

RESOLUTION NO. 2002 - 146

A RESOLUTION SUPPORTING ASSEMBLY BILL A-996

Whereas, there is now pending in the New Jersey State Assembly A-996 which would allow qualified firefighters and first aid squad members to claim a \$5,000.00 income tax deduction for their New Jersey State Income Taxes; and

Whereas, the Township Council of the Township of Willingboro believes that our volunteer firefighters and first aid squad members are indispensable to public safety, health and welfare; and

Whereas, because of time demands and the nature of the work there exists, in many municipalities, a shortage of volunteer personnel; and

Whereas, the Township Council of the Township of Willingboro believes that the \$5,000.00 tax exemption is an incentive to encourage more people to volunteer;

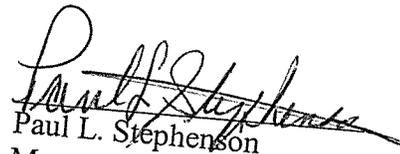
NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Willingboro, County of Burlington and State of New Jersey, assembled in public session this 8<sup>th</sup> day of October, 2002, that the Township Council of the Township of Willingboro hereby supports the passage of A-996 for the aforesaid reasons; and

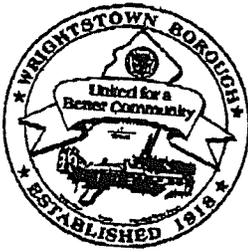
BE IT FURTHER RESOLVED that the Township Clerk shall forward a certified copy of this resolution to the following:

- A. Governor James McGreevey
- B. New Jersey State Legislature
- C. 7<sup>th</sup> Legislative District
- D. Willingboro Fire Companies
- E. Willingboro Emergency Squad

Attest:

  
Marie Annese, RMC  
Township Clerk

  
Paul L. Stephenson  
Mayor



**WRIGHTSTOWN BOROUGH**  
21 Saylor's Pond Road • Wrightstown, NJ 08562  
(609) 723-4450 • Fax (609) 723-7137

*Council  
Page 1  
Are you interested?  
M.A.  
Yes*

**FAX COVER SHEET**

**TO:** Burlington County Municipal Clerks

**FAX#:** Group Dial

**FROM:** Wrightstown Borough Council

**DATE:** August 15, 2002

**SUBJECT:** Wrightstown Borough Resolution 2002-72 Supporting Assembly Bill  
A-996, Income Tax Deduction for Firefighters and First Aid Squad Members

**NUMBER OF PAGES SENT:** 2

**COMMENTS:**

Following is a copy of the above referenced resolution, which was adopted by the  
Wrightstown Borough Council at a meeting held August 14, 2002.

**WRIGHTSTOWN BOROUGH  
BURLINGTON COUNTY**

**Resolution 2002-72**

**RESOLUTION SUPPORTING ASSEMBLY BILL A-996 INCOME TAX DEDUCTION  
FOR FIREFIGHTERS AND FIRST AID SQUAD MEMBERS**

**WHEREAS**, there is now pending in the New Jersey State Assembly A-996 which would allow qualified firefighters and first aid squad members to claim a \$5,000.00 income tax deduction for their New Jersey State Income Taxes; and

**WHEREAS**, the Borough Council of the Borough of Wrightstown believes that our volunteer firefighters and first aid squad members are indispensable to public safety, health and welfare; and

**WHEREAS** because of time demands and the nature of the work there exists, in many municipalities, a shortage of volunteer personnel; and

**WHEREAS**, the Borough Council of the Borough of Wrightstown believes that the \$5,000 tax exemption is an incentive to encourage more people to volunteer;

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Wrightstown, County of Burlington and State of New Jersey, hereby supports the passage of A-996 for the aforesaid reasons; and

**BE IT FURTHER RESOLVED**, that the Borough Clerk shall forward certified copies of this resolution to the following:

1. Governor James McGreevey
2. New Jersey State Legislature
3. 8th Legislative District
4. Burlington County Municipalities
5. Wrightstown Borough Volunteer Fire Company
6. Wrightstown First Aid Squad
7. Burlington County Emergency Management.

Motion: Mr. Borsavage      Second: Mr. Sperling

Roll Call Vote:

Ayes: Mr. Borsavage, Mr. Lownds, Mr. Spann, Mr. Sperling

Nays: None

Abstain: None

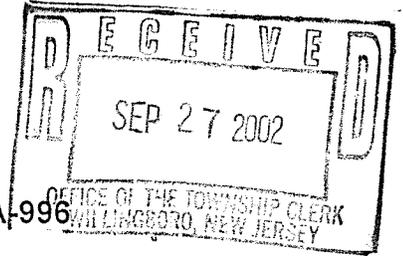
Absent: Mrs. Severns, Ms. Jones

**CERTIFICATION**

I, Ellen A. Thorne, Municipal Clerk for the Borough of Wrightstown do hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Wrightstown, County of Burlington and State of New Jersey at a meeting held on August 14, 2002.

*Ellen A. Thorne*  
Ellen A. Thorne, RMC  
Municipal Clerk

TOWNSHIP OF DELRAN  
RESOLUTION #2002-97



RESOLUTION SUPPORTING ASSEMBLY BILL A-996

**WHEREAS**, there is now pending in the New Jersey State Assembly A-996 which would allow qualified firefighters and first aid squad members to claim a \$5,000.00 income tax deduction for their New Jersey State Income Taxes; and

**WHEREAS**, the Township Council of the Township of Delran believes that our volunteer firefighters and first aid squad members are indispensable to public safety, health and welfare, and

**WHEREAS**, because of time demands and the nature of the work there exists, in many municipalities, a shortage of volunteer personnel; and

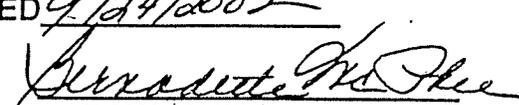
**WHEREAS**, the Township Council of the Township of Delran believes that the \$5,000.00 tax exemption is an incentive to encourage more people to volunteer;

**NOW, THEREFORE, BE IT RESOLVED** that the Township Council of the Township of Delran, County of Burlington and State of New Jersey, hereby supports the passage of A- 996 for the aforesaid reasons: and

**BE IT FURTHER RESOLVED** that the Township Clerk shall forward a certified copy of this resolution to the following:

- A. Governor James McGreevey
- B. New Jersey State Legislature
- C. 7<sup>th</sup> Legislative District
- D. Burlington County Municipalities
- E. Delran Fire Companies
- F. Delran Emergency Squad

DATED 9/24/2002

  
TOWNSHIP CLERK

  
PRESIDENT OF COUNCIL

**RESOLUTION NO. 2002 - 147**

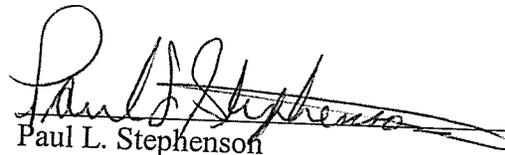
**A RESOLUTION AUTHORIZING REFUNDS FOR OVER-  
PAYMENTS OF TAXES DUE TO PAYMENTS IN ERROR  
Or 100% EXEMPTION**

WHEREAS, the records of the Tax Collector of the Township of Willingboro indicated overpayments of taxes due to payments in error and 100% exempt.

WHEREAS, refunds are due for these overpayments as listed on the attached schedule and made a part hereto;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 8<sup>th</sup> day of October, 2002, that refunds be made as per the attached schedule; and

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to the Finance Director for her information, attention and compliance.

  
Paul L. Stephenson  
Mayor

Attest:

  
Marie Annese, RMC  
Township Clerk

FLOOK, RAYMOND & ERNA 47 HILLCREST LANE BLOCK 626 LOT 15 47 HILLCREST LANE 100% EXEMPT	\$2111.49
CHASE MANHATTAN C/O TRANSAMERICA 58 SOUTH SERVICE ROAD SUITE 210 MELVILLE, NY 11747 BLOCK 1007 LOT 10 33 NEW POND LANE OVERPAYMENT TAXES	909.90
BOSTICK, TIMOTHY & DELLAREECE 28 MARBLESTONE LANE BLOCK 517 LOT 9 28 MARBLESTONE LANE OVERPAYMENT TAXES	811.28
ZAMAN TAHIR 68 BLLAD LANE BLOCK 516 LOT 21 1 MARBLESTONE LANE OVERPAYMENT TAXES	841.15
LILLISTON, WILLIAM & SANDRA 25 PATRIOT LANE BLOCK 333 LOT 28 25 PATRIOT LANE OVERPAYMENT TAXES	949.09
WASHINGTON MUTUAL C/O TRANSAMERICA REAL ESTATE SUITE 210 58 SOUTH SERVICE ROAD MELVILLE, NY 11747 BLOCK 18 LOT 3.05 21 BEECHNUT LANE 100% EXEMPT	2133.04
EDWARDS, LARRY & ROSALIND 37 SHEFFIELD DRIVE BLOCK 107 LOT 36 37 SHEFFIELD DR. OVERPAYMENT TAXES	710.46

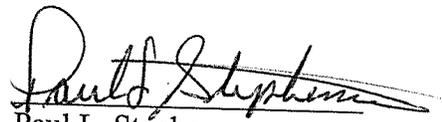
**RESOLUTION NO. 2002 - 148**

**A RESOLUTION AUTHORIZING A GRANT AGREEMENT  
BETWEEN THE NEW JERSEY EDUCATIONAL FACILITIES  
AUTHORITY, THE TOWNSHIP OF WILLINGBORO AND THE  
WILLINGBORO PUBLIC LIBRARY**

WHEREAS, there are monies available under the New Jersey Public Library Project Grant Program (Construction Bond Fund); and

WHEREAS, it would be in the best interest of the Township of Willingboro to apply for said monies,

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 8<sup>th</sup> day of October, 2002, that the Mayor is hereby authorized to execute and sign any and all documents in order to effectuate the receipt of the Grant monies between the New Jersey Educational Facilities Authority, the Township of Willingboro and the Willingboro Public Library.

