

**TOWNSHIP OF DENNIS  
DENNISVILLE, NJ  
JANUARY 26, 2021**

**5:30 P.M. (PREVAILING TIME) TWP. COMMITTEE REGULAR MEETING**

**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**

The Clerk opened the meeting in compliance with the Open Public Meetings Act requirements.

The Clerk requested that the roll call and flag salute be carried over from the Work Session (VanArtsdalen, Germanio, Turner and Matalucci present, Committeeman Cox was absent).

The Clerk asked if there were any questions, comments or concerns regarding the consent agenda.

There being none, the Clerk asked for a motion adopting the consent agenda, motion was made by VanArtsdalen, seconded by Turner, with 4 ayes and 1 absent (Cox), that the consent agenda be adopted.

The following minutes were approved as part of the Consent Agenda: 12/15/2020 Regular Meeting and the 1/05/2021 Reorganization Meeting.

The following resolution numbers 2021-13 thru 2021-37 were a part of the Consent Agenda:

**RESOLUTION NO. 2021-13**

**RESOLUTION FIXING THE RATE OF INTEREST TO BE CHARGED  
ON DELINQUENT TAXES**

**WHEREAS**, N.J.S. 54:4-67 et seq. Permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

**WHEREAS**, N.J.S. 54:4-67 et seq. has been amended to permit the fixing of said rate of eight percent (8%) per annum on the first fifteen hundred dollars (\$1,500.00) of the delinquency and eighteen percent (18%) per annum on any amount in excess of fifteen hundred dollars (\$1,500.00) and allows an additional penalty of six percent (6%) be collected against a delinquency in excess of ten thousand dollars (\$10,000.00) on properties that fail to pay the delinquency prior to the end of the calendar year.

**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 Tax Collector is hereby authorized and directed to charge eight percent (8%) per annum on the first fifteen hundred dollars (\$1,500.00) of taxes becoming delinquent after the due date, eighteen percent (18%) per annum on any amount of taxes in excess of fifteen hundred dollars (\$1,500.00) and if a delinquency is in the excess of ten thousand dollars (\$10,000.00) and remains in arrears beyond December 31<sup>st</sup>, an additional penalty of six percent (6%) shall be charged against the delinquency.
2. Effective January 1, 2021, there will be a ten (10) day grace period of quarterly tax payments made by cash, check, or money order.
3. Any payments not made in accordance with item two of this resolution shall be charged interest from the due date as set forth in item one of this resolution.

4. The Clerk is hereby authorized and directed to provide a copy of this resolution to the Tax Collector, Township Solicitor, and the Municipal Auditor for the Township of Dennis.
5. This resolution shall take effect immediately.

ATTEST \_\_\_\_\_ ATTEST \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-14**

**RESOLUTION AUTHORIZING THE CANCELLATION OF DELINQUENT PROPERTY TAXES IN THE AMOUNTS OF LESS THAN \$10.00 PURSUANT TO N.J.S.A. 40A:5-17**

**WHEREAS**, N.J.S.A. 40A:5-17 allows for the cancellation of property tax delinquent amounts in the amounts of less than \$10.00; and

**WHEREAS**, the Governing Body may authorize the Tax Collector to process, without further action on their part, any cancellation of property tax delinquencies of less than \$10.00.

**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 authorizes the Tax Collector to cancel said tax amounts less than \$10.00 as deemed necessary.

**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution be forwarded to the Tax Collector, the Chief Financial Officer and the Municipal Auditor.

ATTEST \_\_\_\_\_ ATTEST \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-15**

**RESOLUTION AUTHORIZING A FEE TO BE CHARGED FOR ALL RETURNED CHECKS**

**WHEREAS**, upon occasion, various persons have issued checks to the Township of Dennis for payment of taxes, permit fees, registrations, etc.; and

**WHEREAS**, when such payments are returned to the Township for non-payment or insufficient funds, it causes a burden on the various departments, with additional bookkeeping and increased paperwork.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that a fee of twenty-five dollars (\$25.00) be and is hereby authorized to be collected for each check returned to the Township for non-payment or insufficient funds.

ATTEST \_\_\_\_\_ ATTEST \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-16**

**RESOLUTION AUTHORIZING THE TAX COLLECTOR TO CHARGE FOR POSTAGE**

**WHEREAS**, upon occasion, it is necessary to return tax bills, late notices and other pertinent information to taxpayers who have not enclosed the correct postage fees; and

**WHEREAS**, the Township Committee, desires to charge the correct fees to the taxpayer requesting such information.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee, of the Township of Dennis, County of Cape May, State of New Jersey, that the Tax Collector is hereby authorized and directed to charge the current postage rate, plus costs for each piece of mail required to be returned and not having the correct postage fees.

**ATTEST** \_\_\_\_\_ **ATTEST** \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk                      Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-17**

**RESOLUTION AUTHORIZING THE TAX COLLECTOR TO CREDIT  
OVERPAYMENTS TO THE 2021 TAX YEAR**

**WHEREAS**, during the 2020 tax year, odd payments, deductions granted, and assessment corrections result in the overpayment of taxes on some properties; and

**WHEREAS**, the Township Committee desires to authorize the Tax Collector to credit the aforementioned overpayments to the 2021 Tax Year.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that the Tax Collector is hereby authorized and directed to credit the aforementioned overpayments to the 2021 Tax Year.

