9/27/17

State of New Jersey

**Township of Downe**

**GOVERNMENT RECORDS REQUEST FORM**

**REC'D BY:** Nicole Marlette

**DATE:** 9/18/17

**Important Notice**

*The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.*

**Requestor Information – Please Print**

First Name BERNIE MI ____ Last Name SAYERS

Company SCLF

Mailing Address P.O. BOX 299

City NEWPORT State NJ Zip 08345 Email CYBER312@GMAIL.COM

Business Hours Telephone: Area Code 267 Number 449-5249 Extension ____

Preferred Delivery: Pick Up X US Mail ____ On Site Inspect ____

***Circle One***: Under penalty of N.J.S.A. 2C:28-3, I certify that I ***HAVE / HAVE NOT*** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature [signature] Date SEPT 18, 2017

**Payment Information**

Maximum Authorization Cost $ ____

Select Payment Method

Cash Check Money Order ____

Fees: 5¢ per page – letter size
7¢ per page – legal size

CD's/Tape: $0.50 each

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Extraordinary service fees dependent upon request.

**Record Request Information:** To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

1-COPY OF AGENDA AND P.O. LIST FROM SEPT 11, 2017 DOWNE COMMITTEE MEETING. COPY WITH ORIGINAL RED PRINTING OF THE PUBLIC PARTICIPATION PARAGRAPH.
2-DVD/CD OF AUDIO FROM SEPT 11, 2017 COMMITTEE MEETING.

**AGENCY USE ONLY**

Est. Document Cost ____
Est. Delivery Cost ____
Est. Extras Cost ____
Total Est. Cost ____
Deposit Amount ____
Estimated Balance ____

Deposit Date ____

**AGENCY USE ONLY**

**Disposition Notes**
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open ____
Denied - Closed ____
Filled - Closed ____
Partial - Closed ____

**AGENCY USE ONLY**

**Tracking Information**

Tracking # ____
Rec'd Date ____
Ready Date ____
Total Pages ____

**Final Cost**

Total 75¢
Deposit ____
Balance Due ____
Balance Paid ____

**Records Provided**

Nadine Lockley 9/27/17
Custodian Signature Date

## Requesting Access to Government Records Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

1. This form should only be used to submit records requests to the Township of Downe.
2. In order to request access to government records under OPRA, you must complete all the required portions of and date this request form and deliver it in person during regular business hours or by mail, fax or electronically to the appropriate custodian of the record requested. Your request is not considered filed until the appropriate custodian of the record requested has received a completed request form. If you submit the request form to any other officer or employee of the Township of Downe, that officer or employee may not have the authority to accept your request form on behalf of the Township of Downe and your request will be directed to the appropriate division custodian. The seven business day response time will not commence until the proper custodian reviews the request to determine if it is complete.
3. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the Township of Downe request form, or attempt to make a request for access by telephone or fax; the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
4. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by check or money order payable to the Clerk/Custodian of Record of the Township of Downe.
5. If it is necessary for the records custodian to contact you concerning your request, providing identifying information, such as your name, address and telephone number or an e-mail address is required. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.
6. ***You may be charged a 50% or other deposit when a request for copies exceeds $25.*** The Township of Downe custodian will contact you and advise you of any deposit requirements. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
7. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
8. By law, the Township of Downe must notify you that it grants or denies a request for access to government records within seven business days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within seven business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
9. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
10. If the Township of Downe is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
11. Except as otherwise provided by law or by agreement with the requester, if the custodian of the record requested fails to respond to you within seven business days of receiving a request form, the failure to respond will be considered a denial of your request.
12. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the Township of Downe to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at *grc@dca.state.nj.us*, or at their web site at *www.state.nj.us/grc*. The Council can also answer other questions about the law.
13. Information provided on this form may be subject to disclosure under the Open Public Records Act. **2013**

*Established 1772*

*Nature lover's paradise*

**DOWNE TOWNSHIP COMMITTEE MEETING AGENDA**
**MONDAY, SEPTEMBER 11, 2017**
**MUNICIPAL COMPLEX – MEETING ROOM**

**CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL**

**STATEMENT BY PRESIDING OFFICER REGARDING COMPLIANCE WITH THE "OPEN PUBLIC MEETINGS ACT"**

**DEPARTMENTAL REPORTS**

- **Chief Finance Officer** — **August 2017**
- **Tax Collector** — **July & August 2017**
- **Zoning Officer** — **August 2017**

**MUNICIPAL SOLICITOR'S REPORT**

**RESOLUTIONS**

- **R-90-2017** ***Approval of Proposal from Attorney Seeley Regarding In Rem Foreclosure (previously tabled)***
- **R-92-2017** ***Authorizing the Payment of Bills***
- **R-93-2017** ***Approving the TWA-1 Form for the State of New Jersey, Department of Environmental Protection, Division of Water Quality Relative to 253 New Jersey Avenue, Fortescue, Downe Township***
- **R-94-2017** ***Approving the TWA-1 Form for the State of New Jersey, Department of Environmental Protection, Division of Water Quality Relative to 309 Cove Road, Gandy Beach, Downe Township***
- **R-95-2017** ***Resolution Approving Change Order #2 for Union Street Paving Project***
- **R-96-2017** ***Resolution Authorizing the Tax Collector to Cancel and Refund Property Taxes on Block 41 Lot 37 Due to an Assessor Error***
- **R-97-2017** ***Authorizing Executive Session***

**COMMITTEE REPORTS**

- **Campbell** Administration, Public Relations, Economic Development, Tax Offices, Grants, Construction Department and Engineering
- **Bart** Public Works, Waste Management and Road Department
- **Jordan** Township History, Public Safety, Township Owned Properties and Municipal Court

- **Byrne** Finance, Vital Statistics, Environment, Health Dept ., Animal Control and Recreation
- **Rothman** Education, Seniors, Environment, Recreation and Bayfront Coordinator

**CORRESPONDENCE**

**PUBLIC COMMENT - AUDIENCE PARTICIPATION**

> *NOTE TO THE PUBLIC: Please stand, approach the microphone, state your name and address, and in five (5) minutes or less briefly state your comments to the Township Committee*

**NEXT MEETING – Monday, October 9, 2017**

**ADJOURNMENT**

# TOWNSHIP OF DOWNE
# CUMBERLAND COUNTY, NEW JERSEY

| | YES | NO | ABSTAIN | ABSENT |
|---|---|---|---|---|
| Bart, E. | | | | |
| Byrne, S. | | | | |
| Jordan, L. | | | | |
| Rothman, M | | | | |
| Campbell, R. | | | | |

**Resolution Number: R-92-2017**
**Dated: September 11, 2017**
**Offered By:**
**Seconded By:**

## RESOLUTION AUTHORIZING THE PAYMENT OF BILLS

**WHEREAS,** it is required that the Township Committee of the Township of Downe approve all bills; and

**WHEREAS,** the attached list of bills has been submitted for approval at the Township meeting on September 11, 2017:

**NOW THEREFORE, BE IT RESOLVED** that said list of bills be approved for payment in the amount of $255,704.53.

### CERTIFICATION

I hereby certify that funds have been appropriated in the 2017 Township of Downe Municipal Budget and other accounts to pay the attached list of bills.

Jennafer Hernandez
Certified Municipal Finance Officer

ATTEST:

Nadine Lockley, Acting Clerk

Robert Campbell, Mayor

September 11, 2017
Date

## CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Downe Township Committee at its Regular Meeting held September 11, 2017.

_____ _____

Date Nadine Lockley, Acting Clerk

P.O. Type: All
Range: First to Last
Format: Detail without Line Item Notes
Include Non-Budgeted: Y
First Enc Date Range: First to 12/31/17
Open: N Paid: N Void: N
Rcvd: N Held: N Aprv: Y
Bid: Y State: Y Other: Y Exempt: Y

| PO # / Item Description | PO Date | Vendor | Amount | Charge Account | Contract / Acct Type | PO Type Description | Stat/Chk | First Enc Date | Rcvd Date | Chk/Void Date | Invoice |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 17-00061 | 02/01/17 | R0018 R.S. ANIMAL SHELTER INC. | | | | | | | | | |
| 1 ANIMAL SHELTER SRVS AUG 2017 | | | 250.00 | 7-01-27-340-214 | B | ANIMAL SHELTER | A | 02/01/17 | 09/09/17 | | 34247/248/246 |
| 17-00303 | 06/02/17 | A0004 ATLANTIC CITY ELECTRIC | | | | | | | | | |
| 1 STREETLIGHTING | | | 5,125.08 | 7-01-31-430-001 | B | STREET LIGHTING COSTS | A | 06/02/17 | 09/09/17 | | |
| 2 ELECTRIC SERVICE | | | 40.51 | 7-01-31-410-001 | B | ELECTRICITY COSTS | A | 06/02/17 | 09/09/17 | | |
| | | | 5,165.59 | | | | | | | | |
| 17-00320 | 06/02/17 | B0002 BARNETTS | | | | | | | | | |
| 1 GAS FOR PUBLIC WORKS | | | 337.25 | 7-01-26-290-213 | B | GAS-ROAD DEPT | A | 06/02/17 | 09/09/17 | | |
| 17-00333 | 06/02/17 | C0007 CUMB CO IMPROVEMENT AUTHORITY | | | | | | | | | |
| 1 LANDFILL FEES | | | 139.50 | 7-01-26-305-222 | B | LANDFILL FEES | A | 06/02/17 | 09/09/17 | | 0300439852 |
| 17-00342 | 06/02/17 | C0039 COMCAST | | | | | | | | | |
| 1 INTERNET AND PHONE SERVICE-OEM | | | 176.98 | 7-01-31-420-001 | B | TELEPHONE COSTS | A | 06/02/17 | 09/09/17 | | |
| 2 INTERNET AND PHONE SERVICE-OFF | | | 384.08 | 7-01-31-420-001 | B | TELEPHONE COSTS | A | 06/02/17 | 09/09/17 | | |
| | | | 561.06 | | | | | | | | |
| 17-00349 | 06/02/17 | C0067 CASA PAYROLL SERVICE | | | | | | | | | |
| 1 PAYROLL SERVICES | | | 176.50 | 7-01-20-120-225 | B | PAYROLL SERVICES-CFO | A | 06/02/17 | 09/09/17 | | 0948703 |
| 17-00357 | 06/02/17 | C0076 JOHN G. CARR, ESQUIRE | | | | | | | | | |
| 1 SOLICITOR | | | 2,054.00 | 7-01-20-155-259 | B | SOLICITOR PROFESSIONAL SERVICES | A | 06/02/17 | 09/09/17 | | |
| 17-00365 | 06/02/17 | C0081 COUNTYWIDE ANIMAL CARE/CONTROL | | | | | | | | | |
| 1 ANIMAL CONTROL OFFICER | | | 300.00 | 7-01-27-340-237 | B | ANIMAL CONTROL OFFICER | A | 06/02/17 | 09/09/17 | | |
| 17-00372 | 06/02/17 | D0010 DOWNE TOWNSHIP BD OF EDUCATION | | | | | | | | | |
| 1 SCHOOL TAX LEVY | | | 122,051.00 | 7-01-55-091-603 | B | LOCAL SCHOOL TAX | A | 06/02/17 | 09/09/17 | | |
| 17-00379 | 06/02/17 | D0030 EDWARD F. DUFFY,ESQUIRE | | | | | | | | | |
| 1 PB SOLICITOR | | | 520.00 | 7-01-21-180-247 | B | PLANNING BD SOLICITOR | A | 06/02/17 | 09/09/17 | | |
| 2 PB SOLICITOR HANSEN | | | 280.00 | E-03-00-866-000 | B | HANSON AGGREGATES MINING PERMIT APP | A | 09/05/17 | 09/09/17 | | |

