REGULAR MEETING OF THE DENNIS TOWNSHIP COMMITTEE - OCTOBER 07, 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:

Best Practices Worksheet CY 2014.

Public Comment on Agenda Items:

Review of Consent & Regular Agenda Items

Consent Agenda

Res. #2014-137	Authorizing the Refund of a Tax Overpayment for Block 251, Lot 26.07.
Res. #2014-138	Authorizing Refunds of a Senior Center Trip.
Res. #2014-139	Designating the Official Night for Trick or Treat in Dennis Township.
Res. #2014-140	Authorizing the Execution of a Promise of Indemnification with the County of Cape May for the Temporary Placement of Holiday Wreaths above Petersburg Road and Main Street in Dennisville.
Res. #2014-141	Authorizing Tri-County Sportsmen's Motorcycle Club, Inc. to Conduct their Dual Hammer Run on November 1st and November 2nd, 2014.
Res. #2014-142	Appointing an Acting Electrical Subcode Official for the Construction Department.
Res. #2014-143	Certifying the Governing Body Reviewed the 2014 Best Practices Inventory.
Res. #2014-144	Authorizing the Temporary/Part-time 120 Day Appointment of the following Officials - Construction Official, Building Subcode Official, Fire Subcode Official, Plumbing Subcode Official and Electrical Subcode Official.

Regular Agenda:

Motion for the Bills

Motion authorizing the payment of the bills, providing that proper vouchers have been filed and that funds are available. **General Account $**

Administrative Reports

Municipal Clerk's Report	September, 2014
Registrar's Report	September, 2014
Tax Collector's Report	August, 2014
Construction Official's Report	September, 2014
Engineer's Report	10/07/2014

General Public Comments

Committee Comments

Adjournment

Best Practices Worksheet CY 2014/SFY2015

		Dennis Township (Cape May)	
0504		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	Question	Comments
		General Management - GM	
1	YES	Sharing services has been promoted for many years as a means to control costs. In addition to sharing resources such as labor, facilities and equipment with a county or with neighboring communities, shared services include similar agreements with school boards, independent authorities and fire districts. Shared services do not include cooperative purchasing, cooperative pricing or commodity resale agreements. Did your municipality actively negotiate (i.e. meet with representatives from a neighboring town, your county or another local unit) and/or enter into at least one new shared service agreement, or actively negotiate or enter into the renewal of at least one existing shared service agreement, in the preceding year?	
2	NO	Traffic safety policies for utility and construction work should balance the interests of public safety with those of controlling costs. For example, uniformed police officers controlling a cul-de-sac may be excessive; while parking a policeman in a patrol car on a major highway to act in lieu of a "crash truck" may be insufficient and could endanger the officer. An appropriate traffic safety plan should include parameters governing when police officers, flag men and safety apparatus are used in different circumstances. Has your municipality reviewed its policies and staffing requirements for providing traffic safety around utility and construction work, and implemented policies to assure that the most efficient and cost-effective approach is taken?	
	YES	Has your municipality adopted a vehicle use policy prohibiting personal use of municipal vehicles, and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? **Only answer "N/A" if your municipality does not have any municipally-owned vehicles.**	
4	YES	Has the appropriate administrative official reviewed the State Comptroller's June 25, 2013 Report with respect to local government legal fees, and does your municipality follow the best practices outlined in the checklist annexed as an Appendix to the report?	

Best Practices Worksheet CY 2014/SFY2015

		Dennis Township (Cape May)	
0504		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	**Question**	**Comments**
5	YES	Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget including the full adopted budget for current year when approved by governing body; most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; easily accessible contact information for elected and appointed officials, municipal administrator or manager, municipal clerk, police chief, municipal court administrator and all department heads; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?	
6	YES	Does your municipality require its elected officials to attend on an annual basis at least one instructional course covering the responsibilities and obligations of elected officials (for example: ethics, municipal finance, labor relations, risk management, shared services, purchasing, land use administration, personnel, technology etcetera)? This item may be satisfied either through a course approved for continuing education credit by DLGS, or in-house education provided by a professional, vendor or staff member (provided they have significant expertise in their profession and routinely prepare public presentations).	

Best Practices Worksheet CY 2014/SFY2015

		Dennis Township (Cape May)	
0504		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	**Question**	**Comments**
	YES	With regard to your municipality's collective bargaining agreements that replaced contracts expiring on or after 1/1/11, is the overall impact of the aggregate economic costs limited to an average increase of 2% or less per year over the contract term? An example of such analysis can be found on the "PERC Summary Form; Public Sector; Non-Police and Non-Fire; Section V Impact of Settlement" and "PERC Summary Form; Police and Fire; Section VII Impact of Settlement"	
	YES	A municipality's participation in FEMA's National Flood Insurance Program Community Rating System can lead to significant flood insurance premium reductions for its homeowners. An explanation of the program may be found on FEMA's website at http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system, and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at http://www.nj.gov/dep/floodcontrol/about.htm. Does your municipality have, or is your municipality in the process of attaining, a Community Rating System ranking of at least Class 9?	
9	YES	If the ratio of assessed values to market values in your municipality is presently less than 65%, is your municipality in the process of conducting a reassessment or revaluation?	
10	YES	The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. While far more local officials are required to file Financial Disclosure Forms than simply local elected officials, their compliance is particularly important. Have all of your local elected officials filed their Financial Disclosure Form in 2014 that covers the 2013 calendar year?	

