

**TOWNSHIP OF UPPER
2100 TUCKAHOE ROAD
PETERSBURG, NJ 08270
CAPE MAY COUNTY
MINUTES FOR DECEMBER 8, 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 December 5, 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 - November 10, 2025 Workshop, Regular, and Closed Session Minutes and November 24, 2025 Regular and Closed Session Minutes

Motion by Zachary Palombo, second by Tyler Casaccio, to approve the November 10, 2025 Workshop, Regular, and Closed Session Minutes as submitted. During roll call vote three Committee members voted in the affirmative. Victor Nappen and Samuel Palombo abstained.

Motion by Victor Nappen, second by Zachary Palombo, to approve the November 24, 2025 Regular, and Closed Session Minutes as submitted. During roll call vote four Committee members voted in the affirmative. Curtis Corson abstained.

REPORT OF GOVERNING BODY MEMBERS

Samuel Palombo, Committeeman, reported on this afternoon’s ribbon cutting ceremony for the new pickleball courts at Caldwell Park and thanked Public Works and Larry Cole for all their great work on the project.

Tyler Casaccio, Committeeman, reported that the tree lighting ceremony which was held at Town Hall after the November 24th Committee Meeting was a nice event and a great kickoff to the holiday season.

Zachary Palombo, Committeeman, thanked Public Works for decorating Town Hall for the tree lighting ceremony and for a job well done on the pickleball courts at Caldwell Park. He next reported that leaf pickup is in progress with a focus on getting the leaves off the ground as soon as possible as we enter the colder months.

Victor Nappen, Deputy Mayor, reported that the Township is focusing on updating our cyber security as well as updating the Township’s website to help improve getting information out to the Township residents. Next, he thanked everyone on the Committee, especially Committeeman Sam Palombo, on the completion of the pickleball project. Lastly, he thanked everyone for attending the tree lighting ceremony at the last meeting.

Curtis Corson, Mayor, thanked all for their participation at the tree lighting ceremony as he was unable to attend. Next, he also commended Public Works and Committeemen Sam Palombo and Zach Palombo for the pickleball project. He next reported that state funds have been allocated for the beach replenishment program in 2026, and the Township is waiting on the federal funds to be available to move forward. Lastly, he reminded the Committee members to let the Administrator know of any items or projects that should be considered for the 2026 budget.

ADMINISTRATOR OVERVIEW

James Van Zlike, Township Administrator, reported that the Township recently received a NJDEP beach and dune maintenance permit. Next, he reported that he is in the process of meeting with each Department head to discuss and review 2026 budget requests. Lastly, he reported that he recently met with the Warwick Group regarding their process to achieve the best results in seeking federal funding for capital projects for the Township.

Joanne Herron, Municipal Clerk, stated that under closed session, item #2 should be corrected to read as Pending Litigation - Block 599 Lot 51.

PRESENTATION

1. Honoring Daniel Dubbs on the occasion of his retirement after 27 years of service with the Upper Township Division of EMS. **The Township Committee read the following Resolution into the record and presented a copy to Daniel Dubbs.**

TOWNSHIP OF UPPER CAPE MAY COUNTY RESOLUTION

RESOLUTION NO. 383-2025

HONORING DANIEL DUBBS ON THE OCCASION OF HIS RETIREMENT AFTER 27 YEARS OF SERVICE WITH THE UPPER TOWNSHIP DIVISION OF EMS

WHEREAS, Daniel Dubbs began his service as a part-time Emergency Medical Technician with the Upper Township Division of Emergency Medical Services on December 28, 1998, and for 27 years, has demonstrated outstanding dedication and commitment to the health and safety of the residents of Upper Township and surrounding communities; and

WHEREAS, Daniel also volunteered his time and expertise with the Upper Township Rescue Squad, where he served as Captain under the leadership of former Chief Jay Potter, and was an invaluable mentor and trainer to the new members of the Rescue Squad, ensuring that the next generation of EMTs and volunteers were equipped with the skills, knowledge, and commitment to serve the community with excellence; and

WHEREAS, Daniel’s contributions to both the Division of EMS and the Upper Township Rescue Squad, through his professionalism, dedication, and leadership, have made a lasting impact on the safety and well-being of the Upper Township community; and

WHEREAS, after 27 years of selfless service, Daniel has announced his retirement, leaving behind a legacy of service, leadership, and a profound dedication to emergency medical care in Upper Township; 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 Township of Upper and its citizens hereby express their deepest gratitude and appreciation to Daniel Dubbs for his 27 years of service as a part-time EMT with the Division of EMS and as a dedicated volunteer with the Upper Township Rescue Squad.
2. The Township of Upper recognizes Mr. Dubbs’ exceptional leadership, mentorship, and commitment to training new members of the Upper Township Rescue Squad, ensuring that the community’s emergency services remain strong and responsive.
3. The Township of Upper extends its best wishes to Daniel Dubbs for a happy, healthy, and fulfilling retirement, and offers heartfelt thanks for his years of outstanding service to the community.

GIVEN UNDER OUR HANDS and the seal of the Township of Upper this 8th day of December, 2025.

Resolution No. 383-2025

Offered by: Nappen

Seconded by: Casaccio

Adopted: December 8, 2025

Roll Call Vote:

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

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

No public comment.

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 Zachary Palombo, second by Tyler Casaccio, to approve the consent agenda items listed below. During roll call vote all five Committee members present voted in the affirmative.

FILING OF REPORTS BY CONSENT

2. Animal Control
3. Clerk’s Office

4. Construction Code
5. Finance Office
6. MUA Report
7. Public Works
8. Tax Collector

RESOLUTIONS TO BE APPROVED BY CONSENT

9. Re-appointing Joanne Herron as Municipal Clerk, with tenure, for the Township of Upper effective December 1, 2025.

**TOWNSHIP OF UPPER
CAPE MAY COUNTY
RESOLUTION**

RESOLUTION NO. 384-2025

**RE: RE-APPOINTING JOANNE HERRON AS MUNICIPAL CLERK, WITH TENURE, FOR
THE TOWNSHIP OF UPPER EFFECTIVE DECEMBER 1, 2025**

WHEREAS, N.J.S.A. 40A:9-133 requires every municipality to appoint a Municipal Clerk for a statutory term of three (3) years and further mandates that the appointee hold a valid Registered Municipal Clerk (RMC) Certificate issued by the State of New Jersey; and

WHEREAS, Joanne Herron was duly appointed Municipal Clerk for the Township of Upper for a three-year term commencing December 1, 2022, and expiring November 30, 2025, during which she has continuously served in good standing and has maintained all required certifications; and

WHEREAS, the Township Committee has reviewed the performance and qualifications of Joanne Herron and finds that she has fulfilled all statutory duties of the office of Municipal Clerk as set forth in N.J.S.A. 40A:9-133.1, and is well-qualified for re-appointment; and

WHEREAS, pursuant to N.J.S.A. 40A:9-133.7, a Municipal Clerk who is re-appointed to a second consecutive term shall be granted tenure in office upon commencement of that second term; and

WHEREAS, the Township Committee of the Township of Upper has determined that it is in the best interest of the municipality to re-appoint Joanne Herron to a second term as Municipal Clerk, thereby conferring tenure as provided by law; 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 statements of the preamble above are incorporated herein by this reference.

2. Joanne Herron is hereby re-appointed Municipal Clerk for the Township of Upper for a second statutory three (3) year term, effective December 1, 2025, and shall attain tenure in accordance with N.J.S.A. 40A:9-133.7 upon commencement of said term.

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. 384-2025

Offered by: Nappen

Seconded by: Casaccio

Adopted: December 8, 2025

Roll Call Vote:

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

10. Authorizing T-Mobile to install equipment and antennas on the licensed space of the cell tower and ground located at 2028 Tuckahoe Road.

**TOWNSHIP OF UPPER
CAPE MAY COUNTY
RESOLUTION**

RESOLUTION NO. 385-2025

**RE: AUTHORIZING T-MOBILE TO INSTALL EQUIPMENT AND ANTENNAS
ON THE LICENSED SPACE OF THE CELL TOWER AND GROUND
LOCATED AT 2028 TUCKAHOE ROAD**

WHEREAS, the Township of Upper and T-Mobile entered into a license agreement on July 1, 2024 for the license of space on the cell tower and ground located at 2028 Tuckahoe Road, Township of Upper; and

WHEREAS, T-Mobile has requested consent to install different equipment and antennas on the licensed space than what was specified in the original license agreement; and

WHEREAS, in accordance with Sections 2(D) and 2(E) of the license agreement, T-Mobile has submitted updated plans, specifications, and a structural analysis report verifying that the tower and foundation have sufficient capacity for the installation of the new equipment and antennas; and

WHEREAS, the Township Engineer has reviewed the aforesaid plans and specifications and has issued a report stating they meet the requirements of the license agreement; and

WHEREAS, the Township Committee has determined that it is appropriate to consent to the proposed project; 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 consents to T-Mobile installing equipment and antennas on the licensed space of the cell tower and ground located at 2028 Tuckahoe Road, Township of Upper, in accordance with the plans and specifications attached hereto as Exhibit A.

