

**TOWNSHIP OF UPPER  
2100 TUCKAHOE ROAD  
PETERSBURG, NJ 08270  
CAPE MAY COUNTY  
MINUTES FOR JULY 28, 2025**

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

**CALL TO ORDER**

**SUNSHINE ANNOUNCEMENT**

Mayor Corson read the following Open Public meeting notice into the record:  
“In compliance with the Open Public Meetings Law, I wish to state that on July 25, 2025, 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**

Tyler Casaccio	Present
Victor Nappen	Present
Samuel Palombo	Present
Zachary Palombo	Present
Curtis Corson	Present

Also present were Municipal Clerk Joanne Herron, Municipal Attorney John Amenhauser, Chief Financial Officer Barbara Ludy, and Township Administrator James Van Zlike.

**APPROVAL OF MINUTES** - July 14, 2025 Regular and Closed Session Minutes

Motion by Curtis Corson, second by Victor Nappen, to approve the July 14, 2025 Regular and Closed Session Minutes as submitted. During roll call vote all five Committee members voted in the affirmative.

**REPORT OF GOVERNING BODY MEMBERS**

**Samuel Palombo, Committeeman**, thanked Larry Cole for his hard work on the Summer Kickoff Celebration and everyone who helped on the project. He also thanked the vendors and members of the community who came out to support the event. He next reported on a recent meeting with the UT Football Association with regard to field maintenance.

**Zachary Palombo, Committeeman**, also reported on the meeting with the Football Association and an agreement that would be beneficial to our community.

**Victor Nappen, Deputy Mayor**, wished Administrator Jimmy Van Zlike a happy birthday. He then reported on the Township’s door-to-door solicitation requirements. Next, he expressed his appreciation to all the Township first responders who reported to an extremely bad accident over the weekend.

**Curtis Corson, Mayor**, reported on an upcoming meeting with Congressman Jeff Van Drew and 12 other municipalities to discuss federal funding for ongoing beach replenishment projects. Next, he reported that the Round the Island Row for MS was well attended and the Upper Township Beach Patrol

raised over \$11,000. He stated that with an anonymous matching donation, UTBP was able to donate over \$22,000 to the MS Foundation.

**ADMINISTRATOR OVERVIEW**

**John Amenhauser, Municipal Attorney**, requested that an additional Resolution be added to the Consent Agenda entitled, Amending Resolution No. 012-2025 establishing salaries for various officers and employees.

**Barbara Ludy, CFO**, requested that an EMS Hardship Subcommittee be appointed. There was then a motion by Victor Nappen, second by Samuel Palombo, to appoint an EMS Hardship Subcommittee consisting of the CFO, Township Administrator, and the Committee member in charge of EMS. During roll call vote all five Committee members voted in the affirmative.

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

**There was no public comment on the agenda items.**

**PRESENTATION**

1. Cape Regional Auxiliary donation to the Sports and Recreation Trust Fund. **On behalf of the Cape Regional Auxiliary, Emily Basca presented a donation to the Sports and Recreation Trust Fund. The Committee thanked Ms. Basca and the members of the Auxiliary for their generosity.**

**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 Victor Nappen, second by Tyler Casaccio, 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**

**RESOLUTIONS TO BE APPROVED BY CONSENT**

2. Authorizing the Upper Township Fall Fest to be held on Sunday, October 5, 2025 at Amanda’s Field and setting the vendor fees.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 226-2025**

**RE: AUTHORIZING THE UPPER TOWNSHIP FALL FEST TO BE HELD  
ON SUNDAY, OCTOBER 5, 2025 AT AMANDA’S FIELD  
AND SETTING THE VENDOR FEES**

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**WHEREAS**, Section 26-2.3 of the Code of Upper Township authorizes the Township to hold and sponsor events at Township facilities and charge fees for vendors to participate in the event; and

**WHEREAS**, the Township of Upper desires to hold the Upper Township Fall Fest on Sunday, October 5, 2025, with operational hours being 11:00 am until 5:00 pm, at Amanda’s Field; and

**WHEREAS**, appropriate advice and approvals from the Township’s Risk Management Consultant, the New Jersey State Police, and the Division of EMS shall be obtained prior to the event; 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 does hereby authorize the Upper Township Fall Fest to be held on October 6, 2025, at Amanda’s Field.

3. The following fees will be charged for participation in the Upper Township Fall Fest Event:

Food Vendor Fee - \$100.00, per 20 x 15 space

Non-Food Vendor Fee - \$30.00, per 15 x 10 space

Veteran Owned Business – No Fee

4. All Vendors will be assigned their spaces prior to arrival and will be required to provide their own canopy/tent, table, chairs, electricity, and any other equipment or supplies they may need for their space.