  
Paul L. Stephenson  
Mayor

ATTEST:

  
Marie Annese, RMC  
Township Clerk

PHONE  
609-877-6668

AUDIO-VISUAL DEPT.  
609-877-6670

# WILLINGBORO PUBLIC LIBRARY

ONE SALEM ROAD  
WILLINGBORO, NEW JERSEY 08046

October 1, 2002

TO: Denise M. Rose  
Township Manager

FR: Christine H. King   
Library Director

RE: New Jersey Public Library Project Grant Program (Construction Bond Fund)

Attached is a letter delineating the process and responsibilities for receiving \$1,553,984 from the above program. Also attached is a copy of the grant agreement which must be completed and signed by the library official AND the authorized officer of the Township.

As indicated in the letter, the requested documents and the executed agreement must reach the New Jersey Educational Facilities Authority by October 18<sup>th</sup> to guarantee inclusion in the program. The library has complied with all of the previous requirements for eligibility, and will begin to compile the necessary documents to forward with this agreement..

In the interim, it is recommended that the agreement be placed on Council's agenda asap to guarantee that the above deadline can be met.

I will be glad to provide any additional information you might need to expedite this process.



101 COLLEGE ROAD EAST · PRINCETON, NEW JERSEY 08540-6601  
PHONE 609-987-0880 · FAX 609-987-0850

VIVIAN ALTMAN  
*Chair*

September 30, 2002

Christine King, Director  
Willingboro Public Library  
One Salem Road  
Willingboro, NJ 08046

Subject: State of New Jersey Public Library Project Grant Program

Dear Ms. King:

We are pleased to inform you that the Public Library Project Grant Program (the "Grant Program") continues to move forward. A project team has been working throughout the summer to prepare the materials necessary to issue the bonds that will fund the grants, and, on August 28, 2002, the New Jersey Educational Facilities Authority (the "EFA") authorized the issuance of up to \$45,000,000 in bonds, as authorized by N.J.S.A. 18A:74-25 *et seq.* (the "Act").

We are now ready to proceed with the preparation and execution of the grant agreements between the EFA and each public library and the local governing entity or entities in the area served by each public library, as required by the Act. To that end, we have enclosed a grant agreement, prepared based on the information provided in the grant application, for execution. If the enclosed agreement does not have the correct legal names for the public library or the local entity or entities, please contact the Bond Counsel for the Grant Program, identified in the last paragraph of this letter.

As you will note, the grant agreement with the EFA must be executed by the public library AND by an authorized officer of the local entity or entities in the area served by the public library (the municipality, municipalities or county government). The grant agreement outlines the conditions of the grant and the procedures you will need to follow in order to receive grant payments (which will be paid in installments pursuant to requisitions which are attached to the grant agreement). The signed grant agreement must be accompanied by the following:

(a) An architect's certification as to the total estimated project costs. Please also fill in this amount in Section 2 of the grant agreement.

(b) Evidence of sources of funds available to the project in the amount of at least 300% of the grant amount (the "Matching Amount"), which shall be (i) copies of the capital or bond ordinance(s) of the local entity or entities certified by the town or county clerk as having been duly adopted and remaining in full force and effect as of the date on which the grant agreement is executed, and (ii) if other or additional sources are being used to meet the Matching Amount, a description of such sources and copies of resolutions or other actions dedicating such amounts to the project, certified by an appropriate officer, as having been duly adopted and remaining in full force and effect as of the date on which the grant agreement is executed. Also, please fill in the information requested in Sections 3(a)(1) and 3(d)(2) of the grant agreement.

(c) If the combination of the grant and the Matching Amount are not sufficient to pay the total costs of the project, a description of the other sources that will be used and copies of resolutions or other actions dedicating such amounts to the project, certified by an appropriate officer, as having been duly adopted and remaining in full force and effect as of the date on which the grant agreement is executed. Please also fill in the information requested in Section 3(b) of the agreement.

(d) The names, titles and incumbency signatures of the officers who will be authorized to sign the Payment Requisitions, forms of which are attached to the grant agreement.

(e) Please provide these materials even if they were provided previously with your grant application. We recommend that you gather the necessary information and arrange for the execution of the enclosed grant agreement as soon as possible. You should return the grant agreement, with the required attachments and signed by the authorized officers of the public library and the local entity or entities, as applicable, to Bond Counsel for the Grant Program, Riker, Danzig, Scherer, Hyland & Perretti LLP, One Speedwell Avenue, P.O. Box 1981, Morristown, NJ 07960, Attn: Maryann P. Kicenuik, by no later than October 18, 2002. If you have any questions, please contact Maryann P. Kicenuik or Anthony E. Valentino at (973) 538-0800, or by fax at (973) 538-1984. Questions can also be forwarded via e-mail to librarygrant@riker.com.

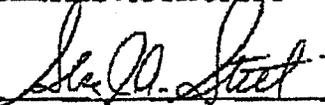
As you may know, on December 28, 2000, a lawsuit was filed in the New Jersey Superior Court, Law Division, Steven M. Lonegan et al. v. State of New Jersey et al challenging the constitutionality of various State statutes (collectively the "State Contract Statutes"), which authorize various State authorities and instrumentalities, including the Authority to issue bonds (the "State Contract Bonds") payable from amounts the State Treasurer is to pay, subject to annual appropriation, under a contract with such authority or instrumentality. The plaintiffs sought a judgment declaring the State Contract Statutes violated the Debt Limitation Clause of the State Constitution. On January 24, 2001, the Superior Court ruled in favor of the State and the named State authorities and instrumentalities, including the Authority (the "State Parties") by granting the State Parties' motion for summary judgment, dismissing the plaintiffs' complaint and upholding the constitutionality of the State Contract Statutes. On June 27, 2001, by a two-to-one decision, the Appellate Division affirmed the Superior Court's decision. The plaintiffs appealed as of right to the New Jersey Supreme Court.

On August 21, 2002, the New Jersey Supreme Court issued a decision (the "August 21 Decision") upholding the constitutionality of the Education Facilities Construction and Financing Act (the "EFCFA"), and the issuance of bonds by the New Jersey Economic Development Authority under that statute to finance the construction and repair of public school facilities. With regard to all other State Contract Statutes, including the Act, the Supreme Court reserved ruling and scheduled the matter for additional briefing and argument on October 21, 2002. On September 12, 2002, the State filed a motion for clarification of the August 21 Decision with the Supreme Court requesting that the Court clarify its August 21, 2002 ruling to indicate that any final ruling would apply prospectively. On September 20, 2002, the Supreme Court issued an order in connection with the motion. Based upon the order, the Authority hopes to proceed with the issuance of the bonds. However, the Supreme Court may issue a final decision in this case at any time on or after October 21, 2002. If the decision is unfavorable, the bonds will not be able to be issued.

Therefore, it is critical that the Authority issue the bonds to fund the Grant Program as soon as possible. Accordingly, the executed grant agreement and related documents or items described above must be delivered to Riker, Danzig, Scherer, Hyland & Perretti LLP, Bond Counsel for the Grant Program, by October 18, 2002. **FAILURE BY ANY APPLICANT TO SUBMIT ITS GRANT AGREEMENT AND THE RELATED DOCUMENTS BY THAT DATE MAY RESULT IN THE APPLICANT BEING EXCLUDED FROM PARTICIPATING IN THE GRANT PROGRAM AT THIS TIME.** If you have any questions regarding this letter or the grant agreement, please contact Maryann P. Kicenuik or Anthony E. Valentino of Riker, Danzig, Scherer, Hyland & Perretti LLP, the Authority's Bond Counsel, by telephone at (973) 538-0800 or via e-mail at [librarygrant@riker.com](mailto:librarygrant@riker.com).

We look forward to working with you towards the successful completion of this Grant Program.

NEW JERSEY EDUCATIONAL  
FACILITIES AUTHORITY

By: 

Sheryl A. Stitt

Acting Executive Director

**THE NEW JERSEY EDUCATIONAL FACILITIES AUTHORITY  
PUBLIC LIBRARY PROJECT GRANT PROGRAM**

**GRANT AGREEMENT**

[Willingboro Public Library]

**THIS GRANT AGREEMENT**, made as of October 15, 2002, is executed by and among the New Jersey Educational Facilities Authority (the "**Authority**"), a public body corporate and politic of the State of New Jersey, Willingboro Public Library, the applicant for the grant (the "**Applicant**") and, if not the Applicant, Township of Willingboro (the "**Local Entity**"), the local governing entity for the area in which Willingboro Public Library (the "**Public Library**") is located, for the purpose of providing funds for a public library project and related costs pursuant to the provisions of N.J.S.A. 18A:74-24 *et seq.*, (the "**Act**").

**TERMS AND CONDITIONS:**

1. The amount of the grant to the Applicant for the benefit of the Public Library is One Million, Five Hundred Fifty-Three Thousand Nine Hundred Eighty-Four Dollars (\$1,553,984) (the "**Grant Amount**") and shall be paid solely from the proceeds received upon the sale of the Authority's Revenue Bonds, Public Library Project Grant Program Issue, Series 2002 A. The Applicant promises and agrees that the full Grant Amount shall be applied to the project (the "**Library Project**") described in the Applicant's application to the Public Library Construction Advisory Board (the "**Board**").
2. The Applicant represents and warrants that the information and representations in the Applicant's application to the Board (the "**Application**") was, as of the date of such Application, true and correct and remains true and correct as of the date hereof. The Applicant hereby certifies that, based upon an architect's certification attached hereto as **Schedule I**, the total costs of the Library Project are \$ 8,791,700 (the "**Projected Project Costs**"). The Applicant acknowledges that the Authority and the Board have relied upon the information and representations contained in the Application and this Grant Agreement in making the grant.

