.</b>
<b>Temp. Plumbing Subcode Official</b>	<b>No Min.</b>	<b>35.00/Hr.</b>
<b>Temp. Fire Protection Subcode Official</b>	<b>No Min.</b>	<b>35.00/Hr.</b>
<b>Technical Assistant to the Construction Official</b>	<b>No Min.</b>	<b>80,000.00</b>
<b>Technical Assistant to the Construction Official (P/T)</b>	<b>No Min.</b>	<b>35.00/Hr.</b>
<b>Lead Inspector</b>	<b>No Min.</b>	<b>50.00/Hr.</b>

**D. PUBLIC SAFETY / EMERGENCY MANAGEMENT:**

<b>Mun. Emergency Management Coordinator (P/T)</b>	<b>No Min.</b>	<b>35,000.00</b>
<b>Coord. 911 Emergency Response, RTK</b>	<b>No Min.</b>	<b>2,000.00</b>
<b>Deputy Right to Know</b>	<b>No Min.</b>	<b>1,000.00</b>
<b>Deputy Director Emergency Management (P/T)</b>	<b>No Min.</b>	<b>4,100.00</b>
<b>Assistant Emergency Management (P/T)</b>	<b>No Min.</b>	<b>1,200.00</b>
<b>Parking Enforcement Officer (P/T)</b>	<b>18.00/Hr.</b>	<b>35.00/Hr.</b>
<b>Parking/Code Enforcement Officer (Seasonal)</b>	<b>18.00/Hr.</b>	<b>45.00/Hr.</b>
<b>Lifeguard, 1st yr. to 2<sup>nd</sup> yr. (Seasonal)</b>		<b>18.00/Hr.</b>
<b>Lifeguard, 3rd yr. to 4th yr. (Seasonal)</b>		<b>18.70/Hr.</b>
<b>Lifeguard, 5th yr. and higher (Seasonal)</b>		<b>19.00/Hr.</b>
<b>EMT/Lifeguard (Seasonal)</b>		<b>22.00/Hr.</b>
<b>Chief Lifeguard (Seasonal)</b>		<b>32.50/Hr.</b>
<b>Captain Lifeguard (Seasonal)</b>		<b>31.50/Hr.</b>
<b>Senior Lieutenant (Seasonal)</b>		<b>27.50/Hr.</b>
<b>Lieutenant Lifeguard (Seasonal)</b>		<b>25.50/Hr.</b>
<b>Senior Lifeguard (Seasonal)</b>		<b>22.50/Hr.</b>
<b>Emergency Medical Technician 10+ year</b>	<b>15,000.00</b>	<b>63,000.00</b>
<b>Emergency Medical Technician 6-9 year</b>	<b>15,000.00</b>	<b>61,000.00</b>
<b>Emergency Medical Technician-4-5 year</b>	<b>15,000.00</b>	<b>59,000.00</b>
<b>Emergency Medical Technician-2-3 year</b>	<b>15,000.00</b>	<b>57,000.00</b>
<b>Emergency Medical Technician- 1<sup>st</sup> year</b>	<b>15,000.00</b>	<b>55,000.00</b>
<b>Emergency Medical Technician-(P/T)-10+ year</b>		<b>28.00/Hr.</b>
<b>Emergency Medical Technician-(P/T)-6-9 year</b>		<b>26.00/Hr.</b>
<b>Emergency Medical Technician-(P/T)-4-5 year</b>		<b>24.00 Hr.</b>
<b>Emergency Medical Technician-(P/T)-2-3 year</b>		<b>23.00/Hr.</b>
<b>Emergency Medical Technician (P/T)-1<sup>st</sup> year</b>	<b>No Min.</b>	<b>22.00/Hr.</b>
<b>EMT/Parking Enforcement Officer (Seasonal)</b>		<b>Add'l 2.00/Hr.</b>
<b>School Traffic Guard (P/T)</b>	<b>No Min.</b>	<b>20.00/Hr.</b>
<b>Chief Emergency Medical Technician</b>	<b>15,000.00</b>	<b>125,000.00</b>
<b>Deputy Chief Emergency Medical Technician</b>	<b>15,000.00</b>	<b>125,000.00</b>
<b>Sr. Emergency Medical Technician</b>	<b>15,000.00</b>	<b>80,000.00</b>
<b>Supervising Emergency Medical Technician</b>	<b>15,000.00</b>	<b>82,000.00</b>

