

**TOWNSHIP OF DENNIS
DENNISVILLE, NJ
DECEMBER 03, 2013**

7:00 P.M. TWP. COMMITTEE WORKSESSION/REGULAR MEETING

Mayor Glembocki opened the meeting in compliance with the Open Public Meetings Act requirements.

Mayor Glembocki requested the roll call. The Clerk called the roll with: DiCicco, Murphy, Germanio, Teefy and Glembocki present.

Mayor Glembocki asked that everyone please stand for the flag salute, moment of silence and reading of the names of the lost soldiers.

Committeeman DiCicco read the names of the fallen soldiers.

Mayor Glembocki indicated that we would now move on to the work session issues and asked for a motion to open the worksession. Motion was made by Teefy, seconded by DiCicco, with all in favor.

Mayor Glembocki indicated that this evening we have the presentation of the Acting Administrator's Report of Observations & Recommendations. The Acting Administrator, Tom Shannon, gave a presentation on his Observations & Recommendations.

**TOWNSHIP OF DENNIS
CAPE MAY COUNTY**

FINDINGS AND RECOMMENDATIONS

**LIMITED MANAGEMENT REVIEW OF THE
GENERAL ADMINISTRATIVE FUNCTIONS**

Prepared by

**Jersey Professional Management
23 North Avenue East
Cranford, NJ 07016
December 2013**

Township Offices

In general, staffing levels throughout the Township Offices appear to be appropriate. The following addresses the staffing, organization, and operations of the Township's offices.

Tax Assessor / Tax Collector Offices

The staffing level of three full time employees appears appropriate for these functions. It is important for the Senior Clerk Typist to serve both Assessing and Collection functions as she currently does. The removal of a file cabinet which blocked her easy access to the Collection office has been removed.

Both offices face substantial workloads which are vital to the Township. The Assessor must adjudicate or defend over 200 tax appeals annually due to the over assessment of properties – lost tax revenue from appeals must be minimized and is due to the Assessor's efforts. The Tax Collector maintains a collection rate of approximately 96% which directly bears on the Township tax rate by minimizing the Reserve for Uncollected Taxes.

Both offices exhibit good customer service and a pleasant public demeanor. The Tax Collector no longer exhibits an "office closed" sign when she is out of the office. Other employees along the corridor can identify customers in need of service and assist them as they can.

RECOMMENDATION: Lunch breaks should be coordinated between these three employees and the Township Clerk's part timer to provide continuous eye contact on the corridor.

Township Clerk / Finance Officers Offices

The Township Clerk is the hub of Town Hall activities and its "institutional memory". The office's part time employee is a necessary and experienced helper for the Clerk and among other things smoothly handles initial contact customer service.

The Finance Officer appears to maintain the Townships finances and perform the Township's CMFO duties without difficulty. The part timer located within the Clerk's office acts as the Township's Timekeeper under the Finance Officer's supervision. The 2011 and 2012 Township audits were very clean and contained virtually no recommendations.

In a small town municipal operation it is common and valuable for the Finance Officer to go beyond the statutory CMFO duties and provide broader service. On one or two occasions I have asked for him for assistance and his responses were timely and competent. His providing more financial analyses, customized datasheets for decision making, and his observations and insights would be valuable.

RECOMMENDATION: The Finance Officer should assume a stronger part of the Township's decision making process, providing analyses, data, insights and observations beyond statutory CMFO duties.

Construction Office

The Construction Office is staffed with a three day per week Construction Official and a full timer supporting him and also acting as the Zoning Officer.

The Township is fortunate to have a competent Construction Official who also possesses all four of the required inspection licenses (Building, Electric, Plumbing, and Fire Safety). Most small municipalities rely on several different inspectors working minimal part time hours which frequently produce construction delays and obstacles for contractors and residents. This is not the case in Dennis.

The Construction Official has agreed to help out the Township with property code enforcement to the extent it can be fit into his current work schedule. It is noted that an adversarial property code enforcement case can be very time consuming with complaints, jawboning, court summonses, court prep, court delays, etc.

The primary function of the full timer who assists the Construction Official is referred to as a Technical Assistant. This involves the administrative and ministerial duties associated with a Construction Office. Some of her duties include customer service, application assistance and intake, inspection scheduling, and monthly and annual state reports. She also acts as the Zoning Officer which appears to represent a minimal workload.

RECOMMENDATION: Add Public Works customer service to the Technical Assistant / Zoning Officer's workload by directing all telephone calls and any walk in customers to her. Currently Public Works customers leave messages on an answering machine and their level of service can be improved by speaking to a Township customer service representative rather than leaving messages on an answering machine.

Recreation

The Parks & Recreation Department is staffed with a Director, two full time recreational support staffers, and two maintenance workers which appear to be an appropriate level of staffing. Over 1500 individuals – most Township children – participate in over a dozen programs. Clearly, Township families gain substantial value from these programs. It is apparent that great attention to detail is provided in the delivery of these services.

The two maintenance works take care of the fields and facilities at three locations.

RECOMMENDATION: The Parks & Recreation maintenance workers should be made available to the Public Works Department during leaf collection season starting around November 1st until the collection is complete. As discussed under Public Works Operations, only one leaf collection crew is currently available causing leaf collection to drag into February and occasionally into March. This prolonged collection period causes potential driving safety issues and should be significantly reduced. Assignment of the Parks & Recreation maintenance workers to leaf collection duties would allow for the creation of a second leaf collection crew and reduce the leaf collection period to as short as 5 – 6 weeks.

Sick Time Usage

The use of sick time among Township employees is very high. The majority of employees “earn and use” their allotted sick time with nominal sick time accumulation despite a 50% unused sick time payment retirement benefit.

