

**TOWNSHIP OF UPPER  
2100 TUCKAHOE ROAD  
PETERSBURG, NJ 08270  
CAPE MAY COUNTY  
AGENDA FOR FEBRUARY 10, 2025**

**BUDGET WORKSHOP – 5:00 P.M.**

**REGULAR MEETING OF THE TOWNSHIP COMMITTEE – 5:30 P.M.**

**CALL TO ORDER**

**SUNSHINE ANNOUNCEMENT**

**SALUTE TO THE FLAG**

**ROLL CALL**

**APPROVAL OF MINUTES** - January 27, 2025 Regular and Closed Session Minutes

**REPORT OF GOVERNING BODY MEMBERS**

**ADMINISTRATOR OVERVIEW**

**PRESENTATIONS**

1. In recognition and appreciation of Mellissa Coker on the occasion of her retirement from the Township of Upper.
2. Donation from South Shore Stitchers to the Township of Upper Recreation Trust.

**PUBLIC COMMENT ON AGENDA ITEMS ONLY – LIMITED TO FIVE (5) MINUTES PER PERSON**

**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.

**FILING OF REPORTS BY CONSENT**

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
11. Tax Collector 2024 Annual Report

## **RESOLUTIONS TO BE APPROVED BY CONSENT**

12. Authorizing the engineer to sign and submit an application for recreation development to the Cape May County Open Space Program.
13. Amending the scope of additional engineering services provided by Consulting and Municipal Engineers, LLC for the athletic court resurfacing project.
14. Authorizing an agreement for Procurement Card (P-Card) services.
15. Authorize payments from the Affordable Housing Trust Fund of Upper Township.
16. Authorizing a salary increase for Sarah Steiner upon attainment of her Qualified Purchasing Agent certification.
17. Appointing Ryan Schaefer as a part-time employee to the Upper Township Division of Emergency Medical Services.
18. Appointing Pamala Jones as a full-time employee to the Upper Township Division of Emergency Medical Services.
19. Appointing Timothy Leeds as a full-time employee to the Upper Township Division of Emergency Medical Services.

## **ORDINANCES**

## **CORRESPONDENCE**

## **NEW BUSINESS**

20. Cape Regional Medical Center Auxiliary request to hold Raffle RA #586 and Bingo BA #587 at the Upper Township Community Center, 1790 RT 50, on April 25, 2025.
21. American Legion Post #239 Aaron Wittkamp Colwell request to hold Raffle RA #588 at the Heritage Links Golf Course, 1375 Route 9, on July 26, 2025.

## **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."

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

## **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.
  - Personnel
  - Contract negotiation – Living Shoreline

- Contract negotiation – Special Legal Counsel
- Contract negotiation – Engineering Services
- Contract negotiation – Appraisal Services

**RECONVENE PUBLIC PORTION OF MEETING**

**ADJOURNMENT**

\*\*Please note—the order of the agenda may be changed at the discretion of the Township Committee.