

CITY OF CAPE MAY, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

ORDINANCE NO. 581-2025

**AN ORDINANCE AMENDING CHAPTER 7 OF THE CODE OF THE CITY OF CAPE
MAY REGARDING ON-STREET PARKING PERMITS**

WHEREAS, Section 7-56 of the City of Cape May Municipal Code establishes a permitting process for reserved on-street parking for persons that reside in the City; and

WHEREAS, the City Council of the City of Cape May has deemed it in the City's best interest to make amendments to the on-street parking permitting regulations.

NOW, THEREFORE BE IT ORDAINED by the City Council of the City of Cape May in the County of Cape May and State of New Jersey as follows:

SECTION 1. Section 7-56 of the City of Cape May Code is amended as follows (strikethrough portions indicating deletions and underline portions indicating new language):

§ 7-56. Permit parking — On-street.¹ [Added 5-18-2010 by Ord. No. 204-2010]

§ 7-56.1. Qualifications and criteria.

- A. Any person who owns residential property or resides in the City and whose property has no off-street parking prior to June 16, 2010 (effective date of this ordinance), and who because of the present condition of the property on which the home is located does not have the ability under the zoning regulations to create at least one off-street parking space on the site, may be eligible for an on-street parking permit. An on-street parking permit may be issued to the owner or occupant of any residential property that does not have an existing off-street parking space and cannot, under current zoning regulations, create at least one off-street parking space on the site. No applicant shall be eligible for an on-street parking permit if the property is required to be licensed as a Short-Term Rental under Chapter 310, Article IV. For the avoidance of any doubt, a property may not simultaneously be licensed under Chapter 310 Article IV and hold an on-street parking permit under this section.
- B. In order to further meet the eligibility requirements, there must be a distance of no more than eight feet from the property line to the home on each side and no access to the rear of the home by vehicle. A property shall not qualify for an on-street parking permit if it has an area of at least nine feet by eighteen feet (9' x 18') usable for a conforming off-street parking space in the side yard beyond the front façade of the building, or if the property has vehicle access to the rear.
- C. If the criteria in Subsection B. cannot be met and the only reason for not being able to park one vehicle on the site is a violation of the zoning regulations, the person seeking the permit must first seek relief from the Zoning Board and, if applicable, the Historic Preservation Commission, as a condition to qualification.
- D.C. The space for which the permit is to be issued is in front of the person's home or, if there is no space in front of such home, at such other location the next appropriate closest space as determined by the City.

D. No more than one on-street permit may be issued for any one building or tax lot regardless of the number of residential units contained in the building. This shall include multi-family development within one building, apartment buildings, and apartments over detached garages (to the extent otherwise permitted under the zoning regulations). There shall also be one space allocated for a business property that has one or more residential units within it, such as a tourist guest house, provided that it otherwise satisfies the requirements set forth in this section.

E. Any one homeowner or building or property cannot hold both an on-street parking permit and an on-street reserved handicapped parking permit simultaneously.

E.F. For the avoidance of any doubt, this section is not intended to provide on-street parking permits for commercial properties.

§ 7-56.2. Application for permit.

A completed application for a permit must be filed in the Office of the City Clerk by the person to whom the permit shall be issued. The application shall include the following information:

A. The name and address of the person who resides in the property for which the permit is to be issued;

B. The name and address of the owner of the property;

C. A copy of the applicant's driver's license;

D. A copy of the vehicle registration card for the vehicle to which the permit is to be affixed pursuant to § 7-56.5A; Certification of ownership and acknowledgement that the property is not utilized for Short-Term Rental. This certification shall be required upon any renewal.

E. An accurate survey of the property; and

F. If applicable, proof that a request for a variance from the zoning regulations to allow on-site parking for one vehicle was denied.

G. If the application is for more than one dwelling unit occupying one tax lot, a resolution of the condominium association authorizing the application, in which case the permit will be issued to the association, which shall also specify which unit owner/tenant shall be entitled to utilize the permit during the year. See § 7-56.5B for additional regulations regarding condominium associations.

H.F. The permit shall be valid from May February 1 through October 31 January 31 and must be renewed annually of each calendar year for which it is issued. Any qualified person shall also have the right to extend the permit for the full calendar year (January 1 through December 31) by paying an additional permit fee in the amount of \$150, thus making the total permit fee, subject to any adjustments required under § 7-56.3C below, \$500. The full calendar year permit shall also be subject to all other provisions contained in this entire § 7-56. [Amended 12-17-2013 by Ord. No. 272-2013]

I.G. The permit shall be issued only on a calendar year basis and shall not create a right with respect to any property for which the permit is issued. Upon the transfer of any such property, the new owner shall be required to apply for a permit to be reviewed and, if acceptable, issued in accordance with the terms and conditions of this section. Upon transfer, the new owner

shall initially be required to only pay the non-refundable application fee. The City also reserves the right, in its governmental discretion, to repeal this § 7-56, in which case all permits issued shall automatically terminate.

§ 7-56.3. Application and permit fee.

- A. A nonrefundable application fee of \$25 shall be paid at the time that the application is filed to defray the cost of processing the application.
- B. The application shall be reviewed by the ~~Police Chief~~Superintendent of Public Works (or his/her designee) and Zoning Officer and sent to the City Clerk with a recommendation for issuance or denial. Such recommendation shall be based solely on the qualifications and criteria set forth in this section and the state and local parking regulations. Unless there is reason stated by the Zoning Officer or ~~Police Chief~~Superintendent of Public Works (or his/her designee) for nonissuance, the permit shall then be issued by the City Clerk, subject to payment of the applicable permit fee.
- C. If approved, the permit fee shall be paid prior to the issuance of the permit. The annual permit fee shall initially be \$350, and shall be recalculated and determined by December 1 of each year by resolution of City Council for the next calendar year based upon the anticipated cost and lost revenue due to the issuance of parking permits in metered areas. It is the intent of this section to make the issuance of parking permits revenue neutral so that all lost revenue from the loss of metered parking and the costs incurred in implementing this program are paid solely by the persons to whom the permits are issued. be categorized as follows:
 - 1. Year-round Residential with no parking meter: \$500 annually
 - 2. Year-round Residential metered space: \$750 annually

C. § 7-56.4. Renewal; expiration; revocation.

- A. The on-street parking permit expires at the end of each calendar year ~~February 1 annually and an application for renewal, meeting all of the requirements contained in § 7-56.2, and applicable permit fee shall be submitted before any permit is reissued by January 31 annually. If the applicable fee and renewal application are not paid and submitted in full prior to February 1 annually, a late charge of \$150 will be assessed to the applicant. If there has been no change in the information provided in the previous year, the applicant can provide a certification to the City Clerk that there has been no change, in which case the application fee shall be waived.~~
- B. ~~Upon the renewal of any permit, the full annual permit fee for the entire calendar year shall be paid to the City Clerk.~~
- C. ~~If the holder of any permit for the property at which the permit is issued no longer meets the criteria and qualifications contained in this section, the permit shall be revoked. The filing of an application for a Short-Term Rental License for the property shall constitute cause for immediate revocation of the permit.~~
- D. ~~C. The permit may also be revoked for cause in accordance with the provisions and procedures contained in §§ 310-9 through 310-12, provided that there shall be no appeal rights to City Council. The provisions regarding Appeal to City Council pursuant to §310-13 shall not be applicable to a revocation under this Section.~~

§ 7-56.5. Display of permit; Signage.

- A. The permit shall be in the form of a sticker that is to be affixed to the driver's side of the rear bumper of the vehicle identified in the application.
- B. Only the vehicle listed on the application will be permitted to park in the reserved space and the parking permit sticker, once issued, shall not be used with any other vehicle for the entire calendar year. Each subsequent year the applicant shall be entitled to identify another vehicle owned by the applicant or someone in his/her household. Condominium associations shall be permitted to identify one vehicle owned by any of the unit owners (or year round residential tenants) or anyone in their respective households. Any applicant can change the designated vehicle one time during a calendar year by submitting a request form and vehicle registration card to the City Clerk with a processing fee of \$25 provided that such vehicle otherwise satisfies the requirements of this subsection. The new permit parking sticker will then be issued subject to the applicant returning the previously issued permit parking sticker for the same year.
- C. A. The City shall place signs at each reserved space identifying it as a reserved parking space and subjecting violators to fines and towing.

SECTION 2. All other ordinances in conflict or inconsistent with this Ordinance are hereby repealed, to the extent of such conflict or inconsistency.

SECTION 3. Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason, the remaining portions of this Ordinance shall not be affected thereby and shall remain in full force and effect, and to this end the provisions of this Ordinance are hereby declared to be severable.

SECTION 4. This Ordinance shall become effective 20 days after final passage and publication, according to law.

ATTEST:

Erin C. Burke, City Clerk

CITY OF CAPE MAY, a municipal corporation of
the State of New Jersey

BY:

Zachary M. Mullock, Mayor

NOTICE

Ordinance 581-2025 was introduced at a Regular meeting of the City Council of the City of Cape May, held on October 21, 2025 and will be further considered for final passage during a Regular meeting of the City Council, held at the Cape May City Hall Auditorium, 643 Washington Street, Cape May, New Jersey, on November 17, 2024 at 5:30P.M. at which time a Public Hearing was held.

Erin C. Burke, City Clerk

| Roll Call | Ayes | Nays | Absent | Abstain | Motion | Second |
|----------------|------|------|--------|---------|--------|--------|
| Meier | | | | | | |
| McDade | | | | | | |
| Bodnar | | | | | | |
| Baldwin | | | | | | |
| Mullock | | | | | | |

Introduced: October 21, 2025
1st Publication: October 29, 2025
2nd Reading & Adoption: November 17, 2025
Final Publication: November 26, 2025
Effective Date: December 16, 2025

cc: DPW
 CMPD

CITY OF CAPE MAY, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

ORDINANCE NO. 582-2025

**AN ORDINANCE OF THE CITY OF CAPE MAY AMENDING AND
SUPPLEMENTING CHAPTER 7 “VEHICLES AND TRAFFIC” TO REGULATE THE
OPERATION OF ELECTRIC BICYCLES AND SCOOTERS**

WHEREAS, in accordance with N.J.S.A. 39:4-197, municipalities are afforded the authority to regulate traffic and parking on municipal public rights-of-way throughout their jurisdiction; and

WHEREAS, Chapter 7 of the City Code entitled “Vehicles and Traffic” does not specifically address the use and operation of electric bicycles and electric scooters; and

WHEREAS, over the course of the past several years the use and operation of electric bicycles and electric scooters have become more prevalent on public streets, sidewalks, bike paths, boardwalks, and other shared public spaces, often in close proximity to pedestrians, children, seniors, and motor vehicles; and

WHEREAS, the use and operation of electric bicycles and electric scooters in high-traffic pedestrian areas and on sidewalks throughout the City significantly increases the risk of serious injury to the operators, as well as to pedestrians and motorists navigating these congested areas; and

WHEREAS, the City Council of the City of Cape May finds it to be necessary and appropriate in the interest of public safety to prohibit the use of electric bicycles and electric scooters on the sidewalks throughout the City.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Cape May as follows:

Section 1. Section 7 of the City of Cape May Code regarding “Vehicles and Traffic” shall be amended to include the following **NEW SECTION**:

ARTICLE VI – Electric Bicycles and Scooters

§ 7-62 Purpose.

The provisions of this Article shall apply whenever an electric bicycle or electric scooter is operated upon any street or upon any public way within the City of Cape May. In the event any of the provisions of this Article conflicts with applicable State Laws, the State Laws shall control.

§ 7-63 Definitions.

All words and phrases set forth herein shall be afforded their ordinary meanings as defined and outlined within N.J.S.A. 39:1-1. However, the following specific definitions are incorporated herein for ease of reference:

Low-Speed Electric Bicycle

A two or three-wheeled vehicle with fully operable pedals and an electric motor of less than 750 watts, that meets the requirements of one of the following classifications: "class 1 low-speed electric bicycle" which means a low-speed electric bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour; or "class 2 low-speed electric bicycle" which means a low-speed electric bicycle equipped with a motor that may be used exclusively to propel the bicycle, and that is not capable of providing assistance when the bicycle reaches the speed of 20 miles per hour.

Low-Speed Electric Scooter

A scooter with a floorboard that can be stood upon by the operator, with handlebars, and an electric motor that is capable of propelling the device with or without human propulsion at a maximum speed of less than 19 miles per hour.

Low-Speed Vehicle

A four-wheeled low-speed vehicle, as defined in 49 C.F.R. s.571.3(b), whose attainable speed is more than 20 miles per hour but not more than 25 miles per hour on a paved level surface and which is not powered by gasoline or diesel fuel and complies with federal safety standards as set forth in 49 C.F.R. s.571.500.

Motorized Bicycle

A pedal bicycle having a helper motor characterized in that either the maximum piston displacement is less than 50 cc. or said motor is rated at no more than 1.5 brake horsepower or is powered by an electric drive motor and said bicycle is capable of a maximum speed of no more than 25 miles per hour on a flat surface or a pedal bicycle having an electric motor that is capable of propelling the bicycle in excess of 20 miles per hour with a maximum motor-powered speed of no more than 28 miles per hour on a flat surface. This term shall not include a low-speed electric bicycle or low-speed electric scooter as defined in this section.

Motorized Scooter

A miniature motor vehicle and includes, but is not limited to, pocket bikes, super pocket bikes, scooters, mini-scooters, sport scooters, mini choppers, mini motorcycles, motorized skateboards and other vehicles with motors not manufactured in compliance with Federal Motor Vehicle Safety Standards and which have no permanent Federal Safety Certification stickers affixed to the vehicle by the original manufacturer. This term shall not include: electric personal assistive mobility devices, motorized bicycles, low-speed vehicles, low-speed electric bicycles, or low-speed electric scooters; or motorized wheelchairs, mobility scooters or similar mobility assisting devices used by persons with physical

disabilities, or persons whose ambulatory mobility has been impaired by age or illness.

§ 7-64 Traffic Laws/Regulations.

Any person operating a low-speed electric bicycle, low-speed electric scooter, low-speed vehicle, motorized bicycle, or motorized scooter shall obey all state traffic statutes, laws, and regulations, and the instructions of official traffic control signals, signs, and other control devices applicable to vehicles.

§ 7-65 Electric Bicycle/Scooter Regulations

1. Any person operating a low-speed electric bicycle, low-speed electric scooter, low-speed vehicle, motorized bicycle, or motorized scooter shall obey the instructions of official traffic control signs, and other control devices applicable to vehicles, unless otherwise directed by a police officer.
2. Whenever authorized signs are erected indicating that a turning movement is restricted, no person operating a low-speed electric bicycle, low-speed electric scooter, low-speed vehicle, motorized bicycle, or motorized scooter shall disobey the direction of any such sign, except where that person dismounts from the electric scooter or electric bicycle to make the turn in which event such person shall then obey regulations applicable to pedestrians.
3. No person shall ride or operate a low-speed electric bicycle, low-speed electric scooter, low-speed vehicle, motorized bicycle, or motorized scooter in any direction except in the same direction as vehicular traffic traveling on the same side of the roadway.
4. Any person operating a low-speed electric bicycle, low-speed electric scooter, low-speed vehicle, motorized bicycle, or motorized scooter shall stop for pedestrians in crosswalks.
5. The operator of a low-speed electric bicycle, low-speed electric scooter, low-speed vehicle, motorized bicycle, or motorized scooter shall ride as close to the right-hand side of a public street or roadway as practicable.
6. All operators of a low-speed electric bicycle, low-speed electric scooter, low-speed vehicle, motorized bicycle, or motorized scooter under the age of 17 are required to wear a protective helmet while operating a low-speed electric bicycle, low-speed electric scooter, low-speed vehicle, motorized bicycle, or motorized scooter.
7. No person shall use or operate a low-speed electric bicycle, low-speed electric scooter, low-speed vehicle, motorized bicycle, or motorized scooter on a sidewalk, defined in N.J.S.A. 39:1-1 as "that portion of a highway intended for the use of pedestrians, between the curb line or the lateral line of a shoulder, or

if none, the lateral line of the roadway and the adjacent right-of-way line," within the City of Cape May.

8. Low-speed electric bicycle, low-speed electric scooter, low-speed vehicle, motorized bicycle, or motorized scooter in use at nighttime shall be equipped with a lamp on the front which shall emit a white light visible from a distance of at least 500 feet to the front and with a lamp emitting a red light visible from a distance of 500 feet to the rear.
9. No person shall ride or operate a low-speed electric bicycle, low-speed electric scooter, low-speed vehicle, motorized bicycle, or motorized scooter in a reckless or careless manner which endangers or is likely to endanger the safety or welfare of themselves or other persons or property.
10. It shall be prohibited for a person operating a low-speed electric bicycle, low-speed electric scooter, low-speed vehicle, motorized bicycle, or motorized scooter to allow another person to ride as a passenger, unless the person is carried in a proper seat, trailer or other accessory that complies with current regulations and contains adequate provision for retaining the passenger in place and for protecting the passenger.

§ 7-66 Violations and Penalties.

Any individual who violates the terms and provisions of this Article shall be subject to a fine of \$100.00 for a first offense and a fine of \$200.00 for a second and/or subsequent violation.

Section 2. For purposes of clarity and consistency with related provisions of the City Code, City Council hereby directs the following renumbering within Chapter 7:

- (1) The New Section entitled "Minimum Parking Limitations and Regulations for All Vehicles," adopted pursuant to Ordinance No. 563-2025 on July 1, 2025, shall be codified as § 7-58, as proposed in the body of this Ordinance Amendment; and
- (2) The existing Article V of Chapter 7, entitled "Exhibition Driving," shall be amended solely for purposes of renumbering its provisions to § 7-59, § 7-60, and § 7-61.