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. 385-2025

Offered by: Nappen Seconded by: Casaccio

Adopted: December 8, 2025

Roll Call Vote:

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

11. Refund tax Block 558, Lot 5.

**TOWNSHIP OF UPPER
CAPE MAY COUNTY
RESOLUTION**

RESOLUTION NO. 386-2025

**TAX REFUND
BLOCK 558, LOT 5**

WHEREAS, certain corrections have been recommended by the Upper Township

Tax Collector in order to refund monies; and

WHEREAS, the property owner paid the 4th quarter 2025 taxes on the above property twice in error; and

WHEREAS, the property owner has requested a refund for the overpayment on the 4th quarter 2025 taxes in the amount of \$3,426.51; and

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

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

Resolution No. 386-2025

Offered by: Nappen Seconded by: Casaccio

Adopted: December 8, 2025

Roll Call Vote:

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

REFUND TAX 2025

BLOCK/LOT

558/5

AMOUNT

\$3,426.51

NAME

Edward & Elizabeth Pearce
3116 RT US 9 SO
Ocean View PO, NJ 08230

12. Adopting revisions to the Township of Upper Purchasing Policy.

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

RESOLUTION NO. 387-2025

**RE: ADOPTING REVISIONS TO THE TOWNSHIP OF UPPER
PURCHASING POLICY**

WHEREAS, on May 13, 2013, the Township of Upper adopted a Purchasing Policy to assist Township employees in the responsibilities of purchasing and as a guide to the Township’s purchasing procedures and has made various revisions to the Purchasing Policy since its adoption; and

WHEREAS, the Township Committee of the Township of Upper has determined there is a need to make further revisions to the Purchasing Policy; 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 revised Township of Upper Purchasing Policy attached hereto as Exhibit “A” is hereby approved and adopted.
3. The provisions of this policy may be amended and supplemented from time to time at the sole discretion of the Township Committee.
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. 387-2025

Offered By: Nappen

Seconded By: Casaccio

Adopted: December 8, 2025

Roll Call Vote:

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

13. Authorizing the submission of a grant application for the 2026 National Fitness Campaign.

**TOWNSHIP OF UPPER
CAPE MAY COUNTY
RESOLUTION**

RESOLUTION NO. 388-2025

**AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION FOR
THE 2026 NATIONAL FITNESS CAMPAIGN**

WHEREAS, the Township of Upper is interested in participating in the National Fitness Campaign (NFC) for their 2026 initiative to install and activate outdoor Fitness Courts® in municipalities and schools across the country; and

WHEREAS, the Township of Upper intends to submit a grant application to the NFC to be considered for funding to install an outdoor Fitness Court® as part of the Township’s Amanda’s Field Improvements project; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Upper, County of Cape May as follows:

1. The allegations of the preamble are hereby incorporated by this reference.
2. The Township of Upper hereby authorizes the submission of a grant application to the National Fitness Campaign for participation in their 2026 Campaign initiative to install an outdoor Fitness Court® as part of the Amanda’s Field Improvements project.
3. The Mayor is hereby authorized to sign the application, agreement, and any other documents necessary in connection therewith.

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. 388-2025

Offered by: Nappen

Seconded by: Casaccio

Adopted: December 8, 2025

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

14. Budget transfers.

**TOWNSHIP OF UPPER
CAPE MAY COUNTY
RESOLUTION**

RESOLUTION NO. 389-2025

RE: BUDGET TRANSFERS

WHEREAS, budgetary transfers between line items can be made after November 1st; 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>
COLLECTION OF TAXES O/E \$700.00	CLERK O/E \$10,000.00
ROAD REPAIRS & MAINT. S/W \$10,000.00	COLLECTION OF TAXES S/W \$5,000.00
RECYCLING S/W \$9,500.00	PURCHASE OF TTL \$3,000.00
PUBLIC BLDGS & GRDS S/W \$8,000.00	PLANNING BOARD O/E \$3,000.00
BEACH PATROL O/E \$19,400.00	ROAD REPAIRS & MAINT. O/E \$10,000.00
COMP ABSENSE RESERVE \$40,800.00	DEMO OF UNSAFE STRUCTURES \$18,000.00
	RECYCLING O/E \$10,000.00
	GARBAGE & TRASH O/E \$10,000.00
	BEACH PATROL S/W

Resolution No. 389-2025

Offered By: Nappen

Seconded By: Casaccio

Adopted: December 8, 2025

Roll Call Vote:

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

ORDINANCES

15. Public hearing and final adoption of Ordinance No. 010-2025 RE: AN ORDINANCE AMENDING REVISED GENERAL ORDINANCE CHAPTER 13 (STREETS, SIDEWALKS AND SANITATION) OF THE MUNICIPAL CODE OF UPPER TOWNSHIP. **During the public hearing portion there were no speakers. Motion by Tyler Casaccio, second by Zachary Palombo to adopt Ordinance No. 010-2025. During roll call vote all five Committee members voted in the affirmative.**

**TOWNSHIP OF UPPER
CAPE MAY COUNTY
O R D I N A N C E**

ORDINANCE NO. 010-2025

**RE: AN ORDINANCE AMENDING REVISED GENERAL ORDINANCE
CHAPTER 13 (STREETS, SIDEWALKS AND SANITATION) OF THE
MUNICIPAL CODE OF UPPER TOWNSHIP**

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

SECTION 1. Chapter 13 of the Revised General Ordinance of the Township of Upper, also known as the Code of Upper Township, shall be amended and supplemented as hereinafter provided:

Replace Chapter 13, Section 1 in its entirety with the following:

13-1. EXCAVATION AND CONSTRUCTION OF PUBLIC STREETS.

§ 13-1.1. Permit Required.

It shall be unlawful to dig, excavate, open or in any manner interfere with or disturb within the right-of-way of any municipal street within the Township of Upper for any purpose whatsoever without first securing a permit therefor as hereinafter provided.

§ 13-1.2. Application.

An application for permission to make an excavation between the curblines of any street under Township control shall be made to the Township Clerk. Such application shall be made on the required application form and shall be signed by the applicant and shall specify:

1. The applicant's name, address and phone number (local and out-of-town, if applicable);
2. The name, address and phone number of the person or firm who will be performing the work;
3. The length and width of such excavation;
4. The purpose for which the excavation is to be made;
5. The estimated time required to complete the work and restore the surface; and
6. Such other information as may be required by the Township Engineer.

§ 13-1.3. Fees/Escrow Requirement

- a. For all excavations within the paved areas under Township control, an administrative application fee of \$250.00 and construction inspection fee of \$1,000.00 shall be paid to the Clerk's Office prior to the issuance of the permit. If said paved area to be opened, disturbed, or undermined exceeds six (6) square yards, the additional yardage shall be classified as excess yardage, and an additional fee shall be due and payable by the applicant for all yardage in excess of six square yards at a rate of \$10 per square yard. The \$1,000.00 inspection fee will not be required to be paid if the Applicant is a utility company who is in compliance with Section 13-1.3(d), below.
- b. The applicant shall be responsible to provide all additional fees associated with multiple re-inspections that are necessary due to defective workmanship, lack of coordination, lack of work progression and any aspect of work that is unacceptable to the Township. The Township Engineer shall advise the applicant, in writing, of said additional fee, if warranted.
- c. If necessary, the area to be opened, disturbed or undermined by the applicant may be measured and determined by the Township Engineer and the Department of Public Works.
- d. All utility companies, including companies with existing franchise agreements with public utilities, shall be required to post one general inspection escrow in an amount to be determined by the Township Engineer based upon the application(s) submitted and the scope of work to be performed and/or an amount estimated and projected to be completed within one calendar year. The general escrow account shall be maintained by the Township and shall have a minimum balance maintained at all times, which shall not be less than 25% of the initial escrow amount required to be posted. All escrow fund balances shall be calculated by the Engineer.

§ 13-1.4. Performance and Maintenance Surety.

Before any permit is issued for any work in a public street, certain performance and maintenance sureties are to be posted with the Township Clerk's Office.

- a. Performance Surety.
 1. The performance surety shall be in the form of either a corporate guaranty bond or a surety guaranty bond issued by a company authorized to do business in the State of New Jersey, in a form satisfactory to the Township Clerk and in the penal sum of 100% of the full amount of the total estimated construction costs. A certified check drawn in favor of the Township of Upper for the same amount (100% of the total estimated construction costs) may be substituted for the performance surety. The estimated costs of the proposed work shall be based upon current market values, and said amount shall be prepared by the applicant and approved by the Township Engineer.
 2. In lieu of the above-mentioned performance surety, public utility companies or authorities may post an annual performance surety for \$20,000 or for an increased amount determined by the Township Engineer. The form of surety shall be approved by the Township Solicitor.
- b. Maintenance Surety.

1. In addition to the posting of a performance surety, and as a condition to the release of same, the Township of Upper may, at their discretion, require the applicant to post a maintenance surety in the form of either a surety or guaranty bond issued by a company authorized to do business in the State of New Jersey, in a form satisfactory to the Township Solicitor and in the penal sum of 15% of the performance surety. A certified check, drawn in favor of the Township of Upper, for the same percentage (15% of the performance surety) may be substituted for the maintenance surety.
 2. Public utility companies or authorities posting and continually maintaining a performance surety in accordance with this section will not be required to post a separate maintenance surety.
- c. The applicant shall be responsible for all maintenance and repairs required at the site for a period of one year following completion of construction.

