

**REGULAR MEETING OF THE DENNIS TOWNSHIP COMMITTEE –
NOVEMBER 18, 2025 – 5:30 P.M.**

Meeting called to order:

The meeting is now open. Adequate notice of the meeting was provided by posting a copy of the time and place on the Municipal Clerk’s bulletin board and by publishing notice in the official newspaper on the Township.

Will the Clerk please call the Roll to determine a quorum.

Will everyone please rise to salute the flag.

Public Hearing:

Dennis Township implemented a Small Cities Community Development Block Grant Program Project #23-0868-00 in the amount of \$347,485 which as used to remove architectural barriers in order to comply with the Americans with Disabilities Act (ADA) at the Dennis Township Recreation Center. In accordance with Community Development Citizen Participation requirements, this public hearing is being held in order to review the performance and status of the activities and to identify future Community Development activities for the Small Cities Program.

Public Comment on Agenda Items:

Review of Consent & Regular Agenda Items

Consent Agenda:

- | | |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Minutes | 10/14/2025 Work Session & Regular Meeting. |
| Res. #2025-156 | Authorizing a Memorandum of Agreement Between the International Brotherhood of Electrical Workers (IBEW) Local 1293 (Supervisors, Non-Supervisors & Public Works) and the Township of Dennis April 1, 2021 Through December 31, 2026. |
| Res. #2025-157 | Accepting the Revised Employee Handbook. |
| Res. #2025-158 | Authorizing an Extension of the Mining Permit for Pierson Pleasantville, LLC. |
| Res. #2025-159 | Authorizing the Change in Employment Status of a Full-Time Seasonal Laborer with the Public Works Department. |
| Res. #2025-160 | Requesting Transfer of Funds. |
| Res. #2025-161 | Authorizing a Shared Services Agreement by and Between the Township of Dennis and the Dennis Township Board of Education for Snow Removal. |
| Res. #2025-162 | Awarding a Professional Services Contract to J. W. Pedersen Architect for ADA Compliance Review Services Associated with the FY 2026 Small Cities Applications – ADA Compliance at the Dennis Township Recreation Building. |

**REGULAR MEETING OF THE DENNIS TOWNSHIP COMMITTEE –
NOVEMBER 18, 2025 – 5:30 P.M. (page 3)**

Administrative Reports

Municipal Clerk's Report	October, 2025
Registrar's Report	October, 2025
Tax Collector's Report	October, 2025
Construction Official's Report	October, 2025
Chief Finance Officer's Report	October, 2025

General Public Comments

Committee Comments

Executive Session

Adjournment

NOTICE OF PUBLIC HEARING
TOWNSHIP OF DENNIS
NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
SMALL CITIES PROGRAM

The Township of Dennis is implementing a Small Cities Community Development Block Grant Program. Small Cities Project #23-0868-00 in the amount of \$347,485 was used to remove architectural barriers in order to comply with the Americans With Disabilities Act (ADA) at the Dennis Township Recreation Center.

In accordance with Community Development Citizen Participation requirements, a public hearing is being held in order to review the performance and status of activities and to identify future Community Development activities for the Small Cities Program. This second hearing is in addition to the public hearing that was held during development of this project prior to submission of the Small Cities application.

Interested citizens are invited to attend this hearing on November 18, 2025 at 5:30 PM at the Dennis Township Municipal Building, 571 Petersburg Road, Dennisville, New Jersey 08214. Citizens are advised that they can send written comments to the New Jersey Department of Community Affairs, Small Cities Program, P.O. Box 811, Trenton, NJ 08625-0811, during a ten day period following this public hearing.

Financial assistance for this activity is made possible by a grant from the:
New Jersey Department of Community Affairs
Small Cities Community Development Block Grant Program

Philip D. Murphy, Governor
Tahesha Way, Lt. Governor
State of New Jersey

Jacquelyn Suarez, Commissioner
New Jersey Department of Community Affairs

Funding for the State's CDBG Program was provided by a grant from the United States Department of Housing and Urban Development, State Community Development Block Grant Program.

TOWNSHIP OF DENNIS

**CAPE MAY COUNTY
STATE OF NEW JERSEY**

RESOLUTION NO. 2025-156

**RESOLUTION AUTHORIZING A MEMORANDUM OF AGREEMENT BETWEEN
THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS (IBEW)
LOCAL 1293(SUPERVISORS, NON-SUPERVISORS & PUBLIC WORKS), AND
THE TOWNSHIP OF DENNIS
APRIL 1, 2021 THROUGH DECEMBER 31, 2026**

WHEREAS, The Dennis Township Committee is charged with conducting the matters of business relating to the Township including negotiating and entering into Collective Bargaining Agreements as such may be necessary and appropriate; and,

WHEREAS, the last Collective Bargaining Agreement (CBA) with IBEW Local 1293 became effective April 1, 2021 and runs through December 31, 2026 and has been the subject of negotiations between the Dennis Township Committee and the IBEW; and,

WHEREAS, the Dennis Township Committee has discussed and does hereby approve certain terms relating to the updated Collective Bargaining Agreement to be entered into with IBEW as follows:

- 1) An agreement as to the Health Benefits Offerings and Health Reimbursement Account Program.

WHEREAS, the Dennis Township Committee does hereby ratify the terms hereof retroactive to 10/21/2025 together with the Memorandum of Agreement can be provided to the IBEW representatives for purposes of ratifying these terms; and

WHEREAS, any terms of the parties' 2021-2026 Agreement not expressly modified by this MOA remain in full force and effect.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township Dennis, County of Cape May and State of New Jersey that this Resolution and its attachments be provided to representatives of IBEW Local 1293 for purposes of seeking to complete the negotiation of the updated Collective Bargaining Agreement with IBEW Local 1293.

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

RESOLUTION NO. 2025-156
PAGE 2

	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 November 18, 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

TOWNSHIP OF DENNIS

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

RESOLUTION NO. 2025-157

RESOLUTION ACCEPTING THE REVISED EMPLOYEE HANDBOOK

WHEREAS, the Township of Dennis is a member of the Atlantic County Municipal Joint Insurance Fund (“JIF”); and

WHEREAS, the JIF requires municipalities from time to time to review their Employee Handbooks; and

WHEREAS, a review of the existing handbook has been completed and any necessary revisions have been made; and

WHEREAS, the Township has received and reviewed the new handbook.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that the new Employee Handbook is hereby approved and becomes effective retroactive to 10/21/2025.

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

	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
VanArtsdalen						
Germanio						
Cox						
Turner						
Matalucci						

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ATTEST _____
Jacqueline B. Justice, RMC/Clerk

TOWNSHIP OF DENNIS

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

RESOLUTION NO. 2025-158

**RESOLUTION AUTHORIZING AN EXTENSION OF THE MINING PERMIT FOR
PIERSON PLEASANTVILLE, LLC**

WHEREAS, Resolution No. 2025-134 granted an extension to Pierson Pleasantville, LLC mining operation to October 31, 2025; and

WHEREAS, due to issues with required notifications regarding Pierson Pleasantville, LLC's Consolidated Land Use Board (CLUB) application, said application will not be heard until the CLUB's November meeting; and

WHEREAS, this delay requires an additional extension.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that the permit heretofore issued to Pierson Pleasantville, LLC for a mining operation be and is hereby granted an additional extension until December 31, 2025.

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

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Germanio						
Cox						
Turner						
Matalucci						

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ATTEST _____
Jacqueline B. Justice, RMC/Clerk

TOWNSHIP OF DENNIS

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

RESOLUTION NO. 2025-159

RESOLUTION AUTHORIZING THE CHANGE IN EMPLOYMENT STATUS OF A FULL-TIME SEASONAL LABORER WITH THE PUBLIC WORKS DEPARTMENT

WHEREAS, Matthew Leonowski is currently employed in the position of Full-Time Seasonal Laborer with the Public Works Department; and

WHEREAS, a review of his employment performance was conducted and a recommendation was made by the Administrator to hire him as a full-time permanent employee.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that Matthew Leonowski is hereby given the status of a full time Class B Truck Driver at the hourly rate of \$20.3622 per hour effective 12/16/2025.

ATTEST _____ **ATTEST** _____
Jacqueline B. Justice, RMC/Clerk Zeth A. Matalucci, 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 October 14, 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

TOWNSHIP OF DENNIS

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

RESOLUTION NO. 2025-160

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 2025 named herein.

SEE ATTACHED SCHEDULE

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

	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
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Germanio						
Cox						
Turner						
Matalucci						

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ATTEST _____
Jacqueline B. Justice, RMC/Clerk

TOWNSHIP OF DENNIS

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

RESOLUTION NO. 2025-161

**RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT
BY AND BETWEEN THE TOWNSHIP OF DENNIS AND
THE DENNIS TOWNSHIP BOARD OF EDUCATION
FOR SNOW REMOVAL**

WHEREAS, the Township of Dennis and the Dennis Township Board of Education are desirous on reaching a mutually beneficial arrangement for snow removal; and

WHEREAS, a Shared Services Agreement has been prepared to allow for snow removal under terms agreeable to the Township and the Board of Education, a copy of which is annexed to this Resolution; and

WHEREAS, the Township is authorized to enter into such agreements under the authority of N.J.S.A. 40:8A-1 *et seq.*; and

WHEREAS, the Township of Dennis finds that such an agreement in this instance would be in the interests of the health, safety and welfare of the citizens of the Township;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Dennis in the County of Cape May and the State of New Jersey, duly assembled in public session this 18th day of November, 2025, as follows:

1. The Preamble of this Resolution is hereby adopted and incorporated herein by reference;
2. The aforementioned and annexed Shared Services Agreement is hereby approved;
3. The Mayor and Clerk are hereby authorized and directed to execute the said Shared Services Agreement on behalf of the Township of Dennis.