An evaluation of 2013 sick time usage indicated a disproportionate level of “bridge days”, meaning one day sick occurrences on Mondays, Fridays, or other days connected to holidays or vacation leave.

The following summarizes sick time usage by township building;

	No. F/T Employees	No. of “Earn and Use” Employees
Town Hall	6	4
Public Works	12	10**
Parks & Recreation	5	0

** 6 Public Works employees currently have an accumulated sick time balance of zero days.

RECOMMENDATION: The potential misuse of sick days is detrimental to Township services and operations especially in the Public Works Department. Efforts need to be taken by the Township to create accountability for bridge day absences, even if met with employee and union resistance.

Gratuities

The acceptance of gifts, monetary or otherwise, is not appropriate for municipal employees. This would include cash gifts for trash / recycling collection, gift baskets, alcohol, and other food products.

This is in accordance with the Township’s Personnel Handbook.

RECOMMENDATION: Township staff should be reminded of the impropriety of accepting any form of gratuities and the consequences associated with non-compliance.

Other Personnel Policies

The Township’s Personnel Handbook identifies many areas of conduct and performance which should be administered and overseen, including anti-harassment / bullying, performance evaluations, discipline, uniforms, internet usage, and workplace courtesy.

RECOMMENDATION: The Township's Personnel Handbook establishes reasonable and appropriate criteria for personnel conduct and performance. It needs to be administered, overseen, and enforced.

Public Works

The attached Public Works Staffing & Workload Analysis summarizes the operations performed by the Public Works Department on a monthly basis and the estimated manpower utilized to perform each of the Public Works operations. This analysis indicated that the current level of staffing of 12 full time employees is appropriate for the current operations.

Not surprisingly, the overwhelming majority of the department's effort is involved in the curbside collection of trash, recycling, bulk waste, and brush. Other operations include roadside and lawn mowing, leaf collection, snow and ice removal and several other operations.

While limited manpower is available for non-curbside collection operations, there is not a great amount of manpower needed for non-curbside collection operations.

The exception herein is leaf collection operations which require more manpower than the one crew which is currently allotted to it.

Road Maintenance

The Township road network is in excellent condition despite its average age of 25 – 30 years and despite it receiving low levels of maintenance.

Pothole repairs are performed when needed – which isn't very often. Pothole repairs are performed adequately but tack oil is not used to coat receiving surfaces, and compaction is not accomplished by using a small roller. These actions would improve the quality and longevity of pothole repairs.

A crack sealing program is currently unnecessary since there are very few cracks in the township roads. However, cracks are inevitable as time passes and when appropriate the township should embark on a crack sealing program. Crack sealing equipment is likely available from the county or a nearby municipality on a loan, rental, or shared service basis. Crack sealing should not take more than 5 – 10 working days in the winter.

While the current road condition is excellent, it is an aging road network and will require capital maintenance – probably in the form of an overlay program -to prevent its deterioration. When that time comes the Township will need to fund a significant capital program to extend the useful life of its road network.

RECOMMENDATION: Improve pothole repairs with the use of tack oil and compaction. Institute crack sealing when the time comes utilizing County equipment via a shared service agreement.

Janitorial Service

While the Public Works Department is currently providing janitorial services to the township buildings, this service would be better provided by others. Public Works staff is best used providing public works services. Service organizations like Experience Works, local folks seeking part time work, or closely supervised contractors can all produce quality service.

RECOMMENDATION: Avoid the use of Public Works staff for janitorial services.

Storm Sewer Maintenance

A contractor is hired approximately every 5 years to jet vac and clean the storm sewer system. The Public Works Department doesn't do storm sewer maintenance with the exception of occasionally unclogging a backed up drain.

Mowing

The Public Works department mows the township roadsides during the mowing season. Roadside brush and overhanging tree limbs are cut back as well. The lawn areas at the township buildings are mowed during the mowing season.

Snow & Ice Removal

The department does a good job of getting the snow and ice off the township roads while concurrently collecting trash and recycling. This is a deserved area of pride for the department staff.

Leaf Collection

Leaf collection is currently accomplished using one crew. The leaf collection operation drags through the winter into February and even March due to the manpower limitation of only having one crew available.

Having uncollected leaves on the roadways throughout the winter is inherently unsafe. Leaves clog ditches, drainage ways, and catch basins which causes roadway ponding and icing. Wet leaves accumulated on roadways create slippery driving conditions. Leaf mounds encroach on roadways, narrowing the passage way for two way traffic.

It is an important public works objective to clear leaves from drainage ways and roadways as quickly as possible. The township needs to assemble a second and even third leaf collection crew to accomplish this goal.

RECOMMENDATION: The formation of a second leaf crew is essential. If sufficient manpower within the department cannot be mustered for this purpose, other options must be explored and utilized including the use of Parks & Recreation maintenance personnel or the hiring of seasonal temp employees.

Trash & Recycling Collection (TRC)

TRC is currently being accomplished using seven men and three trucks on a four day per week basis. The average total compensation package for the Township's Public Works employees is approximately \$70,000.

The Township's current trash fleet consists of four packers. The newest truck is a 2006 high capacity model which is in excellent condition. The other three trucks are mid size packers which are 2001, 2001, and 1996 models. The 2001 vehicles are aging but reliable. The 1996 model is at the end of its useful life but is still a reliable back up vehicle. One of the 2001 models requires a \$10,000 reconstruction of its chassis and undercarriage. If the Township continues current TRC operations, the Township should plan on replacing the three older packers in the next three years.

The Township is divided into 4 collection areas, each consisting of approximately 600-650 stops. Each collection day consists of sending out two trash trucks and one recycling truck to collect one area.

It is noted that the nearby proximity of the landfill disposal site, the Public Works yard, and the collection areas are favorably located to minimize travel times.