§ 13-1.5. Insurance; Indemnification and Hold Harmless Clause.

- a. All applicants and their agents and employees are required to be covered by a policy or policies of liability insurance. Said insurance shall provide coverage for public liability of at least \$100,000 per person per occurrence, \$300,000 per occurrence for bodily injury liability and at least \$50,000 per occurrence for property damage. A certificate of insurance that confirms the aforementioned coverage and naming the Township as an additional insured under the insurance policy shall be submitted to the Township Clerk at the time of submittal of the application.
- b. The applicant shall also agree, in writing, to indemnify and hold harmless the Township, its agents, servants, and employees from any damage or liability sustained by any person or property arising out of the negligence of the applicant or its agents, servants and employees during the course of any construction, excavation, restoration or refilling of any road or street under the control of the Township. The agreement shall require the applicant, in the event a claim is made against the Township, its agents, servants and employees arising out of the applicant's construction activities, to provide the Township with a legal defense and to pay any and all attorneys' fees or costs incurred by the Township in connection with any claims, suit or litigation.

§ 13-1.6. Issuance of Permit/Restrictions.

- a. The Township Engineer, upon receipt and examination of the application and the fee referred to hereinabove, shall authorize the Township Clerk to issue a permit for the excavation. The permit shall specify that it is good for a ninety-day period from the date of issuance and shall further specify that such work shall be completed and restored within 48 hours after work is commenced or within a duration of time which in his opinion is reasonable and fair. The applicant shall notify the Township Engineer 24 hours before the commencement of any work so that appropriate inspection can be made where required.
- b. Whenever the Township resurfaces or reconstructs a street, no permit shall be issued for the opening of said street for a period of five years subsequent to the completion of the reconstruction and acceptance of such work by the Township, provided the property owners have been properly notified. The Township Clerk shall give written notice of any such proposed road opening by way of publication in a newspaper of general circulation within the Township no less than four months prior to commencing the Township's construction. The notice shall specify the anticipated start date for the construction and advise the property owner that any anticipated new facilities or repairs to their existing facilities must be completed prior to the start of the Township's project. Emergency situations are exempt from the five-year restriction.
- c. Between May 20 and September 10 work authorized pursuant to a permit issued under this

chapter is restricted to Tuesday through Thursday within the Strathmere section of Upper Township. No scheduled work will be permitted between Friday and Monday during this time period, unless approved by the Engineer and the Township Committee.

§ 13-1.7. Restoration of Excavated Area.

- a. The applicant to whom such permit is issued shall, within the time limited in such permit, replace the earth and pavement in the excavation in such manner that the same shall be left in as good condition as it was before the excavation was commenced. Except as otherwise herein stated, all street work performed shall be in accordance with the applicable provisions of the New Jersey Department of Transportation (NJDOT) Standard Specifications for Road and Bridge Construction, including all amendments. Reference to articles or sections hereinafter refer to said NJDOT standard specifications.
 1. Trenches shall be backfilled in layers not to exceed six inches, and a vibratory tamper must be used. Compaction of 95% shall be required. Puddling of backfill is strictly prohibited. Should there be a deficiency, additional backfill material shall be supplied by the permittee. Whenever the Township Engineer shall deem the material unsatisfactory for backfill, the permittee shall provide acceptable material for the backfill.
 2. Roadways with a concrete base shall be restored using a combination of concrete and asphalt. The amount of concrete and asphalt to be used at each such excavation shall be as directed by the Township Engineer. See detail at end of chapter.
 3. Hot mix asphalt street restoration specifications.
 - (a) Gravel.
 - (1) Gravel shall be installed six inches thick. The gravel shall consist of compact soil aggregate, Type I-5. The use of a recycled asphalt product (RAP) or recycled concrete product may be substituted for the soil aggregate as long as it meets the NJDOT requirements for 1-5 materials. The Township Engineer may, at his discretion, submit samples of the soil aggregate for a gradation analysis, with the costs of said analysis borne by the applicant.
 - (b) Temporary restoration.
 - (1) Less than 100 square feet.
 - (i) For openings in asphalt roadways that are less than 100 square feet, the temporary restoration will consist of the installation of six inches of soil aggregate, Type I-5, to a level of six inches below the level of adjacent paved surfaces, a four-inch lift of hot mix asphalt base course, Mix I-2, followed by a two-inch lift of a bituminous concrete cold patch installed to grade.
 - (ii) These temporary surfaces shall be in place for a period of not less than 45 days to allow sufficient settlement to occur. Should settlement continue to occur, the Township Engineer shall determine when the work is acceptable for final restoration. The permittee shall be responsible for all maintenance deemed necessary by the Township Engineer until such time as the final restoration is completed.
 - (2) Greater than 100 square feet.
 - (i) For openings in asphalt roadways that are greater than 100 square feet, the temporary restoration will consist of the installation of six inches of soil aggregate, Type I-5, to a level six inches below the level of the adjacent paved surfaces. A six-inch lift of hot mix asphalt, Mix I-2, shall

then be installed to grade.

- (ii) These temporary surfaces shall be left in place for a period of not less than 45 days to allow sufficient settlement to occur. Should settlement continue to occur, the Township Engineer shall determine when the work is acceptable for final restoration. The permittee shall be responsible for all maintenance deemed necessary by the Township Engineer until such time as the final restoration is completed.
 - (c) Final Restoration.
 - (1) Less than 100 square feet.
 - (i) For openings less than 100 square feet, the final restoration will involve the removal of the top two inches of bituminous concrete cold patch. All edges shall be saw cut six inches beyond the actual trench width disturbed to produce a clean edge, and said edges shall be prepared with an asphaltic tack coat. A two-inch lift of hot mix asphalt surface course, Mix I-5, shall then be placed to a level even with the existing road grade.
 - (2) Greater than 100 square feet.
 - (i) For openings greater than 100 square feet, the trenches shall be milled to a depth of two inches to a distance of at least 12 inches beyond the actual trench width to produce a clean edge. All edges shall be coated with an asphaltic tack coat prior to a two-inch lift of hot mix asphalt surface course, Mix I-5, being placed to a level even with the existing road grade.
 - (d) No surface water shall be entrapped or ponded on the resurfaced areas. If any ponding occurs, the permittee will be responsible for performing whatever remedial action is required by the Township Engineer.
4. If more than two individual excavations would be required within a 100-foot length, a single trench must be used rather than the individual excavations. Final restoration will require a minimum of 1/2 width of the cartway. The trench shall be milled to a depth of two inches to a distance of at least 12 inches beyond the actual trench limit from the center line of the cartway to the curbline. (See construction detail at end of section.) All edges shall be coated with an asphaltic tack coat prior to a two-inch lift of hot mix asphalt surface course, Mix I-5, being placed to a level even with the existing road grade.
5. In all cases where concrete has to be removed prior to any excavation, saw cut methods of removal shall be used. The restoration of the concrete shall be according to the following specifications:
- (a) It shall be NJDOT Class B with a class design strength of 3,700 psi at 28 days.
 - (b) It shall have a minimum thickness of not less than four inches for sidewalk, six inches for driveway aprons and eight inches for gutter.
 - (c) It shall have a minimum width of not less than five feet for sidewalks.
 - (d) It shall have control joints not more than five feet for sidewalk, 10 feet for curb and gutter and expansion joints not more than 20 feet for sidewalk, curb and gutter.
- b. By the acceptance of such a permit, the applicant shall be deemed to have agreed to comply with the terms hereof, and upon his failure to do so to pay on demand any cost or expense that the Township may incur by reason of any shrinkage or settlement in the excavated area resulting from such excavation if such shrinkage or settlement shall occur within three months from the time the surface thereof is restored.

§ 13-1.5. Newly Paved Streets.

No permit shall be issued for any street opening which would disturb the pavement of any road having been constructed, reconstructed or overlaid until a period five years after the completion of said construction, reconstruction or overlay, except in the event of an emergency or hardship as described below. The five- year period as articulated herein shall be calculated from December 31 of the year in which said road was constructed, reconstructed or overlaid and run five years thereafter.