		Dennis Township (Cape May)	
0504		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	**Question**	**Comments**
11	YES	Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of such an authority is often appropriate, and many authorities successfully and efficiently fulfil their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. N.J.S.A. 40A:5A-20 allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether the authority's continued existence is appropriate, and whether the authority is appropriately and efficiently serving its residents. Does the governing body meet at least o	
		Finance & Audit - FA	
12	YES	Internal accounting control processes, procedures and authorizations are designed to safeguard assets and to limit the risk of loss or misstatement. 1) Are internal accounting control processes, procedures and authorizations documented and communicated to staff; and 2) Does your Administrator/Manager or CFO, as appropriate, evaluate and discuss risk assessment annually with your governing body or an appropriate subcommittee thereof (such as the Audit or Finance Committee) with a focus on developing and updating accounting control processes, procedures and authorizations? **If you selected "yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee.**	According to the Municipal Solicitor: The Mayor and senior Township Committee Member meet monthly and discuss the montly bills. The last meeting was September 16, 2014

Best Practices Worksheet CY 2014/SFY2015

		Dennis Township (Cape May)	
0504		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	**Question**	**Comments**
	YES	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. Is your municipality 1) marketing note sales beyond publishing the notice required by N.J.S.A. 40A:2-30, and beyond displaying a notice on your municipal website; and 2) issuing a prospectus, official statement or other document to potential lenders disclosing all material financial and budget information?	
14	YES	Does your municipality have a Finance Committee (or equivalent) made up of one or more members of the governing body and other appropriate personnel, as may be needed, that meets at least monthly and discusses all significant financial issues? **If you answer "Yes", phrase state in the Comment section the approximate date of your municipality's most recent Finance Committee meeting.**	According to the Municipal Solicitor: The Mayor and senior Township Committee Member meet monthly and discuss the montly bills. The last meeting was September 16, 2014
15	YES	Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. Have all audit findings from the 2012 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2013 audit? **If the answer is no, please list the repeat findings in the comments section. In the event your municipality wishes to appeal the result of this question, the Director shall determine based on the comment(s) whether the finding(s) is/are sufficiently material to warrant a "no" answer.**	

Best Practices Worksheet CY 2014/SFY2015

		Dennis Township (Cape May)	
0504		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	**Question**	**Comments**
16	YES	The CFO should be capable of preparing the annual financial statement, annual debt statement and budget schedules. Excessive auditor assistance on these documents could create a perception that the auditor is not truly independent of the client in auditing the client's financial statements. At a minimum, each CFO should prepare balanced and reconciled financial records including books of original entry, general ledgers, subsidiary ledgers and other computer reports that accurately analyze and reflect the municipality's financial position. These records should have sufficient detail for an accountant with sufficient knowledge of New Jersey's municipal accounting system to extract information necessary to prepare financial and debt statements. This requires that, within acceptable tolerance, all financial transactions (cash and non-cash) be posted in the general ledger and that all general ledger accounts be supported by subsidiary ledgers, reports, reconciliations or are otherwise analyzed. A "yes" answer is appropriate if 1) your CFO prepares the annual financial statement, annual debt statement and annual budget, or 2) y	
	YES	Grant programs can create a significant burden on a municipality's cash flow if program expenses are either not timely reimbursed or are charged to other operating accounts instead of to the grant. Are all grant revenues, along with their corresponding appropriations, reviewed at least quarterly to determine that all program expenses have 1) been filed for reimbursement and 2) have been properly charged to the grant, with follow up communication to grantor agencies in instances where payments are delayed?	
18	YES	N.J.S.A. 40A:5-4 requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of its fiscal year. Further, N.J.S.A. 40A:5-6 requires the municipality's auditor to submit a certified duplicate copy of the audit report and recommendations with the Division within 5 days after filing the original with the municipal clerk. Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that your auditor has filed a certified duplicate copy of the audit report with the Division? **You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.**	