Section 3. All other ordinances in conflict or inconsistent with this Ordinance are hereby repealed, to the extent of such conflict or inconsistency. Should any portion of this Ordinance be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair or repeal the remainder of this Ordinance.

Section 4. This ordinance shall take effect 20 days after passage and publication, according to law.

ATTEST:

CITY OF CAPE MAY, a municipal corporation of
the State of New Jersey

Erin Burke, City Clerk

BY:

Zachary M. Mullock, Mayor

NOTICE

Ordinance 582-2025 was introduced at a regular meeting of the City Council of the City of Cape May, held on October 21, 2025 and will be further considered for final passage during a meeting of the City Council, held at the Cape May City Hall Auditorium, 643 Washington Street, Cape May, New Jersey, on November 17, 2025 at 5:30 P.M. at which time a Public Hearing will be held.

Erin C. Burke, City Clerk

| Roll Call | Ayes | Nays | Absent | Abstain | Motion | Second |
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| Meier | | | | | | |
| McDade | | | | | | |
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| Mullock | | | | | | |

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Effective Date: December 16, 2025

CITY OF CAPE MAY, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

ORDINANCE NO. 583 - 2025

**AN ORDINANCE AUTHORIZING AN AMENDMENT AND EXTENSION OF LEASE
AGREEMENT WITH NEW JERSEY TRANSIT CORPORATION
FOR BLOCK 1060, LOTS 4.01 AND 4.02
COMMONLY KNOWN AS THE WELCOME CENTER**

WHEREAS, N.J.S.A. 40A:12-5 provides that a municipality may by ordinance provide for the acquisition of any lease of real property; and

WHEREAS, New Jersey Transit Corporation (“NJ Transit”) is the owner of the property known as Block 1060, Lots 4.01 and 4.02, including a portion of the adjacent railroad right-of-way between Broad Street and Lafayette Street, on the official Tax Map of the City of Cape May; and

WHEREAS, NJ Transit and the City originally entered into a lease agreement on May 1, 1985 (the “Original Lease”) with a term of twenty (20) years for a parcel of land located at Block 1060, Lots 4.01 and 4.02, including a portion of the adjacent railroad right-of-way between Broad Street and Lafayette Street, on the official Tax Map of the City of Cape May. The Lease was revised pursuant to that certain Rider dated May 1, 1985 (the “Rider”); and

WHEREAS, thereafter, the City exercised its option to extend the term the Original Lease for an additional twenty (20) years to April 30, 2025 (the “Option”); and

WHEREAS, NJ Transit and the City have agreed to extend the term of the Original Lease, as extended by the Option, for an additional twenty (20) years, subject to the terms and conditions included in this Amendment (the Original Lease, the Rider, and this Amendment are hereinafter referred to as the “Lease”). As a result of the Lease Amendment, the Lease term will be extended to April 30, 2045. The Lease Amendment is attached hereto as EXHIBIT A and incorporated herein by reference;

NOW, THEREFORE BE IT ORDAINED by the City Council of the City of Cape May in the County of Cape May and State of New Jersey as follows:

SECTION 1. The City is hereby authorized to enter the Lease Amendment with NJ Transit attached hereto as EXHIBIT A and incorporated herein by reference.

SECTION 2. The Mayor and City Clerk are hereby authorized to execute any and all instruments and to do all things necessary to effectuate the purposes hereof.

SECTION 3. If the provision of any article, section, subsection, paragraph, subdivision or clause of this Ordinance shall be judged invalid by any Court of competent jurisdiction, such Order or Judgment shall not effect or invalidate the remainder of any such article, section, subsection, paragraph or clause, and, to this end, the provisions of this Ordinance are hereby declared to be severable.

SECTION 4. This Ordinance shall become effective 20 days after final passage and publication, according to law.

ATTEST:

Erin C. Burke, City Clerk

CITY OF CAPE MAY, a municipal corporation
of the State of New Jersey

BY:

Zachary M. Mullock, Mayor

NOTICE

Ordinance 583-2025 was introduced at a regular meeting of the City Council of the City of Cape May, held on October 21, 2025 and will be further considered for final passage during a meeting of the City Council, held at the Cape May City Hall Auditorium, 643 Washington Street, Cape May, New Jersey, on November 17, 2025 at 5:30 P.M. at which time a Public Hearing will be held.

Erin C. Burke, City Clerk

| Roll Call | Ayes | Nays | Absent | Abstain | Motion | Second |
|-----------|------|------|--------|---------|--------|--------|
| Meier | | | | | | |
| McDade | | | | | | |
| Bodnar | | | | | | |
| Baldwin | | | | | | |
| Mullock | | | | | | |

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Effective Date: December 16, 2025

LEASE AMENDMENT

This Lease Amendment (hereinafter this “Amendment”) made this _____ day of _____, 2025 between New Jersey Transit Corporation, an instrumentality of the State of New Jersey, whose address is 283-299 Market Street, Gateway Two, Newark, NJ 07102 (hereinafter “NJ Transit” or “Lessor”) and the City of Cape May, a Municipal Corporation in the County of Cape May and the State of New Jersey with offices at 643 Washington Street, Cape May, New Jersey 08204 (hereinafter “Lessee” or “Municipality”).

WHEREAS, NJ Transit and Lessee originally entered into a lease agreement on May 1, 1985 (the “Original Lease”) with an original term of twenty (20) years for a parcel of land located at Block 1060, Lots 4.01 and 4.02, including a portion of the adjacent railroad right-of-way between Broad Street and Lafayette Street, on the official Tax Map of the City of Cape May; and

The Lease was revised pursuant to that certain Rider dated May 1, 1985 (the “Rider”); and

WHEREAS, the initial term of the Original Lease expired on April 30, 2005; provided that Lessee exercised its option to extend the term the Original Lease for an additional twenty (20) years to April 30, 2025 (the “Option”); and

WHEREAS, Lessor and Lessee have agreed to extend the term of the Original Lease, as extended by the Option, for an additional twenty (20) years, subject to the terms and conditions included in this Amendment (the Original Lease, the Rider and this Amendment are hereinafter referred to as the “Lease”);

NOW, THEREFORE, in consideration of the mutual covenants, terms and conditions set forth herein, the Parties hereto agree as follows (all capitalized terms not defined herein shall have the meanings set forth in the Original Lease):

1. Subject to the terms and conditions of the Lease, the Term of the Lease is hereby extended to April 30, 2045.
2. Paragraph 17(a) (“Indemnification” and Subparagraph 13(i) are hereby deleted and are replaced with the following:

Indemnity

To the fullest extent permitted by law, Lessee, at its sole cost and expense, shall indemnify, defend with counsel approved by the Atlantic County Municipal Joint Insurance Fund (ACMJIF) and agreed to by Lessor. Lessee shall save harmless the State of New Jersey, NJ Transit and its operating divisions, their agents, officials, employees, servants, and invitees and any other operating authorities NJ Transit may designate, (collectively, the “Indemnified Parties”) against any and all claims, fines, liens, suits, administrative proceedings, liabilities, judgments, costs or expenses, including legal costs and expenses and attorneys’ fees, just or unjust, made against the

Indemnified Parties or Lessee arising out of any personal injury, death, property loss or damage, or other losses or damages of any kind whatsoever, which may in any way be incurred by or accrue against the Indemnified Parties, and arise in connection with this Lease, the failure of Lessee to perform any of its obligations under or any breach of the terms of this Lease, and/or the use or operation of the Leased Area hereunder or which may in any way result therefrom, and whether or not it shall be alleged or determined that the cause thereof was the negligence, acts or omissions of the Indemnified Parties or Lessee or of persons (except if due to the willful misconduct or gross negligence of Lessor).

In the event that NJ Transit shall file any claim or bring an action against the Lessee in connection with a default hereunder or an eviction proceeding, if NJ Transit prevails in any such action, Lessee shall reimburse NJ Transit for all legal costs and expense, and reasonable attorneys' fees incurred by NJ Transit.

3. The entirety of Paragraph 17 (b) ("Insurance") including all unnumbered Paragraphs therein, and Subparagraph 13(k), are deleted and replaced with the following:

The Municipality shall procure and maintain, and shall require its assignees, contractor(s), and sublessee(s), if any, to procure and maintain, during the entire term, and any holdover period, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the tenant's operation and use of the leased premises.

Coverage shall be at least as broad as the following kinds and minimum amounts during any period of use and occupancy:

- (a) **Property Insurance.** Lessee shall maintain property insurance covering against all risks of loss, including but not limited to the perils of fire, flood, windstorm, terrorism, and including business interruption for a period of up to one (1) year and extended period of indemnity for a period of one hundred eighty (180) days, covering the real property for full replacement cost including any tenant improvement or betterments, equipment installations, fixtures, and contents. The property insurance shall not include any coinsurance penalty provision, and shall cover all perils, including,

but not limited to fire, flood, theft, terrorism, and any damage or destruction. This policy shall name Lessor as loss payee as our interests appear in this Agreement.

(b) **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 10/93 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$5,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04 or the equivalent) or the general aggregate limit shall be twice the required occurrence limit. Coverage provided under this liability policy shall include premises operations liability, blanket contractual liability, independent contractor’s liability, mobile equipment, damage from explosion, collapse and underground hazards, and cross liability and severability of interests clause. There shall be no coverage exceptions for property containing or adjacent to railroad facilities or other transportation facilities and the policies shall be endorsed evidencing the contractual exclusion related to construction activity, or any access whatsoever, within fifty (50) feet of the railroad has been deleted. The Municipality's policy shall cover all incidents occurring on the station parcel with the exception of those accidents directly related to railroad operations. The policy shall indemnify and hold harmless the Lessor, the State and the Lessor's contractual operators from such claims as set forth in subparagraph (a) above.

c. **Automobile Liability Insurance:** Lessee shall maintain automobile liability insurance with a minimum of

\$2,000,000 combined single limit per accident for bodily injury and property damage. Such coverage shall be maintained for any auto used by the Lessee, also known as Symbol 1. This policy shall name the Lessor as additional insured

(d) Workers' Compensation and Employer's Liability

Insurance: Lessee shall and shall require its assignees and/or contractor(s), if any, to purchase and maintain during the term of this Agreement, a policy of worker's compensation insurance within the statutory limits of the State of New Jersey. In case any class of employees is not protected under the Worker's Compensation Statute, Lessee shall provide and shall cause each contractor to provide employer's liability insurance for the protection of each of its employees as are not otherwise protected. Such policy shall cover any disease, including communicable disease, occupational and bacterial, and, if permitted by law, shall contain a waiver of subrogation in the benefit of the Indemnified Parties. Employer's Liability Insurance with limits of no less than:

| | |
|----------------------|----------------------------------|
| Employer's Liability | \$1,000,000 each accident |
| | \$1,000,000 each employee |
| | disease |
| | \$1,000,000 policy limit disease |

Any repairs or improvements performed under the direction or auspices of the Municipality, or its sublessees shall be covered by the appropriate types of insurance including but not limited to:

(e) Insurance During Alterations, Additions Or Improvements

Lessee or sublessee shall or shall cause any contractor retained to perform work in furtherance of any Improvements as defined in Section 5 performed on the Licensed Area to procure or cause to be procured and maintained until completion of the work or otherwise required in this Section, the types of insurance and in the minimum limits specified below

Commercial General Liability Insurance: Commercial General Liability Insurance with a minimum amount of \$10,000,000 combined single limit per occurrence, in a per project aggregate, shall be maintained, for damages arising out of bodily injuries or death and/or property damage. This policy shall name the Indemnified Parties as additional insureds. The liability policy(ies) shall be written on a form as broad as ISO Form CG 20 10 10 01 for ongoing operations work, and ISO Form CG 20 37 10 01 for completed operations work, and shall include a cross-liability coverage providing severability of interests so that coverage will respond as if separate policies were in force for each insured. Coverage provided under this liability policy shall be on an occurrence basis and shall include, but not be limited to, premises operations liability, personal injury liability, property damage liability, contractual liability, independent contractors' liability, products liability, and completed operations extending two years following completion of the work. There shall be no coverage exceptions for property containing or adjacent to railroad facilities and the policies shall be endorsed evidencing the contractual exclusion related to construction activity, or any access whatsoever, within fifty (50) feet of the railroad has been deleted. All hazards to be covered shall include the so-called "XCU" coverage for

explosion, collapse, and damage where work is to be done over or under NJ Transit's property.

(g)Workers' Compensation and Employer's Liability Insurance:

Lessee shall and shall require its assignees and/or contractor(s), if any, to purchase and maintain during the term of this Agreement, a policy of worker's compensation insurance within the statutory limits of the State of New Jersey. In case any class of employees is not protected under the Worker's Compensation Statute, Lessee shall provide and shall cause each contractor to provide employer's liability insurance for the protection of each of its employees as are not otherwise protected. Such policy shall cover any disease, including communicable disease, occupational and bacterial, and, if permitted by law, shall contain a waiver of subrogation in the benefit of the Indemnified Parties.

Employer's Liability Insurance with limits of no less than:

| | |
|----------------------|---------------------------|
| Employer's Liability | \$1,000,000 each accident |
| | \$1,000,000 each employee |
| | disease |

\$1,000,000 policy limit disease

(h)Builder's Risk Insurance Coverage: Shall include terrorism coverage, for 100% of the construction value of the Licensed Area on which the work is to be executed or which is to be constructed, and shall also cover materials that will eventually form a permanent part of the finished improvements, stored in temporary structures, at off-site facilities, or in the open. The Indemnified Parties are to be named on the policy as Loss Payees, as their interests appear in this Agreement. Fire Insurance with Extended Coverage Endorsement: Fire insurance covers damage or loss to a

property because of fire. An extended coverage endorsement provides coverage beyond fire damage. It protects property against losses caused by the perils of windstorm, hail, explosion, civil commotion, riot and riot attending a strike, aircraft damage, vehicle damage, and smoke damage.

(i) Commercial Automobile Liability Insurance:

Automobile Liability Insurance with a minimum of \$2,000,000 combined single limit per accident, covering any auto, for bodily injury and property damage liability shall be maintained during the period work is performed on the Licensed Area and any future work to be performed on the Licensed Area.

(j) Contractor's Pollution Legal Liability and/or Asbestos Legal Liability (if applicable) Insurance: If at any time any party is performing environmental removal or remediation work, or removal of any Asbestos Containing Material {ACM}, Lessee shall cause the performing party to procure and maintain throughout their entire period of the performance of work, Contractor's Pollution Legal Liability and/or Asbestos Legal Liability Insurance, including lead abatement if required, and removal operations with a minimum amount of \$5,000,000 per occurrence and \$10,000,000 per project aggregate. Transport of any hazardous waste generated pursuant to the performance of work Articles IV or V shall require Hazardous Waste Haulers Insurance (MCS90) in an amount of \$5,000,000 per occurrence or statutory minimum, whichever is greater. Such policy shall contain a six (6) year extended reporting period.

(k) Railroad Protective Liability Insurance: Where work performed pursuant to Section 5 includes work across, under or within 50 feet of railroad tracks or the right-of-way, Lessee shall or shall cause the Contractor to procure and maintain Railroad

Protective Liability Insurance (AAR – AASHTO Form) in the name of NJ Transit Rail Operations and other affected railroads providing for bodily injury limits of not less than **\$2,000,000** per occurrence for damage arising out of bodily injury or death, and railroad protection property damage limits of not less than \$2,000,000 for damages to or destruction of property, including the loss of use thereof, in any one occurrence, and not less than **\$6,000,000** In the aggregate. (Reference: “Standard Provisions for General Liability Policies” as contained in U.S. Department of Transportation, Federal Highway Administration, Federal-Aid Highway Program Manual Volume 6, Chapter 6, Section 2, Sub-Section 2, Attachment 1).

The Railroad Protection Policy must contain the following endorsements:

I.S.O. (Insurance Services) Office Endorsement: GL 00 30 03

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Manuscript endorsement with the following wording: “It is understood and agreed that Insuring Agreements, Section II, Definitions (c) (3) is amended to read: ‘Any employee of the insured not within (1) or (2) who is specifically loaned or assigned to the work of the Contractor for prevention of accidents or protection of property, regardless at whose cost those services are provided.’

The Contractor shall furnish to NJ Transit and other specified railroads a Certificate of Insurance for Contractor’s Public Liability Insurance and the original of the AAR-AASHTO policy for Railroad Protective Liability Insurance and all other insurance as required, prior to Execution of the Contract.

Each policy shall include specific endorsements to said policy or policies as stated in this Article providing for thirty (30) days written notice to NJ Transit of any cancellation or material change in the policy.

In lieu of requiring its assignees or contractors to carry this coverage, Lessee may elect to cover them under its policies of insurance with advance written approval of NJ Transit. If any loss is paid to Lessee, it will be held by Lessee in trust for application to the cost of restoring, repairing, replacing or rebuilding the Licensed Area, and will be disbursed promptly upon receipt by Lessee.

If the Lessee, or any of its Contractors, maintains broader coverage or policies, and/or higher limits than the minimum shown above, then the full limits of that insurance coverages or policies will be available to respond to any claims asserted against NJ Transit or the Indemnified Parties.

The foregoing insurance coverage is not intended to, nor does it limit the liability of the Lessee to hold the Indemnified Parties harmless as set forth in Section 16.