3. (a) The Applicant and the Local Entity represent, warrant and agree that an amount equal to 300% of the Grant Amount (the **“Matching Amount”**) in matching funds shall be provided to the Library Project. The Matching Amount shall be paid from one or more of the following:

(1) Appropriations or bond proceeds, as applicable, from the following ordinance(s), certified copies of which are attached hereto.

<u>Ordinance No.</u>	<u>Amount</u>
<u>1999-6</u>	<u>\$6,650,000</u>
<u>2000-2</u>	<u>\$1,572,000</u>
_____	_____
Total	<u>\$8,172,000</u>

(2) Amounts from other sources, as described below (copies of resolutions of the Applicant dedicating such amounts to the Library Project are attached hereto):

<u>Source</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
Total	\$ _____

(b) In addition, the Applicant hereby certifies that the amounts available as set forth in paragraph 3(a)(1) and (2) above, together with the Grant Amount and the amounts set forth below (the **“Additional Sources”**), shall be sufficient to pay all of the Projected Project Costs.

(1) Amounts from other sources, as described below (copies of resolutions of the Applicant dedicating such amounts to the Library Project are attached hereto):

<u>Source</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
Total	\$ _____

4. The Applicant agrees that construction of the Library Project shall be initiated within a reasonable time of the receipt of the Grant Amount, and that if the Library Project shall not be completed for any reason, including, but not limited to, the unavailability of the Matching Amount or Additional Sources, within the time periods set forth in the Board's regulations, N.J.A.C. 15:21-11.1 et seq., the Applicant acknowledges that the Grant Amount may be rescinded as provided in the Board's regulations.
5. The Applicant shall, in connection with Payment Requisition No. 3 with respect to the Library Project, provide the Authority with a project expenditure report providing the total actual costs for the Library Project. If the Grant Amount exceeds 25% of said total costs (the "**Maximum Amount**"), the amount of the Grant Amount to be paid in connection with such Payment Requisition No. 3 shall be reduced so that the amount of the Grant Amount previously paid to the Applicant, together with the amount paid under Payment Requisition No. 3, does not exceed the Maximum Amount. If the amount of the Grant Amount previously paid to the Applicant exceeds 25% of the Maximum Amount, the Applicant shall promptly reimburse the Authority by the amount necessary to ensure that total payments do not exceed the Maximum Amount.
6. The Applicant agrees to cause architectural or engineering supervision to be provided for the Library Project to ensure that the Library Project conforms to the plans and specifications approved by the Board and to provide the State Librarian's representatives with access to the Library Project and the books and records associated therewith.
7. The Applicant agrees to comply with the Act, the regulations promulgated thereunder, all other state laws, rules and regulations, and any other requirements imposed by law, including but not limited to all New Jersey labor laws and regulations, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, local and New Jersey codes with regard to fire and safety, and local, New Jersey and federal minimum standards for providing barrier-free access for the physically handicapped.
8. If, after proper notice to the Local Entity and the Applicant, the Local Entity or the Applicant fails to comply with any of the terms of this Grant Agreement (other than the terms of paragraphs 3, 4 and 5, for which remedies are specified), or if any representation or statement contained in the Application or in this Grant Agreement was untrue at the time made, the Authority, with the approval of the Board, may suspend further payments of the Grant Amount until such failure to comply is remedied.
9. The Local Entity and the Applicant acknowledge that payments of the Grant Amount shall be paid to the Public Library in installments in accordance with the Board's regulations, N.J.A.C. 15:21-11.1 et seq., as amended and supplemented, and only upon receipt of the applicable Payment Requisition in the form of

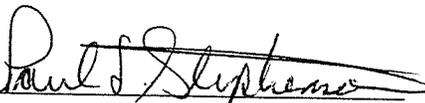


IN WITNESS WHEREOF, the parties, by their duly authorized representatives, each acting in their official capacities, have caused this Grant Agreement to be executed and delivered as of the date hereinabove.

**WILLINGBORO PUBLIC LIBRARY**

By:   
Name: HARRY W. KENDALL  
Title: PRESIDENT, BOARD OF LIBRARY TRUSTEES

**TOWNSHIP OF WILLINGBORO**

By:   
Name: PAUL L. STEPHENSON  
Title: MAYOR

**NEW JERSEY EDUCATIONAL FACILITIES  
AUTHORITY**

By: \_\_\_\_\_  
Name:  
Title:

**CONFIDENTIAL**

**Library Project - Turnkey Construction Project est. submitted for state grant**

	Estimated	Actual to date	Projected
Land	\$ 500,000	\$ 500,000	\$ 500,000
Site Improvements(incl play area)	\$ 575,000	\$ 575,000	\$ 575,000
Hard Construction	\$ 4,900,000	\$ 5,200,000	\$ 5,596,000
Design, Permits, Legal, etc.	\$ 721,700	\$ 820,700	\$ 820,700
Furniture and Equipment	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000
teledata and security	\$ 39,474	\$ 39,474	\$ 39,474
submit to state	\$ 7,996,700	\$ 8,395,700	\$ 8,791,700
per square foot cost		199.90	209.33

Schedule I

**ARCHITECT'S CERTIFICATION AS TO PROJECT COSTS**

The undersigned, an architect licensed in the State of New Jersey, and the architect for the construction project at the **Willingboro Public Library**, certifies to the New Jersey Educational Facilities Authority that said project, as described in the plans and specifications submitted with **Willingboro Township's** application to the Public Library Construction Advisory Board, is estimated to cost \$ 8,791,700.

By:   
Randolph R. Croxton  
Croxton Collaborative Architects, P.C.  
475 Fifth Avenue  
New York, NY 10017

License No. A107172

Acknowledged by:

Grantee

  
Denise M. Rose  
Township Manager

NEW JERSEY EDUCATIONAL FACILITIES AUTHORITY  
101 College Road East, Princeton, New Jersey 08540-6601

PUBLIC LIBRARY PROJECT FUND

PAYMENT REQUISITION NO. 1

Date: \_\_\_\_\_

Grantee: \_\_\_\_\_

Trustee: \_\_\_\_\_

Account Number: \_\_\_\_\_

Grant Amount: \_\_\_\_\_

Payment Amount (this payment): \_\_\_\_\_

Reference Number: \_\_\_\_\_

Project Reference: \_\_\_\_\_

Payment Information:

\_\_\_\_\_

Address or Wire Instructions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

THE UNDERSIGNED CERTIFIES THE FOLLOWING:

1. This Requisition represents an allowable and necessary cost of the Library Project approved by the Public Library Construction Advisory Board and conforms to the rules and regulations of the Public Library Project Fund and the provisions of the Grant Agreement.
2. This amount is unreimbursed and has not been the basis of any previous Requisition.
3. Supporting documentation will be maintained by the undersigned pursuant to law or generally accepted accounting practice and will be made available at the request of the Authority, the State Librarian, or the State of New Jersey.
4. The undersigned are authorized to sign this Requisition.
5. Attached is supporting documentation for this Requisition.

_____ Authorized Signature	_____ Typed or Printed Name	_____ Title	_____ Date
-------------------------------	--------------------------------	----------------	---------------

_____ Authorized Signature	_____ Typed or Printed Name	_____ Title	_____ Date
-------------------------------	--------------------------------	----------------	---------------

AUTHORIZATION OF THE NEW JERSEY EDUCATIONAL FACILITIES AUTHORITY:

The Trustee is authorized to make payment of this Requisition in accordance with the provisions of the Resolution.

_____ Authorized Signature	_____ Authorized Signature	_____ Date
-------------------------------	-------------------------------	---------------

_____ Checked by NJEFA	Requisition Number: _____	Requisition Paid Date: _____
---------------------------	---------------------------	------------------------------

**SUPPORTING DOCUMENTATION  
FOR PAYMENT REQUISITION NO. 1  
(40% of the Grant Amount)**

Attached hereto is one of the following as evidence that the Grantee has fulfilled the criteria to receive the first installment of the Grant Amount (please check one of the following):

\_\_\_\_\_ 1. A certified copy of the minutes of the meeting at which the construction contract for the Library Project was approved,

\_\_\_\_\_ 2. A copy of the title page(s) and signed signature pages of the executed construction contract for the Library Project, or

\_\_\_\_\_ 3. A copy of the letter awarding the contract.

Grantee

\_\_\_\_\_  
Authorized Signature

Name:

Title:

NEW JERSEY EDUCATIONAL FACILITIES AUTHORITY  
101 College Road East, Princeton, New Jersey 08540-6601

PUBLIC LIBRARY PROJECT FUND

PAYMENT REQUISITION NO. 2

Grantee: \_\_\_\_\_

Date: \_\_\_\_\_

Trustee: \_\_\_\_\_

Account Number: \_\_\_\_\_

Grant Amount: \_\_\_\_\_

Payment Amount (this payment): \_\_\_\_\_

Reference Number: \_\_\_\_\_

Project Reference: \_\_\_\_\_

Payment Information:

\_\_\_\_\_

Address or Wire Instructions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

THE UNDERSIGNED CERTIFIES THE FOLLOWING:

1. This Requisition represents an allowable and necessary cost of the Library Project approved by the Public Library Construction Advisory Board and conforms to the rules and regulations of the Public Library Project Fund and the provisions of the Grant Agreement.
2. This amount is unreimbursed and has not been the basis of any previous Requisition.
3. Supporting documentation will be maintained by the undersigned pursuant to law or generally accepted accounting practice and will be made available at the request of the Authority, the State Librarian, or the State of New Jersey.
4. The undersigned are authorized to sign this Requisition.
5. Attached is supporting documentation for this Requisition.

