

**REGULAR/WORKSESSION MEETING OF THE DENNIS TOWNSHIP
COMMITTEE - FEBRUARY 18, 2014 – 6:30 P.M.**

Meeting called to order:

The meeting is now open. Adequate notice of the meeting was provided by posting a copy of the time and place on the Municipal Clerk's bulletin board and by publishing notice in the official newspaper on the Township.

Will the Clerk please call the Roll to determine a quorum.

Will everyone please rise to salute the flag and for a moment of silence and the reading of the names of the fallen.

Discussion:

The status of the Township computers.

Public Comment on Agenda Items:

Review of Consent & Regular Agenda Items

Consent Agenda

Minutes	Approval of the December 03, 2013 - Worksession/Regular Meeting.
Res. #2014-39	Proclaiming March 3, 2014 – NEA's Read Across America Day in Dennis Township.
Res. #2014-40	Authorizing the Issuance of a 2014 Campground License. (Sea Grove).
Res. #2014-41	Authorizing the Extension of a Leave of Absence for a Public Works Employee.
Res. #2014-42	Affirming the Township of Dennis'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 Municipal Employees, Officials and Volunteers.
Res. #2014-43	Authorizing the Amendment to the Township of Dennis Personnel Handbook to Address the Increments that Employees May Use Their Sick Days.
Res. #2014-44	Changing the Status of the Part-Time Seasonal Temporary Keyboarding Clerk I for the Administrative Office to Part-Time Permanent Keyboarding Clerk I. (Diane Weldon).
Res. #2014-45	Reinstating the Code Enforcement Officer. (David Gonnam)

Proposal for Dennis Township with complete breakdown of all computers

1. All computers can be ordered thru Dell government. I have given a complete order to Jackie which was a recent order from Middle Township.
2. The cost as of that date was 745.00 for each machine which includes an extended warranty keyboard and mouse. It does not include a monitor.
3. All monitors and printers can be brought thru dell or staples
4. The township will need 3 laptops one for OEM one for Recreation and one for the Museum. I have not looked up prices for laptops on Dell's website and the size of the monitor will determine the final price. The 750.00 price for each should be very close. All laptops will be windows 7 professional 64 bit operating system.
5. The Township will need 10 desktops broken down as this: one for the senior center 2 for public works one for tax collector one for the clerk one for the clerks assistant one for finance and 3 additional desktops for construction code enforcement and engineer.
6. All the above computers will be windows 7 professional 64 bit operating system except the clerks assistant will be 32 bit professional because of the payroll system.
7. The public works department will need a new color laser printer. Any other department that needs a printer will be on an as need basics. Please keep in mind laser printers are inexpensive ink is expensive.
8. The senior center and recreation would be upgraded to wireless access also. The wireless routers are 80.00 a onetime cost. The recreation center can add another account for the building for baseball which already has Comcast hooked up for cable television. The township should get the additional account from Comcast at cost from Comcast if not for free.
9. The reason for these upgrades in the township is this link
<http://www.microsoft.com/en-us/windows/enterprise/endofsupport.aspx>
Support for windows XP will end April 8, 2014.
10. The above is from Microsoft website all computers in the township are windows XP except one computer in the tax collector's office which was

configured and installed by me and both computers in the tax assessor's office which were supplied by the Cape May county Tax board.

11. The cost to prep each computer would be 225.00 which I would do at my office then it would be 45.00 per hour which would be billed to each separate department based on my time.
12. This would include all file transfers migration of software and technical support phone calls with all vendors and installation of all printers. Also any and all software upgrades would be supplied by the township thru the vendors.
13. The above does not include any server upgrades but before any server upgrades can take place all work stations have to be upgraded.
14. The e-mail should also be upgrade to Comcast exchange server and I am going to guess the township would need 10-15 accounts.
15. The e-mail would then be stored on line and there would never be a problem with OPRA requests. There is an expense with Comcast and I do not know how much it costs.
16. In my opinion the e-mail now for the township is nothing more than junk mail that is taking every employee an extreme amount of time to go thru just to find the relevant mail for township business. I would suggest Township committee look at the mail on any employee's computer to see exactly what I am talking about.
17. The final cost of all the above should be under 15,000 dollars but that is a rough guess