		Dennis Township (Cape May)	
0504		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	**Question**	**Comments**
19	YES	For its most recent audit period completed, has the municipality: 1) not had findings reported in the Schedule of Findings and Questioned Costs related to potential or actual questioned costs; or 2) not accrued a liability or made payment to a grantor for questioned costs or disallowed expenditures; or 3) not been notified of an amount that must be refunded to a grantor as a result of a contract audit or for any other reason?	
20	YES	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 their Annual Debt Statement with the Division of Local Government Services. The annual debt statement must be filed electronically following the procedure described in Local Finance Notice 2013-3. Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?	
21	YES	Local Finance Notice 2014-09 contains important information about the need for municipalities that have certain outstanding debt to abide by requirements to annually disclose certain information with respect to financial conditions. The continuing financial disclosure obligations are required by federal law and local agreements executed as part of past issuances of debt. Failure to comply can result in penalties against local governments and individual officers responsible for various filings. Failure to comply can also result in a lack of access to capital markets. Has your CFO done all of the following: (1) reviewed Local Finance Notice 2014-09; and (2) undertaken, or caused to be undertaken, a review of past compliance with such requirements?	
22	YES	Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in the previous question?	
		Procurement - P	

Best Practices Worksheet CY 2014/SFY2015

		Dennis Township (Cape May)	
0504		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	**Question**	**Comments**
23	YES	Municipalities and their agencies are allowed to prohibit the award of public contracts to business entities that have made certain campaign contributions exceeding $300 and to limit the contributions that the holders of a contract can make during the term of a contract to $300. A model ordinance concerning pay-to-play can be found at http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/ pay_to_play_ordinance-contractor.doc. Has your municipality adopted a pay-to-play ordinance pursuant to N.J.S.A. 40A:11-51 that is more restrictive than state statutory requirements?	
	N/A	Changes in energy markets could potentially offer substantial savings for local governments. Local Finance Notice 2012-12 provides important guidance on the competitive procurement of energy. Has your CFO, head purchasing official or other appropriate municipal official evaluated and discussed with your governing body (or an appropriate subcommittee thereof) whether the cooperative or competitive procurement of energy would benefit your municipality? **If you answer "Yes", please state in the Comment section the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee. You may only answer "N/A" if your municipality already participates in competitive energy procurement.**	
25	NO	The Local Finance Board recently adopted new rules, outlined in Local Finance Notice 2013-17, expanding municipalities' ability to purchase goods and services with procurement cards. The most significant change is the elimination of the prior per-transaction monetary limitation on P-Cards (15% of local unit's bid threshold) where a Qualified Purchasing Agent manages a local unit's P-Card program. Has your CFO, head purchasing official or other appropriate municipal official evaluated and discussed with your governing body (or an appropriate subcommittee thereof) how and whether a procurement card program could benefit the municipality or, if a procurement card program already exists, whether the program complies with the new regulations? **If you answered "Yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee. If your municipality has a procurement card program, please name the vendor in the Comment section.**	

		Dennis Township (Cape May)	
0504		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	**Question**	**Comments**
	YES	P.L. 2013, c. 37, known as the "Sandy Integrity Monitor Law", requires the State Treasurer to assign monitors to recovery and rebuilding-related contracts $5 million or above, and grants the Treasurer discretion to assign monitors on contracts below $5 million. Pursuant to authority granted under the law, all Sandy-related recovery and rebuilding contracts over $2 million awarded by local governments must be reported to the State Department of Treasury. Please access Treasury's Sandy website at http://www.state.nj.us/treasury/news-sandy.shtml for more information on your municipality's responsibilities under the Sandy Integrity Monitor Law. Has your municipality reported all Superstorm Sandy-related contracts over $2 million to the State Treasurer?	
27	YES	N.J.S.A. 40A:11-5 (a)(i) states that, if a municipality utilizes the professional services exemption from the Local Public Contracts Law, "The governing body shall in each instance state supporting reasons for its action in the resolution awarding each contract and shall forthwith cause to be printed once, in the official newspaper, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the clerk of the [] municipality...". With respect to the award of professional services contracts, is your municipality complying with the above referenced provision of the Local Public Contracts Law?	
		Budget Preparation and Presentation - BP	
28	YES	In preparing your annual budget it is important for both the governing body and public to understand the concept of surplus and how it accumulates (or declines) over the years. A formal policy regarding surplus serves as a basis for decisions concerning future financial solvency, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy your CFO should analyze and explain at least a five-year trend of surplus; illustrating the factors causing each annual increase or decrease. A surplus policy with realistic and sustainable goals can then be determined. Does your municipality have a written policy goal for the amount of surplus available in support of municipal operations, and is this goal evaluated annually?	