- a. **Emergency Opening.** In the event that an entity shall be required to open a street and/or roadway as a result of an emergency, said emergency opening shall be reviewed by the Township Engineer, and if the said Township Engineer shall determine that no such emergency existed, then the entity so opening the street and/or roadway shall have a fine imposed upon such entity in the amount of \$5,000 for the first nonemergency opening, a fine of \$10,000 for a second nonemergency opening, and a fine of \$15,000 for a third nonemergency opening.
- b. **Hardship Condition.** In the event in which a property owner has a hardship condition which requires a street opening permit to be issued contrary to paragraph a above, the Township of Upper may grant relief if all of the following conditions are met:
 - 1. A letter addressed to the Township, c/o the Township Clerk, is received detailing the hardship and necessity of opening the street in lieu of waiting the prescribed period of time.
 - 2. Upon receipt of the letter, a public meeting date will be set for the Township Committee to take formal action.
 - 3. The property owner making request shall serve a notice to all property owners within 200 feet, by certified mail, return receipt requested, or by personal hand delivery, a minimum of 10 days prior to the public meeting.
 - 4. The property owner shall file a copy of the notice served to adjoining property owners with an affidavit of proof of delivery of notice with the Township Clerk at least three days prior to the public meeting. The notice must:
 - (a) Identify the property by street address and block and lot;
 - (b) State the reason for the hardship;
 - (c) State the type of size of the utility opening;
 - (d) Advise the adjoining property owners that if they have any objections, they must advise the Township Clerk, in writing, as to their objections to proposed street opening at least three days in advance of the public meeting;
 - (e) State the date and time of the public meeting; and
 - (f) Be approved by the Township Clerk prior to mailing
 - 5. The Township Committee shall consider the request at a public meeting and review all objections received in writing. Approval or denial of the request shall be through formal adoption of a resolution.
 - 6. A request based solely on economic savings shall not be considered and will be automatically denied.
 - 7. An additional fee of \$500 will be assessed for all street openings applications located within the asphalt pavement.
- c. **Roadway restoration.**

1. In the event that an emergency or hardship requires the opening of a roadway that has been resurfaced by the Township during the previous five years, a full width, infrared restoration will be required. The restoration will consist of six-inch dense graded aggregate base course, and a six- inch hot mix asphalt base course, Mix I-2, brought to existing grade, within the excavated area. A full width, curb-to-curb milling two inches in depth to extend 20 feet beyond the limit of excavations will be performed after proper settlement in the trench area. The allowable time for the settlement shall be 45 days unless otherwise directed by the Township Engineer. The final surface course shall be a two-inch hot mix asphalt surface course, Mix I-5. See detail at end of chapter.
2. Infrared restoration for repair of asphalt streets that are less than five years old and have been opened for utility work shall be utilized after the one-hundred-twenty-to one-hundred-eighty- day settlement period has elapsed.
 - (a) The following methods of construction shall apply:
 - (1) After completion of permanent restoration, the permittee shall provide infrared restoration.
 - (2) The area shall be swept clean of dirt, loose aggregate, or standing water.
 - (3) A chalk line shall be drawn 12 inches back from the seam of the original opening to use as a guide for raking.
 - (4) The infrared chamber shall be lowered over the repair, being sure to allow at least 12 inches to 18 inches of heated area beyond the perimeter of the original opening.
 - (5) To insure the proper heating time, the contractor shall check the surface temperature of the asphalt at seven minutes and every minute thereafter using an infrared thermometer so as not to allow the surface temperature to exceed 350° F. This is required since the ambient temperature, the color of the pavement, the size of the aggregate, and the moisture content influence the heating time.
 - (6) After the appropriate heating time (typically eight to 10 minutes), the asphalt surface will be softened to a depth of two to 2 1/2 inches.
 - (7) The infrared chamber shall be then removed from the heated area.
 - (8) The back side of a steel rake shall be used to neatly square off the repair, cutting 12 inches back from the original excavation along the chalk line.
 - (9) The area inside the repair shall be deeply scarified, taking special care to eliminate the original seam between the repair and the road.
 - (10) Approximately 1/2 to one inch of existing three-fourths-inch stones shall be raked out and removed from the patch.
 - (11) Maltenes rejuvenator shall be applied to the repair and surrounding heated asphalt surface. Emulsified maltenes recycling agent (rejuvenator) shall be applied in a ratio of 1:1 with water. This solution shall be well dispersed with a commercial-grade sprayer at a rate of eight ounces per square yard of heated area. This application area shall include both the area under repair as well as the area heated but left undisturbed around the perimeter of the repair. The application shall take place after the area has been scarified and just prior to the addition of new asphalt The rejuvenator replaces the light oil component of asphalt, which has oxidized out over time.
 - (12) Hot mix asphalt I-5 (1/4 to 3/8 aggregate) shall be added to the area to bring

it up to proper grade and luted smooth.

3. Trench restoration may be permitted under special circumstances and at the option of the Township of Upper and Township Engineer for openings having a minimum impact on the longevity and serviceability of the street in question. See detail at end of section.

§ 13-1.8. Clearance for Fire Equipment.

The excavation work shall be performed and conducted so as not to interfere with access to fire stations and fire hydrants. Materials or obstructions shall not be placed within 15 feet of fire hydrants. Passageways leading to fire escapes or fire-fighting equipment shall be kept free of debris, construction materials or other obstructions.

§ 13-1.9. Protection of Traffic.

- a. The permittee shall erect and maintain suitable barriers to confine the earth from trenches or other excavations so as to encroach upon highways as little as possible.
- b. The permittee shall construct and maintain adequate and safe crossings over excavations and across highways under improvement to vehicular and pedestrian traffic at all street intersections.
 1. Vehicular crossings shall be constructed and maintained of plant, timbers and blocking of adequate size to accommodate vehicular traffic safely. Decking shall be not less than four inches thick and shall be securely fastened together with heavy wire and staples.
 2. Pedestrian crossings shall consist of planking three inches thick, 12 inches wide and of adequate length, together with necessary blocking. The walk shall be not less than three feet in width and shall be provided with a railing, as required by the Township Engineer.
- c. Traffic control plans and devices shall conform to the latest edition of the Manual of Uniform Traffic Control Devices (MUTCD).

§ 13-1.10. Responsibility and Liability of the Township.

The Township shall not be responsible for any injury or damage to persons or property resulting from the negligence of the applicant or his servants, agents, or employees in making, grading, or filling any excavation permitted under the terms of this section. This section shall not be construed as imposing upon the Township or any official or employee any liability or responsibility for damages to any person injured in the performance of any excavation work for which an excavation permit is issued hereunder; nor shall the Township or any official or employee thereof be deemed to have assumed any such liability or responsibility by reason of inspections authorized hereunder, the issuance of any permit or the approval of any excavation work.

§ 13-1.11. Violations and Penalties.

Any person, firm or corporation violating any of the provisions of this section shall, upon conviction thereof before the Municipal Judge of the Township's Municipal Court, be subject to a fine not exceeding \$1,000 or to imprisonment in the county jail for a period not exceeding 90 days, or both. Penalties for violating the emergency road opening provisions are contained above in subsection 13-1.5a.

§ 13-1.12. Exemptions.

Street openings and excavations performed by the Township of Upper or agents of the Township of Upper are exempt from the provisions of this chapter.

Replace Chapter 13, Section 2 in its entirety with the following:

§ 13-2. SIDEWALK AND CURB CONSTRUCTION AND MAINTENANCE.

§ 13-2.1. Premises Owner to Maintain Sidewalks and Curbs.

The owner of any premises in the Township of Upper abutting a sidewalk or curb shall, at his/her own expense, keep and maintain such sidewalk or curb in good condition and state of repair and shall not permit the same to fall into a state of disrepair or to become unfit or unsafe to walk upon. In the event that such sidewalk or curb or any part thereof becomes unsafe or hazardous to the public or unfit to walk upon, the abutting owner, at his own cost and expense, shall forthwith reconstruct or repair, as the facts may require, such sidewalk or curb or that part thereof which requires reconstruction or repair. This section shall not apply to situations where, in an approved subdivision, a developer is required to install curbs and sidewalks and where responsibilities for construction and maintenance are more particularly delineated in the subdivision ordinance of the Township. Additionally, the owner of any premises in the Township of Upper abutting the sidewalk or curb shall, at his or her own expense, maintain such sidewalk or curb in a clean condition, free of debris, and shall also maintain, in a clean condition, that portion of the gutter/roadway abutting the sidewalk extending from the edge of the curblines to a distance of 18 inches into the street.

§ 13-2.2. Notice of Condition to Owner.

The Township of Upper Engineer, Construction Official, or Code Enforcement Officers or their designees are authorized to issue notices of violations upon a determination that a sidewalk or curb is in an unsafe or hazardous condition as required herein. Whenever any lands are occupied and the owner cannot be found within the Township, said notice may be mailed, postage prepaid, to his or her post office address as it is ascertained from the latest tax rolls of the Township of Upper. In a case where an owner is a nonresident of the municipality or his or her post office address cannot be ascertained, then a notice may be inserted for four weeks, once a week in the official newspaper of the Township of Upper.

§ 13-2.3. Permit Required; Fee.

- a. An application for the excavation, repair, replacement, or reconstruction of an existing sidewalk, curb, or driveway shall be made to the Township Construction Official. Such application shall be made on the required application form and shall be signed by the applicant and shall specify:
 1. The applicant's name, address and phone number (local and out-of-town, if applicable);
 2. The name, address and phone number of the person or firm who will be performing the work;
 3. The length and width of such excavation;
 4. The purpose for which the excavation is to be made;
 5. The estimated time required to complete the work and restore the surface; and
 6. Such other information as may be required by the Township Engineer.
- b. For major excavations of more than forty (40) linear feet of curbing or two hundred (200) square feet of sidewalk, an administrative application fee of \$250.00 and construction inspection fee of \$1,000.00 shall be paid to the Construction Office prior to the issuance of the permit .
- c. For minor excavations of less than forty (40) linear feet of curbing or two hundred (200) square feet of sidewalk, an administrative application fee of \$50 shall be paid to the Township Construction Office prior to the issuance of the permit.
- d. The applicant shall be responsible to provide all additional fees associated with multiple re-inspections that are necessary due to defective workmanship, lack of coordination, lack of work

progression and any aspect of work that is unacceptable to the Township. The Township Engineer shall advise the applicant, in writing, of said additional fee, if warranted.

