

**REGULAR/WORKSESSION MEETING OF THE DENNIS TOWNSHIP  
COMMITTEE - MARCH 17, 2015 – 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.

**Public Hearing on Fire District #1 Defeated Budget:**

**Public Comment on Agenda Items:**

Review of Consent & Regular Agenda Items

**Consent Agenda**

Minutes:	07/21/2014 Regular Meeting, 08/04/2014 Regular & Work Session Meetings and 08/04/2014 Public Hearing for the Small Cities Community Development Block Grant Program.
Correspondence:	Certificate of Determination and Award of the Township's Bond Anticipation Note Sale. Greater Tuckahoe Area Merchants Association Annual Tour de Tuckahoe on May 02, 2015.
Res. #2015-46	Authorizing a Tax Refund for a Duplicate Tax Payment on Block 54, Lot 8.
Res. #2015-47	Appointing an Alternate Engineer for the Year 2015. (Remington & Vernick Engineers).
Res. #2015-48	Adopting the Atlantic County Municipal Joint Insurance Fund's Transitional Duty Policy.
Res. #2015-49	Changing the Job Status of the Construction Official, Building Subcode Official, Fire Subcode Official, Plumbing Subcode Official and Electrical Subcode Official to Permanent Part-Time.

**Regular Agenda:**

Ord. #2015-01	An Ordinance of the Township of Dennis, County of Cape May and State of New Jersey, Amending Chapter 80, Section 5 of the Code of the Township of Dennis Entitled, "Construction Codes, Uniform – Fees". (for second reading and public hearing).
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**REGULAR MEETING OF THE DENNIS TOWNSHIP COMMITTEE –  
MARCH 17, 2015 – 6:30 P.M. (page 2)**

**Regular Agenda Continued:**

**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      \$306,387.80**

**Administrative Reports**

Tax Collector's Report	February, 2015
Construction Official's Report	February, 2015
Engineer's Report	03/17/2015

**General Public Comments**

**Committee Comments**

**Adjournment**

## *N.J. Stat. § 40A:14-78.5*

This section is current through New Jersey 216th Legislature Second Annual Session, L. 2015, c. 3N.J. Constitution current through November 2014 election

*New Jersey Statutes > TITLE 40A. MUNICIPALITIES AND COUNTIES > CHAPTER 14. FIRE AND POLICE > B. MUNICIPALITIES; FIRE*

### § 40A:14-78.5. Adoption of *budget* amendments

- a. If at the annual election held pursuant to *N.J.S.40A:14-72* the question of finally adopting the *budget* is voted affirmatively upon by a majority of the legal voters voting in the election, the *budget* shall be considered finally adopted, and the board of *fire* commissioners shall certify the amount to be raised by taxation to support the *district budget* to the assessor of the municipality, pursuant to *N.J.S.40A:14-79*.
- b. If at the annual election the question of finally adopting the *budget* is voted negatively upon by a majority of the legal voters voting in the election, the governing body of the municipality in which the *fire district* is located shall, by resolution of a majority of its full membership, within 30 days after the annual election and after a public hearing for which the legal voters of the *fire district* shall be given 5 days' advertised notice, and at which any interested person shall be heard, fix an annual *budget* for the *fire district*. The amount of each appropriation section of the *budget* so fixed shall not exceed the amount for each as previously voted upon at the annual election, except the appropriation for debt service which shall be included in the amount that is required to be paid. The governing body shall certify the amount to be raised by taxation to support the *district budget* as set forth in the final *budget*, to the assessor of the municipality, pursuant to *N.J.S.40A:14-79*.
- c. Following the approval of a *budget* by the voters, the Director of the Division of Local Government Services in the Department of Community Affairs may approve a *budget* amendment to provide for the anticipation of revenue from a public or private funding source which was not known at the time the *budget* was approved, and the appropriation thereof, provided the amount of the appropriation does not exceed the amount of the revenue received.

### History

L. 1979, c. 453, § 9. Amended by L. 1982, c. 174, § 1, eff. Nov. 12, 1982; *2011, c. 153*, § 1, eff. Jan. 5, 2012.

LexisNexis™ New Jersey Annotated Statutes

**2015 Dennis Twp. Fire District #1**

**ADOPTED  
LINE ITEM  
BUDGET**

<u>Income</u>	<u>Amount</u>	
Township of Dennis Tax Revenues	\$ 350,000.00	
1st Bank of Sea Isle City Account Interest	\$ 900.00	
1st Bank of Sea Isle City C/D Interest	\$ 3,550.00	
Interest - Other	\$ -	
S. F. S. P. Allowance (Paid in Dec.)	\$ 1,300.00	
<b>Total Income:</b>		<b>2015 \$ 355,750.00</b>

**Expenses**

**A. - BOARD OF COMMISSIONERS**

Insurance (JIF)	\$ 12,000.00	
Insurance (Other)	\$ 2,500.00	
Professional Services - Legal	\$ 12,000.00	
Professional Services - Litigation	\$ 18,000.00	
Legal Advertisements	\$ 500.00	
Website Maintenance	\$ 250.00	
Office Expense	\$ 1,200.00	
Printing	\$ 1,700.00	
Postage	\$ 1,850.00	
<b>Subtotal, Board of Commissioners Expense:</b>		<b>\$ 50,000.00</b>

**B. - FIRE SERVICES EXPENSES**

Ocean View Volunteer Fire Company	\$ 24,000.00	(paid on receipt of signed vouchers)
Repairs & Maintenance	\$ 30,000.00	(paid directly by fire district)
LOSAP	\$ 40,000.00	(paid directly by fire district)
Utilities - Stations Only	\$ 18,000.00	(paid only on receipt of separate bills)
Fuel for Trucks	\$ 7,000.00	(paid only on receipt of separate bills)
New Equipment for Vehicles	\$ 30,000.00	(paid only on receipt of separate bills)
New Personnel Gear	\$ 30,000.00	(paid only on receipt of separate bills)
Equipment Maintenance	\$ 20,000.00	(paid only on receipt of separate bills)
Training for Firefighters	\$ 12,000.00	(paid only on receipt of separate bills)
Fire Scene & Organizational Support	\$ 6,500.00	(paid only on receipt of separate bills)
Office Expense	\$ 1,500.00	(paid only on receipt of separate bills)
Cape May County Firemen's Association	\$ 1,000.00	(paid only on receipt of separate bills)
<b>Subtotal; Fire Services Expenses:</b>		<b>\$ 220,000.00</b>

<b>Total of A and B:</b>	<b>\$270,000.00</b>
<b>Reserve for 2016 or Contingencies</b>	<b>\$85,750.00</b>
	<b>\$355,750.00</b>

Ocean View Volunteer Fire Company

Will be required to submit signed and completed vouchers for payment of the \$24,000.

Will be required to pass on, on a timely basis, invoices or bills received for the stipulated services rendered or received.

Otherwise, a valid purchase request, for no more than \$15,000 for each request (whether one item or several are included on the request) shall be submitted at one time for each budget item after LOSAP.

Conditionally approved by the NJ Department of Community Affairs - 12 November 2014

**Governing period: 01/01/2015 - 12/31/2015**

**TOWNSHIP OF DENNIS**  
*Department of Finance and Revenue*  
*Office of Chief Financial Officer/Treasurer*  
571 Petersburg Road  
P.O. Box 204  
Dennisville, New Jersey 08214-0204

**Glenn O. Clarke**  
CMFO/CGFM/QPA/RPPO

(609) 861-9700  
(609) 861-9719 Fax

**CERTIFICATE OF DETERMINATION AND AWARD**

I, Glenn O. Clarke, Chief Financial Officer for the Township of Dennis, in the County of Cape May, Hereby Certify as follows:

I hereby determine to issue the \$1,130,000.00 Bond Anticipation Note hereinafter described by virtue of the authority conferred upon me by the bond ordinances of the Township of Dennis referred to in that attached chart:

Principal Amount:	\$ 1,130,000.00
Date:	March 12, 2015
Maturity:	October 15, 2015
Interest Rate Per Annum:	1.00%

A Negotiated Sale was held and awarded to Sturdy Savings Bank at the price of \$1,130,000.00, plus an amount equal to the interest on the Note accrued to the date of payment of the purchase price.

March 13, 2015



Glenn O. Clarke, Chief Financial Officer

**TOWNSHIP OF DENNIS**  
*Department of Finance and Revenue*  
*Office of Chief Financial Officer/Treasurer*  
571 Petersburg Road  
P.O. Box 204  
Dennisville, New Jersey 08214-0204

**Glenn O. Clarke**  
CMFO/CGFM/QPA/RPPO

(609) 861-9700  
(609) 861-9719 Fax

**CERTIFICATE OF DETERMINATION AND AWARD**

I, Glenn O. Clarke, Chief Financial Officer for the Township of Dennis, in the County of Cape May, Hereby Certify as follows:

I hereby determine to issue the \$210,000.00 Bond Anticipation Note hereinafter described by virtue of the authority conferred upon me by the bond ordinances of the Township of Dennis referred to in that attached chart:

Principal Amount:	\$ 210,000.00
Date:	March 12, 2015
Maturity:	March 11, 2016
Interest Rate Per Annum:	1.00%

A Negotiated Sale was held and awarded to Sturdy Savings Bank at the price of \$210,000.00, plus an amount equal to the interest on the Note accrued to the date of payment of the purchase price.