Best Practices Worksheet CY 2014/SFY2015

		Dennis Township (Cape May)	
0504		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	**Question**	**Comments**
29	YES	In preparing your annual budget for the current year, it is important that the impact that current budgeting decisions may have on future years' budgets be presented, evaluated and considered before the governing body takes final action. Long term plans concerning revenue, appropriations, tax levy, tax levy cap and surplus are critical to sustaining (or achieving) a solid fiscal condition. Are budget projections 1) factoring in the impact that the current year's budget may have on the future tax levy (as restricted by the levy cap) and future surplus balances for at least *two* future year's budgets, and 2) are these budget projections discussed with the governing body?	
	N/A	Certain municipalities have indirectly pledged prompt payment (i.e. issued a guarantee) of debt service with respect to debt issued by counties, independent authorities or developers. Bond Rating Agencies (e.g. Moody's, Fitch, Standard & Poor's) have downgraded certain municipalities' bond ratings to below investment grade for lack of preparation in the event a lender calls in a debt guarantee. If your municipality guarantees any debt, are direct service revenues that may be pledged against debt repayment monitored by the municipal CFO; and to the extent that cash flow from pledged revenue will not satisfy the debt repayment, are sufficient funds held in reserve to satisfy the guarantee or is an existing authorization in place to issue debt (e.g. a bond ordinance) in the event a lender calls in the guarantee?	
31	YES	Do elected officials receive a **written** status report at least quarterly on all budget revenues and appropriations as they correspond to the annual adopted budget?	
32	YES	In developing your multi-year capital plan, is your municipality dedicating sufficient revenues to fund maintenance, repair and eventual replacement of infrastructure such as roads, storm sewers, sanitary sewers and water systems?	
33	NO	N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10, unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1. Did your municipality approve its introduced current year budget no later than the date provided by law or as extended by the Director?	Not Done At 03/18/2014 Meeting. Done At 04/14/2014

Best Practices Worksheet CY 2014/SFY2015

		Dennis Township (Cape May)	
0504		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	**Question**	**Comments**
34	NO	N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20, unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1. Did your municipality adopt its current year budget no later than the date provided by law or as extended by the Director? **This question may only be answered "N/A" if your municipality delayed its budget adoption because it awaited a Division determination concerning a grant award or Transitional Aid award.**	See Above, Adopted 05/06/2014

Best Practices Worksheet CY 2014/SFY2015

		Dennis Township (Cape May)	
0504		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	Question	Comments
		Health Insurance - HI	
35	YES	Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? **Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". If you answered "No", please list in the Comments section the name and title of each elected or appointed official receiving either health benefits or a waiver payment in lieu of health benefits.**	
	YES	Does your municipality conduct a monthly review of health benefit covered lives itemized on health insurance invoices to determine that health insurance invoices do not include employees, former employees, spouses or dependents who should no longer be receiving coverage?	
	NO	Municipalities frequently contract with or designate insurance brokers to secure healthcare coverage from insurance carriers. Brokers are typically paid by third-party administrators (TPA's) hired to collect, review and pay healthcare bills. The municipality pays the TPA, who in turn pays the broker. Broker fees are often directly related to the amount of insurance premiums or fees paid by the municipality (i.e. the higher the premium, the larger the broker's commission). Thus, the municipality-broker-TPA arrangement is vulnerable to abuse because brokers could face conflicting incentives in seeking lower-cost insurance alternatives. <u>If your municipality contracts with or otherwise designates an insurance broker, is the structure for broker payments set at a flat-fee rather than on a commission basis (so as to mitigate the risk of brokers recommending more expensive insurance coverage to earn higher fees)?</u>	

Best Practices Worksheet CY 2014/SFY2015

		Dennis Township (Cape May)	
0504		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	Question	Comments
	N/A	The State Health Benefits Program (SHBP) offers medical, prescription and dental coverage options for more than 850,000 participants, including employees, dependents and retirees. All plans have substantial networks of healthcare providers, and provide services nationwide. 62% of municipalities, and 33% of counties, within New Jersey participate in SHBP. If your municipality has non-SHBP coverage, as your collective bargaining agreements come up for renegotiation, do your municipality's negotiation proposals seek contract provisions allowing its employees to be switched to SHBP or another non-SHBP plan of lesser cost?	
39	YES	Prior to municipal officers and employees being required to substantially share in the cost of their health benefits, there was no disincentive to officers and employees accepting coverage even though they had alternative coverage. Many municipalities would offer payments in lieu of health benefits to encourage officers and employees to voluntarily drop coverage, provided they had coverage from another source. The policy often saved money by replacing the expensive cost of providing health care with the less expensive payment in lieu of health benefits. The need to pay officers and employees money to not take a health insurance benefit they can receive from another source has largely disappeared, because the cost of premium sharing will cause officers and employees to drop coverage if alternative coverage is available. Has your municipality: (1) explored all necessary actions to end payments in lieu of health benefits (e.g. modifying collective bargaining agreements); and (2) either adopted or discussed at a public meeting a policy prohibiting payments in lieu of health benefits to officers and employees who are not contr	

Best Practices Worksheet CY 2014/SFY2015

		Dennis Township (Cape May)	
0504		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	Question	Comments
		Personnel - PE	
40	NO	The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, municipal managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and are not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with your labor counsel for more detailed guidance). Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA? *In answering this question, be aware that exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings, participation in training sessions*	
	YES	N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. Has your municipality filed all current contracts with PERC?	
42	YES	Does your municipality make available to the public free of charge, either through an internet posting or on-site review, documents that show the current salaries of all personnel?	

