

**REGULAR MEETING OF THE DENNIS TOWNSHIP COMMITTEE -
OCTOBER 18, 2016 – 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. (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).

Discussion:

Best Practices Worksheet CY2016.

Amending Chapter 44 – Purchasing to adjust the Quote threshold.

Public Comment on Agenda Items:

Review of Consent & Regular Agenda Items

Consent Agenda

Res. #2016-118 Authorizing the Refund of a Tax Overpayment for Block 251, Lot 60.

Res. #2016-119 Certifying the Governing Body Reviewed the 2016 Best Practices Inventory.

Res. #2016-120 Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12 – Contract negotiation.

Ord. #2016-08 An Ordinance of the Township of Dennis, County of Cape May and State of New Jersey Amending Chapter 139, Article III, Section 13(B) of the Code of the Township of Dennis Entitled, "Parks and Recreation". (Introduction and First Reading).

**REGULAR MEETING OF THE DENNIS TOWNSHIP COMMITTEE –
OCTOBER 18, 2016 – 6:30 P.M. (page 2)**

Regular Agenda:

Res. #2016-121

Awarding a Professional Services Contract to John C. Gibson, P.E. for the Paving and Striping of Parking Lots at the Dennis Township Recreation Complex, in Dennis Township, Cape May County, New Jersey.

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

10/18/2016

General Public Comments

Committee Comments

Executive Session

Adjournment

LFN 2016-13

September 19, 2016

Contact Information

Director's Office

V. 609.292.6613

F. 609.292.9073

Legislative and
Regulatory Affairs

V. 609.292.6110

F. 609.292.9073

Financial Regulation
and Assistance

V. 609.292.4806

F. 609.984.7388

Local Finance Board

V. 609.292.0479

F. 609.633.6243

Mail and Delivery

101 South Broad St.

PO Box 803

Trenton, New Jersey

08625-0803

Web:

www.nj.gov/dca/divisions/dlgs

E-mail: dlgs@dca.nj.gov

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CY 2016/SFY 2017 Best Practices Inventory

The State's Fiscal Year 2017 Appropriations Act (P.L. 2016, c.10) requires the Division of Local Government Services ("Division") to determine whether some portion of a municipality's CMPTRA and ETR aid will be withheld based on the results of a Best Practices Inventory ("Inventory") to be completed by each municipality. The Inventory encourages municipalities to embrace practices that promote financial accountability, sound management and transparency. This Local Finance Notice provides guidance on how the Division will implement this statutory requirement.

Municipalities operating on a Calendar Year or Transition Fiscal Year (SFY reversions) must return their completed Inventory to the Division by **Friday, October 21, 2016**. Those municipalities operating on State Fiscal Year budgets must return their completed Inventory by **Friday, April 7, 2017**. Completion and filing instructions are included in an Appendix to this Notice. **As in previous years, the maximum amount of aid that is subject to being withheld by the Division is the full amount of the final aid payment (December 1 for Calendar Year municipalities).**

CY2016/SFY2017 Best Practices Format

Noteworthy changes to this year's Best Practices Inventory include the following:

- The inventory contains 30 questions (reduced from 50 in the prior year's Best Practices).
- "Prospective" answers are not permitted. The only permissible answers are "Yes", "No", and for a limited number of questions "N/A" (not applicable)
- **Municipalities must receive positive credit on a minimum of 22 questions in order to avoid withholding of aid. Given the introduction of several new questions and the reduced overall number of questions, the Division reserves the right to determine withholding percentages upon receiving all completed CY2016 Best Practices Inventories.**

The CY2016/SFY2017 Best Practices Inventory is in the form of an [Excel worksheet](#) that must be filled out and emailed to the Division. Note that the majority of questions focus on statutory requirements and have been asked in some fashion in previous years. **The majority of the questions asked in this year's Best Practices are also curable, meaning that compliance can be achieved prior to the submission deadline.**

Please read each question carefully. Certain questions may expressly state the circumstances under which a "yes", "no" or "N/A" answer must be selected, or under what circumstances additional information must be entered in the right column labeled "Comments". For questions with subparts, a "yes" answer means that the municipality is answering affirmatively to all parts of the question. The municipality must answer "no" if it cannot affirmatively answer all parts of the questions. Weblinks are provided on the bottom of the Inventory to items cited in the following questions: 5, 13, 14, 15, 17, 18, 21, and 24.

In addition to allowing "yes" or "no" answers, certain questions allow the option of answering "not applicable". The spreadsheet automatically computes the score, with "not applicable" counted as positive answers for purposes of scoring. **Unlike in prior years, no "prospective" answers will be permitted.**

Questions are color-coded as follows pursuant to their permissible range of answers:

	Red = "Yes"; "No"; and "N/A" answers permissible
	Green = "N/A" answers are NOT permitted

The Division has identified certain questions that should be applicable to all municipalities. As a result, answers of "non-applicable" will not be allowed for those questions color-coded green.

For those questions color-coded red, "Not applicable" is only an appropriate answer if a municipality concludes that the requirement is not possible to meet given the municipality's circumstances, unless the question specifically limits an "N/A" answer to a particular circumstance. Using "not applicable" requires an explanation of why the question is not applicable in the comment space provided.

Once the municipality's Best Practices Inventory is transmitted to the Division, the worksheet cannot be amended and resubmitted except by making an appeal to the Director through the process outlined on Page 4.

Permissible answers for questions in each category are set forth below:

Categories	Yes/No	Yes/No/N/A
General Management	1, 3, 4, 7, 8	2, 5, 6, 9
Finance & Audit	13, 15	10, 11, 12, 14, 16
Procurement	19	17, 18
Budget Preparation & Presentation	20	21
Health Insurance	22	23, 24
Personnel	25, 27, 28, 30	26, 29

Certifying to the Best Practices Inventory & Governing Body Acknowledgement

The municipality's Chief Administrative Officer, in addition to the Chief Financial Officer, must certify the Inventory. Space for these certifications is provided on the worksheet. Both officials must provide their certification number for all licenses they have been issued by the Division of Local Government Services. If the certifying official does not possess such a license, the space can be left blank. All certifying officers must type in their names and certification numbers, rather than manually sign and enter same.

Note: The Chief Administrative Officer is the individual, whatever their title, who is in charge of the municipality's day-to-day operations. If a municipality does not have a business administrator or municipal manager, this person would be whatever individual (e.g. municipal clerk, chief financial officer) is charged with this responsibility.

