

**REGULAR MEETING OF THE DENNIS TOWNSHIP COMMITTEE -  
JUNE 21, 2016 – 4:30 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. (Carry over from Board of Health).

Will everyone please rise to salute the flag and for a moment of silence. (Carry over from Board of Health).

**Public Comment on Agenda Items:**

Review of Consent & Regular Agenda Items

**Consent Agenda**

Minutes:	03/01/2016 Regular & Work Session Minutes and 03/15/2016 Regular Minutes.
Res. #2016-84	Authorizing the Renewal of Membership in the Atlantic County Municipal Joint Insurance Fund.
Res. #2016-85	Authorizing the Issuance of the 2016-2017 Kennel License for Clermont Country Kennels.
Res. #2016-86	Providing for the Insertion of a Special Item of Revenue in the 2016 Municipal Budget.
Res. #2016-87	Authorizing the Release of the Performance Bond for Block 224, Lots 76 & 77 – Atlantic City Electric.
Res. #2016-88	Awarding the Quote for the HVAC System Improvements for the Meeting Room of the Municipal Building.
Res. #2016-89	Adopting the 2016 Cape May County Hazard Mitigation Plan Update.
Res. #2016-90	Granting Several Raffle Licenses.

**REGULAR MEETING OF THE DENNIS TOWNSHIP COMMITTEE –  
JUNE 21, 2016 – 4:30 P.M. (page 2)**

**Regular Agenda:**

**Motion for the Bills**

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

**Administrative Reports**

Engineer's Report                                      06/21/2016

**General Public Comments**

**Committee Comments**

**Adjournment**

**TOWNSHIP OF DENNIS**

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

**RESOLUTION NO. 2016-84**

**RESOLUTION AUTHORIZING THE RENEWAL OF MEMBERSHIP IN THE  
ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND**

**WHEREAS**, the Township of Dennis (hereinafter the "MUNICIPALITY") is a member of the Atlantic County Municipal Joint Insurance Fund (hereinafter the "FUND"); and

**WHEREAS**, the MUNICIPALITY'S membership terminates as of January 1, 2017 unless earlier renewed by a Contract between the MUNICIPALITY and the FUND; and

**WHEREAS**, N.J.S.A. 40A:11-5 (1)(m) provides that Contract which exceeds the bid threshold may be negotiated and awarded by the governing body without public advertising for bids and bidding therefor, if the subject matter is for the purchase of insurance coverage and consultant services, provided that the award is in accordance with the requirements for extraordinary unspecifiable services; and

**WHEREAS**, N.J.S.A. 40A:11-6.1(b) provides that the MUNICIPALITY shall make a documented effort to secure competitive quotations; however, a Contract may be awarded upon determination, in writing, that the solicitation of competitive quotations is impracticable; and

**WHEREAS**, in accordance with N.J.A.C. 5:34-2-3, a designated official of the MUNICIPALITY, has filed a certificate with the governing body describing in detail, as set forth below in this Resolution, why this Contract meets the provisions of the statutes and the regulations and why the solicitation of competitive quotations is impracticable; and

**WHEREAS**, it has been determined that the purchase of insurance coverage and insurance consultant services by the MUNICIPALITY requires a unique knowledge and understanding of the municipal exposures and risks associated with the operation of a municipal entity, and many insurance professionals are not qualified to assess these risks and exposures based upon their inherent complexity; and

**WHEREAS**, insurance coverage for municipal entities can vary greatly in the type, limits, and exceptions to coverage, and therefore particularized expertise in determining and obtaining the appropriate coverage is required to protect the MUNICIPALITY; and

**WHEREAS**, it is the goal of the MUNICIPALITY to obtain a single integrated program to provide all types of insurance coverage with a plan to limit the MUNICIPALITIES exposure; and

**RESOLUTION NO. 2016-84**  
**PAGE 2**

**WHEREAS**, the FUND has provided comprehensive insurance coverage to member municipalities since 1987; and

**WHEREAS**, since 1987, the FUND has continually refined all of the types of coverage that it provides to its members so that it offers comprehensive insurance and limits to all members that is unique and cannot be purchased from a single entity in the commercial insurance market; and

**WHEREAS**, the FUND has also developed and made available to its members Safety, Risk Management and Litigation Management programs that address the specific exposures and risks associated with municipal entities; and

**WHEREAS**, the FUND provides the MUNICIPALITY with Fund Administration, Claims Review, Claims Processing, Claims Administration, Actuarial and Legal Services; and

**WHEREAS**, the FUND is one of the most financially sound Municipal Joint Insurance Funds in New Jersey, and the FUND operates with strong fiscal controls, member oversight, and meets all of the requirements promulgated by the New Jersey Department of Community Affairs and the Department of Banking and Insurance; and