**ATTEST** \_\_\_\_\_ **ATTEST** \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk                      Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-18**

**RESOLUTION AUTHORIZING THE DISPOSITION OF A TAX APPEAL  
BY THE COUNTY TAX BOARD**

**WHEREAS**, pursuant to N.J.A.C. 18:12A-1.6 c. a directive from the Cape May County Board of Taxation indicates that any and all tax appeals for the increase or decrease of assessments submitted to the Cape May County Board of Taxation by the Tax Assessor and/or the Tax Collector on behalf of the Township of Dennis for the year 2021 must be authorized by this governing body for disposition by the County Board of Taxation.

**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. That the Tax Assessor is hereby authorized to file any and all tax appeals for the increase or decrease of assessments to the Cape May County Board of Taxation for disposition.
2. The Tax Assessor shall have the right to terminate and/or settle by stipulation of otherwise any such tax appeals that the Assessor may institute.

**BE IT FURTHER RESOLVED**, that the Clerk is hereby authorized and directed to forward a copy of this resolution to the Cape May County Board of Taxation and to furnish copies of the same to the Tax Assessor, Tax Collector and the Solicitor.

ATTEST \_\_\_\_\_ ATTEST \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-19**

**RESOLUTION AUTHORIZING THE TAX ASSESSOR TO FILE TAX APPEALS**

**WHEREAS**, by a directive from the Cape May County Board of Taxation pursuant to N.J.A.C. 18:12A-1 ©, all tax appeals submitted to the Cape May County Board of Taxation by the Tax Assessor on behalf of the Township of Dennis must be authorized by resolution of the Township Committee for the tax year 2021.

**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 Township Committee hereby authorizes the Tax Assessor to file Tax Appeals on behalf of the Township of Dennis for Farmland Assessment Roll Back Taxes for the properties.
2. The Tax Assessor shall have the right to terminate and/or settle by stipulation of otherwise any such Tax Appeals that the Assessor may institute.

**BE IT FURTHER RESOLVED**, that the Clerk is hereby authorized and directed to forward a copy of this resolution to the Cape May County Board of Taxation and to furnish copies of the same to the Tax Assessor and the Solicitor.

ATTEST \_\_\_\_\_ ATTEST \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-20**

**RESOLUTION ESTABLISHING A FEE FOR DUPLICATE TAX BILLS**

**WHEREAS**, upon occasion, property owners request duplicate tax bills from the Tax Collector's Office; and

**WHEREAS**, the Township Committee desires to establish a fee to be charged for the duplicate tax bills.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that the Tax Collector is hereby authorized and directed to charge the current postage rate and \$2.00 for each duplicate tax bill requested by the property owner.

ATTEST \_\_\_\_\_ ATTEST \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-21**

**RESOLUTION APPOINTING THE REGISTRAR OF VITAL STATISTICS  
FOR THE YEAR 2021**

**WHEREAS**, it is necessary to appoint a Registrar of Vital Statistics for the year.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that Jacqueline B. Justice is appointed as the Registrar of Vital Statistics.

**ATTEST** \_\_\_\_\_ **ATTEST** \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk                      Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-22**

**RESOLUTION ESTABLISHING THE HOLIDAY SCHEDULE FOR 2021**

**WHEREAS**, it is necessary for the Township to have a schedule of holidays when Municipal Services will be closed.

**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 is a listing of the official holidays for the Township of Dennis:

New Year's Day	Jan.	01, 2021
Martin Luther King Day	Jan.	18, 2021
Lincoln's Birthday	Feb.	12, 2021
President's Day	Feb.	15, 2021
Good Friday	Apr.	02, 2021
Memorial Day	May	31, 2021
Independence Day	July	05, 2021
Labor Day	Sept.	06, 2021
Columbus Day	Oct.	11, 2021
General Election Day	Nov.	02, 2021
Veteran's Day	Nov.	11, 2021
Thanksgiving Day	Nov.	25, 2021
Day After Thanksgiving	Nov.	26, 2021
Christmas Day	Dec.	24, 2021

**ATTEST** \_\_\_\_\_ **ATTEST** \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk                      Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-23**

**RESOLUTION AUTHORIZING AND DESIGNATING THE BANK DEPOSITORIES**

**WHEREAS**, it is necessary according to the statutes to name depositories for the various Township Officials.

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

Chief Financial Officer - Jessica Bishop, CMFO #N1682

**Savings, General Checking, Payroll, Flexible Spending Account, Municipal Alliance, Dog Account, Construction Office, Planning Escrows and any other accounts deemed necessary by the Chief Financial Officer will be maintained at Sturdy Savings Bank.**

Tax Collector - Monica Heim, CTC #T-8585

**Tax Title Lien Redemption Account will be maintained at Sturdy Savings Bank.**

**Municipal Court Account and the Bail Account will be maintained at Ocean First.**

**BE IT FURTHER RESOLVED**, that investments will be made by the Chief Financial Officer with any financial institution having New Jersey G.U.D.P.A. certification, and in accordance with the Township of Dennis's Cash Management Plan.