| PO # / Item | PO Date | Vendor / Description | Amount | Charge Account | Contract / Acct Type | PO Type / Description | Stat/Chk | First Enc Date | Rcvd Date | Chk/Void Date | Invoice |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 17-00379 | 06/02/17 | D0030 EDWARD F. DUFFY,ESQUIRE | Continued | | | | | | | | |
| 3 | | PB SOLICITOR JOHNSON | 280.00 | E-03-00-868-000 | B | JOHNSON-2017 VARIANCE/CONDITIONAL USE | A | 09/05/17 | 09/09/17 | | |
| 4 | | PB SOLICITOR JOHNSON | 30.00 | E-03-00-867-000 | B | US SILICA COMPANY | A | 09/05/17 | 09/09/17 | | |
| | | | 1,110.00 | | | | | | | | |
| 17-00387 | 06/02/17 | D0039 DIMEGLIO SEPTIC, INC. | | | | | | | | | |
| 1 | | PORT A POTTY | 460.00 | 7-01-26-310-247 | B | POT A POTTY | A | 06/02/17 | 09/09/17 | | |
| 17-00395 | 06/02/17 | DAILY005 DAILY JOURNAL #1106 | | | | | | | | | |
| 1 | | NEWSPAPER DELIVERY | 17.00 | 7-01-20-110-299 | B | MISC-CLERK | A | 06/02/17 | 09/09/17 | | |
| 17-00402 | 06/02/17 | J0002 J.C. EHRLICH CO.INC | | | | | | | | | |
| 1 | | PEST CONTROL | 62.00 | 7-01-26-310-246 | B | PEST CONTROL | A | 06/02/17 | 09/09/17 | | 5713359 |
| 17-00418 | 06/02/17 | NJADV005 NJ ADVANCE MEDIA, LLC | | | | | | | | | |
| 1 | | LEGAL ADS | 63.85 | 7-01-20-110-249 | B | NEWSPAPER ADS-CLERK | A | 06/02/17 | 09/09/17 | | |
| 17-00424 | 06/02/17 | F0036 FIRE DISTRICT #1-TWP OF DOWNE | | | | | | | | | |
| 1 | | FIRE DISTRICT No.1 | 55,724.94 | 7-01-55-091-604 | B | FIRE DISTRICT TAX # 1 | A | 06/02/17 | 09/09/17 | | |
| 17-00427 | 06/02/17 | F0037 FIRE DISTRICT #2-TWP OF DOWNE | | | | | | | | | |
| 1 | | FIRE DISTRICT PAYMENT-1st QTR | 21,161.14 | 7-01-55-091-605 | B | FIRE DISTRICT TAX #2 | A | 06/02/17 | 09/09/17 | | |
| 17-00435 | 06/02/17 | S0004 SOUTH JERSEY GAS CO | | | | | | | | | |
| 2 | | GAS UTIITY-GARAGE | 51.62 | 7-01-31-405-001 | B | NATURAL GAS COSTS | A | 06/02/17 | 09/09/17 | | |
| 3 | | GAS UTIITY-OEM | 31.07 | 7-01-31-405-001 | B | NATURAL GAS COSTS | A | 09/05/17 | 09/09/17 | | |
| | | | 82.69 | | | | | | | | |
| 17-00442 | 06/02/17 | S0074 STAPLES ADVANTAGE | | | | | | | | | |
| 1 | | OFFICE SUPPLIES | 23.51 | 7-01-26-310-234 | B | JANITORIAL SUPPLIES | A | 06/02/17 | 09/09/17 | | 3350439790 |
| 2 | | OFFICE SUPPLIES | 124.22 | 7-01-20-110-243 | B | OFFICE FURNITURE/SUPPLIES-CLERK | A | 06/02/17 | 09/09/17 | | 3350439790 |
| | | | 147.73 | | | | | | | | |
| 17-00488 | 06/09/17 | N0031 NJ STATE HEALTH BENEFITS PLAN | | | | | | | | | |
| 1 | | MONTHLY PAYMENT | 3,847.99 | 7-01-23-220-211 | B | GROUP INSURANCE FOR EMPLOYEES HEALTH | A | 06/09/17 | 09/09/17 | | |
| 17-00510 | 06/30/17 | TEDES005 TEDESCO ENGINEERING LLC | | | | | | | | | |
| 4 | | ENGINEER SRVS JULY & AUGUST | 1,350.00 | C-04-44-900-404 | B | ROADWAY IMPROVEMENTS-VARIOUS | A | 09/07/17 | 09/09/17 | | |
| 5 | | ENGINEER SRVS JULY & AUGUST | 360.00 | C-04-44-900-404 | B | ROADWAY IMPROVEMENTS-VARIOUS | A | 09/07/17 | 09/09/17 | | |

| PO # / Item | PO Date | Vendor / Description | Amount | Charge Account | Contract / Acct Type | PO Type / Description | Stat/Chk | First Enc Date | Rcvd Date | Chk/Void Date | Invoice |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 17-00510 | 06/30/17 | TEDES005 TEDESCO ENGINEERING LLC | | Continued | | | | | | | |
| 6 | | ENGINEER SRVS JULY & AUGUST | 3,500.00 | 7-01-20-165-249 | B | PROFESSIONAL SERVICES-ENGINEER | A | 09/07/17 | 09/09/17 | | |
| 7 | | ENGINEER SRVS JULY & AUGUST | 480.00 | 7-01-21-180-248 | B | PLANNING BD ENGINEER | A | 09/07/17 | 09/09/17 | | |
| 8 | | ENGINEER SRVS JULY & AUGUST | 240.00 | E-03-00-868-000 | B | JOHNSON-2017 VARIANCE/CONDITIONAL USE | A | 09/07/17 | 09/09/17 | | |
| 9 | | ENGINEER SRVS JULY & AUGUST | 240.00 | E-03-00-867-000 | B | US SILICA COMPANY | A | 09/07/17 | 09/09/17 | | |
| 10 | | ENGINEER SRVS JULY & AUGUST | 3,120.00 | 7-01-20-165-249 | B | PROFESSIONAL SERVICES-ENGINEER | A | 09/07/17 | 09/09/17 | | |
| | | | 9,290.00 | | | | | | | | |
| 17-00519 | 06/30/17 | U0014 UNIFIRST CORPORATION | | | | | | | | | |
| 1 | | PUBLIC WORKS UNIFORMS | 502.82 | 7-01-26-290-276 | B | UNIFORMS & SHOES-ROAD DEPT | A | 06/30/17 | 09/09/17 | | |
| 17-00526 | 06/30/17 | V0009 VERIZON WIRELESS | | | | | | | | | |
| 1 | | CELL PHONE SERVICE | 478.70 | 7-01-31-420-002 | B | CELL PHONES | A | 06/30/17 | 09/09/17 | | |
| 17-00539 | 06/30/17 | W0041 WATCHUNG SPRING WATER CO, INC | | | | | | | | | |
| 1 | | WATER/WATER COOLER | 33.93 | 7-01-26-310-236 | B | WATER COOLER/WATER | A | 06/30/17 | 09/09/17 | | |
| 17-00546 | 06/30/17 | W0048 WASTE MANAGEMENT OF NJ, INC. | | | | | | | | | |
| 1 | | HAULING | 3,369.59 | 7-01-26-305-224 | B | HAULING FEES | A | 06/30/17 | 09/09/17 | | 2605874-2407-8 |
| 2 | | HAULING | 1,203.62 | 7-01-26-305-224 | B | HAULING FEES | A | 09/07/17 | 09/09/17 | | 2605861-2407-5 |
| 3 | | HAULING-333 MAIN STREET | 203.29 | 7-01-26-305-224 | B | HAULING FEES | A | 09/07/17 | 09/09/17 | | 2605915-2407-9 |
| 4 | | HAULING-202 LANDING ROAD | 18.60 | 7-01-26-305-224 | B | HAULING FEES | A | 09/07/17 | 09/09/17 | | 2603161-2407-2 |
| | | | 4,795.10 | | | | | | | | |
| 17-00582 | 08/07/17 | G0010 GENTILINI FORD | | | | | | | | | |
| 1 | | VEHICLE PARTS | 172.71 | 7-01-26-290-299 | B | MISCELLANEOUS-ROAD DEPT | A | 08/07/17 | 09/09/17 | | 98784 |
| 17-00590 | 08/11/17 | T0062 TRACTOR SUPPLY CREDIT PLAN | | | | | | | | | |
| 1 | | PUBLIC WORKS SUPPLIES | 25.33 | 7-01-26-290-299 | B | MISCELLANEOUS-ROAD DEPT | A | 08/11/17 | 09/09/17 | | |
| 17-00591 | 08/16/17 | L0016 LOWE'S | | | | | | | | | |
| 1 | | PUBLIC WORKS SUPPLIES | 199.27 | 7-01-26-290-235 | B | EQUIPMENT-ROAD DEPT | A | 08/16/17 | 09/09/17 | | |
| 17-00592 | 08/22/17 | WILLI010 WILLIAMS AUTO PART | | | | | | | | | |
| 1 | | PUBLIC WORKS SUPPLIES | 58.72 | 7-01-26-290-235 | B | EQUIPMENT-ROAD DEPT | A | 08/22/17 | 09/09/17 | | 595338 |
| 2 | | PUBLIC WORKS SUPPLIES | 72.86 | 7-01-26-290-235 | B | EQUIPMENT-ROAD DEPT | A | 09/05/17 | 09/09/17 | | 594699 |
| | | | 131.58 | | | | | | | | |

