

**TOWNSHIP OF DENNIS
DENNISVILLE, NJ
JANUARY 23, 2024**

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

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

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

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

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

The following minutes were approved as part of the Consent Agenda: 12/19/2023 Regular Meeting and the 1/02/2024 Reorganization Meeting.

The following resolution numbers 2024-12 thru 2024-37 were a part of the Consent Agenda:

RESOLUTION NO. 2024-12

**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 31st, an additional penalty of six percent (6%) shall be charged against the delinquency.
2. Effective January 1, 2024, 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. 2024-13

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. 2024-14

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. 2024-15

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. 2024-16

**RESOLUTION AUTHORIZING THE TAX COLLECTOR TO CREDIT
OVERPAYMENTS TO THE 2024 TAX YEAR**

WHEREAS, during the 2023 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 2024 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 2024 Tax Year.

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

RESOLUTION NO. 2024-17

**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 2024 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. 2024-18

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 2024.

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. 2024-19

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. 2024-20

RESOLUTION APPOINTING THE REGISTRAR OF VITAL STATISTICS FOR THE YEAR 2024

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. 2024-21

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 - Loren Ready, Court Administrator

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. 2024-22

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 2024.

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. 2024-23

**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 2024 to receive any and all meeting notices of the Township of Dennis and Land Use Development Application Notices.
2. The Ocean City Sentinel 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. 2024-11.
6. This Resolution shall take effect immediately.

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

RESOLUTION NO. 2024-24

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. 2024-25

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. 2024-26

RESOLUTION AUTHORIZING THE EXECUTION OF PROFESSIONAL SERVICES CONTRACTS FOR VARIOUS TOWNSHIP OFFICIALS FOR THE YEAR 2024

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

Municipal Solicitor, Municipal Bond Counsel, Municipal Labor Counsel, Municipal 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
Barker, Gelfand, James & Sarvas	- Hearing Officer
Leon P. Costello, RMA/CPA	- Municipal Auditor
Fralinger Engineering, PA	- Municipal Engineer

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 01/01/2024.

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

RESOLUTION NO. 2024-27

RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES CONTRACT TO PHOENIX ADVISORS, LLC FOR INDEPENDENT REGISTERED MUNICIPAL ADVISOR AND CONTINUING DISCLOSURE SERVICES FOR THE YEAR 2024

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 2024 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 24th day of January, 2024, that Phoenix Advisors, LLC be and hereby is appointed for Financial Advisor and Continuing Disclosure Services for the Year 2024.

BE IT FURTHER RESOLVED, that Phoenix Advisors, LLCs’ bill will not to exceed \$1,600.00 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. 2024-28

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. 2024-29

**RESOLUTION AUTHORIZING THE APPLICATION TO THE
NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS FOR A GRANT FOR THE
INSTALLATION OF LED FIELD LIGHTING AT THE DENNIS TOWNSHIP RECREATION
COMPLEX**

WHEREAS, the Township of Dennis desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for approximately \$260,000.00 to carry out a project to install LED field lighting at the Dennis Township Recreation Complex.

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

- 1) that the Township of Dennis does hereby authorize the application for such a grant; and,
- 2) recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the Township of Dennis and the New Jersey Department of Community Affairs.

BE IT FURTHER RESOLVED, that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith:

Jessica Bishop, Township Administrator

Zeth Matalucci, Mayor

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

RESOLUTION NO. 2024-30

**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, 2024, 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
Code Enforcement Officer	34,271.82
Technical Assistant to the Construction Official	28,578.51
Technical Assistant to the Land Use Board	4,082.64
Zoning Officer	8,165.29

HOURLY EMPLOYEES:	BASE HR. RATE
Recreation Aid	17.60
Fire Prevention Specialist	17.60
Senior Citizen Program Aid	17.60

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

RESOLUTION NO. 2024-31

RESOLUTION AWARDING A PROFESSIONAL SERVICES CONTRACT TO SCHEULE PLANNING SOLUTIONS, LLC FOR PLANNING SERVICES ASSOCIATED WITH THE IMPLEMENTATION OF THE MASTER PLAN REEXAM RECOMMENDATIONS

WHEREAS, the Township’s Consolidated Land Use Board (CLUB) adopted the November, 2022 Master Plan Reexamination Report which recommends specific changes to the master plan and development regulations, and;

WHEREAS, Scheule Planning Solutions, LLC has submitted a proposal, a copy of which is attached hereto as exhibit “A”, in an amount not to exceed \$9,030.00 for the Implementation of the Reexam Recommendations.