5. All Food Vendors must submit a Certificate of Insurance naming the Township of Upper, its officials, officers and employees as additional insureds. If a Non-Food Vendor currently has insurance in place, a Certificate of Insurance shall be requested naming the Township of Upper, its officials, officers, and employees as additional insureds.

6. All Food Vendors shall submit a Temporary Food Vendor Application to the Cape May County Department of Health and shall follow the “Guidelines for Compliance with Chapter 24, Subchapter 8 Temporary Retail Food Establishments” as established by the Cape May County Department of Health.

7. Applicable Food Vendors shall obtain a Temporary Cooking Vendor Permit through the New Jersey Department of Community Affairs, Division of Fire Safety.

8. The Township of Upper reserves the right to limit the size, amount, and type of Vendors that will participate during the event.

9. The Township Administrator shall have the authority to establish such additional rules, terms or conditions relating to the event as may be appropriate due to safety, cost or efficiency reasons, including any such terms or conditions recommended by the New Jersey State Police, the Township Department of EMS or the Township’s Risk Management Consultant.

10. 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. 226-2025

Offered by: Nappen

Seconded by: Casaccio

Adopted: July 28, 2025

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Casaccio	X			
Nappen	X			
S. Palombo	X			
Z. Palombo	X			
Corson	X			

3. Certification of costs for abatement of nuisance on Block 306, Lot 16.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 227-2025**

**CERTIFICATION OF COSTS FOR ABATEMENT OF NUISANCE  
ON BLOCK 306, LOT 16**

**WHEREAS**, pursuant to Township Code Section 11-1, the Code Enforcement Officer is empowered to enforce the Township’s Property Maintenance Code; and

**WHEREAS**, in accordance with Township Code, the Code Enforcement Officer served a notice of violation of Section 11-1.9 (Grass, Weeds and Debris), to the property owners/agents of Block 306, Lot 16; and

**WHEREAS**, 10 days passed from the date of such notice of violation with no response from the

property owners/agents and the Township thereafter remedied the violation; and

**WHEREAS**, pursuant to Township Code Section 11-1.19(a) and N.J.S.A. 40:48-2.14, the Code Enforcement Officer has certified the costs of remedying the said violations as set forth on the attached list; 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 hereby declares that the costs as set forth on the below list shall be certified to the Township Tax Collector as a lien against the properties in question which lien shall become and form a part of the taxes assessed and levied upon the properties pursuant to Township Code Section 11-1.19(b) and N.J.S.A. 40:48-2.14.
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. 227-2025

Offered by: Nappen

Seconded by: Casaccio

Adopted: July 28, 2025

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Casaccio	X			
Nappen	X			
S. Palombo	X			
Z. Palombo	X			
Corson	X			

**ABATEMENT OF GRASS, WEEDS, AND DEBRIS**

<u>BLOCK/LOT</u>	<u>LOCATION</u>	<u>COST</u>	<u>ADMIN FEE</u>	<u>TOTAL</u>
306/16	124 RT 49	\$175.00	\$35.00	\$210.00

4. Certification of costs for abatement of nuisance on Block 549, Lot 85.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 228-2025**

**CERTIFICATION OF COSTS FOR ABATEMENT OF NUISANCE  
ON BLOCK 549 LOT 85**

**WHEREAS**, pursuant to Township Code Section 11-1, the Code Enforcement Officer is empowered to enforce the Township’s Property Maintenance Code; and

**WHEREAS**, in accordance with Township Code, the Code Enforcement Officer served a notice of violation of Section 11-1.9 (Grass, Weeds and Debris), to the property owners/agents of Block 549 Lot 85; and

**WHEREAS**, 10 days passed from the date of such notice of violation with no response from the property owners/agents and the Township thereafter remedied the violation; and

**WHEREAS**, pursuant to Township Code Section 11-1.19(a) and N.J.S.A. 40:48-2.14, the Code Enforcement Officer has certified the costs of remedying the said violations as set forth on the attached list; 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 hereby declares that the costs as set forth on the below list shall be certified to the Township Tax Collector as a lien against the properties in question which lien shall become and form a part of the taxes assessed and levied upon the properties pursuant to Township Code Section 11-1.19(b) and N.J.S.A. 40:48-2.14.
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. 228-2025