Best Practices Worksheet CY 2014/SFY2015

		Dennis Township (Cape May)	
0504		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	**Question**	**Comments**
43	YES	Accurate records of employee time are critical not only for financial accountability, but also effective management of your workforce. Is your municipality ensuring that 1) employees complete and file standardized forms, either electronically or by paper, to verify all employee time worked (e.g. time cards, electronic time keeping); 2) your personnel/human resources office maintains records accounting for all employee leave time earned and used; and 3) supervisors are reviewing and approving/denying employee time and attendance documentation before those records are submitted to management and, in the case of department heads, is such documentation reviewed and verified independently?	
	NO	Has your municipality instituted a policy to not compensate employees for sick leave accumulated after a certain date?	

Best Practices Worksheet CY 2014/SFY2015

		Dennis Township (Cape May)	
0504		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	Question	Comments
45	YES	Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work?	
46	NO	The State Workers Compensation Law provides that, when an employee receives a work-related injury producing temporary disability, the employee is entitiled to wage-continuation equal to 70% of the employee's weekly wages, subject to a maximum compensation as determined by the Commissioner of Labor. Does your municipality limit benefits for work-related injuries to the above statutory benefit? The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	
47	YES	The weekly benefit rate provided under the State Temporary Disability Law for a non-work-related injury is calculated on the basis of claimant's average weekly wage. Each claimant is paid 2/3 of their average weekly wage up to the maximum amount payable, which is $595 for disabilities beginning on or after 1/1/13. Does your municipality refrain from supplementing the Temporary Disability benefit? The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. **Only answer "N/A" if your municipality does not participate in the State Temporary Disability Program.**	
48	YES	Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees?	
49	YES	For any employees covered by a collective bargaining agreement, has your municipality eliminated longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "prospective" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	

Best Practices Worksheet CY 2014/SFY2015

		Dennis Township (Cape May)	
0504		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	Question	Comments
50	YES	Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? **If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.**	
	0	Select	
	39	Yes	
	8	No	
	3	N/A	
	0	Prospective	
	50	**Total Answered:**	
	42	Score (Yes + N/A + Prospective)	
	84%	Score %	
	0%	Percent Withheld	
		Chief Administrative Officer's Certification	
		I hereby certify that the information provided in this Best Practices Inventory is accurate	Certification #(s)
		to the best of my knowledge.	
		Name & Title	**Date**
		Chief Financial Officer's Certification	
		I hereby certify that the information provided in this Best Practices Inventory is accurate	N00551090
		to the best of my knowledge.	
		Glenn O. Clarke	**3-Oct-14**

Best Practices Worksheet CY 2014/SFY2015

		Dennis Township (Cape May)	
0504		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
		Municipal Clerk's Certification	
		I hereby certify that the Governing Body of the <insert Municipality> in the County of	
		<insert County> discussed/will discuss the CY 2014/SFY 2015 Best Practice Inventory as	
		completed herein at a public meeting on <insert date>, with the Inventory results, and the	
		certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to	Certification #(s)
		be stated in the minutes of said public meeting.	
		Name	**Date**

Best Practices Worksheet CY 2014/SFY2015

		Dennis Township (Cape May)	
0504		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
		Red = Repeat Question; Prospective answers not permitted	
		Blue = Questions where neither "not applicable" nor "N/A" answers are permitted	
		Green = Repeat questions where neither "Prospective" nor "Not Applicable" are permitted	
		No Color = "Yes"; "No"; "Prospective" and "Not Applicable" are all permissible answers	

# of Questions scored yes, prospective, or "not applicable"	Amount of Aid Disbursed	Impact on final 5% aid payment/impact on total aid
41-50	100%	No penalty
33-40	80%	Lose 20% which equals 1% of total aid
25-32	60%	Lose 40% which equals 2% of total aid
17-24	40%	Lose 60% which equals 3% of total aid
9-16	20%	Lose 80% which equals 4% of total aid
0-8	0%	Lose 100% which equals 5% of total aid

Question	Table of Weblinks	
4	http://nj.gov/comptroller/news/docs/press_local_government_legal_fees.pdf	
7	http://www.state.nj.us/perc/Collective_Bargaining_Agreement_Summary_Form_Police_and_Fire_2012.04.02_Instructions_and_Example_.pdf	
7	http://www.state.nj.us/perc/Collective_Bargaining_Agreement_Summary_Form_Non-Police_and_Non-Fire_2012.04.02_Instructions_and_Example_.pdf	
8	http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system	
8	http://www.nj.gov/dep/floodcontrol/about.htm	
20	http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-3.pdf	
21	http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-09.pdf	
23	http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc	
24	http://www.nj.gov/dca/divisions/dlgs/lfns/12/2012-12.pdf	
25	http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-17.pdf	
26	http://www.state.nj.us/treasury/news-sandy.shtml	