The current TRC operation is very expensive. Accounting for labor, benefits, fuel, repairs / maintenance, and debt service on the 2006 truck, the current annual operating cost is approximately \$550-600,000. This does not include trash tipping fees. According to a 2008 Shared Services Study performed for seven towns in the area, Dennis had the highest trash collection cost amongst the participants.

The following are TRC alternatives the Township may consider over the next year;

1. Continue the current TRC operation with three new replacement packers.
2. Replace the three older trucks with Automated Packers which require only one man to operate.
3. Contracted TRC

The following is a rough estimate cost comparison of the above TRC alternatives;

1. Continuation of current operations with replacement vehicles will cost approximately \$600-650,000 per year. This includes seven workers, benefits, debt service, fuel, and repairs / maintenance.
2. Use of Automated Packers for TRC will cost approximately \$375-425,000 per year. This includes three workers, benefits, debt service for the purchase of approximately 5000 trash and recycling buckets, debt service on the Automated Packers, fuel, and repairs / maintenance. This would result in a reduction in staff of four positions.

3. Use of Contracted TRC services will cost approximately \$200-250,000. This would eliminate the need for the current curbside collection staff and any new vehicles.

RECOMMENDATION: The current TRC operation should not be perpetuated by the replacement of new packers. The Township should choose between the future use of Automated Packers (resulting in a reduction in staff of four, perhaps accomplished fully or partially by attrition) or Contracted TRC Service (resulting in a reduction of staff of seven).

RECOMMENDATION: The \$10,000 packer repair should be authorized unless the Township is prepared to dispose of the vehicle within six months. The repair is needed to maintain the structural safety of the vehicle.

RECOMMENDATION: The efficiency of current trash collection operations should be closely evaluated, especially if the current TRC operation is continued long term. The trash collection rate of approximately 300 stops per crew constitutes a light workload and the potential for short work days by the trash collection crews.

RECOMMENDATION: Bulk waste collection is currently provided to residents on a monthly basis. This frequency should be reduced to quarterly or even semi-annually. Frequent bulk collection can draw non-Township waste to the Township for collection and costly disposal.

Need for a Township Administrator

It is Jersey Professional Management's observation that a need exists for a part time Township Administrator who possesses professional municipal management capabilities.

The following observations support the need for a Township Administrator;

- **Personnel Management.** The need exists for a Personnel Officer who oversees the Township staff and addresses problem resolution, personnel conflicts, customer service matters, and staff performance. Current personnel management is often cumbersome, inefficient, and may not yield satisfactory results. Elected Officials are beset with scattershot employee contacts which are time consuming and stressful. The presence of a capable Township Administrator acting as a Personnel Officer should redirect these contacts in a constructive way requiring employee accountability. Personnel management and staff leadership is especially needed in the Public Works Department where ongoing personnel conflicts fester, morale suffers, and efficiency wanes.
- **Contract Administration.** The services of a Township Administrator are needed to oversee the procurement of contracted services and the satisfactory delivery of contracted services.

- Implementation of Township Committee Decisions. There is a need to expeditiously follow through with the implementation of the governing body's decisions and policies.
- Special Projects / Capital Work. A Township Administrator is needed to oversee timely progress of special projects and capital work.
- Advisory Role to Township Committee. An experienced Township Administrator will have a wealth of understanding in dealing with the problems and situations which a Township Committee faces. A Township Administrator should provide valuable insight, advice, and recommendations to the Township Committee.
- Communications. A Township Administrator should function as a communications conduit keeping the governing body informed of ongoing operations, personnel, and customer service matters and also keeping staff informed on Township Committee policies and decisions.
- Personnel Recruitment. The Township Administrator should be a valuable arm of the governing body in recruiting, screening and advising the governing body with regard to new hires.
- Avoid add on Township Administrator duties. A part time Township Administrator will be fully consumed with executing the essential duties of the position; strengthening the personnel organization, improving customer service, and identifying and implementing cost saving actions.
- Emphasis on Public Works Department. The DPW is the largest cost and staff center in the municipal operation and delivers the most prominent public service, the collection of trash and recycling. This department requires special management attention in order to address ongoing personnel problems and issues of departmental efficiency. The implementation of a new trash and recycling collection operation will require close and ongoing management involvement.

RECOMMENDATION:

The Township should engage the services of a part time Township Administrator & Director of Public Works under the following parameters;

- The position should provide approximately 20 hours per week of onsite service, and be available for essential offsite contact on a 24/7 basis
- The qualifications for the position should be very high and include extensive municipal management experience. Residency should be required within approximately 30 minutes of Town Hall.
- The recommended salary range for the position is \$40,000 – 75,000 based on the extensive qualifications required for the dual position. Health benefits should not be provided, and off time should be provided on a prorated basis.
- The position should establish dual offices in Town Hall and the DPW, and should routinely work at the DPW location.

RECOMMENDATION:

The Township should continue the service's of Jersey Professional Management as Interim Township Administrator beyond December 2013.

The Township should maintain the momentum and stability initiated by the current Interim Township Administrator contract. An extension of services into 2014 as Interim Township Administrator / Director of Public Works will continue the current level of momentum and stability while implementing this report's recommendations and while recruitment of a permanent Township Administrator / Director of Public Works proceeds.

Acknowledgements

Jersey Professional Management would like to thank the Mayor and Township Committee for choosing to use our services. Special thanks to the Elected and Appointed Officials and the township staff for their cooperation.

Sincerely Yours

Tom Shannon, Senior Vice President
Jersey Professional Management

Mayor Glembocki indicated that this evening we have on for discussion the Elected Officials Liability Seminar. The Committee indicated that they would be attending the January one.

Mayor Glembocki indicated that the RFP's for the 2014 Professionals have the distributed and everyone should review them and let us know if they have any questions.

