

**TOWNSHIP OF DENNIS**  
**TOWNSHIP COMMITTEE**  
**WORKSESSION AGENDA**

**DECEMBER 07, 2021**

**5:30 P.M. (prevailing time)**

**CALL TO ORDER:**

Mayor's announcement: The notice requirements provided for in the "Open Public Meetings Act" have been satisfied. Notice of this meeting was properly given in Resolution No. 2020-168 entitled the Annual Meeting Notice which was adopted by the Dennis Township Committee on December 15, 2020. 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 Establishing the 2022 New Year's Day Holiday due to it falling in 2021.

Discuss the 2021 Meeting Schedule.

Discuss the Vacation Carry-Over Requests.

Discuss the ACMJIF 2021 Dividend Release Form.

Discuss the Cape May County Health Department COVID-19 Vaccine Clinic to be held on February 22, 2022 from 11:00 a.m. to 1:00 p.m. at the Senior Center.

**WORKSESSION AGENDA  
PAGE TWO**

Discuss the Issuance of Holiday Bonuses.

**Legal:**

None.

**Public Buildings & Grounds:**

None.

**Engineering:**

None.

**Construction/Plan/Zone:**

None.

**RESOLUTIONS:**

None.

**ORDINANCES:**

None.

**MOTION TO ADJOURN THE MEETING:**

DRAFT

DRAFT

**TOWNSHIP OF DENNIS**

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

**RESOLUTION NO. 2022-xx**

**RESOLUTION ESTABLISHING THE HOLIDAY SCHEDULE FOR 2022**

**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	Dec.	31, 2021
Martin Luther King Day	Jan.	17, 2022
Lincoln's Birthday	Feb.	11, 2022
President's Day	Feb.	21, 2022
Good Friday	Apr.	15, 2022
Memorial Day	May	30, 2022
Independence Day	July	04, 2022
Labor Day	Sept.	05, 2022
Columbus Day	Oct.	10, 2022
General Election Day	Nov.	08, 2022
Veteran's Day	Nov.	11, 2022
Thanksgiving Day	Nov.	24, 2022
Day After Thanksgiving	Nov.	25, 2022
Christmas Day	Dec.	26, 2022

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

	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
VanArtsdalen						
Germanio						
Cox						
Turner						
Matalucci						

**RESOLUTION NO. 2022-xx**  
**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 January 26, 2022 at 5:30 p.m. at the Dennis Township Municipal Building located at 571 Petersburg Road, Dennisville, NJ.

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

DRAFT

DRAFT

TOWNSHIP OF DENNIS

COUNTY OF CAPE MAY  
STATE OF NEW JERSEY

RESOLUTION NO. 2021-xxx

RESOLUTION ESTABLISHING A MEETING SCHEDULE  
FOR THE YEAR 2022

WHEREAS, pursuant to N.J.S.A. 10:4-6 TO 10:4-21 "The Open Public Meetings Act" the Township Committee is required to post and maintain a meeting schedule.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee, of the Township of Dennis, County of Cape May, State of New Jersey, that the regular Township Committee Meetings and the Worksession Meetings will be held in accordance with the following schedule at 5:30 p.m. prevailing time or as otherwise noted in the Dennis Township Municipal Building located at 571 Petersburg Road, Dennisville, NJ and/or by electronic means:

- Jan. 04, 2022 (Reorganization – 5:30 pm)
- Jan. 25, 2022 (Worksession & Reg – 5:30 pm)
- Feb. 08, 2022 (Worksession & Reg – 5:30- pm)
- Feb. 22, 2022 (Regular – 5:30 pm)
- Mar. 08, 2022 (Worksession & Reg – 5:30 pm)
- Mar. 22, 2022 (Regular – 5:30 pm)
- Apr. 12, 2022 (Worksession & Reg – 5:30 pm)
- Apr. 26, 2022 (Regular – 5:30 pm)
- May 10, 2022 (Worksession & Reg – 5:30 pm)
- May 24, 2022 (Regular – 5:30 pm)
- June 14, 2022 (Worksession & Reg – 5:30 pm)
- June 28, 2022 (Regular – 5:30 pm)
- July 12, 2022 (Worksession & Reg – 5:30 pm)
- July 26, 2022 (Regular – 5:30 pm)
- Aug. 09, 2022 (Worksession & Reg – 5:30 pm)
- Aug. 23, 2022 (Regular – 5:30 pm)
- Sept. 13, 2022 (Worksession & Reg – 5:30 pm)
- Sept. 27, 2022 (Regular – 5:30 pm)
- Oct. 11, 2022 (Worksession & Reg – 5:30 pm)
- Oct. 25, 2022 (Regular – 5:30 pm)
- Nov. 01, 2022 (Worksession & Reg – 5:30 pm)
- Nov. 15, 2022 (Regular – 5:30 pm)
- Dec. 06, 2022 (Worksession & Reg – 5:30 pm)
- Dec. 13, 2022 (Regular – 5:30 pm)

