

TOWNSHIP OF DENNIS

**TOWNSHIP COMMITTEE
WORKSESSION AGENDA**

NOVEMBER 10, 2020

6:30 P.M. (prevailing time)

DUE TO THE COVID-19 OUTBREAK, WE ARE CONDUCTING THE MEETING BY TELE-CONFERENCE AND THE PUBLIC MAY CALL IN. CONFERENCE CALL INFORMATION WAS INCLUDED AS A COVER PAGE TO THIS AGENDA

CALL TO ORDER:

Mayor's announcement: The notice requirements provided for in the "Open Public Meetings Act" have been satisfied. Notice of this meeting was properly given in Resolution No. 2019-197 entitled the Annual Meeting Notice which was adopted by the Dennis Township Committee on December 17, 2019. A meeting notice has been published and posted in accordance with the act.

FLAG SALUTE:

ROLL CALL OF MEMBERS PRESENT:

___ VanArtsdalen, T; ___ Germanio, F; ___ Cox, M; ___ Turner, S.; ___ Matalucci, Z

SPECIAL PRESENTATIONS OR DISCUSSIONS:

None.

DEPARTMENTAL REPORTS AND PROJECT UPDATES:

Administration & Finance:

Discuss posting the RFP's for the 2021 Professionals on the website.

Discuss the 2020 JIF Dividend.

Discuss the 2021 Rabies Clinic.

Legal:

None.

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Public Buildings & Grounds:

None.

Engineering:

Discuss the different spelling of Hagen/Hagan Road.

Construction/Plan/Zone:

None.

RESOLUTIONS:

None.

ORDINANCES:

None.

MOTION TO ADJOURN THE MEETING:

NOTICE

The Township of Dennis is seeking proposals for the following contracts for the calendar year 2021:

- 1) Township Solicitor
- 2) Conflict Counsel for Township Solicitor
- 3) Hearing Officer
- 4) Township Auditor
- 5) Township Labor Attorney
- 6) Consolidated Land Use Board Attorney
- 7) Consolidated Land Use Board Engineer
- 8) Special Counsel – Affordable Housing
- 9) Planner
- 10) Grants Consultant
- 11) Township Bond Counsel
- 12) Township Engineer
- 13) Township Alt. Engineer
- 14) Risk Management Consulting Services

Please submit 9 copies each of Solicitor, Conflict Counsel for Township Solicitor, Hearing Officer, Auditor, Labor Attorney, Special Counsel – Affordable Housing, Planner, Grants Consultant, Bond Counsel, Township Engineer, Alt. Engineer, and Risk Management Consultant and 13 copies each of the Consolidated Land Use Board Attorney and Consolidated Land Use Board Engineer.

Please place proposal in a sealed envelope plainly identified on the outside for what contract it is for.

Proposals must be received by Jacqueline B. Justice, RMC no later than 4:00 p.m. on Friday, November 27, 2020.

Please review attached Resolution No. 2006-35, which establishes the Fair and Open Proposal Award Criteria.

TOWNSHIP OF DENNIS

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

RESOLUTION NO. 2006-35

**RESOLUTION ESTABLISHING THE FAIR AND OPEN
PROPOSAL AWARD CRITERIA**

WHEREAS, Public Law 2004, c 19 is known as the “New Jersey Local Unit Pay-To-Play” law (N.J.S.A. 19:44A20.4 et seq.) and requires that all contracts with a value of \$17,500 be awarded pursuant to a “fair and open” or “non-fair and open” process; and

WHEREAS, the Township Committee feel the best interests of the residents of Dennis Township would be better served by the Township awarding contracts by use of the “fair and open” process.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that the Township of Dennis shall award contracts through the “fair and open” process and that the following award criteria is hereby established:

1. Proposals will be evaluated by the Township Committee of the Township of Dennis on the basis of the most advantageous, price and other factors considered. The evaluation will consider:
 - a. Experience and reputation in the field;
 - b. Knowledge of the Township of Dennis and the subject matter to be addressed under the contact;
 - c. Availability to accommodate any required meetings of the agency;
 - d. Compensation proposal;
 - e. Other factors if demonstrated to be in the best interest of the Township of Dennis.
2. The following criteria, found under the competitive contracting rules at N.J.A.C. 5:34-4.2 may also be of assistance. These criteria are not intended to be limiting or all-inclusive, and they may be adapted or supplemented in order to meet the Township’s needs. No criteria should unfairly or illegally discriminate or exclude otherwise capable vendors.
 - I. Technical criteria:
 - A. Proposed methodology:
 1. Does the vendor’s proposal demonstrate a clear understanding of the scope of work and related objectives?