Please be advised that Best Practices responses are subject to random auditing by the Division. Officials that certify Best Practices Inventories containing inaccurate responses may be subject to penalties including the Division taking action against their professional license.

As for the governing body's acknowledgement, the completed form must be an agenda item for discussion at a municipal governing body meeting. The Municipal Clerk must certify **on the worksheet** that the Inventory and the results thereof were or will be discussed at a public meeting, with the inventory results and the certification of same by the chief administrative and financial officers referenced in the meeting minutes. There is no separate certification document for municipal clerks to submit. The purpose of the acknowledgement requirement is to ensure that local officials are apprised of their municipality's Best Practices Inventory response.

Appeals Permitted

The State Appropriations Act permits the Director of the Division of Local Government Services to exercise discretion where the particular circumstances of a municipality warrant. Reasonable accommodations will be considered where circumstances warrant. **As in previous years, the maximum amount of aid that is subject to withholding is the full amount of the final aid payment.**

Municipalities may submit appeals before the submission deadline but not before their Best Practices Inventory is submitted. The Division encourages municipalities that wish to submit an appeal to do so in conjunction with their Inventory submission. Appeals to the Director must be submitted **no later than the close of business Friday October 21, 2016 (or Friday April 7, 2017 for SFY Municipalities).**

Approved: Timothy J. Cunningham, Director

Document	Internet Address
CY2016/SFY2017 Best Practices Worksheet	http://www.nj.gov/dca/divisions/dlgs/programs/best_practices.html

APPENDIX

INSTRUCTIONS TO COMPLETE AND SUBMIT THE CY 2016/SFY 2017 BEST PRACTICE INVENTORY

Step 1 -- Download the Excel spreadsheet from the Division's Best Practice webpage at http://www.nj.gov/dca/divisions/dlgs/programs/best_practices.html. The worksheet is locked and allows access only to relevant fields.

Step 2 – Select Name of Municipality: follow the instruction at the top of the worksheet. (Click in cell C1, then click on the down arrow on the right side of the cell, then choose the name of municipality.)

Step 3 – for each inventory question, click in the "Select" cell in Column C and choose the appropriate response.

For those questions that permit a non-applicable answer, if the answer to a question is "Not Applicable" insert an explanation in the "comment" cell (Column E). The cell can expand to fit the size of the comment.

Step 4 – The Chief Administrative Officer and Chief Financial Officer for the municipality insert their name, certifying to the application's accuracy, and provide any license number that has been issued to them by the Division of Local Government Services. For example, if a certified Chief Financial Officer is also a Certified Tax Collector, their CTC license number should also be provided. Do not manually sign the certification.

The Chief Administrative Officer is the individual, whatever their title, who is in charge of the municipality's day-to-day operations. If a municipality does not have a business administrator or municipal manager, this person would be whatever individual (e.g. municipal clerk, chief financial officer) is charged with this responsibility.

Step 5 – The Municipal Clerk will certify that the Inventory results, and the certification of same by the Chief Administrative Officer and Chief Financial Officer, was discussed with the governing body at a public meeting and will be incorporated into the minutes thereof. Any license number that has been issued to the Clerk by the Division of Local Government Services must be provided. Do not manually sign the certification.

Step 6 – Save the file using the following naming structure: **2016_best_practice_xxxx.xls** and replace **xxxx** with the municipality's 4-digit municipal code # (it appears in Cell B2 after the municipality's name is chosen).

Step 7 – Email the worksheet to: bestpractices@dca.nj.gov. Please include in the Subject Line the name of the municipality and the phrase "Best Practice Submission."

Email questions concerning completing the worksheet to dlgs@dca.nj.gov with the subject heading "Best Practices Question". The deadline for submitting the CY 2016 filing is Friday, October 21, 2016; the SFY 2017 deadline is Friday, April 7, 2017.

<p style="text-align: center;">Click here, then click on arrow to choose municipality</p> <p style="text-align: center;"><i>Please see Color Key at bottom of sheet for limits on answers</i></p>		
0000		
Answer	Question	Comments
General Management - GM		
1	<p>Select</p> <p>Has your municipality 1) explored all potential shared service opportunities; and 2) filed a copy of all shared service agreements presently in effect for which it provides the service, along with any amendments thereto, with the Division (excluding cooperative purchasing agreements governed by the Local Public Contracts Law)? In the Comments section, please identify all explored all potential shared service opportunities, whether an agreement resulted and, where no agreement was reached, the reason(s) why.</p>	
2	<p>Select</p> <p>Has your municipality adopted a written vehicle use policy prohibiting personal use of municipal vehicles (except for commuting), and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.</p>	
3	<p>Select</p> <p>Active monitoring management of a municipality's ratable base is fundamental to helping ensure fiscal stability. Does your municipality have an established written policy requiring its tax assessor to notify the chief financial officer and the governing body of all tax appeals upon filing, but no later than June 1st each year?</p>	

Click here, then click on arrow to choose municipality		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0000	Answer	Question
0000	Answer	Comments
4	Select	<p>Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?</p>
5	Select	<p>A municipality's participation in FEMA's <u>National Flood Insurance Program Community Rating System</u> can lead to significant flood insurance premium reductions for its homeowners. An explanation of the program may be found on FEMA's website at http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system, and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at http://www.nj.gov/dep/floodcontrol/about.htm. Does your municipality have, or has your municipality made an application to FEMA for, a Community Rating System ranking of at least Class 9?</p>

Click here, then click on arrow to choose municipality		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0000	Answer	Question
0000	Answer	Comments
6	Select	<p>The "Director's Ratio" (the average ratio of assessed to true market value) for each municipality as determined by the Director of the Division of Taxation, in the Table of Equalized Valuations promulgated annually pursuant to <u>N.J.S.A. 54:1-35.1</u>. A Director's Ratio of lower than 85 percent generally denotes lack of uniformity in assessments and indicates a need for revaluation. <u>N.J.A.C. 18:12A-1.14</u>. If the ratio of assessed values to market values in your municipality is presently less than 85%, has your municipality at minimum awarded a contract for the updating of tax maps and earmarked funds in its budget for the hiring of relevant firms and/or professionals?</p>
7	Select	<p>The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. Compliance by local elected officials is particularly important. <u>Have all of your local elected officials filed their Financial Disclosure Form in 2016 that covers the 2015 calendar year?</u></p>
8	Select	<p>While outside employment by municipal officials can sometimes be acceptable, it is imperative that no conflicts of interest impinge on municipal governance. Does your municipality have 1) an established documented process requiring department heads to submit notice of outside employment, and 2) upon receiving such notice, does your municipality have a documented process within its human resources function to determine whether or not a conflict of interest exists?</p>