Offered by: Nappen

Seconded by: Casaccio

Adopted: July 28, 2025

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Casaccio	X			
Nappen	X			
S. Palombo	X			
Z. Palombo	X			
Corson	X			

**ABATEMENT OF GRASS, WEEDS, AND DEBRIS**

<u>BLOCK/LOT</u>	<u>LOCATION</u>	<u>COST</u>	<u>ADMIN FEE</u>	<u>TOTAL</u>
549/85	40 LINDA LANE	\$150.00	\$30.00	\$180.00

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

**TOWNSHIP OF UPPER**

**CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 229-2025**

**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:

The DeWeese Law Firm, P.C. (Affordable Housing Services)	\$ 440.00
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Resolution No. 229-2025  
Offered By: Nappen  
Adopted: July 28, 2025

Seconded By: Casaccio

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Casaccio	X			
Nappen	X			
S. Palombo	X			
Z. Palombo	X			
Corson	X			

6. Authorizing the award of a contract with CNS Acquisition Corp., dba CNS Cleaning Company.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 230-2025**

**RE: AUTHORIZING THE AWARD OF A CONTRACT WITH  
CNS ACQUISITION CORP., DBA CNS CLEANING COMPANY**

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**WHEREAS**, the Township of Upper receives cleaning services from CNS Acquisition Corp., dba CNS Cleaning Company, (hereinafter referred to as “CNS”), as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Qualified Purchasing Agent has determined and certified in writing that the value of acquisitions with CNS for the year 2025 has exceeded \$17,500 and a contract pursuant to N.J.S.A. 19:44A-20.5 is required; and

**WHEREAS**, CNS has completed and submitted a Business Entity Disclosure Certification which certifies that CNS has not made any reportable contributions to a political or candidate committee in the Township in the previous one year, and that the contract will prohibit CNS from making any reportable contributions through the term of the contract; and

**WHEREAS**, the total amount to be paid for the goods and/or services will not exceed the bid threshold of the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-3) and the contract has been approved by the Township’s Qualified Purchasing Agent; and

**WHEREAS**, the Chief Financial Officer of the Township has certified the availability of funds to allow the award of contract for the purchase herein authorized and has certified that adequate funds have been appropriated for this purpose in the 2025 Municipal Budget.

**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, County of Cape May, New Jersey hereby authorizes the Qualified Purchasing Agent to enter into a contract with CNS as described herein.
3. The Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.
4. The Chief Financial Officer is hereby authorized, directed and empowered to execute any and all necessary documents in order to implement the intent of this Resolution.

Resolution No. 230-2025

Offered by: Nappen

Seconded by: Casaccio

Adopted: July 28, 2025

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Casaccio	X			
Nappen	X			
S. Palombo	X			
Z. Palombo	X			
Corson	X			

7. Authorizing the award of a contract with Starr Construction, LLC for demolition of unsafe structures in the amount of \$28,500.00.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 231-2025**

**RE: AUTHORIZING THE AWARD OF A CONTRACT WITH STARR CONSTRUCTION, LLC  
FOR DEMOLITION OF UNSAFE STRUCTURES IN THE AMOUNT OF \$28,500.00**

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**WHEREAS**, it is necessary for Township of Upper to demolish certain unsafe structures;  
and

**WHEREAS**, the Township's Qualified Purchasing Agent has reviewed and approved the quote for demolition of two unsafe structures from Starr Construction, LLC of Franklinville, New Jersey in the amount of \$28,500.00 and a contract pursuant to N.J.S.A. 19:44A-20.5 is required; and

**WHEREAS**, Starr Construction, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Starr Construction, LLC has not made any reportable contributions to a political or candidate committee in the Township in the previous one year, and that their

contract will prohibit Starr Construction, LLC from making any reportable contributions through the term of their contract; and

**WHEREAS**, the Chief Financial Officer of the Township has certified the availability of funds to allow the award of a contract for the demolition of two unsafe structures and has certified that adequate funds have been appropriated for this purpose in the 2025 Municipal Budget.

**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, County of Cape May, New Jersey, hereby authorizes the Qualified Purchasing Agent to enter into a contract with Starr Construction, LLC as herein described.
3. The Qualified Purchasing Agent is hereby authorized, directed and empowered to execute any and all necessary documents in order to implement the intent of this Resolution.