**E. PUBLIC WORKS / SPORTS AND RECREATIONAL PROGRAMS:**

<b>Superintendent of Public Works</b>	<b>12,500.00</b>	<b>125,000.00</b>
<b>Assistant Public Works Superintendent</b>	<b>12,500.00</b>	<b>125,000.00</b>
<b>General Supervisor Public Works</b>	<b>12,500.00</b>	<b>100,000.00</b>
<b>Supervisor Sanitation</b>	<b>12,500.00</b>	<b>100,000.00</b>
<b>Supervising Mechanic</b>	<b>12,500.00</b>	<b>100,000.00</b>
<b>Supervising Carpenter</b>	<b>12,500.00</b>	<b>100,000.00</b>
<b>Supervisor Equipment Operator</b>	<b>12,500.00</b>	<b>100,000.00</b>
<b>Supervisor Maintenance Repairer</b>	<b>12,500.00</b>	<b>100,000.00</b>
<b>Maintenance Supervisor, Grounds</b>	<b>12,500.00</b>	<b>100,000.00</b>
<b>Maintenance Worker 3, Grounds</b>	<b>12,500.00</b>	<b>100,000.00</b>
<b>Sr. Carpenter (0-9 yrs.)</b>	<b>No Min.</b>	<b>70,548.00</b>

<b>Sr. Carpenter (10 or more yrs.)</b>	<b>No Min.</b>	<b>71,608.00</b>
<b>Carpenter (0-9 yrs.)</b>	<b>No Min.</b>	<b>68,427.00</b>
<b>Carpenter (10 or more yrs.)</b>	<b>No Min.</b>	<b>69,487.00</b>
<b>Carpenter's Helper</b>	<b>No Min.</b>	<b>66,305.00</b>
<b>Senior Mechanic (0-9 yrs.)</b>	<b>No Min.</b>	<b>70,548.00</b>
<b>Senior Mechanic (10 or more yrs.)</b>	<b>No Min.</b>	<b>71,608.00</b>
<b>Mechanic (0-9 yrs.)</b>	<b>No Min.</b>	<b>68,427.00</b>
<b>Mechanic (10 or more yrs.)</b>	<b>No Min.</b>	<b>69,487.00</b>
<b>Mechanics Helper (0-9 yrs.)</b>	<b>No Min.</b>	<b>66,305.00</b>
<b>Mechanics Helper (10 or more yrs.)</b>	<b>No Min.</b>	<b>67,366.00</b>
<b>Equipment Operator (0-9yrs.)</b>	<b>No Min.</b>	<b>68,427.00</b>
<b>Equipment Operator (10 or more yrs.)</b>	<b>No Min.</b>	<b>69,487.00</b>
<b>Truck Driver, Heavy (0-9 yrs.)</b>	<b>No Min.</b>	<b>66,305.00</b>
<b>Truck Driver, Heavy (10 or more yrs.)</b>	<b>No Min.</b>	<b>67,366.00</b>
<b>Truck Driver (0-9 yrs.)</b>	<b>No Min.</b>	<b>64,182.00</b>
<b>Truck Driver (10 or more yrs.)</b>	<b>No Min.</b>	<b>65,244.00</b>
<b>Laborer 1, Probational</b>	<b>No Min.</b>	<b>37,280.00</b>
<b>Laborer 1, 1st year</b>	<b>No Min.</b>	<b>50,785.00</b>
<b>Laborer 1, 2nd year</b>	<b>No Min.</b>	<b>53,245.00</b>
<b>Laborer 1, 3rd year</b>	<b>No Min.</b>	<b>55,707.00</b>
<b>Laborer 1, 4th year</b>	<b>No Min.</b>	<b>58,169.00</b>
<b>Laborer 1, 5th year</b>	<b>No Min.</b>	<b>60,631.00</b>
<b>Laborer 1 (6-9 yrs.)</b>	<b>No Min.</b>	<b>62,511.00</b>
<b>Laborer 1 (10 or more yrs.)</b>	<b>No Min.</b>	<b>64,248.00</b>
<b>Laborer (P/T)</b>	<b>No Min.</b>	<b>17.92/Hr.</b>
<b>Laborer (Seasonal)</b>	<b>No Min.</b>	<b>17.92/Hr.</b>
<b>Sr. Sanitation Inspector</b>	<b>No Min.</b>	<b>71,608.00</b>
<b>Sanitation Inspector (0-9 yrs.)</b>	<b>No Min.</b>	<b>69,487.00</b>
<b>Sanitation Inspector (10 or more yrs.)</b>	<b>No Min.</b>	<b>70,548.00</b>
<b>Recycling Coordinator (P/T)</b>	<b>No Min.</b>	<b>5,700.00</b>
<b>Assistant Recycling Coordinator (P/T)</b>	<b>No Min.</b>	<b>2,850.00</b>
<b>Building Maintenance Worker (0-9 yrs.)</b>	<b>No Min.</b>	<b>49,725.00</b>
<b>Building Maint. Worker (10 or more yrs.)</b>	<b>No Min.</b>	<b>50,785.00</b>
<b>Maint. Worker 2, Grounds (0-9 yrs)</b>	<b>No Min.</b>	<b>68,427.00</b>
<b>Maint. Worker 2, Grds (10 or more yrs.)</b>	<b>No Min.</b>	<b>69,487.00</b>
<b>Maintenance Repairer (0-9 yrs.)</b>	<b>No Min.</b>	<b>68,427.00</b>
<b>Maintenance Repairer (10 or more yrs.)</b>	<b>No Min.</b>	<b>69,487.00</b>
<b>Senior Maintenance Repairer</b>	<b>No Min.</b>	<b>70,548.00</b>
<b>Maint. Worker 1, Grounds (0-9 yrs.)</b>	<b>No Min.</b>	<b>66,305.00</b>
<b>Maint. Worker 1, Grds (10 or more yrs.)</b>	<b>No Min.</b>	<b>67,366.00</b>
<b>Beach Sweeper (Seasonal)</b>	<b>No Min.</b>	<b>18.00/Hr.</b>
<b>Playground Safety Inspector</b>	<b>No Min.</b>	<b>1,000.00</b>
<b>Boat Ramp Attendant</b>	<b>No Min.</b>	<b>17.00/Hr.</b>
<b>Backflow Prevention Technician</b>	<b>No Min.</b>	<b>1,000.00</b>
<b>CDL Training Coordinator</b>	<b>No Min.</b>	<b>2,000.00</b>
<b>Air Brake Specialist</b>	<b>No Min.</b>	<b>1,000.00</b>

