

TOWNSHIP OF DENNIS

**TOWNSHIP COMMITTEE
WORKSESSION AGENDA**

JUNE 07, 2016

4:30 P.M. (prevailing time)

CALL TO ORDER:

Mayor's announcement: The notice requirements provided for in the "Open Public Meetings Act" have been satisfied. Notice of this meeting was properly given in Resolution No. 2015-137 entitled the Annual Meeting Notice which was adopted by the Dennis Township Committee on December 15, 2015. A meeting notice has been published and posted in accordance with the act.

FLAG SALUTE:

ROLL CALL OF MEMBERS PRESENT:

___ Fry-DeRose, J.; ___ Tozer, D.; ___ Salimbene, L.; ___ O'Connor, B.; ___ Murphy, J;

SPECIAL PRESENTATIONS OR DISCUSSIONS:

Representatives from Waste Management will be present to discuss solid waste collection issues.

DEPARTMENTAL REPORTS AND PROJECT UPDATES:

Administration & Finance:

Discuss the status of the Employee Assistance Program.

Discuss correspondence from ACMJIF regarding the Membership Renewal.

Legal:

None.

**WORKSESSION AGENDA
PAGE TWO**

Public Buildings & Grounds:

None.

Engineering:

Discuss the Quotes received for the HVAC issues with the Meeting Room.

Discuss the Utility Application and Proposed Easement on Old Sea Isle Blvd.

Construction/Plan/Zone:

None.

RESOLUTIONS:

None.

ORDINANCES:

None.

MOTION TO ADJOURN THE MEETING:



June 2, 2016

Glenn Clark
Dennis Township
P.O. Box 204
Dennisville, NJ 08214

Re: Membership Renewal in the ACM JIF

Dear Glenn:

It is time to re-affirm your membership in the Atlantic County Municipal Joint Insurance Fund (ACM JIF) for the three-year period beginning January 1, 2017.

ACM JIF Membership Agreement

Attached, please find documents pertaining to your municipality's Renewal of Membership in the ACM JIF. The Resolution, and accompanying Certification, outlines the uniqueness of your JIF membership and the provisions under the Local Public Contracts Law wherein your municipality can renew your membership in the ACM JIF without soliciting quotes or undertaking a formal bid process. Please review the Resolution and Certification, have the appropriate personnel from your municipality complete and sign the Certification, file a copy with the Municipal Clerk, and place the Resolution on your next agenda for adoption. Once the Resolution is approved, a notification regarding the awarding of the contract must be placed in the municipality's official newspaper.

In order to ensure a smooth budget and renewal process for the JIF, we ask that you forward your Renewal Resolution and the attached *Agreement to Renew Membership in the ACM JIF* to our office by **Friday, August 19, 2016**. Your prompt response will enable the Finance Committee to develop a realistic 2017 Fund Year budget in a timely manner.

As you consider your continuing membership in the JIF, we invite you to discuss any questions directly with our staff so that we have an opportunity to reply to your inquiry.

If you intend to compare the JIF to other programs, we ask that you please contact our office. Comparing insurance programs can be a difficult and confusing process. One thing is for sure; all insurance and all JIFs are not alike. Items to be considered include a JIF's financial stability, operating ratios, coverage, limits, deductibles, co-insurance requirements, programs, fund professionals, and services. If you intend to conduct a marketing exercise, we recommend that you begin the process immediately to meet the JIF's **August 19th** date.

Discounts for Renewing Members

The JIF recognizes the need to retain members who have contributed to our financial success and we have developed programs designed to reward renewing members whose claims experience

has been above average. For members who have had less favorable experience, we have developed loss sensitive programs that can reduce your renewal premium and allow your future claims experience to determine your ultimate premium. The JIF will also consider high deductible or SIR programs as a way of reducing premiums for members who qualify. Please contact our office if you wish to discuss any of these options.

Dividends

We are pleased to report that the JIF returned \$1,750,000 to our members in 2015 and is currently considering a similar dividend release in 2016! Since its inception, the JIF has returned in excess of \$28.2 million to its members; dividends that would have been insurance company profits. Return of dividends is made possible by the conservative nature of the JIF operations and because every penny not spent on claims is returned to our members with interest!