**ATTEST** \_\_\_\_\_ **ATTEST** \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk                      Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-23**

**RESOLUTION AUTHORIZING A CASH MANAGEMENT PLAN**

**WHEREAS**, N.J.S.A. 40A: 5-14 mandates that the governing body shall, by resolution passed by a majority vote of the full membership thereof, authorize a cash management plan.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that this governing body does hereby authorize the attached Cash Management Plan for the year 2021.

**BE IT FURTHER RESOLVED**, that the Chief Financial Officer is hereby authorized to deposit its funds pursuant to said plan.

**ATTEST** \_\_\_\_\_ **ATTEST** \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk                      Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-25**

**RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPERS FOR PUBLICATION**

**WHEREAS**, the Open Public Meetings Act requires that certain notices of meetings be submitted to the official newspaper(s) of the municipality for publication; and

**WHEREAS**, the aforesaid act permits the Township Committee to fix a reasonable sum to be charged to persons who request notices of the Township Committee as provided for under said Act; and

**WHEREAS**, the Township Committee has duly considered the matter.

**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 Herald Times be and the same is hereby designated as the official newspaper of the Township of Dennis for the year 2021 to receive any and all meeting notices of the Township of Dennis and Land Use Development Application Notices.
2. The Press be and the same is also designated to receive any and all meeting notices of the Township of Dennis and Land Use Development Application Notices which cannot reasonably be published in the Cape May County Herald Times.
3. The Bulletin Board in the Municipal Building at 571 Petersburg Road, Dennisville, NJ is hereby designated as the place where all official notices are to be posted.
4. A fee of \$5.00 per notice is hereby established as the charge to persons requesting individual notices as provided for under the Open Public Meetings Act.

5. The Clerk is hereby authorized and directed to supply to the aforesaid newspaper the annual notice and the required forty-eight (48) hour notice and to otherwise carry into effect the provisions of the Resolution. The said notices shall advise the public that the regularly scheduled meetings of the Township Committee shall be held pursuant to Resolution No. 2020-168.
  
6. This Resolution shall take effect immediately.

ATTEST \_\_\_\_\_ ATTEST \_\_\_\_\_  
 Jacqueline B. Justice, RMC/Clerk                      Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-26**

**RESOLUTION APPOINTING THE FUND COMMISSIONER FOR THE ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND**

**WHEREAS**, the Township of Dennis is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as the FUND; and

**WHEREAS**, the Bylaws of the FUND require that in the manner generally prescribed by law, each member shall appoint one (1) Fund Commissioner to the FUND and each Fund Commissioner shall be either a member of the local unit’s governing body or one of its employees and that no individual may serve as Fund Commissioner for more than one (1) member; and

**WHEREAS**, N.J.A.C. 11:15-2.6 states that a Fund Commissioner who is a member of the appointing local unit’s governing body, shall hold office for two years or for the remainder of his/her term of office as a member of the local unit’s governing body, whichever shall be less; and

**WHEREAS**, N.J.A.C. 11:15-2.6 states that a Fund Commissioner who is an employee of the appointing member shall hold office at the pleasure of the member and can be removed by the member at any time without cause; and

**WHEREAS**, the Township of Dennis recommends the appointment of Jessica Bishop to serve as Fund Commissioner in accordance with the FUND Bylaws.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that this governing body does hereby appoint Jessica Bishop as Fund Commissioner to the Atlantic County Municipal Joint Insurance Fund.

ATTEST \_\_\_\_\_ ATTEST \_\_\_\_\_  
 Jacqueline B. Justice, RMC/Clerk                      Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-27**

**RESOLUTION APPOINTING THE ALTERNATE FUND COMMISSIONER FOR THE ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND**

**WHEREAS**, the Township of Dennis is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as the FUND; and

**WHEREAS**, the Bylaws of the FUND recommend that each Municipality appoint one (1) Alternate Fund Commissioner; and

**WHEREAS**, the Township of Dennis recommends the appointment of Jacqueline B. Justice as Alternate Fund Commissioner.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that this governing body does hereby appoint Jacqueline B. Justice as Alternate Fund Commissioner for the Atlantic County Municipal Joint Insurance Fund.

**ATTEST** \_\_\_\_\_ **ATTEST** \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk                      Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-28**

**RESOLUTION AUTHORIZING THE EXECUTION OF PROFESSIONAL SERVICES CONTRACTS FOR VARIOUS TOWNSHIP OFFICIALS FOR THE YEAR 2021**

**WHEREAS**, there exists a need for various professional services as follows:

Municipal Solicitor, Municipal Bond Counsel, Municipal Labor Counsel, Municipal Engineer, Alt. Engineer, Hearing Officer and Municipal Auditor; and

**WHEREAS**, the maximum amount contracted for each of the aforesaid professional services shall not exceed the amount appropriated in the temporary budget in the said time period and will thereafter not exceed the amount appropriated in the budget as finally adopted: and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq.) requires that the resolution authorizing the award of contracts of “Professional Services” without competitive bids and the contract itself must be available for public inspection.