ATTEST _____ **ATTEST** _____

Jacqueline B. Justice, RMC/Clerk

Zeth A. Matalucci, Mayor

RESOLUTION NO. 2025-161
PAGE 2

	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
VanArtsdalen						
Germanio						
Cox						
Turner						
Matalucci						

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ATTEST _____
Jacqueline B. Justice, RMC/Clerk

INTERLOCAL SERVICES AGREEMENT

BETWEEN

THE TOWNSHIP OF DENNIS
571 PETERSBURG ROAD
DENNIS TOWNSHIP, NJ 08214

and

DENNIS TOWNSHIP SCHOOL DISTRICT
DENNIS TOWNSHIP, NJ 08214

This Agreement dated January 1st, 2026 until December 31, 2026, by and between:

The Township of Dennis, hereinafter "**Township**", a municipal subdivision of the state of New Jersey, having governmental offices at 571 Petersburg Rd., Dennis Township, New Jersey

and

The Dennis Township School District, hereinafter **School District**;

WHEREAS the **Township** and **School District** have a vested interest in preserving the safety of the citizens utilizing the **School District's** school system; and

WHEREAS in order to preserve the safety of our citizens during wintery conditions, the **School District** requires that their premises be free and clear of hazardous conditions as further set forth herein; and

WHEREAS, the **Township** has the adequate equipment and resources to assist the **School District** in safeguarding against these hazardous conditions; and

WHEREAS pursuant to *N.J.S. 40A:65-1 et seq.* the Shared Services Act, provides a mechanism for making such contracts between public agencies; and

NOW THEREFORE be it agreed as follows:

1. The **Township** shall snow plow and salt **School District** property during storms and snow events that prohibit the **School District** from opening and/or when the **School District** is closed for holidays and weekends.
2. The **Township** will also assist in the snow plowing and salting of the **School District** properties after **Township** responsibilities (i.e. Township roads and facilities) have been addressed during storms and snow events that do not cause the School District to close, cause a delayed opening, or when the timing of the snow does not cause a conflict with the **Township's** responsibilities.
3. In consideration of the above services, the **School District** shall provide the **Township** an allowance for summer camp busing services up to \$4,500.00 per year.
4. In the event there is no snow plow or salt needed during the school year, the **School District** shall still provide the **Township** an allowance for summer camp busing services up to \$4,500.00 per year.
5. The **School District** shall indemnify and hold the **Township** harmless with regard to any liability which may occur as a result of the snow plowing and salting services set forth herein and shall name the **Township** as an additional insured on the **School District** liability policy of insurance.
6. Proof of such Insurance shall be provided to the Dennis Township Municipal Clerk upon the execution of this agreement.

IN WITNESS WHEREOF, the **Township** and the **School District** have each hereunto caused their proper officers to sign and their respective corporate seals to be affixed hereto, the day and year first written above.

TOWNSHIP OF DENNIS

By: _____
ZETH MATALUCCI, Mayor

ATTEST:

JACQUELINE JUSTICE, Clerk

DENNIS TOWNSHIP SCHOOL DISTRICT

By: _____

ATTEST:

TOWNSHIP OF DENNIS

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

RESOLUTION NO. 2025-162

RESOLUTION AWARDING A PROFESSIONAL SERVICES CONTRACT TO J. W. PEDERSEN ARCHITECT FOR ADA COMPLIANCE REVIEW SERVICES ASSOCIATED WITH THE FY 2026 SMALL CITIES APPLICATIONS – ADA COMPLIANCE AT THE DENNIS TOWNSHIP RECREATION BUILDING

WHEREAS, the Township Committee has determined to apply for the FY 2026 Small Cities Application for ADA Compliance at the Dennis Township Recreation Building, and;

WHEREAS, J. W. Pedersen Architect has submitted a proposal, a copy of which is attached hereto as exhibit “A”, in an amount not to exceed \$2,500.00 to complete the ADA Compliance Review for said application.

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 J. W. Pedersen Architect as a Professional Services Contract, in an amount not to exceed \$2,500.00, for the completion of the ADA Compliance Review for the application for FY 2026 Small Cities Application – ADA Compliance at the Dennis Township Recreation Building.

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

	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
VanArtsdalen						
Germanio						
Cox						
Turner						
Matalucci						

RESOLUTION NO. 2025-162
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 November 18, 2025 at 5:30 p.m. (prevailing time) at the Dennis Township Municipal Building located at 571 Petersburg Road, Dennisville, NJ.

ATTEST _____
Jacqueline B. Justice, RMC/Clerk

CHIEF FINANCIAL OFFICER'S CERTIFICATION
OF AVAILABILITY OF FUNDS
FOR CONTRACT AWARDS

I, Jessica Bishop, Chief Financial Officer of the Township of Dennis, hereby certify that \$2,500.00, contingent upon the approval of the 2025 Budget, is available in the following appropriations:

Budget Account Name: Small Cities Revolving Trust
Budget Account Number: T-16-00-000-201

These funds are sufficient to meet the contractual commitment providing for:

Architectural Services associated with ADA Compliance Review at the Dennis Township Recreation Center awarded to:

J.W. Pedersen Architect P.C.
1199 E. Park Ave.
Vineland, NJ 08360

I further certify that this commitment together with all previously made commitments does not exceed the appropriation balance available for this purpose, to the best of my knowledge.

ATTEST:


Jessica Bishop, CMFO, QPA

DATE:

11/13/25



November 3, 2025

Jessica Bishop, CPM, CMFO, QPA
Dennis Twp. Administrator & Chief Financial Officer
571 Petersburg Road
PO Box 204, Dennisville, NJ 08214
Sent via E-mail: jbishop@dennistwp.org

RE: Dennis Township Recreation Building – ADA Compliance Review

Dear Ms. Bishop,

Thank you for the opportunity to provide the following proposal for services. The following is a brief Scope of Work followed by our Fee Proposal.

PROJECT SUMMARY/SCOPE OF WORK

Dennis Township requires architectural services for an initial ADA Compliance review of conditions at the Dennis Township Recreation building for Dennis Township, NJ. The review will involve inspecting the building to assess and determine steps to address non-compliance issues. Our office will work in conjunction with the township consultant Mark Bauer in providing our report. A basic cost estimate and attendance to (1) meeting for review of findings is included in this proposal. Based upon the site visit and review a proposal can be provided for schematic design and construction documents for these items a later date.

FEE PROPOSAL:

ADA Compliance Review:

Architectural Services:

\$2,500.00(Two thousand five hundred dollars)

*Please refer to page 2 for additional proposal related items.

Thank you for the opportunity to submit this proposal for your review. Please feel free to call me with any questions you may have concerning this proposal. Thank you for your consideration.

Sincerely yours,

A handwritten signature in black ink that reads "John W. Pedersen".

John W. Pedersen, R.A.

1199 E. Park Ave.
Vineland, NJ 08360

e-mail: info@jwparch.com
www.jwparch.com
NJ License: 21A1010090000

tel: 856.692.5622
fax: 856.692.0585

ADDITIONAL PROPOSAL ITEMS /ADDITIONAL SERVICES (if required):

Should additional services be required or desired, our office can proceed on a T&M basis; these would either be negotiated beforehand or would be charged at the following hourly rates:

2025 FEE SCHEDULE:

Office Staff/Hourly Rates

Principal	\$175.00	Project Manager	\$150.00
Project Architect	\$85.00	Draftsman	\$65.00
Clerical	\$50.00		

REIMBURSABLE EXPENSES:

All prints and printing costs shall be a reimbursable expense OF 20%.

EXCLUSIONS

Any work not specifically mentioned above is not included in our proposal. Assistance and service for certain of these items can be provide if desired. Our exclusions include but are not limited to:

- General – in depth cost estimating, detailed existing systems condition evaluation
- Site Related – Civil engineering, site survey, geotechnical investigation, location of ground water, site grading, driveways and exterior paving, civil engineering, site storm drainage, zoning approval, sewer system design, well system design, wetlands delineation, hazardous materials detection or remediation, flood zone determination and delineation,
- Building Related – Detailed interior design, special building systems, MEP-HVAC engineering or system design for contagion control, special foundations, special studies, structural, fire suppression hydraulic design (performance specification will be included), destructive investigation, hazardous materials detection or remediation, engagement of consultants for more detailed system analysis, schematic design, renderings, electric system arc flash study and over current protection, LEED certification, etc.
- Construction, Contract and Bid Related – Construction documents/construction administration, Permit application or bid review, contract preparation, construction supervision, site visits.

TERMS AND CONDITIONS/PROFESSIONAL ARCHITECTURAL SERVICES

1. This proposal shall remain valid for thirty (30) days from date of writing. We reserve the right to modify or cancel this proposal beyond that time.
2. Invoices may be submitted monthly with payment due upon receipt. Upon delivery of signed & sealed documents all outstanding balances shall be due. Any balance which shall remain outstanding for more than 45 days, may be subject to interest charges of 1 ½% per month.
3. Either party may choose to terminate this agreement at any time, for any reason. Such a separation shall be done in writing. In the event of any termination, client agrees to pay J.W. Pedersen Architect for all services rendered to the date of termination, all reimbursable expenses, and all reimbursable termination expenses.
4. The Design Professional’s obligation regarding the Client’s defense and duty to defend only includes a reimbursement of reasonable attorney’s fees and expenses recoverable under applicable law. Such obligation is only to the extent that costs are incurred due to the Design Professional’s negligent act, error, or omission.
5. The client agrees to indemnify, hold harmless, and defend J.W. Pedersen, Architect, P.C. and any and all of its affiliates, employees from and against all loss, injury, and legal liability.

If you find this proposal acceptable, please sign the attached copy of this proposal and return it to our office. Please feel free to call me with any questions you may have concerning this proposal. We look forward to serving you on this project and thank you for your consideration.

Proposal Accepted

Date

TOWNSHIP OF DENNIS

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

RESOLUTION NO. 2025-163

**RESOLUTION AUTHORIZING THE CANCELLATION AND/OR REISSUE OF VARIOUS
GENERAL CHECKING ACCOUNT CHECKS**

WHEREAS, the following checks were issued from the Township of Dennis General Checking Account and were lost in the mail and one having been replaced previously with the vendor continuing to be unresponsive:

General Checking Account:

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>	<u>Void Reason</u>	<u>Account</u>
049548	06/10/25	\$ 300.00	Void	General Checking
049601	07/08/25	\$ 150.00	Void & Reissue	General Checking

WHEREAS, it is the desire of the Chief Finance Officer to void the above referenced checks and reissue #049601.

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 void the above referenced checks and reissue the check #049601.

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

	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
VanArtsdalen						
Germanio						
Cox						
Turner						
Matalucci						

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ATTEST _____
Jacqueline B. Justice, RMC/Clerk

TOWNSHIP OF DENNIS

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

RESOLUTION NO. 2025-164

**RESOLUTION ADOPTING THE REQUIRED
INFORMATION TECHNOLOGY SECURITY PRACTICES POLICY**

WHEREAS, Dennis Township is a member of the Atlantic County Municipal Joint Insurance Fund;
and

WHEREAS, the Township is required to comply with the Cyber JIF’s Cybersecurity Framework –
Basic Tier and the Atlantic County Municipal Joint Insurance Fund, has provided its members with a
model of said policy.

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 Information Technology Security Practices
Policy is hereby adopted.

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

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Cox						
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Municipal Building located at 571 Petersburg Road, Dennisville, NJ.

ATTEST _____
Jacqueline B. Justice, RMC/Clerk



Atlantic County
Municipal Joint
Insurance

Fund

South Jersey Communities Securing Their Future



DENNIS TOWNSHIP
Information Technology Security
Practices Policy

For Compliance with the Cyber JIF's Cybersecurity
Framework - BASIC TIER

Adopted Date: November 18, 2025

Last Review: September 8, 2020

Document Management

Document Owner:	Dennis Township
Document Name:	Information Technology Security Practices Policy for Cyber JIF's Cybersecurity Framework – Basic Tier
Version No:	Version: 1.0 Adopted 9/8/2020 Version: 2.0 Adopted 11/11/2025
Adoption Date:	11/18/2025
Distribution Date:	11/19/2025
Last Review Date:	09/08/2020
Next Review Date:	11/2026
Data Classification:	Sensitive

1. Policy Statement

The Municipality's Information Security/Technology Practices Policy defines the information security practices necessary to ensure the security of the Municipality's information systems and the information that is stored, processed, and/or transmitted by municipal personnel, volunteers, contractors, and vendors.