Additional Services

As you know, the JIF will not be out-serviced. Our safety, risk management, and claims management services are second to none. The JIF also provides its members with local training seminars on important issues such as Police, Public Officials, and Employment Liability. Each of these programs has been enthusiastically received by all who have participated. In addition to the superior safety, liability, and claims management services mentioned above, the JIF offers many other valuable member benefits. For example, the JIF provides *Property Appraisals* for all members and has made discounts available for your Fixed Asset Inventory reports. The *Employment Practices Liability Helpline* is another member service that has been implemented to assist you in addressing employment issues before they become lawsuits. Please visit the JIF website (www.acmjif.org) to learn about all of the JIF's programs and services.

Wellness Initiative

Beginning in 2015, the JIF introduced a program to promote the health and wellness of municipal employees. While the JIF members' success in achieving a high degree of freedom from accidents and injuries has been due to their unwavering commitment to safety; numerous studies have demonstrated that there is a strong link between workplace wellness and lower Workers' Compensation costs. Physically fit employees are less likely to be injured and recover more quickly when injured. Healthy employees also have less of an impact on municipal health insurance programs. It is the JIF's hope that these Wellness Programs will contribute to employee morale, well-being, and quality of life both in and outside of the workplace.

Member Visitation Program

In the near future, our office will begin contacting renewing members to schedule a meeting with you and representatives of your governing body. During our visit, we will review detailed information on your performance in the JIF, utilization of JIF Programs, as well as review the JIF's financial stability. I invite you to provide us with your feedback, both positive and negative, on all JIF Programs. Your feedback is invaluable to making the JIF responsive to the needs of its members.

Questions?

Should you have any questions regarding your JIF membership or require additional information, please do not hesitate to call myself at (856) 446-9130; paul_miola@ajg.com or Paul Forlenza at (856) 446-9135; paul_forlenza@ajg.com.

Atlantic County Municipal Joint Insurance Fund

P.O. Box 488, Marlton, New Jersey 08053 · P: 856-446-9100 · F: 856-446-9149 · www.acmjif.org

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Thanks for your prompt attention to this matter and we look forward to your continued membership with the JIF.

Very truly yours,
ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

Paul J. Miola

Paul J. Miola, CPCU, ARM
Executive Director

Enclosures

cc: Jacqueline B. Justice, Clerk
Mike McLaughlin, RMC

File: ACMJIF/Gen/Member Resolutions & Agreements
ACMJIF/2017/Renewal

Tab: Membership Renewal

Jackie Justice

From: Mark Thompson <mark@broadleys.net>
Sent: Wednesday, June 01, 2016 10:34 AM
To: black.jack@comcast.net
Cc: jackie@dennistwp.org
Subject: 7.5 Ton HVAC Bid
Attachments: 2016_DENNISVILLE MUNICIPAL BUILDING_571 PETERSBURG RD_7.5 TON PKG UNIT-REZNOR DUCT FURN. -05-31-16.pdf

Jackie and Jack,

Attached is Broadley's bid for the project described in bid document authored by John C. Gibson. Equipment, Labor, start up, carpentry and necessary sheet rock cutting and repair are included .

Broadleys is a long standing contractor in the area and can provide Insurance and Business Registration Certificate if selected as the successful bidder.

Work days involved in the project is projected to be 5 to 6 days. Dates of availability can be as swift as 3 to 5 weeks or it can be done late in August prior to heating season. If selected as the Contractor we would coordinate with Jack and Township Staff to comply with all of your needs and timelines.

Should you have any questions, please do not hesitate to contact me.

Mark Thompson
Residential - Commercial Sales and Design
Mobile - 609.780.7160 Fax: 609.840.6979
email: mark@broadleys.net

 **BROADLEY'S**
A BROAD RANGE OF ENERGY SOLUTIONS
115 Roosevelt Boulevard
P.O. Box 37 - Marmora, NJ 08223
www.broadleys.net • 609.390.3907

PROPOSAL

BROADLEY'S

115 Roosevelt Boulevard / P.O. Box 37

Marmora, NJ 08223

(609) 390-3907 FAX (609) 390-1277

Lic. #NJSL6077

HIC# 13VH01292800

June 1, 2016

Proposal Submitted to:

Dennisville Municipal Building

571 Petersburg Rd

Dennisville, NJ 08214

Job Name and Location:

7.5 Ton Package Unit

meeting room end of building

Contact -John C. Gibson

We are pleased to offer our proposal for the replacement of the package unit HVAC system at the above site