**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 Mayor and Clerk are directed to execute contracts with the following professional personnel:

Kyle Weinberg, Esq.	- Municipal Solicitor
Archer & Greiner	- Municipal Bond Counsel
William G. Blaney, Esq.	- Municipal Labor Counsel
Fralinger Engineering, PA	- Municipal Engineer (3 yr. term)
John C. Gibson, PE	- Alt. Engineer
Barker, Gelfand, James & Sarvas	- Hearing Officer
Leon P. Costello, RMA/CPA	- Municipal Auditor
2. These contracts are awarded without competitive bidding as a “Professional Services” in accordance with N.J.S.A. 40A: 11-5 (a) of the Local Public Contracts Law because the services are to be rendered by a person authorized by law and the services require a prolonged formal course of specialized instruction.
3. A notice of this action shall be printed once in the official newspaper of the municipality.
4. This Resolution shall take effect retroactive to 01/01/2021.

**ATTEST** \_\_\_\_\_ **ATTEST** \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk                      Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-29**

**RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES CONTRACT TO PHOENIX ADVISORS, LLC FOR INDEPENDENT REGISTERED MUNICIPAL ADVISOR AND CONTINUING DISCLOSURE SERVICES FOR THE YEAR 2021**

**WHEREAS**, the Township Committee of the Township of Dennis in the County of Cape May and State of New Jersey finds it necessary to contract with a Financial Advisor and Continuing Disclosure Agent for Independent Registered Municipal Advisor and Continuing Disclosure Services for the Year 2021 which is required for the Township to comply with certain Bonding requirements; and

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

**WHEREAS**, the Chief Financial Officer has certified that funds are available for this matter.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Dennis, duly assembled in public session this 26<sup>th</sup> day of January, 2021, that Phoenix Advisors, LLC be and hereby is appointed for Financial Advisor and Continuing Disclosure Services for the Year 2021.

**BE IT FURTHER RESOLVED**, that Phoenix Advisors, LLCs' bill will not to exceed \$1,250.00 without subsequent approval by Resolution of the Township Committee.

**BE IT FURTHER RESOLVED**, that Phoenix Advisors, LLC shall prepare and execute an appropriate contract and shall execute all affirmative action language and execute and provide all other items as may be required by law to effectuate the contract.

**ATTEST** \_\_\_\_\_ **ATTEST** \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-30**

**RESOLUTION APPOINTING THE RISK MANAGEMENT CONSULTANT FOR REPRESENTATION WITH THE ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND AND AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES CONTRACT**

**WHEREAS**, the Township of Dennis is a member of the Atlantic County Municipal Joint Insurance Fund, a self insurance pooling fund; and

**WHEREAS**, the By-laws of said Fund require that each Municipality appoint a **RISK MANAGEMENT CONSULTANT** to perform various professional services as detailed in the By-laws; and

**WHEREAS**, the By-laws indicated a fee not to exceed six percent (6%) of the Municipal Assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Governing Body; and

**WHEREAS**, the judgmental nature of the Risk Management Consultant's duties renders comparative bidding impractical.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that said Committee hereby appoints Michael McLaughlin of the firm Marsh & McLennan Agency, LLC 510 Bank Street Commons, P.O. Box 477, Cape May, NJ 08204 as its Risk Management Consultant in accordance with N.J.S.A. 40A: 11-5.

**BE IT FURTHER RESOLVED**, that the Governing Body is hereby authorized and directed to execute the Consultant's Agreement annexed hereto and to cause notice of this decision to be published according to N.J.S.A. 40A: 11-5(1), (a), (I).

**ATTEST** \_\_\_\_\_ **ATTEST** \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-31**

**RESOLUTION DESIGNATING THE CONTACT PERSON FOR THE EMPLOYMENT PRACTICES LIABILITY ATTORNEY CONSULTATION SERVICE ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND**

**WHEREAS**, the Governing Body of Dennis Township referred to as "MUNICIPALITY", is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as "FUND"; and

**WHEREAS**, the FUND has adopted a policy authorizing the Employment Practices Liability Attorney Consultation Service; and

**WHEREAS**, the FUND has budgeted an annual allowance per member for EPL consulting services and;

**WHEREAS**, the FUND requires the MUNICIPALITY to designate specific managerial or supervisory individuals who will have telephone access to the EPL Hotline;

**NOW THEREFORE BE IT RESOLVED**, that the governing body of Dennis Township does hereby appoint Jessica Bishop, Administrator/CFO as its Contact Person.

**BE IT FURTHER RESOLVED**, that the governing body does hereby appoint Jacqueline B. Justice, Municipal Clerk as additional Contact Person.

**ATTEST** \_\_\_\_\_ **ATTEST** \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-32**

**RESOLUTION AUTHORIZING THE ADMINISTRATOR TO COMPLETE AND SUBMIT THE NECESSARY DOCUMENTS FOR THE FEDERAL SURPLUS PROPERTY PROGRAM.**

**WHEREAS**, the Township Committee believe it is in the best interest of the Township to have the ability to participate in the Federal Surplus Property Program; and

**WHEREAS**, to participate an application must be completed.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Dennis, County of Cape May and State of New Jersey, that the Township Administrator is hereby authorized and directed to complete and submit the necessary documents for the Federal Surplus Property Program.