_____ Authorized Signature	_____ Typed or Printed Name	_____ Title	_____ Date
-------------------------------	--------------------------------	----------------	---------------

_____ Authorized Signature	_____ Typed or Printed Name	_____ Title	_____ Date
-------------------------------	--------------------------------	----------------	---------------

AUTHORIZATION OF THE NEW JERSEY EDUCATIONAL FACILITIES AUTHORITY:

The Trustee is authorized to make payment of this Requisition in accordance with the provisions of the Resolution.

_____ Authorized Signature	_____ Authorized Signature	_____ Date
-------------------------------	-------------------------------	---------------

Checked by NJEFA \_\_\_\_\_

Requisition Number: \_\_\_\_\_ Requisition Paid Date: \_\_\_\_\_

**SUPPORTING DOCUMENTATION  
FOR PAYMENT REQUISITION NO. 2  
(50% of the Grant Amount)**

The undersigned, an architect licensed in the State of New Jersey, and the architect for the construction project at **[name of Public Library]**, certifies to the New Jersey Educational Facilities Authority that said project, as described in the plans and specifications submitted with **[Grantee's]** application to the Public Library Construction Advisory Board, is 50% complete. The total estimated costs of the project are \$ \_\_\_\_\_ and \$ \_\_\_\_\_ have been spent to date.

By: \_\_\_\_\_  
Name:

License No. \_\_\_\_\_

Acknowledged by:

Grantee

\_\_\_\_\_  
Authorized Signature

Name:

Title:

NEW JERSEY EDUCATIONAL FACILITIES AUTHORITY  
101 College Road East, Princeton, New Jersey 08540-6601

PUBLIC LIBRARY PROJECT FUND

PAYMENT REQUISITION NO. 3

Grantee: \_\_\_\_\_ Date: \_\_\_\_\_  
Trustee: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Grant Amount: \_\_\_\_\_  
Payment Amount (this payment): \_\_\_\_\_  
Reference Number: \_\_\_\_\_ Project Reference: \_\_\_\_\_

Payment Information:

Address or Wire Instructions:

THE UNDERSIGNED CERTIFIES THE FOLLOWING:

1. This Requisition represents an allowable and necessary cost of the Library Project approved by the Public Library Construction Advisory Board and conforms to the rules and regulations of the Public Library Project Fund and the provisions of the Grant Agreement.
2. This amount is unreimbursed and has not been the basis of any previous Requisition.
3. Supporting documentation will be maintained by the undersigned pursuant to law or generally accepted accounting practice and will be made available at the request of the Authority, the State Librarian, or the State of New Jersey.
4. The undersigned are authorized to sign this Requisition
5. Attached is supporting documentation for this Requisition.

_____ Authorized Signature	_____ Typed or Printed Name	_____ Title	_____ Date
_____ Authorized Signature	_____ Typed or Printed Name	_____ Title	_____ Date

AUTHORIZATION OF THE NEW JERSEY EDUCATIONAL FACILITIES AUTHORITY:

The Trustee is authorized to make payment of this Requisition in accordance with the provisions of the Resolution.

_____ Authorized Signature	_____ Authorized Signature	_____ Date
-------------------------------	-------------------------------	---------------

Checked by NJEFA \_\_\_\_\_ Requisition Number: \_\_\_\_\_ Requisition Paid Date: \_\_\_\_\_

**SUPPORTING DOCUMENTATION  
FOR PAYMENT REQUISITION NO. 3  
(10% of the Grant Amount)**

Attached hereto are the following items required to receive payment of the final installment of the Grant Amount:

1. A temporary certificate of occupancy for the Public Library evidencing that the Library Project is complete.
2. A project expenditure report showing the actual costs for the Library Project and certified by the architect.

Grantee

\_\_\_\_\_  
Authorized Signature

Name:

Title:

NEW JERSEY EDUCATIONAL FACILITIES AUTHORITY  
101 College Road East, Princeton, New Jersey 08540-6601  
PUBLIC LIBRARY PROJECT FUND

PAYMENT REQUISITION FOR A COMPLETED PROJECT<sup>1</sup>

Date: \_\_\_\_\_

Grantee: \_\_\_\_\_

Trustee: \_\_\_\_\_

Account Number: \_\_\_\_\_

Grant Amount: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

Reference Number: \_\_\_\_\_ Project Reference: \_\_\_\_\_

Payment Information:  
\_\_\_\_\_

Address or Wire Instructions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE UNDERSIGNED CERTIFIES THE FOLLOWING:

1. This Requisition represents an allowable and necessary cost of the Project approved by the Public Library Construction Advisory Board and conforms to the rules and regulations of the Public Library Project Fund and the provisions of the Grant Agreement.
2. This amount is unreimbursed and has not been the basis of any previous Requisition.
3. Supporting documentation will be maintained by the undersigned pursuant to law or generally accepted accounting practice and will be made available at the request of the Authority, the State Librarian, or the State of New Jersey.
4. The undersigned are authorized to sign this Requisition.
5. Attached is supporting documentation for this Requisition.

\_\_\_\_\_  
Authorized Signature                      Typed or Printed Name                      Title                      Date

\_\_\_\_\_  
Authorized Signature                      Typed or Printed Name                      Title                      Date

AUTHORIZATION OF THE NEW JERSEY EDUCATIONAL FACILITIES AUTHORITY:

The Trustee is authorized to make payment of this Requisition in accordance with the provisions of the Resolution.

\_\_\_\_\_  
Authorized Signature                      Authorized Signature                      Date

\_\_\_\_\_  
Checked by NJEFA                      Requisition Number: \_\_\_\_\_                      Requisition Paid Date: \_\_\_\_\_

<sup>1</sup> Full Grant Amount to be paid in one installment.

**SUPPORTING DOCUMENTATION  
FOR PAYMENT REQUISITION**

Attached hereto are the following as evidence that the Grantee has fulfilled the criteria to receive the Grant Amount:

- \_\_\_\_\_ 1. A copy of the title page(s) and signed signature pages of the executed construction contract for the Project, or
- \_\_\_\_\_ 2. A temporary certificate of occupancy for the Public Library evidencing that the Project is complete.
- \_\_\_\_\_ 3. A project expenditure report showing the actual costs for the Project and certified by the architect for the Project.
- \_\_\_\_\_ 4. An architect's certificate, in the form attached hereto, that the Project is complete.

The undersigned certifies that the Project is complete and that at least \$[300% of Grant Amount] in local matching funds has been spent on the Project.

Grantee

\_\_\_\_\_  
Authorized Signature

Name:

Title:

**ARCHITECT'S CERTIFICATION AS TO PROJECT COMPLETION**

The undersigned, an architect licensed in the State of New Jersey, and the architect for the construction project at **[name of Public Library]**, certifies to the New Jersey Educational Facilities Authority that said project, as described in the plans and specifications submitted with **[Grantee's]** application to the Public Library Construction Advisory Board, is complete.

By: \_\_\_\_\_  
Name:

License No. \_\_\_\_\_

Acknowledged by:

Grantee

\_\_\_\_\_  
Authorized Signature  
Name:  
Title:

RESOLUTION NO. 2002 – 149

**A RESOLUTION AUTHORIZING CHANGE ORDERS FOR  
RENEWAL ECONOMIC ADVISORS, LLC, LIBRARY AT  
TOWN CENTER**

WHEREAS, Willingboro Township Council has contracted with ReNewal Economic Advisors, LLC for work to be done for the Library at the Town Center; and

WHEREAS, Remington & Verni8ck Engineers (Clerk of the Works) have reviewed and approved Change Orders Number 14 (\$2,044.00), Number 15 (-\$4,000.00), Number 16 (\$1,638.00), Number 17 (\$2,535.00) and Number 18 (\$10,816.00) to increase the contract to include the items listed in the attached paperwork; and

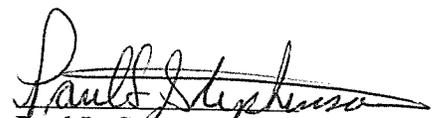
WHEREAS, the Rules of the Local Finance Board require such change orders to be approved by prior resolution of the Township Council;

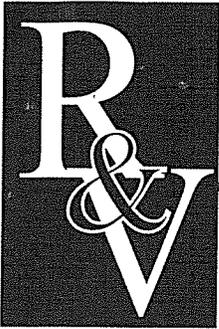
NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 8<sup>th</sup> day of October, 2002, as follows:

1. Change Order #14 adjusts contract to include - Patch Holes in basement per Maitra report.
2. Change Order #15 adjusts contract to reflect a credit – painting deck, walls & joist underneath 1<sup>st</sup> floor slab and basement walls.
3. Change Order #16 adjusts contract to include - install crack isolation membrane on existing 1<sup>st</sup> floor concrete slab to prep for ceramic tile installation and obtain warranty.
4. Change Order #17 adjusts contract to include install – fire rated access panels in hard line ceiling for maintenance access to mechanical equipment.
5. Change Order #18 adjusts contract to include – Patch existing cracked 1<sup>st</sup> floor concrete slab to prep for carpet installation and obtain carpet warranty.
6. Change Orders 14-18 result in an increase of \$13,033.00 plus 5% of same \$651.65 (due ReNewal as per agreement) for a total increase of \$13,684.65 and **adjusts the contract from \$5,644,309.23 to \$5,657,993.88.**
7. Copies of this resolution shall be forwarded to the Finance Director, Engineer and Auditor for their information.