- e. If necessary, the area to be opened, disturbed or undermined by the applicant may be measured and determined by the Township Engineer and the Department of Public Works.

§ 13-2.4. Standards and Specifications.

All sidewalks, curbs and driveways, including repairs, replacement and reconstruction thereof, shall be constructed to the strict line and grade as established by the Township Engineer and of the materials as specified by this section.

- a. **Concrete Curbs.**

- 1. Concrete curbs shall be 16 inches in depth having a top width of six inches and a bottom width of eight inches. The top and face shall be troweled to produce a smooth finish. The face shall be troweled to a depth of nine inches. Mechanical vibration of the concrete will be permitted to produce a smooth curb face. Where vibrating produces the desired uniform smooth surface, troweling will not be required.
- 2. Expansion joints shall be provided at twenty-foot intervals along the curb and shall consist of one-half inch pre-molded compressible material.

- b. **Concrete Sidewalks.**

- 1. Concrete sidewalks shall be four inches in depth having a width of four or five feet which shall be determined by the width of existing sidewalk on any particular street. The sidewalk shall be finished with a wooden float to provide a uniform surface.
- 2. Grooves shall be formed at intervals, equal to the width of the sidewalk and expansion joints provided at twenty-foot intervals and shall consist of one-half inch pre-molded compressible material.
- 3. Sidewalks shall be located within the sidewalk area in accordance with the established practice on any particular street and shall slope upward from the established curb grade toward the property line at the rate of one-quarter inch per foot.

- c. **Materials.** The following shall govern the type of materials to be used:

- 1. **Mix.** Concrete shall consist of one part portland cement, two parts of sand and four parts of coarse aggregate using only sufficient water to make a workable mix.
- 2. **Cement.** Cement shall be approved portland cement.
- 3. **Sand.** Sand shall be clean washed concrete sand.
- 4. **Coarse aggregate.** The coarse aggregate shall be five-eighths inch or three-fourths inch broken stone or washed gravel and shall be in practical compliance with the requirements for five- eighths inch or three-fourths inch as indicated in the 2019 NJDOT Standard Specification for Road and Bridge Construction, including updated revisions.

- d. Whenever a sidewalk corner curb is repaired or replaced, the repair or replacement shall comply with the requirements of the Americans with Disabilities Act (ADA), requiring a ramp leading from the sidewalk to the road, through the curb, so as to provide a smooth unrestricted passageway between the road and the sidewalk. In connection with the repair or replacement of any other curbs, the same compliance with ADA may be required, depending upon the availability of other ramps in the general vicinity. The owner and/or contractor doing the work must apply at the Township Construction Office for a permit and shall be advised of the applicability of the ADA requirements at that time. Specifications therefor are on file in the Township Construction office.

§ 13-2.5. Liability of Contiguous Landowner and Notice to Repair.

- a. The responsibility of maintaining the existing sidewalk, curb, and private driveway, all lying within the bed of a public street, is upon the contiguous property owner, who should maintain said areas so that they do not become dangerous to the public. Said owner should replace, reconstruct, or repair same as needed. The responsibility of said owner does not depend upon being notified to make a repair by the Township. However, in the event the Township of Upper should determine that any existing sidewalk, curb or driveway, which is located within the public right-of-way, is in such condition that it has become dangerous to the public, or is in such condition that it should be replaced, reconstructed, or repaired, or does not conform to the provisions of this chapter, the Township of Upper Engineer, Construction Official, or Code Enforcement Officers or their designee is authorized to give notice to the property owner to replace, repair or reconstruct the same within 30 days from the service of such notice.
- b. Whenever any lot, tract or parcel of land is located in an area where public convenience and necessity require the construction of a curb or sidewalk, or both, the Construction Official is hereby authorized and empowered to give notice to the property owner to cause the same to be constructed within 30 days from the service of the notice. Such areas are intended to mean those where the general public would be likely to pass or repass with reasonable frequency; those located where the lands abutting have improvements erected thereon, and lands located in a vicinity which has been developed by the construction of improvements on other lands.

§ 13-2.6. Failure to Comply; Work to Be Done by the Township.

In the event the owner does not make the replacement, repair or reconstruction as required by the notice and the provisions of subsection 13-2.5 hereof, the Township may make the necessary replacement, repair or reconstruction, and the cost of the work shall be assessed against the lands of the owner in the manner prescribed by law. Additionally, whenever directed to act by the Township Committee specific instances, the Construction Official shall utilize the provisions of N.J.S.A. 40:65, by giving notice to the owner that unless the owner completes the particular replacement, repair or reconstruction of a sidewalk, curb or driveway within 30 days after service of the notice, the Township will make the improvement at the sole expense of the owner. The cost of the work shall be assessed against the real estate of the owner in the manner prescribed by law. All applicable provisions of N.J.S.A. 40:65 shall be followed.

§ 13-2.7. Enforcement; Appeals; Penalties.

- a. The Construction Official is hereby empowered to enforce this section and several provisions thereof. The Construction Official is hereby further empowered to enforce the discretionary powers which are considered necessary in order to make the provisions hereof properly effective and useful for the benefit of the public.
- b. In order to prevent injustice, the possible abuse of discretion and to correct the possibility of error in judgment, any owner who receives a notice from the Township Construction Official has the right to appeal to the Township Committee by filing a notice of appeal with the Township Clerk within the thirty-day period heretofore mentioned. Upon receipt of any such notice of appeal, the Township Committee will hear the appeal at its next regular meeting, at which time the owner and any other persons appearing in the matter will be heard or will be afforded the opportunity to be heard. After the hearing, the Township Committee will consider the matter, reach a decision, and notify the owner thereof.
- c. Any person, firm or corporation violating any of the provisions of this section shall, upon conviction thereof before the Municipal Judge of the Township's Municipal Court, be subject to a fine not exceeding \$1,000 or to imprisonment in the county jail for a period not exceeding 90 days, or both. Each day's persistence in the things or acts prohibited by this section shall be and constitute a separate and distinct offense subject to any and all penalties prescribed in this section.

Replace Chapter 13, Section 4 in its entirety with the following:

§ 13-4. MAP OF UTILITIES.

§ 13-4.1. Map Required.

Every person owning, using or controlling pipes, conduits, ducts or other facilities under the surface of any street used for the purpose of supplying gas, electricity, communications, water or steam to or from the Township or its inhabitants, or for any other purpose, shall file with the Township Construction Office accurate information showing the location, size and description of all installations.

§ 13-4.2. Changes.

On or before January 31st of each year, all persons subject to this section shall file with the Township Construction Office additional information showing all installations made or abandoned during the previous year. If no changes have been made to the installations during the previous year, a written statement to that effect may be filed with the Township Construction Office within the period of time specified above. Any person subject to this section may, at his option, elect to provide additional information throughout the year as it is available.

Replace Chapter 13, Section 5 in its entirety with the following:

§ 13-5. STREET VACATIONS.

§ 13-5.1. Request for Street Vacation.

Any person seeking the vacation of a street pursuant to N.J.S.A. 40:67-1 et seq. shall make such request to the Township Clerk, in writing. Said request must include an identification of the applicant's property, and a depiction of the premises to be vacated, and a list of all owners of adjacent property, with current mailing addresses. Consent from all affected adjacent landowner(s) shall be submitted with said request. The consent shall include the adjacent landowner(s) street address and block and lot number.

§ 13-5.2. Initial Review.

- a. Upon receipt of the request and consents, the Township Clerk shall forward a copy of the request and consents to the Administrator for review. He/she shall also forward a copy of the request to the following for investigation and submission of reports:
 1. Township Solicitor;
 2. Township Engineer;
 3. Superintendent of Public Works;
 4. Zoning Officer;
 5. Tax Assessor.
- b. The aforementioned group shall determine whether the roadway is needed for any future Township land development, municipal facilities such as storm drainage, or recreational facilities; is under Green Acres jurisdiction or was ever used for municipal recreational purposes in the past; or whether the utility companies have need for the right-of-way.

§ 13-5.3. Application Fees.

The applicant shall pay a minimum fee of \$50.00 to cover the initial costs incurred by the Township of

Upper in processing the application. In addition, the applicant shall reimburse the Township for the legal and engineering costs incurred by the Township in preparation and review of the vacation ordinance. Said sums due and owing shall be certified to the Township Clerk by the Township Solicitor and Township Engineer. The Township Clerk shall further certify the costs of public advertising and recording fees. The total amount due and owing for reimbursement for the legal, engineering, publication, certified mailing costs, and recording fees shall be paid by the applicant prior to the adoption of the vacation ordinance.

§ 13-5.4. Preparation and Submission of Documentation.