**ATTEST** \_\_\_\_\_ **ATTEST** \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-33**

**RESOLUTION SETTING THE BASE RATE OF PAY FOR CERTAIN NON-UNION TOWNSHIP EMPLOYEES**

**WHEREAS**, the Township Committee desires to set the base rate of pay for certain non-union Township employees.

**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 list shall be the base rate of pay for all listed employees.

**BE IT FURTHER RESOLVED**, that this resolution shall be retroactive to January 1, 2021, providing the employee held said job title as of that date, and if not, as of the date of hire or promotion to the new position.

SALARIED EMPLOYEES:	BASE RATE
Municipal Emergency Management Coordinator	7,176.42
Deputy Municipal Emergency Management Coordinator	2,760.24
Municipal Alliance Coordinator	4,968.39

  

HOURLY EMPLOYEES:	BASE HR. RATE
Recreation Maintenance Worker-Part-Time (Roger Collins)	15.92
Construction Official	54.12
Electrical Sub-Code Official/Fire Sub-Code Official	48.72
Acting Electrical Sub-Code Official/Fire Sub-Code Official	47.76
Code Enforcement Officer	20.81

ATTEST \_\_\_\_\_ ATTEST \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk                      Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-34**

**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:

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.

**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 January 26, 2021, that an Executive Session closed to the public shall be held on January 26, 2021 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                      Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-35**

**RESOLUTION AUTHORIZING THE EXECUTION OF TEMPORARY CONSTRUCTION EASEMENTS TO THE COUNTY OF CAPE MAY REGARDING THE DENNISVILLE-PETERSBURG ROAD (COUNTY ROUTE 610) IMPROVEMENTS**

**WHEREAS**, the County of Cape May has an Improvements Project on Dennisville-Petersburg Road (County Route 610) which require Temporary Construction Easements on various properties within the Construction Zone; and

**WHEREAS**, the Township owns 3 parcels within the Construction Zone known as Block 69, Lot 17, Block 71, Lot 1.01 and Block 71, Lot 10 that the County of Cape May has indicated that they need Temporary Construction Easements on.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that this governing body does hereby authorize and direct the Township Administrator, Jessica Bishop, to execute the required Temporary Construction Easements for the following Township parcels: Block 69, Lot 17, Block 71, Lot 1.01 and Block 71, Lot 10.

**ATTEST** \_\_\_\_\_ **ATTEST** \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk                      Zeth A. Matalucci, Mayor

**RESOLUTION NO. 2021-36**

**RESOLUTION DECLARING MUNICIPAL PROPERTY AS SURPLUS**

**WHEREAS**, the Township of Dennis has determined that certain personal property as described on the attached schedule is no longer needed for public purposes; and

**WHEREAS**, N.J.S.A. 40A:11-36 allows for the Sale or Disposition of Public Property.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that the attached schedule of Township property is hereby declared to be surplus, no longer needed for public purposes pursuant to N.J.S.A. 40A:11-36.

**BE IT FURTHER RESOLVED**, that the Township Administrator be authorized and directed to dispose said items according to the statute.

**ATTEST** \_\_\_\_\_ **ATTEST** \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk                      Zeth A. Matalucci, Mayor

**SCHEDULE OF MUNICIPAL PROPERTY DECLARED AS SURPLUS**

1988              BRU Dump Trailer              Id#EB334 C488

**RESOLUTION NO. 2021-37**

**RESOLUTION REQUESTING TRANSFER OF FUNDS**

**BE IT RESOLVED** by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that the Chief Financial Officer be and is hereby authorized and directed to make the transfer(s) FROM and TO the APPROPRIATIONS for the year 2020 named herein.

**SEE ATTACHED SCHEDULE**

**ATTEST** \_\_\_\_\_ **ATTEST** \_\_\_\_\_  
 Jacqueline B. Justice, RMC/Clerk                      Zeth A. Matalucci, Mayor

**TRANSFER RESOLUTION ATTACHMENT 1/26/2021**

<u>Account Name</u>	<u>Account Number</u>	<u>To</u>	<u>From</u>
Utilities - Landfill Disposal	0-01-32-465-078	5,500.00	
Utilities - Gasoline & Diesel Fuel	0-01-31-460-074		5,500.00
Liability Insurance	0-01-23-210-090	51,500.00	
Recreation - S&W	0-01-28-370-011		51,500.00
		_____	_____
		\$ 57,000.00	\$ 57,000.00

The following Ordinance No. 2021-01 was introduced for First Reading as part of the consent agenda:

**TOWNSHIP OF DENNIS**

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

**ORDINANCE NO. 2021-01**

**AN ORDINANCE OF THE TOWNSHIP OF DENNIS, COUNTY OF CAPE MAY, AND STATE OF NEW JERSEY ESTABLISHING THE COMPENSATION OF THE OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF DENNIS**

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

**SECTION 1.** The positions listed in the attached schedule are either positions that currently exist or positions that may be created by the Township Committee prior to this Ordinance being amended.