March 13, 2015



Glenn O. Clarke, Chief Financial Officer



## **Greater Tuckahoe Area Merchants Association**

To Whom It May Concern:

This is to inform you that the Greater Tuckahoe Area Merchants' Association will once again hold our 6<sup>th</sup> Annual Tour de Tuckahoe on May 2<sup>nd</sup> (with a rain date of May 3<sup>rd</sup>) beginning and ending at Amanda's Field in Petersburg, N.J.. Since part of our route travels through your area we are hereby notifying you as well as providing you with our Certificate of Insurance as we have in previous years. We have all the information on our website at [tourdetuckahoe.com](http://tourdetuckahoe.com). However, should you require additional information or have any questions or concerns please don't hesitate to contact us. We have also contacted the Township of Upper, Cape May County and the NJDOT as needed.

Sincerely,

Roland Bonner  
GTAMA President  
PO Box 656  
Tuckahoe, NJ 08250  
Ph. 609-628-2829 Cell 609-741-1636



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/9/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>MCMAHON AGENCY/INLAND DIVISION</b> <b>1409 CANTILLON BLVD</b> <b>MAYS LANDING, NJ 08330-2023</b> <b>(609) 625-1149</b>	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (609) 625-1149      FAX (A/C, No): (609) 625-0145	
	<b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS  <b>Greater Tuckahoe Merchants Association</b> <b>P.O. Box 656</b> <b>Tuckahoe, NJ 08250</b>	<b>INSURER(S) AFFORDING COVERAGE</b> NAIC #	
	<b>INSURER A:</b> United States Fire Insurance      21113	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		

**COVERAGES**      **CERTIFICATE NUMBER:** USP172359      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>GENERAL LIABILITY</b>	X		SRPGP-101-0414	03/24/2015 12:01 AM	03/24/2016 12:01 AM	GENERAL AGGREGATE	\$2,000,000.00
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						PRODUCTS - COMP/OP AGG	\$2,000,000.00
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						PERSONAL & ADV INJURY	\$1,000,000.00
							EACH OCCURRENCE	\$1,000,000.00
							FIRE DAMAGE (Any one fire)	\$300,000.00
							MED EXP (Any one person)	\$5,000.00
							GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTO <input type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR						EACH OCCURRENCE	\$
	<b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$
	DED      RETENTION \$							
							EACH OCCURRENCE	\$
							GENERAL AGGREGATE	\$
							EACH OCCURRENCE	\$
							GENERAL AGGREGATE	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The Township of Denis, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers are added as additional insured with respect to liability arising out of the operations of the Named Insured during the policy period.  
Bike tour, family bike ride, biathlon, canoe/kayak/poker run, craft show and monthly meetings

<b>CERTIFICATE HOLDER</b>  The Township of Denis 571 Petersberg Road Dennisville, NJ 08214	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b>  <i>McMahon Agency/Inland Division</i>

**TOWNSHIP OF DENNIS**

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

**RESOLUTION NO. 2015-46**

**RESOLUTION AUTHORIZING A TAX REFUND FOR A  
DUPLICATE TAX PAYMENT ON BLOCK 54, LOT 8**

**WHEREAS**, the Tax Collector, Michele T. Heim, has notified the Clerk of a tax overpayment on Block 54, Lot 8; and

**WHEREAS**, the overpayment was a result of the mortgage company and the property owner making duplicate payments; and

**WHEREAS**, the amount of the overpayment requested to be refunded for Block 54, Lot 8 is one thousand six hundred nine dollars and forty-eight cents (\$1,609.48).

**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 \$1,609.48 payable to: Bank of America c/o CoreLogic Services, LLC, Post Office Box 961230, Fort Worth, TX 76161-0230.

**ATTEST** \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk

**ATTEST** \_\_\_\_\_  
John Murphy, Mayor

**PRESENTED BY:**

**SECONDED BY:**

**ROLL CALL VOTE:**

**AYES** :  
**NAYS** :  
**ABSTAINING:**  
**ABSENT** :



**TOWNSHIP OF DENNIS**

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

**RESOLUTION NO. 2015-47**

**RESOLUTION APPOINTING AN ALTERNATE ENGINEER FOR THE YEAR 2015**

**WHEREAS**, the Township Committee of the Township of Dennis in the County of Cape May and State of New Jersey finds it necessary to contract with an Engineering Firm for alternate engineering services ; and

**WHEREAS**, Remington & Vernick Engineers, submitted a quote for said services on February 26, 2015; and

**WHEREAS**, this appointment may be made without public bidding under the local public contracts law; and

**WHEREAS**, certification of funds available with be received from the Chief Financial Officer prior to any project being authorized; and

**WHEREAS**, Remington & Vernick Engineers, after submitting all documents and disclosures in accordance with law, and having submitted a response to a Request for Qualifications in accordance with the "Fair and Open Process," have been nominated by the Mayor to be appointed as Alternate Engineers for the Township of Dennis; and

**WHEREAS**, Remington & Vernick Engineers, as Alternate Engineers are prequalified under the "Fair and Open Process" and may be called upon by the Township to handled certain project development and management, which projects shall be the subject of agreements separately negotiated and approved by the governing body before the commencement of work by Remington & Vernick Engineers, on any such project, but all in accordance with the rates and fees as submitted by Remington & Vernick Engineers, which are on file with the Township Clerk. No "not to exceed" amount is required at this time for the Alternate Engineer, but will be required in connection with any and all projects by way of Resolution before proceeding.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Dennis, duly assembled in public session this 17<sup>th</sup> day of March, 2015, that Remington & Vernick Engineers, be and hereby are appointed as Alt. Engineer to the Township of Dennis for the purposes of alternate engineering services.

**RESOLUTION NO. 2015-47**  
**PAGE 2**

**BE IT FURTHER RESOLVED**, that Remington & Vernick Engineers, shall prepare and execute an appropriate contracts and shall execute all affirmative action language and execute and provide all other items as may be required by law to effectuate the contract.

**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 March 17, 2015 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. 2015-48**

**RESOLUTION ADOPTING THE ATLANTIC COUNTY MUNICIPAL JOINT  
INSURANCE FUND'S TRANSITIONAL DUTY POLICY**

**WHEREAS**, the Atlantic County Municipal Joint Insurance Fund has developed a new Transitional Duty Policy for members to adopt; and

**WHEREAS**, the use of Transitional Duty Days leads to thousands of dollars in savings to the members.

**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 adopt the attached Transitional Duty Policy.

**BE IT FURTHER RESOLVED**, that the Municipal Clerk who acts as the Claims Coordinator be designated as the Transitional Duty Coordinator.

**ATTEST** \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk

**ATTEST** \_\_\_\_\_  
John Murphy, Mayor

**PRESENTED BY:**

**SECONDED BY:**

**ROLL CALL VOTE:**

**AYES**           :  
**NAYS**           :  
**ABSTAINING:**  
**ABSENT**       :

**RESOLUTION NO. 2015-48**  
**PAGE 2**

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 March 17, 2015 at 6:30 p.m. at the Dennis Township Municipal Building located at 571 Petersburg Road, Dennisville, NJ.

**ATTEST** \_\_\_\_\_  
**Jacqueline B. Justice, RMC/Clerk**

## TRANSITIONAL DUTY POLICY

### INTRODUCTION:

It is critical to develop a method to manage workers' compensation cases quickly, effectively and fairly with consideration to both employer and employee needs. It has become important to promote an active process of minimizing the impact of a physical impairment resulting from injury or illness on the individual's capacity to participate productively in the workplace. The most important goal in establishing an effective transitional duty program is to return the injured or ill employee back to full duty as soon as possible. This philosophy should apply to all employees regardless of their department, duties or responsibilities and as long as the safety of the employee, co-workers and the general public are not affected.

### BENEFITS:

There are many benefits to adopting a transitional duty program. Among the most common are:

- Gain control and increase chances for positive resolution of claims.
- Retain the services of valuable trained employees.
- Maintain a productive employee for wages paid.
- Avoid replacement and training costs of hiring a new employee.
- Experience faster recoveries, both psychologically and physically.
- Reduce the chance for permanent disability.
- Discourage fraudulent claims.
- Increase morale among employees.
- Increase awareness of safe work practices and injury prevention.
- Comply with the Americans with Disabilities Act (ADA) by accommodating disabilities and avoid costly lawsuits.
- Identify cross-training opportunities that enhance employees' abilities in their regular jobs.
- Overall reduction of costs associated with workers' compensation claims.

#### DISCLAIMER

This document does not and is not intended to address every circumstance related to transitional duty program development. This document should be modified in accordance with applicable ordinances and bargaining agreements. There may be other legal matters not contemplated that may require review by your legal staff. Where appropriate, this policy should be modified to accommodate all disabled employees.

## PURPOSE:

To establish guidelines and procedures for giving transitional duty assignments to an employee who is recovering from a work-related injury or illness and has been given temporary physical work restrictions by an authorized medical provider. **Transitional duty is temporary in nature.**

## DELEGATION OF RESPONSIBILITY:

Throughout this procedure, the designation "*Transitional Duty Coordinator*" has been used to signify the individual with the ultimate decision making authority in this process. As with many other personnel processes, the Transitional Duty Coordinator may delegate this responsibility to a "*Designee*" as deemed appropriate.