(I) General Insurance Requirements

Other Insurance Provisions: The insurance policies are to contain, or be endorsed to contain, the following provisions:

(n)Additional Insured Status: NJ Transit, the State of New Jersey, other railroad(s) operating on the affected property, the State of New Jersey, their successors, assigns, agents, employees, servants, and officials, and each and every one of the Indemnified Parties are to be covered as additional insureds on the CGL policy with respect to liability arising out of Licensed premises or any work or operations performed by or on behalf of the Lessee including materials, parts, or equipment furnished in connection

with such work or operations. General liability coverage can be provided in the form of an endorsement to the Lessee's insurance (at least as broad as ISO Form CG 20 10). Additional insured endorsement CG2026 11/85, CG 2010 11/85 or CG 2010 10/93 (but only if modified to include both ongoing and completed operations) naming the Indemnified Parties.

(o)Primary Coverage: For any claims related to this contract, the Lessee's insurance coverage shall be primary insurance coverage which the City maintains through the Atlantic County Municipal Joint Insurance Fund (ACMJIF) as respects to the NJ Transit, its officers, officials, employees, volunteers, and any indemnified Party. Any insurance or self-insurance maintained by the NJ Transit, its officers, officials, employees, or volunteers shall not contribute to any loss or claim. The liability insurance required can be satisfied with any combination of primary and follow form umbrella/excess liability insurance. Any Umbrella/Excess liability insurance shall be no less than follow form of the Commercial General Liability, Automobile Liability, and Employer's Liability policies.

(p)Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, and shall be endorsed stating the following cancellation notice:

"This policy is not subject to cancellation or material change until thirty (30) days after NJ Transit has received written notice thereof as evidenced by return receipt of a registered letter addressed to NJ Transit, Attn: Greystone Management Solutions, One Penn Plaza East, Real Estate Department, 7th Floor, Newark, NJ 07105-2246."

(q)Waiver of Subrogation: Lessee hereby grants to NJ Transit a waiver of any right to subrogation which any insurer of said Lessee may acquire against the NJ Transit by virtue of the payment of any loss under such insurance. Lessee agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of

whether or not the NJ Transit has received a waiver of subrogation endorsement from the insurer.

(r)Acceptability of Insurers: Insurance is to be placed with insurers authorized to conduct business in the state of New Jersey with a current A.M. Best's rating of no less than A: VIII.

(s)Self-Insured Retentions: Self-insured retentions must be evidenced to NJ Transit. At the option of the NJ Transit, the Lessee shall provide a financial guarantee satisfactory to the NJ Transit, guaranteeing payment of losses and related investigations, claim administration, and defense expenses. If any such program is approved by NJ Transit, the Lessee and any of its Contractors represent that such program provides the Indemnified Parties with all rights, immunities and protections that would be provided by traditional independent insurance required under the License, including, but not limited to, the defense obligations that insurers are required to undertake in the liability policies pursuant to the terms of the License.

(t)Verification of Coverage: Lessee, and any of its contractors, shall furnish the NJ Transit with original Certificates of Insurance including all required amendatory endorsements and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to NJ Transit prior to occupancy or commencement of any work, including the Lot Construction or any other alterations as outlined in this Agreement. However, failure to obtain the required documents prior to occupancy or commencement of any work or Improvements shall not waive the Lessee's obligation to provide them. The NJ Transit reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time. Said certificates and endorsements shall be delivered to NJ Transit, Attn: Greystone Management Solutions, One Penn Plaza East, Real Estate Department, 7th Floor, Newark, NJ 07105-2246. The Certificate of Insurance must state in the description of operations section the License number.

(u)Special Risks or Circumstances: NJ Transit reserves the right to modify these requirements at any time, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances, and is customarily maintained for buildings of similar construction, use and class in the area in which the Licensed Area is located. Each insurance policy required to be maintained under this Agreement shall state that with respect to the interest of NJ Transit and the Additional Insureds, the insurance maintained pursuant to each such policy shall not be invalidated by any action or inaction of Lessee and shall insure NJ Transit and the Additional Insureds regardless of any breach or violation of any warranties, declarations, conditions or exclusions by Lessee. It is understood and agreed that the procurement of insurance in the amounts required does not in any way or manner whatsoever limit Lessee's liability to NJ Transit. In the event the insurance so provided by Lessee does not apply to or cover a particular loss, Lessee shall be liable to NJ Transit for the full amount of any and all loss and/or damage as provided herein. Lessee shall also be liable to NJ Transit for the full amount of any and all loss and/or damage for which Lessee is responsible.

(v)The Lessor shall be included as additional insured on all insurance coverage which _ is the responsibility of the Municipality and its sublessees. The Lessor shall have the right to require the Municipality to add other additional insureds as circumstances require.

(w)The Municipality shall furnish the Lessor with a certificate or certificates of insurance indicating coverage of at least the amounts set forth above. No action shall be taken to cancel or otherwise

change or alter the insurance so certified without the Lessor's prior written approval.

(x)The maintenance of insurance shall not release the Municipality from any liability when such liability for injury, death and/or property damage is either within deductible policy limits or is greater than the insurance coverage.

4. Effective as of the date hereof, Section 16.1 of the Lease Agreement is hereby amended to provide that Notice to Lessor be sent to the following, and correspondence with either party may, as an alternative to Certified Mail, may be sent by a recognized overnight courier service:

NJ Transit: New Jersey Transit Corporation
 2 Gateway
 283-299 Market Street
 Suite 900
 Newark, NJ 07102
 Attn.: Chief of Real Estate

With a simultaneous copy to:

New Jersey Transit Corporation
2 Gateway
283-299 Market Street
Suite 1800
Newark, NJ 07102
Attn.: General Counsel

5. The following provision shall be added to the Lease:

Environmental Regulations and Indemnity

(a) Without limiting any other provisions of this Lease, Lessee shall maintain and keep, at its sole cost, the Demised Premises and all facilities thereon in compliance with all applicable federal, state and local environmental laws, rules and regulations including, but not limited to, the New Jersey Spill Compensation and Control Act, N.J.S.A. 58:10-23.11 et seq. (the "Spill Act") the Industrial Site Recovery Act, N.J.S.A. 13:1K-6 et seq. ("ISRA") and the Underground Storage of Hazardous Substances Act, N.J.S.A. 58:10A-21 et seq. Lessee, however, shall not be required to bring the Demised Premises into such compliance for conditions existing on the Demised Premises prior to Lessee's initial occupancy of the Demised Premises existing except to the extent that any such conditions were caused or exacerbated due to Lessee's activities thereon such as soil disturbances. Lessee shall also comply with all registration and disclosure provisions of laws and regulations designed to prevent, control or respond to the discharge of hazardous substances into the land, water and air. Lessee shall be responsible for all remedial, investigatory and corrective measures and other such actions as may be required in connection with such laws, rules and regulations resulting from or during Lessee's use and occupancy of the Demised Premises.

(b) Lessee shall take all necessary precautions to prevent the spilling of hazardous waste and substances, including petroleum products. If it is determined by Lessor that adequate steps are not being taken by Lessee, the Lessor may terminate the Lease immediately, without benefit of prior notice to Lessee, and the use of the Demised Premises will cease until such time as a plan is accepted and agreed to by Lessor to ensure the environmental security of the Demised Premises.

(c) Lessee shall perform and pay, as Additional Rent, any registration, testing or remediation required under any federal, state or local law, regulation or rule concerning hazardous wastes and substances and/or underground storage tanks, or above-ground tanks as may be applicable. It shall be Lessee's responsibility and obligation to register storage tanks, to pay fees to test, to clean up or pay to clean up all contamination of the Demised Premises and abutting lands, and to indemnify, hold harmless and defend Lessor. This Section shall survive cancellation or early termination of this Lease.

(d) Lessee hereby agrees to execute such documents Lessor deems necessary and to make such applications as Lessor reasonably requires assuring compliance with ISRA and the Underground Storage of Hazardous Substances Act. Lessee shall bear all costs and expenses incurred by Lessor associated with any required compliance of such acts resulting from Lessee's use or occupancy of the Demised Premises including, but not limited to, state agency fees, engineering fees, cleanup costs, filing fees and suretyship expenses. As used in this Lease, ISRA compliance shall include applications for determination of non-applicability by the appropriate governmental authority. The foregoing undertaking shall survive the termination or sooner expiration of the Lease and surrender of the Demised Premises and shall also survive sale, lease or assignment of the Demised Premises by Lessor. Lessee shall immediately provide Lessor with copies of all correspondence, reports, notices, orders, findings, declarations and other materials pertinent to Lessee's compliance with New Jersey Department of Environmental Protection's (NJDEP) requirements under ISRA or any other law, rule or regulation as they are issued or received by Lessee.

(e) In addition to the provisions set forth herein, Lessee shall not generate, store, manufacture, refine, transport, treat, dispose of or otherwise permit hazardous substances to be present on or about the Demised Premises. As used herein, Hazardous Substances shall be defined as all materials and substances which have been determined to be hazardous to health or the environment, including those defined as a “hazardous chemical,” “hazardous substance” or a similar term in the Comprehensive Environmental Responsibility Compensation and Liability Act, 42 U.S.C. 9601, et seq., the Resource Conservation and Recovery Act, 42 U.S.C. 6901, et seq., ISRA, the Spill Act, any rules or regulations promulgated thereunder, or in any other present or future applicable federal, state or local law, rule or regulation relating to environmental protection.

(f) Lessee, at its sole cost and expense, agrees to defend, indemnify and hold harmless Lessor and the other Indemnified Parties identified in Article VI, Section 6.01 of this Lease from and against any and all just or unjust liabilities, damages, claims, losses, judgments, causes of action, costs and expenses (including, but not limited to, the fees and expenses of counsel and expert witnesses) which may be incurred by the Indemnified Parties or threatened against the Indemnified Parties, relating to or arising out of any breach by Lessee of this Section relating to environmental responsibilities, said indemnity and obligations under this Section survive the expiration or early termination of the Lease

6. All other terms and conditions of said Original Lease shall remain in full force and effect. In the event of an inconsistency between this Amendment and the Original Lease, the terms of this Amendment shall control.

7. Authority to Sign

Lessee represents that the individual executing this Amendment on behalf of Lessee is authorized to do so, and that the execution of this Amendment on the part of such individual shall bind Lessee to its obligations set forth in this Amendment.

In witness whereof, each of the parties hereto agrees to be bound by the foregoing terms and conditions of this Amendment.

8. This Amendment is hereby made a part of the Lease Agreement.

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NEW JERSEY TRANSIT CORPORATION

WITNESS

By: _____ Date _____
Michael P. Murphy
Acting Chief of Real Estate

LESSEE: CITY OF CAPE MAY

WITNESS

By: _____ Date _____
Name: _____
Title: _____

CITY OF CAPE MAY, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

ORDINANCE NO. 584-2025

**AN ORDINANCE AMENDING CHAPTER 525 OF THE CITY
ZONING CODE TO PROMOTE WORKFORCE AND LONG-TERM
HOUSING OPPORTUNITIES IN THE C-1 ZONING DISTRICT**

WHEREAS, the C-1 Primary Business District is located in the center of the City of Cape May and includes the area of the Washington Street Mall; and

WHEREAS, among the permitted uses in the C-1 District are “apartments above commercial uses”. See Section 525-22(A)(1)(a); and

WHEREAS, the parking requirements for those uses are currently governed by the Residential Site Improvement Standards (RSIS); and

WHEREAS, the 2019 Master Plan Reexamination for the City of Cape May recommended the following change to the City’s development regulations:

Comprehensively reexamine and address standards for C-1 District §525-22 (Washington Street and Mall Primary Business District). Availability of off-street parking in this area is extremely lacking and the ability to develop new parking is problematic due to land availability. Availability of workforce housing has also been cited as a concern. This area is pedestrian friendly and complementary to apartments over commercial uses which are permitted currently. Ability to convert unused areas above commercial uses has been curtailed by lack of parking. Relaxing or eliminating the parking requirements for apartment uses in this district should be investigated.

See Section 3.10, Item No. 22, Pg. 74, 2019 Master Plan Reexamination Report; and

WHEREAS, having considered the matter, the City Council has determined that it is appropriate to amend the Code to promote the creation and preservation of housing to be used for those working or living long-term in the City, in lieu of apartments that might otherwise be used for short-term rentals, particularly in the area of the Washington Street Mall, where off-street parking is limited and opportunities to create additional off-street parking are scarce; and

WHEREAS, pursuant to N.J.S.A. 5:10A-84, a “transient accommodation” is defined to exclude leases of real property for a term of at least 90 consecutive days; and

WHEREAS, pursuant to N.J.S.A. 40:52-1, the City has the authority to license the rental of real property for a term less than 175 consecutive days for residential purposes by a person having a permanent place of residence elsewhere; and

WHEREAS, pursuant to N.J.S.A. 40:55D-26, prior to the final adoption of this development regulation, the City Council has reviewed the report and any recommendation of the Planning Board.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Cape May as follows:

Section 1. Section 525-4 of the Cape May City Code is hereby amended to include the following **NEW LANGUAGE**:

WORKFORCE HOUSING

As used in this section, “Workforce Housing” means apartments located above commercial uses that are either (a) owner occupied, or (b) leases of real property with a term of at least 90 consecutive days. In either case, the property shall be used as a place of residence for the occupant(s). Accordingly, no developer, applicant, owner, or operator of Workforce Housing shall be permitted to use such units as a Short-Term Rental or to obtain a mercantile license for such use pursuant to Chapter 310, Article IV.

The durational limitations in this definition are intended to encourage the creation of long-term housing opportunities in the City of Cape May which includes for example, owner occupancy, employee and workforce housing, and long-term housing opportunities for those who may work and live within the City, or who work elsewhere but choose to make the City their place of residence. Note that while this definition references “workforce” it is not intended to limit long term housing opportunities only to employees of the owner of the building, but to encourage places of residence generally through duration and residence requirements.

All Workforce Housing shall be subject to applicable fire inspection requirements. Applicants, developers, or owners of Workforce Housing shall, on an annual basis in connection with the annual fire inspection, submit to the Zoning Officer and City Clerk a certification of compliance with the provisions of this section, together with copies of any leases demonstrating such compliance. Any Workforce Housing landlord shall be required to register pursuant to N.J.S.A. 46:8-28 but shall not be required to obtain a mercantile license.

Specific standards applicable to Workforce Housing are as follows: Consistent with the International Property Maintenance Code (IPMC 404.4.1), each bedroom for one person shall be a minimum of 70 square feet and any bedroom proposing two persons shall be a minimum of 100 square feet. There shall be no more than two persons per bedroom regardless of size. Overall a “Workforce Housing” dwelling unit shall not be occupied by more occupants than permitted under the following formula:

- 150 square feet of habitable floor area shall be required for the first occupant; and
- 100 additional square feet of habitable floor area shall be required for each additional occupant.

Workforce Housing shall be exempt from the parking requirements otherwise applicable to residential space located above commercial uses. No apartment dedicated to Workforce Housing may be subleased or otherwise assigned in a manner that contravenes the limitations set forth herein.

For the avoidance of doubt, this definition is intended to provide long-term housing opportunities for individuals who intend to make the City of Cape May their place of residence and is not intended to allow for three-month vacation rentals. Any person, firm, or corporation violating these restrictions shall be subject to the violations and penalties set forth in § 525-84.

Section 2. Section 525-22(A) of the Cape May City Code is hereby amended as follows (with ~~strikethrough~~ portions indicating deleted language and **bold/underlined** portions indicating new language):

§ 525-22 C-1 Primary Business District

A. Use regulations.

- (1) Uses by right. In any C-1 District, land, buildings or premises may be used by right for the following purposes:
 - (a) Apartments above commercial uses. **For properties located in Blocks 1035, 1036, 1037, 1042, 1043, 1044, 1050, 1051, and 1052, apartments above commercial uses shall be limited to “Workforce Housing” as defined in § 525-4. These blocks are collectively designated as the “Washington Street Mall Workforce Housing Overlay”.**
 - (b) Art, crafts, fine arts and other studios for training.
 - (c) Auto rental offices.
 - (d) Bicycle rental.
 - (e) Business, administrative and professional offices.
 - (f) Clubs, lodges and fraternal organizations subject to § 525-65.
 - (g) Drinking establishments licensed for on-premises consumption.
 - (h) Eating establishments designed for on-premises consumption, including those having outdoor table facilities, provided that such facilities are portable and within 10 feet of the principal building. Drive-in facilities with window or curb service are not permitted.

- (i) Financial institutions, including banks, savings and loan companies and investment companies.
- (j) Libraries, art galleries, museums.
- (k) Personal services such as, but not limited to, beauty and barber shops.
- (l) Public parking lot or garage except that no automobile service facilities or gasoline sales are permitted.
- (m) Retail sale of goods or prepared food.
- (n) Service businesses such as, but not limited to, shoe repair, tailor, jewelry repair, travel agency, duplicating service, or small appliance repair.
- (o) Shopping centers.
- (p) Taxi stations.
- (q) Theaters, excluding drive-in theaters.
- (r) Churches, synagogues or similar places of worship and related religious facilities subject to § 525-63.

Section 3. Section 525-68 of the Cape May City Code is hereby amended as follows (with ~~strikethrough~~ portions indicating deleted language and **bold/underlined** portions indicating new language):

§ 525-68 Continuation and restoration.

Any nonconforming use or structure existing at the time of the passage of this chapter may be continued upon the lot or in the structure so occupied, and any such structure may be restored or repaired in the event of partial destruction thereof to the extent permitted by law.