2. Reason for the Policy

Our municipality acts as the custodian of a wealth of sensitive information relating to the services we provide and the constituents we serve. Accordingly, an appropriate set of security measures must be implemented to guard against unauthorized access to, alteration, disclosure, or destruction of this information and/or the information systems that store, process, or transit it.

This policy affirms our commitment to information security by specifying the policies and standards necessary to achieve our security objectives, including compliance with all Federal and State requirements, and Basic Tier of the Cyber Risk Management Fund's (Cyber JIF) Cybersecurity Framework.

3. Scope

All municipal information systems, including those operated by a third party, are expected to comply with these policies. In addition, all municipal personnel, volunteers, contractors, and vendors are expected to comply with this policy.

4. Basic Tier Technology Policies

A. Technology Business Continuity Policy

- 1) The Municipality has a separate policy in place regarding cybersecurity incident response and continuity plan which directs staff and guides technology management decisions when the municipality experiences a cyber security incident.
- 2) The Municipality will create a complete backup of all municipal data on a weekly basis. The Municipality will maintain backups of the complete data which shall be stored off-network and off-premises to ensure data security and recovery in case of network or physical site failure.
 - a. Backup systems must be tested quarterly.
 - b. Backups must adhere to the 3-2-1 standard: maintain at least three copies of data, stored on two different media, with one copy stored offsite in the cloud.

- c. On-site backups should be maintained on secure, encrypted storage devices.
- d. Cloud backups must use encrypted storage provided by reputable providers.
- e. Systems supporting critical functions must have recovery time objectives (RTOs) of no more than 4 hours.

B. Password Policy

The Municipality requires that all passwords meet the following characteristics:

- 1) Change Frequency: Passwords are updated every three (3) months.
- 2) Construction:
 - a. Unique passwords used on all other programs, websites, devices, etc., both personal and work.
 - b. Minimum of ten (10) characters.
 - c. Sequential or repetitive characters of more than two in succession are not to be permitted. Example: "123", "AAA", etc.
 - d. Commonly used passwords are not to be permitted. Example, "password", "123456789", "qwerty", "abc123", etc.
 - e. Context-specific words are not to be permitted. Example, the name of the application or website being logged into.
- 3) Previously Breached Passwords: Identify breaches containing user email addresses and using a breach corpus search for breached passwords, and such passwords are updated and not used again.
- 4) Account Lockout: After 5 failed login attempts, accounts will be locked for 30 minutes.

C. Access, Use, and Control Policy

- 1) Workstation Security: All workstations must automatically lock after 30 minutes of inactivity. Users must re-authenticate to resume activity.
- 2) Access Control:
 - a. Access permission will be granted based on the principle of least privilege and organized by specific Organizational Units (OUs).
 - b. Access rights must be reviewed semi-annually to ensure they align with job roles and responsibilities.
- 3) Monitoring and Auditing: Activity on all systems is subject to monitoring and auditing to ensure compliance.

D. Remote Access Policy

The Municipality requires that all remote connections to the municipal network will utilize a Virtual Private Network (VPN) with Multi-Factor Authentication (MFA) to ensure secure access.

E. Banking Best Practices

The Municipality will follow the Municipal Excess Liability Fund's Joint Cash Management and Investment Committee (JCMI) Banking Best Practices for wire and Automated Clearing House (ACH) transfers. The Financial Officer will further confirm that its financial institutes will adhere to these requirements.

The Municipality utilizes the Payee Positive Pay when issuing checks.

F. Data Protection Policy

Files with personally identifiable information (PII), protected health information (PHI) and other sensitive/confidential information shall be password protected or encrypted while being stored and shared.

G. Vulnerability Management

Member Municipality will actively participating in the external network vulnerability scanning service provided by the Cyber Risk Management Fund (Cyber JIF).

H. Cyber Hygiene Training

- 1) Member Municipal employees shall annually participate in at least one-hour of cyber hygiene training provided through the Cyber JIF which encompasses at a minimum the following subject matters:
 - a. Malware Identification;
 - b. Password construction;
 - c. Identifying and responding to security incidents; and
 - d. Social engineering attacks.

- 2) The Municipal Governing Body shall be briefed annually by the municipal employee that is involved in the management of IT services on the state of security of the municipality, including high impact incidents (breach/loss of PII, Funds Fraud, Intrusion, etc.).
 - a. The briefing shall be documented either in closed session meeting minutes and/or other confidential documents held by the municipality.

- 3) The Member Municipality is registered with Multi-State Information Sharing & Analysis Center (MS-ISAC) and New Jersey Cybersecurity Communication and Integration Cell (NJCCIC).

I. Asset Management

- 1) **Hardware Inventory:** The Municipality maintains a comprehensive inventory of all hardware assets, including workstations, end-user devices, network devices, servers, and other related equipment that is updated at least semi-annually or immediately when a major technical update occurs.
- 2) **Software Inventory:** The Municipality maintains a comprehensive inventory of all software assets, including operating systems and applications that will be updated at least semi-annually or immediately when a major technical update occurs.

5. Non Compliance:

- 1) Non-compliance with this policy may result in disciplinary actions in accordance with the municipality's disciplinary policy for municipal employees and volunteers.
- 2) Non-compliance with this policy by third party contractors or vendors may result in a loss of future contractual relationships.
- 3) Non-compliance with this policy will jeopardize the Municipality's ability to seek deductible reimbursement with the Cyber JIF.

TOWNSHIP OF DENNIS

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

RESOLUTION NO. 2025-165

**RESOLUTION AUTHORIZING THE REFUND OF A
TAX OVERPAYMENT – BLOCK 98.01, LOT 3**

WHEREAS, the Tax Collector’s Office has notified the Clerk of a tax overpayment on Block 98.01, Lot 3; and

WHEREAS, the overpayment was a result of the property owner and mortgage company making duplicate payments; and

WHEREAS, the amount of the overpayment requested to be refunded for Block 98.01, Lot 3 is one thousand three hundred sixty-nine dollars and eighteen cents (\$1,369.18).

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 refund the \$1,369.18 to the following:

Block 98.01, Lot 3
Lisa S. Dunn
19 Blue Heron Dr.
Cape May Court House, NJ 08210

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

	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
VanArtsdalen						
Germanio						
Cox						
Turner						
Matalucci						

RESOLUTION NO. 2025-165

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 November 18, 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

TOWNSHIP OF DENNIS

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

RESOLUTION NO. 2025-166

**RESOLUTION AUTHORIZING THE RELEASE OF THE
SITE SAFETY AND STABILIZATION BOND FOR BLOCK 261, LOT 11.14 –
MARTEK MARINE ELECTRONICS**

WHEREAS, the Administrator to the Consolidated Land Use Board has requested the release of Planning/Zoning Site Safety and Stabilization Bond for Block 261, Lot 11.14 due to the completion of the project; and

WHEREAS, Township Engineer has authorized the release of the Site Safety and Stabilization Bond which is in the form of cash.

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 is hereby authorized and directed to release the Site Safety and Stabilization Bond which is in the amount of \$5,956.75 less the amount of the required 2-year Maintenance Bond in the amount of \$5,032.50 for a release of \$924.25 as well as reduction of the escrow fees in the amount of \$9,144.25 leaving a balance of inspection fees of \$1,500.00.

BE IT FURTHER RESOLVED, that the Clerk forward a certified copy of this resolution to the Administrator to the Planning and Zoning Boards and the Chief Financial Officer.

ATTEST _____ **ATTEST** _____
Jacqueline B. Justice, RMC/Clerk Zeth A. Matalucci, 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 November 18, 2025 at 5:30 p.m. (prevailing time) at the Dennis Township Municipal Building located at 571 Petersburg Road, Dennisville, NJ.

ATTEST _____
Jacqueline B. Justice, RMC/Clerk

TOWNSHIP OF DENNIS

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

RESOLUTION NO. 2025-167

**RESOLUTION AUTHORIZING THE REFUND OF A
TAX OVERPAYMENT – BLOCK 262, LOT 22**

WHEREAS, the Tax Collector’s Office has notified the Clerk of a tax overpayment on Block 262, Lot 22; and

WHEREAS, the overpayment was a result of the property owner being awarded a 100% Disabled Veteran Deduction; and

WHEREAS, the amount of the overpayment requested to be refunded for Block 262, Lot 22 is nine hundred sixty-two dollars and seventy-five cents (\$962.75).

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 refund the \$962.75 to the following:

Block 262, Lot 22
Giana Esposito
2068 Route 9
Cape May Court House, NJ 08210

ATTEST _____ **ATTEST** _____
Jacqueline B. Justice, RMC/Clerk Zeth A. Matalucci, 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 November 18, 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

TOWNSHIP OF DENNIS

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

RESOLUTION NO. 2025-168

**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:

- (1) **Matters Required by Law to be Confidential:** Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- (2) **Matters Where the Release of Information Would Impair the Right to Receive Funds:** Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
- (3) **Matters Involving Individual Privacy:** Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual, unless the individual concerned (or in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.
- (4) **Matters Relating to Collective Bargaining Agreements:** Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.

RESOLUTION NO. 2025-168

PAGE 2

- (5) Matters Relating to the Purchase, Lease of Acquisition of Real Property or the Investment of Public Funds: Any matter involving, the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.
- (6) Matters Relating to Public Safety and Property: Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations of possible violations of the law.
- (7) Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege: Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.
- (8) 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.
- (9) Matters Relating to the Potential Imposition of a Penalty: Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party bears responsibility.

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 November 18, 2025, that an Executive Session closed to the public shall be held on November 18, 2025 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.

RESOLUTION NO. 2025-168
PAGE 3

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

	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 special meeting held on November 18, 2025 at 5:30 p.m. at the Dennis Township Senior Center located at 571 Petersburg Road, Dennisville, NJ.

ATTEST _____
Jacqueline B. Justice, RMC/Clerk

TOWNSHIP OF DENNIS

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

RESOLUTION NO. 2025-169

**RESOLUTION CONSENTING TO THE PROPOSED CAPE MAY COUNTY WATER
QUALITY MANAGEMENT (WQM) PLAN AMENDMENT**

WHEREAS, the Township Committee desires to provide for the orderly development of wastewater facilities with Dennis Township; and

WHEREAS, the New Jersey Department of Environmental Protection (NJDEP) requires that proposed wastewater treatment and conveyance facilities and wastewater treatment service areas, as well as related subjects, conform with the approved WQM plan; and

WHEREAS, the NJDEP has established the WQM plan amendment procedure through the WQMP rules at N.J.A.C. 7:15-3.5 as the method of incorporating unplanned facilities into a WQM plan; and

WHEREAS, a proposed WQM plan amendment publicly noticed in the New Jersey Register on November 17, 2025, for Clermont Lodge Resort (Block 262, Lots 15 & 16, Dennis Township, PI 435464, AMD240003) has been prepared by Engineering Design Associates.