## GENERAL INFORMATION REGARDING TRANSITIONAL DUTY ASSIGNMENTS:

1. Transitional duty is an opportunity, provided at the sole discretion of the Transitional Duty Coordinator, for an employee to remain in the workforce while recuperating from a work-related injury or illness. The program benefits both the employee and employer by saving employee leave, accelerating recovery and reducing claim costs. If an employee with work-related restrictions refuses transitional duty without a verifiable medical cause, the employee's benefits under workers' compensation may be adversely affected.
2. The Transitional Duty Coordinator should evaluate the work restrictions of employees injured on-the-job to determine if the employee can be assigned transitional duty. The work restrictions must be in written form from the authorized medical provider and must clearly describe the physical restrictions and limitations related to performing transitional job duties. If the Transitional Duty Coordinator has questions or needs clarification, he or she should discuss the restrictions with the authorized medical provider and the Claims Administrator before making the transitional duty assignment.
3. The Transitional Duty Coordinator's decision to make and/or continue a transitional duty assignment should take into consideration the employee's work restrictions including employee's knowledge, skills, abilities, safety of the motoring public, other employees and the general public and the availability of work benefiting the department. **Monitor these elements periodically throughout the duration of the assignment, but at least after every visit with an authorized medical provider.**
4. A transitional duty assignment is temporary in nature. It may be a combination of various unrelated job tasks. The assignment also does not need to be for a full 40-hour workweek. Depending upon the nature of the injury or illness, transitional duty may last from one week to two months.

5. The Transitional Duty Coordinator should make transitional duty assignments with the goal of returning the employee to full duty as soon as possible. This may require the addition of or adjustments to duties included in the assignment as the employee's medical condition progresses. When a department is unable to assign suitable work, other departments may be contacted to determine if a suitable work assignment can be identified.
6. The authorized medical provider must submit a status report to the Transitional Duty Coordinator and Claims Administrator after each employee visit (See attached sample). Non-compliance with this process should be reported to the Claims Administrator immediately. The Transitional Duty Coordinator should review the transitional duty assignment after each visit with an authorized medical provider and, if advantageous for the employee and the department, allow the assignment to continue until Maximum Medical Improvement (MMI) is reached or until the employee is released to full duty.
7. The Transitional Duty Coordinator will implement Family Medical Leave Act (FMLA) procedures in accordance with local policies if they become aware that an employee injured on-the-job meets the stated criteria for designation.
8. Employees will be paid in accordance with applicable policies, salary ordinances and bargaining agreements while on Transitional Duty. No overtime will be authorized unless the employee is expressly given permission by the department head. All overtime assignments must be approved in advance by the department head and must be in accordance with the transitional duty assignment set forth by the authorized medical provider.
9. Where appropriate, the employee's time card should be maintained by the department to which the employee is regularly assigned.
10. The Transitional Duty Coordinator should notify upper management and the Claims Administrator if he or she becomes aware that an injured employee may have permanent medical restrictions. Permanent restrictions should be handled differently from temporary restrictions. Permanent restrictions may also be considered as a qualified disability under the ADA.

#### MAKING TRANSITIONAL DUTY ASSIGNMENTS:

Making transitional duty assignments is the joint responsibility of the employer, Claims Administrator and Managed Care Provider. The Claims Administrator and authorized medical provider should continually evaluate the availability of transitional duty for all temporarily disabled employees.

1. The Transitional Duty Coordinator reviews the authorized medical provider's work restrictions and selects transitional duty assignments that are of benefit to the department and appear to be within those restrictions (see attached Sample Transitional Duty Job Bank). This may include assignments requiring travel to alternate work locations. A transitional duty assignment does not have to be a full 40-hour workweek. The following skills may be necessary to participate in a transitional duty assignment:
  - Sit or stand for some tasks.
  - Understand and follow directions and procedures.
  - Accept direction and function cooperatively.
  - Communicate effectively and coherently using telephone, or when initiating or responding to verbal communications.
  - Read and comprehend documents.
  - Exercise independent judgment.
2. When the Transitional Duty Coordinator and the supervisor determine that transitional duty is within the employee's work restrictions, the Transitional Duty Coordinator provides a letter (See Attached Sample) to the employee offering the transitional duty assignment. The letter must describe the work to be performed, state the transitional duty assignment will be reviewed periodically and state that the assignment is temporary. This letter should be handed to the employee upon arrival to work the following day. If the employee does not return to work the next day, the employee should sign and date the letter noting receipt. If it is necessary to mail the letter to the employee, it should be mailed Certified/Return Receipt with a copy placed in the personnel file.
3. If the employee agrees to the transitional duty assignment, he or she should sign the transitional duty offer and return it to the Transitional Duty Coordinator. If the employee declines the transitional duty assignment, the employee should code his or her time in accordance with applicable policies, salary ordinances and bargaining agreements. If an employee with work-related restrictions declines a transitional duty assignment without a verified medical cause, the Transitional Duty Coordinator should immediately notify the Claims Administrator. Refusal of a transitional duty assignment may adversely affect the employee's workers' compensation benefits.
4. If the employee's objection to a transitional duty assignment is based on a disagreement with the authorized medical provider regarding work-related restrictions, the Transitional Duty Coordinator should discuss the case with the authorized medical provider and the Claims Administrator.

#### COMMUNICATIONS:

1. The Transitional Duty Coordinator shall maintain the confidentiality of all medical information related to the transitional duty assignment. Only individuals with an administrative "Need to Know" shall be included in discussions on transitional duty.

C:\Users\Jackie Justice\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\JKMBG7LUX\Transitional Duty Policy  
010815 Final\_ACM JIF.doc

This includes department heads and Human Resources Representatives. Where applicable, the Transitional Duty Coordinator shall limit discussions with the authorized medical provider and other authorized individuals to the medical restrictions and transitional duty issues in question.

2. If the need for transitional duty arises from a work-related injury or illness, the Transitional Duty Coordinator should contact the Claims Administrator. Copies of all related correspondence shall be sent to the Claims Administrator.
3. Questions related to transitional duty accommodations under the Americans with Disabilities Act and Family Medical Leave Act should be forwarded to the Personnel Department and/or municipal solicitor.
4. Provide initial and continuous communication with employees regarding the transitional duty program (See Sample Statement)

IMPLEMENTATION:

This procedure should be adopted by resolution and enacted via policy. The procedure should be communicated to authorized medical providers, department heads and employees before being implemented.

CONTACT LIST:

1. Claims Administrator  
Qual-Lynx  
100 Decadon Drive  
Egg Harbor Township, NJ 08234  
Patty Davidson  
Supervisor – Workers’ Compensation  
Telephone # (609) 653-8400 ext. 2104  
Fax # (609) 601-3164  
E-Mail p davidson@qual-lynx.com
2. Fund Administrator  
Arthur J. Gallagher & Co.  
P.O. Box 530  
6000 Sagamore Drive, Suite 6203  
Marlton, NJ 08053  
Paul J. Miola, CPCU, ARM  
Executive Director  
Telephone # (856) 446-9130  
Fax # (856) 446-9149  
E-Mail paul\_miola@ajg.com

## DEFINITIONS:

Americans with Disabilities Act (ADA) - Federal protection from employment discrimination for individuals with qualified disabilities.

Authorized Medical Provider - A medical provider who has been designated to provide medical care and/or medical opinions for employees with work-related injuries or illnesses as authorized by the New Jersey State Workers' Compensation Statute.

Employee - Any person who renders service for pay, including persons working under a professional service contract. Employees include persons in probationary, regular, casual or temporary status.

Family Medical Leave Act (FMLA) - Federal job protection during use of leave for a "serious health condition" or other qualifying event as defined under the Act.

Maximum Medical Improvement (MMI) - The point at which the authorized medical provider determines that (1) the condition resulting from the injury or illness is stable, (2) additional medical treatment or physical therapy will not improve patient's condition or (3) that the patient has reached the medical plateau of recovery.

Physical Work Restrictions - Work restrictions placed on an employee by the authorized medical provider.

Transitional Duty - A temporary work assignment that does not exceed an employee's medical work restrictions during a period of recovery from a work-related injury or illness. A temporary work assignment that does not develop into a permanent position and returns the employee to regular full-duty as soon as possible.

## SAMPLE LETTERS AND DOCUMENTS

The following sample letters and documents are suggestions based on previously used materials. If the Transitional Duty Coordinator has specific questions regarding the use or application of the sample letter and/or document to a particular circumstance, he or she should call the Claims Administrator.

**SAMPLE LETTER TO EMPLOYEE  
OFFERING TRANSITIONAL DUTY ASSIGNMENT**  
(Does not have to be mailed if hand given to the employee)

CERTIFIED MAIL NO. \_\_\_\_\_

[Date]

[Employee Name]

[Employee Address]

RE: Claim # \_\_\_\_\_ Date of Loss: \_\_\_\_\_

Dear [Employee Name]:

According to the restrictions on the attached report, you cannot be accommodated in your current position. We are offering you a transitional duty assignment effective [date]. This assignment is temporary, will be reviewed periodically. Please report to [supervisor] at [location] for further instructions.

The duties you are being assigned are based on restrictions set by the authorized medical provider. Please see the attached form dated \_\_\_\_\_, from Dr. \_\_\_\_\_. This transitional duty assignment will be re-evaluated whenever (1) your work restrictions change, (2) you have reached Maximum Medical Improvement, (3) the work assignments are completed or (4) the departments' ability to provide transitional duty assignments change. If you feel any of the transitional duty tasks are aggravating or worsening your condition, please notify your supervisor immediately.

Your work hours will be from \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_ days per week. Requests to leave work early or come in late must be submitted and approved. Please keep your supervisor informed of your schedule regarding doctor appointments, physical therapy, etc. If you will not be coming into work for the day, you must call \_\_\_\_\_.