Pursuant to N.J.S.A. 40:55D-68, the prospective purchaser, prospective mortgagee, or any other person interested in any land upon which a nonconforming use or structure exists may apply in writing for the issuance of a certificate certifying that the use or structure existed before the adoption of the ordinance which rendered the use or structure nonconforming. The applicant shall have the burden of proof. Application pursuant hereto may be made to the Zoning Officer within one (1) year of the adoption of the ordinance which rendered the use or structure nonconforming,

or, at any time to the Zoning Board of Adjustment. Any denial by the Zoning Officer shall be appealable to the Zoning Board of Adjustment.

The fee for an application to the Zoning Officer shall be \$150.00. Any application to the Zoning Board of Adjustment for an appeal or determination pursuant to this section shall be subject to the Application Fee and Escrow requirements for “Appeals” as set forth in Section 211-1 of the City Code.

Section 4. Courtesy Notice to Affected Property Owners Regarding Eligibility to Apply for Preexisting Nonconforming Use. Pursuant to N.J.S.A. 40:55D-68, any nonconforming use or structure existing at the time of the passage of an ordinance may be continued upon the lot or in the structure so occupied.

This ordinance eliminates “apartments above commercial uses” as a permitted use in the C-1 District for those Blocks referenced as being part of the “Washington Street Mall Workforce Housing Overlay” and replaces it with those limited to Workforce Housing as defined herein.

For the avoidance of any doubt, this amendment shall have prospective effect only. Any apartments above commercial uses that are lawfully in use as of the date of adoption of this ordinance may be “grandfathered” and deemed a preexisting nonconforming use as of the effective date of this ordinance.

The City Council hereby directs the City Clerk to provide a courtesy notice to the property owners within the above referenced overlay with (1) a copy of this ordinance and (2) advising that an application for a *Certificate of Preexisting Nonconforming Use* may be made to the Zoning Officer within one (1) year of the adoption of this ordinance, or, at any time to the Zoning Board.

Section 5. Section 417-3 of the Cape May City Code is hereby amended as follows (with strikethrough portions indicating deleted language and **bold/underlined** portions indicating new language):

§ 417-3 Applicability of requirements; exemptions; waiver of requirements.

A. Application of requirements. No development shall take place within the City nor shall any land be cleared or altered, nor shall any watercourse be diverted or its channel or floodplain dredged or filled, nor shall any parking areas, accessory or otherwise or accessways thereto, be constructed, installed or enlarged, nor shall any building permit, certificate of occupancy or other required permit be issued with respect to any such structure, land or parking area, except in accordance with an approval of such development granted pursuant to this chapter, unless exempted in accordance with Subsection B. Any exemption granted from this chapter shall not exempt an applicant from any applicable provisions of the Historic Preservation District or review by the Historic District Commission. [Amended 6-21-2005 by Ord. No. 37-2005]

B. Exemptions. Site plan approval shall not be required for any of the following:

- (1) Detached single-family dwellings, structures designed for occupancy by two families, quads, or accessory uses thereto permitted as of right under applicable zoning districts; but this shall not limit the requirements for submission and approval of subdivision plats as otherwise required by City ordinances. Notwithstanding the above, any application for development of a quad that requires variance relief shall be subject to site plan review and heard by the Planning Board unless "D" variance is implicated by the application in which case the Zoning Board will hear the application.
- (2) The construction of a parking area for less than three vehicles.
- (3) Any structure or use for which a site plan review application was approved by the Planning Board prior to the effective date of this chapter or under City ordinances and regulations then in effect and superseded by this chapter, land that is developed in accordance with an approval of such application heretofore given by the Planning Board pursuant to the prior ordinances and regulations, provided that such approval is less than three years old.
- (4) A proposed development not involving a change in use and not affecting existing circulation, drainage, building arrangements, landscaping, buffering, lighting and other considerations of site plan review.
- (5) Any undertaking which involves only normal maintenance or replacement such as a new roof, painting, new siding or similar activity.
- (6) In any zone where "Workforce Housing" is a permitted use, the conversion of existing interior building area to "Workforce Housing" as defined in § 525-4, shall be exempt from Site Plan review, provided the applicant fully complies with the requirements set forth therein. This exemption does not apply if the application involves any exterior expansion or addition to create Workforce Housing, or, if Workforce Housing is included as part of a larger application for conversion or change of use that is otherwise subject to Site Plan review.

Section 6. All other ordinances in conflict or inconsistent with this Ordinance are hereby repealed, to the extent of such conflict or inconsistency. Should any portion of this Ordinance be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair or repeal the remainder of this Ordinance.

Section 7. This ordinance shall take effect 20 days after passage and publication, according to law.

ATTEST:

Erin Burke, City Clerk

CITY OF CAPE MAY, a municipal corporation of
the State of New Jersey

BY:

Zachary M. Mullock, Mayor

NOTICE

Ordinance 584-2025 was introduced at a regular meeting of the City Council of the City of Cape May, held on October 21, 2025 and will be further considered for final passage during a meeting of the City Council, held at the Cape May City Hall Auditorium, 643 Washington Street, Cape May, New Jersey, on November 17, 2025 at 5:30 P.M. at which time a Public Hearing will be held.

Erin C. Burke, City Clerk

| Roll Call | Ayes | Nays | Absent | Abstain | Motion | Second |
|-----------|------|------|--------|---------|--------|--------|
| Meier | | | | | | |
| McDade | | | | | | |
| Bodnar | | | | | | |
| Baldwin | | | | | | |
| Mullock | | | | | | |

Introduced: October 21, 2025
1st Publication: October 29, 2025
2nd Reading & Adoption: November 17, 2025
Final Publication: November 26, 2025
Effective Date: December 16, 2025

RESOLUTION NO. 10-14-2025: 2

FINDINGS OF FACT AND CONCLUSIONS OF LAW OF THE

CITY OF CAPE MAY PLANNING BOARD

WHEREAS, the City of Cape May Planning Board at its regular meeting on September 23, 2025 discussed and considered the Master Plan recommendations regarding “An ordinance amending chapter 525 of the city zoning code to promote workforce and long-term housing opportunities in the C-1 Zoning District” (“Ordinance”);

WHEREAS, the City of Cape May Planning Board is tasked pursuant to N.J.S.A 40:55D-26 and 62 to review any change to the zoning ordinance for consistency with the Master Plan, and report thereon, and also to make recommendations regarding zoning ordinances as requested by the Governing Body; and

WHEREAS, the City of Cape May Planning Board has been presented with and considered the report of the Board Planner Craig Hurless of Hurless Planning and Engineering dated September 15, 2025 (“Hurless Recommendation”) regarding the proposed Ordinance;

NOW THEREFORE, BE IT RESOLVED, the City of Cape May Planning Board has determined to make the following recommendations:

1. The Board accepts and adopts the findings of its Board Planner Craig Hurless as set forth in his report dated September 15, 2025, and relays its contents to the Governing Body with the Board’s favorable recommendation.
2. However, the Board also supplements said report and suggests the following matters be taken into consideration by way of potential amendment (1) it may be prudent to reference Section 3 in the actual Ordinance (even though it may already appear elsewhere in the Zoning Ordinance), (2) it may be prudent to mail notice of this ordinance after passage to every owner on the Washington Street Mall so they are aware of its provisions (including the preceding item 1), (3) it may be prudent to clarify that site plan approval is not required if the municipal official is convinced of the Ordinance’s applicability and no other bulk variances are triggered by a new improvement and (4) the word “encompassing” in the first Whereas of the Ordinance may perhaps be better phrased “includes”.

I hereby certify the foregoing to be an original resolution adopted by the Planning Board of the City of Cape May at a meeting held on October 14, 2025.


Karen Keenan, Board Secretary

| Roll Call | Ayes | Nays | Absent | Abstain | Motion | Second |
|----------------------|------|------|--------|---------|--------|--------|
| Mr. Riggs | | | X | | | |
| Mr. Gorgone | X | | | | | |
| Mayor Mullock | | | X | | | |
| Deputy Mayor McDade | X | | | | X | |
| Mrs. Reed | X | | | | | |
| Mr. Crowley | X | | | | | |
| Mr. Lundholm | X | | | | | |
| Mr. Padussis, Alt. 1 | X | | | | | |
| Mr. Crippen, Alt. 2 | X | | | | | X |
| Mr. Jones | | | X | | | |
| Mr. Bezaire | | | X | | | |

cc:City Council via City Clerk
 City Solicitor



PAUL E. DIETRICH
City Manager
ERIN C. BURKE
City Clerk

ZACK MULLOCK
Mayor
MAUREEN K. MCDADE
Deputy Mayor
LORRAINE M. BALDWIN
Councilmember
STEVE BODNAR
Councilmember
SHAINA P. MEIER
Councilmember

MONTHLY REPORT OF TAX COLLECTIONS

Period Ending: April 30, 2025

RECEIVED
OCT 08 2025
CITY CLERK
CITY OF CAPE MAY

M-T-D

Y-T-D

TAX COLLECTIONS:

| | | |
|---------------------------------|-----------------------|------------------------|
| PRIOR YEAR (2024) | \$19,600.54 | \$116,493.40 |
| CURRENT YEAR (2025) | \$4,895,192.92 | \$12,719,011.19 |
| PRELIMINARY YEAR (2026) | \$0.00 | \$0.00 |
| CITY LIENS REDEEMED | \$0.00 | \$0.00 |
| LATE INTEREST CHARGES | \$2,911.28 | \$14,799.79 |
| END OF YEAR 6% PENALTY | <u>\$0.00</u> | <u>\$981.77</u> |
| | \$4,917,704.74 | \$12,851,286.15 |
| REFUNDS | | \$0.00 |
| | \$4,917,704.74 | \$12,851,286.15 |
| ALL OTHER RECEIPTS (CURR FD) | <u>\$1,082,605.28</u> | <u>\$2,740,236.06</u> |
| TOTAL COLLECTIONS FOR THE MONTH | <u>\$6,000,310.02</u> | <u>\$15,591,522.21</u> |

Deborah Lindholm
DEBORAH LINDHOLM
TAX & UTILITY COLLECTOR

City of Cape May
National Historic Landmark

City Hall • 643 Washington Street • Cape May, New Jersey 08204-2397 • (609) 884-9525 • Fax: (609) 884-8589
www.capemaycity.com

2023
TAX RECONCILIATION
APRIL 31, 2025

| | |
|-------------------------------------|------------------------|
| 2023 EXTENDED DUPLICATE | \$31,745,328.65 |
| 2023 ADDED ASSESSMENTS | \$ 343,690.74 |
| 2023 CORRECTIONS TO THE TAX DUPLIC. | (\$3,349.38) |
| 2023 TRANSFER TO TAX LIEN | (\$710.99) |
| HOMESTEAD REBATE | \$0.00 |
| 2023 Y.E.P.(6%) | \$6,024.94 |
| TOTAL DEBITS | <u>\$32,090,983.96</u> |

| | |
|---------------------------------|---------------------|
| PREPAID TAXES (JULY - DEC 2022) | \$821,020.13 |
| COUNTY/STAT APPEALS | \$0.00 |
| REFUNDS | \$0.00 |
| SR/VET DED ADJ | \$0.00 |
| INTERNAL TRANSFERS | <u>\$16,683.46</u> |
| 609248.37 | <u>\$837,703.59</u> |

| | |
|---------------------------|------------------------|
| TAXES PAID (JAN-DEC 2023) | \$31,054,641.05 |
| COUNTY/STATE APPEALS | \$1,813.98 |
| REFUNDS | (\$7,137.93) |
| SR/VET DED ADJ | \$1,000.00 |
| INTERNAL TRANSFERS | <u>(\$85,732.01)</u> |
| | <u>\$30,964,585.09</u> |

| | |
|------------------------------|---------------------|
| TAXES PAID (JAN - DEC 2024) | \$288,715.28 |
| COUNTY/STATE APP | |
| REFUNDS | |
| SR/VET DED ADJ | |
| INTERNAL TRANSFERS | <u>(\$20.00)</u> |
| | <u>\$288,695.28</u> |

| | |
|---------------|-------------------------------|
| TOTAL CREDITS | <u><u>\$32,090,983.96</u></u> |
|---------------|-------------------------------|

| | |
|-----------------------|----------------------|
| BALANCE AS OF 4/30/25 | <u><u>\$0.00</u></u> |
|-----------------------|----------------------|

| | |
|---------------------------|----------------------|
| TAX STATUS REPORT 4/30/25 | <u><u>\$0.00</u></u> |
|---------------------------|----------------------|

| | |
|------------|----------------------|
| DIFFERENCE | <u><u>\$0.00</u></u> |
|------------|----------------------|

2024
TAX RECONCILIATION
APRIL 30, 2025

| | |
|------------------------------------|-------------------|
| 2024 EXTENDED DUPLICATE | \$31,605,674.53 |
| 2024 ADDED ASSESSMENTS | \$ 282,590.75 |
| 2024 CORRECTIONS TO THE TAX DUPLIC | (\$41,748.78) |
| 2024 TRANSFER TO TAX LIEN | (\$699.73) |
| 2024 HOMESTEAD REBATE | \$0.00 |
| 2024 Y.E.P.(6%) | <u>\$4,229.43</u> |
| TOTAL DEBITS | \$31,850,046.20 |

| | |
|---------------------------------|----------------------|
| PREPAID TAXES (JULY - DEC 2023) | \$728,999.01 |
| COUNTY/STAT APPEALS | \$906.99 |
| REFUNDS | \$0.00 |
| SR/VET DED ADJ | \$0.00 |
| INTERNAL TRANFERS | <u>(\$32,756.09)</u> |
| | \$697,149.91 |

| | |
|----------------------------|----------------------|
| TAXES PAID (JAN-DEC 2024) | \$30,970,001.29 |
| COUNTY/STATE APPEALS | \$2,237.54 |
| REFUNDS | (\$3,414.66) |
| SR/VET DED ADJ | \$500.00 |
| INTERNAL TRANSFERS | <u>(\$20,766.18)</u> |
| | \$30,948,557.99 |

| | |
|-----------------------------|------------------|
| TAXES PAID (JAN - APR 2025) | \$117,475.17 |
| COUNTY/STATE APP | |
| REFUNDS | |
| SR/VET DED ADJ | (\$376.03) |
| INTERNAL TRANSFERS | <u>\$126.03</u> |
| | <u>117225.17</u> |

| | |
|---------------|-------------------------------|
| TOTAL CREDITS | <u><u>\$31,762,933.07</u></u> |
|---------------|-------------------------------|

| | |
|-----------------------|---------------------------|
| BALANCE AS OF 4/30/25 | <u><u>\$87,113.13</u></u> |
|-----------------------|---------------------------|

| | |
|---------------------------|---------------------------|
| TAX STATUS REPORT 4/30/25 | <u><u>\$87,113.13</u></u> |
|---------------------------|---------------------------|

| | |
|------------|------------------------|
| DIFFERENCE | <u><u>(\$0.00)</u></u> |
|------------|------------------------|

2025
TAX RECONCILIATION
APRIL 30, 2025

| | |
|-------------------------------------|------------------------|
| 2024 EXTENDED DUPLICATE | \$32,974,793.92 |
| 2025 ADDED ASSESSMENTS | \$ 97,873.15 |
| 2025CORRECTIONS TO THE TAX DUPLICAT | (\$1,118.30) |
| 2025 TRANSFER TO TAX LIEN | \$0.00 |
| | \$0.00 |
| 2025 Y.E.P.(6%) | \$0.00 |
| TOTAL DEBITS | \$33,071,548.77 |

| | |
|---------------------------------|--------------------|
| PREPAID TAXES (JULY - DEC 2024) | \$806,371.51 |
| COUNTY/STAT APPEALS | \$0.00 |
| REFUNDS | \$0.00 |
| SR/VET DED ADJ | \$0.00 |
| INTERNAL TRANFERS | <u>\$28,879.81</u> |
| | \$835,251.32 |
| TAXES PAID (JAN - MAR 2025) | \$7,823,818.27 |
| COUNTY/STATE APPEALS | \$0.00 |
| REFUNDS | \$0.00 |
| SR/VET DED ADJ | \$0.00 |
| INTERNAL TRANSFERS | <u>(\$206.03)</u> |
| | \$7,823,612.24 |
| TAXES PAID (APR 2025) | \$4,895,192.92 |
| COUNTY/STATE APP | \$0.00 |
| REFUNDS | \$0.00 |
| SR/VET DED ADJ | \$0.00 |
| INTERNAL TRANSFERS | <u>(\$20.00)</u> |
| | <u>4895172.92</u> |

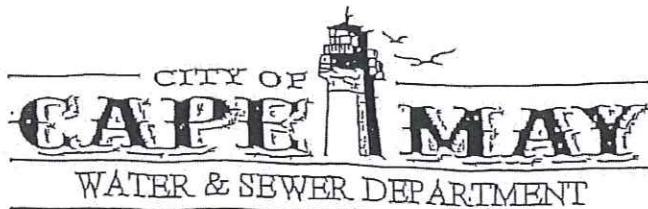
TOTAL CREDITS \$13,554,036.48

BALANCE AS OF 4/30/25 \$19,517,512.29

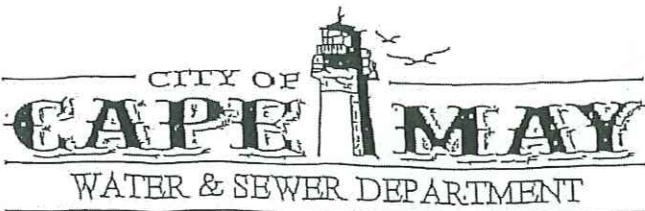
TAX STATUS REPORT 4/30/25 \$19,517,512.29

DIFFERENCE \$0.00

643 Washington St
Cape May, NJ 08204
609-884-9575
609-884-9538



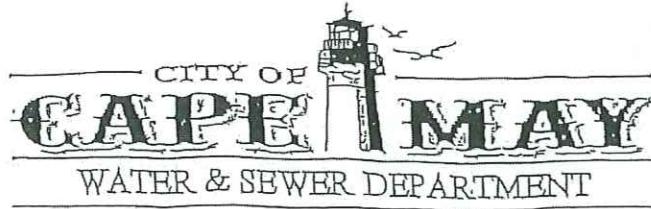
643 Washington St
Cape May, NJ 08204
609-884-9575
609-884-9538



643 Washington St
Cape May, NJ 08204
609-884-9575
609-884-9538



643 Washington St
Cape May, NJ 08204
609-884-9575
609-884-9538



643 Washington St
Cape May, NJ 08204
609-884-9575
609-884-9538

WEST CAPE MAY SEWER (TW) 2025

643 Washington St

CITY OF CAPE MAY FIRE DEPARTMENT



643 Washington St. Cape May, New Jersey 08204
(609) 884-9512 • firedept@capemaycity.com

Alexander M. Coulter
Chief

Edward A. Zebrowski, III
Lieutenant

Michael E. Eck
Deputy Chief

Jeffrey T. Laag
Lieutenant

William Szemcsak
Lieutenant

September 2025 Report For Immediate Release

For the month of September, the department responded to 107 fire calls, 121 EMS calls.
EMS by district – 95 Cape May, 4 Cape May Point, 20 West Cape May, 2 others.
Total YTD - Fire 889, EMS 1070.