**SECTION 2.** The salary ranges specified in the attached schedule are hereby adopted for each and every position listed therein. In those cases where only one rate or figure appears in said schedule, said rate or figure shall be the maximum rate or figure applicable to said position. In those cases where a minimum and maximum salary appear the exact salary to be paid to the holder of said position shall be as determined from time to time by Resolution of the Township Committee.

**SECTION 3.** Longevity pay shall terminate. Employees who, in the year 2004, received longevity pay have had that amount merged into their 2005 salary.

**SECTION 4.** The duties to be performed by each person holding any position listed herein shall be those duties as outlined in Job Descriptions provided by the New Jersey Department of Personnel or the Township of Dennis.

**SECTION 5.** All other Ordinances in conflict or inconsistent with this Ordinance are hereby repealed to the extent of such conflict or inconsistency.

**SECTION 6.** The range of salaries are hereby listed by title or position, with a minimum and a maximum base salary if applicable.

<u>TITLE/POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
<b>Salaried Employees:</b>		
Mayor	9,500.00	13,500.00
Township Committee Member	9,500.00	13,500.00
Municipal Administrator	50,000.00	90,000.00
Municipal Administrator (part-time)	5,000.00	60,000.00
Assistant Municipal Administrator (part-time)	5,000.00	40,000.00
Chief Financial Officer	40,000.00	90,000.00
Purchasing Agent	1,000.00	5,000.00
Municipal Clerk	50,000.00	90,000.00
Deputy Municipal Clerk (part-time)	5,000.00	40,000.00
Registrar of Vital Statistics	2,000.00	5,000.00
Deputy Registrar of Vital Statistics	500.00	2,000.00
Keyboarding Clerk I (per hour)	13.00	25.00
Keyboarding Clerk II (per hour)	15.00	30.00
Keyboarding Clerk III (per hour)	20.00	35.00
Confidential Assistant (per hour)	13.00	35.00
Tax Assessor	40,000.00	70,000.00
Tax Assessor (part-time)	20,000.00	50,000.00
Tax Collector	40,000.00	68,000.00
Tax Collector (part-time per hour)	30.00	55.00
Assistant Municipal Tax Collector	25,000.00	50,000.00
Municipal Emergency Management Coordinator (part-time)	4,000.00	12,000.00
Deputy Municipal Emergency Management Coord. (part-time)	2,500.00	9,000.00
Technical Assistant to the Construction Official	20,000.00	44,000.00
Zoning Officer	4,000.00	15,000.00
Technical Assistant Land Use	1,500.00	10,000.00
Recreation Director (part-time)	5,000.00	45,000.00
Recreation Director	40,000.00	65,000.00
Recreation Program Coordinator	5,000.00	60,000.00
Recreation Supervisor	30,000.00	55,000.00
Recreation Attendant (per hour)	13.00	23.00
Recreation Attendant	25,000.00	45,000.00
Municipal Department Head	35,000.00	60,000.00
Supervisor of Senior Citizen Activities	30,000.00	55,000.00
Senior Citizen Program Aide (per hour)	13.00	23.00
Community Service Aide (MA Coordinator) (part-time)	3,000.00	9,000.00
Director of Public Works/C.P.W.M.	45,000.00	75,000.00
Director of Public Works (part time)	5,000.00	45,000.00
Assistant Supervisor, Public Works	35,000.00	65,000.00
Assistant Supervisor, Recreation Maintenance (per hour)	15.00	26.00
Maintenance Worker 1 Grounds (per hour)	13.00	20.00

Laborer 1 (per hour)	13.00	25.00
Truck Driver (per hour)	14.25	29.00
Mechanic (per hour)	14.50	29.00
Heavy Equipment Operator	14.75	29.50

**Miscellaneous Items:**

Code Enforcement Officer (per hour)	15.00	25.00
Constructional Official (per hour)	25.00	65.00
Building Sub-Code Official (per hour)	20.00	50.00
Fire Sub-Code Official (per hour)	20.00	50.00
Electrical Sub-Code Official (per hour)	20.00	50.00
Plumbing Sub-Code Official (per hour)	20.00	50.00
Secretary Commission (per meeting)	40.00	75.00
Intermittent Clerk Typist (per meeting)	40.00	75.00
Municipal Recycling Coordinator	500.00	5,000.00
Assistant Municipal Recycling Coordinator	500.00	3,000.00
Clean Communities Coordinator	500.00	3,000.00
Required Meeting Attendance (per meeting)	20.00	50.00
Mileage (per mile)	0.28	0.56

**SECTION 7.** This Ordinance shall become effective retroactive to February 06, 2021, immediately upon passage and publication according to law. All wages for employees covered under the contracts with I.B.E.W. 1293 will be paid in accordance with those contracts. All other employees will be paid in accordance with a subsequent resolution passed by the governing body detailing each employee's salary.