\_\_\_\_\_ will handle the paperwork involved with your temporary assignment, such as time sheets, leave slips, and the authorized medical provider's return to work reports. Please ensure all paperwork is submitted timely and accurately.

If you refuse this transitional duty assignment without verifiable medical cause, your benefits under workers' compensation may be adversely affected. If you believe that the transitional duty assignment is in excess of the authorized medical provider's suggestion or if you believe that the transitional duty may aggravate your condition, please let us know. Please indicate your willingness to accept this assignment by signing this letter, checking the appropriate box below and returning it to the Transitional Duty Coordinator.

I accept this temporary assignment

I decline this temporary assignment

---

Employee Signature

---

Date

Sincerely,

Transitional Duty Coordinator

Attachments:

Work Restrictions from Doctor

cc: Adjuster (if applicable)  
Attorney (if applicable)  
Personnel Department

## SAMPLE TRANSITIONAL DUTY STATEMENT

To All Employees:

It is the policy of [Municipal Name] to maintain a transitional duty program. Our primary goal is to maintain a safe workplace for our employees. However, when an injury or illness does occur, our program helps make the process of returning to full work capacity as smooth and efficient as possible. This program is designed to minimize the disruption and uncertainty that can accompany a work-related injury for both the [Municipal Name] and each of our employees.

The success of the transitional duty program is the responsibility of every employee. Only by working together can we provide a safe workplace. We ask all our employees to be alert to potential accidents and strive to eliminate them. If we work together to minimize the effects of work related accidents; we will all benefit.

Thank you for your cooperation and assistance.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Sample Transitional Duty Checklist

It is important to review the following (some or all may apply):	
<input type="checkbox"/>	Know state law about returning an employee to work
<input type="checkbox"/>	Explain to employees their rights, roles, and responsibilities
<input type="checkbox"/>	Inform treating physicians about the transitional duty policy and assignments available to injured employees
<input type="checkbox"/>	Have treating physicians approve transitional duty jobs or adaptations to fit job restrictions
<input type="checkbox"/>	Meet with the employee weekly to document progress and determine problems
<input type="checkbox"/>	Continue therapy and treatment during transitional duty assignments
<input type="checkbox"/>	Remind supervisors of employee's physical limitations so they do not push the employee to exceed them
<input type="checkbox"/>	Identify transitional duty assignments creatively; visit worksites to find tasks similar to the employee's existing job but adaptable to the employee's physical exertion level
<input type="checkbox"/>	Use meaningful jobs; never use jobs that demean or demoralize the employee
<input type="checkbox"/>	Provide training for the employee's new position if needed
<input type="checkbox"/>	Send transitional duty assignment offer letters by first class, certified mail or USPS priority mail with confirmation of receipt and include return, stamped envelope
<input type="checkbox"/>	Customize jobs so they can be restructured frequently to accommodate the employee's increased capacity and reduced limitations (utilize the job bank)
<input type="checkbox"/>	Make sure transitional duty assignments are productive – not punitive
<input type="checkbox"/>	Do not violate union contracts
<input type="checkbox"/>	Pay transitional duty at the same rate as the employee received in his/her regular position
<input type="checkbox"/>	Consider paying full earnings even if employee works partial hours temporarily to avoid paying lost wage benefits; advise TPA so they do not pay lost wages also
<input type="checkbox"/>	Obtain employee's feedback about the transitional duty position; make sure he/she can safely perform the job
<input type="checkbox"/>	Have the transitional duty job begin 3-5 days after you send the Job Offer Letter

## Sample Transitional Duty Job Bank

Although you could customize transitional duty job assignments to fit each injured employee's restrictions, you should have a bank of transitional duty positions available to offer injured employees.

### **Office Clerical – assist with inside office clerical tasks such as:**

- Operate computer, copy, fax, and printer
- Notify pertinent staff of schedule changes, meetings, etc.
- Assist with meeting plans and setting up for meetings
- Filing and answering phones
- Updating policy and procedure manuals

### **Shop Clerical – assist in the maintenance, housekeeping, repair, or other department tasks such as:**

- Process paperwork
- Take and deliver schedules and messages
- Coordinate repair and maintenance schedules
- Seasonal Display maintenance

### **Inventory Assistant – assists with control of inventory completing tasks such as:**

- Track inventory and orders supplies
- Document and shelf incoming inventory
- Document replacement items
- Complete re-ordering process under supervision

### **Miscellaneous:**

- Dog license census
- Gather registrants' contact information
- Accreditation programs
- Training new employees

### **Grounds Service and Light Custodial or Maintenance– includes tasks such as:**

- Empty and clean trash cans, wash surfaces, sweeping, mopping, etc.
- Light painting
- Light deliveries

### **Food Services Operator – includes tasks such as:**

- Prepare items for orders or serve beverages and concessions
- Collect lunch trays in employee cafeteria

### **File Maintenance – includes tasks such as:**

- Work with operations groups to file, archive, and shred documents as needed

## **Sample Transitional Duty Job Bank – Continued**

### **Service Window Cleaner – includes tasks such as:**

- Clean façade ground level windows

### **Safety Inspector – includes tasks such as:**

- Assist safety department on routine inspections as needed for fire extinguisher, eyewash, and/or hoists
- Completing Incident Investigation Reports

### **Inspector (Other) – includes tasks such as:**

- Sidewalk and roadway inspections
- Pumping Station flip-on/equipment maintenance
- Recycling/Trash Ordinance violations
- Street Light inspections

### **Phone Operator – includes tasks such as:**

- Answer telephones, direct calls, and take messages

### **Security Bag Check – includes tasks such as:**

- Assist security with bag checks at front gate and entrances
- Monitor back exits

### **Inventory Control – includes tasks such as:**

- Compile list of inventory items (products, paper goods, uniforms, etc.) by stock number or control codes
- Write or dictate information into a tape recorder to be compiled into a report or database for use in reordering, restocking or reorganizing

### **Customer Service/Office Clerical – includes tasks such as:**

- Take orders, answer telephone inquiries, track shipments, etc.

### **Hospitality Greeter – includes tasks such as:**

- Welcome customers and assist those who may need help

### **Volunteer – includes tasks such as:**

- Supervise Volunteer/Community Groups
- Supervisor Cleanups or Community Service

### **Safety Meeting Posters – employee prepares visual aids for safety meeting topics:**

- Color and cut out visual aids
- Assemble items for meetings

## **Sample Transitional Duty Job Bank – Continued**

### **Job Fair Assistant – assists in scheduling and follow-up for job fairs:**

- Photocopy and collate handouts, itemize and stock job fair stationary
- Work job fair booths with recruiters, restock handout supplies, run errands, etc.
- Process employment forms, perform follow-ups, compile respondent data for recruiters

### **Evacuation Demonstration Helper – assist in evacuation training exercises at work:**

- Follow up with scheduling
- Copy and distribute handouts
- Gather registrants' contact information

**TOWNSHIP OF DENNIS**

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

**RESOLUTION NO. 2015-49**

**RESOLUTION CHANGING THE JOB STATUS OF THE CONSTRUCTION  
OFFICIAL, BUILDING SUBCODE OFFICIAL, FIRE SUBCODE OFFICIAL,  
PLUMBING SUBCODE OFFICIAL AND ELECTRICAL SUBCODE OFFICIAL  
TO PERMANENT PART-TIME**

**WHEREAS**, Resolution Nos. 2014-144 & 2015-30 made temporary appointments of the Construction Official, Building Subcode Official, Fire Subcode Official, Plumbing Subcode Official and Electrical Subcode Official; and

**WHEREAS**, the Township has advertised, received applications and conducted interviews of all applicants; and

**WHEREAS**, the Sub-Committee has recommended that the temporary appoints be made permanent.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that the following positions/titles: Construction Official, Building Subcode Official, Fire Subcode Official (William Callahan), Plumbing Subcode Official (Michael Morano) and Electrical Subcode Official (William Gervasi) status be changed from temporary part-time to permanent part-time effective 03/17/2015.

**ATTEST** \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk

**ATTEST** \_\_\_\_\_  
John Murphy, Mayor

**PRESENTED BY:**

**SECONDED BY:**

**ROLL CALL VOTE:**

**AYES** :  
**NAYS** :  
**ABSTAINING:**  
**ABSENT** :

**RESOLUTION NO. 2015-49**  
**PAGE 2**

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 March 17, 2015 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**

**ORDINANCE NO. 2015-01**

**AN ORDINANCE OF THE TOWNSHIP OF DENNIS, COUNTY OF CAPE MAY AND STATE OF NEW JERSEY,  
AMENDING CHAPTER 80, SECTION 5 OF THE CODE OF THE TOWNSHIP OF DENNIS ENTITLED,  
"CONSTRUCTION CODES, UNIFORM – FEES".**

**WHEREAS**, the Construction Official has recommended various amendments to the Construction Code fee schedule; and

**WHEREAS**, the Township Committee has reviewed said recommendations and concur.

**NOW, THEREFORE BE IT ORDAINED**, by the Township Committee of the Township of Dennis, County of Cape May and State of New Jersey, that Chapter 80 Section 5 of the Code of the Township of Dennis entitled "Construction Codes, Uniform – Fees" be amended as follows:

**§ 80-5. Fees. [Amended 2-13-89 by Ord. No. 89-162; 10-23-89 by Ord. No. 89-181; 4-25-94 by Ord. No. 94-262; 9-24-96 by Ord. No. 96-16; 3-4-08 by Ord. No. 2008-03]**

A. Fees for plan review, construction permits, occupancy, demolition permits, moving of building permits, elevator permits (and), sign permits and alteration permits shall be the sum of the subcode fees listed and shall be paid prior to the issuance of a permit.