<b>Automotive Refrigerant Specialist</b>	<b>No Min.</b>	<b>1,000.00</b>
<b>Assistant CDL Training Coordinator</b>	<b>No. Min</b>	<b>1,000.00</b>

**F. BOARD OF HEALTH / ZONING BOARD / PLANNING BOARD:**

<b>Secretary Planning Board</b>		
<b>Per Meeting</b>		<b>200.00</b>
<b>Secretary Zoning Board of Adjustment</b>		
<b>Per Meeting</b>		<b>200.00</b>
<b>Secretary Board of Health (P/T)</b>	<b>No Min.</b>	<b>550.00</b>

**G. TOWNSHIP COMMITTEE MEETING ATTENDANCE:** The Township Administrator, Township Clerk, Chief Financial Officer and Personnel Officer, in lieu of receiving compensatory time for attendance at meetings during non-business hours will receive \$200.00 per meeting.

**H. MILEAGE:** The standard rate per mile in accordance with I.R.S. regulations.

**I. ADDITIONAL COMPENSATION-REWARD-HOLIDAY GIFT CARD:**

**Additional Compensation:** In addition to the salary set forth in this Ordinance, the Township Committee may compensate any employee or Department for additional work not to exceed a total amount of \$5,000.00 for the year. Said additional compensation shall be by resolution of the Township Committee setting forth the amount of the additional compensation. Said additional compensation shall be based on the following: Employees or Departments that meet one or all of the following criteria, may receive additional compensation in accordance with this salary ordinance.

- a. A departmental staffing shortage which lasted 6 months or more.
- b. A savings to the Township of \$20,000 or more through the execution of official duties.
- c. A catastrophic life event which would result in a hardship for the employee.

**Reward:** In addition to the salary set forth in this Ordinance, the Township Committee may award any employee a Reward for Conduct Above and Beyond the Call of Duty.

**Holiday Food Gift Card or Article of Clothing:** In addition to the salary set forth in this Ordinance, the Township Committee may provide each employee in the Township with a Holiday Food Gift Card or certificate in the amount of \$50 in advance of the Thanksgiving Holiday. Part-time employees may only receive up to half of the consideration. In lieu of a Holiday Gift Card, the Township may provide an Article of Clothing to the employee of equal value.