Click here, then click on arrow to choose municipality		
Please see Color Key at bottom of sheet for limits on answers		
0000	Question	Comments
Answer	<p>Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of an authority is often appropriate, and many authorities successfully fulfill their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. N.J.S.A. 40A:5A-20 allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether their existing authorities 1) continue to serve the public interest, and 2) are more efficient than other potential alternatives in providing services and financing public facilities. <u>Within the past year, 1) has the above-referenced discussion appeared as a listed agenda item on a scheduled governing body meeting, and 2) do the findings and conclusion appear in publicly-available meeting minutes? Please identify the meeting date under "Comments".</u></p>	
9	Select	

<p style="text-align: center;">Click here, then click on arrow to choose municipality</p> <p style="text-align: center;"><i>Please see Color Key at bottom of sheet for limits on answers</i></p>		
0000	Answer	Question
		Comments
		Finance & Audit - FA
10	Select	<p>Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. <u>Have all audit findings from the 2014 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2015 audit? If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. Only answer "N/A" if there were no audit findings in 2014.</u></p>
11	Select	<p>Payments In Lieu of Taxed (PILOTs) are often used as a tool for economic development. It is imperative that municipalities monitor PILOT agreements to ensure recipients complying with all agreement terms, including but not limited to timely payment and reporting. Does your municipality 1) have an official designated to monitor exemptions granted pursuant to the Long-Term Tax Exemption Law (N.J.S.A. 40A:20-1 et seq.) and Five-Year Exemptions/ Abatements granted pursuant to N.J.S.A. 40A:21-1 et seq., and 2) have in place a documented process for ensuring compliance with the terms of each PILOT agreement?</p>
12	Select	<p><u>N.J.S.A. 40A:5-4 requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of their fiscal year. Further, N.J.S.A. 40A:5-6 requires the municipality's auditor to submit a certified duplicate copy of the audit report and recommendations with the Division within 5 days after filing the original with the municipal clerk. Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that your auditor has filed a certified duplicate copy of the audit report with the Division? You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.</u></p>

		Click here, then click on arrow to choose municipality	
0000		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
13	Select	<p>Pursuant to <u>N.J.S.A. 40A: 2-40</u>, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file its Annual Debt Statement with the Division of Local Government Services. The annual debt statement must be filed electronically following the procedure described in Local Finance Notice 2013-3. <u>Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?</u></p>	
14	Select	<p>Local Finance Notice 2014-09 contains important information about the need for municipalities that have certain outstanding debt to abide by requirements to annually disclose certain information with respect to financial conditions. The continuing financial disclosure obligations are required by federal law and local agreements executed as part of past issuances of debt. Failure to comply can result in penalties against local governments and individual officers responsible for various filings. Failure to comply can also result in a lack of access to capital markets. <u>Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in Local Finance Notice 2014-09?</u></p>	
15	Select	<p>The Prompt Payment Law, enacted as P. L. 2006 c.96, establishes timing standards for the payment of obligations under a wide range of construction-related contracts. The law seeks to ensure that contractors submitting bills for completed work are paid on a timely, established schedule, and that the full chain of subcontractors receive timely payment from their hiring contractor. Local Finance Notice 2006-21 discusses the law and its impact on local governments. <u>Have your municipality's claim payment procedures been reviewed by legal counsel and appropriate municipal staff to ensure compliance with the Prompt Payment Law?</u></p>	
18	Select	<p>While the issuance and renewal of bond anticipation notes can be a reasonable and prudent financing mechanism, failing to take advantage of low interest rates on permanent financing can cause municipalities to incur unnecessary carrying costs and inflated costs of issuance. Has your municipality evaluated its outstanding bond anticipation notes and developed a strategy to move toward permanent financing?</p>	
		Procurement - P	

Click here, then click on arrow to choose municipality		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0000	Answer	Question
0000	Answer	Comments
17	Select	<p>Pursuant to <u>N.J.S.A. 52:15C-10(a)</u>, municipalities (among other government entities) must notify the State Comptroller within no later than 20 business days of awarding most contracts greater than \$2 million but less than \$10 million. For contracts \$10 million or more, <u>N.J.S.A. 52:15C-10(b)</u> requires written notification to the State Comptroller of any negotiation or solicitation no later than 30 days before advertisement; from which point the State Comptroller has 30 days to approve the procurement moving forward unless said period is waived. Further information on the law and applicable forms is available on the State Comptroller’s website. <u>Did your municipality comply with the notice and approval provisions of N.J.S.A. 52:15C-10 in the prior year?</u></p>
18	Select	<p>Pursuant to <u>N.J.S.A. 40A:11-25</u>, the Director of the Division of Local Government Services must approve all prequalification regulations enacted by contracting units subject to the Local Public Contracts Law. Prequalification requirements can be fixed according to experience, financial ability, capital, and equipment. Absent Director approval, bid prequalification regulations are of no force and effect and may not be required as a condition of bid acceptance on any public contract. Local Finance Notice 2016-12 goes into further detail concerning prequalification regulations under the Local Public Contracts Law. Is your municipality following the process set forth in <u>N.J.S.A. 40A:11-25</u>, including seeking Director approval prior to implementing and enforcing all prequalification regulations? “N/A” is only applicable where the municipality has not adopted any prequalification regulations.</p>
19	Select	<p><u>N.J.S.A. 40A:11-5 (a)(i)</u> states that, if a municipality utilizes the professional services exemption from the Local Public Contracts Law, “The governing body shall in each instance state supporting reasons for its action in the resolution awarding each contract and shall forthwith cause to be printed once, in the official newspaper, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the clerk of the [] municipality...”. <u>With respect to the award of professional services contracts, is your municipality complying with the above referenced provision of the Local Public Contracts Law?</u></p>