| PO # / Item | PO Date | Vendor / Description | Amount | Charge Account | Contract / Acct Type | PO Type / Description | Stat/Chk | First Enc Date | Rcvd Date | Chk/Void Date | Invoice |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 17-00593 | 08/24/17 | N0008 N.J CONFERENCE OF MAYORS | | | | | | | | | |
| 1 | | MEETING REGISTRATION 10/3/2017 | 50.00 | 7-01-20-100-299 | B | MISCELLANEOUS-MAYOR AND COMMITTEE | A | 08/24/17 | 09/09/17 | | |
| 17-00594 | 08/24/17 | B0011 BRIDGETON AREA CHAMB COMMERCE | | | | | | | | | |
| 1 | | LUNCH MEETING REGISTRATION | 40.00 | 7-01-20-100-299 | B | MISCELLANEOUS-MAYOR AND COMMITTEE | A | 08/24/17 | 09/09/17 | | |
| 17-00595 | 08/24/17 | CHAMB005 CHAMBER OF COMMERCE OF S. NJ | | | | | | | | | |
| 1 | | MEETING REGISTRATION | 70.00 | 7-01-20-100-299 | B | MISCELLANEOUS-MAYOR AND COMMITTEE | A | 08/24/17 | 09/09/17 | | |
| 17-00596 | 08/24/17 | TBHBA005 TBH-BA - C/O EILEEN FISHER | | | | | | | | | |
| 1 | | LUNCHEON MEETING | 80.00 | 7-01-20-100-299 | B | MISCELLANEOUS-MAYOR AND COMMITTEE | A | 08/24/17 | 09/09/17 | | |
| 17-00597 | 09/05/17 | S0024 STATE TREASURER | | | | | | | | | |
| 1 | | EXAM REGISTRATION | 50.00 | 7-01-20-110-259 | B | SCHOOL/TRAINING-CLERK | A | 09/05/17 | 09/09/17 | | |
| 17-00598 | 09/05/17 | T0006 TREASURER STATE OF NJ | | | | | | | | | |
| 1 | | TIDELANDS LICENSE FEE | 100.00 | 7-01-26-305-222 | B | LANDFILL FEES | A | 09/05/17 | 09/09/17 | | 171422640 |
| 17-00599 | 09/05/17 | P0028 PERFECTO PRINTING & GRAPHICS | | | | | | | | | |
| 1 | | BUSINESS CARDS-NICOLE | 36.00 | 7-01-20-110-299 | B | MISC-CLERK | A | 09/05/17 | 09/09/17 | | JOB 1591 |
| 17-00600 | 09/05/17 | G0002 GARDEN STATE HIGHWAY PRODUCTS | | | | | | | | | |
| 1 | | PUBLIC WORKS SIGN STENCIL | 100.00 | 7-01-26-290-235 | B | EQUIPMENT-ROAD DEPT | A | 09/05/17 | 09/09/17 | | 124019 |
| 17-00601 | 09/05/17 | N0033 NEW JERSEY STATE DEPT OF HLTH | | | | | | | | | |
| 1 | | DOG FEES - AUGUST 2017 | 2.40 | D-13-56-850-002 | B | DOG TRUST-DUE TO STATE OF NJ | A | 09/05/17 | 09/09/17 | | |
| 17-00602 | 09/05/17 | CHANC005 CHANCE'S GENERAL STORE | | | | | | | | | |
| 1 | | PUBLIC WORKS SUPPLIES | 17.84 | 7-01-26-290-235 | B | EQUIPMENT-ROAD DEPT | A | 09/05/17 | 09/09/17 | | |
| 17-00603 | 09/05/17 | D0027 DINO'S PIZZERIA | | | | | | | | | |
| 1 | | JIF SAFETY MEETING LUNCH | 44.48 | 7-01-23-210-21A | B | JIF SAFETY/WELLNESS AWARD | A | 09/05/17 | 09/09/17 | | 99846/8/25/17 |
| 17-00604 | 09/05/17 | NEWJE005 NEW JERSEY REGISTRARS ASSN | | | | | | | | | |
| 1 | | MEETING REGISTRATION | 75.00 | 7-01-20-120-299 | B | MISCELLANEOUS-REGISTRAR | A | 09/05/17 | 09/09/17 | | 1484 |
| 17-00605 | 09/05/17 | MILLV020 MILLVILLE GLASS CENTER | | | | | | | | | |
| 1 | | REPAIR BROKEN GLASS ENTRYWAY | 699.54 | 7-01-26-310-299 | B | MISCELLANEOUS-BLDG & GROUNDS | A | 09/05/17 | 09/09/17 | | 2946 |

| PO # / Item Description | PO Date | Vendor | Amount | Charge Account | Contract / Acct Type | PO Type / Description | Stat/Chk | First Enc Date | Rcvd Date | Chk/Void Date | Invoice |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 17-00606 | 09/08/17 | S0074 STAPLES ADVANTAGE | | | | | | | | | |
| 1 OFFICE SUPPLIES | | | 97.59 | 7-01-20-110-243 | B | OFFICE FURNITURE/SUPPLIES-CLERK | A | 09/08/17 | 09/09/17 | | 3351188301 |
| 17-00607 | 09/08/17 | MVENG005 MV ENGINEERING | | | | | | | | | |
| 1 HOME REHAB CONTRACT-GIFFORD | | | 2,400.00 | G-02-12-707-003 | B | 2015 SMALL CITIES HOUSING GRANT | A | 09/08/17 | 09/09/17 | | 75-17 |
| 2 HOME REHAB CONTRACT-ROMAN | | | 2,400.00 | G-02-12-707-003 | B | 2015 SMALL CITIES HOUSING GRANT | A | 09/08/17 | 09/09/17 | | 76-17 |
| | | | 4,800.00 | | | | | | | | |
| 17-00608 | 09/08/17 | W0047 WATSON & SONS | | | | | | | | | |
| 1 HOME REHAB PROGRAM-FRUMENTO | | | 10,100.00 | G-02-12-707-003 | B | 2015 SMALL CITIES HOUSING GRANT | A | 09/08/17 | 09/09/17 | | 1092 |
| 17-00609 | 09/08/17 | G0027 H. J. GRABER, INC. | | | | | | | | | |
| 1 HOME REHAB PROGRM-PARKER | | | 10,000.00 | G-02-12-707-003 | B | 2015 SMALL CITIES HOUSING GRANT | A | 09/08/17 | 09/09/17 | | |

Total Purchase Orders: 45 Total P.O. Line Items: 63 Total List Amount: 255,704.53 Total Void Amount: 0.00

| Totals by Year-Fund<br>Fund Description | Fund | Budget Total | Revenue Total | G/L Total | Total |
|---|---|---|---|---|---|
| | 7-01 | 228,022.13 | 0.00 | 0.00 | 228,022.13 |
| | C-04 | 1,710.00 | 0.00 | 0.00 | 1,710.00 |
| | D-13 | 2.40 | 0.00 | 0.00 | 2.40 |
| | E-03 | 1,070.00 | 0.00 | 0.00 | 1,070.00 |
| | G-02 | 24,900.00 | 0.00 | 0.00 | 24,900.00 |
| Total Of All Funds: | | 255,704.53 | 0.00 | 0.00 | 255,704.53 |

## Nadine Lockley

**From:** Hernandez Jennafer <downetwpctc@comcast.net>
**Sent:** Friday, September 22, 2017 10:56 AM
**To:** accu; Nadine Lockley
**Subject:** OPRA Request Downe Township Tax File
**Attachments:** 0604txsr.zip

COPY due 10/6

DF

State of New Jersey
**Township of Downe**
**GOVERNMENT RECORDS REQUEST FORM**

**REC'D BY:** Nadine Lockley
**DATE:** Sept 27. 2017

**Important Notice**

*The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.*

**Requestor Information – Please Print**

First Name Kary MI ____ Last Name Wilson

Company ____

Mailing Address 93 Fortescue Road

City Newport State NJ Zip 08345 Email ____

Business Hours Telephone: Area Code 856 Number 447-3666 Extension ____

Preferred Delivery: Pick Up ✔ US Mail ____ On Site Inspect ____

***Circle One***: Under penalty of N.J.S.A. 2C:28-3, I certify that I ***HAVE*** / ✔ ***HAVE NOT*** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature Kary Wilson Date September 26, 2017

**Payment Information**

Maximum Authorization Cost $ ____

Select Payment Method

Cash Check Money Order ____

Fees: 5¢ per page – letter size
7¢ per page – legal size

CD's/Tape: $0.50 each

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Extraordinary service fees dependent upon request.

**Record Request Information:** To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

1- Twp Committee package contents for meetings held September 2017 (excluding resolutions)
2- Recording: CD or DVD of the Downe Twp. Committee Meeting held September 2017
3- Copy of Resolution: R-91-2017 (Did not receive copy of draft)
4- Copies of minutes for executive sessions as identified in approved resolutions Twp. Committee meetings: R-32-2017, R-42-2017, R-50-2017, R-54-2017, R-62-2017, R-70-2017, R-89-2017

***Please provide electronic files in lieu of hard copies if available. Thank You.***

AGENCY USE ONLY | AGENCY USE ONLY | AGENCY USE ONLY

Nadine Lockley 10/6/17
Total due $2.30

(3)

DOWNE TOWNSHIP
MUNICIPAL COMPLEX

*Established 1772*

*Nature lover's paradise*

October 6, 2017

Mrs. Kary Wilson
93 Fortescue Road
Newport, NJ 08345

Dear Mrs. Wilson:

In response to your OPRA request dated September 26, 2017 requesting the following:

1- **Township Committee package contents for meeting held September 2017 (excluding resolutions).**

2- **Recording: CD or DVD of the Downe Township Committee Meeting held September 2017.**
3- **Copy of Resolution R-91-2017 (Did not receive copy of draft)**
4- **Copies of minutes for executive sessions as identified in approved resolutions Township Committee Meetings: R-32-2017, R-42-2017, R-50-2017, R-54-2017, R-62-2017, R-89-2017.**

Response to your request: Item #1 - I have attached the August 2017 meeting packet contents. ($1.80).

Response to your request: Item #2 - Attached is the CD of the September 2017 meeting. ($0.50)

Response to your request: Item #3 - This is not draft of Resolution R-91-2017. It was not written.

Response to your request: Item #4 - The minutes of the executive session held on January 9, 2017 is attached. The remaining minutes you requested have not been approved.

The record being transmitted to you via requestor's preferred method of delivery as "pick up", as per your request. Pursuant to N.J.S.A. 47:1A-5.b., the cost associated with this request is **$2.30**.

If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the Township of Downe to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The GRC can also answer other questions about the law.

Sincerely,

Nadine Lockley

Nadine Lockley
Acting Municipal Clerk

288 MAIN STREET, NEWPORT, NJ 08345 • 856-447-3100, Fax: 856-447-3533

Established 1772

DOWNE TOWNSHIP MUNICIPAL COMPLEX

Nature lover's paradise

# DOWNE TOWNSHIP COMMITTEE MEETING AGENDA
## MONDAY, SEPTEMBER 11, 2017
## MUNICIPAL COMPLEX – MEETING ROOM

**CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL**

**STATEMENT BY PRESIDING OFFICER REGARDING COMPLIANCE WITH THE "OPEN PUBLIC MEETINGS ACT"**

**DEPARTMENTAL REPORTS**

- **Chief Finance Officer** — **August 2017**
- **Tax Collector** — **July & August 2017**
- **Zoning Officer** — **August 2017**

**MUNICIPAL SOLICITOR'S REPORT**

**RESOLUTIONS**

- **R-90-2017** ***Approval of Proposal from Attorney Seeley Regarding In Rem Foreclosure (previously tabled)***
- **R-92-2017** ***Authorizing the Payment of Bills***
- **R-93-2017** ***Approving the TWA-1 Form for the State of New Jersey, Department of Environmental Protection, Division of Water Quality Relative to 253 New Jersey Avenue, Fortescue, Downe Township***
- **R-94-2017** ***Approving the TWA-1 Form for the State of New Jersey, Department of Environmental Protection, Division of Water Quality Relative to 309 Cove Road, Gandy Beach, Downe Township***
- **R-95-2017** ***Resolution Approving Change Order #2 for Union Street Paving Project***
- **R-96-2017** ***Resolution Authorizing the Tax Collector to Cancel and Refund Property Taxes on Block 41 Lot 37 Due to an Assessor Error***
- **R-97-2017** ***Authorizing Executive Session***

**COMMITTEE REPORTS**

- **Campbell** Administration, Public Relations, Economic Development, Tax Offices, Grants, Construction Department and Engineering
- **Bart** Public Works, Waste Management and Road Department
- **Jordan** Township History, Public Safety, Township Owned Properties and Municipal Court

288 MAIN STREET, NEWPORT, NJ 08345 • 856-447-3100, Fax: 856-447-3533

- **Jordan** Township History, Public Safety, Township Owned Properties and Municipal Court
- **Byrne** Finance, Vital Statistics, Environment, Health Dept ., Animal Control and Recreation
- **Rothman** Education, Seniors, Environment, Recreation and Bayfront Coordinator

**CORRESPONDENCE**

**PUBLIC COMMENT - AUDIENCE PARTICIPATION**

***NOTE TO THE PUBLIC: Please stand, approach the microphone, state your name and address, and in five (5) minutes or less briefly state your comments to the Township Committee***

**NEXT MEETING – Monday, October 9, 2017**

**ADJOURNMENT**

Tax Collector's monthly Report
Downe Township

To: Mayor and Committee of Downe Township

From: Jennafer Hernandez

Date: August 12, 2017

The following represents the collection of taxes for the month of July 2017

| | |
|---|---|
| Prepaid taxes | $114.69 |
| 2017 taxes | $92,384.78 |
| 2016 taxes | $250.00 |
| Arrears | $0.00 |
| Interest on delinquent taxes | $896.34 |
| Municipal Lien redemption | $364.25 |
| Municipal Tax Sale Recording Fees | $8.00 |
| Tax search | $0.00 |
| Total receipt | **$94,018.06** |