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2. Is the vendor's proposal complete and responsive to the specific RFP requirements?
 3. Has the past performance of the vendor's proposed methodology been documented?
 4. Does the vendor's proposal use innovative technology and techniques?
 5. Are sound environmental practices such as recycling, energy efficiency, and waste reduction used?
- II. Management criteria:
- A. Project management:
 1. How well does the proposed scheduling timeline meet the agency's needs?
 2. Is there a project management plan?
 - B. History and experience in performing the work:
 1. Does the vendor document a record of reliability of timely delivery and on-time and on-budget implementation?
 2. Does the vendor demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance performance?
 3. Does the vendor document industry or program experience?
 4. Does the vendor have a record of moral integrity?
 - C. Availability of personnel, facilities, equipment and other resources:
 1. To what extent does the vendor rely on in-house resources vs. contracted resources?
 2. Are the availability of in-house and contract resources documented?
 - D. Qualification and experience of personnel:
 1. Documentation of experience in performing similar work by employees and when appropriate, sub-contractors?
 2. Does the vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?
 3. Does the vendor demonstrate cultural sensitivity in hiring and training staff?
- III. Cost criteria:
- A. Cost of goods to be provided or services to be performed:
 1. Relative cost: How does the cost compare to other similarly scored proposals?
 2. Full explanation: Is the price and its component charges, fees, etc., adequately explained or documented?

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- B. Assurances of performance:
 - 1. If required, are suitable bonds, warranties, or guarantees provided?
 - 2. Does the proposal include quality control and assurance programs?
 - C. Vendor's financial stability and strength:
 - 1. Does the vendor have sufficient financial resources to meet its obligations?
3. Contracts will be awarded in the following manner:
- A. The Municipal Clerk shall have a notice of "Request for Proposal" for a specific service; e.g. Attorney, Auditor, Engineer, Planner, Prosecutor, etc. prominently placed on the Township's website.
 - B. The notice shall contain a closing date by which all proposals shall be received in a sealed envelope.
 - C. On the closing date the Municipal Clerk shall open the proposal for Township positions and prepare one copy for each member of the Township Committee. Proposals for various Boards shall be forwarded to the Administrator of the Boards.
 - D. At the next regular meeting the appointment shall be on the agenda for discussion and adoption.
 - E. Upon an affirmative vote of a majority of the Township Committee, interviews may be scheduled, which shall be conducted as soon as practical.
 - F. Thereafter, a resolution shall be prepared for the award of the contract and advertised as appropriate.

ATTEST _____
Jacqueline B. Justice, RMC/Clerk

ATTEST _____
Ruth J. Blessing, Mayor

PRESENTED BY: MURPHY

SECONDED BY: CRIPPEN

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ROLL CALL VOTE:

AYES	:	BECK, O'CONNOR, CRIPPEN, MURPHY & BLESSING
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 January 17, 2006 at 6:30 p.m. at the Dennis Township Municipal Building located at 571 Petersburg Road, Dennisville, NJ.

ATTEST _____
Jacqueline B. Justice, RMC/Clerk



Date: November 3, 2020
To: Fund Commissioner
From: Tracy Forlenza, Financial Analyst
Re: **JIF 2020 Dividend Announcement - Dennis Township**

Congratulations, your decision to participate in the Atlantic County Municipal Joint Insurance Fund is continuing to pay off, literally! In addition to the up-front savings and the superior coverage you received upon joining the JIF, you are eligible to share in the surplus generated from the strong safety programs, claims management and other cost control programs. Since the JIF is **NOT** an insurance company, every penny that is not spent on claims or operating expenses, in addition to investment income, is returned to the member municipalities in forms of dividends.

I am pleased to notify you that on September 16, 2020, the Atlantic County Municipal Joint Insurance Fund authorized the release of a **\$3,750,000** dividend to help combat increasing costs. Your municipality's share of this TOTAL is **\$44,205**. Remember, with your municipality's continued dedication and commitment to the JIF concept, you and your fellow JIF municipalities will continue to reap the benefits of JIF membership.

As in years past, you have the choice of a credit against your JIF assessment installment (The first installment is due February 15, 2021), receiving your JIF dividend in the form of a check, depositing your dividend to the Aggregate Excess Loss Contingency Fund (A.E.L.C.F.) for future use or any combination of the three.