Attest:

  
Marie Annese, RMC  
Township Clerk

  
Paul L. Stephenson  
Mayor



Remington & Vernick Engineers  
 Remington, Vernick & Vena Engineers  
 Remington, Vernick & Beach Engineers  
 Remington, Vernick & Walberg Engineers

EDWARD VERNICK, P.E., C.M.E., President  
 CRAIG F. REMINGTON, P.L.S., P.P., Vice President

EXECUTIVE VICE PRESIDENTS  
 Michael D. Vena, P.E., P.P., C.M.E.  
 Edward J. Walberg, P.E., P.P., C.M.E.  
 Thomas F. Beach, P.E., C.M.E.

**DIRECTOR OF OPERATIONS  
 CORPORATE SECRETARY**  
 Bradley A. Blubaugh, B.A., M.P.A.

**SENIOR ASSOCIATES**  
 John J. Cantwell, P.E., P.P., C.M.E.  
 Alan Dittenhofer, P.E., P.P., C.M.E.  
 Frank J. Seney, Jr., P.E., P.P., C.M.E.  
 Terence Vogt, P.E., P.P., C.M.E.  
 Dennis K. Yoder, P.E., P.P., C.M.E.

**Remington & Vernick  
 Engineers**  
 232 Kings Highway East  
 Haddonfield, NJ 08033  
 (856) 795-9595  
 (856) 795-1882 (fax)

18 East Broad Street  
 Burlington City, NJ 08016  
 (609) 387-7053  
 (609) 387-5320 (fax)

**Remington, Vernick  
 & Vena Engineers**  
 9 Allen Street  
 Toms River, NJ 08753  
 (732) 286-9220  
 (732) 505-8416 (fax)

**Remington, Vernick  
 & Walberg Engineers**  
 845 North Main Street  
 Pleasantville, NJ 08232  
 (609) 645-7110  
 (609) 645-7076 (fax)

4907 New Jersey Avenue  
 Wildwood City, NJ 08260  
 (609) 522-5150  
 (609) 522-5313 (fax)

9550 Highland Street  
 2<sup>nd</sup> Level  
 Mauricetown, NJ 08329  
 (609) 785-7000  
 (609) 785-3125 (fax)

**Remington, Vernick  
 & Beach Engineers**  
 922 Fayette Street  
 Conshohocken, PA 19428  
 (610) 940-1050  
 (610) 940-1161 (fax)

University Office Plaza  
 Commonwealth Building  
 260 Chapman Road, Ste. 104F  
 Newark, DE 19702  
 (302) 266-0212  
 (302) 266-6208 (fax)

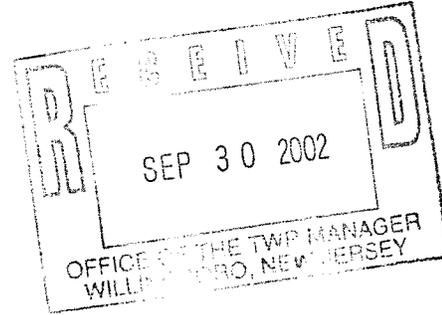
www.rve.com

September 26, 2002

Ms. Denise Rose, Township Manager  
 Willingboro Township  
 One Salem Road  
 Willingboro, NJ 018436

Re: Library at Town Center  
**Change Order #16 Modification**

Dear Ms. Rose:



In letter dated 9/18/02 our firm recommended approval of Change Orders #14-#18 for the above referenced project. CO#16 requires a modification in amount due to a change in field installation. Since concrete slab preparation for ceramic tile is only required on cracks versus the entire surface of the lobby, corridors, and restroom areas, the previously proposed \$6,552.00 amount is reduced by 25% to \$1,638.00. Developer and Contractor will revise their future invoices and project records to reflect same. We therefore recommend approval of a change to the Renewal Economic Advisors, LLC contract in the following amount:

- CO#14\$ 2,044.00 Patch holes in existing basement concrete foundation wall.
  - CO#15\$ (4,000.00) Credit to eliminate painting portion of underside of 1<sup>st</sup> floor deck and joists.
  - CO#16\$ 1,638.00 **Install crack isolation membrane on existing 1<sup>st</sup> floor concrete slab to prep for ceramic tile installation and obtain warranty.**
  - CO#17\$ 2,535.00 Install fire-rated access panels in hard line ceiling for maintenance access to mechanical equipment.
  - CO#18\$ 10,816.00 Patch existing cracked 1<sup>st</sup> floor concrete slab to prep for carpet installation and obtain carpet warranty.
- Total \$ 13,033.00

**Total to Date (CO#1-#18) \$308,317.98**

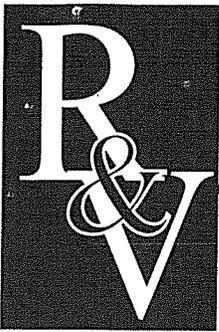
Should you have any further questions or require additional information, please contact our office at (856) 795-9596.

Sincerely yours,  
**REMINGTON & VERNICK ENGINEERS, INC.**

*Matthew Taylor*  
 Matthew L. Taylor  
 Project Manager

Enclosure (s)

cc: Steve Jaffe, Renewal Economic Advisors, John Seitz, Croxton Collaborative Architects, Joe O'Neill, Sweetwater Construction Corp. Edward Vernick, P.E., C.M.E., President, Craig Remington, P.L.S., P.P., Vice President, K. Wendell Bibbs, P.E., Anthony W. Donofrio, C.M.I., E.T., Chief Inspector, Paul K. Martin, Construction Manager



Remington & Vernick Engineers  
 Remington, Vernick & Vena Engineers  
 Remington, Vernick & Beach Engineers  
 Remington, Vernick & Walberg Engineers

EDWARD VERNICK, P.E., C.M.E., President  
 CRAIG F. REMINGTON, P.L.S., P.P., Vice President

EXECUTIVE VICE PRESIDENTS  
 Michael D. Vena, P.E., P.P., C.M.E.  
 Edward J. Walberg, P.E., P.P., C.M.E.  
 Thomas F. Beach, P.E., C.M.E.

DIRECTOR OF OPERATIONS  
 CORPORATE SECRETARY  
 Bradley A. Blubaugh, B.A., M.P.A.

SENIOR ASSOCIATES  
 John J. Cantwell, P.E., P.P., C.M.E.  
 Alan Dittenhofer, P.E., P.P., C.M.E.  
 Frank J. Seney, Jr., P.E., P.P., C.M.E.  
 Terence Vogt, P.E., P.P., C.M.E.  
 Dennis K. Yoder, P.E., P.P., C.M.E.

**Remington & Vernick Engineers**

232 Kings Highway East  
 Haddonfield, NJ 08033  
 (856) 795-9595  
 (856) 795-1882 (fax)

18 East Broad Street  
 Burlington City, NJ 08016  
 (609) 387-7053  
 (609) 387-5320 (fax)

**Remington, Vernick & Vena Engineers**

9 Allen Street  
 Toms River, NJ 08753  
 (732) 286-9220  
 (732) 505-8416 (fax)

**Remington, Vernick & Walberg Engineers**

845 North Main Street  
 Pleasantville, NJ 08232  
 (609) 645-7110  
 (609) 645-7076 (fax)

4907 New Jersey Avenue  
 Wildwood City, NJ 08260  
 (609) 522-5150  
 (609) 522-5313 (fax)

9550 Highland Street  
 2<sup>nd</sup> Level  
 Mauricetown, NJ 08329  
 (609) 785-7000  
 (609) 785-3125 (fax)

**Remington, Vernick & Beach Engineers**

922 Fayette Street  
 Conshohocken, PA 19428  
 (610) 940-1050  
 (610) 940-1161 (fax)

University Office Plaza  
 Commonwealth Building  
 260 Chapman Road, Ste. 104F  
 Newark, DE 19702  
 (302) 266-0212  
 (302) 266-6208 (fax)

www.rve.com

September 18, 2002

Ms. Denise Rose, Township Manager  
 Willingboro Township  
 One Salem Road  
 Willingboro, NJ 018436

Re: Library at Town Center  
 Change Orders #14-#18

Dear Ms. Rose:

Enclosed, please find a copy of Sweetwater Construction Corporation Change Order #14-#18 for the above referenced project. Executed originals have been submitted to your office by Renewal Economic Advisors. Remington & Vernick Engineers has reviewed the change orders for appropriateness under the contract documents and verified the costs and/or credits as reasonable and just. We therefore recommend approval of a change to the Renewal Economic Advisors, LLC contract in the following amount:

CO#14\$	2,044.00	Patch holes in existing basement concrete foundation wall.
CO#15\$	(4,000.00)	Credit to eliminate painting portion of underside of 1 <sup>st</sup> floor deck and joists.
CO#16\$	6,552.00	Install crack isolation membrane on existing 1 <sup>st</sup> floor concrete slab to prep for ceramic tile installation and obtain warranty.
CO#17\$	2,535.00	Install fire-rated access panels in hard line ceiling for maintenance access to mechanical equipment.
CO#18\$	10,816.00	Patch existing cracked 1 <sup>st</sup> floor concrete slab to prep for carpet installation and obtain carpet warranty.
<b>Total</b>	<b>\$ 17,947.00</b>	

**Total to Date (CO#1-#18) \$313,231.98**

Should you have any further questions or require additional information, please contact our office at (856) 795-9596.