Resolution No. 231-2025

Offered By: Nappen

Seconded By: Casaccio

Adopted: July 28, 2025

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Casaccio	X			
Nappen	X			
S. Palombo	X			
Z. Palombo	X			
Corson	X			

8. Authorizing a one year extension of the contract with Cape Professional Billing, a Division of Revascent, LLC for Emergency Medical Billing Services.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 232-2025**

**RE: AUTHORIZING A ONE YEAR EXTENSION OF THE CONTRACT  
WITH CAPE PROFESSIONAL BILLING, A DIVISION OF REVASCENT, LLC FOR  
EMERGENCY MEDICAL BILLING SERVICES**

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**WHEREAS**, the Township of Upper and Cape Professional Billing, a Division of Revascent, LLC, (hereinafter referred to as “CPB”), entered into a contract on September 12, 2024 for Emergency Medical Billing Services pursuant to Resolution No. 292-2024; and

**WHEREAS**, the Township of Upper desires to extend the terms of the contract for Emergency Billing Services, as stipulated within, for an additional one year; and

**WHEREAS**, CPB has completed and submitted a Business Entity Disclosure Certification which certifies that CPB has 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 CPB from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Chief Financial Officer has certified the availability of funds for the renewed 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. The contract with CPB for Emergency Medical Billing Services, is hereby renewed for an additional one year term for the period commencing August 1, 2025 through July 31, 2026.
3. CPB 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.
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. 232-2025

Offered by: Nappen

Seconded by: Casaccio

Adopted: July 28, 2025

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Casaccio	X			
Nappen	X			
S. Palombo	X			
Z. Palombo	X			
Corson	X			

9. Authorizing a Shared Services Agreement with the Upper Township Board of Education for maintenance, repairs and use of facilities.

**TOWNSHIP OF UPPER**

**CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 233-2025**

**RE: AUTHORIZING A SHARED SERVICES AGREEMENT WITH THE  
UPPER TOWNSHIP BOARD OF EDUCATION FOR MAINTENANCE, REPAIRS AND USE OF  
FACILITIES**

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**WHEREAS**, the Upper Township Board of Education and the Township of Upper have indicated a desire to enter into a Shared Services Agreement for maintenance, repairs and use of facilities; and

**WHEREAS**, this Shared Services Agreement will significantly reduce the costs of these services; and

**WHEREAS**, the Township of Upper and the Upper Township Board of Education have deemed it to be in the Township's interest to provide such services as a cost saving measure for Township residents; and

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

1. **SHARED SERVICES AGREEMENT.** Pursuant to the provisions of the Uniformed Shared Services Act, N.J.S.A. 40A:65-1, et seq., the Township of Upper is hereby authorized and empowered to enter into a Shared Services Agreement with the Upper Township Board of Education for maintenance, repairs and use of facilities.

2. **SERVICES TO BE PROVIDED; CONTRACT.** The Shared Services Agreement authorized in paragraph 1 hereof shall cover those services, which are enumerated in said Agreement, a copy of which is attached hereto as Exhibit "A".

3. **AUTHORIZATION TO MUNICIPAL OFFICIALS.** The appropriate Township officers and officials are hereby authorized to take any action necessary or advisable to carry out the intent and purpose of this Resolution. Specifically, the Mayor and Township Clerk are hereby authorized and directed to execute such Shared Services Agreement on behalf of the Township of Upper pursuant to the authority conferred by this Resolution. The Township Clerk is further authorized and directed to seal said Agreement with the official seal of the Township of Upper.

4. COMPLIANCE WITH STATUTORY REQUIREMENTS. The Shared Services Agreement between the Upper Township Board of Education and the Township of Upper shall meet and satisfy the requirements of N.J.S.A. 40A:65-1, et seq., as same may be amended and supplemented.

5. CONTRACT TERM. The term of this Agreement shall be for a period of five (5) years, commencing September 1, 2025 and expiring on August 31, 2030.

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

7. REPEALER. All Resolutions or parts of Resolutions inconsistent herewith are hereby repealed to the extent of such inconsistency only.

8. EFFECTIVE DATE. This Resolution shall take effect immediately upon final adoption and publication in the manner provided by law.

Resolution No. 233-2025

Offered by: Nappen

Seconded by: Casaccio

Adopted: July 28, 2025

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Casaccio	X			
Nappen	X			
S. Palombo	X			
Z. Palombo	X			
Corson	X			

10. Authorizing a Use and Maintenance Agreement with the Upper Township Football Association for the Caldwell Field Football Complex.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 234-2025**

**RE: AUTHORIZING A USE AND MAINTENANCE AGREEMENT  
WITH THE UPPER TOWNSHIP FOOTBALL ASSOCIATION  
FOR THE CALDWELL FIELD FOOTBALL COMPLEX**

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**WHEREAS**, pursuant to N.J.S.A. 40:12-20, et seq., a municipality may enter into agreements with nonprofit organizations for the lease, use, or maintenance of public lands or properties for public purposes; and

**WHEREAS**, the Upper Township Football Association, hereinafter referred to as “UTFA”, and the Township of Upper have indicated a desire to enter into a Use and Maintenance Agreement for the Caldwell Field Football Complex, located within Caldwell Park, in order to formalize responsibilities for turf maintenance, field usage, and risk mitigation; and

**WHEREAS**, the Township Committee finds that such an agreement would serve the public interest and benefit the community.