(1) The building subcode fee shall be:

- (a) For new construction and additions to one- and two-family dwellings .00371 per cubic foot of structure volume; provided that the minimum fee shall be \$45. For all other use groups the fee shall be \$.027 per cubic foot of building volume except that structures for agricultural use shall be \$.020 per cubic foot of volume. There shall be an additional plan review fee of \$45. per hour per subcode plan review for any amendment or change to a plan that has already been released. The minimum fee shall be \$45. for one- and two-family dwellings all other uses the minimum fee shall be \$50.
- (b) For renovations, alterations, repairs, and reconstruction, as defined in N.J.A.C. 5:23-6, fees are based on the estimated cost for labor and material for the work. An administrative fee of \$45. for the first \$1000., plus \$20. per \$1000., provided that the minimum fee shall be \$45. There shall be an additional charge of \$45. per hour per subcode plan review for any amendment or change to a plan that has already been released. As per N.J.A.C 5:23-2.15(a)4, when any labor or material is provided at no cost, the normal or usual cost shall be included in the estimated cost.

- (c) For combinations of renovations and additions the sum of the fees computed separately as renovations and additions.
  - (d) The fee for above ground swimming pools, hot tubs and spas shall be \$75. for pools with the largest dimension of 12 feet and \$100. for pools with the largest dimension over 12 feet. The fee for in-ground pools shall be \$200. The fee for fences associated with swimming pools shall be \$50.
  - (e) The fee for mechanical inspections of equipment in (use R3 and R4) one- and two-family dwellings, for replacement or alterations including the gas, fuel oil or water piping associated with the mechanical equipment shall be \$50.
  - (f) The fee for re-roofing and residing work done to one- and two-family dwellings shall be \$50. The fee for similar work on any other structure shall be \$50. per \$1000. of estimated cost with a minimum fee of \$100.
  - (g) All structures for which volume cannot be computed such as fences over 6 feet shall be and towers shall be charged as in paragraph (b).
  - (h) Temporary structures as defined in the uniform construction code shall be a flat fee of \$100.
  - (i) The fee for asbestos abatement shall be \$125.
  - (j) The fee for lead hazard abatement shall be \$125.
  - (k) The fee for demolition of one- and two-family dwellings shall be \$150., all other use groups shall be \$200. except that detached garages and sheds associated with one and two family dwellings shall be \$50. Partial demolition shall be \$50. per \$1000. of estimated cost.
  - (l) The fee for the construction of a sign shall be \$2.50 per square foot of surface area provided that the minimum fee shall be \$50. In the case of double sided signs the fee shall be based on one side.
  - (m) The fee for the construction of a bulkhead or retaining wall associated with a one- or two-family dwelling shall be \$60. for a wall with a surface area less than 550 square feet, \$100. for a wall with a surface area greater than 550 square feet. For all other use groups the fee shall be \$25. per \$1000. of estimated cost with a minimum fee of \$250.
  - (n) The fee for a tent or membrane structure required to have a construction permit shall be \$300 .
  - (o) The fee for installation or removal underground storage tanks shall be \$100.
- (2) The plumbing subcode fee shall be:
- (a) The plumbing subcode fee shall be \$15. per plumbing fixture, device and/or vent stack for one- and two-family dwellings, for all other use groups the fee shall be \$15. except for special devices.
  - (b) The following special devices (Special devices; grease traps, water cooled air conditioners, oil separators, refrigeration units, water and sewer connections, back flow preventors, steam boilers, hot water boilers, gas piping, gas service connections, active solar systems, sewer pumps, interceptors, fuel oil piping) shall be charged at a rate of \$25. per fixture; urinals, group showers per head, drinking fountains, ice machines, dental cuspidors, domestic hot water heaters each device connected to a propane, natural gas or oil piping line, propane tanks, condensate lines provided that the minimum fee shall be \$50.

- (c) The following special devices shall be charged at a rate of \$75. per device; grease traps, sand traps oil separators, refrigeration units, utility service connections, backflow preventors, steam and hot water boilers associated with home heating for one- and two family dwellings, active solar systems in one- and two-family dwellings, sewer pumps and interceptors, lawn sprinkler systems, except that utility service connections associated with one- and two-family dwellings shall be \$50.
  - (d) The following special devices shall be charged at a rate of \$75. per device; commercial food grinders, commercial dishwashers, water cooled air conditioners, steam and hot water boilers in other than one- and two-family dwellings, active solar systems in other than one- and two-family dwellings.
- (3) The electric subcode fee shall be:
- (a) The fee for electrical fixtures or devices shall be \$50. for the first 50 devices, \$10. for each additional 25 fixtures or devices. For the purpose of computing this fee, fixtures or devices shall include lighting fixtures, wall switches, fluorescent fixtures, convenience receptacles, or similar fixtures, sensors, dimmers, alarm devices, smoke and heat detectors, communications outlets, light standards 8 feet or less in height, including luminaries, emergency lights, exit signs, signs or similar fixtures and devices rated at 20 amperes or less, including motors or equipment rated at less than one horsepower or one kilowatt. In each case the minimum fee shall be \$50.
  - (b) For each motor or electrical device greater than one horsepower and less than or equal to 10 horsepower, transformers and generators greater than one kilowatt and less than or equal to 10 kilowatts, each replacement of branch wiring involving one branch circuit or part thereof, each storeable pool or hydromassage bath tub, each underwater lighting fixture, household electric cooking equipment rated up to 16 kilowatts, each fire, security or burglar alarm control unit, receptacle rated at 30 amperes to 50 amperes, each light standard greater than 8 feet in height, including luminaries and for each communication closet, the fee shall be \$15. In each case the minimum fee shall be \$50.
  - (c) For each motor or electrical device rated between 10 horsepower and 50 horsepower or between 10 kilowatts and 50 kilowatts, for each service equipment, service entrance, subpanel, panel board, switch board, switch gear, motor control center, or disconnecting means rated less than or equal to 200 amperes, and for all transformers and generators rated between 10 kilowatts and 45 kilowatts or between 10 kilo volt amperes and 45 kilo volt amperes, for each electric sign rated between 20 amperes and 225 amperes including associated disconnecting means, for each receptacle rated greater than 50 amperes and for each utility load management device the fee shall be \$50.
  - (d) For each motor or electrical device rated between 50 horsepower and 100 horsepower or between 50 kilowatts and 100 kilowatts, for each service panel, service entrance, subpanel, panel board, switch board, switch gear, motor control center or disconnecting means rated between 225 amperes and 1000 amperes, and for all transformers and generators rated between 45 kilowatts and 112.5 kilowatts or between 45 kilo volt amperes and 112.5 kilo volt amperes the fee shall be \$100.
  - (e) For each motor or electrical device rated greater than 100 horsepower or 100 kilowatts, for each service panel, service entrance, subpanel, panel board, switch board, switch gear, motor control or disconnecting means rated greater than 1000 amperes and for each transformer or generator rated greater than 112.5 kilowatts or 112.5 kilo volt amperes the fee shall be \$500.



- (h) The fee for smoke removal or smoke control systems shall be \$20. per \$1000. of estimated cost for a system up to \$50,000. Over \$50,000. the fee shall be an additional \$15. per \$1000. with a minimum fee of \$250.
- (5) The fee to move a building or structure from one lot to another or on the same lot shall be as required for the applicable subcode above.
- (6) Reserved.
- (7) The fee for the required inspections and the installation of an elevator shall be as determined by the New Jersey Department of Community Affairs, which shall be responsible for elevator inspections in the Township of Dennis. Reports on elevator inspections shall be furnished to the Construction Official.
- (8) The fee for a certificate of occupancy shall be as follows:
- |   |        |
|---|--------|
| (a) Single-family dwellings, farm buildings   | \$60.  |
| (b) Trailers in campgrounds and accessory buildings   | \$50.  |
| (c) All others  | \$100. |
| (d) Certificate of continuing occupancy single family   | \$150. |
| (e) Certificate of continuing occupancy commercial  | \$200. |
| (f) Fee for multiple certificates of occupancy shall be:  |        |
| First unit and additional units when not inspected as multiple inspections at the same time   | \$150. |
| Each additional unit when inspections can be made at the same time  | \$50.  |
| The fee for the renewal of a temporary certificate of occupancy shall be \$100. There shall be no fee for the first temporary certificate of occupancy provided that the certificate of occupancy fee is prepaid. |        |
| The fee for a certificate of occupancy pursuant to a change of use  | \$200. |
- (9) The fee for plan review shall be 20 percent of the total cost of the construction permit.
- (10) The fee for bulkheads shall be based on the following estimated costs:
- |                                |       |
|--------------------------------|-------|
| \$1000 - \$50,000. per \$1000. | \$20. |
| Over \$50,000. per \$1000.     | \$10. |
| Minimum fee                    | \$50. |
- The fee for retaining walls four feet high or a series of walls that retain four feet or more that may have an impact on a foundation shall be as follows:
- Associated with:
- |   |        |
|---|--------|
| Class three building- over 550 square feet  | \$100. |
| Class three building- under 550 square feet | \$60.  |
| All other uses the fee shall be per \$1000. | \$25.  |
| With a minimum fee of                       | \$200. |
- (11) The fee for pile work shall be \$100.
- (12) Asbestos removal permit \$125.