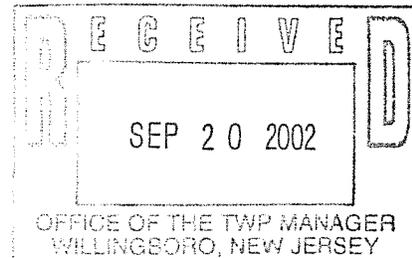
Sincerely yours,  
**REMINGTON & VERNICK ENGINEERS, INC.**

*Matthew Taylor*

Matthew L. Taylor  
 Project Manager

Enclosure (s)

cc: Edward Vernick, P.E., C.M.E., President, Craig Remington, P.L.S., P.P., Vice President, K. Wendell Bibbs, P.E., Anthony W. Donofrio, C.M.I., E.T., Chief Inspector, Paul K. Martin, Construction Manager, Steve Jaffe, Renewal Realty, John Seitz, Croxton Collaborative Architects, Joe O'Neill, Sweetwater Construction Corp.



# Prime Contract Change Order

Detailed, Grouped by Each Number

**Willingboro Town Center Library**  
 Willingboro Town Center Library  
 4382 Route # 130  
 Willingboro, New Jersey 08046

**Project # 100-1107**      **Sweetwater Construction Corporation**  
 Tel: 609-880-1510      Fax: 609-880-1512

**Date: 8/2/2002**  
**To Contractor:**  
 Sweetwater Construction Corporation  
 269 Prospect Plains Road  
 Cranbury, New Jersey 08512

**Architect's Project No:**  
**Contract Date:** 6/19/2001  
**Contract Number:** 100-1107  
**Change Order Number:** 014

**The Contract is hereby revised by the following items:**  
 PCO 81

PCO	Description	Amount
081	Patch holes in basement per Maitra report	\$ 2,044.00
No time extension granted for this work. Money only		

The original Contract Value was.....	\$	5,017,260.00
Sum of changes by prior Prime Contract Change Orders.....	\$	295,285.20
The Contract Value prior to this Prime Contract Change Order was.....	\$	5,312,545.20
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$	2,044.00
The new Contract Value including this Prime Contract Change Order will be.....	\$	5,314,589.20
The Contract duration will be changed by.....		0 Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....		

Croxton Collaborative Architects, PC  
**ARCHITECT**  
 475 5th Avenue  
 New York, New York 10017  
 Address  
 By Douglas Kot  
 SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

Sweetwater Construction Corporation  
**CONTRACTOR**  
 269 Prospect Plains Road  
 Cranbury, New Jersey 08512  
 Address  
 By \_\_\_\_\_  
 SIGNATURE Joe Maitra  
 DATE 9/11/02

REAR EJP  
Sweetwater Construction Corporation  
**OWNER**  
 269 Prospect Plains Road  
 Cranbury, New Jersey 08512  
 Address  
 By \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

Remington & Vernick  
**PROJECT COORDINATOR**  
 95 Grove Street  
 Haddonfield, New Jersey 08033  
 Address  
 By Matt Taylor  
 SIGNATURE Matt Taylor  
 DATE 9/12/02

Township of Willingboro  
**TOWNSHIP REPRESENTATIVE**  
 One Salem Road  
 Willingboro, New Jersey 08046  
 Address  
 By Denise Rose  
 SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

# Prime Contract Change Order

Detailed, Grouped by Each Number

**Willingboro Town Center Library**  
 Willingboro Town Center Library  
 4382 Route # 130  
 Willingboro, New Jersey 08046

**Project # 100-1107**      **Sweetwater Construction Corporation**  
 Tel: 609-880-1510    Fax: 609-880-1512

**Date: 8/30/2002**

**To Contractor:**  
 Sweetwater Construction Corporation  
 269 Prospect Plains Road  
 Cranbury, New Jersey 08512

**Architect's Project No:**  
**Contract Date:** 6/19/2001  
**Contract Number:** 100-1107  
**Change Order Number:** 015

**The Contract is hereby revised by the following items:**

Approved PCO 78

PCO	Description	Amount
078	CREDIT:Painting Deck, Walls & Joist Underneath 1st Floor Slab and basement walls	(\$ 4,000.00)

The original Contract Value was.....	\$	5,017,260.00
Sum of changes by prior Prime Contract Change Orders.....	\$	297,329.20
The Contract Value prior to this Prime Contract Change Order was.....	\$	5,314,589.20
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	(\$	4,000.00)
The new Contract Value including this Prime Contract Change Order will be.....	\$	5,310,589.20
The Contract duration will be changed by.....		0 Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....		

Croxton Collaborative Architects, PC  
 ARCHITECT  
 475 5th Avenue  
 New York, New York 10017  
 Address  
 By Douglas Kot  
 SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

Sweetwater Construction Corporation  
 CONTRACTOR  
 269 Prospect Plains Road  
 Cranbury, New Jersey 08512  
 Address  
 By \_\_\_\_\_  
 SIGNATURE *Jim M. Smith*  
 DATE 9/11/02

*REA* *of* *MTA*

Remington and Vernick Engineers, Inc.  
 OWNER  
 95 Grove Street  
 Haddonfield, NJ 08033-1219  
 Address  
 By \_\_\_\_\_  
 SIGNATURE *[Signature]*  
 DATE \_\_\_\_\_

Remington & Vernick  
 PROJECT COORDINATOR  
 95 Grove Street  
 Haddonfield, New Jersey 08033  
 Address  
 By Matt Taylor  
 SIGNATURE *Matt Taylor*  
 DATE 9/17/02

Township of Willingboro  
 TOWNSHIP REPRESENTATIVE  
 One Salem Road  
 Willingboro, New Jersey 08046  
 Address  
 By Denise Rose  
 SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

# Prime Contract Change Order

Detailed, Grouped by Each Number

**Willingboro Town Center Library**  
 Willingboro Town Center Library  
 4382 Route # 130  
 Willingboro, New Jersey 08046

**Project # 100-1107**  
 Tel: 609-880-1510 Fax: 609-880-1512

**Sweetwater Construction Corporation**

**Date: 8/30/2002**

**To Contractor:**  
 Sweetwater Construction Corporation  
 269 Prospect Plains Road  
 Cranbury, New Jersey 08512

**Architect's Project No:**  
**Contract Date:** 6/19/2001  
**Contract Number:** 100-1107  
**Change Order Number:** 016

**The Contract is hereby revised by the following items:**

Approved PCO 72

PCO	Description	Amount
072	Install Crack Isolation Membrane due to unforeseen conditions.	\$ 6,552.00

The original Contract Value was.....	\$	5,017,260.00
Sum of changes by prior Prime Contract Change Orders.....	\$	293,329.20
The Contract Value prior to this Prime Contract Change Order was.....	\$	5,310,589.20
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$	6,552.00
The new Contract Value including this Prime Contract Change Order will be.....	\$	5,317,141.20
The Contract duration will be changed by.....		0 Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....		

Croxton Collaborative Architects, PC  
**ARCHITECT**  
 475 5th Avenue  
 New York, New York 10017  
 Address  
 By Douglas Kot  
 SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

Sweetwater Construction Corporation  
**CONTRACTOR**  
 269 Prospect Plains Road  
 Cranbury, New Jersey 08512  
 Address  
 By \_\_\_\_\_  
 SIGNATURE Joe Mehl  
 DATE 9/11/02

*NEA of NY*

Remington and Vernick Engineers, Inc.  
**OWNER**  
 95 Grove Street  
 Haddonfield, NJ 08033-1219  
 Address  
 By [Signature]  
 SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

*Need New sheet*

Remington & Vernick  
**PROJECT COORDINATOR**  
 95 Grove Street  
 Haddonfield, New Jersey 08033  
 Address  
 By Matt Taylor  
 SIGNATURE [Signature]  
 DATE 9/17/02

Township of Willingboro  
**TOWNSHIP REPRESENTATIVE**  
 One Salem Road  
 Willingboro, New Jersey 08046  
 Address  
 By Denise Rose  
 SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

# Prime Contract Change Order

Detailed, Grouped by Each Number

**Willingboro Town Center Library**  
 Willingboro Town Center Library  
 4382 Route # 130  
 Willingboro, New Jersey 08048

**Project # 100-1107**  
 Tel: 609-880-1510 Fax: 609-880-1512

**Sweetwater Construction Corporation**

**Date: 8/30/2002**  
**To Contractor:**  
 Sweetwater Construction Corporation

**Architect's Project No:**  
**Contract Date:** 6/19/2001  
**Contract Number:** 100-1107  
**Change Order Number:** 017

**The Contract is hereby revised by the following items:**

Approved PCO 95

PCO	Description	Amount
095	Access Panels per code and access for maintenance	\$ 2,535.00

The original Contract Value was.....	\$	5,017,260.00
Sum of changes by prior Prime Contract Change Orders.....	\$	299,881.20
The Contract Value prior to this Prime Contract Change Order was.....	\$	5,317,141.20
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$	2,535.00
The new Contract Value including this Prime Contract Change Order will be.....	\$	5,319,676.20
The Contract duration will be changed by.....		0 Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....		