**CFO MONTHLY REPORT-2017**

**OCEANFIRST BANK**

**CHECKING ACCOUNT INTEREST**

| | JAN | FEB | MAR | APR | MAY | JUNE | JULY |
|---|---|---|---|---|---|---|---|
| CAPITAL IMPROVEMENT | $ 56.75 | $ 51.27 | $ 56.77 | $ 57.41 | $ 64.43 | $ 62.36 | $ 64.41 |
| CLERK ACCOUNT | $ 0.38 | $ 0.34 | $ 0.38 | $ 0.37 | $ 0.38 | $ 0.30 | $ 0.35 |
| CURRENT FUND ACCOUNT | $ 187.00 | $ 231.14 | $ 208.51 | $ 169.10 | $ 183.95 | $ 142.54 | $ 97.04 |
| SPECIAL DOG FUND | $ 0.04 | $ 0.05 | $ 0.08 | $ 0.10 | $ 0.10 | $ 0.10 | $ 0.10 |
| HURRICANE SANDY 2012 | $ 0.08 | $ 0.07 | $ 0.08 | $ 0.08 | $ 0.08 | $ 0.08 | $ 0.08 |
| PAYROLL ACCOUNT | $ 2.07 | $ 2.22 | $ 2.56 | $ 2.44 | $ 2.45 | $ 2.44 | $ 2.44 |
| PLANNING/ZONING BOARD ESCROW | $ 0.38 | $ 0.34 | $ 0.38 | $ 0.36 | $ 0.64 | $ 0.65 | $ 0.69 |
| RECREATION ACCOUNT | $ 0.18 | $ 0.16 | $ 0.18 | $ 0.17 | $ 0.18 | $ 0.17 | $ 0.18 |
| SMALL CITIES | $ 13.34 | $ 11.91 | $ 12.71 | $ 12.25 | $ 12.47 | $ 11.93 | $ 11.92 |
| UNEMPLOYMENT | $ 1.99 | $ 1.79 | $ 1.95 | $ 2.03 | $ 2.38 | $ 2.26 | $ 2.24 |

**REPORT OF GRANTS RECEIVABLE**

| JAN | FEB | MAR | APR | MAY | JUNE | JULY |
|---|---|---|---|---|---|---|

DOWNE TWP. ZONING/HOUSING REPORT August 2017

| | | | | | | |
|---|---|---|---|---|---|---|
| Truxten Realty | water and septic report | ltr rec'd | 8/24/2017 | B 31 L 14 - 684 Haleyville | septic cleared | |
| Lazicki | trailer violation | follow up | 8/24/2017 | B 66 L 18 - 126 Garrison | owner will move unit | |
| Vitalo | ord 2.02 notice | ltr | 8/24/2017 | B 12 L 4 - 283 Landing | violation issued | |
| Foster | ord 2.02 notice | ltr | 8/24/2017 | B 12 L 3 - 281 Landing | violation issued | |
| Davis | ord 2.02 notice | ltr | 8/24/2017 | B 15 L 4 - 322 Methodist | violation issued | |
| Morrissey | documentation | file | 8/28/2017 | B 81 L 5 205 Pa Ave | etter rec'd and responded | |
| Papiano | documentation | file | 8/28/2017 | B 1 L 1 200 Cove | ec'd septic and water cert | |
| SanMiguel | No Occ'pcy ltr | phone | 8/28/2017 | B 15 L 18 25 Hall | advised to send ltr | |
| Vitalo | ord 2.02 notice respons | ltr | 8/24/2017 | B 12 L 4 - 283 Landing | grass was cut 8/31 | |
| **Yearly Rental Registration** | | | | | | **$ 25.00** |
| **Zoning Permits** | | | | | | **$ 85.00** |
| **CCO Fees** | | | | | | **$ 150.00** |
| **FEES COLLECTED** | | | | | | **$ 260.00** |
| | | | | | | |
| | | | 9.7.17 | | | |
| **Zoning Officer** | **Scott Burnley** | | **Date** | | | |

# Downe Township Seniors

288 Main Street
Newport, New Jersey 08345

Downe Township Committee Members,

At our monthly meeting on Friday, September 8th. we learned that our township was offered the opportunity to be a recipient of a donated "Little Free Lending Library" with a bench placed outside the Senior Center.

We passed a resolution to support this project. We feel it would be a wonderful asset for our township and its families.

We encourage your approval.

Thank you for your attention.

Sincerely,

Annette M. Perry

Annette M. Perry
Program Chairperson

**INFORMATIONAL CORRESPONDENCE**
**SEPTEMBER 11, 2017**
***The attached is provided to keep you informed.***
***Feel free to bring up any item under your respective Committee Reports if you so choose.***

---

MILLVILLE GLASS & DOOR
Re: Proposal to replace Township Entryway

CORRESPONDENCE FROM [redacted]
Re: Email dated August 26, 2017
Re: Email dated September 2, 2017

USDA – NOTICE OF GRANT AWARD
Re: Public Works Vehicle

CUMBERLAND COUNTY HEALTH DEPARTMENT
Re: Flyers announcing three "Everybody Walk" events

RUTALA ASSOCIATES – GRANT ANNOUNCEMENTS
Re: 2017 Gardiner Environmental Fund Grant – Deadline 10/31/2017
Re: 2018 New Jersey Historic Preservation Matching Grants – Deadline 12/15/2017

NEW JERSEY LEAGUE OF MUNICIPALITIES
Re: 2017 League of Municipalities Conference-November 14-16, 2017

TEDESCO GRUCCIO & REUSS
Re: Notice of Public Hearing for US Silica Mining License Renewal

CUMBERLAND COUNTY COUNCIL FOR YOUNG CHILDREN
Re: Would like to place a "Little Library" in area under tree for Township Residents
It is a free program, they will supply bench, books, and unit to hold books

CORRESPONDENCE FROM SOUTH JERSEY GAS
Re: Gas service disconnected – [redacted]

////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////

**NOTES FROM DESK OF ACTING CLERK**

1. GOVDEALS ONLINE AUCTION – SCHEDULED FOR SEPTEMBER 10-17, 2017
   Go to www.Govdeals.com/downetwpnj **to find equipment for sale.**
2. Cumberland County Store – Cumberland Mall location – Grand Opening September 8, 2017.
3. Crabs and All That Jazz Event scheduled for Sept 16th from 6am-6pm.

Millville Glass & Door
856•825•6500

*If we can't do it, it can't be done!*

# Quote

Date:August 23, 2017

To: Downe Township
288 Main St.
Newport, NJ 08345
ATTN:Nadine

| Salesperson | Job | Payment Terms | Due Date |
|---|---|---|---|
| Ron | Front entrance | | |

| Qty | Description | Unit Price | Line Total |
|---|---|---|---|
| 1 | Remove existing metal framing and windows, door and hardware and replace with new aluminum storefront metal and safety glass. New door to be 36" with side lite and transom. Door to have closer and cylinder lock with panic exit device inside and pull handle outside. Metal to be clear aluminum finish. | | $2996.00 |
| | | Subtotal | |
| | | Sales Tax | exempt |
| | | Total | $2996.00 |

Make all checks payable to Millville Glass & Door

*Thank you for your business!*

Millville Glass & Door 1501 Oakland Avenue, PO Box 577, Millville, NJ 08332 856-825-6500 856-327-8442 millvilleglass@comcast.net

**Nadine Lockley**

**From:** [redacted]
**Sent:** Saturday, September 02, 2017 7:16 PM
**To:** rbc4downe@comcast.net; zoningdowne@comast.net; downetwpclerk@comcast.net; sbryne1@comcast.net; newportservicecenter@comcast.net; mredbart@gmail.com; rothmandowne@gmail.com; cressecarr@gmail.com
**Subject:** [redacted]

***It is now 6:55 pm on Saturday, September 2, 2017, and these neighbors at [redacted] Fortescue, have just arrived. Perhaps someone in the area may be interested in checking for themselves if they are occupying the home now and again tomorrow morning and on Labor Day.***

Dear Mayor, Commiteemen, Nadine, and Mr. Carr ~

Thank you, Mayor, for your quick response to our email. We have questions on two issues:

1. The survey marker below was inserted in the ground with an orange ribbon. We arranged the ribbon in a 90 degree angle to show the Twp boundary and our side boundary. The fence is on the boundary line and is no longer encroaching on our property, but the first two posts and a full section and part of another are in the Twp. setback according to your description to us of the setback in June. You told us our neighbors were aware of the setbacks. You state you inspected the property on Sunday and found full compliance and no violations. Please explain in writing why this fence can now stand in the Twp setback.

2. You state: **"Your neighbor does have a temporary CO which gives him or any contractor the legal right to access the building and structures for the purpose of renovations, repairs, and remodeling to bring the property to code to the satisfaction of the state code officials."**

We are aware our neighbors were given an <u>undated Temporary</u> (*therefore, Perpetual)* Certificate of Occupancy that forbids Occupancy and only allows for renovations. This document, [redacted] was signed and authored by the Mayor, not our Zoning Officer. Why? The language is confusing, conflicting, and ripe for misinterpretation.. **What IS the purpose of issuing an undated Temporary Certificate of Occupancy that forbids Occupancy and only allows for renovations? Wouldn't "<u>Building Permits</u>" suffice and avoid duplicity?** Please advise in writing .

We think our neighbors, when asked, **would freely and truthfully ADMIT** to occupying their home for the many two and three day stretches at a time that we have observed because they believe they are doing nothing wrong. **And these two or three day stays certainly included using a failed septic as water is supplied to the house.** They are by no means"sneaking" to do this, and we are sure they are very comfortable knowing they have a document signed by the Mayor granting them a confusing "Temporary Certificate of Occupancy".

In our prior email, we asked if you thought we were the troublemakers in this instance. You did not answer that. Your stating to us "Unfortunately, the Township does not have the resources **for full-time surveillance of your neighbors property** to enforce the CO limitations." insinuates that *THAT* is what we were asking of the Township! Remember, we are long-time residents and know the devastation and loss of revenue caused by Hurricane Sandy. We have never asked anything of the Township before we were forced to seek help, and somehow the burden of proof seems to be on **US**.. We find ourselves in a Lose-Lose situation and your comment, along with how the July minutes publicly portray us, is just one example.

We again request that the minutes of the July meeting be amended to reflect our accurate statement and the situation we faced The way it is worded now leaves out the very reason we sought your help. It was **afterwards** that we were made aware that the neighbors did not have a CO and Cease and Desist Orders were issued. We did not present to the Twp office for anything other than assistance for what to do when neighbors were in the process of stealing our property by erecting a fence through it. We contracted with a surveyor and provided a new survey as the only markers missing on our property were those on the boundary with these neighbors. The old fence was encroaching 3-1/2 feet on our property and it was removed. A new fence has been erected on the property line and seems just fine with the exception of a panel and part of another that are in the Township setback.