- (13) Reserved.
- (14) Variations
- |   |        |
|---|--------|
| Class 1 buildings                                     | \$550. |
| Class 2 and 3 buildings                               | \$100. |
| The fee for any resubmission for a variation shall be |        |
|   | \$50.  |
- (15) Zoning permits shall be:
- |                             |       |
|-----------------------------|-------|
| New Buildings and additions | \$50. |
| All others                  | \$25. |
- (16) Reserved.
- (17) State of New Jersey mandated training fees shall be collected as required by N.J.A.C. 5:23-4.19.
- (18) There shall be an additional fee of \$45. per hour for review of any amendment or change to a plan that has already been released.
- (19) The fee for the development wide inspections of structures after the issuance of a certificate of occupancy ordered pursuant to N.J.A.C. 5:23-2.35 shall be an amount equal to twice the hourly base salary paid to any licensed code official performing the work or the hourly fees charged to the municipality by a professional contracted to provide such services pursuant to N.J.A.C. 5:23-2.35 subject to the accounting procedures and limits set forth below.
- (a) Such charges or fees shall be those that are reasonable and necessary in order to ascertain whether a violation exists or to verify that any work performed has abated the violation.
  - (b) The municipality shall place in escrow all monies paid by the developer for this purpose. The escrow shall be held in any account maintained by the municipality in the same manner as that established for the deposit of escrow funds paid for professional review services, inspection fees and performance and maintenance guarantees as provided for at N.J.S.A. 40:55 D-53.1.
  - (c) The developer shall post an initial deposit in the amount of \$200. per home or an amount determined by the municipality to be necessary to cover the estimated costs of two months' inspection activity, whichever is greater. At monthly intervals, the developer shall increase the amount in the escrow fund so that it shall be sufficient to pay the costs of the next two months' inspection activity or the costs of completing the inspections, whichever is less.
  - (d) Standards for hourly charges for development wide inspections for structures after the issuance of a certificate of occupancy shall be as follows:
    - [1] Hourly charges shall be limited only to municipal or consulting professional charges for inspections, review of plans and supporting documents and preparation of reports and documents and shall accurately reflect the hours engaged in these activities.
    - [2] The only costs that shall be added to any such charges shall be actual out-of-pocket expenses of any consulting engineer or registered architect hired for this purpose, including normal and typical expenses incurred in performing inspections and reviewing plans and supporting documents for the required corrective work.

- [3] The developer shall not be billed and no charge shall be made to any escrow account or deposit for any municipal clerical or administrative functions, overhead expenses meeting room charges or and other municipal costs and expenses except as provided for in this subsection, nor shall a municipal enforcing agency professional add any such charge to his expenses.
- [4] Where licensed municipal code officials perform these inspections, the fee shall be 200% of the hourly base salary of the inspector(s) multiplied by the number of hours spent on inspections and review of plans and supporting documents for any necessary corrective work.
- (e) Payments shall be charged to the escrow and shall be made by the Chief Financial Officer of the municipality, and a final accounting shall be provided, in accordance with the procedure set forth in paragraphs c. and d. of N.J.S.A. 40:55D-53.2. Payments shall be made from any such escrow by the Chief Financial Officer only upon approval by the Construction Official.
- (f) Appeals of any charges levied by the municipality pursuant to this subsection shall be made to the Construction Board of Appeals in accordance with procedures set forth in N.J.S.A. 40:55D-53.2a and N.J.A.C. 5:23A

**BE IT FURTHER RESOLVED**, this ordinance will be effective April 1, 2015.

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John Murphy, Mayor

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Brian O'Connor, Deputy Mayor

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Albert M. DiCicco, Committee Member

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Donald Tozer, Committee Member

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Lisa Salimbene, Committee Member

The foregoing Ordinance was introduced at a meeting of the Township Committee of the Township of Dennis on February 17, 2015. Publication will be held on February 25, 2015 and a Public Hearing will be held at a meeting of the said Township Committee to be held on March 17, 2015 at 6:30 p.m. in the Municipal Building located at 571 Petersburg Road in Dennisville.

**ATTEST** \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk

Rcvd Batch Id Range: First to Last Rcvd Date Start: 0 End: 03/17/15 Report Format: Detail

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
03/16/15	GOC	14-00005	07760 COMPUTER ACCESS SYSTEMS 7 PAYROLL PROCESSED FOR EMPLOYEE	92.25	4-01-20-130-029 OTHER CONTRACTUAL*FINANCE ADMN	841862	
03/16/15	GOC	14-00024	71326 SUBURBAN PROPANE - 2115 46 PROPANE DELIVERY**TWP HALL	619.55	4-01-31-446-070 GAS (PROPANE)	2115-229104	
03/16/15	GOC	14-00024	47 PROPANE DELIVERY*MUSEUM	154.77	4-01-31-446-070 GAS (PROPANE)	2115-229051	
03/16/15	GOC	14-00024	48 PROPANE DELIVERY**PUBLIC WORKS	410.74	4-01-31-446-070 GAS (PROPANE)	2115-229052	
P.O. Total:				1,185.06			
03/16/15	GOC	14-00118	80479 V.E. RALPH & SON, INC. 2 ADULT/CHILD AED SMART PAD CRTG	1,040.65	5-01-23-210-090 LIABILITY INSURANCE	295945	
03/16/15	GOC	14-00123	88078 XEROX FINANCIAL SERVICES 14 XEROX COPIER RENTAL	272.90	5-01-20-120-036 OFFICE SUPPLIES*TOWNSHIP CLERK	286394	
03/16/15	GOC	14-00411	12067 DEPTCOR 1 ACCOUNT #M1867 DENNIS TOWNSHIP	0.00	4-01-20-120-023 PRINTING/BINDING*TWP CLERK	ACCT #M1867	
03/16/15	GOC	14-00411	2 REGULAR #10 ENVELOPES	114.00	4-01-20-120-023 PRINTING/BINDING*TWP CLERK	132029	
03/16/15	GOC	14-00411	3 BUSINESS CARDS, RAISED, BLACK	93.00	4-01-55-900-015 OTHER EXPENSES*CONSTRUCTION	132029	
P.O. Total:				207.00			
03/16/15	GOC	14-00434	80464 VERIZON WIRELESS 6 EMERGENCY MGMT BROADBAND	38.01	4-01-31-450-077 TELECOMMUNICATIONS CHARGES	9741494229	
03/16/15	GOC	15-00024	59166 POWER OF PRODUCTION STUDIO 7 TWP WEBSITE MAINT**MUN CLERK	210.00	5-01-20-120-036 OFFICE SUPPLIES*TOWNSHIP CLERK	DT02-2015	
03/16/15	GOC	15-00024	8 TWP WEBSITE MAINT**RECREATION	25.00	5-01-28-370-036 OFFICE SUPPLIES*RECREATION	DT02-2015	
03/16/15	GOC	15-00024	9 TWP WEBSITE MAINT**SENIOR CTR	50.00	5-01-28-372-036 OFFICE SUPPLIES*SENIOR CENTER	DT02-2015	
03/16/15	GOC	15-00024	10 TWP WEBSITE MAINT**MUSEUM	50.00	5-01-28-373-036 OFFICE SUPPLIES*HISTORY CENTER/CULTURAL	DT02-2015	
P.O. Total:				335.00			
03/16/15	GOC	15-00053	50111 NEXTEL COMMUNICATIONS 11 CONSTRUCTION CELLULAR PHONE	75.70	5-01-55-900-015	691402214-162	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
03/16/15	GOC	15-00053	12 EMERGENCY MGMT CELLULAR PHONE	64.70	OTHER EXPENSES*CONSTRUCTION 5-01-25-252-037	691402214-162	
03/16/15	GOC	15-00053	13 CODE ENFORCEMENT CELL PHONE	64.18	ELCTRC/COMMUNIC SUPP*EMER MGMT 5-01-22-195-036	691402214-162	
03/16/15	GOC	15-00053	14 VERNON/MARK CELLULARS PHONES	35.60	OFFICE SUPPLIES*CODE ENFRCEMNT 5-01-31-450-077	691402214-162	
				P.O. Total:	240.18	TELECOMMUNICATIONS CHARGES	
				Total for Batch: GOC	3,411.05		
				Total for Date: 03/16/15	Total for All Batches:	3,411.05	