USFA reports 62 firefighter line of duty deaths year to date.

September Events

Patriots Day Ceremony – September 11th from 6:00PM – 7:00PM
NJSFFA Convention – September 12 & 13
Harvest Brew Festival – September 13th from 10:00AM – 5:00PM
Run for the Fallen – September 25th from 7:00AM – 9:00AM
Beach to Brewery – September 27th – 9:00AM Race Start Time
Shore House Cana Fall Festival – September 27th from 12:00PM – 6:00PM
Cape May Oktoberfest – September 27th from 9:00AM – 6:00PM
Pierce- Tower Inspection DC Eck & Lt Laag September 29 – October 1

October Events

Oct. 7 Fire Prevention Cape May Elementary
Oct. 8 Hoarding class
Oct. 11 Always Ready 5k
Oct. 13 Hose testing
Oct. 19 150th Anniversary
Oct. 19 Halloween Parade
Oct. 30 Trick or trails
Oct. 31 Trick or treat, Washington Street

CITY OF CAPE MAY, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION NO. 300-10-2025

RESOLUTION CERTIFYING REVIEW OF THE LOCAL GOVERNMENT BEST PRACTICES CHECK LIST

WHEREAS, the Department of Community Affairs requires the Manager/Chief Financial Officer of every municipality to have certified the Local Government Best Practices Checklist; and

WHEREAS, the Check List has been certified by the Manager/Chief Financial Officer and a copy thereof has been received by each member of the Governing Body; and

WHEREAS, the members of the Governing Body have personally reviewed the Local Government Best Practices Checklist; and

WHEREAS, such resolution of certification shall be adopted by the governing body; and

NOW, THEREFORE, LET IT BE RESOLVED, that the City of Cape May, County of Cape May, State of New Jersey hereby states that it has reviewed the checklist and ratifies the Chief Financial Officer's filing of the Best Practice Check List to the Department of Community Affairs.

I, Erin C. Burke, City Clerk of the City of Cape May, County of Cape May, State of New Jersey, do hereby certify the foregoing is a correct and true original Resolution adopted by the City Council of the City of Cape May at a meeting held on October 21, 2025.

Erin C. Burke, City Clerk

| Roll Call | Ayes | Nays | Absent | Abstain | Motion | Second |
|-----------|------|------|--------|---------|--------|--------|
| Meier | | | | | | |
| McDade | | | | | | |
| Bodnar | | | | | | |
| Baldwin | | | | | | |
| Mullock | | | | | | |

cc: CFO- FAST

Best Practices Inventory Online Platform

Survey

Cape May City

Printable Current Answers

| 001 | Best Practices | Budget | Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5, and does it annually deposit appropriations into the fund? Only answer N/A if your municipality 1) does not offer (for any employee hired after a certain date) payouts upon retirement for accumulated sick leave, and 2) no current employee has a grandfathered right to sick leave payouts upon retirement. |
|-----|-------------------|--------|---|
| 002 | Best Practices | Budget | [0.50] Yes |
| 003 | Core Competencies | Budget | <p>N.J.S.A. 40A:4-62.1 allows municipalities to establish a storm recovery reserve for purposes such as, but not limited to, snow, ice, and debris removal. Unexpended balances budgeted annually for storm recovery purposes may be lapsed into the reserve. Review LFN 2025-10 for further information. Has your municipality established a storm recovery reserve to ensure the consistent availability of funds for this purpose?</p> |

004

Core Competencies

Budget

N.J.S.A. 40A:5-12 requires the chief financial officer of each municipality to file the Annual Financial Statement (AFS) with the Division no later than February 10 (August 10 for SFY municipalities). Local Finance Notice 2024-20 announced the extension of this deadline to March 7. The statute specifies a \$5 per day penalty payable by the CMFO for failing to file the AFS within 10 days of after the time fixed for filing. Did your municipality file its AFS with the Division by no later than March 7 (or August 10 for SFY municipalities)?

005

Core Competencies

Budget

Pursuant to N.J.S.A. 40A:2-40, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file its Annual Debt Statement with the Division of Local Government Services. Did your municipality file its Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?

006

Core Competencies

Budget

Recent amendments to N.J.A.C. 5:30-7.4 disqualify from local examination a municipality that has failed to submit to the Division the user-friendly budget section corresponding with the previous year's adopted budget. Has your municipality electronically submitted to the Division the User-Friendly Budget section of its adopted CY2024/SFY2025 and CY2025 budgets?

007a

Unscored Survey

Budget

If your municipality permits one or more classes of cannabis businesses, does your municipality impose a local cannabis tax pursuant to N.J.S.A. 40:48l-1?

007b

Unscored Survey

Budget

If your municipality imposes a local cannabis tax, was tax revenue received in CY2024/SFY2025 reported as Municipal Revenue Not Anticipated (MRNA)?

008

Unscored Survey

Budget

Has your municipality formed an advisory committee or other similar approach to seek out or develop additional non-tax revenues?

[0.00] Yes

[0.00] No
Comment: Filed 4/16/2025

009

Core Competencies

Capital Projects

Any municipality having its own water system is required to adopt an annual capital budget and program reflecting the water infrastructure improvements listed on the annual Water Quality Accountability Act (WQAA) capital improvement report. The WQAA capital improvement report must be submitted to the Department of Environmental Protection (DEP) by no later than March 15. If your municipality has its own water system, does the capital budget and program reflect the capital projects listed in the annual WQAA report submitted to DEP that fall within the time period of the municipality's capital budget and capital program?

010

Core Competencies

Capital Projects

Has your municipality adopted a capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year operating costs and savings? Only answer N/A if your municipality does not have a capital budget and is not required to adopt a capital budget pursuant to N.J.A.C. 5:30-4.3.

011

Unscored Survey

Emergency Services

[1.00] Yes

A disaster preparedness drill can help plan appropriate emergency responses for scenarios such as, but not limited to, natural disasters, active shooter, wildfires, and chemical spills. Has your municipality participated in a disaster preparedness drill involving local, county, and/or regional partners within the past year?

012

Unscored Survey

Emergency Services

[0.00] N/A

Municipalities may adopt a resolution to establish a Volunteer Tuition Credit Program for its volunteer firefighters and/or EMS. The Program allows an active volunteer in good standing, their spouse, or their dependent children to receive tuition credit at a county college, county vocational school, or county technical institute. The maximum tuition credit is \$600 for each year of volunteer service for a total credit not to exceed \$2,400 over a four-year volunteer service period. Review for further details LFN MC-99-5 and https://www.nj.gov/dca/divisions/dlgs/programs/volunteer_docs/vtc_descrip_with_forms.pdf. Has your municipality established a Volunteer Tuition Credit Program for its volunteer firefighters and/or EMS?

013

Best Practices

Environment

Have one or more public electric vehicle charging stations been installed on municipal property?

[0.50] Yes

When purchasing new vehicles, does your municipality have a formal policy to purchase hybrid or alternative fuel vehicles whenever such vehicles are suited to the intended use? Only answer N/A if your municipality does not own any vehicles.

015

Core Competencies

Ethics

The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Statements (FDSs) annually. Compliance by local elected officials is required by N.J.S.A. 40A:9-22.6. Did all governing body members timely file their annual Financial Disclosure Statements for 2025 such that they were not issued a Notice of Violation (NOV) by the Local Finance Board? A "No" answer is permissible if the governing body members' NOV were rescinded by the Board. Only answer N/A if your municipality has an ordinance on the books establishing a municipal ethics board.

016

Core Competencies

Ethics

If your municipality has a municipal ethics board, did the municipal ethics board enforce the Financial Disclosure Statement (FDS) statute by issuing violations to local government officers (LGOS) who were on the 2025 roster but did not file the FDS by April 30, 2025? Only answer N/A if your municipality does not have an ordinance on the books establishing a municipal ethics board.

017

Best Practices

Financial Administration

With respect to note sales (TANs, BANs, Emergency Notes and Special Emergency Notes), proper disclosure and communication with potential bidders can yield optimal results for a municipality. Knowing when to sell on a negotiated or competitive basis, aggregating note sales as much as possible, along with casting a "wide net" to attract the maximum number of bidders for a competitive note sale, is critical to achieving the lowest possible interest rate. In its most recent note sale, did your municipality market note sales beyond publishing the notice required by N.J.S.A. 40A:2-30 along with issuing a prospectus, official statement or other document to potential lenders disclosing all material financial and budget information?

[0.50] Yes
 Comment: MuniHub utilized for advertising purposes, Bond Council and Municipal Advisors distributed information to potential bidders, bond rating obtained.

N.J.A.C. 5:30-8.3(a)(3) establishes a schedule of minimum dollar amounts for tax collector surety bonding. However, to provide a higher level of security for public funds, municipalities are encouraged to adopt the more stringent schedule for tax collector surety bonding specified in N.J.A.C. 5:30-8.3(a)(4). Has your municipality adopted the more stringent surety bonding schedule for tax collectors set forth in N.J.A.C. 5:30-8.3(a)(4) or higher?

019

Best Practices

Financial Administration

N.J.A.C. 5:30-8.4 (a) establishes a schedule of minimum dollar amounts for municipal court surety bonding, specifically for municipal judges and municipal court administrators. However, subsection (b) of 5:30-8.4 encourages municipalities to adopt a more stringent schedule for municipal court surety bonding that is specified in the subsection. Has your municipality adopted the more stringent surety bonding schedule for municipal court judges and court administrators set forth in N.J.A.C. 5:30-8.4(b) or higher?

020

Core Competencies

Financial Administration

Audit findings address areas needing improvement and ignoring these findings devalues the process. Municipalities should correct noted deficiencies. Have the audit findings in your municipality's 2023 audit been identified in a corrective action plan and not been repeated in the 2024 audit? If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. If your municipality's 2024 audit is late, answer "No" and state "2024 audit not complete". Only answer "N/A" if there were no audit findings in the 2024 audit. If you did not answer no, please type "No Repeat Audit Findings" into the Comment Box.

021

Core Competencies

Financial Administration

At its July 2023 meeting, the Local Finance Board adopted an amendment to N.J.A.C. 5:30-8.2 that converted the previously suggested surety bond schedule for a CMFO to a mandatory minimum schedule. This change came into effect on January 1, 2024. See Local Finance Notice 2023-21 for further details and to view the exposure index. Through a blanket bond or an individual bond, does your municipality provide a fidelity bond with faithful performance coverage for the CMFO that meets at least the minimum schedule set forth in N.J.A.C. 5:30-8.2?

[1.00] Yes
Comment:

At its July 2023 meeting, the Local Finance Board adopted updates to N.J.A.C. 5:30-5.7 requiring municipalities to maintain a general ledger for not only the current fund, but also for all other funds, as well as post totals for all funds to the general ledger on at least a monthly basis and maintain required original books of entry in an electronic format. See Local Finance Notice 2024-09 for further details. Does your municipality maintain a general ledger for its current fund and all other funds in accordance with N.J.A.C. 5:30-5.7?

023

Core Competencies

Financial Administration

Does your municipality post totals for all funds to the general ledger on at least a monthly basis?

024

Core Competencies

Financial Administration

Does your municipality maintain required original books of entry in an electronic format?

025

Core Competencies

Financial Administration

Local Finance Notice 2024-11 updates municipalities and fire districts on current IRS guidance and Federal Fair Labor Standards Act (FLSA) guidance pertaining to incentives paid to volunteer firefighters and EMS (other than LOSAP). Nominal stipends funded through the federal Staffing for Adequate Fire and Emergency Response (SAFER) program's volunteer firefighter recruitment and retention (R&R) grant is also discussed. Has your municipality reviewed its volunteer fire and EMS incentives for compliance with federal requirements?

026

Core Competencies

Financial Administration

Regular cash flow analysis by a municipality's finance office is critical to maintaining essential services and ensuring fiscal solvency. The Government Finance Officers Association offers cash flow forecasting guidance at <https://www.gfoa.org/cash-flow-forecasting>. Does your municipality's finance office generate a cash flow report on at least a quarterly basis with administration and elected officials updated on the results?

[1.00] N/A

[1.00] Yes

[1.00] Prospective

In accordance with Governor Murphy's Executive Order 267 dated October 8, 2021 and outlined in LFN 2022-08 dated March 2, 2022, municipalities and counties are required to provide DLGS with a copy of all American Rescue Plan (ARP) LFRF reports filed with U.S. Treasury, including Project and Expenditure Reports, Interim Reports, and Recovery Plan and Performance Reports. Has your municipality filed all required ARP LFRF Reports with U.S. Treasury and, in turn, filed those reports with DLGS? Only answer N/A if your municipality refused ARP LFRF Funding.

028 **Core Competencies** **Financial Administration**

If your municipality received a legislative grant-in-aid from the FY25 State Budget, is your municipality 1) in compliance with all documentation and closeout requirements, 2) maintaining current agency information in SAGE, and 3) ensuring that the agency profile in SAGE does not lapse?

029 **Unscored Survey**

Financial Administration

[1.00] Yes

Is your municipality using any previously obligated ARP Local Fiscal Recovery Fund (LFRF) proceeds for operating expenses in its 2025 budget?

030 **Unscored Survey** **Financial Administration**

[0.00] No

Has the federal government rescinded or suspended one or more municipal grants since the beginning of this year? If so, please list the affected grants in the Comments field. If not, insert "Answered No" in the Comments field.

031 **Best Practices** **Insurance**

[0.00] No

If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law (LPCL) bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law? Only answer N/A if your municipality does not contract with an insurance broker for health insurance or, if it does, the contract does not exceed your municipality's LPCL bid threshold.

032

Best Practices

Insurance

Insurance broker fees dependent on the amount of health insurance premiums or fees paid by the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees? Only answer N/A if your municipality does not contract with an insurance broker for health insurance.

033

Unscored Survey

Insurance

If your municipality offers non-SHBP employee health benefit coverage, did your municipality switch from SHBP to non-SHBP health benefit coverage within the past three (3) years?

034

Core Competencies

Lead Remediation

Subsection h. of N.J.S.A. 52:27D-437.16 requires each municipality to assess an additional fee of \$20 per unit inspected for lead hazards and deposited into the Department of Community Affairs' Lead Hazard Control Assistance Fund established pursuant to N.J.S.A. 52:27D-437.4. Does your municipality assessed and collected the above-reference \$20 fee assessment for each lead inspection and send the proceeds to the Department of Community Affairs' Division of Housing & Community Resources for deposit into the Fund?

035

Core Competencies

Lead Remediation

If your municipality has identified rental dwellings that have experienced tenant turnover since July 22, 2022, have all of those units been inspected prior to re-occupancy?

progress.

[0.00] No
Comment: 9 inspections remaining. Work in

036a

Unscored Survey

Lead Remediation

Does your municipality have a permanent local agency that is currently conducting inspections for lead-based paint hazards in rental dwellings and enforcing the provisions of P.L. 2021, c. 182? If your answer is "Other" fill-in the name of the municipal agency under Comments. If your answer is "Shared Service", please fill-in the name of the agency and the local unit providing the service under Comments. Further information concerning the requirements of this recently enacted law are available at <https://www.nj.gov/dca/codes/resources/leadpaint.shtml>.

036b

Unscored Survey

Lead Remediation

If your municipality does not have a permanent local agency or a shared service currently conducting inspections for lead-based paint hazards in rental dwellings to enforce the provisions of P.L. 2021, c. 182, has your municipality retained a lead evaluation contractor to provide paid lead inspection services?

037

Unscored Survey

Lead Remediation

Pursuant to P.L. 2021, c. 182, has your municipality identified rental dwellings that have experienced tenant turnover since July 22, 2022?

038

Unscored Survey

Lead Remediation

The method of lead-based paint hazard inspection required for each municipality is at https://www.nj.gov/dca/codes/publications/pdf_lead/doh_lead_data_insp.pdf. If your municipality is required to perform a visual inspection, how many visual lead-based paint inspections did your municipality conduct (directly, through shared services, or through a certified lead evaluation contractor) since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.

039

Unscored Survey

Lead Remediation

If your municipality is required to perform a dust wipe swiping under https://www.nj.gov/dca/codes/publications/pdf_lead/doh_lead_data_insp.pdf, how many dust wipe-sampling lead-based paint inspections did your municipality conduct (directly, through shared services, or through a certified lead evaluation contractor) since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.