We did not expect that our first visit ever to request help from our Township authorities would result in all these problems being dumped in our laps. ***NONE* were caused by us!**

Sincerely,

[redacted]

**Nadine Lockley**

**From:** [redacted]
**Sent:** Saturday, August 26, 2017 1:52 PM
**To:** rgc4downe@comcast.net; newportservicecenter@comcast.net; mredbart@gmail.com; sbyrne1@comcast.net; rothmandowne@gmail.com; downetwpclerk@comcast.net; zoningdowne@comcast.net
**Subject:** [redacted]

*(Most of this is repetitious for three of you except for the last four or five paragraphs but we want all the Committee members to be advised so they may decide if changes we request to the transcribed July meeting be made.)*

Gentlemen:

We came to you for **HELP** in June, 2017, when our new neighbors refused to believe us when we told them that the area between our two houses was not their driveway. We are Senior Citizens and not full-time residents. We travel between Fortescue and another home as our neighbors do as well. We were not at home when they erected 2 sections of 6' privacy fencing and three posts set in concrete directly on our property. Our survey proved they were encroaching 3-1/5 feet with the fence they put through our flower garden which they disrupted by moving our Belgium blocks and rearranging it.

They were not here the weekend when we first were presented with their handiwork pictured below. We tried to handle it nicely by printing out the three pages we found on the Downe Township's site to lead them to you regarding Zoning and Permits and taped it to the fence. The first entry under the Permit Section is FENCE. It still is. No permit was posted. It is not difficult to see it was not up to code. We thought the problem could easily be remedied with your help. We immediately emailed photos and explained the situation to Mayor Campbell, Scott and Nadine including our taping the information to the fence.

*Please note in the picture above that they used yard debris, cut tree limbs, and thorny briar vines to mark the area of where this fence between our houses presumably was to continue between our houses -- all on our property. The same scene was repeated in the back where we also share a common boundary. The grass and topsoil was removed from our property on what they arbitrarily decided was theirs. This is why we needed your help and advice.*

We came to speak to Scott Burnley about what to do. It was then, ***and only THEN,*** that we learned these neighbors had no CO because of a failed septic. Also in their Township's file with the Zoning Board, there were letters from their realtor attesting they had signed Certifications they understood meant they could **not** occupy the home. We were **stunned** that they would pick a battle with us with all they knew they were doing wrong. Scott issued two Cease and Desist Orders and we thought our troubles would be over.

The following weekend as we were hanging our Fourth of July decorations, two State Trooper cars arrived at our house because of a call they got that **we** had **trespassed** on our neighbor's property! We invited the officers into our house to show them the emails we had sent days earlier to Mayor Campbell, Scott, and Nadine where we freely admitted we had taped the papers to the fence. We had plenty of room to stand ON OUR OWN PROPERTY to accomplish this. We showed them our survey. We were not trespassing on their property at all. It was just the opposite.

They removed the fence in the photos above off our property but on July 4, 2017 at 7 am the neighbors began digging with a post-hole digger down the boundary line despite the Cease and Desist Orders that were issued stating they could not do work on the fence or their property until it was approved. We called the police and they reviewed the Cease and Desist Orders with the neighbors and told us it was a township matter.

We were assured at the June meeting by Mayor Campbell that the neighbors knew the boundaries now, including the Township set back lines. We returned our Belguim blocks to where they had originally been. You can see the damage they did to our property in the picture below. (We know this is a civil matter and are just pointing it out to you.) An apology was never offered to us for the trouble they created or the property damage they caused us. The new fence below is now on the property line but in the Township setbacks. We advised Mayor Campbell, Scott and Nadine and provided them with the photo below so you could see our recent survey marker. This was after the Mayor assured us they "were trying to do the right thing and they knew the setbacks". Have we not been "trying to do the right thing" also? Do you think we are the troublemakers in this situation and deserve to be treated as such? **Please advise what course of action will be taken about this and when? If the answer is none, please advise as well.**

We attended the June and July meetings and we recently read the transcript of the July meeting. It stated, [redacted] **rom Fortescue stated she had been here for 17 years and she has new neighbors that do not have a CO and were issued a**

**Cease and Desist Order that they are not honoring. Mayor Campbell stated the residents are trying to do the right thing. Discussion continued on the property line and the installation of a fence."** This publicly presents us as the aggressors and troublemakers looking for something to complain about when, in fact, we were the victims of their failed attempt to steal 350 square feet of our property to make a driveway for themselves!

What was publicly posted on your site is the exact same version of what we have heard these neighbors loudly telling other neighbors and passersby about us - that **we** were preventing them from fixing up the house they bought and making the neighborhood nicer! They ask them about us: "What kind of people do that?" We remain silent and do not take their bait to escalate this situation. They never say anything about what they did to us that precipitated our being in need of your help - **and neither do the July minutes!**

**WE DID NOT EXPECT TO HAVE *MORE* PROBLEMS WHEN WE CAME TO YOU FOR HELP!** Mayor Campbell advised us we need to call the Department of Health regarding their septic system and that the neighbors have a temporary CO now but they are not allowed to occupy the home so we should keep notes and advise if they occupy the house overnight. Yes, we have noted each occurrence we personally witnessed although we are only here on a part-time basis. But what will that accomplish? We do not like policing our neighbors, especially when we can't rely on the Committee to support us and enforce the Ordinances. Somebody please take a look and see for yourselves how often they occupy the house!

We value our reputation. The very least you can do for us is to correct the published July notes to include what Beth really said at the meeting - we have lived here for 17 years **"and never had any problems. Our new neighbors erected a fence that was proven to encroach 3-1/2 feet upon our property after we had a new survey done. A temporary CO and two Cease and Desist Orders were issued but they are not being honored by the residents."** The information you withheld is crucial and truthful.

**What would any of you do if this happened to you? Most people immediately say they would have destroyed the fence themselves!**

Please acknowledge this email and advise what will be done.

Sincerely,

[redacted]

## Nadine Lockley

**From:** Tort, Deborah - RD, Vineland, NJ <Deborah.Tort@nj.usda.gov>
**Sent:** Tuesday, September 05, 2017 4:21 PM
**To:** downetwpadassist@gmail.com
**Cc:** Rutala Associates; downetwpclerk@comcast.net
**Subject:** Letter of Conditions Meeting

Hi Nicole,

Good News! Grant funding is available for Downe Twp, Public Works Vehicle of $51,500. Thank you for responding to my call to reach the Mayor for availability this week to sign the necessary documents in order to secure the grant funds with a letter of conditions meeting to be arranged at the municipal building.

The letter is prepared and being signed by our Program Director as we speak and I'd like to arrange a meeting to secure those funds this week.

You may reply with those being cc'd with availability to coordinate with those planning to be present.

I am available this week from 9-3 pm with the exception of Thursday 9/7/17.

Thank you,

Deborah S. Tort
Area Specialist | Vineland Area Office
Rural Development
United States Department of Agriculture
Tel: [856] 285-7653 | Fax: [855] 305-7400
http://www.rd.usda.gov/ | "Committed to the future of rural communities"

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USDA is an equal opportunity provider, employer, and lender.

Office Address: USDA Service Center 1318 S. Main Road, Building 5, Suite A, Vineland, NJ 08360

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**Nadine Lockley**

---

**From:** Carroll Hooven <chooven@ccdoh.org>
**Sent:** Wednesday, August 23, 2017 10:06 AM
**To:** Benjamin Byrd; Bruce Hankins; Clerk; 'clerkdownetwp@comcast.net'; Committeeman Ken Whilden; Darlene Richmond; Deerfield Twp; Dep. Mayor J. Roy Oliver; Greenwich Mayor; Hannah Nichols; Hopewell Clerk; jcrilley@upperdeerfield.com; Jenne Hitchner; 'judmoore@comcast.net'; K. Seifrit; Lawrence Twp Mayor ; Lisa Garrison; Mayor Patricia Gross; mayor@cityofbridgeton.com; mayordickinson@stowcreektwp.com; 'michael.santiago@millvillenj.gov'; 'rgc4downe@comcast.net'; 'rspoltore@upperdeerfield.com'; Ruth Dawson; Shiloh; Stow Creek Clerk
**Subject:** Walking Events
**Attachments:** Everybody Walk - Final.pdf; everybody walk - bridgeton.pdf; everybody walk - millville.pdf

Hello Mayors,

Please see attached flyers regarding County wide walking events in part with our Live Healthy Cumberland County initiative. We would like to highlight the October 11th walk at Inspira, as we are inviting all mayors, freeholders, and other local leaders to join us for a short walk and talk around the Hospital and College campus. We will be providing light snacks, giveaways, and discussions led by Inspira Physicians on healthy habits and hot health topics.

So put your sneakers on and show your support for County residents to live healthier!

Thank you,

*Carroll Hooven*
Confidential Assistant
Cumberland County Health Department
856-327-7602
856-327-6405-Fax

# Everybody Walk

## at Bridgeton's CrabFest!

Attending the CrabFest 5k but not quite ready for running? Or just going to cheer someone on? Join us for a short walk + talk about how you can live healthier!

**Saturday, September 16, 2017**
**9:00 - 10:00 AM**
**Mayor Aitken Drive**
**Across from Salvation Army**
**Bridgeton**

Active lifestyle giveaways!

Healthy Snacks!

NEW JERSEY HEALTH CARE QUALITY INSTITUTE

Quality powered.

LIVE HEALTHY
VIVIR SALUDABLE
Cumberland County

UNITED HEALTH FOUNDATION®

# Everybody Walk with an Olympian!

Former Olympian Joetta Clark Diggs will be joining us for a short walk + talk about how you can live healthier!

**Thursday, August 31, 2017**
**6:00 - 7:30 pm**
**Captain Joe Buck Park**
**Behind the Library**
**Buck & East Pine St.,**
**Millville**

Active lifestyle giveaways!

Healthy Snacks!

CompleteCare Pediatrician Dr. Harris will also be joining us to talk about building healthy habits as a family!

NEW JERSEY HEALTH CARE QUALITY INSTITUTE

Quality powered.

LIVE HEALTHY VIVIR SALUDABLE Cumberland County

UNITED HEALTH FOUNDATION®

# Everybody Walk

sponsored by

UNITED HEALTH FOUNDATION®

LIVE HEALTHY VIVIR SALUDABLE Cumberland County

NEW JERSEY HEALTH CARE QUALITY INSTITUTE

Quality proven.

**Bring your friends and family and enjoy walking with healthcare professionals. They will be on hand to offer support and answer any questions you have about your health.**

**Take steps towards better health & join us at one of the following locations:**

Thursday, August 31, 2017
6 - 7:30 pm.
Captain Joe Buck Park
Behind the Library
Buck and East Pine St., Millville

Saturday, September 16, 2017
9 - 10am.
Mayor Aitken Drive, Bridgeton
Across from Salvation Army
(in Conjunction with the Crab Fest 5k Walk/Run)

Wednesday, October 11, 2017
1 - 2pm.
Inspira & CCC Walking Loops, Vineland

# James M. Rutala Associates, LLC

**Memorandum**

**Date:** **September 1, 2017**

**To:** **Interested Parties**

**From:** **Jim Rutala, Rutala Associates**

**Re:** **Grant Opportunity – 2017 Gardinier Environmental Fund Grant**

The Gardinier Environmental Fund will fund energy projects focused on energy conservation, efficiency, and renewable energy. Projects can fall into the following categories: innovative energy projects; energy resiliency including microgrids and/or energy storage; renewable energy installations; electric vehicle policies, programs, and infrastructure; building efficiency upgrades; energy education projects; and energy studies and engineering.

This grant cycle will award:

- **Two $30,000 grants**
- **Nine $10,000 grants**

**Eligibility**: New Jersey Municipalities that are registered with Sustainable Jersey and have an active Green Team.

**Deadline: October 31, 2017**

**Rutala Associates, LLC provides planning, energy, economic development and management services. Our client base includes county governments, municipalities, school districts, non-profits and private corporations. Rutala Associates has successfully attracted over $30 milion in grant funds annually.**

**If you would like assistance applying for this or any other grant opportunities, please contact Rutala Associates at 609.743.0354 or jmrutala@comcast.net.**

717 River Drive • Linwood, New Jersey • Phone: 609.743.0354 • E-mail: jmrutala@comcast.net

# James M. Rutala Associates, LLC

**Memorandum**

**Date:** **September 1, 2017**

**To:** **Interested Parties**

**From:** **Jim Rutala, Rutala Associates**

**Re:** **2018 New Jersey Historic Preservation Matching Grants**

The 1772 Foundation, in cooperation with the New Jersey Historic Trust, offers Capital Preservation Grants, up to $15,000, available to nonprofit organizations for repair and restoration projects. The grants require a one-to-one match from the grant recipient.