Prior to preparation of the vacation ordinance, the applicant shall prepare or have prepared on its behalf, the following:

- a. Survey maps and metes and bounds descriptions of the area to be vacated and the method of division of the vacated property subsequent to adoption of the ordinance. The survey map shall indicate all existing encumbrances, drainage facilities, utility locations and any other topographical feature pertinent to the area to be vacated. The maps shall depict the portions of the street or right-of-way to be conveyed to each abutting property owner having interest in the title to the centerline of the street to be vacated, unless the title searches disclose that the interest in title is otherwise. In that event, it shall show to the appropriate line required, based upon the chain of title, of the street to be vacated. The description for all the vacated streets shall be prepared by metes and bounds for the vacation ordinance. The ending statement of the vacation description shall include the following wording:

"The above description is and is intended to be all of that portion as shown on the Official Tax Map of the Township of Upper. It is further intended that all rights of the public which may exist are to be vacated within the portion of the right-of-way described, reserving there out and therefrom all rights and privileges now possessed by public and private utilities to maintain, repair and replace their existing facilities in, adjacent to, over or under the roadway being vacated, including but not limited to, gas, water, cable, telephone, electric, sanitary sewers, storm sewers and any appurtenances and rights of ingress and egress relating thereto. The description has been prepared in accordance with the map entitled _____."

§ 13-5.5. Adoption Process.

Upon certification by the Township Solicitor and Township Engineer that all necessary documents are in order, the Township Solicitor shall prepare a vacation ordinance for discussion and introduction by the Township Committee. The Township Committee shall adhere to the procedures set forth in N.J.S.A. 40:67-1 et seq. and N.J.S.A. 40:49-2 with regard to introduction, publication, public hearing and adoption of said ordinance. In addition, the Township Clerk, after introduction of said ordinance, shall notify by certified mail, return receipt requested, all adjacent and adjoining property owners within 200 feet of the proposed road vacation area, of the introduction of the ordinance and advise them of the date of public hearing at which they may attend and make their comments known. Upon adoption of the ordinance, the Township Clerk shall record same with the County Clerk of the County of Cape May as required by law. Upon certification from the County Clerk that the ordinance has been recorded, the necessary tax records shall be revised by the Township Tax Assessor and the vacation indicated on the Tax Map of the Township of Upper.

§ 13-5.6. Additional Provisions.

The obligation of the Township with regard to the adopted vacation ordinance shall cease with its recording of same with the County Clerk and updating of its tax map. In the event that the applicant or the adjacent property owners who may receive an interest in the vacated area wish to have a deed prepared evidencing the property vacated, such deed shall be the obligation of the owner acquiring title to said portion of the roadbed. In the event that any such deed is prepared, it shall describe, by metes and bounds, the original property, including within the description that portion of the street being incorporated with the owner's original land holdings. The deed shall contain a reference to the new tax lot number created and assigned to the combined lot and the road vacation area as

determined by the Township Tax Assessor. It shall also include a reference to the survey map upon which the deed description is based and a reference to the ordinance number by which the portion of the street was vacated. The deed shall be transferred by the owner to themselves.

Replace Chapter 13, Section 6 in its entirety with the following:

§ 13-6. SPEED HUMPS

§ 13-6.1. Purpose.

The purpose of this section is to provide a transparent and defensible mechanism, through guidance and objectivity, pertaining to the evaluation and selection of roadways within the Township for the installation of speed humps. Prior to the approval and installation of speed humps, the Township shall authorize a traffic study of the impacted area. Where appropriate, other temporary traffic calming measures should be considered and/or implemented prior to the installation of speed humps.

§ 13-6.2. Definitions.

85TH PERCENTILE SPEED – The speed at or below which 85% of the traffic is moving. The 85th percentile speed is used as one of the criteria to determine if a street shall qualify for the installation of speed humps.

COMMISSIONER – The Commissioner of the New Jersey Department of Transportation.

RESIDENTIAL STREET – A street of which the primary function is to provide initial access to the collector and arterial roadways. These facilities are characterized by short trips, low speeds, and small traffic volumes.

SPEED HUMP – A raised area of pavement or other materials created to control vehicular speeds in conformity with New Jersey Law, Title 39 of the Revised Statutes and New Jersey Department of Transportation and the design specifications therein, including the engineering specifications for maximum height, profile, and minimum and/or maximum length. Speed humps include speed tables, cushions, and lumps.

TRAFFIC/SPEED STUDY – A twenty-four (24) hour survey of traffic speeds and volumes conducted by the use of a magnetic sensor(s) or air pressure hose(s) to determine the percentage of traffic that exceeds the speed limit.

§ 13-6.3. Requests for Installation and Eligibility Requirements.

a. Requests for speed hump installations shall be made in writing and shall be directed to the attention of the Township Administrator. The Township Administrator shall provide a copy of the request to the appropriate internal departments, including the Township Engineer. A request for installation of a speed hump shall only qualify for consideration if the following criteria are met:

1. The roadway must be a Township-owned and Township-maintained street;
1. The initial request must originate from a resident(s) living on the street upon which the installation is requested;
2. The roadway must have a posted speed limit of thirty (30) miles an hour or less and must be traversed by less than three thousand (3,000) vehicles per day; or the street must be located within five hundred (500') feet of a school or any property used for school purposes subject to the provisions of Section 3 of P.L. 2004, c. 107 (N.J.S.A. 39:4-8.11);
3. The street must be in reasonably good condition, as determined by the Township Engineer in their sole discretion, or be incorporated as part of a roadway resurfacing project;
4. Speed humps may be located on streets that contain horizontal curves, but the speed hump, itself, must not be located within the horizontal curve. Safe stopping sight distance must always be provided;

5. Speed humps may not be located on a street with a vertical grade with more than an eight (8%) percent change on the immediate approaches where the visibility of the speed hump may be restricted;
 6. Special consideration must be given to streets without curbing and gutter in order to accommodate drainage and to prevent vehicular runarounds; and
 7. The Township shall provide appropriate notice to any municipality or county that may be impacted by the installation of a speed hump.
- b. In the event that the street is determined to be ineligible for the installation of a speed hump, the applicant(s) will be notified by the Township and/or its agents, in writing, pertaining to such determination.
 - c. Any determination through which a request for installation of a speed hump is denied may be appealed, in writing, to the Township Administrator and must include reasons for the appeal. Upon receipt of such appeal, the Township Administrator shall present the appeal to the Township Committee for a determination as to whether the determination of the City Engineer shall be upheld or shall be overturned based on the information contained in the filed appeal.
 - d. In the event that the street is determined to be eligible for the installation of a speed hump, the street will be placed on a list of streets eligible for such installation, which list shall be maintained by the Township.

§ 13-6.4. Evaluation of Requests for Installation of Speed Humps.

All requests for installation of speed humps which meet the initial eligibility requirements, as set forth in Chapter 13-6.3, above, will be formally evaluated by the Township as set forth below:

After a determination of the impact of installation of a speed hump, as determined by the Township Engineer, the applicant shall provide notice to all residents living along the street on which the speed hump is proposed informing all residents of their right to object to the installation of a speed hump by providing written notice of any such objection to the attention of the Municipal Clerk within ten (10) days of the receipt of such notice. All required notices shall be sent by certified mail, return receipt requested. Proof of mailing shall be required to be provided by the applicant to the Municipal Clerk with receipts from each resident required to receive notice and/or proof of mailing and failure of a resident to accept notice.

A traffic/speed study shall indicate that the 85th percentile speed is at least five (5) or more miles per hour over the posted speed limit for the street.

The street segment must be a minimum of seven hundred fifty (750') feet in length between traffic controls, four-way intersections, and/or curves with less than a two hundred fifty (250') foot radius; or the street must be comprised of contiguous segments with no stop controls between the segments and all side streets entering at four-way intersections are stop controlled. The total length of the contiguous segments must be at least seven hundred fifty (750') feet in length.

- a. Pursuant to the provisions of Section 3 of P.L. 2004, c. 107 (N.J.S.A. 39:4-8.11):
 - 1. Prior to a municipality or county constructing a speed hump which places any impact on roadways in an adjoining municipality or county, the governing board or body of the municipality or county shall provide appropriate notice to the adjourning municipality or county;
 - 2. Prior to a municipality or county constructing a speed hump which places any impact on a state roadway, the county or municipality shall obtain the approval of the Commissioner.
- b. The installation of a speed hump on a street must be approved by the Director of Public Works, the applicable Fire Department Chief for the fire company that is tasked with servicing the street upon which a speed hump installation is proposed, and the New Jersey State Police. The written approval of each individual and/or entity referenced above must be received and placed on file with the Township Clerk's Office prior to any speed hump being installed within the Township.
- c. All applications that have met the eligibility requirements and have received approval from the individuals and/or entities referenced in subsection e, above, shall be submitted to the Township Engineer's Office for review and approval.
- d. The Township Engineer's Office shall make the final determination as to whether the requested speed hump is appropriate for installation at the requested location based on the criteria set forth herein. If a speed hump is approved by the Township Engineer's Office, it shall thereafter be presented to the Township Committee for final approval. If approved by the Township Committee, the approved speed hump installation shall be passed to the prioritization phase.