**J. EDUCATIONAL CERTIFICATION PAY RAISE:** In addition to the salary ranges set forth in this Ordinance upon resolution of the Township Committee, the Township Committee may give an increase in salary of \$1,000.00 to any employee that has satisfied educational certification requirements for his or her position in accordance with current Township policy. The Township Committee shall by resolution fix the pay increase in this regard and certify that the employee has satisfied the educational certification requirement.

**K. ADDITIONAL PAY TO CREW OF SANITATION VEHICLES:** Laborers employed in the collection of trash and assigned to the rear of a trash truck shall, in addition to any other compensation payable pursuant to this Ordinance, receive an additional sum to be known as “Hazardous Duty Pay”, which shall be payable at the rate of \$.25 per hour.

**L. ADDITIONAL PAY TO SEASONAL LIFEGUARDS:** Lifeguards will receive an additional sum which shall be payable in accordance with the following schedule:

- Lifeguards who work a total of 300 hours in the same summer season as of August 20<sup>th</sup> will

- receive an additional \$1.00 per hour bonus for each hour worked during the current season.
- Lifeguards who work the Saturday proceeding Labor Day until the second weekend after Labor Day will receive a \$25.00 bonus for each full day worked during the current season.
- The above additional compensation only applies to those employees guarding the beaches in the course of their daily duties.
- EMT/Lifeguards assigned by the Division of EMS as the Beach Medic will receive an additional \$4.00 per hour.

**M. DEFINING AND COMPENSATION FOR STATUTORY AND EXEMPT CLASSES OF EMPLOYEES:**

Statutory Employees:

- The Municipality recognizes the requirement, by appropriate Statute, that every Municipality shall have: a Chief Financial Officer (40A:9-140.10), a Municipal Clerk (40A:9-133), A Tax Collector (40A:9-141) and a Tax Assessor (40A:9-146).
- This above class of employee shall have exempt status under the Fair Labor Standards Act (FLSA) (Section 13(a)(1)) and as defined in section 3 of the “New Jersey Employer-Employee Relations Act” P.L.1941, c.100(C.34:13A-3).
- This class of employees are required to work outside of “Fixed Hours”. This class of employees will be compensated accordingly.
- Compensatory time accumulated as of December 31, 2024 will be paid out at the 2024 rate in the 2025 budget year.
- The Salaries, wages and/or compensation shall be set according to (40A:9-165).

Managerial, Executive, Confidential Employees, including members of the Governing Body and the Mayor :

- This above class of employee shall have exempt status under the Fair Labor Standards Act (FLSA) (Section 13(a)(1))
- These employees are defined in section 3 of the “New Jersey Employer-Employee Relations Act” P.L.1941,c.100 (C.34:13A-3), and The Office of Emergency Medical Services (OEMS).
- This specifically includes Public Works Superintendent, Assistant Public Works Superintendent, Municipal Administrator, Personnel Officer, Chief EMT and Deputy Chief EMT, Committee Members including the Mayor.
- This class of employee is not eligible for Compensatory Time or Overtime. This class of employee is required to work outside of: “Fixed Hours”. This class of employee will be compensated accordingly.
- Compensatory time accumulated as of December 31, 2024 will be paid out at the 2024 rate in the 2025 budget year.
- Salaries, wages and/or compensation shall be set according to (40A:9-165).

**SECTION 3: LONGEVITY:** In addition to the compensation and benefits otherwise payable, certain employees shall be paid an additional sum based on longevity. Any payment based on longevity shall be in accordance with the following schedule:

<b><u>YEARS OF SERVICE</u></b>	<b><u>AMOUNT OF INCREASE BASED ON LONGEVITY</u></b>
<b>After 5 years</b>	<b>2%</b>
<b>After 10 years</b>	<b>4%</b>
<b>After 15 years</b>	<b>6%</b>
<b>After 20 years</b>	<b>8%</b>
<b>After 25 years</b>	<b>10%</b>