Eligible applicants must have a 501(c)3 IRS designation. Schools and religious congregations are not eligible to apply.

Eligible activities include: exterior painting, finishes and surface restoration; fire detection, lightning protection and security systems; porch, roof and window repair/restoration; structural foundation and sill repair/replacement; and chimney and masonry repointing.

To demonstrate the sustainability of historic sites, applicants may be required to submit a cyclical maintenance plan, condition assessment, restoration plan or stewardship plan that has been prepared or updated within the last five years. If an appropriate plan does not exist, the foundation will consider providing support for development of a plan on a case-by-case basis.

**Application Deadline** – December 15, 2017

**Rutala Associates, LLC provides planning, energy, economic development and management services. Our client base includes county governments, municipalities, school districts, non-profits and private corporations. Rutala Associates has successfully attracted over $30M in grant funds annually.**

**If you would like assistance applying for this or any other grant opportunities, please contact Rutala Associates at 609.743.0354 or jmrutala@comcast.net.**

717 River Drive • Linwood, New Jersey • Phone: 609.743.0354 • E-mail: jmrutala@comcast.net

NJLM New Jersey State League of Municipalities

222 West State Street, Trenton, New Jersey 08608
PHONE (609) 695-3481 • FAX (609) 695-0151
EMAIL league@njslom.org • www.njslom.org

Michael J. Darcy, CAE, EXECUTIVE DIRECTOR | Michael F. Cerra, ASSISTANT EXECUTIVE DIRECTOR

RECEIVED
AUG 03 2017
By_____

**August 1, 2017**

Dear Municipal Clerks:

RE: NJLM Annual Conference in Atlantic City November 14 – 16, 2017

NJLM annual conference Pre-registration begins August 1st, for paper registrations and online registrations. Enclosed you will find NJLM annual pre-registration form. The form and the online registration link are located on our website www.njslom.org click on the tab "Conference" scroll down and follow the links. Please distribute this letter and the enclosed form to all your municipal delegates/departments.

**PRE-REGISTRATION MUNICIPAL/DELEGATES FEE $55.00 PER REGISTRANT**
This includes employees or elected officials of a Municipality, State, County, Local Governments, Municipal/State Utilities or Authorities and Non-Profits. Pre-registration Ends October 1, 2017. **WE DO NOT ACCEPT FAXED OR EMAILED REGISTRATIONS.** All Paper registrations must be postmark no later October 1, 2017 after the date paper registrations will be returned unprocessed and you will be required to register onsite in the Atlantic City Convention Center, Tuesday, November 14, 2017 at 9:00 AM.

**Municipal/Delegate spouse's badges are Complimentary**
Spouse's badges are not valid for CEU's. *Spouses who work* for a Municipality, State, County, Local Governments, Municipal/State Utilities or Authorities and Non-Profits must purchase a badge.

NEW

Onsite badge pickup at the Scan & Go stations. If you choose this option, each registrant will receive by email their own individual confirmation with bar code and information on how to scan and print their badge onsite.

**Paper Registration Procedure:**

1. Complete the form in its entirety, return form with check or purchase order (if applicable). F*orms not completed in its entirety will be returned unprocessed.*
2. Within two (2) to three (3) days, you will receive a remittance invoice via email.
3. Print and submit the remittance invoice to your finance department to ensure payment, if payment was not sent with your paper registration form. Your finance department should complete the certification portion of the invoice and return a copy of the remittance invoice with a check and or purchase order for signature (if applicable) within five (5) days of the date on the invoice

**Online Registration Procedure:**

1. To register online go to www.njslom.org click onto the tab "Conference" scroll down and follow the links to "Register Now".
2. After registering, you will immediately receive a remittance invoice via email.
3. Print and submit the online remittance invoice to your finance department to ensure payment. Your finance department should complete the certification portion of the invoice and return a copy of the remittance invoice with a check and or purchase order for signature (if applicable) within five (5) days of the date on the invoice.

Please do not duplicate registration orders by using the paper registration and an online registration. Please note there are ***No Refunds*** and ***No Cancellations*** after processing a paper registration, an online registration and or receiving a badge. A badge can be transferred to another, see badge substitution/transfer policy on the next page.

**Make checks payable to:** **NJLM** and mailed to attention: Bookkeeping, 222 West State Street, Trenton, NJ 08608

**Badge Mailings:**
Pre-registration badge mailings will begin starting October 25, 2017.

NJLM

# 102nd Annual League Conference

**Atlantic City Convention Center November 14-16, 2017**

**Voucher Certification and Pre-Registration Form**

**PRE-REGISTRATION FEE: $55.00**

**No Refunds, Cancellations, Faxes or Emails**

**Registrations Must Be Postmarked by October 1, 2017**

## Delegate/Municipal Registration Form Only

(Employees or elected official of a Municipality, State, County, Local Governments, Municipal/State Utilities or Authorities and Non-Profits)

**BADGE(S) ONSITE PICKUP OPTION YES / NO:** _____ *(If yes, ALL registrants must pick up badges onsite and each registrant will receive a separate confirmation with a personalized bar code including instructions on how to print their badge onsite. If no, ALL badges will be mailed to the key contact.)*

**Billing - Key Contact Information**

Municipality or Organization: _____ _____ (Twp/Boro/City) _____ (County)

Key Contact First Name: _____ Last Name: _____ Title: _____

*(CONFIRMATIONS WILL BE SENT TO KEY CONTACT. IF YOU ARE ATTENDING THE CONFERENCE, PLEASE REGISTER BELOW)*

Address _____ City _____ State _____ Zip Code _____

Telephone ( ) _____ Fax ( ) _____ E-mail _____

**PLEASE NOTE ALL FIELDS BELOW ARE REQUIRED FIELDS AND MUST BE FILLED OUT COMPLETELY, INCOMPLETE FORMS WILL BE RETURNED UNPROCESSED**

**ATTENDEE INFORMATION** **(Print or Type all required information below)** **(Spouse badges are complimentary)**

| | Pre-Registrants Names Guest,TBA, Etc. (Not Acceptable) *(required field)* | Title Guest,TBA, Etc. (Not Acceptable) *(required field)* | Email Address Individual's email required *(required field)* | Spouse (No Titles allowed) Guest,TBA, Etc. (Not Acceptable) Valid Example: "Bob Smith" |
|---|---|---|---|---|
| | Jane Smith *(No Abbreviations)* | Business Administrator *(No Abbreviations)* | jsmith@yourmunicipality.com *(Individual's email address)* | CEU'S NOT VALID - A spouse who is a government official must register as a government official |
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**If More Room is Needed, See Other Side of this Form** *(This Form May be freely Reproduced)* _____ **Check If Additional Names on the Other Side**

**DATE FORM COMPLETED:**_____

**CLAIMANTS' CERTIFICATION DECLARATION**

I do solemnly declare and certify under the penalties of the Law that the bill/invoice statement is correct in all its particulars; that the materials/articles will be furnished or services rendered as stated herein and that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

**Date:** August 1, 2017 **Federal Identification:** 21-6000935 **Michael J. Darcy., Executive Director:** Michael J Darcy

***NO REFUNDS/CANCELLATION ONCE ORDER IS PROCESSED/RECEIVED* "If an event is cancelled by NJLM, registration fees for that event will be refunded in full. Modification of events will not be cause for refunds."**

PLEASE NOTE ALL FIELDS BELOW ARE REQUIRED FIELDS AND MUST BE FILLED OUT COMPLETELY, INCOMPLETE FORMS WILL BE RETURNED UNPROCESSED

**CERTIFICATION BY APPROVAL OFFICIAL**

**1. Registering with Purchase order/Voucher**

I certify and declare that this bill/invoice statement is correct, and that sufficient funds are available to satisfy this claim.

Payment chargeable to Account(s):_____ In House PO#_____ Amount $_____

Signature: _____ Title_____ Date_____
CFO, Finance Director

**2. Registering with** Enclosed Check #_____ In The Amount of $_____

**MAKE ALL CHECKS PAYABLE TO:** NJLM, 222 West State Street, Trenton, NJ 08608

**NJLM USE (ONLY)** Date recv'd _____ Chk recv'd_____

**FOR DATA ENTRY PERSONNEL USE (ONLY)**
**Check, all that apply to confirm accuracy of this Order**
**Registration Type:** _____ **Municipal**
**Registering by:** _____ **Check** _____ **PO/Voucher** _____ **Amt**

**SEE THE OTHER SIDE OF THIS FORM TO COMPLETE YOUR REGISTRATION AND TO REVIEW ADDITIONAL INFORMATION**

**TRANSPORTATION**

The Annual League Conference will be held at the Atlantic City Convention Center (2001 Kirkman Boulevard). For the convenience of all delegates and exhibitors, the League has arranged for shuttle bus service to and from the Convention Center and hotels. If needed, a shuttle bus schedule can be obtained through the League office, or online at www.njslom.org Shuttle Bus transportation. Please contact the League office at 609-695-3481 x118 for a handicapped shuttle bus request.

**SPECIAL NEEDS**

If you require arrangements pursuant to the Americans with Disabilities Act within the Atlantic City Convention Center, please advise the League as soon as you receive this notice. If you require Sign Language interpreters or staff escorts, please contact the League as soon as possible. The convention center public meeting and facilities are equipped for assisted listening devices and wheelchairs. If you have any special needs, please call 609-695-3481 x118.

**SOCIAL MEDIA**

Follow the League on Twitter and Facebook throughout the conference week for updates and information!
#njleague or www.facebook.com/njleague

If you have any questions regarding badge registrations or NJLM, meal functions, please contact Marie Johnson at mjohnson@njslom.org, or Johnnifer Harris at jharris@njslom.org 609-695-3481 x113, 119 or visit www.njslom.org August 1 for badge registration, August 31 for NJLM meal functions.