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

1. The Township of Dennis hereby consents to the Clermont Lodge Resort amendment, publicly noticed in the New Jersey Register on November 17, 2025, prepared by Engineering Design Associates, for the purpose of its incorporation into the applicable WQM plan(s).
2. This consent shall be submitted to the NJDEP pursuant to N.J.A.C. 7:15-3.5(g)6.

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

	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
VanArtsdalen						
Germanio						
Cox						
Turner						
Matalucci						

RESOLUTION NO. 2025-169

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 November 18, 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

TOWNSHIP OF DENNIS

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

ORDINANCE NO. 2025-08

**AN ORDINANCE OF THE TOWNSHIP OF DENNIS, COUNTY OF CAPE MAY,
STATE OF NEW JERSEY AMENDING CHAPTER 102 OF THE CODE OF THE TOWNSHIP
OF DENNIS, ENTITLED "FIRE PREVENTION"**

WHEREAS, the Township Committee of the Township of Dennis, have determined that an amendment to Chapter 102 entitled "Fire Prevention is necessary.

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Dennis, in the County of Cape May and State of New Jersey, and it is hereby enacted and ordained by the authority of same as follows:

Chapter 102

FIRE PREVENTION

[HISTORY: Adopted by the Township Committee of the Township of Dennis 7-24-1989 as Ord. No. 89-176. Amendments noted where applicable.]

§ 102-1. Local enforcement of state standards.

Pursuant to Section 11 of the Uniform Fire Safety Act (P.L. 1983 c. 383, the New Jersey Uniform Fire Code (N.J.A.C. 5:70-1 et seq.) shall be enforced locally in the Township of Dennis.

§ 102-2. Designation of local enforcing agency. [Amended 12-11-1989 by Ord. No. 89-184]

The local enforcing agency shall be the Bureau of Fire Safety and Prevention, which is hereby created herein. The Bureau of Fire Safety and Prevention shall hereinafter be known as the local enforcing agency.

§ 102-3. Duties of local enforcing agency.

The local enforcing agency shall:

- A. Enforce the New Jersey Uniform Fire Code in all buildings, structures and premises within the established boundaries of the township, other than owner-occupied buildings used exclusively for dwelling purposes and containing fewer than three dwelling units, or buildings, structures and premises owned by the state, interstate agencies or the federal government.
- B. Faithfully comply with all the requirements of the Uniform Fire Safety Act and the Uniform Fire Code.

§ 102-4. Organization of Bureau of Fire Safety and Prevention.

The Bureau of Fire Safety and Prevention established by § 102-2 of this chapter shall:

- A. Be under the direct supervision and control of the Fire Official, who shall report to the Township Administrator.
- B. Have at least one paid inspector.
- C. Be known as the "Bureau of Fire Safety and Prevention of Dennis Township."

§ 102-5. Appointment and qualifications of personnel; legal counsel; removal from office.

- A. Appointment, qualifications and term of office of Fire Official. The Fire Official shall be certified by the state and shall be appointed by the governing body. The Fire Official shall serve for a term of four years. Any vacancy shall be filled for the unexpired term.
- B. Appointments and qualifications of inspectors and other employees. Inspectors and other employees of the enforcing agency shall be appointed by the governing body upon the recommendation of the Township Administrator. All life-hazard use inspectors shall be certified by the state.
- C. Appointment of legal counsel. The governing body shall specifically appoint legal counsel to assist the agency in enforcing the Uniform Fire Code.
- D. Removal from office. The Fire Official, inspectors and other employees of the agency shall be subject to removal by the governing body for just cause in accordance with applicable civil service laws.

§ 102-6. Inspection of life-hazard uses.

The Bureau of Fire Safety and Prevention established by § 102-2 of this chapter shall carry out the periodic inspections of life-hazard uses required by the Uniform Fire Code on behalf of the Commissioner of the Department of Community Affairs.

§ 102-7. Inspection of non-life-hazard uses; fees.

- A. In addition to the registrations required by the Uniform Fire Code, all non-life-hazard uses shall register with the Bureau of Fire Safety and Prevention. These uses shall be inspected once per year and shall pay an annual registration fee as set forth below, excluding the provisions established by §102-7B of this chapter.

Total Gross Floor Area Including Basement (square feet)	Registration Fees
0 to 1,000	\$70

1,000 to 2,000	\$80
2,001 to 3,000	\$90
3,001 to 4,000	\$100
4,001 to 5,000	\$110
5,001 to 6,000	\$120
6,001 to 7,000	\$130
7,001 to 7,500	\$140
7,501 to 8,000	\$150
8,001 to 9,000	\$160
9,001 to 9,500	\$170
9,501 to 10,500	\$180
10,501 to 11,500	\$190
11,501 to 12,000	\$200

- B. Buildings required to be registered with the state as life-hazard uses shall not be required to register under this section.
- C. At the discretion of the Fire Official, vacant buildings which create a fire hazard shall be charged and inspected according to the previous use of the building.
- D. Seasonal rental units shall be inspected once annually and fee shall be determined by total gross floor area of all rental units under one ownership at a given location.
- E. Registrations for all uses in this category shall expire December 31 of each year. [Added 12-11-1989 by Ord. No. 89-184]
- F. All fees and penalties shall be collected as per N.J.S.A. 2A:58-1 et seq. [Added 12-11-1989 by Ord. No. 89-184]

§ 102-8. Periodic inspections.

All uses, as listed, shall be inspected for compliance with the provisions of this chapter periodically but not less than every 12 months.

§ 102-9. Permit fees.

- A. The application fees for permits shall be as provided by State regulation N.J.A.C. 5:70-2.9(c).
- B. Food Trucks shall pay Type 1 application fees as set forth in State regulation N.J.A.C. 5:70-2.9(c) once per year. All fees associated with subsequent inspections in that same calendar year shall be waived.

§ 102-10. Technical amendments.

(Reserved)

§ 102-11. Appeals.

Pursuant to Sections 15 and 17 of the Uniform Fire Safety Act, any person aggrieved by any action of the local enforcing agency shall have the right to appeal to the Local Construction Board of Appeals. If no such body exists, appeals shall be made to the County Board of Appeals.

§ 102-12. Smoke Detectors, Carbon Monoxide Detectors and Fire Extinguishers.

Residential properties shall be inspected and charged a fee upon sale or change of tenant. The landlord is required to register pursuant to N.J.S.A. 46:8-28 et. seq.

A. Requirement for certification for residential properties upon sale or change of occupancy.

All structures used or intended for use in whole or in part for residential purposes shall be required to comply with the provisions of N.J.A.C. 5:70-2.3 and N.J.A.C. 5:70-4.19, setting forth State requirements as to number and placement of smoke detectors, carbon monoxide detectors and an ABC fire extinguisher not to exceed 10 pounds, upon the sale, lease, transfer or change of occupancy of said premises. It shall be the responsibility of the owner or seller of the premises, or his or her agents, to obtain a certificate of smoke alarm, carbon monoxide alarm and portable fire extinguisher compliance (CSACMAPFEC) from the Bureau of Fire Safety and Prevention prior to the sale or change of occupancy of the premises.

B. CSACMAPFEC Fees.

1. Request for CSACMAPFEC received more than 10 business days prior to the change of occupant: \$100 for initial inspection plus one reinspection if needed.
2. Request for CSACMAPFEC received four to 10 business days prior to the change of occupant: \$150 for initial inspection plus one reinspection if needed.
3. Request for CSACMAPFEC received fewer than four business days prior to the change of occupant: \$200 for initial inspection plus one reinspection if needed.
4. For each additional reinspection: \$50.

C. "No Show" shall be held to mean:

1. Owner/agents who fail to meet an inspector within 15 minutes of the appointment time.
2. Owners/agents who do not have a key to enter the premises for scheduled inspection or reinspection.
3. Electrical power to a premises is disconnected and smoke detectors to be tested are powered by electrical current from the structural wiring system.
4. To reschedule no-show inspection or reinspection: \$50.

D. Residential Fire Suppression Systems.

1. For initial inspection of automatic residential fire suppression systems at time of CSACMAPFEC inspection: \$50.
2. For each reinspection of automatic residential fire suppression systems: \$25.

E. Penalty.

The penalty for failure to obtain a CSACMAPFEC prior to the sale or change in occupancy shall be \$500.

§ 102-13. Waiver

The following users shall be exempt from the local permit and registration fees; however, they shall be required to properly apply for such permits and registrations and comply with all other code requirements.

- A. Township of Dennis
- B. Dennis Township Fire Districts
- C. Dennis Township Public Schools
- D. Churches and other recognized religious organizations. This shall apply to uses where the actual religious service takes place, uses for religious education purposes or uses of an occasional nature.

§ 102-14. Enforcement; violations and penalties.

Enforcement, violations and penalties shall be managed in conformity with the Uniform Fire Safety Act, the Uniform Fire Code and all other laws of the State of New Jersey.

BE IT FURTHER ORDAINED, that said fees shall become effective 01/01/2026.

Zeth A. Matalucci, Mayor

Scott J. Turner, Deputy Mayor

Frank L. Germanio, Jr., Committee Member

Matthew Cox, Committee Member

Thomas Van Artsdalen, Committee Member

The foregoing Ordinance was introduced at a meeting of the Township Committee of the Township of Dennis on November 18, 2025. Publication will be held on November 26, 2025 and a Public Hearing will be held at a meeting of the said Township Committee to be held on December 16, 2025 at 5:30 p.m. in the Municipal Building located at 571 Petersburg Road in Dennisville.

ATTEST

Jacqueline B. Justice, RMC/Clerk

TOWNSHIP OF DENNIS

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

ORDINANCE NO. 2025-09

**AN ORDINANCE OF THE TOWNSHIP OF DENNIS, COUNTY OF CAPE MAY, AND
STATE OF NEW JERSEY REVISING, §185-4, PROHIBITED USES, AND §185-7
DEFINITIONS, ADDING §185-31.1 READY-MIX CONCRETE FACILITIES; AND §185-
48.1 VALID PREEXISTING RESOURCE EXTRACTION**

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

SECTION 1. This section revises § 185-4. Prohibited Uses as follows.

§ 185-4. Prohibited uses.