Mayor Glembocki indicated that this evening we have on for discussion the 2014 Meeting Schedule & Reorganization. Committeeman Murphy indicated that reorganization would be on the regular meeting night, January 7th at 6:30 p.m.

Mayor Glembocki indicated that this evening we have on for discussion the Chief Financial Officer's Recommended Transfers in the 2013 Budget. The Committee instructed the Clerk to place a resolution on the next agenda.

Mayor Glembocki indicated that the last item for discussion this evening is the Experience Works Program. Mr. Shannon commented on the Program and the requirement of a letter of intent and indicated that the Township will not be obligated to hire anyone. Committeeman DiCicco commented on not allowing an outside agency dictate our hiring practice and expressed his concerns with paragraph 6 of the proposed resolution. Mr. Shannon commented further regarding the program with additional comments from Committeeman DiCicco. Mayor Glembocki recommended that the proposed resolution be tabled for this evening and that the Acting Administrator contact Experience Works to express the concerns with the letter of intent.

The Committee discussed not needing the resolution regarding an Executive Session due to the employee indicating that they would like the discussion to be in open session.

Mayor Glembocki asked for a motion to close the worksession and open the regular meeting, motion was made by Teefy, seconded by Germanio, with all in favor.

Mayor Glembocki indicated that the Committee would now have the public comment period on our Agenda items and anyone wishing to address the Committee on the Agenda items may do so at this time by coming forward and stating their name and address for the record.

There being no comment from the public on agenda items, Mayor Glembocki questioned the Committee if they had any questions or concerns with the consent agenda there being non Mayor Glembocki asked for a motion adopting the consent agenda, motion was made by Teefy, seconded by Murphy, with 5 ayes and no nays, that the consent agenda be adopted.

The following Resolution Nos. 2013-142 thru 2013-146 were apart of the consent agenda and hereby approved.

RESOLUTION NO. 2013-142

RESOLUTION AUTHORIZING A PROFESSIONAL SERVICE CONTRACT FOR POGUE, INC. TO COORDINATE ALCOHOL AND DRUG TESTING SERVICES

WHEREAS, the Township's Alcohol and Drug Testing Services Agreement expires on 12/31/2013; and

WHEREAS, Pogue, Inc. has submitted a proposal for Alcohol and Drug Testing Services in the Township of Dennis; and

WHEREAS, the Clerk has reviewed the proposal and finds that it meets the needs of the Township and has recommended acceptance by the Township Committee.

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

1. The averments of the preamble are incorporated herein by reference.

2. The Mayor and Clerk are hereby authorized and directed to enter into a Professional Service Contract with Pogue, Inc. for services related to Alcohol and Drug Testing Services for the 2014 year.
3. The Clerk shall cause of notice of the award of this contract to be published in the official newspaper of the Township of Dennis as required by N.J.S.A. 40A:11-5(1)(a)(i).
4. This contract is awarded without competitive bidding, pursuant to the Local Public Contract Law, N.J.S.A. 40A:11-1 et seq. and the total sum of the contract does not exceed the limits established in P.L. 2004 c. 19.
5. This resolution shall take effect immediately.

ATTEST _____ ATTEST _____
 Jacqueline B. Justice, RMC/Clerk Eugene L. Glembocki, Mayor

RESOLUTION NO. 2013-143

**RESOLUTION APPROVING THE SPECIFICATIONS FOR
 A 2014 EMERGENCY MEDICAL VEHICLE AND AUTHORIZING THE CLERK
 TO GO TO BID FOR THE SAME**

WHEREAS, the Township Committee is required to provide Belleplain Emergency Corp with a 2014 Emergency Medical Vehicle pursuant to the Emergency Medical Services Agreement authorized by Resolution No. 2012-105; and

WHEREAS, the Township Clerk’s Office has prepared specifications for said 2014 Emergency Medical Vehicle.

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

1. That the plans and specifications prepared by the Township Clerk’s Office are hereby approved.
2. That the Municipal Clerk is hereby authorized and directed to advertise for bids for the 2014 Emergency Medical Vehicle.
3. That the specifications will be available at the Municipal Clerk’s Office located at 571 Petersburg Road, Dennisville, NJ 08214, at a cost of \$5.00 to cover the cost of preparation, no part of which will be refunded.

BE IT FURTHER RESOLVED, that the Township Committee reserves the right to reject any and all bids.

ATTEST _____ ATTEST _____
 Jacqueline B. Justice, RMC/Clerk Eugene L. Glembocki, Mayor

RESOLUTION NO. 2013-144

RESOLUTION AUTHORIZING A PROFESSIONAL SERVICE CONTRACT FOR SHORE ANIMAL CONTROL SERVICES, LLC FOR ANIMAL CONTROL SERVICES

WHEREAS, the Township's Animal Control Services Agreement expires on 12/31/2013; and

WHEREAS, the Acting Township Administrator has solicited providers and received a proposal from Shore Animal Control Services for Animal Control Services in the Township of Dennis; and

WHEREAS, the Acting Township Administrator has reviewed the proposal and recommended that the Township Committee award a 1 year agreement with the option of two (2) one (1) year extensions to Shore Animal Control Services, LLC.

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

1. The averments of the preamble are incorporated herein by reference.
2. The Mayor and Clerk are hereby authorized and directed to enter into a Professional Service Contract with Shore Animal Control Services, LLC for services related to Animal Control within the Township of Dennis for a period of 1 year with the option of two (2) one (1) year extensions.
3. The Clerk shall cause of notice of the award of this contract to be published in the official newspaper of the Township of Dennis as required by N.J.S.A. 40A:11-5(1)(a)(i).
4. This contract is awarded without competitive bidding, pursuant to the Local Public Contract Law, N.J.S.A. 40A:11-1 et seq and that the total sum will not exceed the limits established in P.L. 2004 Chapter 19.
5. This resolution shall take effect immediately.