Sincerely,

Michael J. Darcy, CAE
Executive Director

MJD/mlj
Enclosure

# 102nd Annual League Conference

**Atlantic City Convention Center November 14-16, 2017**

**Voucher Certification and Pre-Registration Form**

**PRE-REGISTRATION FEE: $55.00**

**No Refunds, Cancellations, Faxes or Emails**

**Registrations Must Be Postmarked by October 1, 2017**

## Delegate/Municipal Registration Form Only

(Employees or elected official of a Municipality, State, County, Local Governments, Municipal/State Utilities or Authorities and Non-Profits)

**BADGE(S) ONSITE PICKUP OPTION YES / NO:** _____ *(If yes, ALL registrants must pick up badges onsite and each registrant will receive a separate confirmation with a personalized bar code including instructions on how to print their badge onsite. If no, ALL badges will be mailed to the key contact.)*

**Billing - Key Contact Information**

Municipality or Organization: _____ _____ (Twp/Boro/City) _____ (County)

Key Contact First Name: _____ Last Name: _____ Title: _____

*(CONFIRMATIONS WILL BE SENT TO KEY CONTACT. IF YOU ARE ATTENDING THE CONFERENCE, PLEASE REGISTER BELOW)*

Address _____ City _____ State _____ Zip Code _____

Telephone ( ) _____ Fax ( ) _____ E-mail _____

**PLEASE NOTE ALL FIELDS BELOW ARE REQUIRED FIELDS AND MUST BE FILLED OUT COMPLETELY, INCOMPLETE FORMS WILL BE RETURNED UNPROCESSED**

**ATTENDEE INFORMATION** **(Print or Type all required information below)** **(Spouse badges are complimentary)**

| | Pre-Registrants Names Guest,TBA, Etc. (Not Acceptable) *(required field)* | Title Guest,TBA, Etc. (Not Acceptable) *(required field)* | Email Address Individual's email required *(required field)* | Spouse (No Titles allowed) Guest,TBA, Etc. (Not Acceptable) Valid Example: "Bob Smith" |
|---|---|---|---|---|
| | Jane Smith *(No Abbreviations)* | Business Administrator *(No Abbreviations)* | jsmith@yourmunicipality.com *(Individual's email address)* | CEU'S NOT VALID - A spouse who is a government official must register as a government official |
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**If More Room is Needed, See Other Side of this Form** *(This Form May be freely Reproduced)* _____ **Check If Additional Names on the Other Side**

**DATE FORM COMPLETED:** _____

**CLAIMANTS' CERTIFICATION DECLARATION**

I do solemnly declare and certify under the penalties of the Law that the bill/invoice statement is correct in all its particulars; that the materials/articles will be furnished or services rendered as stated herein and that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

**Date:** August 1, 2017 **Federal Identification:** 21-6000935 **Michael J. Darcy., Executive Director:** Michael J Darcy

***NO REFUNDS/CANCELLATION ONCE ORDER IS PROCESSED/RECEIVED* "If an event is cancelled by NJLM, registration fees for that event will be refunded in full. Modification of events will not be cause for refunds."**

PLEASE NOTE ALL FIELDS BELOW ARE REQUIRED FIELDS AND MUST BE FILLED OUT COMPLETELY, INCOMPLETE FORMS WILL BE RETURNED UNPROCESSED

**CERTIFICATION BY APPROVAL OFFICIAL**

**1. Registering with Purchase order/Voucher**

I certify and declare that this bill/invoice statement is correct, and that sufficient funds are available to satisfy this claim.

Payment chargeable to Account(s): _____ In House PO# _____ Amount $ _____

Signature: _____ Title _____ Date _____
CFO, Finance Director

**2. Registering with Enclosed Check #** _____ In The Amount of $ _____

**MAKE ALL CHECKS PAYABLE TO:** NJLM, 222 West State Street, Trenton, NJ 08608

**NJLM USE (ONLY) Date recv'd** _____ **Chk recv'd** _____

**FOR DATA ENTRY PERSONNEL USE (ONLY)**
**Check, all that apply to confirm accuracy of this Order**
**Registration Type:** _____ **Municipal**
**Registering by:** _____ **Check** _____ **PO/Voucher** _____ **Amt**

**SEE THE OTHER SIDE OF THIS FORM TO COMPLETE YOUR REGISTRATION AND TO REVIEW ADDITIONAL INFORMATION**

**CLAIMANT'S CERTIFICATION ON THE OTHER SIDE**

Municipality or Organization: _____ _____ _____
(Twp/Boro/City) (County)

Contact First Name: _____ Last Name: _____ Title: _____

**CONTINUE**

**ATTENDEE INFORMATION** **(Print or Type all required information below)** **(Spouse badges are complimentary)**

| | Pre-Registrants Names<br>Guest,TBA, Etc. (Not Acceptable)<br>*(required field)* | Title<br>Guest,TBA, Etc. (Not Acceptable)<br>*(required field* | Email Address<br>Individual's email required<br>*(required field)* | Spouse<br>First & Last Name (No Titles allowed)<br>Guest,TBA, Etc. (Not Acceptable)<br>Valid Example: "Bob Smith" |
|---|---|---|---|---|
| | Jane Smith<br>*(No Abbreviations)* | Business Administrator<br>*(No Abbreviations)* | jsmith@yourmunicipality.com<br>*(Individual's email address)* | CEU'S NOT VALID - A spouse who is a government official must register as a government official |
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_____ **Check if additional names on another page**

**This form was approved by the Local Finance Board and meets the requirements for certification of performance of service (See Certification, On the Front of This Form).** Since the Local Finance Board has approved this form your purchase order/ voucher for separate signature is not required unless your municipality requires a signature. Please note, for tracking inquires on pre-registration(s) please insert in-house purchase order # where indicated within the certification section.

**Billing Address** (*If different from address on front of form*)

Address:_____ *(required)*

Address Continue_____

City:_____ State:_____ Zip Code:_____ *(required)*

**Shipping Address** (*If shipping address different from billing enter below*)

Address:_____ *(required)*

Address Continue_____

City:_____ State:_____ Zip Code:_____ *(required)*

* PAPER REGISTRATIONS MUST BE POSTMARKED BY OCTOBER 1, 2017
* WE DO NOT ACCEPT FAX OR EMAILED REGISTRATIONS – THEY WILL NOT BE ACKNOWLEDGED OR PROCESSED
*NO REFUNDS OR CANCELLATIONS, YOU MAY TRANSFER A BADGE TO ANOTHER
*THE TRANSFERRED BADGE MUST BE PRESENTED AT THE PRE-REGISTRATION COUNTER

"If an NJLM event is cancelled by NJLM, registration fees for that event will be refunded in full. Modification of events will not be cause for refunds."

## * IF REGISTERING ONLINE DO NOT USE THIS PAPER REGISTRATION

# Tedesco Gruccio & Reuss

Attorneys at Law

Rocco J. Tedesco, Esquire
Michael J. Gruccio, Esquire
Francis G. Reuss, III, Esquire
Dante J. Romanini, Esquire

RECEIVED
SEP 05 2017
By

727 Landis Avenue
PO Box 1327
Vineland, NJ 08362-1327
Phone: 856-696-1500
Fax: 856-692-7714
E-mail: mgruccio@tgrlaw.com

August 31, 2017

**RE: U.S. Silica Company – Notice of Land Use Application**
**Downe Township Combined Planning Board**

TO WHOM IT MAY CONCERN:

Please be advised that we represent U.S. Silica Company in connection with an application pending before the Downe Township Combined Planning Board.

A public hearing will be conducted by the Board on Tuesday, September 12, 2017 at 7:00 p.m.

You have been identified as a person, or party, owning, or having an interest in, property within 200' of U.S. Silica's application site. Consequently, the enclosed Notice of Public Hearing has been forwarded to you, by certified mail, return receipt requested, in compliance with the requirements of the law.

Please contact this office should you have any questions, comments or concerns.

Very truly yours,

Michael J. Gruccio

MICHAEL J. GRUCCIO, ESQ.
MJG/slm
Enclosure.

*Sent via Certified Mail, Return Receipt Requested.*

# NOTICE OF HEARING
# DOWNE TOWNSHIP COMBINED PLANNING BOARD
# APPLICATION FOR APPROVAL AND/OR RENEWAL OF A MINING/EXTRACTION CONDITIONAL USE PERMIT AND PRELIMINARY AND FINAL SITE PLAN RESPECTING PREMISES IDENTIFIED AS BLOCK 33, LOT 4 AND BLOCK 35, LOTS 2, 3, 4 AND 5 AS IDENTIFIED ON THE CURRENT TAX MAP OF DOWNE TOWNSHIP, LOCATED AT TOMS BRIDGE ROAD, DRAGSTON ROAD AND JAMES MOORE ROAD (COUNTY ROUTE 614) IN DOWNE TOWNSHIP, CUMBERLAND COUNTY, NEW JERSEY

PLEASE TAKE NOTICE that the Downe Township Combined Planning Board will conduct a public hearing on a land development application submitted by U. S. Silica Company for approval and/or renewal of a Mining/Extraction Conditional Use Permit and Preliminary and Final Site Plan Approval, at 7:00 p.m. on Tuesday, September, 12, 2017, in the Senior Center in the Downe Township Municipal Building Complex located at 288 Main Street, Newport, New Jersey. At the public hearing, at the said time and place, all interested parties will be given an opportunity to be heard.

The property, which is the subject of the application, which contains a mining operation, is officially known as Lot 4 of Block 33 (Phase I) and as Lots 2, 3, 4 and 5 of Block 35 (Phase II) as shown on the current Tax Map of Downe Township. The premises constituting Phase I of the Mining Site are located northeasterly of James Moore Road on the east side of Toms Bridge Road and the premises constituting Phase II of the Mining Site are located on the south side of James Moore Road and on the east side of Dragston Road.

The application site is located in the M-1 Extractive Industries Zoning District, as reflected on the current Zoning Map of Downe Township. Mining Extraction operations are permitted in this zoning district as Conditional Uses.

The Applicant seeks review approval and/or renewal of a Mining Extraction Conditional Use Permit and Site Plan in accordance with the provisions of Downe Township Zoning Ordinance, particularly, Sections 508 and 1009 of the said Ordinance.

To the extent legally necessary, the Applicant seeks renewal of all previously approved variances and waivers, as may be necessary to permit ongoing, approved mining operations. The Applicant also seeks such additional variances, waivers or interpretations, as the case may be, with respect to the applicable provisions of Township Zoning Ordinance, and the Township Ordinance No. 90-70, which regulates resource extraction within Downe Township, to allow approval of the application, as submitted and as delineated on the application documents, including plans furnished in conjunction with the application.

All documents relating to this application are available for inspection and review in, and at, the office of the Secretary of the Downe Township Combined Planning Board in the Downe Township Municipal Building Complex located at 288 Main Street in Newport, New Jersey,

during regular business hours between 9:00 a.m. and 4:00 p.m., Monday through Friday (excluding holidays), by all interested parties.

THIS NOTICE is given in compliance with the requirements of the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) and the relevant provisions of the Ordinances, Regulations and Code Requirements of Downe Township.

TEDESCO GRUCCIO & REUSS

Dated: August 31, 2017

By: Michael J. Gruccio, Esq.
Attorney for Applicant, U.S. Silica Company

## Nadine Lockley

**From:** Fye, Margaret <FyeM@ihn.org>
**Sent:** Tuesday, August 15, 2017 1:45 PM
**To:** downetwpclerk@comcast.net
**Subject:** Fw: Cumberland County Free Lending Library - Attn Maggie
**Attachments:** #THEBIGREAD201710.2.17.pdf

Dear Nadine,
Here is some info I have already spoken to Annette Perry about. Please review the information I am forwarding. I would like to offer Downe Township the opportunity to be one of the recipients of this donated Little Library. My thought was that the municipal building/senior center would be a perfect location, and they are offering to build (at no cost to you!) either an indoor or outdoor-style Little Library. The only requirement would be that there would need to be a "steward" chosen, who would help ensure that the library was stocked, the materials were appropriate, check for vandalism, etc.

Would you please get back to me at your earliest convenience and let me know if you would have any interest in this for Downe Township? Thanks so much!

*Maggie Fye, Project Specialist*
**Cumberland County Council for Young Children**
IMPACT

860 N. Orchard Road
Vineland, NJ 08360
856-285-7716

---

**From:** Jerrice Moore <jerricem@snjreic.org>
**Sent:** Tuesday, August 15, 2017 1:09 PM
**To:** Fye, Margaret
**Subject:** Cumberland County Free Lending Library - Attn Maggie

Hi Maggie,
It was nice speaking to you. Here is a general overview of the exciting opportunity in Cumberland County . NJ Early Intervention has partnered with 1000 Books before Kindergarten to contstruct 5 "Little Free Lending Libraries". I have **2 left to donate** throughout Cumberland County. Below are some samples of other Little libraries around the United States. ( just samples so you have a visual) Along with the library we would like to donate a metal bench for parents to read to their children, along with mulch and flowers if space allows. We can also donate an indoor unit for places where children will be in a waiting area with parents. Early literacy and social emotional development is a major focus in Ealry Intervention and that is why we have chosen to partner with 1000 books before Kindergarten. Numerous studies have shown that parents, who expose children to early language and literacy, create a bond that teaches vocabulary, introduces the connection between pictures and words, and promotes quality time spent with the people they love the most. This would be a great opportunity to empower parents and caregivers, and reinforce that they are their child's first teacher. Won't you join us in establishing a network of "Little Free Lending Libraries" in Cumberland County that benefits the future children right in your neighborhood?