- A. All uses not expressly permitted in this chapter are prohibited.
- B. In addition, the following uses are specifically prohibited in all districts:
- (1) Trailer parks.
 - (2) Incinerators.
 - (3) Landfills.
 - (4) Junkyards.
 - (5) The use of land for the dumping or disposal of toxic or hazardous wastes or sludge materials.
 - (6) Commercial resource extraction, specifically including sand mining and commercial water removal. The following activities are not prohibited:
 - (a) The excavation, stockpiling and moving of soils as may be permitted activities on commercial farms pursuant to the Right to Farm Act provided for in N.J.S.A. 4:1C-1 and regulations promulgated thereunder;
 - (b) The extraction, use, movement and removal of soils and earth materials as may be necessary pursuant to approved and validly existing construction permit and/or valid site plan approval subject to the requirements of the Cape-Atlantic Conservation District.
 - (c) Excavations and grading for yards, sidewalks, drainage ditches, sewage disposal systems or other minor yard improvements.
 - (d) All existing approved sanitary landfill operations which are in conformance with all applicable federal, state and local statutes, regulations and ordinances.
 - (e) New streets, roadways or driveways where regulated by other ordinances.

- (f) Excavations made by Dennis Township, the County of Cape May or the State of New Jersey or by their agents, servants and/or employees as part of construction of public improvements, such as streets, highways, drainage, sewers, water lines or other similar projects.
- (g) Underground utility lines within the bounds of the public streets and roadways.
- (h) Valid/Preexisting Resource Extraction as defined in §185-7.

[The remainder of this Section is unchanged]

SECTION 2. This section revises § 185-7. Definitions as follows.

§ 185-7. Definitions.

For the purposes of this chapter, certain phrases and words are defined as follows: (P) shall indicate applicability to Pinelands Districts only.

Resource Extraction — The dredging, digging, extraction, mining, and quarrying of sand, gravel, clay or limonite for commercial purposes, not including, however, the private or agricultural extraction and use of extracted material by a landowner.

Ready-Mix Concrete Facilities - Batch plants that manufacture concrete in a plastic state, which is then transported to construction sites for immediate pouring.

Valid/Preexisting Resource Extraction - resource extraction operations that:

- (a)** Have been in operation and licensed by Dennis Township prior to the date upon which this section was adopted; and
- (b)** Have been operated in compliance with all prior approvals, permits and licenses;
- (c)** Have paid all fees and monies due Dennis Township for permits, licenses, site plan applications and escrows as required by the ordinance in effect at the time of approval; and
- (e)** Have not have been abandoned.

SECTION 3. This section adds a new subsection §185-31.1 Ready-Mix Concrete Facilities as follows:

Ready-Mix Concrete Facilities are permitted as an accessory use to a Valid/Preexisting Resource Extraction operation subject to the following requirements.

- (a) Access. Ingress and egress from public roads shall be provided via existing access driveways.
- (b) Minimum/Maximum zoning controls.

Minimum Setbacks:	75 Feet 500 Feet
<ul style="list-style-type: none"> ▪ to any non-residential property line. ▪ to any residential property line. 	
Maximum Building Height	35 Feet
Minimum Parking Spaces	1/Employee

Refer to underlying Zoning District for additional controls.

- (c) Signs shall conform to §185-43 Signs.
- (d) Fences shall conform to §185-33 Fences and Walls.
- (e) Ready-mix concrete manufacturing operations shall conform to §185-41 Performance Standards.

SECTION 4. This section adds a new §185-48.1 Valid/Preexisting Resource Extraction as follows.

§185-48.1 Valid/Preexisting Resource Extraction

- A. Abandonment. The right to continuation of the resource extraction operation shall cease upon the abandonment of those operations. The operations shall be deemed abandoned if the landowner fails to obtain permits (renew license) for two consecutive years.

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. This Ordinance shall become effective immediately upon passage and publication according to law.

Zeth A. Matalucci, Mayor

Scott J. 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 November 18, 2025. Publication will be held on November 26, 2025 and a Public Hearing will be held at a meeting of the said Township Committee to be held on December 16, 2025 at 5:30 p.m. in the Municipal Building located at 571 Petersburg Road in Dennisville.

ATTEST _____
Jacqueline B. Justice, RMC/Clerk

November 14, 2025

TOWNSHIP OF DENNIS

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

ORDINANCE NO. 2025-10

**AN ORDINANCE OF THE TOWNSHIP OF DENNIS, COUNTY OF CAPE MAY,
STATE OF NEW JERSEY AMENDING CHAPTER 172, ARTICLE I OF THE CODE OF THE
TOWNSHIP OF DENNIS, ENTITLED "TRAILERS"**

WHEREAS, the Township Committee of the Township of Dennis, have determined that an amendment to Chapter 172, Article I entitled "Trailers" is necessary.

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Dennis, in the County of Cape May and State of New Jersey, and it is hereby enacted and ordained by the authority of same as follows:

72-1

TRAILERS AND TRAILER PARKS

§ 172-3.1

ARTICLE I

Trailers

[Adopted 6-28-1965 as Ord. No. 65-4]

§ 172-1. Definitions.

As used in this Article, the following terms shall have the meanings indicated:

CAMPGROUND – a plot of private land for temporary camping, not permanent residency, that can accommodate multiple campsites for tents, recreational vehicles (RVs), and other temporary living structures, including but not limited to trailers, regulated by the State of New Jersey and compliant with Chapter 75 of the Township Ordinances.

OCCUPANT – Any person living or sleeping in a trailer, as defined below; or having possession of said trailer.

OWNER – Any person, who alone or jointly or severally with others agent, shall have legal or equitable title to any premises, with or without accompanying actual possession thereof, or who shall have charge, care or control of any premises as owner or agent of the owner or as executor, executrix, administrator, administratrix, trustee, receiver or guardian of the estate or as a mortgagee in possession, regardless of how possession was obtained, of the premises upon which the trailer is located.

PARTIES IN INTEREST – All individuals, associations, and corporations who have an interest of record in a trailer and any who are in actual possession thereof.

PERSON – Any individual, corporation, partnership, agent or any other group acting as a unit, including

but not limited to occupants, owners, parties of interest, and tenants.

PREMISES – Any lot, plot or parcel of land including any trailers there on.

TENANT – A person, corporation, partnership or group, whether or not the legal owner of record occupying the trailer or portion thereof as a unit.

TRAILER — Includes any device or unit commonly known as a "trailer," "house trailer," "trailer coach," "mobile home," "camp car" or similar unit used or capable of being used for living, sleeping or business purposes by one or more persons and equipped with or capable of being equipped with wheels or similar devices used for transporting said unit from place to place, whether said unit is self-propelled or otherwise; and also includes any unit which at any time heretofore was manufactured or designed for any of said purposes or intended to be used for any of said purposes.

§ 172-2. Parking.

It shall be unlawful for any person to park a trailer for any period exceeding two hours on any public street or highway within the Township of Dennis or on any private premises within said township, except for the purpose of repair or storage, and during such repair or storage, it shall be unlawful to have any utility connection to said trailer, and it shall be unlawful for any person to occupy said trailer. This restriction is not applicable to an approved campground or an automobile or trailer sales lots on which unoccupied trailers are parked for purposes of inspection, sale or storage.

§ 172-3. Removal of wheels; affixment,

It shall be unlawful for any person to remove or cause to have removed the wheels or similar transporting device from any trailer; and it shall be unlawful to permanently affix any trailer to the ground or to a foundation or footing in a manner which would prevent ready relocation of said trailer.¹

§ 172-3.1. Emergency situations. [Added 2-24-1992 by Ord. No. 92-225]

For other than declared emergencies pursuant to New Jersey and/ or federal statutes, it shall be unlawful for any person to use a trailer for purposes of habitation except as provided hereunder.

A. In the event that a homeowner is displaced from his single-family dwelling because the same has suffered damage equal to or in excess of 75% of the entire structure, then, and in that case only, said homeowner may make application to the Construction Official for a permit to inhabit a temporary trailer. Such application must be accompanied by the following.

- (1) Evidence that the applicant is the owner of the land in question;
- (2) A description of the land on which the trailer is to be placed;
- (3) Evidence that the preexisting single-family dwelling unit suffered damage of 75% or more;
- (4) Proof that said damage has rendered the dwelling uninhabitable;
- (5) Proof that the homeowner resided therein prior to the damage;
- (6) Proof that the applicant intends to reconstruct a single-family dwelling upon said lands;

- (7) Evidence of the availability of an adequate water supply and sewer and drainage facilities at such location; and
 - (8) An application for a building permit for the reconstruction of said single-family dwelling.
- B. Upon receipt of said application, the Construction Official shall verify the veracity of the statements contained in said application. Upon verification of the truth of the statements made in the application, the Construction Official shall issue a temporary trailer permit to the applicant. Said permit shall be valid for a term of one month and may be renewed five times. Prior to each said renewal, the Construction Official shall investigate and determine what progress, if any, the homeowner has made in reconstructing his single-family dwelling. In the event that the Construction Official determines that the homeowner is not taking appropriate steps to reconstruct his single-family dwelling, the Construction Official shall void said permit. In the event that the homeowner continues to maintain said temporary trailer on the premises, he shall be subject to the penalty provisions of § 172-3.2 of this Code. The homeowner shall pay a fee of \$25 per month for each month during which he maintains the said temporary trailer on said premises.

§ 172-3.2. Penalties. [Added 2-24-1992 by Ord. No. 92-225]

Any person, firm or corporation including but not limited to occupants, owners, parties of interest, and tenants who shall violate any term or provision of this chapter shall be subject to a fine of not more than \$2,000.00 or imprisonment not exceeding 90 days, or both, for a first offense or second offense. For purposes of this chapter, each twenty-four-hour period during which the violation exists shall constitute a separate and distinct violation of this chapter, with the maximum potential exposure for any person, firm or corporation being \$6,000.00 per 30-day period.

Any third or subsequent violation of any term or provision of this chapter, any person, firm or corporation including but not limited to occupants, owners, parties of interest, and tenants shall be subject to a fine of not more than \$2,000.00 or imprisonment not exceeding 90 days, or both, and shall be deemed a public nuisance as defined by Township Code.

BE IT FURTHER ORDAINED, that said fees shall become effective 01/01/2026.

Zeth A. Matalucci, Mayor

Scott J. Turner, Deputy Mayor

Frank L. Germanio, Jr., Committee Member

Matthew Cox, Committee Member

Thomas Van Artsdalen, Committee Member

The foregoing Ordinance was introduced at a meeting of the Township Committee of the Township of Dennis on November 18, 2025. Publication will be held on November 26, 2025 and a Public Hearing will be held at a meeting of the said Township Committee to be held on December 16, 2025 at 5:30 p.m. in the Municipal Building located at 571 Petersburg Road in Dennisville.