Dennis Donegan 2-11-2014

TOWNSHIP OF DENNIS

**COUNTY OF CAPE MAY
STATE OF NEW JERSEY**

RESOLUTION NO. 2014-39

**RESOLUTION PROCLAIMING MARCH 3, 2014 –
NEA's READ ACROSS AMERICA DAY**

WHEREAS, the citizens of Dennis Township stand firmly committed to promoting reading as the catalyst for our students' future academic success, their preparation for America's jobs of the future, and their ability to compete in a global economy; and

WHEREAS, Dennis Township has provided significant leadership in the area of community involvement in the education of our youth, grounded in the principle that educational investment is key to the community's well-being and long-term quality of life; and

WHEREAS, NEA's Read Across America, a national celebration of reading, will be conducted on March 3, 2014, sponsored by the National Education Association, promotes reading and adult involvement in the education of our community's students.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that this governing body does hereby call on the citizens of Dennis Township to assure that every child is in a safe place reading together with a caring adult on March 3, 2014.

BE IT FURTHER RESOLVED, that this governing body enthusiastically endorses NEA's Read Across America and Read Across America – NJ, and recommits our community to engage in programs and activities to make America's children the best readers in the world.

ATTEST _____ **ATTEST** _____
Jacqueline B. Justice, RMC/Clerk John Murphy, Mayor

PRESENTED BY:

SECONDED BY:

RESOLUTION NO. 2014-39
PAGE 2

ROLL CALL VOTE:

AYES :

NAYS :

ABSTAINING:

ABSENT:

This is to certify that this is a true copy of a Resolution adopted by the Dennis Township Committee at their regular meeting held on February 18, 2014 at 6:30 p.m. at the Dennis Township Municipal Building located at 571 Petersburg Road, Dennisville, NJ.

ATTEST

Jacqueline B. Justice, RMC/Clerk

TOWNSHIP OF DENNIS

**COUNTY OF CAPE MAY
STATE OF NEW JERSEY**

RESOLUTION NO. 2014-40

**RESOLUTION AUTHORIZING THE ISSUANCE OF A
2014 CAMPGROUND LICENSE**

WHEREAS, pursuant to Chapter 75 of the Code of the Township of Dennis, the Township Committee is required to approve the issuance of Campground Licenses; and

WHEREAS, the Clerk's Office has received the necessary compliance items to issue the following license:

Sea Grove Camping Resort – 190 Sites

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that the Clerk's Office is hereby authorized and directed to issue the 2014 Campground Licenses to the aforementioned campground.

ATTEST _____ **ATTEST** _____
Jacqueline B. Justice, RMC/Clerk John Murphy, Mayor

PRESENTED BY:

SECONDED BY:

RESOLUTION NO. 2014-40
PAGE 2

ROLL CALL VOTE:

AYES :
NAYS :
ABSTAINING:
ABSENT :

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ATTEST _____
Jacqueline B. Justice, RMC/Clerk

TOWNSHIP OF DENNIS

**COUNTY OF CAPE MAY
STATE OF NEW JERSEY**

RESOLUTION NO. 2014-41

**RESOLUTION AUTHORIZING THE EXTENSION OF A LEAVE OF ABSENCE FOR
AN ADMINISTRATIVE EMPLOYEE**

WHEREAS, Resolution No. 2014-31 adopted on 02/04/2014 authorized an extension of a leave of absence for David Blood under the FMLA; and

WHEREAS, said leave was effective 12/21/2013 to 02/03/2014; and

WHEREAS, Mr. Blood has requested an additional extension of his leave of absence for a medical condition.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that an additional extension of the leave of absence be granted for David Blood effective from 02/03/2014 through 03/03/2014 with Mr. Blood returning to work, Tuesday, March 04, 2014.