§ 13-6.5. Prioritization of Speed Humps.

- a. The installation of speed humps will be prioritized on a Township-wide basis. Speed hump installations shall be prioritized based upon the following factors, which shall be formally evaluated by the Township Administrator:
 - 1. Date of approved application;
 - 2. Comparison of the operating speed or the 85th percentile speed to the statutory limit;
 - 3. Daily traffic count average;
 - 4. Accident history; and
 - 5. Proximity to schools, parks, playgrounds, or other facilities with large volumes of children, bicycles, or pedestrian use.
- b. Lower prioritized, but less costly speed hump installations, may be implemented ahead of higher priority speed hump installations if funding levels do not allow for the installation of the higher priority speed hump(s) at any given time.

§ 13-6.6. Design, Construction, and Location of Speed Humps.

- a. Speed hump layout and design shall be determined by the Township Engineer. All construction shall conform to the New Jersey Department of Transportation technical standards in place at the time of installation.
- b. The street upon which a speed hump is to be installed must have adequate sight distance to safely accommodate the hump as determined by the Township Engineer's Office.
- c. Speed humps near drainage inlets should be placed just downstream of the inlet. Drainage consideration can affect speed hump location and/or spacing.

- d. Speed humps shall not be located within ten (10') feet from the nearest driveway.
- e. All speed humps constructed shall conform in design and construction to the technical standards established by the New Jersey Department of Transportation.
- f. Advance warning, including, but not limited to, the erection of appropriate signage giving notice of the presence of a speed hump before the first speed hump in a series of speed humps and pavement markers shall be placed at the location of the first speed hump. The signage and pavement markings for a speed hump shall conform to the current standards prescribed in the Manual of Uniform Traffic Control Devices for Streets and Highways, as adopted by the Commission of Transportation.
- g. The speed hump shall be located at minimum of two hundred fifty (250') feet from the nearest intersecting street.
- h. The distance between speed humps shall be at the discretion of the Township Engineer and within the requirements of the New Jersey Department of Transportation.
- i. All signage and pavement markings shall conform to the Manual of Uniform Traffic Control Devices for Streets and Highways.

§ 13-6.7. Removal of Speed Humps.

- a. The process for requests for the removal of speed humps will follow the same procedure that was utilized for installation of speed humps, as set forth in this Chapter. Absent any design faults or unforeseen issues that result in unsafe conditions, the cost of any speed hump removal shall be borne by the property owners requesting such removal, which amount shall be paid to the Township prior to the removal taking place.
- b. In the case of any unforeseen circumstance or changes in circumstance that no longer require the continued use of a speed hump, the Township reserve the right to remove any such speed humps at any time and without notice to any affected parties.

SECTION 2: EFFECTIVE DATE: This ordinance shall take effect immediately upon the following publication as required by law.

SECTION 3: REPEALER: All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency only.

SECTION 4: SEVERABILITY: If any section, paragraph, subdivision, subsection, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, subsection, clause or provision declared invalid and the remainder of this Ordinance shall remain in full force and effect and shall be enforceable.

SECTION 5: CODIFICATION: This Ordinance shall be codified in the Upper Township Code at the sections referred to above.

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 10TH DAY OF NOVEMBER, 2025 AT THE TOWNSHIP HALL, AND WAS TAKEN UP FOR CONSIDERATION AS TO FINAL ADOPTION AT A PUBLIC HEARING OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF UPPER HELD ON THE 8TH DAY OF

DECEMBER, 2025 AT 5:30 P.M. AT THE TOWNSHIP HALL, PETERSBURG, NEW JERSEY, AT WHICH TIME SAID ORDINANCE WAS ADOPTED.

JOANNE R. HERRON, TOWNSHIP CLERK
TOWNSHIP OF UPPER

16. Public hearing and final adoption of Ordinance No. 011-2025 RE: AUTHORIZING THE SALE OF LAND TO WIT, A PORTION OF BLOCK 455, LOT 29, TO THE STATE OF NEW JERSEY DEPARTMENT OF TRANSPORTATION. **During the public hearing portion there were no speakers. Motion by Zachary Palombo, second by Tyler Casaccio to adopt Ordinance No. 011-2025. During roll call vote all five Committee members voted in the affirmative.**

**TOWNSHIP OF UPPER
CAPE MAY COUNTY
O R D I N A N C E**

ORDINANCE NO. 011-2025

RE: AUTHORIZING THE SALE OF LAND TO WIT, A PORTION OF BLOCK 455, LOT 29 TO THE STATE OF NEW JERSEY DEPARTMENT OF TRANSPORTATION

WHEREAS, the Township of Upper, County of Cape May, State of New Jersey, is the owner, in fee, of certain real property located within the Township of Upper, County of Cape May, and State of New Jersey, identified on the municipal tax map as Block 455, Lot 29 (the "Property"); and

WHEREAS, the Township has received notice from the New Jersey Department of Transportation ("NJDOT") that it will be acquiring a portion of the Property for the purpose of a planned transportation improvement project known as the Rt 50 Upper Bridge Road to Carl Road project; and

WHEREAS, the Township Committee has determined that it is in the best interests of the Township to authorize the sale of the Property to the NJDOT for the public purpose of facilitating the transportation improvement project; and

WHEREAS, the Township of Upper is authorized under N.J.S.A. 40A:12-13(b) to dispose of real property in accordance with the provisions of the New Jersey Local Land and Buildings Law; and

WHEREAS, the NJDOT has provided an Administrative Determination of Just Compensation, dated October 3, 2025, establishing the fair market value of the Property at the sum of \$2,950.00; and

WHEREAS, the full terms and conditions of the sale have been negotiated and are set forth in an agreement between the Township and the NJDOT.

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

SECTION 1: AUTHORIZATION OF SALE

The Township Committee hereby authorizes the sale of the Property described as a portion Block

455, Lot 29, to the New Jersey Department of Transportation for the sum of \$2,950.00, in accordance with the terms and conditions of the agreement between the Township and NJDOT.

SECTION 2: EXECUTION OF DOCUMENTS

The Mayor and Township Clerk are hereby authorized and directed to execute any and all documents necessary to effectuate the sale, including but not limited to a deed of bargain and sale and any other documents required by NJDOT to complete the transaction.

SECTION 3: CONDITIONS OF SALE

The sale shall be subject to all applicable laws, including the review and approval of the sale by the New Jersey Department of Transportation, and any other necessary regulatory approvals.

SECTION 4: EFFECTIVE DATE

This Ordinance shall take effect immediately upon final adoption 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 10TH DAY OF NOVEMBER, 2025 AT THE TOWNSHIP HALL, AND WAS TAKEN UP FOR CONSIDERATION AS TO FINAL ADOPTION AT A PUBLIC HEARING OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF UPPER HELD ON THE 8TH DAY OF DECEMBER, 2025 AT 5:30 P.M. AT THE TOWNSHIP HALL, PETERSBURG, NEW JERSEY, AT WHICH TIME SAID ORDINANCE WAS ADOPTED.

JOANNE R. HERRON, TOWNSHIP CLERK
TOWNSHIP OF UPPER

CORRESPONDENCE

NEW BUSINESS

17. Christian Pittman request to vacate a portion of Woods Road, also known as Washington Avenue and Old Turnpike. **The Municipal Attorney reported that this is a request to vacate a portion of a paper street that runs through the requestor's property. After a brief discussion there was a consensus to move forward with the request. The requestor will be required to submit a survey of the area to be vacated so that an Ordinance can be prepared for formal action.**
18. 201 W. Willard Avenue dredge project. **Motion by Curtis Corson, second by Victor Nappen to approve the project and to request receipt of the dredged sand for use on Strathmere Beach. During roll call vote all five Committee members voted in the affirmative. Upon finalization of the terms, a resolution will be prepared for formal action.**

UNFINISHED BUSINESS

PAYMENT OF BILLS

19. "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 Zachary Palombo. During roll call vote four Committee members voted in the affirmative. Committeeman Casaccio abstained from voting on PO #25-00615, PO #25-00222 and PO #25-00173 and voted in the affirmative on the remaining items.**

Bills approved for payment: **\$694,444.70**
Payroll: **\$215,624.96**

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

No Public Comment.

CLOSED SESSION

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

**RESOLUTION NO. 390-2025
MOTION GOING INTO CLOSED SESSION
DECEMBER 8, 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. Pending litigation – State Agricultural Development Committee
2. Pending litigation – Block 599, Lot 51
3. Contract negotiation – Annual Appointments
4. 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 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 contract negotiations such matters will be made public when negotiations have ceased and there is no longer a reason for confidentiality.
- D. 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 four Committee members present voting in the affirmative.

RECONVENE PUBLIC PORTION OF MEETING

Motion by Zachary Palombo, second by Tyler Casaccio, 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 7:20 P.M., with a motion by Tyler Casaccio, second by Victor Nappen, and all five Committee members voting in the affirmative. The next regular Committee meeting is scheduled for December 15, 2025 at 5:30 P.M.