ATTEST _____
Jacqueline B. Justice, RMC/Clerk

Vendor #	Name	Contract	PO Type	Acct Type	Description	Stat/Chk	First Rcvd	Chk/Void	1099
PO #	PO Date	Description	Amount	Charge Account	Acct Type Description	Enc Date	Date	Date	Excl
12001 DENNIS TWP FIRE DISTRICT #2									
25-00233	05/15/25	2025 FIRE DISTRICT TAXES	97,466.36	5-01-210-55-500-021	G FIRE DISTRICT #2 TAXES PAYABLE	R	05/15/25	11/03/25	N
4	4TH FIRE DISTRICT TAXES								
Vendor Total:			97,466.36						
12002 DENNIS TWP FIRE DISTRICT #3									
25-00234	05/15/25	2025 FIRE DISTRICT TAXES	50,884.33	5-01-210-55-500-022	G FIRE DISTRICT #3 TAXES PAYABLE	R	05/15/25	11/03/25	N
4	4TH FIRE DISTRICT TAXES								
Vendor Total:			50,884.33						
12005 DENNIS TWP FOOTBALL/CHEER ASSOC									
25-00450	11/13/25	2025 CLEAN COMMUNITIES	500.00	G-02-41-901-030	B CLEAN COMMUNITIES - 0/E	R	11/13/25	11/13/25	N
1	10/5/2025	CLEAN COMMUNITIES	500.00	G-02-41-901-030	B CLEAN COMMUNITIES - 0/E	R	11/13/25	11/13/25	N
2	10/18/2025	CLEAN COMMUNITIES	500.00	G-02-41-901-030	B CLEAN COMMUNITIES - 0/E	R	11/13/25	11/13/25	N
3	10/25/2025	CLEAN COMMUNITIES	500.00	G-02-41-901-030	B CLEAN COMMUNITIES - 0/E	R	11/13/25	11/13/25	N
4	11/1/2025	CLEAN COMMUNITIES	500.00	G-02-41-901-030	B CLEAN COMMUNITIES - 0/E	R	11/13/25	11/13/25	N
Vendor Total:			2,000.00						
12015 DENNIS TWP BOARD OF EDUCATION									
25-00012	01/03/25	2025 SCHOOL TAXES	1,195,301.25	5-01-207-55-500-061	G LOCAL SCHOOL DISTRICT TAXES PAYABLE	R	05/15/25	11/03/25	N
11	NOV 2025	SCHOOL TAXES							
Vendor Total:			1,195,301.25						
12016 DENNIS TOWNSHIP EDUCATION									
25-00222	05/12/25	2025 CLEAN COMMUNITIES	500.00	G-02-41-901-030	B CLEAN COMMUNITIES - 0/E	R	11/04/25	11/04/25	N
7	10/17/25	CLEAN UP	500.00	G-02-41-901-030	B CLEAN COMMUNITIES - 0/E	R	11/04/25	11/04/25	N
8	10/18/25	CLEAN UP	1,000.00						
Vendor Total:			1,000.00						

Vendor #	Name	Contract	PO Type	Acct Type	Description	Stat/Chk	First Rcvd	Chk/Void	Invoice	1099
PO #	PO Date	Description	Amount	Charge Account			Enc Date	Date		Excl
50820 NJSHRP										
25-00001	01/03/25	2025 EMPLOYEE HEALTH INSURANCE		5-01-23-220-092	B EMPLOYEE GROUP INSURANCE	R	11/13/25	11/13/25		N
21 NOV 2025		HEALTH INS - RETIRED	23,457.55							
22 NOV 2025		HEALTH INS - ACTIVE	31,563.10	5-01-23-220-092	B EMPLOYEE GROUP INSURANCE	R	11/13/25	11/13/25		N
Vendor Total:			55,020.65							
53520 OCEAN VIEW VOLUNTEER FIRE CO.										
25-00442	11/03/25	2025 GENERAL ELECTION POLLS	150.00	5-01-20-120-058	B TOWNSHIP CLERK - ELECTION EXPENSES	R	11/03/25	11/13/25		N
1 2025		GENERAL ELECTION POLLS								
Vendor Total:			150.00							
57112 PAUL'S PEST CONTROL, INC										
25-00387	10/08/25	2025 PEST CONTROL	524.51	5-01-26-310-052	B BUILDINGS & GROUNDS - OTHER CONTRACTS	R	10/08/25	11/13/25		N
2 TOWN		HALL PEST CONTROL								
Vendor Total:			524.51							
58088 PHOENIX ADVISORS										
25-00037	01/03/25	2025 FINANCIAL ADVISOR	2,050.00	5-01-20-101-036	B ADMINISTRATOR - OFFICE SUPPLIES	R	11/05/25	11/05/25	17704	N
4 2025		FINANCIAL ADVISOR								
Vendor Total:			2,050.00							
58232 JOHN PIIERI										
25-00142	02/09/25	2025 RETIRED HEALTH BENEFITS	3,138.80	5-01-23-220-092	B EMPLOYEE GROUP INSURANCE	R	04/11/25	11/03/25		N
11 NOV 2025		RET. HEALTH BENEFITS								
Vendor Total:			3,138.80							
58241 PINELAND CONSTRUCTION LLC										
25-00029	01/03/25	2025 TRASH/RECYCLING	34,555.56	5-01-26-305-029	B SOLID WASTE COLLECTION - CONTRACT	R	04/14/25	11/03/25		N
12 NOV 2025		TRASH/RECYCLING								
Vendor Total:			34,555.56							

Vendor #	Name	PO #	PO Date	Description	Amount	Contract	PO Type	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	First Rcvd	Chk/Void	Invoice	1099	
Item Description												Date	Date	Date		Excl	
continued																	
68985	SEA ISLE CITY																
25-00014	01/03/25	2025	COURT FEE REVENUE SHARE														
5 SEPT 2025	FEE REVENUE SHARE			2,030.96		5-01-08-180-104				R MUN. COURT RECEIPTS/UPPER TOWNSHIP SHARE	R		11/03/25	11/03/25			N
				Vendor Total:	30,780.96												

69634	SANDRA P. SIMMERMAN																
25-00411	11/03/25	2025	GENERAL ELECTION WORKER														
1 2025	GENERAL ELECTION WORKER			300.00		5-01-20-120-058				B TOWNSHIP CLERK - ELECTION EXPENSES	R		11/03/25	11/13/25			N
				Vendor Total:	300.00												

69643	GERTRUDE SINGER																
25-00404	11/03/25	2025	GENERAL ELECTION WORKER														
1 2025	GENERAL ELECTION WORKER			300.00		5-01-20-120-058				B TOWNSHIP CLERK - ELECTION EXPENSES	R		11/03/25	11/13/25			N
				Vendor Total:	300.00												

70559	SOUTH JERSEY GAS																
25-00004	01/03/25	2025	NATURAL GAS UTILITY														
10 OCT 2025	NATURAL GAS UTILITY			384.13		5-01-31-446-070				B UTILITIES OTHER - PROPANE	R		11/05/25	11/05/25			N
				Vendor Total:	384.13												

70572	SOUTH JERSEY WATER COND SERV																
25-00187	04/07/25	2025	ANNUAL WATER SERVICE														
3 ANNUAL	WATER SERVICE 2025			366.77		5-01-26-310-024				B BUILDINGS & GROUNDS - CLEANING SUPPLIES	R		11/03/25	11/03/25	AS-65629	N	
4 ANNUAL	WATER SERVICE 2025			319.77		5-01-26-310-024				B BUILDINGS & GROUNDS - CLEANING SUPPLIES	R		11/03/25	11/03/25	AS-65630	N	
5 ANNUAL	WATER SERVICE 2025			260.10		5-01-26-310-024				B BUILDINGS & GROUNDS - CLEANING SUPPLIES	R		11/03/25	11/03/25	AS-65632	N	
6 ANNUAL	WATER SERVICE 2025			639.54		5-01-26-310-024				B BUILDINGS & GROUNDS - CLEANING SUPPLIES	R		11/13/25	11/13/25	AS-65634	N	
7 ANNUAL	WATER SERVICE 2025			319.77		5-01-26-310-024				B BUILDINGS & GROUNDS - CLEANING SUPPLIES	R		11/13/25	11/13/25	AS-65628	N	
				Vendor Total:	1,905.95												
				Vendor Total:	1,905.95												

Vendor #	Name	Contract	P0 Type	Acct Type	Description	Stat/chk	First Rcvd	Chk/Void	1099
PO #	PO Date	Description	Amount	Charge Account			Enc Date	Date	Excl

73435 WILLIAM F. LATHERS

25-00402	11/03/25	2025 GENERAL ELECTION WORKER	300.00	5-01-20-120-058	B TOWNSHIP CLERK - ELECTION EXPENSES	R	11/03/25	11/13/25	N
1	2025	GENERAL ELECTION WORKER							
Vendor Total:			300.00						

74328 TIGHTLINES 4-H FISHING CLUB

25-00215	05/05/25	2025 CLEAN COMMUNITY CLEAN UPS	500.00	G-02-41-901-030	B CLEAN COMMUNITIES - O/E	R	11/13/25	11/13/25	N
2	2025	CLEAN COMMUNITY CLEAN UPS							
Vendor Total:			500.00						

75217 NOEL TURNER

25-00430	11/03/25	2025 GENERAL ELECTION WORKER	300.00	5-01-20-120-058	B TOWNSHIP CLERK - ELECTION EXPENSES	R	11/03/25	11/13/25	N
1	2025	GENERAL ELECTION WORKER							
Vendor Total:			300.00						

78661 BSN SPORTS, INC.

25-00303	06/18/25	BASKETBALL SUPPLIES	100.00	T-05-00-000-205	B RECREATION TRUST - BASKETBALL ASSOC.	R	06/18/25	11/14/25	N
1		BASKETBALL SCOREBOOKS	41.94	T-05-00-000-205	B RECREATION TRUST - BASKETBALL ASSOC.	R	06/18/25	11/14/25	N
2		BASKETBALL NETS	141.94						
Vendor Total:			141.94						

79833 FLORENCE VAGRATIEN

25-00440	11/03/25	2025 GENERAL ELECTION WORKER	300.00	5-01-20-120-058	B TOWNSHIP CLERK - ELECTION EXPENSES	R	11/03/25	11/13/25	N
1	2025	GENERAL ELECTION WORKER	25.00	5-01-20-120-058	B TOWNSHIP CLERK - ELECTION EXPENSES	R	11/03/25	11/13/25	N
2		JUDGE	325.00						
Vendor Total:			325.00						

80479 V.E. RALPH & SON, INC.

25-00385	10/06/25	AED PADS	505.60	5-01-28-370-036	B RECREATION - OFFICE SUPPLIES	R	10/06/25	11/13/25	N
1		AED ADULT PADS	736.00	5-01-28-370-036	B RECREATION - OFFICE SUPPLIES	R	10/06/25	11/13/25	N
2		AED CHILD PADS							
Vendor Total:			325.00						