ATTEST _____ **ATTEST** _____
Jacqueline B. Justice, RMC/Clerk Eugene L. Glembocki, Mayor

RESOLUTION NO. 2013-145

RESOLUTION AUTHORIZING A PROFESSIONAL SERVICE CONTRACT WITH DAYCARE CLEANING SERVICES FOR FLOOR MAINTENANCE SERVICES

WHEREAS, the Township's Janitorial Services Agreement expired on 07/14/2013; and

WHEREAS, the Township has received and evaluated three quotes for floor maintenance services; and

WHEREAS, the Acting Township Administrator has recommended that the Township Committee award a 1 year agreement for floor maintenance services with Daycare Cleaning Services.

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

1. The averments of the preamble are incorporated herein by reference.
2. The Mayor is hereby authorized and directed to enter into a Professional Service Contract with Daycare Cleaning Services for services related to floor maintenance for the Township of Dennis for a period of 1 year.
3. The Clerk shall cause of notice of the award of this contract to be published in the official newspaper of the Township of Dennis as required by N.J.S.A. 40A:11-5(1)(a)(i).
4. This contract is awarded without competitive bidding, pursuant to the Local Public Contract Law, N.J.S.A. 40A:11-1 et seq and that the total sum will not exceed the limits established in P.L. 2004 Chapter 19.
5. This resolution shall take effect immediately.

ATTEST

Jacqueline B. Justice, RMC/Clerk

ATTEST

Eugene L. Glembocki, Mayor

RESOLUTION NO. 2013-146

**RESOLUTION AUTHORIZING VARIOUS EMPLOYEES TO CARRY 2013
VACATION DAYS INTO 2014**

WHEREAS, the Township Committee has established a policy regarding vacation time to be carried into the upcoming calendar year; and

WHEREAS, for various reasons, certain employees have been unable to utilize their 2013 vacation allotment; and

WHEREAS, in accordance with the vacation policy, the individuals requesting to carry vacation days have made their requests in writing.

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

1. The averments of the preamble are incorporated herein by reference.
2. The following employees are hereby authorized to carry vacation time into 2014 providing that such time is available to them.

Jacqueline B. Justice	25	Days
Glenn O. Clarke	25	Days
Kimberly Herron	12	Days
Sheree L. Dever	13	Days
Christina Jamison	5	Days
Patricia A. Sutton	25	Days
Monica Heim	8.60	Days
Michele T. Heim	25	Days
Eileen McFillin	19.51	Days
Rosemarie Essig	15	Days
Larry Dixon	5	Days
Nelson Kern	4.5	Days
Frank Laughlin	8	Days
Arthur Schellinger	25	Days

ATTEST _____ **ATTEST**
 Jacqueline B. Justice, RMC/Clerk Eugene L. Glembocki, Mayor

Let the record reflect that the resolution to go into Executive Session was removed due to the employee requesting that discussions be in open session and the resolution for Experience Works Program was tabled for further review.

Motion was made by Teefy, seconded DiCicco, with all in favor that providing that proper vouchers have been and filed and that funds are available, the following bills are authorized to be paid:

GENERAL ACCOUNT:

036513-Twp of Dennis Payroll Account	51,449.61
036514-Super Valu	46.75
036515-Avalon Coffee	141.80
036516-Blaney & Donohue	4,177.12
036517-Boy Scout Troop #76	900.00
036518-Cape Assist	150.00
036519-Computer Access Systems	85.25
036520-Coded Systems, LLC	9,700.00
036521-Comcast	494.70
036522-Dennis Twp Board of Education	711,048.00
036523-Sheree L. Dever	104.97
036524-Mike Gardner & Son, Inc.	104.93
036525-The Gem Grocery & Gas	286.38
036526-John C. Gibson VOID (replaced with 36554)	
036527-Girl Scout Troop #44536	400.00
036528-Girl Scout Troop #42198	400.00
036529-G.F.O.A. of New Jersey	90.00
036530-Gramco Business Communications	975.00
036531-Home Depot Credit Services	191.13
036532-Roy J. Hope	338.97
036533-K-Mart	64.15
036534-Lou Bianchino & Sons	135.00
036535-John McKernan	250.00
036536-McManimon, Scotland	967.50
036537-North American Benefits Co.	207.21
036538-NJ Dept Health/Senior Services	13.80
036539-Pioneer Manufacturing Co.	44.40
036540-Power of Production Studio	190.00
036541-Seashore Food Distributors, Inc.	33.90
036542-Search Institute	62.51
036543-Senior Travel Service, Inc.	1,470.00
036544-Service Tire Truck Centers	3,246.35
036545-Shop Rite	289.77
036546-Shore Veterinarians	88.21
036547-S.S.C.I.	60.00
036548-Carolyn P. Swagler	148.50
036549-Tri State Office Solutions	26.86
036550-Tuckahoe Inn	943.80
036551-Sports Supply Group, Inc.	374.53
036552-Vital Communications, Inc.	75.00

Motion was made by Murphy, seconded by Germanio, all in favor and the motion carried, that the following Administrative Reports were adopted:

Municipal Clerk's Report	November, 2013
Registrar's Report	November, 2013
Construction Official's Report	November, 2013
Tax Collector's Report	October, 2013
Administrator's Report	12/03/2013
Engineer's Report	12/03/2013

The Mayor indicated that we will now have the second public comment period. Anyone wishing to address Township Committee may do so at this time by coming forward to the microphone and stating your name and address for the record. He asked if you have commented earlier in the meeting, please limit your comments to items not previously discussed.