**WHEREAS**, as an existing member of the FUND, the MUNICIPALITY would be renewing its membership in an organization with experienced and dedicated FUND Professionals who provide specialized services to the members; and

**WHEREAS**, the membership of the FUND includes many neighboring municipalities that uniquely have similar exposures to the MUNICIPALITY, and with whom the MUNICIPALITY has existing inter-local arrangements; and

**WHEREAS**, all of the aforementioned factors categorize the award of this Contract as an "extraordinary, unspecifiable service" that cannot be duplicated, accounted for, accurately detailed, or described in a manner that truly depicts the value of the MUNICIPALITY'S membership in the FUND; and

**WHEREAS**, for all of the aforementioned reasons, it is impracticable for the MUNICIPALITY to seek competitive quotations for a Contract to provide the procurement of insurance coverage and consultant services; and

**WHEREAS**, the FUND has been organized pursuant to N.J.S.A. 40A:10-36 et seq., and as such is an agency of the municipalities that created it; and

**RESOLUTION NO. 2016-84**  
**PAGE 3**

**WHEREAS**, , N.J.S.A. 40A:11-5 (2) also provides that Contract which exceeds the bid threshold may be negotiated and awarded by the governing body without public advertising for bids and bidding therefor, if the Contract is entered into with a municipality or any board, body, officer, agency or authority thereof; and

**WHEREAS**, the FUND meets the definition of an agency as set forth in N.J.S.A. 40A:11-5(2); and

**WHEREAS**, for all of the aforementioned reasons, the MUNICIPALITY desires to enter into a Contract to renew its membership with the FUND for a period of three (3) years, for insurance coverage and consultant services, as an exception to the public bidding requirements of the Local Public Contracts Law.

**NOW THEREFORE, BE IT RESOLVED**, by the governing body of the MUNICIPALITY as follows:

1. The MUNICIPALITY agrees to renew its membership in the FUND and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the FUND.
2. The Mayor and Clerk of the MUNICIPALITY shall be and hereby are authorized to execute the "Contract to Renew Membership" annexed hereto and made a part hereof and to deliver same to the FUND evidencing the MUNICIPALITY'S renewal of its membership.
3. In accordance with N.J.A.C. 5:34-2.3, the certificate of a designated official of the MUNICIPALITY, which details why the solicitation of competitive quotations is impracticable, is attached hereto and made a part of this Resolution.
4. The Clerk of the MUNICIPALITY is authorized and directed to place a notice of the adoption of this Resolution and the award of this Contract in the official newspaper of the MUNICIPALITY.

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

**RESOLUTION NO. 2016-84  
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**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 June 21, 2016 at 4:30 p.m. at the Dennis Township Municipal Building located at 571 Petersburg Road, Dennisville, NJ.

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

**TOWNSHIP OF DENNIS**

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

**RESOLUTION NO. 2016-85**

**RESOLUTION AUTHORIZING THE ISSUANCE OF THE 2016-2017 KENNEL  
LICENSE FOR CLERMONT COUNTRY KENNELS**

**WHEREAS**, the N.J.S.A. 4:19-15.8 requires persons operating a kennel to obtain a license to operate said establishment from the municipality; and

**WHEREAS**, the Township is in receipt of the application for the 2016-2017 Kennel License from Clermont Country Kennels along with the required fee; and

**WHEREAS**, the Township has received the necessary approval from the Cape May County Health Department approving the issuance of said Kennel License.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that the Municipal Clerk be and is hereby authorized and directed to issue the 2016-2017 Kennel License to Clermont Country Kennels.

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

**PRESENTED BY:**

**SECONDED BY:**

**ROLL CALL VOTE:**

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

**RESOLUTION NO. 2016-85**

**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 June 21, 2016 at 4:30 p.m. at the Dennis Township Municipal Building located at 571 Petersburg Road, Dennisville, NJ.

**ATTEST**

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

**TOWNSHIP OF DENNIS**

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

**RESOLUTION NO. 2016-86**

**RESOLUTION PROVIDING FOR THE INSERTION OF A  
SPECIAL ITEM OF REVENUE IN THE 2016 MUNICIPAL BUDGET**

**WHEREAS**, N.J.S. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

**WHEREAS**, said Director may also approve the insertion of an item of appropriation for an equal amount; and

**WHEREAS**, the Township of Dennis will receive \$1,450.43 from the State of New Jersey Municipal Court Alcohol Education, Rehabilitation and Enforcement Fund for 2015 and wishes to amend its 2016 Budget to include this amount as a revenue.

**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 hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2016 in the sum of \$1,450.43 which is now available as a revenue from:

Miscellaneous Revenues

Special Items of General Revenue Anticipated with

Prior Written Consent of the Director of Local Government Services:

Public And Private Revenues Off-Set with Appropriations:

Alcohol Education, Rehabilitation,

And Enforcement Fund.