Equipment:

1 - Carrier/Bryant - 7.5 Ton electric AC- package Unit

1 - Carrier/Bryant - 7.5 Ton air handler

1 - Reznor X-150 - 150,000BTU LP Duct Furnace

1 - Thermostat

1 - Filter rack

Installation includes:

New duct work as needed to connect to existing indoor duct system

New electrical connections by our electrician

Connection to venting system for Reznor Furnace

Crane/lift/freight costs are included

Sheet rock removal and replacement and painting included in Men's room impacted

Start-up and testing

Labor for complete installation

TOTAL PRICE

\$ 28,350.00

INIT: _____

Exclusions:

- Permit and variance application and fees, to be billed at cost

Warranty:

1-Year Broadley's Parts and Labor

Manufacturer warranty on equipment

We request a signed proposal with an approved Purchase Order to schedule this installation, with the balance due upon completion. Thank you for considering Broadley's. Submitted by Mark Thompson.

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature:



Note: The above prices and specifications are valid for 30 days. Project must be started within 60 Days and/or Completed within 180 Days; otherwise Contract will be subject to review for additional adjustments to Labor, Material and/or Equipment Costs. Broadley's MDI does not warrant owner supplied fixtures/equipment.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made at the time of delivery.

Signature _____

Date _____

NOTICE:

FOR INFORMATION ABOUT CONTRACTOR AND THE CONTRACTORS REGISTRATION ACT, CONTACT THE NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY, DIVISION OF CONSUMER AFFAIRS AT 1-888-656-6225.

YOU MAY CANCEL THIS CONTRACT AT ANY TIME BEFORE MIDNIGHT OF THE THIRD BUSINESS DAY AFTER RECEIVING A COPY OF THIS CONTRACT. IF YOU WISH TO CANCEL THIS CONTRACT, YOU MUST EITHER:

- 1. SEND A SIGNED AND DATED WRITTEN NOTICE OF CANCELLATION BY REGISTERED OR CERTIFIED MAIL, RETURN RECEIPT REQUESTED.**

OR

- 2. PERSONALLY DELIVER A SIGNED AND DATED WRITTEN NOTICE OF CANCELLATION TO:**

**Broadley's MDI
P.O. Box 37
115 Roosevelt Blvd
Marmora, NJ 08223
NJHIC# 13VH01292800**

If you cancel this contract within the three-day period, you are entitled to a full refund of your money. Refunds must be made within 30 days of the contractor's receipt of the cancellation notice.

Rebates: Rebate programs are subject to the availability of funds from the provider. Requirements and levels are subject to change or cancel without notice. It is the responsibility of the customer to assure that all requirements are met and all documentation is provided. Broadley's MDI is not responsible for the terms and conditions of such rebates.

Broadley's MDI is not a tax consultant; please consult your tax advisor about any Federal or State Tax credits you may be eligible for.

Terms: Broadley's MDI requires payment upon delivery. A 2% finance charge per month will be assessed to all balances over 10 days, unless other written requests have been granted. Broadley's MDI reserves the right to charge the customer any and all collection costs. \$30.00 returned check fee.

Warranty: All parts and equipment carry their respected manufacturer's warranty only, unless otherwise indicated. Broadley's MDI offers a 30-day Labor Warranty on all service work and a 1-year Labor Warranty on all new equipment installations.

Broadley's MDI reserves the right to charge the customer a fee for any warranty processing.

Broadley's MDI does not warrant owner supplied fixtures or equipment.

Labor charges: Customer is charged time from office to property. Minimum charge is 1 hour, with each ½ hour billed accordingly.

Conover-Swanson Inc.

*363 Woodbine- Oceanview Rd.
Oceanview, NJ. 08230*

Phone 609-624-1111

Fax 609-624-0143

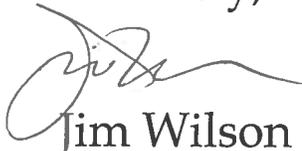
May 25, 2016

Ms. Justice,

Enclosed is the proposal you requested for replacement of your equipment for the Meeting Room at the Dennis Township Municipal Building.

After you review the proposal, please give us a call if you have any questions. If you would like to proceed with the replacement just sign and return a copy of the proposal along with your deposit. Thank you for the opportunity to quote your project.

Sincerely,



Jim Wilson

Operations Manager

Conover-Swanson Inc.