BE IT FURTHER RESOLVED, that the Municipal Clerk is hereby authorized and directed to file the necessary paperwork with the N.J. Civil Service Commission.

ATTEST _____ **ATTEST** _____
Jacqueline B. Justice, RMC/Clerk John Murphy, Mayor

PRESENTED BY:

SECONDED BY:

ROLL CALL VOTE:

AYES :
NAYS :
ABSTAINING:
ABSENT :

RESOLUTION NO. 2014-41
PAGE 2

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ATTEST _____
Jacqueline B. Justice, RMC/Clerk

Model Local Unit Civil Rights RESOLUTION

A RESOLUTION TO AFFIRM THE (LOCAL UNIT NAME)'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS

WHEREAS, it is the policy of (local unit name) 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 governing body of (local unit name) has determined that certain procedures need to be established to accomplish this policy

NOW, THEREFORE BE IT ADOPTED by the (governing body name) that:

Section 1: No official, employee, appointee or volunteer of the (local unit type) by whatever title known, or any entity that is in any way a part of the (local unit type) 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 (local unit type)'s business or using the facilities or property of the (local unit type).

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 (local unit type) to provide services that otherwise could be performed by the (local unit type).

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 (CEO Title) 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 (CEO Title) shall establish written procedures that require all officials, employees, appointees and volunteers of the (local unit type) 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 (CEO Title) 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 (CEO title) shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the (local unit type). 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 (local unit type)'s web site.

Section 9: This resolution shall take effect immediately.

Section 10: A copy of this resolution shall be published in the official newspaper of the (local unit type) in order for the public to be made aware of this policy and the (local unit type)'s commitment to the implementation and enforcement of this policy.

TOWNSHIP OF DENNIS

**COUNTY OF CAPE MAY
STATE OF NEW JERSEY**

RESOLUTION NO. 2014-43

RESOLUTION AUTHORIZING THE AMENDMENT TO THE TOWNSHIP OF DENNIS PERSONNEL HANDBOOK TO ADDRESS THE INCREMENTS THAT EMPLOYEES MAY USE THEIR SICK DAYS

WHEREAS, the Township has a Personnel Handbook to inform all the personnel about their responsibilities to the Township and its residents as well as the Township's responsibilities and obligations to its employees; and

WHEREAS, the Township Committee desires to amend the policy regarding the increments that employees may use their sick days.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that the Township's Personnel Handbook be amended to allow sick days to be used in half-hour increments as well as full day and half-day.

BE IT FURTHER RESOLVED, that the Clerk is hereby authorized and directed to forward copies of this resolution to all employees and to attach it to the official copy of the Personnel Handbook to be made a part thereof.

ATTEST _____
Jacqueline B. Justice, RMC/Clerk

ATTEST _____
John Murphy, Mayor

PRESENTED BY:

SECONDED BY:

ROLL CALL VOTE:

AYES :
NAYS :
ABSTAINING :
ABSENT :

RESOLUTION NO. 2014-43
PAGE 2

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ATTEST _____
Jacqueline B. Justice, RMC/Clerk

TOWNSHIP OF DENNIS

**COUNTY OF CAPE MAY
STATE OF NEW JERSEY**

RESOLUTION NO. 2014-44

**RESOLUTION CHANGING THE STATUS OF THE PART-TIME SEASONAL
TEMPORARY KEYBOARDING CLERK I FOR THE ADMINISTRATION OFFICE TO
PERMANENT PART-TIME KEYBOARDING CLERK I**

WHEREAS, Resolution No. 2013-111 adopted on 08/05/2013 hired Diane Weldon as a Part-time Seasonal Temporary Keyboarding Clerk I to assist in the Administration Office; and

WHEREAS, the Township Committee desires to make her a permanent part-time Keyboarding Clerk I.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that Diane L. Weldon of 1463 Route 47, P.O. Box 161, Dennisville, NJ 08214 job status be changed to that of Permanent Part-time Keyboarding Clerk I to assist in the Administration Office with her hourly rate to remain \$13.00 per hour.