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Zeth A. Matalucci, Mayor

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Scott J. Turner, Deputy Mayor

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Thomas Van Artsdalen, III, Committee Member

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Matthew Cox, Committee Member

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Frank L. Germanio, Jr., Committee Member

The foregoing Ordinance was introduced at a meeting of the Township Committee of the Township of Dennis on January 26, 2021. Publication will be held on February 03, 2021 and a Public Hearing will be held at a meeting of the said Township Committee to be held on February 23, 2021 at 5:30 p.m. in the Municipal Building located at 571 Petersburg Road in Dennisville.

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

The Clerk indicated that we would be moving on to the regular items on the agenda.

The Clerk asked for a motion to adopt Resolution No. 2021-38, motion was made by Germanio, seconded by VanArtsdalen with 3 ayes, 1 abstain (Turner) and 1 absent (Cox), the following resolution was adopted:

**RESOLUTION NO. 2021-38**

**RESOLUTION AUTHORIZING THE ISSUANCE OF VARIOUS  
2021 CAMPGROUND LICENSES**

**WHEREAS**, pursuant to Chapter 75 of the Code of the Township of Dennis, the Township Committee is required to approve the issuance of Campground Licenses; and

**WHEREAS**, the Clerk's Office has received the necessary compliance items to issue the following licenses:

Ocean View Campground – 1,171 Sites  
Avalon Campground, Inc. – 363 Sites  
Little Oaks Campground – 100 Sites  
Holly Lake Campground Condom. Assoc. – 342 Sites  
Sea Grove Camping Resort – 190 Sites  
Resort Campground Country Club – 500 Sites  
Jersey Shore Haven – 207 Sites  
Lake & Shore Resort – 452 Sites

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that the Clerk's Office is hereby authorized and directed to issue the 2021 Campground Licenses to the aforementioned campgrounds.

**ATTEST** \_\_\_\_\_ **ATTEST** \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk Zeth A. Matalucci, Mayor

The Clerk asked for a motion to adopt Resolution No. 2021-39, motion was made by Matalucci, seconded by Germanio with 3 ayes, 1 abstain (Turner) and 1 absent (Cox), the following resolution was adopted:

**RESOLUTION NO. 2021-39**

**RESOLUTION AUTHORIZING THE ISSUANCE OF A LICENSE TO CONDUCT  
AMUSEMENT GAMES FOR TURNER ENTERPRISES, INC.  
T/A OCEAN VIEW RESORT CAMPGROUND**

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

1. An application having been filed by Turner Enterprises, Inc. T/A Ocean View Resort Campground, to hold, operate and conduct amusement games under Certification No. 2 – ARCADE GAMES – at the premise known as 2555 Route 9, Ocean View, Dennis Township, a municipality which is resort and the premises are in an area thereof wherein amusement and entertainment are conducted (a campground).
2. It is hereby determined and declared that the application is in proper form and was accompanied by the license fee of \$250.00, and said application is hereby made a part hereof by reference and that the license be and the same hereby is granted and shall expire at the hour of midnight on the 31<sup>st</sup> day of December, 2021.

**BE IT FURTHER RESOLVED**, that the Clerk is hereby authorized and directed to forward a certified copy of this resolution, together with a copy of the application and list of machines, to the State Commissioners of Amusement Games Control.

**ATTEST** \_\_\_\_\_ **ATTEST** \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk                      Zeth A. Matalucci, Mayor

The Clerk asked for a motion to adopt Resolution No. 2021-40, motion was made by VanArtsdalen, seconded by Matalucci with 3 ayes, 1 abstain (Turner) and 1 absent (Cox), the following resolution was adopted:

**RESOLUTION NO. 2021-40**

**RESOLUTION AUTHORIZING THE REDUCTION OF THE PERFORMANCE BOND FOR TURNER PARTNERS, L.P. FOR BLOCK 245, LOTS 39, 43 & 51**

**WHEREAS**, Turner Partners, L.P. have posted a Site Safety and Stabilization Bond in the amount of \$11,226.23 for Block 245, Lots 39, 43 & 51 in the form of cash; and

**WHEREAS**, the Engineer has completed an inspection and recommends that said bond be release conditioned upon a 2-year Maintenance Bond in the amount of \$4,500.00 be placed on file with the Township; and

**WHEREAS**, Turner Partners, L.P. request that the Site Safety and Stabilization Bond in the amount of \$11,226.23 that has been authorized to be released be reduced by \$6,726.23 and that the remaining \$4,500.00 remain with the Township as the Maintenance 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 Finance Officer is hereby authorized and directed to reduce the \$11,226.23 Site Safety and Stabilization bond for Turner Partners, L.P. for Block 245, Lots 39, 43 & 51 by \$6,726.23.

**BE IT FURTHER RESOLVED**, that the remaining \$4,500.00 will remain with the Township as their required 2-year Maintenance Bond.

**ATTEST** \_\_\_\_\_ **ATTEST** \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk                      Zeth A. Matalucci, Mayor

The Clerk asked for a motion authorizing the payment of the bills, providing that proper vouchers have been filed and that funds are available.