**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. **USE AND MAINTENANCE AGREEMENT.** Pursuant to the provisions of the N.J.S.A. 40:12-20, et seq., the Township of Upper is hereby authorized and empowered to enter into a Use and Maintenance Agreement with the UTFA for the Caldwell Field Football Complex.

2. **SERVICES TO BE PROVIDED; CONTRACT.** The Agreement authorized in paragraph 1 hereof shall cover those services, which are enumerated in said Agreement, a copy of which is attached hereto as Exhibit “A”.

3. **AUTHORIZATION TO MUNICIPAL OFFICIALS.** The appropriate Township officers and officials are hereby authorized to take any action necessary or advisable to carry out the intent and purpose of this Resolution. Specifically, the Mayor and Township Clerk are hereby authorized and directed to execute such Agreement on behalf of the Township of Upper pursuant to the authority conferred by this Resolution. The Township Clerk is further authorized and directed to seal said Agreement with the official seal of the Township of Upper.

4. **COMPLIANCE WITH STATUTORY REQUIREMENTS.** The Agreement between the UTFA and the Township of Upper shall meet and satisfy the requirements of N.J.S.A. 40:12-20, et seq., as same may be amended and supplemented.

5. CONTRACT TERM. This agreement shall become effective upon full execution by UTFA and the Township of Upper and shall expire at 12:00 a.m. on February 15, 2026. Thereafter, the agreement may be renewed annually upon written mutual agreement by both parties.

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

7. REPEALER. All Resolutions or parts of Resolutions inconsistent herewith are hereby repealed to the extent of such inconsistency only.

8. EFFECTIVE DATE. This Resolution shall take effect immediately upon final adoption and publication in the manner provided by law.

Resolution No. 234-2025

Offered by: Nappen

Seconded by: Casaccio

Adopted: July 28, 2025

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Casaccio	X			
Nappen	X			
S. Palombo	X			
Z. Palombo	X			
Corson	X			

11. Amending Resolution No. 012-2025 establishing salaries for various officers and employees.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 235-2025**

**RE: AMENDING RESOLUTION NO. 012-2025  
ESTABLISHING SALARIES FOR VARIOUS OFFICERS AND EMPLOYEES**

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**WHEREAS**, Resolution No. 012-2025 fixed the salaries for various administrative, clerical, and other personnel for the year 2025; and

**WHEREAS**, the Township Committee has determined it necessary to amend said Resolution No. 012-2025; 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. Resolution No. 012-2025 is hereby amended to reflect the positions and salary for

Rosemary Trout effective July 28, 2025 in accordance with the Salary Ordinance as follows:

<b>NAME</b>	<b>POSITION</b>	<b>SALARY</b>
Rosemary Trout	Keyboarding Clerk 2, Clerk’s Office Alternate Deputy Registrar Wellness Coordinator ADA Coordinator	\$63,750.00 No Salary on these titles

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. 235-2025

Offered by: Nappen

Seconded by: Casaccio

Adopted: July 28, 2025

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Casaccio	X			
Nappen	X			
S. Palombo	X			
Z. Palombo	X			
Corson	X			

**RESOLUTIONS TO BE ACTED ON SEPARATELY**

12. Renewing Mobile Home Park Licenses.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 236–2025**

**RE: RENEWING MOBILE HOME PARK LICENSES**

**WHEREAS**, each of the Mobile Home Parks hereinafter designated has attested that the operation of the mobile home park is in compliance with all applicable New Jersey Statutes and the rules and regulations promulgated pursuant thereto.

**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 mobile home park licenses are hereby renewed for a term of (1) one year, commencing August 1, 2025.