Vendor #	Name	Contract	PO Type	Acct Type	Description	Stat/chk	First Rcvd	Chk/Void	1099	
PO #	PO Date	Description	Amount	Charge Account			Enc Date	Date	Invoice	Excl
84295 CAROL WEYGAND										
25-00421	11/03/25	GENERAL ELECTION WORKER	300.00	5-01-20-120-058	B TOWNSHIP CLERK - ELECTION EXPENSES	R	11/03/25	11/13/25		N
1	2025	GENERAL ELECTION WORKER	300.00	5-01-20-120-058	B TOWNSHIP CLERK - ELECTION EXPENSES	R	11/03/25	11/13/25		N
Vendor Total:			300.00							
89614 CINTAS										
25-00082	01/03/25	2025 PW FIRST AID	125.36	5-01-26-290-036	B PUBLIC WORKS - SUPPLIES	R	11/13/25	11/13/25	5301391308	N
6	2025	PW FIRST AID	125.36	5-01-26-290-036	B PUBLIC WORKS - SUPPLIES	R	11/13/25	11/13/25	5301391308	N
25-00083	01/03/25	2025 RED FIRST AID	66.58	5-01-28-370-065	B RECREATION - PROGRAM EQUIPMENT	R	11/13/25	11/13/25	5301391309	N
5	2025	REC FIRST AID	66.58	5-01-28-370-065	B RECREATION - PROGRAM EQUIPMENT	R	11/13/25	11/13/25	5301391309	N
Vendor Total:			191.94							
991001 CHERYL MACELLARO										
25-00408	11/03/25	2025 GENERAL ELECTION WORKER	300.00	5-01-20-120-058	B TOWNSHIP CLERK - ELECTION EXPENSES	R	11/03/25	11/13/25		N
1	2025	GENERAL ELECTION WORKER	300.00	5-01-20-120-058	B TOWNSHIP CLERK - ELECTION EXPENSES	R	11/03/25	11/13/25		N
2	JUDGE		25.00	5-01-20-120-058	B TOWNSHIP CLERK - ELECTION EXPENSES	R	11/03/25	11/13/25		N
Vendor Total:			325.00							
999104 KATHY L. GREENE										
25-00434	11/03/25	2025 GENERAL ELECTION WORKER	300.00	5-01-20-120-058	B TOWNSHIP CLERK - ELECTION EXPENSES	R	11/03/25	11/13/25		N
1	2025	GENERAL ELECTION WORKER	300.00	5-01-20-120-058	B TOWNSHIP CLERK - ELECTION EXPENSES	R	11/03/25	11/13/25		N
Vendor Total:			300.00							
999105 CHARLES M. GREENE										
25-00435	11/03/25	2025 GENERAL ELECTION WORKER	300.00	5-01-20-120-058	B TOWNSHIP CLERK - ELECTION EXPENSES	R	11/03/25	11/13/25		N
1	2025	GENERAL ELECTION WORKER	300.00	5-01-20-120-058	B TOWNSHIP CLERK - ELECTION EXPENSES	R	11/03/25	11/13/25		N
2	2024	GENERAL ELECTION WORKER	25.00	5-01-20-120-058	B TOWNSHIP CLERK - ELECTION EXPENSES	R	11/03/25	11/13/25		N
Vendor Total:			325.00							
Vendor Total:			325.00							

Vendor #	Name	PO #	PO Date	Description	Amount	Contract	PO Type	Charge Account	Acct Type	Description	Stat/Chk	First Rcvd	Enc Date	Date	Chk/Void	Invoice	1099	Excl	
999142	MICHAEL S. YOUNANS	25-00439	11/03/25	2025 GENERAL ELECTION WORKER	300.00	5-01-20-120-058			B	TOWNSHIP CLERK - ELECTION EXPENSES	R	11/03/25	11/13/25				N		
		1	2025	GENERAL ELECTION WORKER	300.00														
				Vendor Total:	300.00														
999148	DOROTHY L. HIPPERICH	25-00431	11/03/25	2025 GENERAL ELECTION WORKER	300.00	5-01-20-120-058			B	TOWNSHIP CLERK - ELECTION EXPENSES	R	11/03/25	11/13/25				N		
		1	2025	GENERAL ELECTION WORKER	300.00														
				Vendor Total:	300.00														
Total Purchase Orders:		122	Total P.O. Line Items:		169	Total list Amount:		2,787,451.92	Total Void Amount:		0.00								

Totals by Year-Fund										
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total		
	4-01	4,513.00	0.00	4,513.00	0.00	0.00	0.00	4,513.00		
	5-01	326,486.79	0.00	326,486.79	2,030.96	2,231,667.22	0.00	2,560,184.97		
	5-70	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,068.50</u>	<u>10,068.50</u>		
	Year Total:	326,486.79	0.00	326,486.79	2,030.96	2,231,667.22	10,068.50	2,570,253.47		
GENERAL CAPITAL FUND	C-04	207,427.52	0.00	207,427.52	0.00	0.00	0.00	207,427.52		
	G-02	4,488.20	0.00	4,488.20	0.00	0.00	0.00	4,488.20		
RECREATION TRUST FUND	T-05	639.94	0.00	639.94	0.00	0.00	0.00	639.94		
FIRE SAFETY AND PREVENTION	T-21	129.79	0.00	129.79	0.00	0.00	0.00	129.79		
	Year Total:	769.73	0.00	769.73	0.00	0.00	0.00	769.73		
Total of All Funds:		<u>543,685.24</u>	<u>0.00</u>	<u>543,685.24</u>	<u>2,030.96</u>	<u>2,231,667.22</u>	<u>10,068.50</u>	<u>2,787,451.92</u>		

Project Description	Project No.	Rcvd Total	Held Total	Project Total
MARTEK MARINE ELECTRONICS	E-00070	10,068.50	0.00	10,068.50
Total of All Projects:		<u>10,068.50</u>	<u>0.00</u>	<u>10,068.50</u>



MAYOR
ZETH A. MATALUCCI
 911 Coordinator Fire & Rescue
 Administration, Construction, Tax
 Offices, Emergency Management
 Public Safety Public Works
 Revenue & Finance Senior Center

Deputy Mayor
SCOTT J. TURNER
 Public Works, Environmental
 Commission, Tax Offices, Land
 Use Board, Revenue & Finance,
 Museum & Historical Center

COMMITTEE MEMBER
FRANK L. GERMANO
 Administration, Municipal Court,
 Board of Health, Construction,
 Grants & Cultural, Revenue &
 Finance, Heritage and
 Senior Center

COMMITTEE MEMBER
TOM VANARTSDALEN
 Construction, Code Enforcement
 Environmental Commission
 Recreation, Clean Communities,
 Grants and Cultural & Heritage

COMMITTEE MEMBER
MATTHEW COX
 Municipal Alliance Municipal Court
 Recreation Department, Code
 Enforcement, Clean Communities &
 School Liaison

MUNICIPAL CLERK
JACQUELINE B. JUSTICE, RMC

ADMINISTRATOR
JESSICA BISHOP

571 Petersburg Rd. P.O. Box 204 Dennisville, N.J. 08214 (609) 861-9700 Fax: (609) 861-9719

OCTOBER, 2025 MUNICIPAL CLERK'S REPORT

Planning/Zoning Board	\$	250.00
Clerk Search (0)		0.00
Property Lists (6)		60.00
Copies		0.00
Zoning Book & Maps		0.00
Vital Statistics		362.00
Campground Licenses (0)		0.00
Mercantile Licenses (0)		0.00
Street Opening Permit (0)		0.00
Abandoned Properties		500.00
Miscellaneous (Raffle Lics)		60.00
		<hr/>
TOTAL	\$	1,232.00
Fees to the State		- 100.00
TOTAL	\$	1,132.00



MAYOR
ZETH A. MATALUCCI
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 Administration, Construction, Tax
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MUNICIPAL CLERK
JACQUELINE B. JUSTICE, RMC

ADMINISTRATOR
JESSICA BISHOP

571 Petersburg Rd. P.O. Box 204 Dennisville, N.J. 08214 (609) 861-9700 Fax: (609) 861-9719

OCTOBER, 2025 REGISTRAR'S REPORT

Certified Marriages (21)	\$	210.00
Marriage License (4)		112.00
Certified Death (4)		40.00
Certified Birth (0)		0.00
Burial Permit (0)		0.00
Civil Union (0)		0.00
Certified Civil Union (0)		0.00
Certification (0)		0.00
Domestic Partner (0)		0.00
Certified Domestic Partner (0)		0.00
	TOTAL	\$ 362.00
Fees to the State		- 100.00
	TOTAL	\$ 262.00

Construction Permit Activity Report

10/1/2025 -> 10/31/2025

Summary

	Cost:	Count:			
New:	\$101,950.00	1	Cubic Footage:	32,500 Cu.ft	Permits Issued: 17
Addition:	\$25,106.00	1	Square Footage:	2,030 Sq.ft	Updates Issued: 3
Alteration:	\$229,261.00	18			
Demolition:	\$0.00	0			
Total:	\$356,317.00	20			

Permits	Count	Permit Fees	Admin Fees	Total	Inspections	Passed	Failed	Other	
Building:	12	\$5,336.00	\$0.00	\$5,336.00	B	41	38 %92.7	3 %7.3	0 %0
Plumbing:	5	\$899.00	\$0.00	\$899.00	P	9	9 %100	0 %0	0 %0
Electrical:	11	\$1,895.00	\$0.00	\$1,895.00	E	31	26 %83.9	4 %12.9	1 %3.2
Fire:	4	\$695.00	\$0.00	\$695.00	F	9	7 %77.8	1 %11.1	1 %11.1
Elevator:	0	\$0.00	\$0.00	\$0.00	V	0	0 %	0 %	0 %
Mechanical:	4	\$92.00	\$0.00	\$92.00	M	3	3 %100	0 %0	0 %0
	36	\$8,917.00	\$0.00	\$8,917.00		93	83	8	2
DCA Training:	2		122		(Note: Does not include result of none)				
DCA State:	17		444	\$0.00					
DCA Minimum:	1		1						
	20		\$567						

Variations	Total	Paid	Certificates	Issued Total	Paid Total
Building	0	0	CA	16	\$0.00
Plumbing	0	0	CCO	0	\$0.00
Electrical	0	0	CO	3	\$744.00
Fire	0	0	CC	0	\$0.00
Mechanical	0	0	TCO	0	\$0.00
Elevator	0	0	TCC	0	\$0.00
Total:	\$0.00	\$0.00	Total:	19	\$744.00

NOTE:
 Information gathered is based on the Issue date for that item, ie permit issue date, certificate issue date.
 This will cause discrepancies between the payments section which uses Payment date. Example you took in money for a CO but the CO has not been issued yet.