Minutes prepared by,

Joanne R. Herron, RMC
Township Clerk

Bill List

86642 12/08/25 A0018 ACTION SUPPLY INC. 1,049.73 3460
86643 12/08/25 A0025 ADVANTAGE RENTAL & SALES 104.21 3460
86644 12/08/25 A0091 ATLANTIC CITY ELECTRIC 7,830.21 3460
86645 12/08/25 A0193 ATLANTIC INVESTIGATIONS, LLC 325.50 3460
86646 12/08/25 A0212 ANCERO, LLC 2,349.61 3460
86647 12/08/25 A0225 AUTOZONE NORTHEAST LLC 713.59 3460
86648 12/08/25 A0235 AMAZON CAPITAL SERVICES, INC. 641.69 3460
86649 12/08/25 A0248 AIRESRING, INC. 1,259.37 3460
86650 12/08/25 A0260 AMENHAUSER, JOHN P. 7,500.00 3460
86651 12/08/25 A0262 ALL VINYL FENCING LLC 109,140.00 3460
86652 12/08/25 B0076 BOND, LAURENCE E. 942.00 3460
86653 12/08/25 B0093 BARRY, CORRADO & GRASSI, PC 140.00 3460
86654 12/08/25 B0139 BATTELINI TRANSPORTATION 636.00 3460
86655 12/08/25 B0220 BERGEY'S TRUCK CENTERS 188.16 3460
86656 12/08/25 B0287 BIGLEAF NETWORKS, INC. 732.88 3460
86657 12/08/25 B0288 KINGBARNES LLC 750.00 3460
86658 12/08/25 B0304 BLUE MOUNTAIN DISTRIBUTORS 137.70 3460
86659 12/08/25 C0042 CAMPBELL SUPPLY COMPANY 3,814.36 3460
86660 12/08/25 C0052 CAPE MAY COUNTY TREASURER 41,575.64 3460
86661 12/08/25 C0068 COMCAST 1,501.83 3460
86662 12/08/25 C0143 CODY'S POWER EQUIPMENT 131.98 3460
86663 12/08/25 C0223 CASA PAYROLL SERVICE 292.80 3460
86664 12/08/25 C0247 CMRS-FP 2,000.00 3460
86665 12/08/25 C0346 CME ASSOCIATES 11,824.75 3460
86666 12/08/25 C0352 COLUMN SOFTWARE, PBC 1,239.76 3460
86667 12/08/25 C0360 GENRON 25.00 3460
86668 12/08/25 D0186 DOCUTREND IMAGING SOLUTIONS 40.82 3460
86669 12/08/25 D0237 KERRY SCALFARO 125.00 3460
86670 12/08/25 D0251 THE DEWEESE LAW FIRM, P.C. 4,520.00 3460
86671 12/08/25 E0012 EHRlich PEST CONTROL INC 155.58 3460
86672 12/08/25 F0003 FRA TECHNOLOGIES, INC. 675.00 3460
86673 12/08/25 F0053 FORD SCOTT & ASSOCIATES 2,800.00 3460
86674 12/08/25 G0028 GENTILINI FORD, INC. 591.90 3460
86675 12/08/25 G0037 GOVT FINANCE OFFICER ASN OF NJ 100.00 3460
86676 12/08/25 G0086 W.W. GRAINGER, INC. 41.82 3460
86677 12/08/25 G0120 PATRICK F. MARTIN 2,291.67 3460
86678 12/08/25 G0147 GREATAMERICA FINANCIAL SVCS. 191.00 3460
86679 12/08/25 G0194 E.M. GRANT 715.50 3460
86680 12/08/25 G0213 WJ GROSS INC 104,317.50 3460
86681 12/08/25 H0162 HARTFORD FIRE INSURANCE CO. 1,830.00 3460
86682 12/08/25 H0195 HOHMAN, CHRISTOPHER 140.00 3460
86683 12/08/25 H0213 HEILER, DONNA 50.00 3460
86684 12/08/25 J0028 JESCO, INC. 191.17 3460
86685 12/08/25 K0019 KELTEX APPAREL 217.00 3460
86686 12/08/25 K0047 KLINE, EDWARD T. 49.98 3460
86687 12/08/25 K0121 KUPEX EXTERIORS LLC 93,814.18 3460
86688 12/08/25 K0122 KCS RECYCLING LLC 32,000.00 3460
86689 12/08/25 L0031 LORCO PETROLEUM SERVICES 315.00 3460
86690 12/08/25 L0075 LEXISNEXIS 444.00 3460
86691 12/08/25 L0146 LAWSON PRODUCTS, INC. 570.29 3460
86692 12/08/25 M0188 MCCARTHY TIRE SERVICE OF PHILA 264.13 3460
86693 12/08/25 M0193 MAYNE, MICHAEL 45.00 3460
86694 12/08/25 M0281 Martenz Christine 31.75 3460
86695 12/08/25 M0336 MATTS FAMILY TASTE OF LOVE LLC 1,861.00 3460
86696 12/08/25 M0345 MAJESTIC OIL 4,373.84 3460
86697 12/08/25 N0004 NJ-AMERICAN WATER CO. 23.86 3460
86698 12/08/25 N0043 NAPA AUTO PARTS 0.00 12/08/25 VOID 0

86699 12/08/25 N0043 NAPA AUTO PARTS 2,786.06 3460
86700 12/08/25 N0094 NEW JERSEY PLANNING OFFICIALS 425.00 3460
86701 12/08/25 N0100 N.J. LEAGUE OF MUNICIPALITIES 1,079.00 3460
86702 12/08/25 N0143 NATIONAL TIME SYSTEMS 467.55 3460
86703 12/08/25 N0154 NEW HORIZON COMMUNICATIONS 1,275.90 3460
86704 12/08/25 N0171 NATIONAL HIGHWAY PRODUCTS INC. 966.00 3460
86705 12/08/25 O0006 SJSHORE MARKETING,LLC 745.00 3460
86706 12/08/25 P0032 PEDRONI FUEL CO. 215.22 3460
86707 12/08/25 P0121 PENGUIN MANAGEMENT, INC 8,976.00 3460
86708 12/08/25 P0136 POSTNET 240.00 3460
86709 12/08/25 R0030 RIGGINS, INC. 5,372.47 3460
86710 12/08/25 R0092 RUTGERS, THE STATE UNIVERSITY 2,279.00 3460
86711 12/08/25 R0149 REMINGTON & VERNICK ENGINEERS 24,243.23 3460
86712 12/08/25 S0034 SCHULER, DANIEL 150.00 3460
86713 12/08/25 S0056 SEASHORE ASPHALT CORPORATION 5,975.77 3460
86714 12/08/25 S0057 SERVICE TIRE TRUCK CENTERS 2,584.29 3460
86715 12/08/25 S0075 SHARP, RHONDA L. 50.00 3460
86716 12/08/25 S0109 SNAP-ON-INDUSTRIAL 146.28 3460
86717 12/08/25 S0134 SO. JERSEY GAS COMPANY 128.10 3460
86718 12/08/25 S0139 SOUTH JERSEY WATER COND SERV 181.50 3460
86719 12/08/25 S0185 STOCKTON UNIVERSITY 8,958.97 3460
86720 12/08/25 S0196 STEWART BUSINESS SYSTEMS LLC 1,949.88 3460
86721 12/08/25 S0209 STAPLES ADVANTAGE 222.97 3460
86722 12/08/25 S0253 SAMPLE MEDIA, INC. 16.00 3460
86723 12/08/25 S0254 SHOPRITE 33.92 3460
86724 12/08/25 S0292 SURENIAN EDWARDS BUZAK & NOLAN 105.00 3460
86725 12/08/25 S0361 SOUTH JERSEY WATER TEST, LLC 219.00 3460
86726 12/08/25 S0377 SHONE, JOSEPH 104.97 3460
86727 12/08/25 S0419 SOTTO LA LUNA LLC 600.00 3460
86728 12/08/25 T0028 TRACTOR SUPPLY COMPANY CREDIT 123.48 3460
86729 12/08/25 T0213 TREASURER, STATE OF NEW JERSEY 159,224.87 3460
86730 12/08/25 U0067 UT HEALTH REIMB. ACCOUNT 9,991.18 3460
86731 12/08/25 U0076 U.S.BANK NATIONAL ASSOCIATION 47.98 3460
86732 12/08/25 V0013 VERIZON WIRELESS 845.59 3460
86733 12/08/25 V0024 VAL-U AUTO PARTS L.L.C. 104.40 3460
86734 12/08/25 V0025 V.E. RALPH & SON,INC. 434.84 3460
86735 12/08/25 V0052 VIKING TERMITE & PEST CONTROL 74.83 3460
86736 12/08/25 V0053 VERIZON CONNECT FLEET USA LLC 545.60 3460
86737 12/08/25 W0038 WILLIAMS, JEREMIAH J. 355.13 3460
86738 12/08/25 W0075 WITMER PUBLIC SAFETY GROUP INC 383.50 3460
86739 12/08/25 W0135 THE LAW OFFICE OF BRANDON D 1,048.46 3460
86740 12/08/25 X0010 XYLEM WATER SOLUTIONS USA INC 1,134.00 3460
Total: \$694,444.70