Daniel Nees of 1406 Route 47 commented on his concerns regarding issues with the AED they had donated for down at the Hockey Rink (i.e. problems with the battery, the enclosure's alarm, warranty issues, etc.) and why they were being notified of them. Mr. Nees also commented on the family's efforts to get the AED mount down by the hockey rink and shared an article off of the internet regarding a boy playing soccer saved by having an AED with them. Mr. Nees continued regarding the AED and commented on their efforts to have the hockey rink named after Michael and attendance at the dedication. Mr. Nees commented on an issue of sweatshirts for the Hockey Association.

Justina Nees of 1406 Route 47 commented on personal issues she has had with the Recreation Department over the years (i.e. requesting a coach, issue of tryouts, requirements to be a coach, issues with the AED and clarification of the Youth Registration Form). Mrs. Nees commented on the death of her son and the lack of attendance at the dedication and the donated AED. Mrs. Nees indicated that she feels there is favoritism at the Recreation Department.

Kimberly Herron of 355 Main Street in South Seaville indicated that she is the Recreation Director and commented on the death of Michael at the hockey, the Hockey Association and Recreation Department's efforts organizing a benefit for the family, Mr. Franks getting a statute to honor Michael, the issue of the past practice policy of not naming anything after anyone, security concerns regarding the donated AED, outdoor weather conditions affect on the AED and her courtesy email regarding the AED.

Mayor Glembocki indicated that everyone is welcome to come to the microphone to comment, however, they are not to make comments from the audience. Committeeman DiCicco commented on the AED being donated to the organization and that it is now the organization's responsibility and that the other issues are not going to be resolved today and cooler heads need to prevail.

Ms. Herron read her email out-loud and explained her reasoning. She commented on the misunderstandings regarding this issue and indicated that it is ludicrous, on the dedication of the Hockey Rink and the issue of past practice. Ms. Herron indicated that she was doing her job and stated that she can't believe that her character is being attacked.

Giovanna Capuano of 58 Halbe Lane questioned why the Township did not purchase 50 AEDs the night that Michael passed away and why the Recreation Director didn't engineer this. She also requested a copy of the tape from the security camera from the night Michael passed away.

The Recreation Director and Committee indicated that the cameras do not archive and there is no tape available. Mrs. Capuano indicated that it would be on the hard drive of the computer and the Committee reiterated that the system does not archive and the Recreation Director indicated that if anyone can get a tape off the hard drive they are welcome to try.

Justina Nees of 1406 Route 47 commented on her character being attacked and continued regarding her concerns with the Recreation Director. Mrs. Nees questioned the Committee if the Glassford Family came to the Township Committee to request the football field be named after their son.

Kim Herron reiterated her reasons regarding the mounting of the AED and issues with the enclosure. Ms. Herron commented on her discussion with Mrs. Nees regarding how they could help out and the issue with both Mr. & Mrs. Nees wanting to be coaches. She explained how the Hockey Association selects the coaches.

Mayor Glembocki discussed the AED enclosure with the Recreation Director and the Recreation Director commented on her emails to Committeeman Germanio. Committeeman Germanio commented on the AED enclosure and emails he received.

Megan Teefy of 34 Cheshire Drive, Cape May Court House and Danielle Hofmann of 30 Cheshire Drive, Cape May Court House indicated that they are the owners of CDM Custom Wear and they commented on their concerns with the Recreation Department and their efforts to have a meeting to discuss them.

Committeeman Germanio indicated that one of the items that are going to be discussed in Executive Session is purchasing and that he is going to make some recommendations that could resolve the issues.

Mrs. Teefy and Mrs. Hofmann indicated that they would still like to meet with members of the Committee to discuss other issues. Mayor Glembocki indicated that the Acting Administrator would be contacting them to set up a meeting.

Mrs. Teefy commented on the issue of the purchasing of sweatshirts for Hockey and alleged comments made by an employee. Mrs. Teefy reiterated their desire for a meeting.

Joanne Herron of 125 Academy Road in Dennisville indicated that she is Kimberly Herron's sister. She questioned if this was now the personnel hearing and the Committee indicated that it was not. Ms. Herron indicated that Deputy Mayor Teefy should recuse himself. Mayor Glembocki and Deputy Mayor Teefy indicated that when the personnel issue is discussed he will recuse himself. Ms. Herron commented on Deputy Mayor Teefy's position on the dais as people have commented on the purchasing issue regarding Kimberly.

Bill Blaney, the Township's Labor Attorney, explained the personnel issue that has been requested to be discussed in open session. Ms. Joanne Herron questioned the policy to allow anyone to comment on personnel issues during the Public Comment portion. Mayor Glembocki indicated that anyone can comment on whatever they choose. Ms. Joanne Herron commented further on the "organized witch hunt" and "ethical conundrum". Committeeman Murphy assured Ms. Joanne Herron that it is not going to be a "witch hunt".

Sandy Simmerman of 125 Academy Road in Dennisville indicated that Kimberly Herron is her daughter. She questioned the past purchasing processes of the Associations. Committeeman Germanio indicated that it has been recently implemented that when they are purchasing

uniforms they get 3 quotes, however, prior to that no. He also indicated that the sweatshirt issue that some have commented on this evening is a different issue and will be discussed during the Executive Session. Mrs. Simmerman questioned going out to bid for tee-shirts and Committeeman Germanio commented on the terminology (i.e. bids vs. quotes) and the pay to play threshold. Mrs. Simmerman commented on the Associations using the sale as a fundraiser. Committeeman Germanio commented on explanations he has received from different attorneys regard purchasing and the Local Public Contracts Law. Mrs. Simmerman commented on Kimberly following the rules and being honest. She commented on the dedication of the women workers at the Recreation Center and indicated that it is upsetting that the Committee doesn't back their employees.