- If your municipality wishes to simply take your **TOTAL** dividend as a **credit** against your 2021 Assessment, simply check the appropriate box on the enclosed Dividend Release Form, have your Mayor sign the document, and return the completed form to our office no later than **December 3, 2020**.
- If your municipality wishes to receive your **TOTAL** dividend in the form of a **check**, simply check the appropriate box on the enclosed Dividend Release Form, have your Mayor sign the document, complete an ACM JIF voucher (found on the acmjif.org website homepage) and return the completed form and signed voucher to our office no later than **December 3, 2020** in order for check to be processed before the end of the year.
- If your municipality wishes to deposit all or a portion of your dividend into the **Aggregate Excess Loss Contingency Fund (A.E.L.C.F.)**, your governing body **must** complete and adopt a resolution designating the apportionment of your dividend. **This option is a great way to reserve money that can be used in future years to pay EPL/POL co-pays and deductibles or Retrospective Program assessment invoices. These funds can also be used to simply offset an increase in a future JIF Assessment. Please note that a Resolution is required for the A.E.L.C.F. deposit.** (Sample resolution attached). After adoption, please forward an executed copy of the resolution and the completed Dividend Release Form to our office no later than **December 3, 2020**.
- Finally, if your municipality wishes to split your TOTAL dividend by taking a credit against your **2021 JIF assessment**, receive a portion in the form of a check, and/or depositing into the A.E.L.C.F. for future use, please check the appropriate box on the attached Dividend Release Form. Be sure to designate the exact amount of dividend being applied to each of your choices. Next, have your Mayor sign the form, complete an ACM JIF voucher and sign (if applicable), complete the resolution (if applicable), and return to the Executive Director's office.



JIF Dividend Release Form

MUNICIPALITY: Dennis Township

TOTAL DIVIDEND AMOUNT: \$44,205

CURRENT BALANCE IN A.E.L.C.F. as of 09/30/20 (if applicable): \$N/A

Please indicate your municipality's preference for receipt of their 2020 dividend below:

- Yes, I would like to receive the **TOTAL** dividend as a **credit** against my 2021 JIF assessment. ***(Mayor's signature required on this form. No Resolution required.)***
- Yes, I would like to receive the **TOTAL** dividend in the form of a **check**. ***(Mayor's signature on this form and signed voucher required. No Resolution required.)***
- Yes, I would like to deposit the **TOTAL** dividend to the **Aggregate Excess Loss Contingency Fund (A.E.L.C.F.)** for future use. This option is a great way to reserve money that can be used in future years to pay EPL/POL co-pays and deductibles or Retrospective Program assessment invoices. These funds can also be used to simply offset an increase in a future JIF Assessment. ***(Resolution must be adopted by your individual governing body –sample resolution attached).***
- I would like to **split** the dividend between the above options as follows:
 - **Credit** \$_____ **(Requires signed Dividend Release form only)**
 - **Check** \$_____ **(Requires signed Dividend Release form and signed voucher)**
 - **A.E.L.C.F.** \$_____ **(Requires signed Dividend Release form and resolution)**

Please return this form, a signed copy of the ACM JIF voucher (if applicable) and a copy of the adopted resolution (if applicable) to our office via email (Tracy_Forlenza@RiskProgramAdministrators.com) or 6000 Sagamore Dr., Ste 6203, Marlton, New Jersey 08053 Attn: Tracy Forlenza NO LATER THAN December 3, 2020.

Signature of Mayor
Name of Municipality

Print Name of Mayor

cc: Municipal Clerk
 Risk Management Consultant
 File: ACMJIF/2020/Dividend Distribution - Tab: Dennis Township

**New Jersey Department of Health
Infectious and Zoonotic Diseases Program
PO Box 369
Trenton, NJ 08625-0369
Fax Number (609) 826-4874**

NOTICE OF INTENT, STATE-SPONSORED MUNICIPAL RABIES VACCINATION CLINICS

To: Local Health Officers and Local Boards of Health

The New Jersey Department of Health (NJDOH) will supply rabies vaccine for use in healthy dogs and cats only. Wildlife and exotic pets should not be vaccinated at rabies clinics, as there is no rabies vaccine approved for use in these species.

Dogs and cats under 6 months of age, as well as those with no previous history of rabies vaccination, will require revaccination one year later. For dogs and cats that are 6 months of age and over and have a history of previous rabies vaccination, a three (3) year duration of immunity will be recognized. Records should be maintained to ensure that animals are revaccinated when indicated. Rabies certificates should be completed IN FULL, with one copy kept by the municipality and one copy given to the owner.

Municipalities planning to conduct public rabies vaccination clinics between January 1 and June 30 should notify this office by December 1.

Municipalities planning to conduct public rabies vaccination clinics between July 1 and December 31, should notify this office by June 1.

PLEASE FILL IN NECESSARY INFORMATION AND RETURN TO THE ABOVE ADDRESS.

Clinic Date	Time		Clinic Date	Time	
	From	To		From	To
January 30, 2021	1:00 pm	3:00 pm			
Vaccine For: Dennis Township			Distribution Center: Cape May County Health Department		
Address 571 Petersburg Road, P.O. Box 204			Address 4 Moore Road		
City Dennisville,		County Cape May	City Cape May Court House,		County Cape May
Requested By Jacqueline B. Justice, RMC		Title Municipal Clerk		Telephone No. 609-861-9700x223	
Municipality Dennis Township			Anticipated Vaccine Needed 200		
Name of Veterinarian Dr. Ira Niedweski - Ocean View Veterinary			Telephone Number 609-486-5025		Number of Animals Vaccinated Past Year 94