		Click here, then click on arrow to choose municipality	
0000		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer		Comments
		Budget Preparation and Presentation - BP	
		Question	
20	Select	<p>N.J.A.C. 5:30-3.8(a) requires that the introduced annual municipal budget incorporate a User-Friendly Budget section. Is your municipality providing the public with its introduced User-Friendly Budget at least one week prior to the date of the public hearing on adopting the annual budget?</p> <p>Unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1, N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) and N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities). <u>Did your municipality introduce and adopt its current year budget no later than the dates provided by law or as extended by the Director in Local Finance Notice 2015-27?</u> This question may only be answered N/A if your municipality is under State Supervision or if the Division instructed the municipality to delay budget adoption.</p>	
21	Select	<p>Health Insurance - HI</p>	
22	Select	<p>Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". If you answered "No", please list in the Comments section the name and title of each elected or appointed official receiving either health benefits or a waiver payment in lieu of health benefits.</p>	
23	Select	<p>Is your municipality collecting at least the amount set forth by the Chapter 78 Grid for health benefit contributions (or 1.5% of base salary, whichever is greater) for all officers and employees?</p>	

Click here, then click on arrow to choose municipality		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0000	Question	Comments
Answer		
24	<p>Select</p> <p>Payments for waivers filed before May 21, 2010, and maintained continuously since, cannot exceed fifty percent (50%) of the amount saved by the local unit as a result of the employee's waiver of coverage. For waivers filed on or after May 21, 2010, which is the effective date of P. L. 2010, c. 2, payments cannot exceed the lesser of twenty-five percent (25%) of the amount saved by the local unit as a result of the waiver, or \$5,000. When calculating an employee's waiver payment, the local unit must deduct the employee's healthcare contribution obligation from the total premium cost. Local units have sole discretion as to whether or not to offer employees payments for waiver of health benefits, and may offer waiver payments lower than the statutory maximum. Health benefit waiver payments are statutorily excluded from collective bargaining. See Local Finance Notices 2010-12 and 2016-10 for further discussion on health benefit waiver payments. <u>Does your municipality 1) refrain from paying waiver payments in excess of the statutory maximum; 2) deduct employee healthcare contribution obligations from the total premium cost when calculating waiver payments; and 3) refrain from incorporating healthcare waiver payments in any labor agreement? "N/A" is only applicable where the municipality has a policy of not making payments in lieu of health benefits.</u></p>	

<p style="text-align: center;">Click here, then click on arrow to choose municipality</p> <p style="text-align: center;"><i>Please see Color Key at bottom of sheet for limits on answers</i></p>			
0000	Answer	Question	Comments
		Personnel - PE	
25	Select	<p>The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with labor counsel for more detailed guidance). Exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered to be a form of overtime pay unless such leave is utilized in the same pay period. <u>Does your municipality refrain from paying overtime to employees classified as exempt under the FLSA?</u></p>	
26	Select	<p><u>For any employees covered by a collective bargaining agreement, has your municipality instituted a policy to not compensate said employees for sick leave accumulated after a certain date? If such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining, your answer can be "N/A". If answering "N/A", the municipality must identify under "Comments" each such provision imposed by an arbitrator, along with the status of the collective bargaining negotiations to eliminate each such provision.</u></p>	
27	Select	<p>Has your municipality instituted a written policy to not compensate non-union employees for sick leave accumulated after a certain date?</p>	
28	Select	<p>Has your municipality adopted an ordinance, resolution, regulation or written policy eliminating longevity awards, bonuses or payments for non-union employees?</p>	

Click here, then click on arrow to choose municipality		
0000	<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments
29	<p>For any employees covered by a collective bargaining agreement, has your municipality eliminated all longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing any longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "N/A" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. If answering "N/A", the municipality must identify under "Comments" each such provision imposed by an arbitrator, along with the status of the collective bargaining negotiations to eliminate each such provision.</p>	
30	<p>Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was adopted or updated.</p>	

	Click here, then click on arrow to choose municipality	
0000	<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question
	30	Select
	0	Yes
	0	No
	0	N/A
	0	Total Answered:
	0	Score (Yes + N/A)
	0%	Score %
	Chief Administrative Officer's Certification	
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)
	Name & Title	Date
	Chief Financial Officer's Certification	
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)
	Name	Date
	Municipal Clerk's Certification	
	I hereby certify that the Governing Body of the <insert Municipality> in the County of <insert County> discussed/will discuss the CY 2016/SFY 2017 Best Practice Inventory as completed herein at a public meeting on <insert date>, with the Inventory results, and the certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to be stated in the minutes of said public meeting.	Certification #(s)
	Name	Date

Chapter 44 PURCHASING

ARTICLE I Cooperative Pricing Agreement

- § 44-1. Title.**
- § 44-2. Authorization for entry into agreements.**
- § 44-3. Compliance with statutes required.**

ARTICLE II Purchasing Procedures

- § 44-4. Statement of policy.**
- § 44-5. Disclaimer of liability; noncompliance by township personnel.**
- § 44-6. Standard purchasing procedures.**
- § 44-7. Emergency purchases.**
- § 44-8. Availability of funds.**
- § 44-9. Responsibility of vendor.**
- § 44-10. Prior authorization required for training, seminars or education.**

ARTICLE III South Jersey Power Cooperative

- § 44-11. Title.**
- § 44-12. Authorization to enter agreement.**
- § 44-13. Compliance with statutes required.**

[HISTORY: Adopted by the Township Committee of the Township of Dennis: Art. I, 4-13-1987 as Ord. No. 87-135; Art. II, 6-10-1991 as Ord. No. 91-210. Section 44-2 amended

at time of adoption of Code; see Ch.1, General Provisions, Art. I. Other amendments noted where applicable.]

GENERAL REFERENCES

**Claims approval — See Ch. 7.
Funds — See Ch. 25, Art. I.**

**ARTICLE I Cooperative Pricing Agreement
[Adopted 4-13-1987 as Ord. No. 87-135]**

§ 44-1. Title.

This Article shall be known and may be cited as the "Cooperative Pricing Ordinance of the County of Cape May."

**§ 44-2. Authorization for entry into agreements.
[Amended 12-10-1990 by Ord. No. 90-204]**

Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the Township of Dennis is hereby authorized to enter into a cooperative pricing agreement with the County of Cape May, hereinafter referred to as the "lead agency," or any other contracting unit within the County of Cape May for the purchase of work, materials and supplies.

§ 44-3. Compliance with statutes required.