[0.00] Other
Comment: Cape May City
Fire Prevention Bureau

Comment: N/A

040

Unscored Survey

Lead Remediation

How many post-remediation lead-based paint inspections has your municipality conducted (directly, through shared services, or through a certified lead evaluation contractor) since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.

041

Unscored Survey

Lead Remediation

How many lead safe certifications have been issued by your municipality since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.

042

Unscored Survey

Opportunity Zones

The Opportunity Zone program is a federal economic development tax incentive that aims to encourage long-term real estate development and business investments in designated low-income communities. More information on Opportunity Zones can be found at <https://www.irs.gov/credits-deductions/opportunity-zones>. The One Big Beautiful Bill Act makes the Opportunity Zone program a permanent feature of the federal tax code, requiring governors to nominate in 2026 new Opportunity Zones based on 2020 census tract boundaries. All current Opportunity Zone designations will expire on December 31, 2026. Would your municipality be interested in receiving a new Opportunity Zone designation, or re-upping an existing Opportunity Zone designation for the years 2027 through 2036?

043a

Unscored Survey

Opportunity Zones

Is your municipality aware of any real estate development projects or businesses that will be using the Opportunity Zone tax incentive or receiving an Opportunity Fund investment?

043b

Unscored Survey

Opportunity Zones

If your municipality knows of any projects that are, or will be, using the Opportunity Zone tax incentive, please include the name of each project, the full address, a short description that includes the primary developer (if applicable), estimated value of the development (i.e. total permitted value), and the project's status (if known) on the Excel form provided on DLGS's Best Practices webpage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment Box. If you have not uploaded the Excel Form, type NA in the Comment Box.

Comment: 0

Comment: 17

Comment: NA

N.J.S.A. 2C:51-2.d permanently disqualifies from future public employment any person convicted of an offense "relating directly to the person's performance in, or circumstances flowing from, the specific public office, position or employment held by the person." Disqualification from public employment relating to a conviction for a disorderly persons or petty disorderly persons office may be waived by the court for good cause shown upon application of the county prosecutor or the Attorney General. Under certain circumstances, a certificate suspending the disqualification may be issued pursuant to the Rehabilitated Convicted Offender Act (N.J.S.A. 2A:168A-1 through 16). Before extending an offer of employment, does your municipality ask the individual whether they are currently disqualified from public employment due to a criminal conviction for which N.J.S.A. 2C:51-2.d applies?

045

Core Competencies

Personnel

For any municipal officers and employees NOT required by contract or municipal policy to make health benefit contributions in the amounts specified by the Chapter 78 health benefit contribution grid (excluding Rx and dental), is your municipality requiring those employees to contribute at least 1.5% of base salary towards health benefits pursuant to P.L. 2010, c. 2? See Local Finance Notices 2010-12 and 2011-20R for further details. Answer N/A if all of your municipality's officers and employees are required by contract or municipal policy to contribute at least the amount required by P.L. 2011, c. 78 for health benefits.

046

Core Competencies

Personnel

Payments for waivers filed before May 21, 2010 and maintained continuously since, cannot exceed fifty percent (50%) of the amount saved by the local unit as a result of the employee's waiver of coverage. For waivers filed on or after May 21, 2010, which is the effective date of P.L. 2010, c. 2, payments cannot exceed the lesser of twenty-five percent (25%) of the amount saved by the local unit as a result of the waiver, or \$5,000. When calculating an employee's waiver payment, the local unit must deduct the employee's healthcare contribution obligation from the total premium cost. Local units have sole discretion as to whether or not to offer employees payments for waiver of health benefits, and may offer waiver payments below the statutory maximum. Health benefit waiver payments are statutorily excluded from collective bargaining. See Local Finance Notices 2010-12 and 2016-10 for further discussion on health benefit waiver payments. Are your municipality's healthcare waiver payments at or below the statutory maximum? "N/A" is only applicable where the municipality does not make payments in lieu of health benefits.

[1.00] Yes

[1.00] Yes

N.J.A.C. 5:30-16.2 requires a municipality's purchasing agent (QPA and non-QPA), certified public works manager, and business administrator/municipal manager to register for GovConnect. If your municipality has one or more of the above-referenced titles, are the individuals in those titles registered for GovConnect with their most current e-mail addresses?

048

Core Competencies

Personnel

Has your municipality's chief financial officer, tax collector, and municipal clerk registered their most current e-mail addresses in GovConnect to allow continued receipt of EGG Notice broadcasts?

049

Core Competencies

Personnel

For all municipal officers and employees whose positions require a State-issued professional license or certification, has your municipality instituted a process to regularly verify that such officers and employees have valid licenses or certifications?

050

Unscored Survey

Personnel

Does your municipality currently have an unlicensed individual serving as an acting municipal clerk, temporary chief municipal finance officer, temporary purchasing agent, and/or a temporary chief public works manager? Select as many as are applicable or None of the Above.

051

Unscored Survey

Personnel

Does your municipality currently retain a chief financial officer through a professional services contract?

052

Core Competencies

Procurement

The purchase of insurance coverage and consultant services is a limited exception to public bidding by virtue of being deemed an Extraordinary Unspecifiable Service (EUS) pursuant to N.J.S.A. 40A:11-5(a)(ii) and 40A:11-5(1)(m). See Page 3 of the Local Finance Notice AU-2002-2 for further details. The standard EUS certification declaration is available at https://www.nj.gov/dca/divisions/dlgs/programs/lpcl_docs/eus_letter.pdf. Do not submit the form to DLGS. If your municipality has procured insurance under the EUS exception to public bidding, has your municipality followed the procedural requirements of an EUS in doing so?

[1.00] Yes

[1.00] Prospective

[1.00] No

N.J.S.A. 34:1A-1.16 authorizes the New Jersey Department of Labor and Workforce Development (NJDOL) to create a list on its website, dubbed the Workplace Accountability in Labor List (The WALL), of any person found in violation of any State wage, benefit, and tax laws and against whom a final order has been issued by the NJDOL for such violation. A contract cannot be awarded to any contractor or vendor appearing on the WALL. Review LFN 2024-18 for further information. Is your municipality cross checking prospective vendor or contractor names against the WALL before awarding any contract over the quote threshold?

054

Core Competencies

Procurement

P.L. 2023, c. 138 requires public works contractor registration and payroll certification for public works projects to be completed online at <https://njwages.nj.gov/>. Contractors were required to be registered prior to August 15, 2024 with public entity registration strongly encouraged. Email njwagehubinfo@dol.nj.gov for assistance with registration. In addition to the NJ Wage Hub online requirements, certified payrolls shall continue to be submitted to the municipality in the manner and process that is consistent with each body's previous receipt of certified payrolls (e.g. email, fax). Is your municipality registered with NJDOL's online certified payroll system?

055

Core Competencies

Redevelopment

[1.00] N/A

Upon the adoption of a resolution by a municipal governing body determining that a delineated area, or any part thereof, is an area in need of redevelopment or an area in need of rehabilitation, N.J.S.A. 40A:12A-6.b(5)(c) and 40A:12A-14.a require the municipal clerk to transmit a copy of the resolution to the Commissioner of the Department of Community Affairs for review. If the area in need of redevelopment or rehabilitation is not located in an area in which development or redevelopment is to be encouraged pursuant to any State law, the determination shall not take effect without first receiving the review and approval of the Commissioner. If the area in need of redevelopment or rehabilitation is located within an area in which development or redevelopment is encouraged pursuant to State law, the resolution shall take effect after the municipal clerk has transmitted a copy of the resolution to the Commissioner. Areas in Need of Redevelopment and Areas in Need of Rehabilitation are featured on the NJ Community Asset Map hosted on the Office of Local Planning Services webpage under "Available Data and Applications." Has your municipality submitted all resolutions designating areas in need of redevelopment or rehabilitation within the municipality to the DCA Commissioner?

N.J.S.A. 40A:20-9.d requires an urban renewal entity with which the municipality has a financial agreement for a payment in lieu of taxes (PILOT) under the Long-Term Tax Exemption Law to submit annually, within 90 days after the close of its fiscal year, its auditor's reports to the mayor and the governing body. Does your municipality enforce the annual submission of urban renewal entity audit reports and review those reports?

057

For financial agreements under the Long-Term Tax Exemption Law that were entered into on or after July 9, 2003, N.J.S.A. 40A:20-12 requires municipalities to remit to the county five percent (5%) of each quarterly installment of the annual service charge paid by the urban renewal entity to the municipality. The county portion must be included with the quarterly tax installment paid to the county pursuant to N.J.S.A. 54:4-74. Does your municipality pay over to the county its statutory share of each Long-Term PILOT entered into on or after July 9, 2003?

058

Payments In Lieu of Taxes (PILOTS) can be a useful tool for economic development. However, municipalities must monitor PILOT agreements to ensure recipients comply with all agreement terms, particularly timely payment and reporting. Does your municipality have an official designated to monitor exemptions/abatements and ensure compliance with the PILOT agreement terms?

059

N.J.S.A. 40A:65-4(b) requires a copy of each shared services agreement to be filed with the Division of Local Government Services. Has your municipality filed with the Division the most current copy of each shared services agreement under which the municipality provides one or more services to another local unit as defined by N.J.S.A. 40A:65-3 of the Uniform Shared Services and Consolidation Act? Only answer N/A if your municipality does not provide a shared service to another local unit.

[1.00] Yes

060

Unscored Survey

Shared Services & Consolidation

Local Finance Notice 2017-23 describes the avenues through which a municipality can consolidate multiple fire districts into a single fire district. If your municipality has multiple fire districts, has it recently reviewed, or is it currently reviewing, the feasibility of consolidating its multiple districts into a single district? Only answer N/A if your municipality does not have a fire district or only has a single fire district.

061a

Unscored Survey

Shared Services & Consolidation

If your municipality currently provides a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendent to another municipality pursuant to a shared services agreement, please select one or more of the options provided and list under Comments each municipality (and the county in which that municipality is located) along with the position being provided to that municipality. If your municipality currently provides none of these positions pursuant to a shared services agreement, select None of the Above and insert N/A into Comments.

061b

Unscored Survey

Shared Services

If the answer to Question 61a is yes, did one or more of the identified shared service agreements result in the dismissal of a tenured official? If yes, please insert under Comments 1) the position or positions where an agreement resulted in the dismissal of a tenured official; and 2) an estimate of the cost savings anticipated to be achieved by the participating municipalities at the outset of the agreement. If the answer is No or N/A, please insert "No" or "N/A" under Comments. See LFN 2018-3R for more information on this provision of the Common Sense Shared Service Act.

062

Unscored Survey

Technology

Does your municipality routinely utilize an artificial intelligence (AI) platform in one or more of its departments?

[0.00] No

063

Best Practices

Transparency

Does your municipality maintain on its website the most recent annual financial statement (AFS) and annual audit, including any corrective action plan? Please provide the link to the webpage on which both are posted under Comments. If the answer is "No" type "Answered No" under Comments.

[0.50] Yes
Comment:
<https://www.capemaycity.com/F>

064

Best Practices

Transparency

Does your municipality maintain on its website all current labor agreements, including memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements? Please provide the link to the webpage on which current labor agreements are posted under Comments. If the answer is "No" type "Answered No" under Comments.

065

Best Practices

Transparency

Does your municipality maintain on its website, in an easily accessible location, the municipal master plan and all past and current master plan elements (e.g. land use, housing, stormwater management plan, traffic, open space and recreation)? Please provide the link to the webpage on which the master plan information is posted under Comments. If the answer is "No" type "Answered No" in the Comments.

066

Best Practices

Transparency

Does your municipality feature a link on its website to the Division of Taxation's Property Tax Relief Program webpage at <https://www.state.nj.us/treasury/taxation/relief.shtml>?

067

Core Competencies

Transparency

Are your municipality's codified and uncodified ordinances, including all current salary ordinances, posted on the municipality's website? Please provide the link to the webpage on which the ordinances are posted under Comments. If the answer is "No" type "Answered No" under Comments.

068

Core Competencies

Transparency

Does your municipality maintain on its website minutes and agendas, along with meeting dates, for the governing body, planning board, board of adjustment and all commissions? Please provide the link to the webpage on which the agendas and minutes are listed under Comments. If the answer is "No" type "Answered No" under Comments.

[1.00] Yes
Comment:
<https://www.capemaycity.com/c>

[1.00] Yes
Comment:
<https://www.capemaycity.com/r>

069

Core Competencies

Transparency

Does your municipality maintain on its website the previous three years of adopted budgets and the current year introduced or adopted budget, inclusive of the user-friendly budget section, as required pursuant to N.J.S.A. 40A:4-10? Please provide the link to the webpage on which the budgets are posted under Comments. If the answer is "No" type "Answered No" under Comments.

070

Core Competencies

Utilities

Section 4 of P.L. 2021, c. 317 establishes a Winter Termination Program allowing eligible residential customers to avoid service shutoff from November 15 through March 15 for non-payment of water, sewer, or electric service provided by a local unit. See Local Finance Notice 2024-17 for further details. Has your municipality notified its residential ratepayers about the Winter Termination Program in the manner required under law with respect to the utility services it provides?

[1.00] Yes

Comment:
<https://www.capemaycity.com/F>

CITY OF CAPE MAY, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION NO. 301-10-2025

**RESOLUTION AUTHORIZING AND ADOPTING A PERSONNEL POLICIES AND
EMPLOYEE MANUAL FOR THE CITY OF CAPE MAY**

WHEREAS, the City of Cape May has previously adopted a Personnel Policy Manual for its employees; and

WHEREAS, the City of Cape May is a member of the Municipal Excess Liability Joint Insurance Fund (MEL); and

WHEREAS, the MEL provides that members with updated loss control are eligible for a lower standard employment practices liability deductible of \$20,000 per claim plus a 20% co-pay capped at \$50,000 and may be eligible to buy down deductibles and co-insurance cap; and

WHEREAS, to continue to qualify for the lower deductibles, the member must certify to meeting certain minimum requirements of the MEL; and

WHEREAS, members without updated loss control programs will have a deductible of \$100,000 per claim plus a 20% co-pay with no cap; and

WHEREAS, the City's labor counsel and Solicitor have prepared an updated Personnel Policies and Employee Manual in order to meet the requirements of the MEL, attached hereto as EXHIBIT A and incorporated herein by reference; and

WHEREAS, the City Council deems it necessary and appropriate to adopt this Policies and Employee Manual; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cape May as follows:

1. The averments of the preamble are hereby incorporated.
2. The City Council hereby adopts the Personnel Policies and Employee Manual attached hereto as EXHIBIT A and incorporated herein by reference. To the extent there is any conflict with any previous policy or directive, the attached shall control and take precedence. All appropriate City Officials are hereby directed to give effect to this Resolution and Personnel Manual.
3. This resolution shall take effect immediately, according to law.

I, Erin C. Burke, City Clerk of the City of Cape May, County of Cape May, State of New Jersey, do hereby certify the foregoing is a correct and true original Resolution adopted by the City Council of the City of Cape May at a meeting held on October 21, 2025.

Erin C. Burke, City Clerk

| Roll Call | Ayes | Nays | Absent | Abstain | Motion | Second |
|------------------|-------------|-------------|---------------|----------------|---------------|---------------|
| Yeager | | | | | | |
| Meier | | | | | | |
| McDade | | | | | | |
| Baldwin | | | | | | |
| Mullock | | | | | | |

cc: City Manager
 All Departments
 Labor Counsel

EXHIBIT A

CITY OF CAPE MAY, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION NO. 302-10-2025

**RESOLUTION TO AFFIRM THE CITY OF CAPE MAY'S CIVIL RIGHTS POLICY
WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE
EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS, AND MEMBERS
OF THE PUBLIC THAT COME INTO CONTACT WITH CITY EMPLOYEES,
OFFICIALS AND VOLUNTEERS**

WHEREAS, it is the policy of the City of Cape May (the "City") to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

WHEREAS, the administration and governing body of the City has determined that certain procedures need to be established to accomplish this policy.

NOW, THEREFORE BE IT ADOPTED by the City of Cape May that:

Section 1: No official, employee, appointee or volunteer of the City by whatever title known, or any entity that is in any way a part of the City shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the City's business or using the facilities or property of the City.

Section 2: The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the City to provide services that otherwise could be performed by the City.

Section 3: Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

Section 4: The City Manager shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

Section 5: No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

Section 6: The City Manager shall establish written procedures that require all officials, employees, appointees and volunteers of the City as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

Section 7: The City Manager shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

Section 8: At least annually, the City Manager shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the City. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the City's website.

Section 9: This Resolution shall take effect immediately.

Section 10: A copy of this Resolution shall be published in the official newspaper of the City in order for the public to be made aware of this policy and the City's commitment to the implementation and enforcement of this policy.

I, Erin C. Burke, City Clerk of the City of Cape May, County of Cape May, State of New Jersey, do hereby certify the foregoing is a correct and true original Resolution adopted by the City Council of the City of Cape May at a meeting held on October 21, 2025.