Motion was made by Matalucci, seconded by VanArtsdalen, with 3 ayes, 1 abstain (Turner) and 1 absent (Cox), that the payment of the following bills was approved:

**GENERAL ACCOUNT:**

045440-571 Petersburg Road LLC	\$	589.71
045441-Advantage Equipment Sales		132.44
045442-Atlantic City Electric		4,985.59
045443-AT&T		55.31
045444-Airline Hydraulics Corp.		135.00
045445-Belleplain Emergency Corp.		20,038.73

045446-Bishop McHugh Catholic School	240.00
045447-Blaney, Donohue, Karavan & Weinberg, PC	4,000.00
045448-Blaney, Donohue, Karavan & Weinberg, PC	459.00
045449-Block Line Systems, LLC	1,297.05
045450-Cape May County M.U.A.	20,046.35
045451-Cape May County P.W.A.	814.15
045452-County of Cape May	8,686.98
045453-Comcast	327.87
045454-Crystal Springs	98.96
045455-Dennis Twp. Board of Education	869,290.42
045456-Larry C. Dixon	171.50
045457-East Coast Distributors	658.80
045458-Gardner True Value Hardware	185.83
045459-John C. Gibson, P.E.	8,787.50
045460-Green Technology Services	1,921.16
045461-Michele T. Heim	484.29
045462-Cape May County Herald	194.90
045463-Home Depot Credit Services	551.00
045464-Roy J. Hope	343.72
045465-Edward F. Leith, Jr.	299.77
045466-Mariann Murphy	188.41
045467-NJ League of Municipalities	656.00
045468-Pineland Construction, LLC	39,805.56
045469-Press of Atlantic City	186.06
045470-Cooltronics, Inc.	703.00
045471-Shore Counseling, LLC	605.25
045472-South Jersey Gas	1,017.59
045473-S.S.C.I.	40.00
045474-Staples Advantage	410.25
045475-Suburban Propane – 2115	4,524.33
045476-Carolyn P. Swagler	148.50
045477-Tax Collector & Treasurer NJ	100.00
045478-Treasurer, State of New Jersey	150.00
045479-Treasurer, State of New Jersey	25.00
045480-Treasurer, State of New Jersey	205.00
045481-Upper Township	992.26
045482-Verizon Wireless	38.01
045483-Verizon	45.07
045484-V. E. Ralph & Son, Inc.	880.10
045485-Xerox Corporation	170.25
045486-Cintas Corporation #100	300.00

**CONSTRUCTION CODE:**

None.

**GENERAL CHECKING WIRES:**

None.

**DOG TRUST:**

None.

**ESCROW TURNER PARTNERS:**

16-Fralinger Engineering, PA	125.75
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**ESCROW HRD HOLDINGS:**

66-Fralinger Engineering, PA	5,876.00
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**ESCROW GOLF CARS UNLIMITED**

None.

**PLANNING ESCROW:**

1043-Fralinger Engineering, PA	165.00
1044-Loveland Garrett & Batastini	660.00

**RECREATION TRUST:**

1239-Kel-Tex Imprints, Inc.	574.50
1240-Mary Watson	35.00

The Clerk asked for a motion to approve the Administrative Reports. Motion was made by Turner, seconded by Germanio, with 4 ayes and 1 absent (Cox), that the following Administrative Reports were approved:

Municipal Clerk’s Report	December, 2020 & 2020 Annual
Registrar’s Report	December, 2020 & 2020 Annual
Tax Collector’s Report	December, 2020 & 2020 Annual
Construction Official’s Report	December, 2020

The Clerk asked if there were any comments from the public this evening.

Let the record reflect that there were no comments from those present.

The Clerk asked for comments from the Township Committee.

Committeeman VanArtsdalen wished Municipal Clerk, Jackie Justice a Happy Birthday. He thanked the Rec staff, Christina and Jessica for all their hard work with the Basketball Program and efforts regarding the live streaming of the games. Committeeman VanArtsdalen shared that Kim Herron, the Recreation Director, has officially retired and thanked her for years of service and congratulated her on her retirement.

Committeeman Germanio wished the Clerk, Jackie Justice, a Happy Birthday. He reminded everyone of the Senior Center’s Valentine’s Day Drive Thru luncheon and to renew their Senior Center Memberships.

Deputy Mayor Turner also wished the Clerk, Jackie Justice, a Happy 29<sup>th</sup> Birthday (LOL). He commended the live streaming of the basketball games and thanked everyone involved including the Basketball Association.

Mayor Matalucci wished the Clerk, Jackie Justice, a Happy Birthday.

The Clerk indicated that at this time the Township Committee and Administrator will be going into an Executive Session. She asked for a motion to recess the regular meeting, motion was made by Germanio, seconded by Turner, that the regular meeting go into recess at this time.

The Clerk asked for a motion to reconvene the regular meeting, motion was made by Turner, seconded by Matalucci, that the regular meeting be reconvened at this time.

The Clerk asked if any formal action was needed and the Administrator indicated no.

The Clerk asked for a motion to adjourn the Township Committee meeting.

Motion was made by VanArtsdalen, seconded by Germanio, that the meeting be adjourned. All in favor and the motion carried.

ATTEST \_\_\_\_\_ ATTEST \_\_\_\_\_  
Jacqueline B. Justice, RMC/Clerk Zeth A. Matalucci, Mayor