Croxton Collaborative Architects, PC  
 ARCHITECT  
 475 5th Avenue  
 New York, New York 10017  
 Address  
 By Douglas Kot  
 SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

Sweetwater Construction Corporation  
 CONTRACTOR  
 Address  
 By \_\_\_\_\_  
 SIGNATURE Joe Magill  
 DATE 9/11/02

REA  
 OWNER  
 Address  
 By \_\_\_\_\_  
 SIGNATURE REA  
 DATE \_\_\_\_\_

Remington & Vernick  
 PROJECT COORDINATOR  
 95 Grove Street  
 Haddonfield, New Jersey 08033  
 Address  
 By Matt Taylor  
 SIGNATURE Matt Taylor  
 DATE 9/17/02

Township of Willingboro  
 TOWNSHIP REPRESENTATIVE  
 One Salem Road  
 Willingboro, New Jersey 08046  
 Address  
 By Denise Rose  
 SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

# Prime Contract Change Order

Detailed, Grouped by Each Number

**Willingboro Town Center Library**  
 Willingboro Town Center Library  
 4382 Route # 130  
 Willingboro, New Jersey 08046

**Project # 100-1107**      **Sweetwater Construction Corporation**  
 Tel: 609-880-1510    Fax: 609-880-1512

**Date: 8/30/2002**

**To Contractor:**  
 Sweetwater Construction Corporation  
 269 Prospect Plains Road  
 Cranbury, New Jersey 08512

**Architect's Project No:**  
**Contract Date:** 6/19/2001  
**Contract Number:** 100-1107  
**Change Order Number:** 018

**The Contract is hereby revised by the following items:**

Approved PCO 96 addressing unforeseen conditions at floor slab prior to finish application

PCO	Description	Amount
096	Prep work to slab at first floor prior to installation of finished product	\$ 10,816.00

The original Contract Value was.....	\$	5,017,260.00
Sum of changes by prior Prime Contract Change Orders.....	\$	302,416.20
The Contract Value prior to this Prime Contract Change Order was.....	\$	5,319,676.20
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$	10,816.00
The new Contract Value including this Prime Contract Change Order will be.....	\$	5,330,492.20
The Contract duration will be changed by.....		0 Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....		

Croxton Collaborative Architects, PC  
**ARCHITECT**  
 475 5th Avenue  
 New York, New York 10017  
 Address \_\_\_\_\_  
 By Douglas Kot  
 SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

Sweetwater Construction Corporation  
**CONTRACTOR**  
 269 Prospect Plains Road  
 Cranbury, New Jersey 08512  
 Address \_\_\_\_\_  
 By \_\_\_\_\_  
 SIGNATURE Joe Matt  
 DATE 9/11/02

Renewal Economic Advisors  
**OWNER**  
 P.O. Box 2429  
 Willingboro, New Jersey 08046  
 Address \_\_\_\_\_  
 By \_\_\_\_\_  
 SIGNATURE [Signature]  
 DATE \_\_\_\_\_

Remington & Vernick  
**PROJECT COORDINATOR**  
 95 Grove Street  
 Haddonfield, New Jersey 08033  
 Address \_\_\_\_\_  
 By Matt Taylor  
 SIGNATURE [Signature]  
 DATE 9/17/02

Township of Willingboro  
**TOWNSHIP REPRESENTATIVE**  
 One Salem Road  
 Willingboro, New Jersey 08046  
 Address \_\_\_\_\_  
 By Denise Rose  
 SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

COPY

**RESOLUTION NO. 2002 – 125**  
**A RESOLUTION AUTHORIZING A CHANGE ORDER**  
**FOR RENEWAL ECONOMIC ADVISORS, LLC**  
**LIBRARY AT TOWN CENTER**

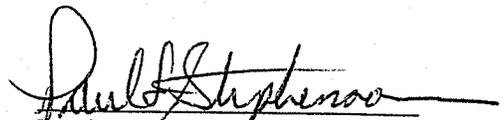
WHEREAS, Willingboro Township Council has contracted with ReNewal Economic Advisors, LLC for work to be done for the Library at the Town Center; and

WHEREAS, Remington & Vernick Engineers (Clerk of the Works) have reviewed and approved Change Orders Number 10 (\$13,608.00), Number 11 (\$17,338.00), Number 12 (\$3,072.00) and Number 13 (\$659.00) to increase the contract to include the items listed in the attached paperwork; and

WHEREAS, The Rules of the Local Finance Board require such change order to be approved by prior resolution of the Township Council;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 27<sup>th</sup> day of August, 2002, as follows:

1. **The Change Order #10** adjusts the contract to include the addition of 3-way valves and thermostat reheat coils to HVAC system as listed in the attached which amounts to \$13,608.00.
2. **The Change Order #11** adjusts the contract to include Millwork removed from Furniture contract (not part of bid document) as listed in the attached which amounts to \$17,338.00
3. **The Change Order #12** adjusts the contract to include the installation of electrical closet walls to full height per code as listed in the attached, which amounts to \$3,072.00.
4. **The Change Order #13** adjusts the contract to include the installation of additional steel plate to support coiling grille as listed in the attached, which amounts to \$659.00.
5. 5% of Change Orders #10 through #13, \$1,733.85 is due to ReNewal as per the Township's Agreement minus \$4.00 error in Res. No. 2002 – 80 for a total due of \$1,729.85.
6. Change Orders No. 10, 11, 12 and 13 and 5 % of those Change Orders adjust the contract from \$5,607,902.38 (including CO's 1 through 9 and 5% of same) to \$5,644,309.23.
7. Copies of this resolution shall be forwarded to the Finance Director, Engineer and Auditor for their information.

  
Paul L. Stephenson, Mayor

Attest:



Marie Annese, RMC  
Township Clerk

CO-REN Lib#3 78 CO-REN Econ Adv  
LLC. 4



RESOLUTION NO. 2002 – 80

**A RESOLUTION AUTHORIZING A CHANGE ORDER  
FOR RENEWAL ECONOMIC ADVISORS, LLC – LIBRARY AT TOWN  
CENTER**

WHEREAS, Willingboro Township Council has contracted with ReNewal Economic Advisors, LLC for work to be done for the Library at the Town Center; and

WHEREAS, Remington & Vernick Engineers (Clerk of the Works) have reviewed and approved Change Orders Number 8 (\$145,368.000) and Number 9 (\$7,719.00) to increase the contract to include the items listed in the attached paperwork; and

WHEREAS, The Rules of the Local Finance Board require such change order to be approved by prior resolution of the Township Council;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 2<sup>nd</sup> day of July, 2002, as follows:

1. The Change Order #8 adjusts the contract to include the three items listed in the attached which amount to \$145,368.00 (specifically excluded from the original contract price).
2. The change Order #9 adjusts the contract to include the one item listed in the attached, which amounts to \$7,719.00.
3. 5% of Change Orders #1 through #9, \$13,034.40 is due to ReNewal as per the Township's Agreement.
4. Change Orders No. 8 and 9 and 5 % of Change Orders #1 through #9 adjust the contract from \$5,441,780.98 to \$5,607,902.38 an increase of \$166,121.40.
5. Copies of this resolution shall be forwarded to the Finance Director, Engineer and Auditor for their information.

\_\_\_\_\_  
Paul L. Stephenson  
Mayor

Attest:

\_\_\_\_\_  
Marie Annese, RMC  
Township Clerk

*Co-RENEWAL ECON ADV LLC  
FOR LIB 3*

COPY

RESOLUTION NO. 2002 – 58 A

A RESOLUTION AMENDING RESOLUTION NO. 2002 – 58 ADOPTED BY WILLINGBORO TOWNSHIP COUNCIL ON APRIL 9, 2002 AUTHORIZING A CHANGE ORDER FOR RENEWAL ECONOMIC ADVISORS, LLC – LIBRARY AT TOWN CENTER

WHEREAS, Willingboro Township Council has contracted with ReNewal Economic Advisors, LLC for work to be done for the Library at the Town Center; and

WHEREAS, Remington & Vernick Engineers (Clerk of the Works) have reviewed and approved Change Orders Number 1 through Number 7 (\$107,520.98) to increase the contract to include the items listed in the paperwork attached to Resolution No. 2002 – 58; and

WHEREAS, The Rules of the Local Finance Board require such change order to be approved by prior resolution of the Township Council;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 2<sup>nd</sup> day of July, 2002, as follows:

Item No. 2 of Resolution No. 2002 – 58 refers to the original contract of \$5,017,260. It has been determined that the wording and amount to be used is total project costs of \$5,334,260.00

Change Orders No 1 through 7 (\$107,520.98) approved by Resolution No. 2002 – 58 adjust the total project costs to \$5,441,780.98.

Copies of this resolution shall be forwarded to the Finance Director, Engineer and Auditor for their information.

Paul L. Stephenson  
Mayor

Attest:

Marie Annese, RMC  
Township Clerk

*CO Res 1500 ADV LLC - Lib Amend*  
*CO Res 1500 ADV LLC*



RESOLUTION NO. 2002 - 58

A RESOLUTION AUTHORIZING A CHANGE ORDER  
FOR RENEWAL ECONOMIC ADVISORS, LLC - LIBRARY AT TOWN CENTER

WHEREAS, Willingboro Township Council has contracted with ReNewal Economic Advisors, LLC for work to be done for the Library at the Town Center; and

WHEREAS, Remington & Vernick Engineers have submitted Change Orders Number 1 through Number 7 (\$107,520.98) to increase the contract to include the items listed in the attached paperwork; and

WHEREAS, The Rules of the Local Finance Board require such change order to be approved by prior resolution of the Township Council;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 9<sup>th</sup> day of April, 2002, as follows:

1. The change orders #1 through #7 adjusts the contract to include the items listed in the attached which amount to \$107,520.98.
2. Change Orders No. 1 through 7 adjust the original contract of \$5,017,260.00 to \$5,124,780.98 an increase of \$107,520.98 which represents an increase of 2%.
3. Copies of this resolution shall be forwarded to the Finance Director, Engineer and Auditor for their information.