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

	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
VanArtsdalen						
Germanio						
Cox						
Turner						
Matalucci						

**RESOLUTION NO. 2021-xxx**  
**PAGE 2**

This is certify that this is a true copy of a Resolution adopted by the Dennis Township Committee at their regular meeting held on December 14, 2021 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 17, 2021  
To: Fund Commissioner  
From: Tracy Forlenza, Financial Analyst  
Re: **JIF 2021 Dividend Announcement - Dennis Township**

---

I am pleased to notify you that on September 15, 2021, 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 **\$44,424**. 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!

Your municipality has the choice of receiving their money the following ways:

**1) Credit against your JIF assessment installment (The first installment is due February 15, 2022)**

- If your municipality wishes to simply take your **TOTAL** dividend as a credit against your 2022 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 15, 2021**.

**2) Receive your JIF dividend in the form of a check**

- If your municipality wishes to receive your **TOTAL** dividend in the form of a **check**, mark the appropriate box on the enclosed Dividend Release Form, have your Mayor sign the document, complete an ACM JIF voucher (found on the [www.acmjif.org](http://www.acmjif.org) website homepage) AND return the completed items via email to our office no later than **December 6, 2021** to make the bill list and be available to you before the end of the year.

**3) Deposit your dividend to the Aggregate Excess Loss Contingency Fund (A.E.L.C.F.)**

- 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** adopt a resolution designating the amount of your dividend being deposited into the AELCF. 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. If applicable, your current AELCF balance will be listed on the next page. Please note that a Resolution is required for the A.E.L.C.F. deposit (see attached sample). After adoption, please forward an executed copy of the resolution and the completed Dividend Release Form to our office no later than **December 15, 2021**.

**4) Combination Option**

- If your municipality wishes to split your **TOTAL** dividend with a **combination** of the above, please mark the appropriate boxes 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 Tracy Forlenza at [Tracy\\_Forlenza@AJG.com](mailto:Tracy_Forlenza@AJG.com).



**JIF 2021 Dividend Release Form**

**MUNICIPALITY: Dennis Township**

**TOTAL DIVIDEND AMOUNT: \$44,424**

**Dennis Township's CURRENT BALANCE IN A.E.L.C.F. as of 09/30/21: \$0.00**

\*\*\*\*\*

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

- Yes, I would like to receive the **TOTAL** dividend as a **credit** against my 2022 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).***

*Current AELCF Balance as of 9/30/21: \$0.00*

- I would like to **do a combination of** 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@AJG.com)

**DEADLINES: December 6, 2021 for Check Option. Credit or AELCF deadline is December 15, 2021.**

\_\_\_\_\_  
Zeth A. Matalucci

Signature of Mayor

Print Name of Mayor

cc: Municipal Clerk  
Risk Management Consultant  
File: ACMJIF/2021/Dividend Distribution - Tab: Dennis Township



DRAFT

DRAFT

**TOWNSHIP OF DENNIS**

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

**RESOLUTION NO. 2021-XXX**

**RESOLUTION AUTHORIZING HOLIDAY BONUS FOR THE  
DENNIS TOWNSHIP EMPLOYEES**

**WHEREAS**, the Township has a history and practice of providing a fifty (\$50.00) dollar holiday bonus to current active employee prior to year end; and

**WHEREAS**, several of the collective bargaining agreements between the Township and its unions provide for retention of existing benefits; and

**WHEREAS**, said bonus may be considered an existing benefit under said collective bargaining agreements entitling certain employees covered by the same to a bonus; and

**WHEREAS**, the Township Committee wishes to treat all employees equally with regard to the distribution of an holiday bonus; and

**WHEREAS**, the Township Committee desires to acknowledge the dedication of the Township Employees during this Holiday Season by authorizing the continuing practice of issuing a fifty (\$50.00) dollar holiday bonus.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that the Chief Financial Officer be and is hereby authorized and directed to process a fifty (\$50.00) dollar holiday bonus thru payroll for all Dennis Township Employees who work a minimum of 25 hours per week, except the Mayor and Township Committee

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

	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
VanArtsdalen						
Germanio						
Cox						
Turner						
Matalucci						

**RESOLUTION NO. 2021-xxx**  
**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 December 14, 2021 at 6:30 p.m. at the Dennis Township Municipal Building located at 571 Petersburg Road, Dennisville, NJ.

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