

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

**DECEMBER 06, 2022**

**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. 2021-184 entitled the Annual Meeting Notice which was adopted by the Dennis Township Committee on December 14, 2021. 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 the 2023 Meeting Schedule.

Discuss the Vacation Carry-Over Requests.

Discuss the ACMJIF 2022 Dividend Release Form.

**Legal:**

None.

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**Public Buildings & Grounds:** None.

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**Engineering:** Discuss the Hagan/Hagen Road issue.

**Construction/Plan/Zone:** None.

**RESOLUTIONS:**

None.

**ORDINANCES:**

None.

**MOTION TO ADJOURN THE MEETING:**

**TOWNSHIP OF DENNIS**

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

**RESOLUTION NO. 2022-xxxmeeting**

**RESOLUTION ESTABLISHING A MEETING SCHEDULE  
FOR THE YEAR 2023**

**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. 10, 2023 (Reorganization – 5:30 pm)     | July 11, 2023 (Worksession & Reg – 5:30 pm)  |
| Jan. 24, 2023 (Worksession & Reg – 5:30 pm)  | July 25, 2023 (Regular – 5:30 pm)            |
| Feb. 14, 2023 (Worksession & Reg – 5:30- pm) | Aug. 08, 2023 (Worksession & Reg – 5:30 pm)  |
| Feb. 28, 2023 (Regular – 5:30 pm)            | Aug. 22, 2023 (Regular – 5:30 pm)            |
| Mar. 14, 2023 (Worksession & Reg – 5:30 pm)  | Sept. 12, 2023 (Worksession & Reg – 5:30 pm) |
| Mar. 28, 2023 (Regular – 5:30 pm)            | Sept. 26, 2023 (Regular – 5:30 pm)           |
| Apr. 11, 2023 (Worksession & Reg – 5:30 pm)  | Oct. 10, 2023 (Worksession & Reg – 5:30 pm)  |
| Apr. 25, 2023 (Regular – 5:30 pm)            | Oct. 24, 2023 (Regular – 5:30 pm)            |
| May 09, 2023 (Worksession & Reg – 5:30 pm)   | Nov. 07, 2023 (Worksession & Reg – 5:30 pm)  |
| May 23, 2023 (Regular – 5:30 pm)             | Nov. 21, 2023 (Regular – 5:30 pm)            |
| June 13, 2023 (Worksession & Reg – 5:30 pm)  | Dec. 05, 2023 (Worksession & Reg – 5:30 pm)  |
| June 27, 2023 (Regular – 5:30 pm)            | Dec. 19, 2023 (Regular – 5:30 pm)            |

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

	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
VanArtsdalen	x		X			
Germanio			X			
Cox						x
Turner		x	X			
Matalucci			x			

**RESOLUTION NO. 2022-xxxmeeting**  
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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 13, 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**

## Jackie Justice

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**From:** Jessica Bishop  
**Sent:** Thursday, November 17, 2022 10:07 AM  
**To:** Jackie Justice  
**Subject:** FW: ACM JIF 2022 DIVIDEND-Dennis  
**Attachments:** ACM 2022 JIF DIVIDEND-Dennis.pdf

Let's do dividend credit like in previous years. No sure if you put it on a meeting for approval or just dicussion.

Jess

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**From:** Tracy Forlenza <Tracy\_Forlenza@rpadmin.com>  
**Sent:** Wednesday, November 16, 2022 8:41 PM  
**To:** Jessica Bishop <jbishop@dennistwp.org>; Jackie Justice <jackie@dennistwp.org>  
**Cc:** Jennifer.Modica@Marshmma.com  
**Subject:** ACM JIF 2022 DIVIDEND-Dennis

**ATTENTION! This e-mail is from an External Source!**

Please find the attached correspondence regarding your **2022 JIF Dividend!**

***\*Response is required by returning Dividend Release Form.\****

You may apply the dividend as a credit towards your 2023 JIF assessment, receive as a check, deposit into the AELCF or any combination of these options as noted in the attached correspondence.

\*Please note that your **AELCF balance as of 9/30/22 is highlighted** under your dividend amount on the second page. If you choose to take a credit off your 2023 installment in addition to using the dividend as a credit, please check all the appropriate boxes.

**YOU MUST** return the completed **Dividend Release Form** for **ALL** options plus **all applicable paperwork** to Tracy Forlenza by the below noted dates.

The deadline to return the form for a **CHECK** option is **December 7, 2022.**

***\*This date is critical to make the December bill list if you are applying for the check option and need to deposit your check prior to end of the year. **\*\***(Checks will be issued at the December meeting and mailed the following day.)***

The deadline to return the form for a **CREDIT** or **AELCF** deposit option is **December 15, 2022.**



Date: November 16, 2022  
To: Fund Commissioner  
From: Tracy Forlenza, Financial Analyst  
Re: **JIF 2022 Dividend Announcement - Dennis Township**

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I am pleased to notify you that on September 21, 2022, the Atlantic County Municipal Joint Insurance Fund authorized the release of a **\$3,000,000** dividend to help combat increasing costs. Your municipality's share of this **TOTAL** is **\$34,313**. 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) Dividend Credit against your JIF assessment installment (*The first installment is due February 15, 2023*)**

- If your municipality wishes to simply take your TOTAL dividend as a credit against your 2023 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, 2022**.

**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) AND return the completed items via email to our office **no later than December 7, 2022** 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 (AELCF)**

- If your municipality wishes to deposit all or a portion of your dividend into the **Aggregate Excess Loss Contingency Fund (AELCF)**, 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 is listed on the next page. Please note that a Resolution is required for the AELCF deposit-please request via email. After adoption, please forward an executed copy of the resolution and the completed Dividend Release Form to our office no later than **December 15, 2022**.

**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 @RPAdmin.com.



**JIF 2022 Dividend Release Form for Dennis Township**

**TOTAL 2022 DIVIDEND AMOUNT: \$34,313**

**Dennis Township's BALANCE IN A.E.L.C.F. as of 9/30/22: \$0.00**

*\*Note: AELCF balance does NOT include any pending investment income including unrealized gains or losses.*

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

- Yes, I would like to receive the **TOTAL** dividend as a **credit** against my 2023 JIF assessment. ***(Mayor's signature required on this form. No Resolution required.)***
- AELCF Balance:** I would like to apply \$ \_\_\_\_\_ of my AELCF balance as a **credit** against my 2023 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 **(AELCF)** 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 for deposit must be adopted by your individual governing body – contact our office for a sample resolution.)***
- I would like to **do a combination of** the dividend between the options as follows:
  - **Dividend Credit** \$ \_\_\_\_\_ (Requires signed Dividend Release form only)
  - **AELCF Credit** \$ \_\_\_\_\_ (Requires signed Dividend Release form only)
  - **Dividend Check** \$ \_\_\_\_\_ (Requires signed Dividend Release form and signed voucher)
  - **AELCF Deposit** \$ \_\_\_\_\_ (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@RPAdmin.com)

**DEADLINES: December 7, 2022 for CHECK Option. Credit or AELCF deadline is December 15, 2022.**

\_\_\_\_\_  
Signature of Mayor

\_\_\_\_\_  
Print Name of Mayor

cc: Municipal Clerk  
Risk Management Consultant  
File: ACMJIF/2022/Dividend Distribution - Tab: Dennis Township