TOWNSHIP OF DENNIS

COUNTY OF CAPE MAY
STATE OF NEW JERSEY

RESOLUTION NO. 2014-137

RESOLUTION AUTHORIZING A REFUND OF A TAX OVERPAYMENT

WHEREAS, the Tax Collector, Michele T. Heim, has notified the Clerk of a tax overpayment on Block 251, Lot 26.07; and

WHEREAS, the overpayment was a result of the County Tax Board awarding a 100% Disabled Veteran exemption; and

WHEREAS, the amount of the overpayment requested to be refunded for Block 251, Lot 26.07 is five hundred twenty-six dollars ($526.00).

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that the Chief Financial Officer be and is hereby authorized and directed to refund the total amount of $526.00 to: David E. & Andrea D. Kaufmann, 33 Furlong Drive, Cape May Court House, NJ 08210.

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

PRESENTED BY:

SECONDED BY:

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 October 07, 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. 2014-138

RESOLUTION AUTHORIZING REFUNDS OF A SENIOR CENTER TRIP

WHEREAS, the Dennis Township Senior Citizen Center had scheduled a trip to the Amish Experience on October 15, 2014; and

WHEREAS, the Clerk has received notification from the Senior Center's Director that due to lack of participation the trip has been cancelled; and

WHEREAS, the Township has received payments for this trip that must be refunded.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that the Chief Financial Officer be and is hereby authorized and directed to refund the following payments made for the cancelled October 15, 2014 Amish Experience trip:

Elizabeth M. Lafferty 274 Kings Highway Clermont, NJ 08210	$138.00	Cathy Cannuli 1731 Shore Road, Unit 148 Ocean View, NJ 08230	$ 69.00
Suzanne Doll 413 Beachplum Road Villas, NJ 08251-1114	$ 69.00		

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

PRESENTED BY:

SECONDED BY:

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 October 07, 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. 2014-139

RESOLUTION DESIGNATING THE OFFICIAL NIGHT FOR TRICK OR TREAT

BE IT RESOLVED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that the official night for "Trick or Treat" in Dennis Township will be Friday, October 31, 2014 during the hours of 5:00 P.M. to 8:00 P.M.

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

PRESENTED BY:

SECONDED BY:

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 October 07, 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. 2014-140

RESOLUTION AUTHORIZING THE EXECUTION OF A PROMISE OF INDEMNIFICATION WITH THE COUNTY OF CAPE MAY FOR THE TEMPORARY PLACEMENT OF HOLIDAY WREATHS ABOVE PETERSBURG ROAD AND MAIN STREET IN DENNISVILLE

WHEREAS, the Township has requested that the County of Cape May permit temporary placement of holiday wreaths on utility poles above portions of County Route 610 (Petersburg Road and Main Street) in Dennisville; and

WHEREAS, the Holiday Wreath Project would last approximately November 21, 2014 thru January 09, 2015; and

WHEREAS, the Township has been notified by the County Engineer that the County requires the Township to execute a Promise of Indemnification in order to process our request.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that the Mayor and Clerk are hereby authorized and directed to execute the Promise of Indemnification so that the County of Cape May can approve the temporary placement of Holiday Wreaths above a portion of County Route 610 (Petersburg Road and Main Street) in Dennisville.

BE IT FURTHER RESOLVED, that a certified copy of this resolution shall accompany the executed Promise of Indemnification to the County Engineer's Office.

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

PRESENTED BY:

SECONDED BY:

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 October 07, 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. 2014-141

RESOLUTION AUTHORIZING TRI-COUNTY SPORTSMEN'S MOTORCYCLE CLUB, INC. TO CONDUCT THEIR DUAL SPORT HAMMER RUN

WHEREAS, the Clerk has received a request from the Tri-County Sportsmen's Motorcycle Club, Inc. for permission to use existing trails and roads that cross Township owned property for their Dual Sport Hammer Run; and

WHEREAS, said Run is scheduled for November 1 & November 2, 2014; and

WHEREAS, the Club carries one million dollars of liability insurance which would name the Township as an additional insured.

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 is hereby authorized and directed to execute the permission form for the use of Township property by the Tri-County Sportsmen's Motorcycle Club, Inc. for their Dual Sport Hammer Run on November 1 & November 2, 2014.

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

PRESENTED BY:

SECONDED BY:

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 October 07, 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. 2014-142

RESOLUTION APPOINTING AN ACTING ELECTRICAL SUBCODE OFFICIAL FOR THE CONSTRUCTION DEPARTMENT

WHEREAS, the Township's Electrical Subcode Official has retired effective 09/30/2014; and

WHEREAS, an acting Inspector needs to be appointed so that inspections can be completed in a timely fashion; and

WHEREAS, Township resident, Raymond Poudrier has assisted the Township in the past and has done an excellent job.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that Raymond Poudrier be appointed as the Acting Electrical Subcode Official.