**SECTION 3A: RESTRICTIONS ON LONGEVITY PAYMENTS:** Notwithstanding the provisions of Section 3 hereof, a longevity payment or longevity bonus to any single official, officer or employee of the Township of Upper shall not exceed the sum of Three Thousand (\$3,000.00) Dollars. If, as of January 1, 1997, any such official, officer or employee of the Township of Upper was entitled to a longevity payment in excess of Three Thousand (\$3,000.00) Dollars, then such individual shall be entitled to receive the amount to which he or she would have been entitled as of January 1, 1997 and each such official, officer or employee shall thereafter, in all subsequent years, receive a longevity payment or bonus in the amount paid as of January 1, 1997. In no event shall the amount of longevity payments exceed the sum of Three Thousand (\$3,000.00) Dollars, except for those individuals who are entitled to receive in excess of Three Thousand (\$3,000.00) Dollars as of January 1, 1997 and all such individuals shall in 1997 and all succeeding years be restricted to a payment which does not exceed that which was payable on January 1, 1997.

**SECTION 3B: LONGEVITY PAY ABOLISHED FOR CERTAIN EMPLOYEES:** Any official, officer or employee who was employed by the Township of Upper on or after January 1, 1996 shall not be entitled to any longevity payment. Longevity pay is abolished for any and all officials, officers and employees hired on or subsequent to that date.

**SECTION 4: RESOLUTION AS TO SALARIES:** The salary ranges set forth in this Ordinance are the maximum salaries to be paid for the various positions during 2024 and for such period or periods as this Ordinance shall remain in effect. Such maximum salaries shall be paid for each of the positions indicated unless the Township Committee, by Resolution shall fix a lesser salary, in which event such lesser amount shall be paid.

**SECTION 5: EFFECTIVE DATE OF PAYMENT:** All salaries authorized by this Ordinance shall be paid commencing as follows:

- (A) As of January 1, 2024 for all officials, officers and employees of the Township who were employed or appointed as of December 31, 2023. For those officials, officers and employees appointed at the Reorganization Meeting of the Township Committee, such persons shall be deemed appointed and employed by the Township as of January 1, 2024. This provision shall not apply to members of a Collective Bargaining Unit.
- (B) The payment of any salary increment and longevity payment for members of a Collective Bargaining Unit shall be made in accordance with the provisions of the Collective Bargaining Agreement currently in effect, any other provisions herein to the contrary notwithstanding.
- (C) Upon the effective date of appointment for all officers and employees appointed subsequent to January 1, 2024.
- (D) Any salary increases provided for in this Ordinance shall not apply to any official, officer or employee of the Township who has resigned or otherwise terminated his or her employment with the Township of Upper prior to the effective date of this Ordinance.

**SECTION 6: ANNUAL SALARY INCREASES:** Annual salary increases to Statutory Employees, Managerial, Executive or Confidential Employees and non-union employees will be fixed and provided as to the same salary increases given to the members of AFSCME Local 63 employees.

**SECTION 7: REPEALER:** All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

**SECTION 8: SEVERABILITY:** If any section, subsection, paragraph, sentence or other part of this Ordinance is adjudged unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this Ordinance, but shall be confined in its effects to the section, subsection, paragraph, sentence or other part of this Ordinance directly involved in the controversy in which said judgment shall have been rendered and all other provisions of this Ordinance shall remain in full force and effect.

**SECTION 9: EFFECTIVE DATE:** This Ordinance shall take effect immediately upon passage and publication as required by law.

NOTICE IS HEREBY GIVEN THAT THE FOREGOING ORDINANCE WAS INTRODUCED FOR FIRST READING AT A MEETING OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF UPPER HELD ON THE **12<sup>TH</sup> DAY OF NOVEMBER, 2024** AT THE TOWNSHIP HALL, AND WILL BE TAKEN UP FOR CONSIDERATION AS TO FINAL ADOPTION AT A PUBLIC HEARING OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF UPPER TO BE HELD ON THE **9<sup>TH</sup> DAY OF DECEMBER, 2024 AT 6:30 P.M.** AT THE TOWNSHIP HALL, TUCKAHOE, NEW JERSEY.