BE IT FURTHER RESOLVED, that said change be effective 02/23/2014.

ATTEST _____ **ATTEST** _____
Jacqueline B. Justice, RMC/Clerk John Murphy, Mayor

PRESENTED BY:

SECONDED BY:

ROLL CALL VOTE:

AYES :
NAYS :
ABSTAINING:
ABSENT :

RESOLUTION NO. 2014-44
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ATTEST _____
Jacqueline B. Justice, RMC/Clerk

TOWNSHIP OF DENNIS

**COUNTY OF CAPE MAY
STATE OF NEW JERSEY**

RESOLUTION NO. 2014-45

RESOLUTION REINSTATING THE CODE ENFORCEMENT OFFICER

WHEREAS, David Gonnam was laid-off from his permanent position of Code Enforcement Officer for the Township of Dennis effective 08/01/2012; and

WHEREAS, the Township Committee desires to reinstate Mr. Gonnam to his position of Code Enforcement Officer.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that David Gonnam of 28 Tressler Lane, Cape May Court House, NJ 08210 be reinstated as the Township's Code Enforcement Officer at the rate of \$115.00 per day for a maximum of 2 days per week effective 03/02/2014.

ATTEST _____ **ATTEST** _____
Jacqueline B. Justice, RMC/Clerk John Murphy, Mayor

PRESENTED BY:

SECONDED BY:

ROLL CALL VOTE:

AYES :
NAYS :
ABSTAINING:
ABSENT :

RESOLUTION NO. 2014-45
PAGE 2

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ATTEST _____
Jacqueline B. Justice, RMC/Clerk

TOWNSHIP OF DENNIS

**COUNTY OF CAPE MAY
STATE OF NEW JERSEY**

RESOLUTION NO. 2014-46

**RESOLUTION PROVIDING FOR A MEETING NOT OPEN TO THE PUBLIC IN
ACCORDANCE WITH THE PROVISIONS OF THE
NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-12**

WHEREAS, the Township Committee of the Township of Dennis is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq; and

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

WHEREAS, it is necessary for the Township Committee of the Township of Dennis to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12 b and designated below:

- (1) Matters Required by Law to be Confidential: Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- (2) Matters Where the Release of Information Would Impair the Right to Receive Funds: Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
- (3) Matters Involving Individual Privacy: Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual, unless the individual concerned (or in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.
- (4) Matters Relating to Collective Bargaining Agreements: Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.

RESOLUTION NO. 2014-46
PAGE 2

- (5) Matters Relating to the Purchase, Lease of Acquisition of Real Property or the Investment of Public Funds: Any matter involving, the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.
- (6) Matters Relating to Public Safety and Property: Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations of possible violations of the law.
- (7) Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege: Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer. Attorney-Client Privilege.
- (8) Matters Relating to the Employment Relationship: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.
- (9) Matters Relating to the Potential Imposition of a Penalty: Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party bears responsibility.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, assembled in public session on February 18, 2014, that an Executive Session closed to the public shall be held on February 18, 2014 prior to the close of the above night's meeting in the Dennis Township Municipal Complex, 571 Petersburg Road, Dennisville, New Jersey, for the discussion of matters relating to the specific items designed above.

RESOLUTION NO. 2014-46
PAGE 3

BE IT FURTHER RESOLVED, that it is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Township Committee that the public interest will no longer be served by such confidentiality.