Erin C. Burke, City Clerk

| Roll Call | Ayes | Nays | Absent | Abstain | Motion | Second |
|-----------|------|------|--------|---------|--------|--------|
| Meier | | | | | | |
| McDade | | | | | | |
| Bodnar | | | | | | |
| Baldwin | | | | | | |
| Mullock | | | | | | |

cc: City Manager
 Labor Counsel

CITY OF CAPE MAY, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION NO. 303-10-2025

**RESOLUTION AUTHORIZING PROFESSIONAL SERVICES AGREEMENT WITH
TAYLOR ENGINEERING INC. FOR ENGINEERING SERVICES**

WHEREAS, the City is in need of engineering services for its beach operations; and

WHEREAS, Taylor Engineering Inc. has been procured in a required disclosure fashion, in accordance with N.J.S.A. 19:44A-20.5 and has submitted a Business Entity Disclosure Form and a Political Contribution Disclosure form, indicating no reportable donations have been made in the previous one year, and that the Agreement will prohibit the Contractor from making any reportable contributions through the term of the Agreement; and

WHEREAS Taylor Engineering Inc. has provided for a proposal acceptable to the City; and

WHEREAS, the Agreement may be awarded pursuant to the Local Public Contracts Law, N.J.S.A. 40A:1 1-1 et seq., which provides for the award of a professional services agreement without competitive bids, and further provides that the resolution authorizing the award and the professional services agreement itself is available for public inspection; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Cape May, County of Cape May, State of New Jersey, that:

1. The Recital paragraphs are incorporated as if fully set forth.
2. The Cape May City Council hereby authorizes the award of professional services contract for engineering services for beach operations in accordance with proposal as submitted (EXHIBIT A).
3. The appropriate city officials are hereby authorized to execute all documents required to consummate this contract award.
4. The City Chief Financial Officer has certified the availability of adequate funds to pay this contract.
5. This contract is awarded as a professional services contract, without public bidding, pursuant to N.J.S.A. 40A:11-5(1)(a)(i). The Contractor shall provide a Business Disclosure Entity Certification and Political Contribution Disclosure Certification which shall be placed on file with this resolution, and that the Contractor will be prohibited from making any reportable contributions through the term of the contract.
6. This resolution shall take effect immediately upon passage, according to law.

I, Erin C. Burke, City Clerk of the City of Cape May, County of Cape May, State of New Jersey, do hereby certify the foregoing is a correct and true original Resolution adopted by the City Council of the City of Cape May at a meeting held on October 21, 2025.

Erin C. Burke, City Clerk

| Roll Call | Ayes | Nays | Absent | Abstain | Motion | Second |
|----------------|------|------|--------|---------|--------|--------|
| Meier | | | | | | |
| McDade | | | | | | |
| Bodnar | | | | | | |
| Baldwin | | | | | | |
| Mullock | | | | | | |

cc: Accounts Payable
CFO
QPA
Taylor Engineering, Inc.

Resolution: 303-10-2025

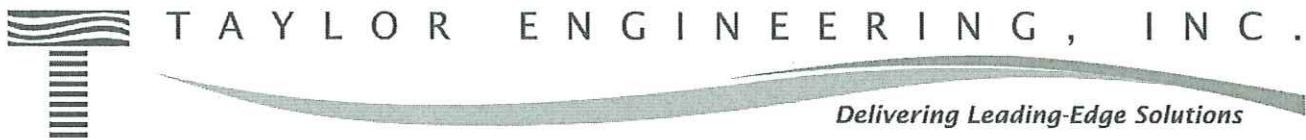
Amount: Not-to-exceed \$12,000.00

TREASURER'S CERTIFICATION

The undersigned, Treasurer of the City of Cape May, does hereby certify to the Mayor and Council that sufficient funds are appropriated from the B-08-55-925-101 account, to satisfy the award of the referenced contract and further, that all expenses on account of the aforesaid contract shall be charged to that account and shall be encumbered on same.



Lauren Read, CFO



September 29, 2025

Mr. Paul Dietrich
City Manager and Engineer, City of Cape May
643 Washington Street
Cape May, NJ 08204

EMAILED

Re: City of Cape May Agency Discussions (P2025-167)

Dear Mr. Dietrich,

On behalf of Taylor Engineering, I am pleased to submit this proposal to support ongoing collaboration with the City of Cape May, the City's Beach Safety Committee, project partners, and permitting agencies. Under this scope of work, our team will provide professional engineering guidance to the City and participate in stakeholder meetings as needed. The goal of this effort is to align stakeholder objectives and identify the most appropriate next steps for enhancing the City's beach management program.

Exhibit A contains our scope of work and Exhibit B contains our proposed fees. We look forward to continuing our service to the City of Cape May. If you have questions or require additional information, please contact me at (215) 435-7386 or wlaurent@taylorengineering.com.

Best regards,

Wendy Laurent, P.E., WEDG
Coastal Engineer

City of Cape May Agency Discussions
Scope of Work

Taylor Engineering developed this scope of work to provide guidance and facilitate collaboration among project partners in discussing the City of Cape May beaches. Our team will support the City in identifying effective next steps for enhancing its beach management program.

Assumptions

Taylor Engineering made several assumptions in developing this scope of work and associated fees for the project. The assumptions noted below, and throughout this scope of work, affect the proposed level of effort and associated costs. As assumptions change, Taylor Engineering can modify our scope of work and fees accordingly through a change order. Taylor Engineering developed this scope of work with the following assumptions and background information:

- Execution of the work outlined herein to support the City's efforts will not preclude Taylor Engineering from providing services related to future phases of the work.
- All work will be completed on, or before, October 1, 2026.

TASK 1: Project Coordination and Meetings

Under this task, Taylor Engineering staff will prepare for and attend stakeholder meetings as requested by the City's project manager. These meetings will focus on evaluating the practicality of modifying the beach profile along the City's shoreline and identifying the studies that agencies require to support such changes. The City will provide appropriate points of contact for stakeholder engagement, including the New Jersey Department of Environmental Protection (NJDEP) and the U.S. Army Corps of Engineers (USACE). Taylor Engineering will facilitate meetings in either in-person or virtual formats and will provide meeting minutes to the City within one week of each meeting.

TASK 1 COST (NOT TO EXCEED): \$12,000.00

We will complete the above scope of work on a time and materials basis not to exceed \$12,000.00. Exhibit B details our rate schedule.

END OF SCOPE OF WORK

Taylor Engineering Rate Schedule

Services will be performed on a time and materials basis in accordance with the rates outlined below. The total cost of services under this agreement shall not exceed the authorized budget without prior written approval from the City. The rates provided herein will remain valid through October 1, 2026.

| Labor Category | Rate |
|----------------------|----------|
| President | \$463.00 |
| Principal | \$284.00 |
| Senior Advisor | \$316.00 |
| Program Manager | \$247.00 |
| Senior Professional | \$213.00 |
| Project Professional | \$186.00 |
| Staff Professional | \$134.00 |
| Sr. CAD/GIS | \$197.00 |
| Project CAD/GIS | \$107.00 |
| Staff CAD/GIS | \$92.00 |
| Admin/ Document Prep | \$80.00 |

**rates valid through October 1, 2026*

CITY OF CAPE MAY, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION NO. 304-10-2025

RESOLUTION FOR THE PAYMENT OF BILLS

BE IT RESOLVED by the City Council of the City of Cape May, that the following bills, approved for payment by the City Manager, be paid and that the Chief Financial Officer/Treasurer of the City of Cape May, is hereby authorized to draw orders for the amounts of same, as shown on bill list updated on October 16, 2025 for the amount of: \$4,909,801.45

| | |
|------------------------------------|------------------------|
| Current Fund Appropriations | \$4,344,558.08 |
| Water/Sewer Utility Operating Fund | \$348,806.96 |
| Tourism Utility Fund | \$3,545.94 |
| General Capital Improvements | \$32,131.01 |
| Water/Sewer Capital Improvements | \$47,446.01 |
| Escrow Special Account | |
| Trust Fund | \$40.80 |
| Grant Fund | \$28,438.50 |
| Beach Utility Fund Appropriations | \$82,834.15 |
| Beach Utility Capital Improvements | \$22,000.00 |
| | <hr/> |
| | <u>\$ 4,909,801.45</u> |

I, Erin C. Burke, City Clerk of the City of Cape May, County of Cape May, State of New Jersey, do hereby certify the foregoing is a correct and true original Resolution adopted by the City Council of the City of Cape May at a meeting held on October 21, 2025.

Erin C. Burke, City Clerk

| Roll Call | Ayes | Nays | Absent | Abstain | Motion | Second |
|-----------|------|------|--------|---------|--------|--------|
| Meier | | | | | | |
| McDade | | | | | | |
| Bodnar | | | | | | |
| Baldwin | | | | | | |
| Mullock | | | | | | |

October 16, 2025
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City of Cape May
Bill List By Vendor ID

Page No: 1

P.O. Type: All
Range: First to Last
Format: Condensed
Vendors: All
Rcvd Batch Id Range: First to Last
Include Non-Budgeted: Y

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

| Vendor # | Name | PO # | PO Date | Description | Status | Amount | Void Amount | Contract | PO Type |
|----------|--------------------------------|----------|----------|---------------------------------|--------|---------------------|-------------|----------|---------|
| 00055 | CMC TREASURER'S OFFICE | 25-02436 | 10/16/25 | 4TH QTR COUNTY TAXES 2025 | Open | 3,079,025.83 | 0.00 | | |
| | | 25-02437 | 10/16/25 | 4TH QTR '25 ANIMAL SHELTER FEES | Open | <u>3,693.61</u> | 0.00 | | |
| | | | | | | <u>3,082,719.44</u> | | | |
| 00063 | CAPE MAY CITY BOARD EDUCATION | 25-02438 | 10/16/25 | LOCAL SCHOOL TAX 2025 OCTOBER | Open | 163,549.00 | 0.00 | | |
| 00070 | CHURCH'S GARDEN CENTER & FARMS | 25-02188 | 09/11/25 | 2025 dune day planting | Open | 1,039.80 | 0.00 | | |
| 00077 | ATLANTIC CITY ELECTRIC | 25-02393 | 10/07/25 | SEPTEMBER ELECTRIC CHARGES | Open | 23,936.60 | 0.00 | | |
| | | 25-02442 | 10/16/25 | SEPTEMBER ELECTRIC CHARGES | Open | <u>43,797.19</u> | 0.00 | | |
| | | | | | | <u>67,733.79</u> | | | |
| 00092 | VERIZON WIRELESS | 25-02413 | 10/10/25 | PD WIRELESS 242537288-00001 | Open | 1,138.56 | 0.00 | | |
| 00187 | REMINGTON, VERNICK & WALBERG | 25-02355 | 10/06/25 | orthophosphate permit | Open | 5,280.00 | 0.00 | | |
| 00284 | JERSEY CAPE | 25-02419 | 10/14/25 | invoice 3749 | Open | 56,520.00 | 0.00 | | |
| 00312 | LCMR SCHOOL DISTRICT | 25-02439 | 10/16/25 | REGIONAL SCHOOL TAX - OCTOBER | Open | 855,725.10 | 0.00 | | |
| 00358 | VERIZON | 25-02412 | 10/10/25 | ACCT# 756-237-794-0001-86 | Open | 40.14 | 0.00 | | |
| 00369 | TREASURER STATE OF NJ | 25-02334 | 10/01/25 | MARRIAGE/CIVIL UNION FEES 3RDQ | Open | 1,125.00 | 0.00 | | |
| 00393 | PITNEY BOWES INC | 25-01529 | 07/09/25 | Ink Cartridge | Open | 258.48 | 0.00 | | |
| 00401 | R & R RADAR, INC. | 25-02330 | 09/30/25 | Radar repair and Remote rewire | Open | 140.95 | 0.00 | | |
| 00451 | SOUTH JERSEY GAS CO | 25-02344 | 10/03/25 | GAS BILLING 8/28/25-9/29/25 | Open | 3,018.44 | 0.00 | | |
| 00462 | SWAIN'S/ACE HARDWARE INC | 25-02279 | 09/26/25 | AUGUST 2025 INVOICES B&G | Open | 1,503.30 | 0.00 | | |

| Vendor # | Name | PO # | PO Date | Description | Status | Amount | Void Amount | Contract | PO Type |
|----------|--------------------------------|----------|-------------------------------|-------------|--------|------------|-------------|----------|---------|
| 00462 | SWAIN'S/ACE HARDWARE INC | | | Continued | | | | | |
| | 25-02420 | 10/14/25 | office supplies for closing | Open | | 251.25 | 0.00 | | |
| | | | | | | 1,754.55 | | | |
| 00478 | GT MID ATLANTIC | | | | | | | | |
| | 25-02320 | 09/30/25 | LOADER DPW EMERGENCY | Open | | 656.10 | 0.00 | | |
| 00519 | CAPE MAY COUNTY HERALD | | | | | | | | |
| | 25-02397 | 10/08/25 | Invoice 9/17/2025 | Open | | 53.38 | 0.00 | | |
| | 25-02399 | 10/08/25 | 9/24/2025 Invoice | Open | | 250.60 | 0.00 | | |
| | | | | | | 303.98 | | | |
| 00750 | CAPRIONI PORTABLE TOILETS INC | | | | | | | | |
| | 25-02371 | 10/06/25 | SEPT 2025 LAFAYETTE ST PARK | Open | | 155.00 | 0.00 | | |
| 00828 | CODY'S POWER EQUIPMENT | | | | | | | | |
| | 25-02366 | 10/06/25 | PARTS VEHICLE SEPT 2025 | Open | | 57.30 | 0.00 | | |
| 00898 | M S BROWN JEWELERS | | | | | | | | |
| | 25-02391 | 10/06/25 | Employee of month plaque | Open | | 25.00 | 0.00 | | |
| 00910 | SOUTH JERSEY WELDING SUPPLY CO | | | | | | | | |
| | 25-02376 | 10/06/25 | Oxygen | Open | | 115.20 | 0.00 | | |
| 01003 | TOWNSHIP OF LOWER | | | | | | | | |
| | 25-02340 | 10/01/25 | 4TH QTR TAXES WELLS | Open | | 318.91 | 0.00 | | |
| 01094 | UNIVERSAL SUPPLY CO INC | | | | | | | | |
| | 25-02389 | 10/06/25 | WELCOME CENTER INVS W-CREDIT | Open | | 314.64 | 0.00 | | |
| 01101 | TREASURER STATE OF NJ, CN 816 | | | | | | | | |
| | 25-02359 | 10/06/25 | DCA ELSA - TREASURER PO 645 | Open | | 258.00 | 0.00 | | |
| 01237 | THOMSON WEST | | | | | | | | |
| | 25-02378 | 10/06/25 | clear pymt. Det's Patrol Div. | Open | | 351.54 | 0.00 | | |
| 01252 | SORENSEN, MICHAEL ESQ | | | | | | | | |
| | 25-01760 | 07/31/25 | MUNICIPAL PUBLIC DEFENDER | Open | | 625.00 | 0.00 | B | |
| 01888 | ACMJIF | | | | | | | | |
| | 25-02339 | 10/01/25 | JIF 4TH QTR BILL | Open | | 259,125.00 | 0.00 | | |
| 01956 | COYNE CHEMICAL CO INC | | | | | | | | |
| | 25-02347 | 10/06/25 | Accutab SI CL2 | Open | | 9,692.16 | 0.00 | | |
| 01968 | XTEL COMMUNICATIONS | | | | | | | | |
| | 25-02396 | 10/07/25 | CHARGES LONG DISTANCE | Open | | 1,580.31 | 0.00 | | |
| 02060 | NJ DEPT OF HEALTH CN369 | | | | | | | | |
| | 25-02337 | 10/01/25 | SEPT 2025 DOG LICENSE REPORT | Open | | 31.80 | 0.00 | | |
| | 25-02349 | 10/06/25 | DOG LICENSES AUG 2025 | Open | | 9.00 | 0.00 | | |
| | | | | | | 40.80 | | | |

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City of Cape May
Bill List By Vendor ID