**OCEAN BEACH TRAILER RESORT  
1100 SOUTH COMMONWEALTH AVENUE  
PO BOX 90  
STRATHMERE, NJ 08248  
95 Sites**

**PINE HILL MOBILE HOME PARK  
430 ROUTE 9 SOUTH  
MARMORA, NJ 08223  
132 Sites**

**SHORE ACRES MOBILE HOME PARK  
1621 SOUTH SHORE ROAD  
SEAVILLE, NJ 08230  
200 Sites**

**OSREY COVE MOBILE HOME PARK  
2058 ROUTE 9 SOUTH  
SEAVILLE, NJ 08230  
110 Sites**

3. All officials of the Township are hereby authorized to take such action as necessary or required in order to carry out the intent and purpose of this Resolution.
4. This Resolution shall become effective immediately upon adoption.

Resolution No. 236-2025

Offered by: Nappen

Seconded by: Z. Palombo

Adopted: July 28, 2025

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Casaccio	X			
Nappen	X			
S. Palombo	X			
Z. Palombo	X			
Corson	X			

13. Renewing Campground Licenses.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 237-2025**

**RE: RENEWING CAMPGROUND LICENSES**

**WHEREAS**, Chapter XII of the Code of Upper Township provides for the renewal of licenses to operate a Campground annually after certification by the Cape May County Board of Health; and

**WHEREAS**, all proprietary Campgrounds have had an on-site inspection conducted by the Cape May County Board of Health, and it has been attested that the operation of the campground is in compliance with all applicable New Jersey Statutes and the rules and regulations promulgated pursuant thereto; and

**WHEREAS**, notwithstanding the requirements of Chapter XII of the Code of Upper Township, an on-site inspection conducted by the Cape May County Health Department shall not be required for all non-proprietary Campgrounds due to the expiration of the regulations contained in N.J.A.C. 8:22 and, as a result thereof, the Cape May County Health Department is no longer conducting any such inspections; 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 campground licenses are hereby renewed for a term of (1) one year, commencing August 1, 2025.

**BAYBERRY COVE CONDO ASSOCIATION  
435 ROUTE 9  
MARMORA, NJ 08223  
310 Sites**

**ECHO FARMS CAMPGROUND  
3066 NORTH ROUTE 9  
SEAVILLE, NJ 08230  
239 Sites**

**JERSEY SHORE CAMPGROUND, LLC  
DBA OCEAN CITY CAMPGROUND & BEACH CABINS  
245 ROUTE 50  
PETERSBURG, NJ 08270  
196 Sites**

**OAK RIDGE RESORT CONDO ASSOCIATION, INC.  
516 SOUTH ROUTE 9  
MARMORA, NJ 08223  
240 Sites**

**ROUTE 50 CAMPGROUND, LLC  
T/A OCEAN ISLE CAMPING RESORT  
64 ROUTE 50  
SEAVILLE, NJ 08230  
218 Sites**

**OCEAN SANDS RESORT ASSOCIATION, INC.  
56 ROUTE 50  
SEAVILLE, NJ 08230  
217 Sites**

**RED OAK SHORES CAMPGROUND  
60 CORSON TAVERN ROAD  
SEAVILLE, NJ 08230  
223 Sites**

**SCENIC RIVERVIEW CAMPGROUND**  
**465 ROUTE 49**  
**TUCKAHOE, NJ 08250**  
**125 Sites**

**SEAVILLE SHORES TRAILER RESORT**  
**98 CORSON TAVERN ROAD**  
**SEAVILLE, NJ 08230**  
**275 Sites**

**WHIPPOORWILL CAMPGROUND**  
**810 SOUTH ROUTE 9**  
**MARMORA, NJ 08223**  
**288 Sites**

3. All officials of the Township are hereby authorized to take such action as necessary or required in order to carry out the intent and purpose of this Resolution.
4. This Resolution shall become effective immediately upon adoption.

Resolution No. 237-2025

Offered by: Nappen

Seconded by: Z. Palombo

Adopted: July 28, 2025

Roll Call Vote:

NAME	YES	NO	ABSTAIN	ABSENT
Casaccio	X			
Nappen	X			
S. Palombo	X			
Z. Palombo	X			
Corson	X			

**ORDINANCES**

**CORRESPONDENCE**

**NEW BUSINESS**

14. Order of Eastern Star Shekinah Chapter #82 of New Jersey request to hold Raffles RA-602 and RA-603 at the Tuckahoe Inn, 1 Harbor Road, Marmora on October 15, 2025. **Motion by Tyler Casaccio, second by Samuel Palombo, to approve the request. During roll call vote all five Committee members voted in the affirmative.**

**UNFINISHED BUSINESS**

**PAYMENT OF BILLS**

15. "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 Victor Nappen, second by Samuel Palombo. During roll call vote four Committee members voted in the affirmative. Committeeman Casaccio recused himself from voting on PO #25-00173 and PO #25-00222 and voted in the affirmative on the remaining items.**

Bills approved for payment: **\$310,191.80**

Payroll: **\$288,586.72**

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

Nathalie Neiss, Petersburg, inquired about the Township’s ADA Coordinator and a request for an accommodation.