**BE IT FURTHER RESOLVED**, that a like sum of \$1,450.43 be and the same is hereby appropriated under the caption of:

General Appropriations

(a) Operations Excluded from "Caps"

Public and Private Programs Off-Set by Revenues:

Alcohol Education, Rehabilitation,

And Enforcement Fund

Municipal Court Other Expenses

**BE IT FURTHER RESOLVED**, that the Clerk is hereby authorized and directed to forward the necessary documentation to the Director of Local Government Services.

**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 June 21, 2016 at 4:30 p.m. at the Dennis Township Municipal Building located at 571 Petersburg Road, Dennisville, NJ.

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

**TOWNSHIP OF DENNIS**

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

**RESOLUTION NO. 2016-87**

**RESOLUTION AUTHORIZING THE RELEASE  
OF THE PERFORMANCE BOND FOR BLOCK 224, LOTS 76 & 77 –  
ATLANTIC CITY ELECTRIC**

**WHEREAS**, the Administrator to the Planning and Zoning Boards has requested the release of a Planning/Zoning Performance Bond for Block 224, Lots 76 & 77 due to the completion of the site improvements; and

**WHEREAS**, Township Engineer has authorized the release of the performance bond which is in the form of bond.

**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 is hereby authorized and directed to release the \$74,000.00 performance bond in the form of Bond #929611755 and any remaining escrow fees providing that the professional fees have been satisfied.

**BE IT FURTHER RESOLVED**, that the Clerk forward a certified copy of this resolution to the Administrator to the Planning and Zoning Boards and the Chief Financial Officer.

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

**PRESENTED BY:**

**SECONDED BY:**

**ROLL CALL VOTE:**

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

**RESOLUTION NO. 2016-87**  
**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 June 21, 2016 at 4:30 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. 2016-88**

**RESOLUTION AWARDING THE QUOTE FOR THE HVAC SYSTEM  
IMPROVEMENTS FOR THE MEETING ROOM OF THE MUNICIPAL BUILDING**

**WHEREAS**, the Township Engineer requested quotes for HVAC Improvements for the Meeting Room of the Municipal Building located at 571 Petersburg Road, Dennisville, NJ; and

**WHEREAS**, two quotes were received by 06/07/2016: Broadley's - \$28,350.00 and Conover-Swanson - \$27,500.00; and

**WHEREAS**, the Township Engineer has reviewed the quotes and made his recommendation to the Township Committee and the Chief Finance Officer has completed the Certification of Availability of Funds.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that the quote for HVAC System Improvements for the Meeting Room of the Municipal Building be awarded to Conover-Swanson in the amount of \$27,500.00.

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

**PRESENTED BY:**

**SECONDED BY:**

**ROLL CALL VOTE:**

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

**RESOLUTION NO. 2016-88**  
**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 June 21, 2016 at 4:30 p.m. at the Dennis Township Municipal Building located at 571 Petersburg Road, Dennisville, NJ.

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

TOWNSHIP OF DENNIS

*Office of Chief Financial Officer*

*Treasurer*

Glenn O. Clarke, CMFO/CGFM

P.O. Box 204

571 Petersburg Road

Dennisville, New Jersey 08214

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(609) 861-9700 • Fax (609) 861-9719

**CHIEF FINANCIAL OFFICER'S CERTIFICATION**  
**OF AVAILABILITY OF FUNDS**  
**FOR CONTRACT AWARDS**

I, Glenn O. Clarke, Chief Financial Officer of the Township of Dennis, hereby certify that \$27,500.00 is available in the following appropriations:

Dennis Township Capital Improvement Ordinance No. 2016-02

These funds are sufficient to meet the contractual commitment providing for:

HVAC Improvements to the Municipal Building  
awarded to:

Conover – Swanson, Inc.  
363 Woodbine/Ocean View Road  
Ocean View, NJ 08230

I further certify that this commitment together with all previously made commitments does not exceed the appropriation balance available for this purpose, to the best of my knowledge.

ATTEST



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**Glenn O. Clarke, CMFO**

DATE

06-21-2016

**TOWNSHIP OF DENNIS**

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

**RESOLUTION NO. 2016-89**

**RESOLUTION ADOPTING THE 2016 CAPE MAY COUNTY  
HAZARD MITIGATION PLAN UPDATE**

**WHEREAS,** the Township of Dennis, NJ, has experienced natural hazards that result in public safety hazards and damage to private and public property;

**WHEREAS,** the hazard mitigation planning process set forth by the State of New Jersey and the Federal Emergency Management Agency offers the opportunity to consider natural hazards and risks, and to identify mitigation actions to reduce future risk;

**WHEREAS,** the New Jersey Office of Emergency Management is providing federal mitigation funds to support development of the mitigation plan;