The lead agency entering into contracts on behalf of the Township of Dennis shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the New Jersey Statutes Annotated.

ARTICLE II Purchasing Procedures
[Adopted 6-10-1991 as Ord. No. 91-210¹]

§ 44-4. Statement of policy.

It is the established policy of this township that no article or service shall be contracted for or purchased by any department, board, agency, office or employee of the Township of Dennis except in accordance with the procedures set forth herein.

¹ Editor's Note: This ordinance also superseded former Art. II, Purchasing Procedures, adopted 5-11-1987 as Ord. No. 87-136.

§ 44-5. Disclaimer of liability; noncompliance by township personnel.

The Township of Dennis will not be bound by any purchase or contract which is made contrary to the policy expressed in this Article and particularly in § 44-4 hereof. Any officer, official, employee or representative of the Township of Dennis who violates the policy may be subject to disciplinary action as well as personal liability for any costs or obligations improperly incurred.

§ 44-6. Standard purchasing procedures.

- A. Standard purchasing procedures. The initial step in the purchasing cycle is the preparation of a request for purchase (requisition), which is a two-part form used to request goods, materials and services. The request for purchase requisition should be typewritten or printed. The department head should only requisition budgeted items. Nonbudgeted items or services shall require the prior approval of the Chief Finance Officer/Treasurer with the concurrence of the member of the Township Committee assigned to oversee such department. Purchases of an emergent nature will be processed using the emergency procedures. Adjustments to a department's budgeted items should be considered when purchasing previously nonbudgeted items.
- B. Quote comparison sheets. Quote comparison sheets will be available from the Chief Finance Officer/ Treasurer's Office and shall be prepared for items totalling more than five hundred dollars (\$500.). Three (3) vendors shall be solicited for prices of the items. Data pertinent to required items or services should be listed, including price quotes. The lowest price should be taken.
- C. Request for purchase. The following information is required for all requests for purchase. The numbers preceding each item of information will correspond to those found on sample forms which may be obtained from the Chief Finance Officer/ Treasurer's Office.

- (1) Vendor's name and address: complete name and address of the vendor. Please include all post office box numbers and zip codes.
- (2) Purchase order number: this number will be filled in by the Chief Finance Officer/Treasurer's Office at the time of Purchase Order approval.
- (3) Account or appropriation number: account number to be charged.
- (4) Department/Division: full name of department or division requesting purchase.
- (5) Date: date of request.
- (6) Required delivery date: date that you would require delivery; to assure delivery is on time, ascertain as applicable lead time(s), including ordering, design, manufacture or production and shipping data, if item is not stocked.
- (7) Deliver to: delivery point, Township Hall or Public Works. Specific information is to be supplied, including full name and to whom delivery should be made, if applicable.
- (8) Quantity: provide specific data relative to quantity required and shipping unit (box, carton, case, etc.).
- (9) Description/stock number: provide full description of requested purchase. Be as specific as possible. Description should include model number, size, full specifications of required purchase.
- (10) Price: exact price of each unit.
- (11) Amount: provide total price, including shipping charges. While every attempt should be made to determine the total price, it may be necessary, on occasion, to estimate shipping charges.
- (12) Signature: signature of person requesting purchase [see Subsection C(13) below].

- (13) Approval: signature of department head or individual to whom authority has been delegated by department head. A request for purchase of budgeted items where total cost will not exceed five hundred dollars (\$500.) requires only the approval of the department head. Purchases where the total costs exceed five hundred dollars (\$500.) would require the signatures of the department head, Chief Finance Officer and Administrator. [Amended 7-24-1995 by Ord. No. 95-14]
- (14) Approval as to availability of funds: the signature of the Chief Finance Officer/Treasurer shall be required, indicating funds are available for this purchase.
- D. No order is to be placed or a commitment made except by an approved written purchase order issued in accordance with the procedures outlined herein or by the Emergency Purchase Procedure which is hereinafter specified.
- E. The request for purchase must be approved and signed by the department head. The request for purchase should be submitted well in advance of the time the goods, materials or service is needed to allow sufficient time for review and for preparation of specifications, for advertisements for bids (when required) or for the solicitation of informal quotations for other than routine purchases and for those quotations which involve more complex or technical purchases.
- F. The original of the request for purchase shall be forwarded to the Chief Finance Officer/Treasurer. The requesting department should retain a photocopy for its file. If the request for purchase is not properly completed, it will be returned to the originating department head for correction, additional information or clarification. The Chief Finance Officer/Treasurer will also review a unit's requisition, making necessary consolidations and standardizations with the requests of other units. Requesting units should be advised and consulted when standardizations are made. Based on the total and aggregate dollar amount of the purchase requests, written specifications and sealed bids or informal solicited quotations may be required. To record the request, the original of the requisition is retained by the Chief Finance Officer/Treasurer's Office and filed numerically with the approved purchase order. State-approved contract vendors or cooperative pricing system vendors pursuant to N.J.S.A. 40A:11-11(5), as amended and supplemented from time to time, may also be used to fulfill the contracting unit's needs. Before any formal commitment is made to a vendor and prior to the issuance of a purchase order, the availability of funds must be determined pursuant to N.J.A.C. 5:30-14.5, as amended and supplemented from time to time.
- G. If the purchase order cannot be approved, the Chief Finance Officer/Treasurer's Office will provide the requesting department head with a written explanation. In the case of an emergency, the preparation and release of a purchase order is the sole and exclusive duty of the Chief Finance Officer/Treasurer.
- H. The Chief Finance Officer/Treasurer's Office shall prepare, as a minimum, a four-part purchase order. The numbers shown below correspond to the numbers found on the sample form available from the Chief Finance Officer/Treasurer's Office:
- (1) Part One (white original): vendor or file copy.
 - (a) Vendor/name and address: complete name and address of vendor. Please include all post office box and zip codes.
 - (b) Purchase order number: This number is preprinted and consecutively numbered.
 - (c) Department/division: full name of department or division and account number to be charged.
 - (d) Date: date purchase order is typed.