**CLOSED SESSION**

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

**RESOLUTION NO. 238-2025  
MOTION GOING INTO CLOSED SESSION  
JULY 28, 2025**

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. Personnel
2. Litigation – Appeal of 2025 Liquor License Renewal

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 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.
- C. With respect to litigation matters such discussions will be made public when litigation is complete and the applicable appeal period has expired.

Moved by: Zachary Palombo

Motion seconded by: Victor Nappen

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

**RECONVENE PUBLIC PORTION OF MEETING**

Motion by Zachary Palombo, second by Victor Nappen, 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 6:20 P.M., with a motion by Curtis Corson, second by Tyler Casaccio, and all five Committee members voting in the affirmative. The next regular Committee meeting is scheduled for August 11, 2025 at 5:30 P.M.

Minutes prepared by,

Joanne R. Herron, RMC

## Township Clerk

### Bills

85918 07/28/25 A0017 ATLANTIC CO. MUNICIPAL JIF 147,366.00 3431  
85919 07/28/25 A0018 ACTION SUPPLY INC. 868.88 3431  
85920 07/28/25 A0081 ARMSTRONG, RALON I. 98.82 3431  
85921 07/28/25 A0091 ATLANTIC CITY ELECTRIC 16,014.49 3431  
85922 07/28/25 A0117 AT&T 80.46 3431  
85923 07/28/25 A0191 ACTION UNIFORM CO. LLC 577.00 3431  
85924 07/28/25 A0193 ATLANTIC INVESTIGATIONS, LLC 1,352.50 3431  
85925 07/28/25 A0212 ANCERO, LLC 1,450.00 3431  
85926 07/28/25 A0235 AMAZON CAPITAL SERVICES, INC. 664.31 3431  
85927 07/28/25 A0251 ACT ENGINEERS, INC. 1,808.80 3431  
85928 07/28/25 A0263 ATLANTIC PHYSICAL THERAPY CNTR 1,200.00 3431  
85929 07/28/25 B0032 BLANEY DONOHUE & WEINBERG, PC 455.00 3431  
85930 07/28/25 B0039 BEESLEY'S PT. SEA DOO, INC. 1,172.90 3431  
85931 07/28/25 B0288 KINGBARNES LLC 837.50 3431  
85932 07/28/25 C0019 CITY OF OCEAN CITY 10,000.00 3431  
85933 07/28/25 C0042 CAMPBELL SUPPLY COMPANY 2,420.11 3431  
85934 07/28/25 C0046 CAPE MAY COUNTY CLERK 5,858.99 3431  
85935 07/28/25 C0048 CAPE MAY COUNTY MUA 46,365.20 3431  
85936 07/28/25 C0068 COMCAST 801.61 3431  
85937 07/28/25 C0143 CODY'S POWER EQUIPMENT 65.85 3431  
85938 07/28/25 C0182 CDW GOVERNMENT, INC 0.00 3431  
85939 07/28/25 C0223 CASA PAYROLL SERVICE 366.20 3431  
85940 07/28/25 C0247 CMRS-FP 3,000.00 3431  
85941 07/28/25 C0279 CASA REPORTING SERVICES LLC 212.40 3431  
85942 07/28/25 C0307 CNS ACQUISITION CORPORATION 1,000.00 3431  
85943 07/28/25 C0346 CME ASSOCIATES 9,391.00 3431  
85944 07/28/25 C0352 COLUMN SOFTWARE, PBC 192.00 3431  
85945 07/28/25 D0040 DELTA DENTAL OF N.J. INC. 5,425.85 3431  
85946 07/28/25 D0237 KERRY SCALFARO 125.00 3431  
85947 07/28/25 D0248 DEL VEL CHEMICAL COMPANY 1,238.08 3431  
85948 07/28/25 D0251 THE DEWEESE LAW FIRM, P.C. 2,075.00 3431  
85949 07/28/25 E0012 EHRlich PEST CONTROL INC 275.80 3431  
85950 07/28/25 E0062 EASTERN SURPLUS & EQUIPMENT CO 1,870.00 3431  
85951 07/28/25 E0102 ENTERPRISE GRAPHICS 350.00 3431  
85952 07/28/25 F0016 FAZZIO, JOSEPH INC. 319.25 3431  
85953 07/28/25 G0028 GENTILINI FORD, INC. 174.82 3431  
85954 07/28/25 G0120 PATRICK F. MARTIN 2,291.67 3431  
85955 07/28/25 G0124 GRIFFIN AUTOMOTIVE INFO SVC 2,599.00 3431  
85956 07/28/25 G0147 GREATAMERICA FINANCIAL SVCS. 165.00 3431  
85957 07/28/25 G0182 GOLDENBERG, MACKLER & SAYEGH 152.60 3431  
85958 07/28/25 G0212 GIFT, MICHAEL 71.15 3431  
85959 07/28/25 H0097 HERRON, JOANNE R. 15.00 3431  
85960 07/28/25 J0075 JPMONZO MUNICIPAL 50.00 3431  
85961 07/28/25 J0318 JERSEY PROFESSIONAL MANAGEMENT 2,476.50 3431  
85962 07/28/25 K0086 K D NATIONAL FORCE SECURITY 1,500.00 3431  
85963 07/28/25 L0031 LORCO PETROLEUM SERVICES 225.00 3431  
85964 07/28/25 M0032 MARINE RESCUE PRODUCTS, INC. 2,078.55 3431  
85965 07/28/25 M0263 MANGAM SR., ANDREW C 110.00 3431  
85966 07/28/25 M0277 EQUITABLE FINANCIAL LIFE INS. 189.39 3431  
85967 07/28/25 M0313 MAVIS TIRE SUPPLY, LLC 1,395.96 3431  
85968 07/28/25 M0341 MC KIM, VALERIE 31.75 3431  
85969 07/28/25 N0043 NAPA AUTO PARTS 494.08 3431  
85970 07/28/25 N0052 NATL ALLIANCE FOR YOUTH SPORTS 64.00 3431  
85971 07/28/25 N0070 MARSH & MCLENNAN AGENCY, LLC 2,000.00 3431  
85972 07/28/25 N0100 N.J. LEAGUE OF MUNICIPALITIES 260.00 3431  
85973 07/28/25 N0107 N.J. DIV ALCHOLOIC BEV CONTROL 24.00 3431  
85974 07/28/25 P0032 PEDRONI FUEL CO. 4,469.51 3431  
85975 07/28/25 R0030 RIGGINS, INC. 3,893.78 3431  
85976 07/28/25 S0031 SCHULER SECURITY, INC. 360.00 3431  
85977 07/28/25 S0056 SEASHORE ASPHALT CORPORATION 1,473.73 3431