**WHEREAS,** a *Hazard Mitigation Plan* has been developed by the Mitigation Planning Committee;

**WHEREAS,** the *Cape May County Multi-Jurisdictional All Hazards Mitigation Plan Update (May 2016)* includes a prioritized list of mitigation actions including activities that, over time, will help minimize and reduce safety threats and damage to private and public property, and

**WHEREAS,** the draft plan was provided to each participating jurisdiction and was posted on the County Hazard Mitigation Plan Update website so as to introduce the planning concept and to solicit questions and comments; and to present the Plan and request comments, as required by law, and

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

1. The *Cape May County Multi-Jurisdictional All Hazards Mitigation Plan Update (May 2016)*, as submitted to the New Jersey Office of Emergency Management and the Federal Emergency Management Agency on May 24, 2016 by Cape May County is hereby adopted as an official plan of the Township of Dennis; minor revisions recommended by the Federal Emergency Management Agency and/or the New Jersey Office of Emergency Management may be incorporated without further action.
2. The Township of Dennis departments identified in the Plan are hereby directed to pursue implementation of the recommended high priority activities that are assigned to their departments.
3. Any action proposed by the Plan shall be subject to and contingent upon budget approval, if required, which shall be at the discretion of the Township of Dennis, and this resolution shall not be interpreted so as to mandate any such appropriations.

4. The Emergency Management Coordinator is designated to coordinate with other offices and shall periodically report on the activities, accomplishments, and progress, and shall prepare an annual progress report to be submitted to the Cape May County Office of Emergency Management. The status reports shall be submitted on a yearly basis by a predetermined date as agreed upon by all stakeholders.

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

**PRESENTED BY:**

**SECONDED BY:**

**ROLL CALL VOTE:**

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

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

**TOWNSHIP OF DENNIS**

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

**RESOLUTION NO. 2016-90**

**RESOLUTION GRANTING SEVERAL RAFFLE LICENSES**

**WHEREAS**, several organizations have applied for Raffle License; and

**WHEREAS**, said organizations has complied with the necessary requirements.

**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 Raffle License are hereby granted:

RL#2016-01	Cape May County Historical & Genealogical Society	09/10/16
RL#2016-02	PTA Bishop McHugh Regional Catholic School	12/03/16

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

**PRESENTED BY:**

**SECONDED BY:**

**ROLL CALL VOTE:**

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

**RESOLUTION NO. 2016-90**  
**PAGE 2**

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

## ENGINEERS REPORT

JUNE 21, 2016

THE PROJECT "RECONSTRUCTION AND REALIGNMENT OF ACADEMY ROAD WITH FIDLER ROAD" IS SCHEDULED TO START ON OR ABOUT MONDAY THE 20<sup>TH</sup> WITH THE INSTALLATION OF CONSTRUCTION SIGNS FOLLOWED BY CLEARING. THE TOWNSHIP WEBSITE HAS BEEN UPDATED TO PROVIDE NOTICE OF THE ACADEMY ROAD DETOUR.

THE PINELANDS PERMIT FOR THE PROJECT WAS APPROVED AT THEIR MEETING OF JUNE 10.

I RECOMMEND CONOVER-SWANSON, WHO SUBMITTED THE LOWER QUOTE FOR THE HVAC WORK. A RESOLUTION AUTHORIZING THE AWARD IS SUBMITTED FOR YOUR CONSIDERATION.

WE LEARNED WE WILL NOT RECEIVE A 2016 DOT GRANT FOR THE THE PROPOSED FIRST PHASE OF THE BIKEWAY CONNECTING MIDDLE TOWNSHIP AND THE BOROUGH OF WOODBINE. I RECOMMEND WE REAPPLY FOR 2017 FUNDING AND IN THE INTERIM CONSIDER ADVANCING THE PROJECT BY REQUESTING PROPOSALS FOR ENGINEERING SERVICES FOR THE DESIGN PHASE. THE COST OF DESIGN IS NOT ELIGIBLE FOR DOT FUNDS ANYWAY.

I PROVIDED MY APPROVAL AND "SIGN OFF" OF THE SITE WORK OF THE ATLANTIC CITY ELECTRIC OCEAN VIEW SUB STATION.

I AM MEETING WITH THE CONTRACTOR THIS WEEK TO GET A FIRM DATE FOR THE PROPOSED THREE SPEED HUMPS ON PAPER MILL ROAD.

I MET WITH THE SOCCER COMMITTEE REGARDING THE PROPOSED RECREATIONAL OPEN SPACE GRANT ON THE LEASED LOTS ADJACENT TO THE RECREATION COMPLEX. THE COMMITTEE WAS ENTHUSIASTIC AND PROVIDED VALUABLE INPUT. I AM SCHEDULED TO MEET WITH THE ENVIRONMENTAL COMMITTEE TOMORROW EVENING.

RESPECTFULLY SUBMITTED,

JOHN C. GIBSON, P.E. 6/21/16