03/17/15	GOC	13-00134	11461 DALEY'S PIT 2 QUARRY BLEND	80.00	5-01-26-290-031 CHEMICALS/GASES*PUBLIC WORKS	10398	
03/17/15	GOC	14-00015	38606 KEEN COMPRESSED GAS CO., INC. 14 ACETYLENE/OXYGEN RENTAL	19.16	4-01-26-290-031 CHEMICALS/GASES*PUBLIC WORKS	83034647	
03/17/15	GOC	14-00027	78272 TOWNSHIP OF UPPER 15 DENNIS COURT RECEIPTS RETURNED	2,312.97	5-01-55-900-016 MUNICIPAL COURT RECEIPTS DENNIS-UPPER	FEBRUARY 2015	
03/17/15	GOC	14-00048	00364 SUPER VALU 17 FREEZER BAGS/COFFEE/WRAP/ETC	32.19	4-01-30-420-066 PROGRAM SUPPLIES*SPECIAL EVENT	DENNIS TOWNSHIP	
03/17/15	GOC	14-00062	00364 SUPER VALU 1 DENNIS TOWNSHIP SENIOR CENTER	92.20	4-01-28-372-036 OFFICE SUPPLIES*SENIOR CENTER	DENNIS TOWNSHIP	
03/17/15	GOC	14-00062	9 DENNIS TOWNSHIP SENIOR CENTER	2.90	5-01-28-372-036 OFFICE SUPPLIES*SENIOR CENTER	DENNIS TOWNSHIP	
				P.O. Total:	95.10		
03/17/15	GOC	14-00069	53518 OCEAN VIEW VETERINARY HOSPITAL 7 FERAL CAT/CEDAR CREEK WEST	53.00	5-01-27-340-029 OTHER CONTRACTUAL*DOG REGULAT	24265/ACCT 140	
03/17/15	GOC	14-00099	39753 K-MART 14 EASTER EGG HUNT/PRIZES/CANDY	139.25	5-01-30-420-066 PROGRAM SUPPLIES*SPECIAL EVENT	3/4/15 PURCHASE	
03/17/15	GOC	14-00099	15 EASTER EGG HUNT/PRIZES/CANDY	46.82	5-01-30-420-066 PROGRAM SUPPLIES*SPECIAL EVENT	MARCH 14TH	
03/17/15	GOC	14-00099	16 RECREATION: FAMILY FEUD GAME	12.99	4-01-28-370-066 PROGRAM SUPPLIES*RECREATION	DENNIS TOWNSHIP	
				P.O. Total:	199.06		

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
03/17/15	GOC	14-00109	12099 SHEREE L. DEVER 10 EASTER EGG HUNT/RABBITS/PRIZES	156.96	5-01-30-420-066 PROGRAM SUPPLIES*SPECIAL EVENT	WALMART 3/04/15	
03/17/15	GOC	14-00168	12000 DENNIS TWP FIRE DISTRICT #1 7 QUARTER #1 ENDING 03/31/2015	91,250.00	5-01-55-900-031 FIRE DISTRICT #1 OCEAN VIEW	FIRE DIST TAXES	
03/17/15	GOC	14-00169	12001 DENNIS TWP FIRE DISTRICT #2 7 QUARTER #1 ENDING 03/31/2015	62,736.50	5-01-55-900-032 FIRE DISTRICT #2 DENNIS	FIRE DIST TAXES	
03/17/15	GOC	14-00170	12002 DENNIS TWP FIRE DISTRICT #3 7 QUARTER #1 ENDING 03/31/2015	40,265.75	5-01-55-900-033 FIRE DISTRICT #3 BELLEPLAIN	FIRE DIST TAXES	
03/17/15	GOC	14-00316	81072 VITAL COMMUNICATIONS, INC. 18 MORE %% OF CONTRACT COMPLETION	22,050.00	4-01-55-900-023 REVALUATION EMERGENCY	V-61228	
03/17/15	GOC	14-00316	19 LESS: 10% RETAINAGE	2,205.00-	4-01-55-900-023 REVALUATION EMERGENCY	V-61228	
P.O. Total:				19,845.00			
03/17/15	GOC	14-00398	83704 WASTE MANAGEMENT OF NJ, INC. 5 COLLECTION/DISPOSAL OF TRASH	14,733.00	5-01-41-721-065 CAPE MAY COUNTY M.U.A.	2560732-2407-1	
03/17/15	GOC	15-00004	10106 NELSON B. CREAMER 4 MEDICARE B/PRESCR**CREAMER	127.79	5-01-23-220-092 EMPLOYEE GROUP INSURANCE	MARCH 2015	
03/17/15	GOC	15-00006	26693 GERALD C. HARRIS 4 MEDICARE B/PRESCR**HARRIS	116.47	5-01-23-220-092 EMPLOYEE GROUP INSURANCE	MARCH 2015	
03/17/15	GOC	15-00009	81072 VITAL COMMUNICATIONS, INC. 3 ADDITIONAL PC/CRT TAX ASSESSOR	75.00	5-01-20-150-059 DATA PROCESS EQUIP*TAX ASSESS	V-61106	
03/17/15	GOC	15-00010	81072 VITAL COMMUNICATIONS, INC. 1 2015 PRELIMINARY MOD IV MASTER	100.00	5-01-20-145-036 OFFICE SUPPLIES*TAX COLLECTION	V-61230	
03/17/15	GOC	15-00010	2 FILE CARTRIDGE - TAX LIST	0.00	5-01-20-145-036 OFFICE SUPPLIES*TAX COLLECTION	V-61230	
P.O. Total:				100.00			
03/17/15	GOC	15-00011	07702 CAPE MAY COUNTY BD OF TAXATION 1 2015 TAX LIST SURCHARGE	25.00	5-01-20-145-036 OFFICE SUPPLIES*TAX COLLECTION	DENNIS TOWNSHIP	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
03/17/15	GOC	15-00013	02095 ANIMAL CONTROL OF SOUTH JERSEY 4 ANIMAL CONTROL SERVICES	600.00	5-01-27-340-029 OTHER CONTRACTUAL*DOG REGULAT	242710	
03/17/15	GOC	15-00019	04111 CATHERINE DOUGHERTY 3 MEDICARE "B"/PRESC**DOUGHERTY	301.91	5-01-23-220-092 EMPLOYEE GROUP INSURANCE	FEBRUARY 2015	
03/17/15	GOC	15-00022	17168 JEANETTE M. ENNIS 3 MEDICARE B/PRESC** ENNIS	126.76	5-01-23-220-092 EMPLOYEE GROUP INSURANCE	FEBRUARY 2015	
03/17/15	GOC	15-00027	23999 JOHN C. GIBSON, P.E. 2 MTGS/BIKEWAY/JIF/ENGINEER WORK	2,500.00	5-01-20-165-028 OTHER PROF/CONSULT*ENGINEER	UP TO 02/24/15	
03/17/15	GOC	15-00031	01201 ATLANTIC CITY ELECTRIC 1 TOWNSHIP OF DENNIS ELECTRICITY	4,663.06	5-01-31-430-071 ELECTRICITY	DENNIS TOWNSHIP	
03/17/15	GOC	15-00032	01212 A.T. & T. 3 TOWNSHIP LONG DISTANCE PHONE	101.54	5-01-31-440-076 TELEPHONE CHARGES	0305212487001	
03/17/15	GOC	15-00039	71184 STAPLES CREDIT PLAN 3 VARIOUS OFFICE SUPPLIES	38.39	5-01-28-370-036 OFFICE SUPPLIES*RECREATION	277	
03/17/15	GOC	15-00039	4 VARIOUS OFFICE SUPPLIES	183.62	5-01-28-370-036 OFFICE SUPPLIES*RECREATION	17120	
P.O. Total:				<u>222.01</u>			
03/17/15	GOC	15-00041	80465 VERIZON 3 DENNIS TWP LOCAL PHONE SERVICE	1,544.11	5-01-31-440-076 TELEPHONE CHARGES	DENNIS TOWNSHIP	
03/17/15	GOC	15-00043	00705 ADVANTAGE RENTAL CENTER, INC. 4 BLACK TOP REPAIR BAG/NOZZLE	99.30	5-01-26-290-038 HARDWARE/MINOR TOOLS*PUB WORKS	257072/114847	
03/17/15	GOC	15-00046	10215 CRYSTAL SPRINGS 3 WATER/WATER BOTTLE/MISC/ETC	67.77	5-01-26-310-052 JANITOR/LAUNDRY/KITCHEN EQUIP	3175133030115	
03/17/15	GOC	15-00047	14385 DUNBAR ARMORED INC. 3 ARMORED CAR DEPOSITS PICKED UP	362.31	5-01-20-130-029 OTHER CONTRACTUAL*FINANCE ADMN	3551393	
03/17/15	GOC	15-00048	22899 MIKE GARDNER & SON, INC. 3 PASSWORD PLUS COMB LOCKS	12.58	5-01-28-375-058 WORK EQUIPMENT*PARKS/PLAYGRNDS	ACCT #254TE	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
03/17/15	GOC	15-00048	4 HANDLES/STOPS/VALVES/MOUSE/ETC	66.43	5-01-26-290-038	ACCT #254TE	
					HARDWARE/MINOR TOOLS*PUB WORKS		
			P.O. Total:	79.01			
			24401 G & K SERVICES, INC.				
03/17/15	GOC	15-00050	4 UNIFORMS FOR PARKS/PLAYGRNDS	45.20	5-01-28-375-058	ACCT 0001879931	
					WORK EQUIPMENT*PARKS/PLAYGRNDS		
03/17/15	GOC	15-00050	5 UNIFORMS FOR PUBLIC WORKS	881.96	5-01-26-290-032	ACCT 1879931	
					UNIFORMS/CLOTHING*PUBLIC WORKS		
			P.O. Total:	927.16			
			34559 NAPA AUTO PARTS				
03/17/15	GOC	15-00051	4 SERPENTINE BELTS/BATTERY/ETC	1,273.70	5-01-26-290-038	ACCT 38103796	
					HARDWARE/MINOR TOOLS*PUB WORKS		
			70199 THOMAS G. SMITH P.C.				
03/17/15	GOC	15-00056	3 DENNIS TWP TAX APPEAL ATTORNEY	1,035.68	5-01-20-150-041	2861/0192-06	
					CONF/MEETINGS*TAX ASSESSMENT		
			38650 KEL-TEX IMPRINTS, INC.				
03/17/15	GOC	15-00070	1 TEE SHIRTS W/GCADA LOGO	0.00	5-01-55-900-021	24531	
					REFUNDS*OTHER DEPARTMENTS/ETC		
03/17/15	GOC	15-00070	2 CULTURAL HERITAGE (25 SHIRTS)	200.00	5-01-55-900-021	24531	
					REFUNDS*OTHER DEPARTMENTS/ETC		
			P.O. Total:	200.00			
			38650 KEL-TEX IMPRINTS, INC.				
03/17/15	GOC	15-00071	1 TEE SHIRTS W/GCADA LOGO	0.00	5-01-41-703-111	24509	
					LOCAL SHARE*MUNIC ALLIANCE (EXTENSION)		
03/17/15	GOC	15-00071	2 HAWK OF THE MONTH	399.00	5-01-41-703-111	24509	
					LOCAL SHARE*MUNIC ALLIANCE (EXTENSION)		
			P.O. Total:	399.00			
			67630 RUTGERS, THE STATE UNIVERSITY				
03/17/15	GOC	15-00087	1 46th ANNUAL PURCHASING CONF.	0.00	5-01-20-130-042	20368	
					EDUCATION/TRAIN*FINANCE ADMIN		
03/17/15	GOC	15-00087	2 GLENN O. CLARKE, CMFO/QPA	350.00	5-01-20-130-042	CLIENT #613547	
					EDUCATION/TRAIN*FINANCE ADMIN		
			P.O. Total:	350.00			
			71194 TREASURER, STATE OF NEW JERSEY				
03/17/15	GOC	15-00088	1 NOTARY PUBLIC ADDRESS CHANGE	25.00	5-01-20-120-044	2271661	
					PROF ASSOC DUES*TOWNSHIP CLERK		
			72327 T.C.T.A. OF NJ				
03/17/15	GOC	15-00102	1 2015 CONFERENCE/GLENN CLARKE	385.00	5-01-20-130-042	DCNFVWDY88P	
					EDUCATION/TRAIN*FINANCE ADMIN		