- (e) Deliver to: delivery point, Township Hall or Public Works. Specific information to be supplied, including full name and to whom delivery should be made, if applicable.
 - (f) Attention of: specific person to whom delivery should be made.
 - (g) Quantity/unit: provide specific date relative to quantity required and shipping unit (box, carton, case, etc.)
 - (h) Full description of requested purchase: a full description of the items or services to be purchased. Additional sheets shall be used if necessary. Under no circumstances should an additional purchase order form be utilized.
 - (i) Price: exact price of each unit.
 - (j) Amount: provide total price, including shipping charges. While every attempt should be made to determine the total price, it may be necessary, on occasion, to estimate shipping charges.
 - (k) Contract number: enter the state contract number of vendor, or if bid item, the date of award.
 - (l) Required delivery date: date that you would require delivery; to assure delivery is on time, ascertain as applicable lead time(s), including ordering, design, manufacture or production and shipping data, if item is not stocked.
 - (m) Total: enter the total cost for all of the items on the purchase order.
 - (n) Signature: signature of person requesting purchase [see Subsection H(1)(o) below].
 - (o) Approved by: signature of department head or individual to whom authority has been delegated by department head. A request for purchase of budgeted items where the total cost will not exceed five hundred dollars (\$500.) requires only the approval of the department head. Purchases where the total cost exceeds five hundred dollars (\$500.) would require the signatures of the department head, Chief Finance Officer and Administrator. **[Amended 7-25-1995 by Ord. No. 95-14]**
 - (p) Approval as to availability of funds: The signature of Chief Finance Officer/Treasurer or Deputy Treasurer shall be required, indicating funds are available for this purchase.
- (2) Part Two (white): voucher for payment.
- (a) Vendor's certification: signature of vendor and date.
 - (b) Approval of Township Committee member(s), supervising department: The signature of the member(s) of Township Committee who supervise the requesting department shall be included.
 - (c) Department head approval: the voucher will be returned to the department head by the Chief Finance Officer/Treasurer's Office for signature.
 - (d) Date of payment: shall be inserted by the Chief Finance Officer/Treasurer's Office at time of payment.
 - (e) Check number: the check number will be inserted by the Chief Finance Officer/Treasurer's Office at time of payment.
- (3) Part Three (pink): Chief Finance Officer/Treasurer's Office copy.
- (4) Part Four (green): department copy.

§ 44-7. Emergency purchases.

Emergency purchases shall only be authorized when a situation requires the immediate purchase or delivery of goods or services to meet an actual danger to the public health, safety or welfare. The head of the department requesting an emergency purchase shall contact the member(s) of the Township Committee who supervise the requesting department in order to receive approval. In the absence of the member(s) of the Township Committee in charge of the requesting department, any other member of the Township Committee should be requested to declare an emergency. On the next working day following the emergency, the department head shall submit a written report to the Chief Finance Officer/Treasurer describing the emergency and the steps taken to resolve the matter. The Chief Finance Officer/Treasurer should execute a purchase order, and the request for purchase should be submitted routinely to the Chief Finance Officer/Treasurer's Office.

§ 44-8. Availability of funds.

The Chief Finance Officer/Treasurer's Office shall properly complete and determine that legally appropriated and sufficient funds are available. The availability of funds will be certified by the Chief Finance Officer/Treasurer or the Deputy Treasurer pursuant to N.J.A.C. 5:30-14.5, as amended and supplemented. The certified purchase order forms shall be signed by the Chief Finance Officer/Treasurer's Office, and the purchase order parts shall be distributed as follows:

- A. Parts One and Two: forwarded to the vendor to place the order, Part 1 to remain with the vendor, Part 2 (voucher) to be returned by the vendor with his invoice(s) when requesting or claiming payment.
- B. Part Three: removed by the Chief Finance Officer/ Treasurer's Office to serve as the basis for an encumbrance and retained in a numerical purchase order file.
- C. Part Four: forwarded to the requesting department serving notice that the order has been placed, to be filed in an open requisition file by commodity service title and stapled with the duplicate requisition.

§ 44-9. Responsibility of vendor.

On receipt of the purchase order, the vendor performs accordingly in providing the goods or services. The vendor returns the signed voucher (Part 2) and the original invoice(s) to the Chief Finance Officer/Treasurer's Office, which forwards to the requesting department head for signature.

§ 44-10. Prior authorization required for training, seminars or education. [Amended 7-24-1995 by Ord. No. 95-14]

Prior to the enrollment of any training course, seminar or continuing education program, the employee shall be required to submit a letter of request to their department head who shall then be required to submit his/her recommendation to the Administrator for his approval or denial. Upon approval of the Administrator, the employee shall then prepare a requisition for submission to the Chief Finance Officer.

§ 44-11. Title.

This Article shall be known and may be cited as the Cooperative Pricing Ordinance of the South Jersey Power Cooperative.

§ 44-12. Authorization to enter agreement.

Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the Township of Dennis is hereby authorized to enter into a cooperative pricing agreement with the lead agency for the purchase of electricity and natural gas.

§ 44-13. Compliance with statutes required.

The lead agency entering into contracts on behalf of the Township of Dennis shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the Revised Statutes of the State of New Jersey.

Chapter 44 PURCHASING

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TOWNSHIP OF DENNIS

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

RESOLUTION NO. 2016-118

**RESOLUTION AUTHORIZING THE REFUND OF A TAX OVERPAYMENT FOR
BLOCK 251, LOT 60**

WHEREAS, the Tax Collector, Michele T. Heim has notified the Clerk of a tax overpayment on Block 251, Lot 60; and

WHEREAS, the servicing agent for the Mortgage Company sent the payment in error.

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 Finance Officer is hereby authorized and directed to refund the amount of \$1,277.07 to: National Tax Search, LLC, Attn: Refund Department, 130 S. Jefferson Street, Suite 300, Chicago, IL 60661.

BE IT FURTHER RESOLVED, that the Municipal Clerk forward certified copies of this resolution to the Tax Collector and Chief Finance Officer.

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

PRESENTED BY:

SECONDED BY:

ROLL CALL VOTE:

AYES :
NAYS :
ABSTAINING:
ABSENT :

RESOLUTION NO. 2016-118
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 October 18, 2016 at 6:30 p.m. at the Dennis Township Municipal Building located at 571 Petersburg Road, Dennisville, NJ.