Page No: 3

| Vendor # | Name | PO # | PO Date | Description | Status | Amount | Void Amount | Contract | PO Type |
|----------|-----------------------------|----------|----------|--------------------------------|-------------------|---------------|---------------|----------|---------|
| 02223 | SOUTH JERSEY OVERHEAD DOOR | 25-01899 | 08/13/25 | RO Plant Gar. Door Repair | Open | 3,475.00 | 0.00 | | |
| 02622 | TRIAD ADVISORY SERV, INC | 25-00912 | 05/05/25 | DESAT PROJ IMPLEMENT/GRANT ADM | Open | 1,500.00 | 0.00 | B | |
| | | 25-02407 | 10/09/25 | TECHNICAL/GENERAL SERVICES | JUL Open | 1,631.25 | 0.00 | | |
| | | 25-02408 | 10/09/25 | GENERAL SERVICES AUGUST | Open | <u>568.75</u> | 0.00 | | |
| | | | | | | 3,700.00 | | | |
| 03085 | ARBOR CARE RESOURCES | 25-02230 | 09/16/25 | LANTERN FLY/TREE OF HEAVEN TRT | Open | 1,062.00 | 0.00 | | |
| 03471 | KEEN COMPRESSED GAS CO INC | 25-02368 | 10/06/25 | CYLINDER RENTAL INVOICE | Open | 45.68 | 0.00 | | |
| 03567 | SOUTH JERSEY PAPER PRODUCTS | 25-02373 | 10/06/25 | TRASH CAN LINERS | Open | 979.75 | 0.00 | | |
| 03639 | VECTOR SECURITY, INC | 25-02333 | 09/30/25 | FD Security | Open | 506.10 | 0.00 | | |
| 03893 | COMCAST | 25-01021 | 05/15/25 | ACCT# 8499 05 006 0289317 | Open | 140.54 | 0.00 | | |
| | | 25-02342 | 10/02/25 | ACCT# 8499 05 007 0032061 | PD Open | 587.82 | 0.00 | | |
| | | 25-02343 | 10/03/25 | ACCT# 8499 05 006 0060643 | Open | 362.25 | 0.00 | | |
| | | 25-02395 | 10/07/25 | ACCT# 8499 05 007 0019530 | PD Open | 183.81 | 0.00 | | |
| | | 25-02410 | 10/10/25 | ACCT# 8499 05 007 0020348 | PD Open | <u>690.21</u> | 0.00 | | |
| | | | | | | 1,964.63 | | | |
| 03985 | RICOH USA, INC. | 25-02341 | 10/02/25 | COPIER SERVICES | 9/23-10/22/25 | Open | 153.52 | 0.00 | |
| 04109 | STICKLE, THERESA, L. | 25-02348 | 10/06/25 | PETTY CASH | 03/2025 - 09/2025 | Open | 175.74 | 0.00 | |
| 04335 | BILLY BOB'S CAR WASH/DETAIL | 25-02332 | 09/30/25 | CMPD Patrol Car | Car washes x 7 | Open | 49.00 | 0.00 | |
| 04454 | ALERT ALL CORP | 25-02380 | 10/06/25 | Fire Prevention | | Open | 1,798.00 | 0.00 | |
| 04537 | W.B. MASON COMPANY, INC. | 24-01856 | 06/18/24 | New Staff supplies | | Open | 83.63 | 0.00 | |
| | | 25-01958 | 08/20/25 | New City Computers Accesories | | Open | 379.47 | 0.00 | |
| | | 25-02284 | 09/26/25 | office supplies | | Open | 854.14 | 0.00 | |
| | | 25-02353 | 10/06/25 | CALENDARS & OFFICE SUPPLIES | | Open | 79.20 | 0.00 | |
| | | 25-02379 | 10/06/25 | Hanging fils & office supply's | | Open | <u>204.33</u> | 0.00 | |
| | | | | | | | 1,600.77 | | |
| 04578 | REEL FIRE PROTECTION, INC. | 25-02361 | 10/06/25 | ANNUAL CERTIFICATION | | Open | 2,376.85 | 0.00 | |

| Vendor # | Name | PO # | PO Date | Description | Status | Amount | Void Amount | Contract | PO Type |
|----------|--------------------------------|----------|----------|--------------------------------|--------|-----------------|-------------|----------|---------|
| 04818 | COMPLETE CONTROL SERVICES INC. | 25-01862 | 08/11/25 | w11 7 VFD install | Open | 9,820.00 | 0.00 | B | |
| 04943 | CUMMISKEY, JR., ROBERT | 25-02365 | 10/06/25 | License renewals | Open | 154.95 | 0.00 | | |
| 05295 | JAMES M. RUTALA ASSOC., LLC | 25-02428 | 10/15/25 | PLAN & GRANT SERV SEPT 2025 | Open | 1,827.50 | 0.00 | | |
| | | 25-02429 | 10/15/25 | PLANNING & GRANT SERV MAY 2025 | Open | <u>1,997.50</u> | 0.00 | | |
| | | | | | | <u>3,825.00</u> | | | |
| 05333 | COLONIAL ELECTRIC | 25-01980 | 08/25/25 | BOILER WALL SWITCH | Open | 24.85 | 0.00 | | |
| | | 25-01998 | 08/25/25 | CONVENTION HALL ELECTRIC | Open | <u>1,056.12</u> | 0.00 | | |
| | | | | | | <u>1,080.97</u> | | | |
| 05759 | ATLANTIC TACTICAL | 25-02162 | 09/11/25 | PATROL BAGS | Open | 2,812.50 | 0.00 | | |
| 05760 | INSTITUTE FORENSIC PSYCHOLOGY | 25-02390 | 10/06/25 | Exam Hearing | Open | 375.00 | 0.00 | | |
| 05767 | COMCAST | 25-02411 | 10/10/25 | ACCT 903537395 - CITY HALL | Open | 444.58 | 0.00 | | |
| 05962 | E. TROIANO & SONS | 25-01999 | 08/25/25 | Concrete work | Open | 1,950.00 | 0.00 | | |
| 06072 | CAPE MINING AND RECYCLING | 25-02317 | 09/30/25 | MAY 2025 INVS NOT SUBMITTED | Open | 196.65 | 0.00 | | |
| | | 25-02370 | 10/06/25 | INVOICE 57597 SEPT 12, 2025 | Open | <u>78.31</u> | 0.00 | | |
| | | | | | | <u>274.96</u> | | | |
| 06126 | FALASCA MECHANICAL INC | 25-02363 | 10/06/25 | JULY 2025 INVOICES | Open | 8,534.70 | 0.00 | | |
| 06210 | AT&T MOBILITY | 25-02409 | 10/10/25 | COMMAND KIT-ACCT# 287349717841 | open | 38.24 | 0.00 | | |
| 06602 | AZTEC COPIES INC. | 25-02151 | 09/10/25 | CMPD Temp No Parking Signs1500 | Open | 1,735.00 | 0.00 | | |
| 06669 | NJ LEAGUE OF MUNICIPALITIES | 25-02426 | 10/14/25 | Magazine Subscription | Open | 150.00 | 0.00 | | |
| 06870 | JB GIGS LLC | 25-02401 | 10/08/25 | Phillies Playoff game on beach | Open | 4,400.00 | 0.00 | | |
| 06922 | MOTT MACDONALD, LLC | 20-01171 | 04/30/20 | PENNSYLVANIA AVE - PHASE 3 & 4 | Open | 912.50 | 0.00 | B | |
| 07459 | AQUA-TREAT, INC | 25-02369 | 10/06/25 | SEPT 2025 WATER TREATMENT CONV | open | 200.00 | 0.00 | | |

| Vendor # | Name | PO # | PO Date | Description | Status | Amount | Void Amount | Contract | PO Type |
|----------|--------------------------------|----------|----------|--------------------------------|--------|------------------|-------------|----------|---------|
| 07507 | GOVERNMENT LEASE & FINANCE INC | 25-02440 | 10/16/25 | ESIP LEASE INV 564639771 | Open | 32,293.95 | 0.00 | | |
| 07657 | ROBBIE CONLEY ARCHITECT LLC | 24-01964 | 06/28/24 | ARCH SERVICES POLICE STATION | Open | 9,000.00 | 0.00 | B | |
| | | 25-02046 | 09/02/25 | DEV OF BEACH PATROL STATION | Open | <u>22,000.00</u> | 0.00 | B | |
| | | | | | | 31,000.00 | | | |
| 07704 | BLANEY, DONOHUE & WEINBERG, PC | 25-01855 | 08/08/25 | PROSECUTOR SERVICES | Open | 3,294.00 | 0.00 | B | |
| 07906 | BARBER CONSULTING SERVICES | 25-02311 | 09/30/25 | MIS OVERTIME & EMER SERVICES | Open | 1,781.64 | 0.00 | | |
| 08036 | ATLANTIC CITY JITNEY ASSOC. | 25-02386 | 10/06/25 | JITNEY SERVICE 9/1 - 9/30/25 | Open | 10,920.00 | 0.00 | | |
| 08269 | JC EHRLICH | 25-02362 | 10/06/25 | AUG AND SEPT 2025 INVOICES | Open | 527.04 | 0.00 | | |
| 08442 | GENERAL CODE, LLC | 25-02431 | 10/15/25 | eCode Annual Maintenance | Open | 1,195.00 | 0.00 | | |
| 08503 | GENSERVE LLC | 25-02357 | 10/06/25 | INVOICES SERVICE CALL 8/29 | Open | 2,247.75 | 0.00 | | |
| 08504 | DeBLASIO & ASSOCIATES | 23-00940 | 04/13/23 | LAFAYETTE STREET EMERG. RPLMNT | Open | 99.14 | 0.00 | B | |
| | | 24-03717 | 12/27/24 | TAX MAP UPDATE | Open | 25,425.00 | 0.00 | B | |
| | | 24-03722 | 12/27/24 | OHIO AVE PROF SERVICES | Open | 3,940.00 | 0.00 | B | |
| | | 25-00051 | 01/17/25 | FY2025 DRINKING WATER APP | Open | 22,387.02 | 0.00 | B | |
| | | 25-00052 | 01/17/25 | FY2025 CLEAN WATER APPLICATION | Open | 7,524.85 | 0.00 | B | |
| | | 25-01797 | 08/05/25 | PROMENADE PRESERVATION PROJECT | Open | 14,911.25 | 0.00 | B | |
| | | 25-02402 | 10/08/25 | FY2026 Clean Water Application | Open | 2,175.00 | 0.00 | B | |
| | | 25-02406 | 10/09/25 | ENINEERING SERVICES WENONAH | Open | <u>2,345.00</u> | 0.00 | | |
| | | | | | | 78,807.26 | | | |
| 08506 | GILLIN-SCHWARTZ LAW LLC | 25-01761 | 07/31/25 | GENERAL COUNSEL/SOLICITOR | Open | 16,687.00 | 0.00 | | |
| | | 25-02430 | 10/15/25 | HPC SOLICITOR AUG & SEPT 2025 | Open | <u>3,626.00</u> | 0.00 | B | |
| | | | | | | 20,313.00 | | | |
| 08717 | DIVAL SAFETY EQUIPMENT, INC | 25-02180 | 09/11/25 | FIRE HOSE YELLOW | Open | 7,980.00 | 0.00 | | |
| 08858 | AMAZON CAPITAL SALES, INC. | 25-02010 | 08/25/25 | Tablet and Case | Open | 272.94 | 0.00 | | |
| | | 25-02238 | 09/16/25 | office supplies | Open | 223.67 | 0.00 | | |
| | | 25-02257 | 09/22/25 | POLARIS S/R | Open | 91.98 | 0.00 | | |
| | | 25-02265 | 09/22/25 | replacement chairs | Open | 810.25 | 0.00 | | |
| | | 25-02288 | 09/26/25 | FANNY PACKS FOR TAGGERS | Open | 306.90 | 0.00 | | |
| | | 25-02325 | 09/30/25 | gates for cmcc | Open | 157.25 | 0.00 | | |
| | | 25-02326 | 09/30/25 | tape for skate floor | Open | 96.00 | 0.00 | | |

| Vendor # | Name | | Status | Amount | Void Amount | Contract | PO Type |
|----------|---|-------------|--------|-----------|-------------|----------|---------|
| PO # | PO Date | Description | | | | | |
| 08858 | AMAZON CAPITAL SALES, INC. | Continued | | | | | |
| 25-02374 | 10/06/25 office supplies | Open | | 297.84 | 0.00 | | |
| | | | | 2,256.83 | | | |
| 08964 | COMCAST BUSINESS | | | | | | |
| 25-02394 | 10/07/25 ACCT# 708741012-MUNICIPAL BLDG | Open | | 1,107.64 | 0.00 | | |
| 09004 | COLLIERS ENGINEERING & DESIGN | | | | | | |
| 24-01936 | 06/24/24 PROMENADE PRESERVATION PROJECT | Open | | 12,465.25 | 0.00 | B | |
| 09384 | CINTAS CORPORATION NO.2 | | | | | | |
| 25-01956 | 08/20/25 med box refill | Open | | 144.53 | 0.00 | | |
| 25-02321 | 09/30/25 September 2025 refill | Open | | 79.82 | 0.00 | | |
| 25-02346 | 10/06/25 CITY HALL REFILL SEPT 2025 | Open | | 105.74 | 0.00 | | |
| 25-02367 | 10/06/25 DPW SAFETY CABINET 9/16 | Open | | 113.22 | 0.00 | | |
| | | | | 443.31 | | | |
| 09405 | KURITA | | | | | | |
| 25-02360 | 10/06/25 4 drums Vitec 4000 | Open | | 7,600.00 | 0.00 | | |
| 09427 | KELLY PRODUCTS CO., INC | | | | | | |
| 25-02195 | 09/11/25 CONV. HALL REFRIGERATOR | Open | | 3,502.72 | 0.00 | | |
| 09485 | NORTHEAST ELECTRICAL SERVICES | | | | | | |
| 25-01632 | 07/18/25 CITY HALL BASEMENT PANEL REPLC | Open | | 7,500.00 | 0.00 | | |
| 09505 | SPORTPROSUSA INC | | | | | | |
| 25-02324 | 09/30/25 skating floor underlay | Open | | 1,390.00 | 0.00 | | |
| 09513 | LISA BROWN | | | | | | |
| 25-02352 | 10/06/25 CTC EXAM REG FEE REIMBURSEMENT | Open | | 25.00 | 0.00 | | |
| 09516 | LCMR HIGH SCHOOL CHOIR | | | | | | |
| 24-03481 | 12/05/24 2024 tree lighting performance | Open | | 200.00 | 0.00 | | |
| 09525 | DOCUTREND INC | | | | | | |
| 25-02387 | 10/06/25 VOICE CHARGES SEPTEMBER 2025 | Open | | 2,409.19 | 0.00 | | |
| 09532 | GREENMAN-PEDERSEN, INC. | | | | | | |
| 24-00268 | 01/25/24 SS4A LOCAL ROADWAY SAFETY PLAN | Open | | 541.88 | 0.00 | B | |
| 25-02443 | 10/16/25 USDOT Safe Streets Application | Open | | 17,314.79 | 0.00 | B | |
| | | | | 17,856.67 | | | |
| 09615 | HEALTH INSURANCE SOLUTIONS INC | | | | | | |
| 25-02331 | 09/30/25 Oct Retiree 65+ MA+RX | Open | | 26,948.66 | 0.00 | | |
| 09675 | JFC CLEANING INC | | | | | | |
| 25-02323 | 09/30/25 Linen cleaning from bene fair | Open | | 80.85 | 0.00 | | |
| 09708 | PRIMEPOINT LLC | | | | | | |
| 25-02138 | 09/08/25 Payroll Services | Open | | 24,650.50 | 0.00 | B | |

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Bill List By Vendor Id

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| Vendor # | Name | PO # | PO Date | Description | Status | Amount | Void Amount | Contract | PO Type |
|----------|-------------------------|------|---------|--|--------|-----------------|-------------|----------|---------|
| 09732 | SERVPRO | | | 25-02233 09/16/25 FIRE HOUSE - MOLD DAMAGE | Open | 26,496.75 | 0.00 | | |
| 09734 | DORANN HEMINWAY | | | 25-02441 10/16/25 CMPD PETTY CASH REPLENISH | Open | 440.27 | 0.00 | | |
| 09750 | GEESE CHASERS SJ LLC | | | 25-01772 08/04/25 ANNUAL SERVICES 8/2025-8/2026 | Open | 1,823.60 | 0.00 | B | |
| 09805 | EQUIPMENTSHARE.COM INC | | | 25-02364 10/06/25 JUNE 17 2025 NOT SUBMITTED | Open | 2,351.81 | 0.00 | | |
| 09866 | RUTH FOLEY | | | 25-02181 09/11/25 CEREMONY REFUND - CONSTRUCTION | Open | 150.00 | 0.00 | | |
| 09870 | MUTUAL OF OMAHA | | | 25-02328 09/30/25 Sept Basic Life & STD | Open | 3,171.85 | 0.00 | | |
| | | | | 25-02329 09/30/25 October Basic Life & STD | Open | <u>3,171.85</u> | <u>0.00</u> | | |
| | | | | | | 6,343.70 | | | |
| 9558 | AIRESPRING | | | 25-02351 10/06/25 CONNECTIVITY & CLOUD 8/16/2025 | Open | 3,349.87 | 0.00 | | |
| 9647 | CORONIS HEALTH RCM, LLC | | | 25-02350 10/06/25 EMERGENCY MED BILLING SERVICES | Open | 1,791.56 | 0.00 | | |

Total Purchase Orders: 131 Total P.O. Line Items: 0 Total List Amount: 4,909,801.45 Total Void Amount: 0.00

| Totals by Year-Fund | | Budget Rcvd | Budget Held | Budget Total | Revenue Total | G/L Total | Total |
|---------------------|------|--------------|-------------|--------------|---------------|-----------|--------------|
| CURRENT FUND | 4-01 | 26,250.51 | 0.00 | 26,250.51 | 0.00 | 0.00 | 26,250.51 |
| CURRENT FUND | 5-01 | 4,318,307.57 | 0.00 | 4,318,307.57 | 0.00 | 0.00 | 4,318,307.57 |
| WATER UTILITY OPE | 5-09 | 348,806.96 | 0.00 | 348,806.96 | 0.00 | 0.00 | 348,806.96 |
| TOURISM UTILITY F | 5-20 | 3,545.94 | 0.00 | 3,545.94 | 0.00 | 0.00 | 3,545.94 |
| BEACH UTILITY FUN | 5-30 | 82,834.15 | 0.00 | 82,834.15 | 0.00 | 0.00 | 82,834.15 |
| Year Total: | | 4,753,494.62 | 0.00 | 4,753,494.62 | 0.00 | 0.00 | 4,753,494.62 |
| BEACH UTILITY CAP | B-08 | 22,000.00 | 0.00 | 22,000.00 | 0.00 | 0.00 | 22,000.00 |
| GENERAL CAPITAL | C-04 | 32,131.01 | 0.00 | 32,131.01 | 0.00 | 0.00 | 32,131.01 |
| GRANT FUND | G-02 | 28,438.50 | 0.00 | 28,438.50 | 0.00 | 0.00 | 28,438.50 |
| TRUST FUND | T-15 | 40.80 | 0.00 | 40.80 | 0.00 | 0.00 | 40.80 |
| WATER UTILITY CAP | U-06 | 47,446.01 | 0.00 | 47,446.01 | 0.00 | 0.00 | 47,446.01 |
| Total of All Funds: | | 4,909,801.45 | 0.00 | 4,909,801.45 | 0.00 | 0.00 | 4,909,801.45 |