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
03/17/15	GOC	15-00106	70548 SOUTHERN NEW JERSEY N.I.G.P. 1 2015 DUES/GLENN O. CLARKE	60.00	5-01-20-130-044 PROF ASSOC DUES*FINANCE ADMIN	GLENN O. CLARKE	
03/17/15	GOC	15-00107	02101 A.N.J.E.C. 1 2015 MEMBERSHIP DUES PAYABLE	290.00	5-01-27-335-042 EDUCATION/TRAIN*ENVIRONMENTAL COMMISSION	DENNIS TOWNSHIP	
03/17/15	GOC	15-00107	2 ANJEC WORKSHOP PLAN	60.00	5-01-27-335-042 EDUCATION/TRAIN*ENVIRONMENTAL COMMISSION	ANJEC WORKSHOP	
P.O. Total:				<u>350.00</u>			
03/17/15	GOC	15-00109	13515 DON J. URIE ASSOCIATES, INC. 1 MANITOWOC SM-50A WATER FILTER	52.00	5-01-28-372-036 OFFICE SUPPLIES*SENIOR CENTER	28238	
03/17/15	GOC	15-00126	07674 CAPE MAY COUNTY BOA AGENT ACCT 1 BAGS FOR SOIL SAMPLES	80.00	5-01-28-375-058 WORK EQUIPMENT*PARKS/PLAYGRNDS	041059	
03/17/15	GOC	15-00128	45625 MADISON SQUARE GARDEN ENTER. 1 2015 NEW YORK SPRING SPECTAC.	2,600.00	5-01-28-372-036 OFFICE SUPPLIES*SENIOR CENTER	ACCT 2460873	
03/17/15	GOC	15-00128	2 ACCOUNT #2460873	0.00	5-01-28-372-036 OFFICE SUPPLIES*SENIOR CENTER	DENNIS TOWNSHIP	
P.O. Total:				<u>2,600.00</u>			
03/17/15	GOC	15-00129	03870 BANK OF AMERICA 1 TAX OVERPAYMENT REFUND B54 L8	1,609.48	5-01-55-900-019 REFUNDS*TAX COLLECTOR RECEIPTS	TAX OVERPAYMENT	
03/17/15	GOC	15-00129	2 AS PER OFFICIAL TWP RESOLUTION	0.00	5-01-55-900-019 REFUNDS*TAX COLLECTOR RECEIPTS	TAX OVERPAYMENT	
P.O. Total:				<u>1,609.48</u>			
03/17/15	GOC	15-00130	45684 MARSH & MCLENNAN AGENCY, LLC 1 PARTICIPANT ACCIDENT INSURANCE	9,104.00	5-01-23-210-090 LIABILITY INSURANCE	DENNIS TOWNSHIP	
03/17/15	GOC	15-00130	2 TRAVEL INCLUDED/ACCIDENT/AD &	0.00	5-01-23-210-090 LIABILITY INSURANCE	DENNIS TOWNSHIP	
P.O. Total:				<u>9,104.00</u>			
03/17/15	GOC	15-00134	72327 T.C.T.A. OF NJ 1 2015 CONFERENCE/MICHELE HEIM	385.00	5-01-20-145-042 EDUCATION/TRAIN*TAX COLLECTION	Z5NKQRY32NC	
03/17/15	GOC	15-00136	04580 BELLEPLAIN EMERGENCY CORP. 1 2015 CONTRIBUTION BY TOWNSHIP	0.00	5-01-25-260-094 BELLEPLAIN EMERGENCY CORPS		

March 17, 2015  
02:46 PM

TOWNSHIP OF DENNIS  
Received P.O. Batch Listing By P.O. Number

Page No: 7

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
03/17/15	GOC	15-00136	2 25% PAID BY MARCH 31, 2015	12,500.00	5-01-25-260-094 BELLEPLAIN EMERGENCY CORPS	CONTRIBUTION	
			P.O. Total:	<u>12,500.00</u>			
03/17/15	GOC	15-00137	78273 TOWNSHIP OF UPPER 1 MUNICIPAL COURT SHARED SERVICE	0.00	5-01-43-490-028 OTHER PROF/CONSULT*MUN COURT		
03/17/15	GOC	15-00137	2 MARCH 2015 PAYMENT	28,750.00	5-01-43-490-028 OTHER PROF/CONSULT*MUN COURT	MARCH PAYMENT	
			P.O. Total:	<u>28,750.00</u>			
			Total for Batch: GOC	<u>302,976.75</u>			
			Total for Date: 03/17/15				
			Total for All Batches:	<u>302,976.75</u>			

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Batch Id

Batch Total

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Total for Batch: GOC

306,387.80

Total of All Batches:

306,387.80

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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	4-01	21,523.86	0.00	0.00	21,523.86
	5-01	284,863.94	0.00	0.00	284,863.94
Total of All Funds:		<u>306,387.80</u>	<u>0.00</u>	<u>0.00</u>	<u>306,387.80</u>

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# 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 <sup>year</sup> ending:

FEBRUARY 28 2015

Dated MARCH 12 2015

*Michele T. Heim* CTC Collector.  
Michele T. Heim CTC

## COLLECTIONS

Taxes Year 2014	41,522.91					
" " 2015	1,900,891.74					
" "						
" "						
" "						
Gross Receipts Tax, Year						
Franchise Tax "						
Property Redeemed						
Interest and Costs	3,271.42					
Fees for Searches						
<u>TOTAL Receipts</u>	1,945,686.07					
Discount on Taxes						
<u>Net Receipts</u>	1,945,686.07					

## DISBURSEMENTS

Paid to Treasurer	1,945,686.07					
Total Disbursements	1,945,686.07					
Cash on hand FEBRUARY 28, 2015						

Remarks:



**ENGINEERS REPORT    MARCH 17, 2015**

I CONTINUE TO INSPECT THE SITE WORK FOR THE SECOND PHASE OF THE ROBERTSON RV AND SUN DRIFTWOOD PROJECTS IN CLERMONT.

I SUBMITTED SKETCHES REQUIRED BY NEW JERSEY TRANSIT RELATIVE TO SEEKING PERMISSION FOR USING THEIR RIGHT OF WAY FOR THE PROPOSED BIKEWAY EXTENSION INTO DENNIS TOWNSHIP. ADDITIONAL MATERIAL REMAINS TO BE REQUIRED INCLUDING A FORMAL LETTER REQUEST FROM THE MAYOR, BEFORE THEY BEGIN PROCESSING OUR REQUEST.

AN INITIAL MEETING HAS TAKEN PLACE WITH THE DEVELOPER WHO IS INTERESTED IN INSTALLING SOLAR PANELS AT THE CLOSED SOUTH SEAVILLE LANDFILL.

AS A RESULT OF REVIEWING OUR LANDFILL FILES AND FOLLOW UP CALLS TO DEP AND THE PINELANDS, IT MAY BE POSSIBLE TO EITHER REDUCE THE FREQUENCY OF THE QUARTERLY MONITORING OR REDUCING THE CHEMICALS BEING TESTED.

I HAVE REVIEWED THE APPLICATION BY THE DOT FOR ROUTE 83 ROADWAY RESURFACING AND BASIN RECONSTRUCTION AT THE INTERSECTION WITH ROUTE 47. THE CORRECTION BY THE DOT OF THE PERIODIC FLOODING AT THIS INTERSECTION IS LONG OVERDUE.

RESPECTFULLY SUBMITTED,

-----  
JOHN C. GIBSON, P.E.    3/17/2015