Please check out the 1000 books before kindergarten website. Feel free to spread the word and participate in the upcoming event #THEBIGREAD2017! On October 2nd. There is detailed information on the site. We are encouraging everyone around the world to participate. ☺

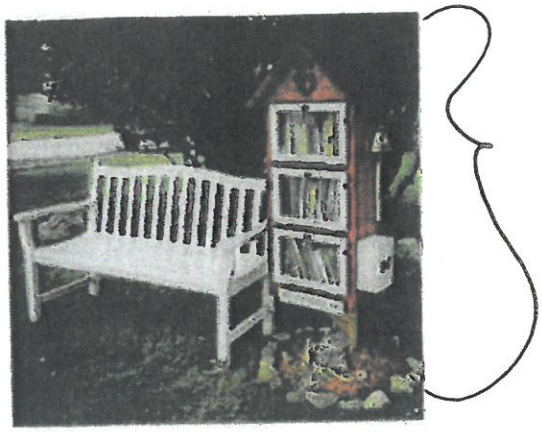
https://1000booksbeforekindergarten.org/[1000booksbeforekindergarten.org]

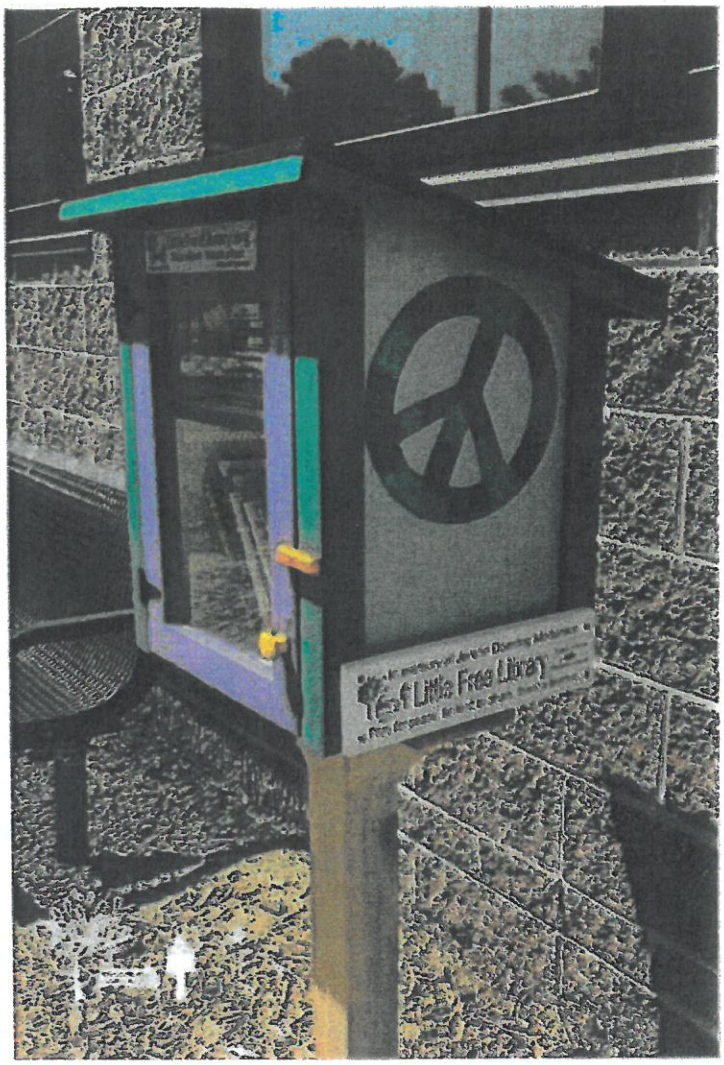
Please contact me with any questions...I look forward to working with you. If you can let me know by Thursday if you would be a part of this
"grass roots" initiative that would be great!!!

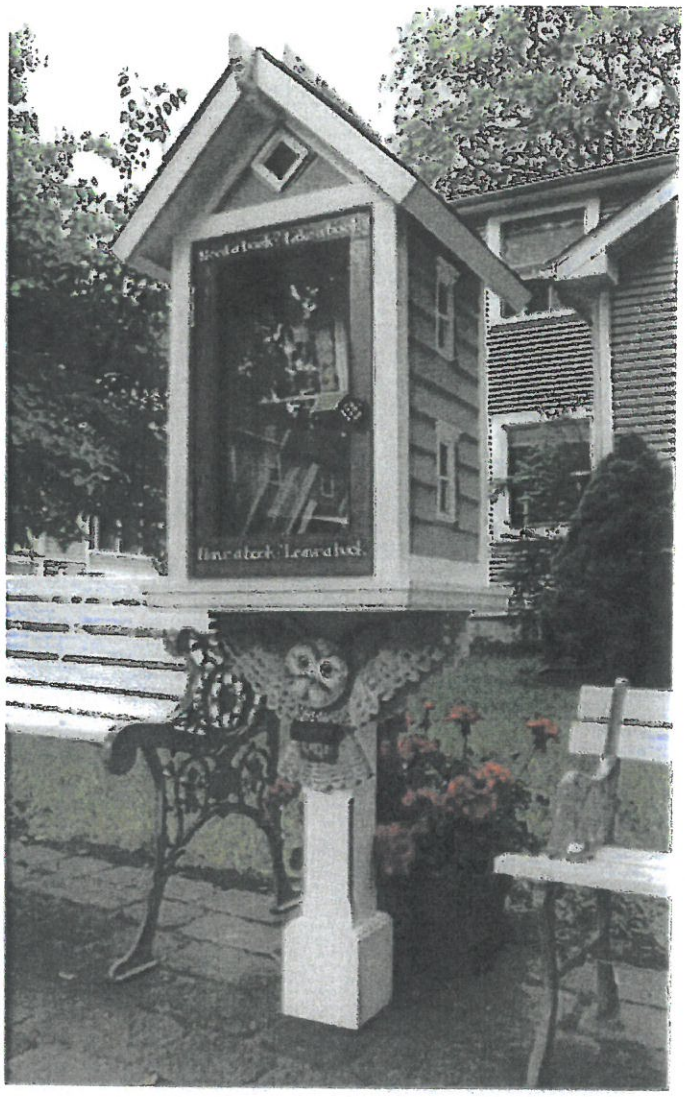
HAVE A GREAT DAY!! ☺

Questions

1. Who supplies books
2. who supplies bookstand
3. How long to get started
4.




Little Free Library



*Jerrice Moore*
*Southern New Jersey Regional Early Intervention Collaborative*
*Manager of Family Support*
*1044 South Rt. 73*
*Berlin , NJ 08009*
*(856) 768-6747 phone Ext ; 223*
*(856) 768-2059 Fax*
www.snjreic.org[snjreic.org]
http://snjreic.org/resources.shtml[snjreic.org]
www.facebook.com/NJEISouthernRegion[facebook.com]

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South Jersey Gas

RECEIVED
AUG 21 2017
By

August 17, 2017

Robert Campbell,
288 Main St
Newport, NJ 08345-2131

**Re: Red Tag Notice**

Dear :

Please be advised that South Jersey Gas Company (SJG) recently discontinued gas service to a customer's private appliance(s) at the properties listed below due to compliance and/or safety concerns that were observed. It should be noted that SJG advised the customer of said compliance and/or safety concerns, and stressed discontinued use of the appliance(s) until the situation(s) is corrected by a qualified contractor. Continued operation of the equipment without immediate corrective action could result in serious injury and/or property damage.

SJG's service technician left a red tag hazard notice affixed to the gas valve or piping for the customer(s) below. A sample of the Red Tag Hazard Notice appears below. The customer has the option to return to SJG the pre-addressed/stamped postcard portion of the tag advising that the situation has been remediated. Upon receiving the postcard from the customer, SJG will communicate that information to your office.

Should you have any questions, please call our Customer Care Center at 1-888-766-9900.

Sincerely,

South Jersey Gas Company
Customer Care Center

[redacted]

1 South Jersey Plaza, Folsom, New Jersey 08037 • www.southjerseygas.com
Tel. 609-561-9000 • Fax 609-561-8225 • TDD ONLY 1-800-547-9085

# Crabs & All That Jazz

## Crab Tournament & Family Crab Cookout

## Saturday, September 16
## 6:00am-6:00pm

## Family Coastal Adventure Day

**Crab Tournament - $20 per person***
**Crab Dinner $20 per person**
**Preregistration required - by Aug. 31**

Crabbing - 6:00am - 12:00
River Cruises on the Bonanza
Nature Tours, Displays & Live Animals
Historic Tours - East Point Lighthouse
Hot Dogs & Hamburgers - Toni Treats
Chinese Auction
Live Music - Jazz & More
Book Signing - Meet the Author
Family Games - Crab Races
Crab-venger Hunt - prizes
Crab Cookout Dinner - 12:00 (Crabbers) 1:30 - 6:00
* For more coastal activities - Check out our neighbors at the Cohansey River Fest - follow on Facebook

* For more info & to register visit - wwwcrabsandallthatjazz.com

DOWNE TOWNSHIP COMMITTEE
EXECUTIVE SESSION
JANUARY 9, 2017

An Executive Session was held by the Downe Township Committee during its Regular Meeting held on Monday, January 9, 2017 at the Municipal Complex. Mayor Robert G. Campbell presided. Committee members present were Larry Jordan, Sr., (Deputy Mayor), Stephen Byrne, Edward Bart and Michael Rothman. Municipal Solicitor, John Carr, was also present.

**ANTICIPATED LITIGATION PURSUANT TO N.J.S.A. 10:4-12B(7), RE: OPTIONS REGARDING BLUE ACRES BUYOUTS**

The Township Committee discussed the matter of Blue Acres buyouts by the State. Mayor Campbell stated he has been contacted by a number of news agencies. He explained to them this Blue Acres buyout process has been going on for about a year. Mr. Cook stated he contacted the Blue Acres Office and found there is a second round of the buyout process being talked about at the State. The second round involves the remainder of Money Island. So they have consistently lied to us. There is one person who is under contract with Blue Acres. We sent out letters to the residents listed with Blue Acres to have received an offer. We asked the residents to share the offer letter with the township and they refused to share the information. The DEP will not share the information. We really can't be mad at the residents because they have been intimidated by the DEP and are afraid of what could happen to them next. They keep hearing that the committee is going to do something but they are not seeing anything from us. Maybe we need to contact our legislators. We need to attack the tax exempt status wall. The DEP fears legal action. How do we stop the homeowners from selling out? We could possibly stop the second round of buyouts. We need to ask for an injunction. We need to use the court system. Mayor Campbell spoke about the possibility of having the Lt. Governor visit Downe Township while she is in town for another event. Discussions continued with the committee on what state agencies we need to contact to discuss our situation. We will be prepared to go public with what we have decided to do as far as a lawsuit at the next meeting.

A motion made by Cook and seconded by Campbell to close executive session. All in favor.

_____
Nadine Lockley
Acting Municipal Clerk

DOWNE TOWNSHIP
A CLEAN COMMUNITY

COPY

DOWNE TOWNSHIP
COMMITTEE MEETING
SEPTEMBER 11, 2017
DISC 1