ATTEST _____
Jacqueline B. Justice, RMC/Clerk

TOWNSHIP OF DENNIS

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

RESOLUTION NO. 2016-119

**RESOLUTION CERTIFYING THE GOVERNING BODY REVIEWED THE
2016 BEST PRACTICE INVENTORY**

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

WHEREAS, the 2016 Best Practice Inventory Questionnaire has been filed by the Chief Financial Officer and a copy has been received by each member of the governing body; and

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

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

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

PRESENTED BY:

SECONDED BY:

ROLL CALL VOTE:

AYES :
NAYS :
ABSTAINING:
ABSENT :

RESOLUTION NO. 2016-119
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 October 18, 2016 at 6:30 p.m. at the Dennis Township Municipal Building located at 571 Petersburg Road, Dennisville, NJ.

ATTEST _____
Jacqueline B. Justice, RMC/Clerk

TOWNSHIP OF DENNIS

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

RESOLUTION NO. 2016-120

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

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

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

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

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

RESOLUTION NO. 2016-120

PAGE 2

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

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, assembled in public session on October 18, 2016, that an Executive Session closed to the public shall be held on October 18, 2016 prior to the close of the above night's meeting in the Dennis Township Municipal Complex, 571 Petersburg Road, Dennisville, New Jersey, for the discussion of matters relating to the specific items designed above.

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

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

PRESENTED BY:

SECONDED BY:

ROLL CALL VOTE:

AYES :
NAYS :
ABSTAINING:
ABSENT :

This is to certify that this is a true copy of a Resolution adopted by the Dennis Township Committee at their regular meeting held on October 18, 2016 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. 2016-08

AN ORDINANCE OF THE TOWNSHIP OF DENNIS, COUNTY OF CAPE MAY, AND STATE OF NEW JERSEY AMENDING CHAPTER 139, ARTICLE III, SECTION 13(B) OF THE CODE OF THE TOWNSHIP OF DENNIS ENTITLED, "PARKS AND RECREATION"

WHEREAS, the Township of Dennis established fees associated with using the Recreational Facilities in 1996; and

WHEREAS, the Recreational Director has had the opportunity to review said fees and has made a recommendation to increase these user fees based on current costs associated with the maintenance of the facilities.

NOW THEREFORE BE IT ORDAINED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey that Chapter 139 Code of the Township of Dennis be amended as follows:

Section 139-13 Fee schedule.

The following schedule of fees shall be established:

- A. The facilities of the Dennis Township Parks & Recreation Department are available for use by members of the public. There is no charge for individuals to use the facilities as long as it is not an organized or scheduled event and as such use does not interfere with an approved Township event, program or activity. Programs, leagues, activities and events operated or sponsored by the Dennis Township Parks & Recreation Department and Dennis Township Athletic Associations have priority use of all facilities. Providing that there are no games, practices or maintenance scheduled and adequate staff is available, the facilities listed below can be utilized by groups and organizations through the issuance of a permit by the Township Recreation Department.
- B. In order to be considered for a permit the applicant must complete and submit the official "Dennis Township Facility Use Application." Applicant will be required to execute an indemnity and hold harmless agreement and provide insurance coverage to the Township at the amount and type recommended by the Township's risk management consultant. All necessary paperwork must be submitted at least thirty (30) days before the requested use date. If approval is granted, fees must be paid in full seven days before the event. Following the use of the township facility, the building/field/court must be left in the same condition as it was prior to the event. Rental times must include time needed for set up and clean up. The following facilities can be utilized with a permit from the Recreation Department at the cost listed:

Baseball Field - \$75 per hour, per field (no lights) – 2 Hr. Minimum

Baseball Field C-3 - \$125 per hour (w/use of lights) – 2 Hr. Minimum

Baseball Field C-5 - \$150 per hour (w/use of lights) – 2 Hr. Minimum

Football Game Field - \$150 per hour – 2 Hr. Minimum
Football Practice Field - \$125 per hour – 2 Hr. Minimum
Outdoor Basketball Courts - \$75 per hour (no lights) – 2 Hr. Minimum
Outdoor Basketball Courts - \$100 per hour (w/use of lights) – 2 Hr. Minimum
Tennis Court - \$50 per hour – 2 Hr. Minimum
Gymnasium - \$200 per hour – 2 Hr. Minimum
Hockey Rink - \$75 per hour – 2 Hr. Minimum
Hockey Rink - \$100 per hour (w/use of lights) – 2 Hr. Minimum
Micro Soccer Field - \$100 per hour – 2 Hr. Minimum
Mid- Size Soccer Field - \$125 per hour – 2 Hr. Minimum
Regulation Soccer Field - \$150 per hour – 2 Hr. Minimum
Skate Night - \$2.00 admission - \$1.50 skate rental

A staff member or designee of the Dennis Township Recreation Department is required at all events to open and close the facility, to ensure that township property and equipment are protected and to provide additional oversight as needed. If the recreation director determines that the size and scope of the activity requires additional staff, the applicant will be charged an additional fee of \$30 per hour per staff member.

- C. For all township civic, charitable, fraternal, philanthropic and religious not for profit organizations, holding a tax exempt status under the Federal Internal Revenue Code, and which have their offices or principal place of business in the Township of Dennis the fees will be reduced 25%.
- D. Insurance requirements. Upon the issuance of the permit, the applicant must provide a Certificate of Insurance, naming the Township of Dennis as an additional insured and provide the minimum liability limits:
 - (1) Minimum general liability limit of five hundred thousand dollars (\$500,000) per occurrence.
 - (2) If the insurance policy contains an aggregate limit, such aggregate shall equal double the occurrence limit.
 - (3) All leagues and/or teams as well as any commercial (for profit) group, which are not under the direction of the township associations or the Recreation Department must provide general liability insurance with a minimum limit of one million (\$1,000,000) per occurrence.
 - (4) If the gymnasium is being used for the display of artwork, antiques, or other collectibles that are the property of others, an aggregate value must be provided of the items to be displayed, along with the required certificate of insurance.
 - (5) Additional insurance coverage may be required if recommended by the township's risk management consultant.
- E. Summer CAMP Fees. The Dennis Township Recreation Department Summer CAMP has a maximum number of one hundred (100) camp spaces with Package A having a limit of

sixty (60) spaces. The fees are set as follows and will be further amended from time to time as needed by resolution:

- (1) Package A - \$625.00 (Ages 5 to 13) – Tuesday, Wednesday, Thursday Sessions
9:00 a.m. to 3:00 p.m.
- (2) Package B - \$375.00 (Ages 5 to 13) – Tuesday, Wednesday, Thursday Sessions
9:00 a.m. to 3:00 p.m.