JOANNE R. HERRON, TOWNSHIP CLERK  
TOWNSHIP OF UPPER

### **CORRESPONDENCE**

### **NEW BUSINESS**

### **UNFINISHED BUSINESS**

### **PAYMENT OF BILLS**

22. "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 Kimberly Hayes, second by Victor Nappen. During roll call vote all five Committee members voted in the affirmative.**

Bills approved for payment: **\$319,975.86**  
Payroll week ending 10/31/24: **\$190,589.11**  
Payroll week ending 11/14/24: **\$197,181.24**

### **CLOSED SESSION**

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

**RESOLUTION NO. 362-2024  
MOTION GOING INTO CLOSED SESSION  
NOVEMBER 12, 2024**

I hereby move that a resolution be incorporated into the minutes authorizing the Township Committee to enter into an executive session for the following matters pursuant to the Open Public Meetings Act:

**MATTERS:**

1. Contract negotiation – Special Legal Counsel for Affordable Housing
2. Contract negotiation – Cape Assist
3. Contract negotiation – CME Associates Safe Routes to School
4. Contract negotiation – Shared Service Agreement Municipal Court Services
5. Potential litigation – Bayview Drive
6. Potential litigation – Prescott Avenue
7. Attorney update – Cape May County Agriculture Development Board

8. Personnel

I also include in my motion the estimated time and the circumstances under which the discussion conducted in closed session can be disclosed to the public as follows:

- A. It is anticipated that the matters discussed in closed session may be disclosed to the public upon the determination of the Township Committee that the public interest will no longer be served by such confidentiality.
- B. With respect to contract negotiations such matters will be made public when negotiations have ceased and there is no longer a reason for confidentiality.
- C. With respect to litigation matters such discussions will be made public when litigation is complete and the applicable appeal period has expired.
- D. With respect to employment and personnel matters such discussions will be made public if and when formal action is taken or when the individuals involved consent that it can be made public.

Moved by: Mark Pancoast

Motion seconded by: Kimberly Hayes

Roll Call Vote with all five Committee members voting in the affirmative.

**RECONVENE PUBLIC PORTION OF MEETING**

Motion by Curtis Corson, second by Kimberly Hayes, to reconvene the public portion of the meeting. During roll call vote all five Committee members voted in the affirmative.

**ADJOURNMENT**

There being no further business this evening the meeting was adjourned at 8:28 P.M., with a motion by Curtis Corson, second by Kimberly Hayes, and all five Committee members voting in the affirmative. The next regular Committee meeting is scheduled for November 25, 2024 at 4:30 P.M.

Minutes prepared by,

Joanne R. Herron, RMC  
Township Clerk

Bills

- 84375 11/12/24 A0018 ACTION SUPPLY INC. 36.58 3386
- 84376 11/12/24 A0027 ACE PLUMBING SUPPLY,INC 1,120.80 3386
- 84377 11/12/24 A0091 ATLANTIC CITY ELECTRIC 28,065.59 3386
- 84378 11/12/24 A0222 ANZELONE ELECTRIC COMPANY, LLC 5,029.00 3386
- 84379 11/12/24 A0235 AMAZON CAPITAL SERVICES, INC. 614.65 3386
- 84380 11/12/24 A0248 AIRESRING, INC. 1,227.60 3386
- 84381 11/12/24 B0076 BOND,LAURENCE E. 833.98 3386
- 84382 11/12/24 B0287 BIGLEAF NETWORKS, INC. 697.00 3386
- 84383 11/12/24 C0042 CAMPBELL SUPPLY COMPANY 785.81 3386
- 84384 11/12/24 C0068 COMCAST 1,026.31 3386
- 84385 11/12/24 C0143 CODY'S POWER EQUIPMENT 1,272.11 3386
- 84386 11/12/24 C0223 CASA PAYROLL SERVICE 247.50 3386
- 84387 11/12/24 C0305 CM3 BUILDING SOLUTIONS, INC. 50,264.05 3386
- 84388 11/12/24 C0346 CME ASSOCIATES 27,396.83 3386
- 84389 11/12/24 D0237 SCALFARO, KERRY 125.00 3386
- 84390 11/12/24 D0240 DEVLIN, EDMUND F. 1,048.95 3386
- 84391 11/12/24 G0048 GIUSEPPE'S GOURMET 125.00 3386

