

TOWNSHIP OF DENNIS
TOWNSHIP COMMITTEE
WORKSESSION AGENDA

NOVEMBER 18, 2025

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. 2024-169 entitled the Annual Meeting Notice which was adopted by the Dennis Township Committee on December 17, 2024. 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 2026 Rabies Clinic.

Discuss posting the RFP's for the 2026 Professionals on the website.

Discuss the JIF 2025 Dividend.

Discuss Appointing the Dennis Township Historian.

Discuss the 2026 Meeting & Holiday Schedules.

Legal:

None.

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Public Buildings & Grounds:

None.

Engineering:

Discuss the DEP Stormwater Infrastructure Map.

Construction/Plan/Zone:

None.

RESOLUTIONS:

None.

ORDINANCES:

None.

MOTION TO ADJOURN THE MEETING:

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

NOTICE OF INTENT, STATE-SPONSORED MUNICIPAL RABIES VACCINATION CLINICS

To: Local Health Officers and Local Boards of Health

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

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

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

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

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

Clinic Date	Time		Clinic Date	Time	
	From	To		From	To
January 31, 2026	1:00 pm	3:00 pm			
Vaccine For: Dennis Township			Distribution Center: Cape May County Health Department		
Address 571 Petersburg Road, P.O. Box 204			Address 4 Moore Road		
City Dennisville,		County Cape May	City Cape May Court House,		County Cape May
Requested By Jacqueline B. Justice, RMC		Title Municipal Clerk		Telephone No. 609-861-9700x223	
Municipality Dennis Township			Anticipated Vaccine Needed 200		
Name of Veterinarian Dr. Ira Niedweske		Telephone Number 908-208-0860		Number of Animals Vaccinated Past Year 101	

NOTICE

The Township of Dennis is seeking proposals for the following contracts for the calendar year 2026:

- 1) Township Solicitor
- 2) Township Auditor
- 3) Township Labor Attorney
- 4) Consolidated Land Use Board Attorney
- 5) Consolidated Land Use Board Engineer
- 6) Township Bond Counsel
- 7) Risk Management Consulting Services (3 year term)
- 8) Township Planner
- 9) Special Counsel – Affordable Housing Obligations

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

Proposals must be received by Jacqueline B. Justice, RMC no later than 4:00 p.m. on Thursday, December 11, 2025.

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



JIF 2025 Dividend Release Form for DENNIS TOWNSHIP

TOTAL 2025 DIVIDEND AMOUNT: \$17,764

AELCF Balance as of 9/30/25 (Separate from above): \$0

Note: AELCF balance does not include pending investment income or unrealized gains/losses

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

- 1) Apply the dividend (\$17,764) as a **credit** against my 2026 JIF assessment. (Mayor’s signature required. No resolution required.)
 - Apply \$ _____ of my AELCF balance (\$0) as a **credit** against my 2026 JIF assessment. (Mayor’s signature required. No resolution required.)
- 2) Receive the dividend (\$17,764) in the form of a **check**. (Mayor’s signature and signed voucher required. No resolution required.)
- 3) Deposit the dividend (\$17,764) into the AELCF for future use. (Resolution required. Please contact melissa_bush@RPAdmin.com for a sample.)
- 4) **Split my dividend** 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, along with any required documents (voucher and/or resolution), via email to **Melissa_Bush@RPAdmin.com**.

DEADLINES: December 3, 2025, for CHECK Option. Credit or AELCF deadline is December 19, 2025.

Signature of Mayor

Print Name of Mayor

cc: Municipal Clerk
Risk Management Consultant

File: ACMJIF/2025/Dividend Distribution - Tab: DENNIS TOWNSHIP



Date: October 23, 2025
To: Fund Commissioner
From: Melissa Bush, Financial Analyst
Re: **JIF 2025 Dividend Announcement - DENNIS TOWNSHIP**

Congratulations! We are pleased to inform you that on September 17, 2025, the Atlantic County Municipal Joint Insurance Fund (JIF) authorized the release of a **\$1,750,000** dividend to help offset rising costs. Your municipality's share of this **Total is \$17,764**

Your continued commitment to the JIF program ensures that your municipality and all participating members continue to benefit from the strength and stability of the Joint Insurance Fund.

Your municipality may choose to receive this dividend through one of the following options:

- 1) **Credit Toward JIF Assessment Installment** (First installment due February 17, 2026)
 - If your municipality would like to apply the full dividend and/or a portion of your AELCF balance as a credit toward your 2026 JIF assessment, please check the appropriate box on the enclosed Dividend Release Form, obtain the Mayor's signature, and return the completed form to our office no later than **December 19, 2025**.
- 2) **Receive Dividend via Check**
 - If your municipality prefers to receive the full dividend as a check, please mark the appropriate box on the Dividend Release Form, obtain the Mayor's signature, complete a ACM JIF voucher (available at acmjif.org), and email all completed documents to our office no later than **December 3, 2025**, to ensure inclusion on the bill list and be available to you before the end of the year.
- 3) **Deposit into Aggregate Excess Loss Contingency Fund (AELCF)**
 - If your municipality wishes to deposit all or part of the dividend into the AELCF, your governing body must adopt a resolution specifying the amount to be deposited. This money can be used in future years to cover EPL/POL co-pays, deductibles, Retrospective Program invoices, or to offset future JIF assessments. If applicable, your current AELCF balance is listed on the next page.

Please request a sample resolution via email from melissa_bush@RPAdmin.com. Once adopted, forward the executed resolution and completed Dividend Release Form to our office no later than **December 19, 2025**.