Robert Herron of 125 Academy Road in Dennisville questioned the Committee on what they believed to be the duties of the employees. He indicated that employees duties are to follow policy made by the Committee. Mr. Herron questioned Committeeman Germanio's lack of backing of the employees, urged him to do so and indicated that if the Committee does not like the policies in place they should change them and have the employees follow new ones. Mr. Herron reiterated that his sister, Kim, follows policy to the letter.

Committeeman Germanio stated that nothing he has done is criminal and that there are no personal vendettas. Mr. Herron heatedly continued regarding Committeeman Germanio's need to back up his employees.

Patty Sutton of 563 Petersburg Road questioned why a meeting was not set up with the Acting Administrator to address Mrs. Teefy & Mrs. Hofmann's concerns. The Acting Administrator, Tom Shannon, indicated that engaging himself in intensive personal matters was not a good use of his time. Mr. Shannon commented on a limited hour contract and stated that you do as much as you can as fast as you can to give the town the maximum benefit. Mrs. Sutton indicated that her second comment is to agree with other employees who have spoken, that the lack of support to the employees is disgraceful.

Alma Waltz George, 2424 Route 9 of Ocean View thanked the Committee for allowing the public to speak. She asked Mr. Shannon if he was hired as the Acting Administrator to complete a report that gave an overview of the Township and he indicated he was. Mrs. George commented on job duties of an Administrator and indicated that it sounds like the Township needs one. She commented on the comments made this evening and questioned the sport associations. The Township's Labor Attorney, Bill Blaney, explained the sports associations. Mrs. George commented on comments being made this evening and the requirement for discussions to be made in an executive session. Mr. Blaney commented on privacy issues and the employee requesting that the discussion be in open session. Mrs. George commented on individual parents wanting to purchase shirts, etc. Mrs. George commented on calling the Public Works Department and getting a machine she also indicated that she gets a call back usually the same day, she indicated the same with the Construction Office with a prompt call back. Mrs. George commented on the Township's Forestry Plan and indicated that the Public Works Department is suppose to be assessing the trees along municipal roads. Deputy Mayor Teefy indicated that the Public Works Department does do that and that he has been advised several times of trimming that has been done. Mrs. George commented on the issue of leaf pick-up and the need to educate the public on composting and have the Natural Resources Committee do community outreach. Mrs. George thanked Mr. Gibson for getting the tractor signs on Main Street and questioned how to get them on Route 9. Deputy Mayor Teefy asked Mr. Gibson to look into what needs to be done. She also thanked the Committee for promoting the Creative Recycling Contest and having it posted on the Township's website.

Committeeman DiCicco commented on the issue regarding the telephone message machine down at Public Works.

Kim Herron, the Township's Recreation Director, shared with everyone Chapter 139 of the Code of the Township of Dennis entitled Parks & Recreation, Article I, Parks & Recreation Regulations, Section 1 Prohibited Acts and read item (7) regarding sales on Township property and the requirement of prior approval from the Recreation Department. She commented on doing a sale the right way. Ms. Herron agreed that Dennis Township is unique and that she has not seen anything like our Recreation and Associations, but it works great. She pointed out that Article II Recognition of Recreation Organizations, Section 10 Supervision of Organizations that indicates the Associations are under the control, supervision and direction of the Recreation Director. Ms. Herron commented on the Association's purchasing and indicated that she makes sure it is done correctly and ethically. She commented on doing her job and reiterated that regarding the associations purchasing and that they must do it right. Ms. Herron commented on doing her job and making sure things are done the right way. She also commented on ethics and read from Chapter 19 of the Code entitled Dennis Township Code of Ethics. Ms. Herron indicated that if the Township Committee does not want certain items in the Code followed then they need to remove them. Ms. Herron thanked her family for their support.

Sandy Simmerman, Kim Herron's mom, indicated that she is proud to say Kim is her daughter and she is also proud of her son for commenting even though he got upset, he was defending his sister. She commented on sticking up for the Township and loyalty and the employees who had the salaries cut being loyal and staying. Mrs. Simmerman indicated that they should be recognized and commented on the effect cutting jobs has on the economy.

The Mayor asked for comments from the Committee.

Committeeman Murphy indicated that he knows Kim does a wonderful job and commented on the issue. He indicated that he would like to sit down with everyone and mediate the issue and that it has gone on too long. He emphasized the need to treat each other with respect. Committeeman Murphy indicated that he has been in charge of the Recreation Department in the past and that he knows Kim sticks to the rules and that we should be proud of our Recreation Department and that it is known throughout the County as one of the best.

Committeeman DiCicco commented on the reorganization of the Dennisville Historic Home Owners Association and indicated that Jack Connolly is President and Alice McGuigan is Vice President. He indicated that he is in discussions with the DHHOA regarding a sign for the Museum that better fits the historic area. Committeeman DiCicco indicated that he has known Kim Herron for years and that she is a good employee. He stated that the public can comment and say whatever they feel they need to and he commented on the inappropriateness of the Committee commenting on an employee in public.

Committeeman Murphy commented on disagreement issue with Dennis Township Fire District #1 and the Ocean View Volunteer Fire Company and indicated that they have been meeting and talking and are going to be signing a contract. He reiterated the need to respect one another.

Alma George indicated that Fire District #1 was having a meeting here at the Municipal Building on Wednesday 12/4 at 7:00 p.m. with a vote on Saturday.

Committeeman Germanio indicated that he would save his comments for during the Executive Session.

Deputy Mayor Teefy requested that the redacted report from the independent investigation concerning allegations of ethic violations against him be posted on the Township's website. He read the final portion that concluded that there were no ethical violations.

Mayor Glembocki read a letter from Jennifer Germanio regarding the private purchase of sweatshirts for the hockey team onto the record. There were questions from the public whether or not the author of the letter was related to anyone on Township Committee. Mayor Glembocki asked everyone to keep Bob Grace and his wife in their prayers as they deal with her health issues.