85978 07/28/25 S0057 SERVICE TIRE TRUCK CENTERS 1,223.84 3431  
85979 07/28/25 S0109 SNAP-ON-INDUSTRIAL 343.34 3431  
85980 07/28/25 S0130 SOUTH JERSEY CHIEFS ASSOC. 195.00 3431  
85981 07/28/25 S0139 SOUTH JERSEY WATER COND SERV 9,800.00 3431  
85982 07/28/25 S0196 STEWART BUSINESS SYSTEMS LLC 41.40 3431  
85983 07/28/25 S0209 STAPLES ADVANTAGE 46.14 3431  
85984 07/28/25 S0253 SAMPLE MEDIA, INC. 123.50 3431  
85985 07/28/25 S0254 SHOPRITE 113.75 3431  
85986 07/28/25 S0328 SOUTH JERSEY ELECTRIC VEHICLES 1,000.00 3431  
85987 07/28/25 T0080 TREASURER STATE OF N.J. 836.00 3431  
85988 07/28/25 T0180 TRI-COUNTY PEST CONTROL, INC 25.00 3431  
85989 07/28/25 T0220 TRINITY CODE INSPECTIONS, LLC 2,000.00 3431  
85990 07/28/25 T0228 NJ - DEPT OF TREASURY 131.51 3431  
85991 07/28/25 U0076 U.S.BANK NATIONAL ASSOCIATION 77.93 3431  
85992 07/28/25 U0077 UNITED UNIFORMS LLC 144.00 3431  
85993 07/28/25 V0013 VERIZON WIRELESS 818.61 3431  
85994 07/28/25 V0025 V.E. RALPH & SON, INC. 284.00 3431  
85995 07/28/25 V0052 VIKING TERMITE & PEST CONTROL 74.83 3431  
85996 07/28/25 W0135 THE LAW OFFICE OF BRANDON D 1,048.46 3431  
Total: \$310,191.80