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 Scheule Planning Solutions, LLC as a Professional Services Contract, in an amount not to exceed \$9,030.00, for Planning Services associated with the Implementation of the Reexam Recommendations.

BE IT FURTHER RESOLVED, that the necessary Certification of Availability of Funds is attached.

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

RESOLUTION NO. 2024-32

RESOLUTION AUTHORIZING THE GOVERNOR’S COUNCIL ON ALCOHOLISM AND DRUG ABUSE FISCAL GRANT JULY 1, 2024 TO JUNE 30, 2025

WHEREAS, the Governor’s Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey; and

WHEREAS, the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and

WHEREAS, Township Committee further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and

WHEREAS, the Township Committee has applied for funding to the Governor’s Council on Alcoholism and Drug Abuse through the County of Cape May; and

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 recognizes the following:

1. The Township Committee does hereby authorize the submission of a strategic plan for the Dennis Township Municipal Alliance grant for fiscal year FY 2025 (July 1, 2024 to June 30, 2025) in the amount of:

DEDR	\$6,319.00
Cash Match	\$1,579.75
In-Kind	\$4,739.25

2. The Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

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

RESOLUTION NO. 2024-33

RESOLUTION APPOINTING THE DEPUTY REGISTRAR OF VITAL STATISTICS FOR THE YEAR 2024

WHEREAS, it is necessary to appoint a Deputy 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 Gabrielle Franks is appointed as the Deputy Registrar of Vital Statistics for the annual salary of \$500.00 effective 01/01/2024.

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

RESOLUTION NO. 2024-34

RESOLUTION AWARDING BID FOR THE NJDCA SMALL CITIES BLOCK GRANT#22-0443-00 – ADA UPGRADES TO THE DENNIS TOWNSHIP MUNICIPAL BUILDING

WHEREAS, the Municipal Clerk and the Township’s Consulting Architect received the bids on December 12, 2023 at 11:00 A.M. for the NJDCA Small Cities Block Grant #22-0443-00 ADA Upgrades to the Dennis Township Municipal Building; and

WHEREAS, the Township received two (4) bids as per attached summary; and

WHEREAS, the project architect, J.W. Pedersen and the grant consultant, Blauer Associates have made their recommendations.

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 awards the bid of the FY 2023 NJDCA Small Cities Block Grant #22-0443-00 – ADA Upgrades to the Dennis Township Municipal Building to Aliano Brothers General Contractors, Inc. for the Base Bid along with Alternates #1, #2, #4 and #D1 amount of \$480,500.00.

BE IT FURTHER RESOLVED, that the Certification of Availability of Funds from the Chief Finance Officer is attached.

ATTEST _____
Jacqueline B. Justice, RMC/Clerk

ATTEST _____
Zeth A. Matalucci, Mayor

RESOLUTION NO. 2024-35

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 _____
Jacqueline B. Justice, RMC/Clerk

ATTEST _____
Zeth A. Matalucci, Mayor

RESOLUTION NO. 2024-36

RESOLUTION AUTHORIZING THE CHANGE IN TITLE OF TAX COLLECTOR WITH THE ADMINISTRATION DEPARTMENT

WHEREAS, Monica A. Heim is currently employed in the position of Tax Collector with the Administration Department; and

WHEREAS, the Township is in need of a Deputy Municipal Clerk and Mrs. Heim is currently taking the required courses.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that Monica A. Heim is hereby given the title of Tax Collector/Deputy Municipal Clerk at the annual salary of \$81,000.00 effective 01/01/2024.