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

PRESENTED BY:

SECONDED BY:

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 October 07, 2014 at 6:30 p.m. (prevailing time) 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. 2014-143

RESOLUTION CERTIFYING THE GOVERNING BODY REVIEWED THE 2014 BEST PRACTICE INVENTORY

WHEREAS, the State of New Jersey, Department of Community Affairs, Division of Local Government Services requires the governing body of every local unit to review the Best Practice Inventory; and

WHEREAS, the 2014 Best Practice Inventory Questionnaire has been filed by the Chief Financial Officer and a copy has been received by each member of the governing body; and

WHEREAS, the Township Committee of the Township of Dennis, does hereby comply with the promulgation of the Division of Local Government Services of the State of New Jersey.

NOW THEREFORE BE IT RESOLVED that the governing body of the Township of Dennis does hereby direct the Municipal Clerk to forward a certified copy of this resolution and the required affidavit to said Division to show evidence of compliance.

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

PRESENTED BY:

SECONDED BY:

<u>ROLL CALL VOTE:</u>

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 October 07, 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. 2014-144

RESOLUTION AUTHORIZING THE TEMPORARY/PART-TIME 120 DAY APPOINTMENT OF A CONSTRUCTION OFFICIAL, BUILDING SUBCODE OFFICIAL, FIRE SUBCODE OFFICIAL, PLUMBING SUBCODE OFFICIAL AND ELECTRICAL SUBCODE OFFICIAL

WHEREAS, the Construction Official, Building Subcode Official, Fire Subcode Official, Plumbing Subcode Official and Electrical Subcode Official, Mario Zaccaria, submitted his letter of retirement effective 09/30/2014; and

WHEREAS, the Township has conducted interviews with various inspectors which hold the necessary certifications and are highly recommended by Mr. Zaccaria.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that William R. Callahan be appointed as the temporary part-time Construction Official, Building Subcode Official and Fire Subcode Official for a period of 120 days at the annual rate of $42,000.00 which is to be prorated, effective 10/01/2014.

BE IT FURTHER RESOLVED, that _____ be apponted as the temporary part-time Plumbing Subcode Official for a period of 120 days at the rate of _____ per hour effective 10/01/2014.

BE IT FURTHER RESOLVED, that _____ be apponted as the temporary part-time Electrical Subcode Official for a period of 120 days at the rate of _____ per hour effective 10/01/2014.

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

PRESENTED BY:

SECONDED BY:

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 October 07, 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

MAYOR
JOHN MURPHY

Administration
Emergency Management
Revenue & Finance
Public Works
Recreation Department

DEPUTY MAYOR
BRIAN O'CONNOR

Administration
Board of Health
Code Enforcement
Construction
Planning & Zoning Boards
School Liaison

MUNICIPAL CLERK
JACQUELINE B. JUSTICE, RMC

THE TOWNSHIP OF DENNIS
1826
COUNTY OF CAPE MAY, NJ

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

COMMITTEE MEMBER
BRIAN TEEFY

Clean Communities
Cultural & Heritage
Grants
Public Works

COMMITTEE MEMBER
ALBERT M. DICICCO

911 Coordinator/Fire & Rescue
Cultural & Heritage
Emergency Management
Land Use Board
Museum & History Center
Public Safety
School Liaison
Tax Offices

COMMITTEE MEMBER
FRANK L. GERMANIO, JR.

Grants
Municipal Alliance
Municipal Court
Senior Center

SEPTEMBER, 2014 MUNICIPAL CLERK'S REPORT

Planning/Zoning Board	$	1,050.00
Clerk Search (0)		0.00
Property Lists (2)		20.00
Copies		0.00
Zoning Book & Maps		0.00
Vital Statistics		406.00
Campground Licenses (0)		0.00
Mercantile Licenses (0)		0.00
Street Opening Permit (1)		50.00
Miscellaneous ( )		0.00
TOTAL	**$**	**1,526.00**

MAYOR
JOHN MURPHY

Administration
Emergency Management
Revenue & Finance
Public Works
Recreation Department

DEPUTY MAYOR
BRIAN O'CONNOR

Administration
Board of Health
Code Enforcement
Construction
Planning & Zoning Boards
School Liaison

MUNICIPAL CLERK
JACQUELINE B. JUSTICE, RMC

THE TOWNSHIP OF DENNIS
1826
COUNTY OF CAPE MAY, NJ

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

COMMITTEE MEMBER
BRIAN TEEFY

Clean Communities
Cultural & Heritage
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COMMITTEE MEMBER
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911 Coordinator/Fire & Rescue
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Tax Offices

COMMITTEE MEMBER
FRANK L. GERMANIO, JR.