84392 11/12/24 G0120 PATRICK F. MARTIN 2,291.67 3386  
84393 11/12/24 G0207 GORMAN D'ANELLA & MORLOCK LLC 1,701.00 3386  
84394 11/12/24 H0057 HISTORICAL PRESERVATION Societ 300.00 3386  
84395 11/12/24 H0073 HOME DEPOT CRC/GECF 1,041.89 3386  
84396 11/12/24 J0079 JAMES WYERS LANDSCAPING, LLC 1,000.00 3386  
84397 11/12/24 K0007 KACZMARSKI, RICHARD 500.00 3386  
84398 11/12/24 L0007 LC EQUIPMENT, INC. 30.00 3386  
84399 11/12/24 L0016 LANDSMAN UNIFORMS, INC. 95.00 3386  
84400 11/12/24 L0031 LORCO PETROLEUM SERVICES 125.00 3386  
84401 11/12/24 L0075 LEXISNEXIS 422.00 3386  
84402 11/12/24 L0146 LAWSON PRODUCTS, INC. 334.76 3386  
84403 11/12/24 M0235 MODERN GROUP, LTD 2,038.63 3386  
84404 11/12/24 M0303 MALEY GIVENS, A PROF CORP 43.80 3386  
84405 11/12/24 M0336 MATTS FAMILY TASTE OF LOVE LLC 286.00 3386  
84406 11/12/24 N0004 NJ-AMERICAN WATER CO. 224.77 3386  
84407 11/12/24 N0043 NAPA AUTO PARTS 2,416.70 3386  
84408 11/12/24 N0068 NJ MOTOR VEHICLE COMMISSION 150.00 3386  
84409 11/12/24 N0100 N.J. LEAGUE OF MUNICIPALITIES 1,260.00 3386  
84410 11/12/24 N0143 NATIONAL TIME SYSTEMS 1,156.10 3386  
84411 11/12/24 N0154 NEW HORIZON COMMUNICATIONS 1,021.21 3386  
84412 11/12/24 O0006 SJSHORE MARKETING,LLC 545.00 3386  
84413 11/12/24 O0034 OSPREY POINT CONDO ASSOC. 1,855.68 3386  
84414 11/12/24 O0065 OCHS Band Boosters 300.00 3386  
84415 11/12/24 P0032 PEDRONI FUEL CO. 908.88 3386  
84416 11/12/24 P0165 PETROSH'S BIG TOP, LLC 1,675.00 3386  
84417 11/12/24 Q0014 QBE SPECIALTY INSURANCE CO. 290.25 3386  
84418 11/12/24 R0030 RIGGINS, INC. 1,266.85 3386  
84419 11/12/24 R0092 RUTGERS, THE STATE UNIVERSITY 257.00 3386  
84420 11/12/24 R0100 ROBERTS OXYGEN COMPANY, INC. 111.00 3386  
84421 11/12/24 R0101 R.R. DONNELLEY 213.00 3386  
84422 11/12/24 S0057 SERVICE TIRE TRUCK CENTERS 3,352.97 3386  
84423 11/12/24 S0209 STAPLES ADVANTAGE 876.99 3386  
84424 11/12/24 S0239 SHORE VET. ANIMAL CONTROL LLC 2,300.00 3386  
84425 11/12/24 S0264 SOUTH SHORE STITCHERS 300.00 3386  
84426 11/12/24 S0292 SURENIAN EDWARDS BUZAK & NOLAN 1,516.60 3386  
84427 11/12/24 S0413 S & S PIZZA, LLC 1,020.00 3386  
84428 11/12/24 S0414 SHOPRITE 1,662.50 3386  
84429 11/12/24 S309 Sharp, Joseph 204.00 3386  
84430 11/12/24 T0080 TREASURER STATE OF N.J. 100.00 3386  
84431 11/12/24 T0094 TREASURER STATE OF NEW JERSEY 150.00 3386  
84432 11/12/24 T0159 TRIAD ADVISORY SERVICES, INC. 656.25 3386  
84433 11/12/24 T0168 TOWNSHIP OF UPPER 427.08 3386  
84434 11/12/24 T0213 TREASURER, STATE OF NEW JERSEY 150,440.88 3386  
84435 11/12/24 U0063 UT Green Team 300.00 3386  
84436 11/12/24 U0067 UT HEALTH REIMB. ACCOUNT 10,672.67 3386  
84437 11/12/24 U0074 UT Hurricanes Baseball 600.00 3386  
84438 11/12/24 U0075 Upper Township Democratic Club 300.00 3386  
84439 11/12/24 V0013 VERIZON WIRELESS 325.36 3386  
84440 11/12/24 V0022 VERIZON 201.52 3386  
84441 11/12/24 V0052 VIKING TERMITE & PEST CONTROL 56.69 3386  
84442 11/12/24 V0053 VERIZON CONNECT FLEET USA LLC 545.60 3386  
84443 11/12/24 W0087 W.B. MASON EGG HARBOR 188.80 3386  
Total: \$319,975.86