ATTEST _____
Jacqueline B. Justice, RMC/Clerk

ATTEST _____
Zeth A. Matalucci, Mayor

RESOLUTION N. 2024-37

RESOLUTION RE-AUTHORIZING THE TOWNSHIP OF DENNIS TO PARTICIPATE IN THE INTRA-COUNTY MUTUAL AID AND ASSISTANCE AGREEMENT WITH PARTICIPATING UNITS IN THE COUNTY OF CAPE MAY

WHEREAS, Resolution No. 2023-162 authorized the Township to participate in the Intra-County Mutual Aid and Assistance Agreement adopted on 11/14/2023; and

WHEREAS, said Agreement has since been reviewed by the Fund Solicitor and Executive Director of the Atlantic County Municipal Joint Insurance Fund who have recommended certain changes.

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 Amended Intra-County Mutual Aid and Assistance Agreements between the Township of Dennis and Participating Units be and the same hereby accepted.

BE IT FURTHER RESOLVED, that the Mayor and the Municipal Clerk are authorized to execute the Amended Intra-County Mutual Aid and Assistance Agreement.

BE IT FURTHER RESOLVED, that the Municipal Clerk shall forward a certified copy of this resolution and the accompanying amended agreement to the County of Cape May Office of Emergency Management.

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

The following Ordinance No. 2024-01 was introduced for First Reading as part of the consent agenda:

TOWNSHIP OF DENNIS

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

ORDINANCE NO. 2024-01

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.

TITLE/POSITION	MINIMUM	MAXIMUM
ADMINISTRATION:		
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	50,000.00	105,000.00
Purchasing Agent	2,000.00	10,000.00
Municipal Clerk	50,000.00	105,000.00
Deputy Municipal Clerk (part-time)	5,000.00	40,000.00
Registrar of Vital Statistics	2,000.00	10,000.00
Deputy Registrar of Vital Statistics	500.00	2,000.00
Keyboarding Clerk I (part-time per hour)	15.00	25.00
Keyboarding Clerk I	2,340.00	48,750.00
Keyboarding Clerk II (part-time per hour)	16.00	30.00
Keyboarding Clerk II	24,960.00	58,500.00
Keyboarding Clerk III (part-time per hour)	17.00	35.00
Keyboarding Clerk III	26,520.00	68,250.00
Confidential Assistant (part-time per hour)	15.00	35.00
Tax Assessor	45,000.00	80,000.00
Tax Assessor (part-time)	15,000.00	45,000.00
Tax Collector	45,000.00	80,000.00
Tax Collector (part-time per hour)	30.00	55.00
Assistant Municipal Tax Collector (part-time)	5,000.00	45,000.00
PUBLIC SAFETY:		
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
Fire Official (part-time per hour)	20.00	40.00
Fire Prevention Specialist (part-time per hour)	15.00	30.00
CONSTRUCTION/PLANNING:		
Technical Assistant to the Construction Official	20,000.00	44,000.00
Zoning Officer	3,000.00	15,000.00
Assistant Zoning Officer (part-time per hour)	15.00	25.00
Code Enforcement Officer (part-time salary)	3,900.00	48,750.00
Code Enforcement Officer (part-time per hour)	15.00	30.00
Technical Assistant Land Use	1,500.00	10,000.00
Constructional Official (per hour)	25.00	65.00
Constructional Official (part-time salary)	1,300.00	67,600.00
Building Sub-Code Official (per hour)	20.00	60.00
Fire Sub-Code Official (per hour)	20.00	60.00
Electrical Sub-Code Official (per hour)	20.00	60.00

Electrical Sub-Code Official (part-time salary)	1,040.00	24,960.00
Plumbing Sub-Code Official (per hour)	20.00	60.00

RECREATION:

Recreation Director (part-time per hour)	20.00	35.00
Recreation Director	39,000.00	68,250.00
Recreation Program Coordinator	5,000.00	60,000.00
Recreation Supervisor	30,000.00	55,000.00
Recreation Attendant	29,250.00	48,750.00
Recreation Attendant (per hour)	15.00	25.00
Supervisor of Senior Citizen Activities	27,300.00	48,750.00
Senior Citizen Program Aide (per hour)	15.00	25.00

PUBLIC WORKS:

Director of Public Works/C.P.W.M.	50,000.00	90,000.00
Director of Public Works (part time)	5,000.00	50,000.00
Assistant Supervisor, Public Works	40,000.00	75,000.00
Laborer 1 (per hour)	16.00	23.00
Truck Driver - Class B (per hour)	17.50	25.00
Truck Driver - Class A (per hour)	20.00	30.00
Heavy Equipment Operator (per hour)	21.00	31.00
Heavy Equipment Operator/Mechanic (per hour)	22.50	32.50
Mechanic (per hour)	22.50	32.50

MISCELLANEOUS:

Municipal Department Head	35,000.00	60,000.00
Secretary Commission (per meeting)	40.00	75.00
Intermittent Clerk Typist (per meeting)	40.00	75.00
Intermittent Clerk Typist (part-time)	500.00	5,000.00
Community Service Aide (MA Coordinator) (part-time)	3,000.00	9,000.00
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
Security/Fire Alarm In Person Response (per occurrence)	50.00	50.00
Mileage (per mile)	Current IRS Rate	0.670

SECTION 7. This Ordinance shall become effective retroactive to January 01, 2024, 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.

Zeth A. Matalucci, Mayor

Scott A. Turner, Deputy Mayor

Thomas Van Artsdalen, III, Committee Member

Matthew Cox, Committee Member

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 23, 2024. Publication will be held on January 31, 2024 and a Public Hearing will be held at a meeting of the said Township Committee to be held on February 13, 2024 at 5:30 p.m. in the Municipal Building located at 571 Petersburg Road in Dennisville.

ATTEST

Jacqueline B. Justice, RMC/Clerk

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

The Mayor asked for a motion to adopt Resolution No. 2024-38, motion was made by VanArtsdalen, seconded by Cox with 3 ayes, 1 abstain (Turner) and 1 absent (Germanio), the following resolution was adopted:

RESOLUTION NO. 2024-38

**RESOLUTION AUTHORIZING THE ISSUANCE OF VARIOUS
2024 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:

Little Oaks Campground – 100 Sites
Pine Haven Camping Resort – 640 Sites
Lake & Shore Resort – 452 Sites
Down the Shore Seasonal Campground – 500 Sites
Seashore Line Camper Resort – 374 Sites
Sea Grove Camping Resort – 190 Sites
Dennisville Lake Camper Resort – 132 Sites
Jersey Shore Haven – 207 Sites
Ocean View Resort Campground – 1,171 Sites
Driftwood Too Campground – 204 Sites
Tamerlane Campground – 315 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 2024 Campground Licenses to the aforementioned campgrounds.

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

The Mayor 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 VanArtsdalen, seconded by Cox, with 4 ayes and 1 absent (Germanio), that the payment of the following bills was approved:

GENERAL ACCOUNT:

048290-571 Petersburg Road, LLC	\$ 684.78
048291-Acme (Supervalu)	21.98
048292-Advantage Equipment Sales	82.76
048293-Atlantic City Electric	7,529.71
048294-Amazon.com Services, Inc.	597.87
048295-Animal Control of South Jersey	700.00
048296-Atlantic Cnty Municipal Joint Ins Fund	53,691.00
048297-Blaney, Donohue & Weinberg, PC	8,640.00
048298-Blauer Associates	2,550.00
048299-Cape May County M.U.A.	12,345.78
048300-Cape May County P.W.A.	4,354.90
048301-County of Cape May	767,006.32
048302-Classic Sports Floors	3,995.00
048303-Cody's Power Equipment	1,168.92
048304-John L. Collins	481.63
048305-Crystal Springs	101.04
048306-Dennis Twp. Board of Education	932,635.92
048307-Delta Dental of NJ	5,453.39
048308-Larry C. Dixon	206.75
048309-East Coast Distributors	132.00
048310-Joseph Fazzio, Inc.	1,022.82
048311-Fralinger Engineering, PA	16,249.00
048312-Gardner True Value Hardware	580.62
048313-Eric M. Krise Electrical	644.70
048314-Eric M. Krise Heating, A/C and	543.32
048315-Scheule Planning Solutions, LLC	93.75
048316-Green Technology Services	3,484.22
048317-Cape May County Herald	34.42
048318-Home Depot Credit Services	2,791.94
048319-Roy J. Hope	349.40
048320-NAPA Auto Parts	198.45
048321-Surenian, Edwards, Buzak &	165.00
048322-Janet Spada	810.00
048323-Johnson & Towers, Inc.	1,045.28
048324-J. W. Pedersen Architect, P.C.	4,300.00
048325-Keen Compressed Gas Co., Inc.	66.00
048326-K. Gannon Plumbing	500.00
048327-Edward F. Leith, Jr.	311.81
048328-Garrett & Batastini, PA	500.00
048329-Lorco Petroleum Services	250.00
048330-Township of Middle	205.00
048331-Mariann Murphy	185.20
048332-Paul's Pest Control, Inc.	494.40
048333-Phyliss a. Schlegel	400.00