Grants
Municipal Alliance
Municipal Court
Senior Center

SEPTEMBER, 2014 REGISTRAR'S REPORT

Certified Marriages (15)	$	150.00
Marriage License (7)		196.00
Certified Death (6)		60.00
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	**$**	**406.00**

Collector's Report of Receipts and Disbursements

To the COMMITTEE of the TOWNSHIP of DENNIS, N. J.

Gentlemen:

I herewith submit to you my report of Receipts and Disbursements for month ending:

AUGUST 31 2014

Dated SEPTEMBER 25 2014

Michele T. Heim, CTC Collector.
MICHELE T. HEIM, CTC

COLLECTIONS

Taxes Year 2014	3,337,822.54
" " 2015	217,564.16
" "	
" "	
" "	
" "	
Gross Receipts Tax, Year	
Franchise Tax "	
Property Redeemed	
Interest and Costs	946.37
Fees for Searches	
TOTAL Receipts	3,556,333.07
Discount on Taxes	
Net Receipts	3,556,333.07

DISBURSEMENTS

Paid to Treasurer	3,556,333.07
Total Disbursements	3,556,333.07
Cash on hand AUGUST 31, 2014	100.00

Remarks:

NO.T-172 USHER PUBLISHING CO., INC., TRENTON, NEW JERSEY

MUNICIPAL MONTHLY ACTIVITY REPORT (PERMITS)

Municipality: Dennis Twp. County: Cape May

Month Ending: September, 2014

USE GROUP	NO. OF PERMITS ISSUED FOR				PERMITS ISSUED					
	New Bldg. or Addn.	Alter-ation	Demo-lition	Updates	No. of Cubic Feet (New Bldg. or Addn.)	No. of Private Owned	No. of Public Owned	No. of Housing Units Gained	No. of Housing Units Lost	Total Value of Construction
Residential										
R-1										
R-2										
R-5		20		1		21				206,389
R-4										
SUBTOTAL										
Non-Res										
m		1				1				4,550.
U				1		1				0.
SUBTOTAL										
TOTAL		21	–	2		23				210,939

FEES COLLECTED:

Building	$ 1,333
Plumbing	$ 577
Electrical	$ 1,822
Fire	$ 226
Other	$
DCA	$ 276
CO	$ 30
Mechanical	$
Annual Pool	$
Zoning	$ 80.00
Penalty	$ 4,344.00
TOTAL	$

PREPARED BY: Dennis Webster

DATE PREPARED: 10-2-2014

U.C.C. Form R-812A

ENGINEERS REPORT OCTOBER 7, 2014

THE REPAIRS TO THE HEATING AND AIR CONDITIONING SYSTEM IN TOWNSHIP HALL HAVE BEEN COMPLETED. I HAVE REPORTED AN UNUSUAL "NOISE" TO THE CONTRACTOR FOR CORRECTION.

I AM INSPECTING THE IMPROVEMENTS TO THE DENNISVILLE WAWA , THE VENDRASCO SUBDIVISION, AND CONTINUING TO INSPECT THE CONSTRUCTION OF THE SITE WORK FOR THE "DANCE DYNAMICS" PROJECT.

I ATTENDED THE COUNTY FEMA WORKSHOP WITH COMMITTEEMAN DICICCO. THE TOWNSHIP IS EXPECTED TO REVIEW THE DENNIS TOWNSHIP MAPPING FOR POSSIBLE ERRORS AND APPROVE BY ORDINANCE (NEXT YEAR) TO CONTINUE TO REMAIN ELIGIBLE FOR FLOOD INSURANCE. WE ARE RECOMMENDING A TWO FOOT FREEBOARD FOR NEW CONSTRUCTION. I CAN ANSWER ANY QUESTIONS AND EXPAND ON THIS REPORT AT THE MEETING, IF YOU WISH.

I INSPECTED AND APPROVED ONE ROAD OPENING PERMIT AND CONDUCTED THE QUARTERLY SAFETY COMMITTEE MEETING.

I HAVE BEEN BUSY AS ACTING ZONING OFFICER, ANSWERING QUESTIONS THAT HAVE BEEN REFERRED TO ME AND APPROVING SEVERAL PERMITS.

INSTALLATION OF FIBER OPTICS CABLE TO UPGRADE SPRINT'SFACILITY AT THE TOWER BEHIND PUBLIC WORKS IS EXPECTED TO BEGIN EARLY THIS WEEK. THE CABLE WILL BE AERIAL FROM PETERSBURG ROAD TO THE PUBLIC WORKS GATE AND 445 FEET OF TRENCHING WILL CONTINUE ACROSS THE PUBLIC WORKS YARD TO THE TOWER.

RESPECTFULLY SUBMITTED,

JOHN C. GIBSON, P.E. 10/7/2014