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately upon final passage and publication in accordance with law.

John Murphy, Mayor

Brian O'Connor, Deputy Mayor

Lisa Salimbene, Committee Member

Donald Tozer, Committee Member

Julie Fry DeRose, Committee Member

The foregoing Ordinance was introduced at a meeting of the Township Committee of the Township of Dennis on October 18, 2016. Publication will be held on October 26, 2016 and a Public Hearing will be held at a meeting of the said Township Committee to be held on November 15, 2016 at 6:30 p.m. in the Municipal Building located at 571 Petersburg Road in Dennisville.

ATTEST

Jacqueline B. Justice, RMC/Clerk

TOWNSHIP OF DENNIS

**CAPE MAY COUNTY
STATE OF NEW JERSEY**

RESOLUTION NO.: 2016-121

**A RESOLUTION OF THE TOWNSHIP OF DENNIS,
COUNTY OF CAPE MAY AND STATE OF NEW JERSEY
AWARDING A PROFESSIONAL SERVICE CONTRACT TO
JOHN C. GIBSON, P.E. FOR THE PAVING AND STRIPING OF PARKING LOTS AT
THE DENNIS TOWNSHIP RECREATION COMPLEX IN DENNIS TOWNSHIP,
CAPE MAY COUNTY, NEW JERSEY.**

WHEREAS, John C. Gibson, P.E. is the Engineer for the Township of Dennis;
and

WHEREAS, the Township Committee believes it is in the best interests of the municipality to pave and strip various parking lots at the Dennis Township Recreation Complex in Dennis Township; and

WHEREAS, John C. Gibson, P.E. has submitted a proposal, a copy of which is attached hereto as Exhibit "A", in an amount not to exceed \$19,960.00.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Dennis, in the County of Cape May and State of New Jersey, that a Contract be and the same is hereby awarded to John C. Gibson, P.E. as a Professional Services Contract, in an amount not to exceed \$19,960.00, for the paving and striping of various parking lots at the Dennis Township Recreation Complex in Dennis Township, New Jersey.

BE IT FURTHER RESOLVED that the Municipal Clerk be and is hereby authorized and directed to publish in the official newspaper of the Township a copy of this Resolution.

ATTEST _____
Jacqueline B. Justice, RMC/Clerk

ATTEST _____
John Murphy, Mayor

PRESENTED BY:

SECONDED BY:

RESOLUTION NO. 2016-121
PAGE 2

ROLL CALL VOTE:

AYES :
NAYS :
ABSTAINING:
ABSENT :

This is to certify that this is a true copy of a Resolution adopted by the Dennis Township Committee at their regular meeting held on October 18, 2016 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

John C. Gibson, P.E.

4466 Venician Road

Sea Isle City, NJ. 08243

E -mail black.jack@comcast.net cell 609-602 2035

Dennis Township Committee
Attn Jaqueline Justice Township Clerk

October 10, 2016

RE: Proposal for Professional Engineering Services, Paving and Striping Parking Lots at the Dennisville Recreation Complex

In accordance with the Committee's request I have estimated the cost of providing engineering services for preparation of plans and specifications for the following: Pave the existing stone and grass parking areas at the "REC". The existing drive isles are to remain as is. Parking bumpers shall be reset and new bumpers provided, where required. Parking striping shall be provided and the existing striping shall be repainted. Provide miscellaneous drainage, as required.

The following specific engineering services will be provided:

1. Topographic Survey
2. Project Plans and Specification for approval by the Township and suitable for obtaining bids.
3. Prepare a soil erosion plan and application for a permit.
4. Project Management, including bid tabulation and recommendation of award.
5. Construction Inspection and project close out

The above work is proposed at a Lump sum price of..... \$19,400.00
 Cape Atlantic soil erosion permit fee to be paid directly by the Township.....560.00
 Cost of advertisement for bids is the Township's responsibility

I am prepared to start upon the Committee's authorization, in order that the project can be under contract for early Spring. Thank you for consideration.

Respectively Submitted for approval

Approved


 Signature Date

John C. Gibson, PE, Township Engineer

 Signature Date

Mayor John Murphy

ENGINEERS REPORT

OCTOBER 18, 2016

I HAVE PREPARED, WITH THE HELP OF THE COUNTY PLANNING BOARD STAFF THE REQUIRED EXHIBITS (FOUR SHEETS ON AN AIR PHOTOGRAPH BASE) FOR THE BIKEWAY PROJECT. I SUBMITTED THEM THROUGH RONNIE TOWN TO THE ATLANTIC CITY ELECTRIC COMPANY TOGETHER WITH A LETTER REQUEST TO USE THAT PORTION OF THEIR RIGHT OF WAY WHICH WAS THE FORMER SOUTH JERSEY AND MILLVILLE RAILROAD.

THE TOWNSHIP TREASURER HAS IDENTIFIED AVAILABLE BALANCES IN THE CAPITAL BUDGET TO PROVIDE THE NECESSARY ADDITIONAL FUNDING FOR THE PROPOSED PAVING AND STRIPING OF THE PARKING AREAS AT THE RECREATION COMPLEX. AN AUTHORIZING ORDINANCE SHALL BE PREPARED FOR YOUR CONSIDERATION.

I HAVE SUBMITTED A PROPOSAL FOR YOUR CONSIDERATION IN THE AMOUNT OF \$19,400.00 FOR THE ENGINEERING. SUFFICIENT FUNDS ALREADY EXIST FOR THIS, SHOULD YOU WISH TO PROCEED.

AS A RESULT OF THE PROPOSED COUNTY PROJECT (SCHEDULED FOR 2017) ON ROUTE 610 IN DENNISVILLE, THE EMERGENCY MANAGEMENT COORDINATOR AND I ATTENDED A MEETING WITH REPRESENTATIVES OF THE RAILROAD SECTION OF THE DOT AND THE COUNTY ENGINEER REGARDING SAFETY CHANGES TO THE RAILROAD CROSSING. THE PROJECT INCLUDES A SIDEWALK ON THE WEST SIDE OF THE ROAD TO APPROXIMATELY 100 FEET NORTH OF THE RAILROAD THEN CROSSES TO THE EAST SIDE AND CONTINUES TO THE ENTRANCE ROAD TO TOWNSHIP HALL.

RESPECTFULLY SUBMITTED,
JOHN C. GIBSON, P.E. 10/18/16