- 4) **Combination/Split Option**
 - If your municipality prefers to split the dividend among multiple options, please indicate the exact amounts on the Dividend Release Form. check the appropriate boxes, obtain the Mayor's signature, and submit all applicable documents (voucher and/or resolution) to Melissa Bush at Melissa_Bush@RPAdmin.com.

TOWNSHIP OF DENNIS

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

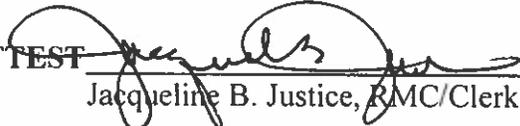
RESOLUTION NO. 2023-140

RESOLUTION APPOINTING THE DENNIS TOWNSHIP HISTORIAN

WHEREAS, N.J.S.A. 40:10A-1 et seq. authorizes the creation of local historians; and

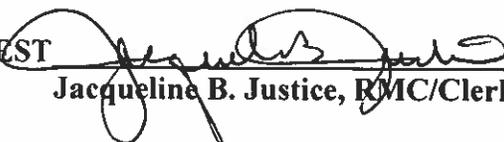
WHEREAS, with the adoption of Ordinance No. 2005-06 entitled, "An Ordinance of the Township of Dennis, County of Cape May and State of New Jersey Creating a Position of "Dennis Township Historian" and Providing for the Duties Therefore" the Township has created the position of Dennis Township Historian.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that Raymond C. Rebmann of 29 Maple St., Cape May Court House, NJ 08210 be appointed Dennis Township Historian for a three (3) year term effective 01/01/2023 pursuant to Ordinance No. 2005-06 and N.J.S.A. 40:10A-1 et seq.

ATTEST  ATTEST 
Jacqueline B. Justice, RMC/Clerk Scott J. Turner, Deputy Mayor

	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
VanArtsdalen		✓	✓			
Germanio	✓		✓			
Cox			✓			
Turner			✓			
Matalucci						✓

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 September 26, 2023 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. 2025-xxx

RESOLUTION ESTABLISHING A MEETING SCHEDULE
FOR THE YEAR 2026

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. 06, 2026 (Reorganization – 5:30 pm)
- Jan. 20, 2026 (Worksession & Reg – 5:30 pm)
- Feb. 17, 2026 (Worksession & Reg – 5:30- pm)
- Mar. 17, 2026 (Worksession & Reg – 5:30 pm)
- Apr. 21, 2026 (Worksession & Reg – 5:30 pm)
- May 19 2026 (Worksession & Reg – 5:30 pm)
- June 16, 2026 (Worksession & Reg –5:30 pm)
- July 21, 2026 (Worksession & Reg – 5:30 pm)
- Aug. 18, 2026 (Worksession & Reg – 5:30 pm)
- Sept. 15, 2026 (Worksession & Reg – 5:30 pm)
- Oct. 20, 2026 (Worksession & Reg – 5:30 pm)
- Nov. 17, 2026 (Worksession & Reg – 5:30 pm)
- Dec. 15, 2026 (Worksession & Reg – 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. 2025-xxx
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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 16, 2025 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

TOWNSHIP OF DENNIS

DRAFT

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

RESOLUTION NO. 2025-xxx

**RESOLUTION ESTABLISHING A MEETING SCHEDULE
FOR THE YEAR 2026**

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 5:00 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. 06, 2026 (Reorganization – 5:00 pm) July 14, 2026 (Worksession & Reg – 5:00 pm)
- Jan. 20, 2026 (Worksession & Reg – 5:00 pm)
- Feb. 10, 2026 (Worksession & Reg – 5:00- pm) Aug. 11, 2026 (Worksession & Reg – 5:00 pm)
- Mar. 10, 2026 (Worksession & Reg – 5:00 pm) Sept. 08, 2026 (Worksession & Reg – 5:00 pm)
- Apr. 14, 2026 (Worksession & Reg – 5:00 pm) Oct. 13, 2026 (Worksession & Reg – 5:00 pm)
- May 12 2026 (Worksession & Reg – 5:00 pm) Nov. 17, 2026 (Worksession & Reg – 5:00 pm)
- June 09, 2026 (Worksession & Reg –5:00 pm) Dec. 15, 2026 (Worksession & Reg – 5:00 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. 2025-xxx
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ATTEST _____
Jacqueline B. Justice, RMC/Clerk

DRAFT

DRAFT

TOWNSHIP OF DENNIS

COUNTY OF CAPE MAY
STATE OF NEW JERSEY

RESOLUTION NO. 2025-xxx

RESOLUTION ESTABLISHING THE HOLIDAY SCHEDULE FOR 2026

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, 2026
Martin Luther King Day	Jan.	19, 2026
President's Day	Feb.	16, 2026
Good Friday	Apr.	03, 2026
Memorial Day	May	25, 2026
Independence Day	July	06, 2026
Labor Day	Sept.	07, 2026
Columbus Day	Oct.	12, 2026
Veteran's Day	Nov.	11, 2026
Thanksgiving Day	Nov.	26, 2026
Day After Thanksgiving	Nov.	27, 2026
Christmas Eve Day	Dec.	24, 2026
Christmas Day	Dec.	25, 2026

ATTEST _____
Jacqueline B. Justice, RMC/Clerk

ATTEST _____
Zeth A. Matalucci, Mayor

	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
VanArtsdalen						
Germanio						
Cox						
Turner						
Matalucci						

RESOLUTION NO. 2025-xxx
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ATTEST _____
Jacqueline B. Justice, RMC/Clerk