Permit Subcode Exempted (State) Fees			Permit Subcode Waived (Local) Fees		
	Record Count	Total Exempted		Record Count	Total Waived
Building	0	\$0	Building	0	\$0
Plumbing	0	\$0	Plumbing	0	\$0
Electrical	0	\$0	Electrical	0	\$0
Fire	0	\$0	Fire	0	\$0
Mechanical	0	\$0	Mechanical	0	\$0
Elevator	0	\$0	Elevator	0	\$0
Total:		\$0	Total:		\$0
	Record Count	Total Exempted	Violations	Fines	Paid
DCA Fees	0	\$0	Issued	0	\$0.00

Payments (Based on Payment Date)	
Permit (20)	\$9,892.00
NON-UCC (5) — 65	\$295.00
Variation Payments \$230	\$0.00
Penalty (0)	\$0.00
Inspection Payments	\$0.00
Ongoing Invoice	\$0.00
Test Payments	\$0.00
Other Payments	\$0.00
Grand Total	\$10,187.00

\$10,187

see attached adjustment report

Payment Adjustment Log

All Activity between the dates of 10/1/2025 and 10/31/2025.

Tracking	Payment Date	Amount	Type	Adjustment Date	Adjustment Amt	Adjustment Notes	Payment Comments
PMT-25-00331	10/10/2025	0	Bounced Check	10/22/2025	65		C-25-00392 - 2320 ROUTE 9 (None) ZONING- IN GROUND POOL

• TREASURER'S REPORT

TO: Jackie Justice, Township Clerk

DATE: November 4, 2025

Attached is the Treasurer's Report for the month of **OCTOBER 2025**.

This report is a statement of reconciliation for the Current Fund only. The Current Fund accounts are currently on deposit at the Sturdy Savings Bank.

Also attached is a twelve (12) month cash projection for the Dennis Township Savings Account for 2025. I will update this as necessary on a month-to-month basis.

At this time no funds have been invested outside of the Township bank accounts.

Please contact me if there are any questions or problems regarding this report.



Jessica Bishop, CMFO, QPA
Chief Finance Officer

TREASURER'S REPORT FOR THE MONTH OF OCTOBER

SAVINGS ACCOUNT

CASH RECONCILIATION TO	10/31/25
Cash Balance as of 10/1/2025	\$ <u>4,381,561.29</u>
Total Cash Receipts: \$ <u>1,842,727.12</u>	
Adj. -	\$ -
Adj. +	\$ <u>350,000.00</u>
CMP Transfer	
Total: \$ <u>6,574,288.41</u>	
Total Cash Disbursements: \$ <u>1,719,578.83</u>	
CMP Transfer	Adj. + \$ <u>3,500,000.00</u>
Adj. -	\$ -
Cash Balance	\$ <u>1,354,709.58</u>
CD INVESTMENTS	\$ -
ADJ. BANK BALANCE	\$ <u>1,354,709.58</u>

GENERAL CHECKING ACCOUNT

CASH RECONCILIATION TO	10/31/25
Cash Balance as of 10/1/2025	\$ <u>100,000.00</u>
Total Cash Receipts: \$ <u>1,592,416.61</u>	
Adj. -	\$ -
Adj. +	\$ -
Total: \$ <u>1,692,416.61</u>	
Total Cash Disbursements: \$ <u>1,592,786.61</u>	
Adj. +	\$ <u>370.00</u>
Adj. -	\$ -
Cash Balance	\$ <u>100,000.00</u>
CD INVESTMENTS	\$ -
ADJ. BANK BALANCE	\$ <u>100,000.00</u>

NJ CASH MANAGEMENT FUND

CASH RECONCILIATION TO	10/31/25
Cash Balance as of 10/1/2025	\$ <u>5,331,324.22</u>
Transfers In: \$ <u>3,500,000.00</u>	
Interest:	\$ <u>24,595.21</u>
Total: \$ <u>8,855,919.43</u>	
Transfers Out: \$ <u>350,000.00</u>	
Cash Balance	\$ <u>8,505,919.43</u>
ADJ. BANK BALANCE	\$ <u>8,505,919.43</u>

**TOWNSHIP OF DENNIS
CASH FLOW PROJECTION
2025**

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Beginning Cash Balance	\$ 220,169.62	\$ 1,328,460.44	\$ 1,567,784.12	\$ 1,478,051.74	\$ 1,198,085.93	\$ 2,081,416.41
Projected Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Taxes Collected	\$ 1,386,207.30	\$ 2,653,588.27	\$ 321,431.60	\$ 1,073,245.75	\$ 2,843,915.09	\$ 232,818.44
Cash Management Plan IN	\$ 1,600,000.00	\$ -	\$ -	\$ 700,000.00	\$ -	\$ -
Interest Income	\$ 17,217.29	\$ 9,848.98	\$ 10,825.98	\$ 15,292.07	\$ 17,631.08	\$ 16,474.98
Anticipated & MRNA Receipts	\$ 216,050.52	\$ 10,624.23	\$ 31,611.94	\$ 16,795.55	\$ 14,440.75	\$ 1,080,560.15
Grant Receipts	\$ -	\$ 62,720.00	\$ -	\$ 104,381.34	\$ 428,604.61	\$ 500,000.00
Other Receipts	\$ -	\$ -	\$ 3,590,000.00	\$ -	\$ -	\$ -
Total Revenue	\$ 3,219,475.11	\$ 2,736,781.48	\$ 3,953,869.52	\$ 1,909,714.71	\$ 3,304,591.53	\$ 1,829,853.57
Total Cash	\$ 3,439,644.73	\$ 4,065,241.92	\$ 5,521,653.64	\$ 3,387,766.45	\$ 4,502,677.46	\$ 3,911,269.98
Projected Disbursements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Taxes Payable	\$ 1,705,596.06	\$ 2,049,933.66	\$ -	\$ 1,024,986.83	\$ 1,705,596.06	\$ 1,321,668.27
Payroll	\$ 82,214.67	\$ 78,984.79	\$ 76,988.24	\$ 77,046.70	\$ 116,404.81	\$ 77,061.07
Bill Lists	\$ 323,373.56	\$ 368,539.35	\$ 233,412.56	\$ 1,087,666.99	\$ 466,936.20	\$ 333,363.29
Misc. Disbursements	\$ -	\$ -	\$ 3,733,201.10	\$ -	\$ 132,323.98	\$ -
Cash Management Plan OUT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cash Disbursements	\$ 2,111,184.29	\$ 2,497,457.80	\$ 4,043,601.90	\$ 2,189,680.52	\$ 2,421,261.05	\$ 1,732,092.63
TOTAL CASH	\$ 3,439,644.73	\$ 4,065,241.92	\$ 5,521,653.64	\$ 3,387,766.45	\$ 4,502,677.46	\$ 3,911,269.98
LESS: TOTAL CASH DISB.	\$ 2,111,184.29	\$ 2,497,457.80	\$ 4,043,601.90	\$ 2,189,680.52	\$ 2,421,261.05	\$ 1,732,092.63
SAVINGS - CASH BALANCE	\$ 1,328,460.44	\$ 1,567,784.12	\$ 1,478,051.74	\$ 1,198,085.93	\$ 2,081,416.41	\$ 2,179,177.35
NJ CASH MANAGEMENT PLAN	\$ 2,954,033.04	\$ 2,963,718.94	\$ 2,974,410.24	\$ 2,282,917.70	\$ 2,291,146.32	\$ 2,299,133.53
CASH BALANCE	\$ 4,282,493.48	\$ 4,531,503.06	\$ 4,452,461.98	\$ 3,481,003.63	\$ 4,372,562.73	\$ 4,478,310.88

**TOWNSHIP OF DENNIS
CASH FLOW PROJECTION
2025**

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Beginning Cash Balance	\$ 2,179,177.35	\$ 1,256,261.55	\$ 4,959,039.86	\$ 4,381,561.29	\$ 1,354,709.58	\$ 391,416.52
Projected Revenues	\$ -	\$ -	\$ -	\$ -	\$ 3,042,872.57	\$ 710,920.42
Taxes Collected	\$ 757,493.46	\$ 5,802,997.25	\$ 392,588.27	\$ -	\$ -	\$ -
Cash Management Plan IN	\$ -	\$ -	\$ -	\$ 350,000.00	\$ -	\$ -
Interest Income	\$ 9,659.30	\$ 10,185.79	\$ 20,164.16	\$ -	\$ -	\$ -
Anticipated & MRNA Receipts	\$ 95,534.03	\$ 693,172.47	\$ 440,231.78	\$ 1,842,727.12	\$ -	\$ -
Grant Receipts	\$ 19,994.34	\$ -	\$ -	\$ -	\$ -	\$ -
Other Receipts	\$ -	\$ -	\$ 7,003,031.85	\$ -	\$ -	\$ -
Total Revenue	\$ 882,681.13	\$ 6,506,355.51	\$ 7,856,016.06	\$ 2,192,727.12	\$ 3,042,872.57	\$ 710,920.42
Total Cash	\$ 3,061,868.48	\$ 7,762,617.06	\$ 12,815,055.92	\$ 6,574,288.41	\$ 4,397,582.15	\$ 1,102,336.94
Projected Disbursements	\$ -	\$ -	\$ -	\$ -	\$ 4,006,165.63	\$ 916,747.78
Taxes Payable	\$ 1,427,301.25	\$ 2,229,959.93	\$ 1,195,301.25	\$ 1,195,301.25	\$ -	\$ -
Payroll	\$ 88,210.40	\$ 87,313.89	\$ 79,385.37	\$ 127,564.72	\$ -	\$ -
Bill Lists	\$ 290,085.28	\$ 486,303.38	\$ 499,251.76	\$ 396,712.86	\$ -	\$ -
Misc. Disbursements	\$ -	\$ -	\$ 3,659,556.25	\$ -	\$ -	\$ -
Cash Management Plan OUT	\$ -	\$ -	\$ 3,000,000.00	\$ 3,500,000.00	\$ -	\$ -
Total Cash Disbursements	\$ 1,805,596.93	\$ 2,803,577.20	\$ 8,433,494.63	\$ 5,219,578.83	\$ 4,006,165.63	\$ 916,747.78
TOTAL CASH	\$ 3,061,868.48	\$ 7,762,617.06	\$ 12,815,055.92	\$ 6,574,288.41	\$ 4,397,582.15	\$ 1,102,336.94
LESS: TOTAL CASH DISB.	\$ 1,805,596.93	\$ 2,803,577.20	\$ 8,433,494.63	\$ 5,219,578.83	\$ 4,006,165.63	\$ 916,747.78
SAVINGS - CASH BALANCE	\$ 1,256,261.55	\$ 4,959,039.86	\$ 4,381,561.29	\$ 1,354,709.58	\$ 391,416.52	\$ 185,589.16
NJ CASH MANAGEMENT PLAN	\$ 2,307,426.77	\$ 2,315,774.65	\$ 5,331,324.22	\$ 8,505,919.43	\$ 8,505,919.43	\$ 8,505,919.43
CASH BALANCE	\$ 3,563,688.32	\$ 7,274,814.51	\$ 9,712,885.51	\$ 9,860,629.01	\$ 8,897,335.95	\$ 8,691,508.59