ATTEST _____ **ATTEST** _____
Jacqueline B. Justice, RMC/Clerk John Murphy, Mayor

PRESENTED BY:

SECONDED BY:

ROLL CALL VOTE:

AYES :
NAYS :
ABSTAINING:
ABSENT :

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ATTEST _____
Jacqueline B. Justice, RMC/Clerk

MAYOR
EUGENE L. GLEBOCKI

Administration
Revenue & Finance
Public Works
Recreation Department
Senior Center
Emergency Management

DEPUTY MAYOR
BRIAN W. TEEFY

Administration
Board of Health
Revenue & Finance
Recreation Department
Code Enforcement
Planning & Zoning Boards
School Liaison

MUNICIPAL CLERK
JACQUELINE B. JUSTICE, RMC



571 Petersburg Road
P.O. Box 204
Dennisville, NJ 08214
(609) 861-9700 Fax: (609) 861-9719

COMMITTEE MEMBER
JOHN MURPHY

Administration, Grants
Municipal Court
Municipal Alliance
Clean Communities

COMMITTEE MEMBER
ALBERT M. DICICCO

Administration, Grants
Cultural & Heritage
Museum & History Center

COMMITTEE MEMBER
FRANK L. GERMANIO, JR.

Administration
Public Works, Public Safety
Emergency Management
911 Coordinator/Fire/Rescue
Construction Office

JANUARY, 2014 MUNICIPAL CLERK'S REPORT

Planning/Zoning Board	\$	800.00
Clerk Search (1)		10.00
Property Lists (3)		30.00
Copies		0.00
Zoning Book & Maps		0.00
Vital Statistics		134.00
Campground Licenses (11)		8,924.00
Mercantile Licenses (88)		4,400.00
Street Opening Permit (2)		100.00
Miscellaneous (vend lics, amuse)		450.00
TOTAL	\$	14,848.00

MAYOR
EUGENE L. GLEMBOCKI

Administration
Revenue & Finance
Public Works
Recreation Department
Senior Center
Emergency Management

DEPUTY MAYOR
BRIAN W. TEEFY

Administration
Board of Health
Revenue & Finance
Recreation Department
Code Enforcement
Planning & Zoning Boards
School Liaison

MUNICIPAL CLERK
JACQUELINE B. JUSTICE, RMC



571 Petersburg Road
P.O. Box 204
Dennisville, NJ 08214
(609) 861-9700 Fax: (609) 861-9719

COMMITTEE MEMBER
JOHN MURPHY

Administration, Grants
Municipal Court
Municipal Alliance
Clean Communities

COMMITTEE MEMBER
ALBERT M. DICICCO

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COMMITTEE MEMBER
FRANK L. GERMANIO, JR.

Administration
Public Works, Public Safety
Emergency Management
911 Coordinator/Fire/Rescue
Construction Office

JANUARY, 2014 REGISTRAR'S REPORT

Certified Marriages (5)	\$	50.00
Marriage License (3)		84.00
Certified Death (0)		0.00
Certified Birth (0)		0.00
Burial Permit (0)		0.00
Civil Union (0)		0.00
Certified Civil Union (0)		0.00
Certification (0)		0.00
TOTAL		\$ 134.00

ENGINEERS REPORT: FEBRUARY 18, 2014

I reviewed and signed the approved minor subdivision plat for Driftwood campground.

The annual JIF safety incentive program in Vineland has been rescheduled for February 23 due to inclement weather. I attended the Atlantic JIF MSI class in Stone Harbor including refresher courses in blood Bourne pathogens and lock out/ tag out procedures.

I provided the Township Solicitor with the estimated annual cost to collect household trash and garbage of a single isolated household in order to negotiate a possible shared service agreement with Middle Township

To follow up on Bond Ordinance No. 2013-05, the Committee should authorize by resolution proceeding with the necessary engineering specifications for the following improvements at the Recreation Complex:

Resurface the outdoor basketball courts and related improvements; improvements to parking lots; gutter repairs to recreational facility; doors that are both ADA compliant and non-compliant.

I propose a lump sum fee of \$9200.00 for the engineering specifications and the required inspection work. All of the above can be included in the same advertisement and specification documents with separate contracts for each of the three above categories of work.

RESPECTFULLY SUBMITTED,

JOHN C. GIBSON, P.E. 2/18/2014