048334-Pineland Construction, LLC	39,805.56
048335-Press of Atlantic City	291.24
048336-Eurofins Environment Testing	217.50
048337-Rutgers, the State Univ. of NJ	745.00
048338-Service Tire Truck Centers	487.65
048339-South Jersey Paper Products	1,848.40
048340-South Jersey Gas	1,302.21
048341-Star Hollow IEA Team	1,000.00
048342-Suburban Propane – 2115	1,371.56
048343-Carolyn P. Swagler	174.70
048344-Treasurer, State of New Jersey	75.00
048345-Treasurer, State of New Jersey	235.00
048346-United Rentals	1,237.90
048347-Upper Township	34,011.47
048348-Vision Service Plan	828.30
048349-Cintas	196.65

CONSTRUCTION CODE:

1101-Treasurer, State of New Jersey	2,334.00
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GENERAL CHECKING WIRES:

64-NJSHBP	51,345.33
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DOG TRUST:

181-Holly Robinson	60.00
182-Heidi H. Conforto	60.00
183-Tracey L. Robinson	60.00

FIRE SAFETY AND PREVENTION:

16-VOID	
17-AT&T Mobility	124.46

ESCROW TURNER PARTNERS:

None.

ESCROW HRD HOLDINGS:

None.

ESCROW THOMAS WHELAN (B-1, L-9.01):

89-Fralinger Engineering, PA.	226.00
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PLANNING ESCROW:

1116-Fralinger Engineering, PA	1,397.00
1117-Garrett & Batastini, PA	320.00

RECREATION TRUST:

1593-VOID	
1594-Blauer Associates	450.00
1595-James Bannach	100.00

The Township Engineer, Mike Fralinger, commented on: the Halbe Lane Project and the meeting with the Playground Consultant regarding the ADA Playground improvement grant at the Rec.

The Township Administrator, Jessica Bishop, commented on the possible need of a Bond Ordinance for the Halbe Lane Project. The Administrator and Engineer discussed reviewing the Township's roads and necessary improvements so that could be included in the Bond Ordinance as well.

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

Municipal Clerk's Report	December, 2023 & 2023 Annual
Registrar's Report	December, 2023 & 2023 Annual
Tax Collector's Report	December, 2023 & 2023 Annual
Construction Official's Report	December, 2023
Chief Finance Officer's Report	December, 2023

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

Fran Bosnick of Cheshire Drive and Carol Donovan of Academy Lane commented on a trailer issue on a neighboring property and asked if the Committee can look into it. The Committee indicated that Code Enforcement would look into it.

The Mayor asked for comments from the Township Committee.

Committeeman VanArtsdalen indicated that he had no comment at this time.

Committeeman Cox indicated that he had no comment at this time.

Deputy Mayor indicated that we will be having a local guy, Curtis Bradshaw from Cape May, run for U.S. Senate which is great.

Mayor Matalucci indicated that he had no comment at this time.

The Municipal Clerk commented on Dennis Township kids participating in Upper Township's Wrestling Program "the Green Hornets" and shared that after working all day and on her own time, the Dennis Township School Principal went to the Upper Township Rec to the meet with Williamstown to support the Dennis Township kids which is awesome.

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

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

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