The Mayor indicated that they would be taking a brief recess at this time.

At the time the Township Committee had an Executive Session held in Open Session.

Township's Labor Counsel, Bill Blaney, asked the Recreation Director Kim Herron to acknowledge that she has requested the session be held in open session and she confirmed.

Let the record reflect that at this time Deputy Mayor Teefy secluded himself.

Mr. Blaney explained the process under the Open Public Meetings Act and touched on privacy rights. Mr. Blaney commented on complaints that have been received and a possible investigation. He commented on a previous investigation and actions that could be taken to avoid these issues in the future. Mr. Blaney indicated that these actions could change ordinances that govern Ms. Herron's job duties and that is why she received the Rice Notice. He cautioned everyone to keep their discussion to the generality and not get into the details of the complaints. Mr. Blaney stated that this is **not** a disciplinary matter against Ms. Herron.

Committeeman Germanio clarified for the record that the Jennifer Germanio who wrote the letter regarding the hockey sweatshirts that Mayor Glembocki read was his wife and that he agrees with her comments. Committeeman Germanio commented on having another investigation which he believes will not get us to where we need to go. He commented on costs associated with an investigation and indicated that in a broad sense it all has to do with purchasing. Committeeman Germanio continued to comment on purchasing procedures, the Local Public Contracts Law and regulations reflected in Chapter 139 of the Township Code entitled Parks and Recreation.

Committeeman DiCicco indicated that when he was involved with the associations as a parent, he was not aware of bid threshold limits.

Committeeman Germanio, Mayor Glembocki and Mr. Blaney discussed the making Associations being totally responsible for their financial side and then the bid thresholds, etc would not pertain to them. Committeeman Germanio commented on the pros of changing the policy this way (i.e. less confusing, less chance of violating the Local Public Contracts Law, conflicts/complaints, etc) and indicated that he feels this would be best for everyone. Committeeman Germanio asked "veteran" Committeeman Murphy his option.

Committeeman Murphy asked the Recreation Director, Kim Herron, to come forward and comment. Ms. Herron commented on the funds, where the funds come from and the Recreation Department giving the Associations guidance. Committeeman Murphy asked Ms. Herron to walk him through how the purchasing is currently done and she explained.

Committeeman Germanio commented on the Law with comments from Ms. Herron. Committeeman Murphy indicated that he feels there needs to be Township involvement. Mr. Blaney commented on how much control over the Associations and emails regarding complaints about the purchase of sweatshirts. He commented on various issues that come up regarding the way Associations purchase items and indicated that he is being advised that the

current way the Associations are purchasing is not legal and that they need to be all in with the State regulations or all out. Ms. Herron commented on the purchasing process and questioned how the current way is illegal or a bad thing for the Township and tax payers. Committeeman Murphy indicated that when you are told something by your professionals you have to think about it and discuss it. Ms. Herron commented on parents need to do things the right way with the Associations and pursuant to Township ordinances and Mr. Blaney commented. Mr. Blaney and Committeeman Germanio commented further on the Local Public Contracts Law, the Bertram Report, the Associations purchasing procedures and the Township's ordinance. Ms. Herron commented on the Bertram Report.

Committeeman Murphy commented on the new administration for 2014 and indicated that he would like to hold off until the Committeeman O'Connor was onboard and could express his ideas and concerns. Committeeman Germanio commented on drafting an ordinance amending the current ordinance for Associations purchasing and on bid thresholds and possible delays in receiving needed merchandise.

Committeeman DiCicco commented on Solicitor Donohue's email indicating that either the Associations are in total control of the purchasing or the Township is. There was general discussion regarding all in or all out with the Committee and Mr. Blaney.

Committeeman Germanio commented on the Local Public Contracts Law, the issuing of purchase orders and urged everyone to address the issue as soon as possible. He indicated that volunteers could be being exposed unnecessarily. Mr. Blaney commented on Mr. Donohue drafting two ordinances for the purchasing to go either way with comments from the Committee. Committeeman DiCicco indicated that they could also seek comment from the public and the Association members after the ordinances are drafted.

Committeeman Murphy commented on the need to look into an issue after a Professional brings it to the Committee's attention. Committeeman DiCicco commented on not being able to ignore information that you receive and Committeeman Germanio agreed.

Committeeman Germanio commented on being a laid back Township with things being done on a handshake. He and Committeeman DiCicco indicated that times are changing and that the State will no longer allow you to operate that way.

Ms. Herron reiterated that facts and the current procedure for the Associations purchasing.

Committeeman Germanio indicated that another issue is the use of the Township's tax id number. Mr. Blaney commented on the need for Associations to get their own id numbers and have non-profit status.

The Committee discussed having the Associations Audited.

The Committee reiterated that they would have Solicitor Donohue draft two ordinances having the Association purchasing go both ways, share the information with incoming Committeeman O'Connor and address the issue in the early part of next year. The Committee questioned ways other towns operate with comments from Mr. Blaney and Acting Administrator Tom Shannon.

The Committee discussed the current issue of the group of parents that want to purchase sweatshirts for their kids with comments from Mr. Blaney and Ms. Herron.

Mr. Blaney indicated that the United Food Workers Union was reflected on the Executive Session section and he advised that Committee that the contract has not been voted on.

Motion was made by Murphy, seconded by DiCicco, that the Open Executive Session be closed.

Let the record reflect that Deputy Mayor Teefy returned to the dais.

Motion was made by Teefy, seconded by Murphy, that the meeting be adjourned.

ATTEST _____ ATTEST _____
Jacqueline B. Justice, RMC/Clerk Eugene L. Glembocki, Mayor