\_\_\_\_\_  
Paul L. Stephenson  
Mayor

Attest:

\_\_\_\_\_  
Marie Annese, RMC  
Township Clerk

CO-REN Econ Adv LLC - OR. 3 To

CO-REN Econ Adv LLC  
1

RESOLUTION NO. 2002 - 150

A 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 Council of the Township of Willingboro is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et, seq.; and

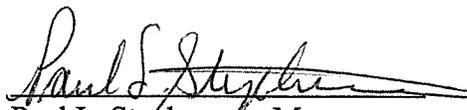
WHEREAS, The Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

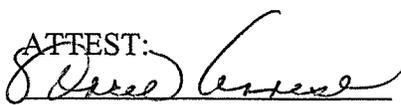
WHEREAS, it is necessary for the Township Council of the Township of Willingboro to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- ✓ (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 appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session on 10/8, 2002, that an Executive Session closed to the public shall be held on 10/8, 2002, at 8:15 p.m. in the Willingboro Township Municipal Complex, One Salem Road, Willingboro, New Jersey, for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon determination of the Township Council that the public interest will no longer be served by such confidentiality.

  
Paul L. Stephenson, Mayor

ATTEST:  
  
Marie Annese, RMC  
Township Clerk

RESOLUTION NO. 2002 - 151

A RESOLUTION TO CANCEL TAXES

WHEREAS, the records of the Tax Collector of the Township of Willingboro indicate the existence of an incorrect assessment as follows:

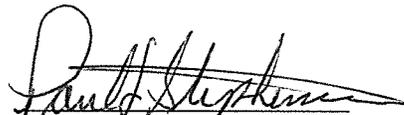
Year	Block/Lot/Qual	Assessed To	Amount
1999	317 / 30	Charles Enoch	\$ 40.75
2000	317 / 30	Charles Enoch	\$ 43.18
2001	317 / 30	Charles Enoch	\$ 43.49
2002	317 / 30	Charles Enoch	\$ 43.98

WHEREAS, the above taxes represent an error in assessments on the above property. There was an added assessment for aluminum siding where none exist; and

WHEREAS, the property owner is due a refund of \$0 for 2001 and 2002 taxes paid.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 8<sup>th</sup> day of October, 2002, that the Tax Collector is hereby authorized and directed to cancel the same pursuant to R.S. 54:4-91.1 and 91.2 and refund the owner for the amount paid in error.

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Tax Collector for her information, attention and compliance.

  
Paul L. Stephenson  
Mayor

Attest:

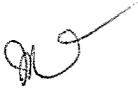
  
Marie Annese, RMC  
Township Clerk

**WILLINGBORO TOWNSHIP**

**INTEROFFICE MEMO**

**DATE:** October 8, 2002

**TO:** Denise Rose

**FROM:** Joanne Diggs 

**SUBJECT:** Cancel Taxes

The attached resolution is to cancel the taxes for added assessments placed on 123 Pheasant Lane for 1999,2000,2001 and 2002. The Inspections Department has confirmed that there is no siding on the house.

C. Marie Annese 

## RESOLUTION TO CANCEL TAXES

**WHEREAS,** The records of the Tax Collector of the Township of Willingboro indicate the existence of an incorrect assessment as follows:

<u>Year</u>	<u>Block/Lot/Qual.</u>	<u>Assessed to</u>	<u>Amount</u>
1999	317/30	Charles Enoch	\$40.75
2000	317/30	Charles Enoch	43.18
2001	317/30	Charles Enoch	43.49
2002	317/30	Charles Enoch	43.98

**AND WHEREAS,** The above taxes represent an error in assessments on the above property. There is an added assessment for aluminum siding a where none exist.

**AND WHEREAS,** The property owner is due a refund of \$0 for 2001 and 2002 taxes paid.

**NOW, THEREFORE BE IT RESOLVED,** by the Township Council of the Township of Willingboro, assembled in public session this \_\_\_\_\_ day of \_\_\_\_\_, 2002 that the Tax Collector is hereby authorized and directed to cancel the same pursuant to R.S. 54:4-91.1 and 91.2 and refund the owner for the amount paid in error.

**BE IT FURTHER RESOLVED,** that copies of this resolution be forwarded to the Tax Collector for her information and attention and compliance.

*Added assessment placed  
in 2001 - Canceled by H '99 & '00 -  
Nothing paid - Cancel*

✓

RESOLUTION NO. 2002 - 152  
A 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 Council of the Township of Willingboro is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et, seq.; and

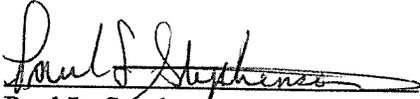
WHEREAS, The Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

WHEREAS, it is necessary for the Township Council of the Township of Willingboro to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- ✓ (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 appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session on 10/22, 2002, that an Executive Session closed to the public shall be held on 10/22, 2002, at 9:00 p.m. in the Willingboro Township Municipal Complex, One Salem Road, Willingboro, New Jersey, for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon determination of the Township Council that the public interest will no longer be served by such confidentiality.

  
Paul L. Stephenson, Mayor

ATTEST:  
  
Marie Annese, RMC  
Township Clerk

Library ✓  
Berkley - Friend ✓  
Credits ✓  
file ✓

**RESOLUTION NO. 2002 - 153**

**A RESOLUTION AWARDING A BID  
FOR LIBRARY FURNITURE & FURNISHINGS  
(DISPLAY CASES)**

WHEREAS, the Township Council of the Township of Willingboro has requested that bids be submitted for Library Display Cases; and

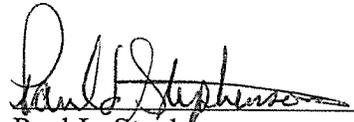
WHEREAS, bids have been received, opened and read in public; and

WHEREAS, it appears to be in the best interest of the Township to accept the bid of **Tri-R Incorporated, 150 Hurffville Road, Blackwood, New Jersey 08012 in the amount of \$58,596.00;** and

WHEREAS, funds are available for this purpose as indicated by the attached Treasurer's Certification.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 22<sup>nd</sup> day of October, 2002, that the bid be accepted as per the attached bid return sheet and recommendation; and

BE IT FURTHER RESOLVED, that the bid be spread upon the minutes of this meeting.

  
Paul L. Stephenson  
Mayor

Attest:

  
Marie Annese, RMC  
Township Clerk

Certification Of Availability of Funds  
-----

This is to certify to the of the TOWNSHIP OF WILLINGBORO that funds for the following resolutions are available.

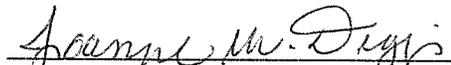
Resolution Date: 10/22/02  
Resolution Number: 2002-153

Vendor: TRI TRI-R INC  
150 HURFFVILLE RD  
BLACKWOOD, NJ 08012

Contract: 02-00035 TRI-R, LIBRARY DISPLAY CASES

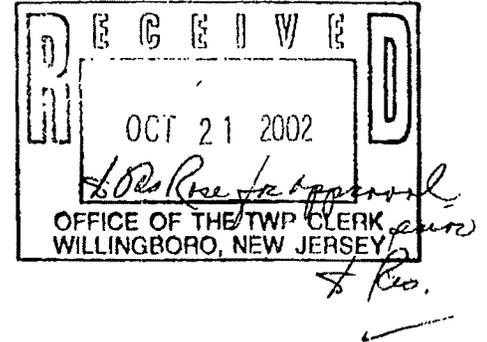
Account Number	Amount	Department
C-04-55-900-002-916	58,596.00	2000 GENERAL CAPITAL
Total	58,596.00	

Only amounts for the 2002 Budget Year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated.

  
\_\_\_\_\_  
Chief Financial Officer

# WILLINGBORO PUBLIC LIBRARY

ONE SALEM ROAD  
WILLINGBORO, NEW JERSEY 08046



October 21, 2002

TO: Willingboro Township Council

FR: Christine H. King, Library Director *[Signature]*

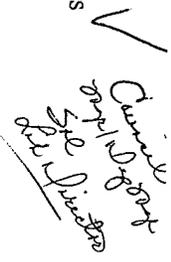
RE: LIBRARY DISPLAY CASES

The following lowest responsible bid for ten (10) library display cases for the new facility is being recommended to you for award. The bid request was responded to by four (4) companies. The bids ranged from the low of \$58,596 to a high of \$65,430.23.

It is recommended that Tri-R Incorporated be awarded the contract in the amount of \$58,596. It is also recommended that a deposit of \$29,298 be forwarded with the order as requested by the vendor.

Bid opened Wed., Oct. 16, 2002 at 10:30 am by Twp. Clerk. Present Chris King, Lib. Dir. and reps from Executive & Corporate Interiors Bid packages to Ms. King for review and recommendation.

### Willingboro Public Library – Furniture & Furnishings Bid Return


  
 ✓
   
 Chris King
   
 Twp. Clerk
   
 10/16/02

Item CCA Code	Quantity	Tri-R Inc.	B.F.I.	Executive	Corporate Interiors
1. DC-1	1	\$ 4,810.	\$ 4,994.19	\$ 4,981.61	\$ 5,147.78
2. DC-2	3	15,888.	16,494.18	16,384.11	16,904.01
3. DC-3	4	27,684.	28,744.20	28,269.76	29,063.00
4. DC-4	2	10,214.	10,604.66	10,544.96	10,891.06
Freight / Del			4,593.00		
<b>TOTAL BID</b>		<b>\$58,596.00</b>	<b>\$65,430.23</b>	<b>\$60,180.44</b>	<b>\$62,005.85</b>

Bid Guarantee	ok	ok	ok	ok	ok
Certificate of Consent of Surety	ok	ok	ok	ok	ok
Disclosure Statement	ok	ok	ok	ok	ok
Non Collusion	ok	ok	ok	ok	ok
Aff. Action Affidavit	ok	ok	ok	ok	ok
Empl. Eligibility Verification	ok	ok	ok	ok	ok
Env. Strategies Info	ok	ok	ok	ok	ok
Bid Bond	ok	ok	ok	ok	ok

RESOLUTION NO. 2002 - 153-A

A 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 Council of the Township of Willingboro is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et. seq.; and

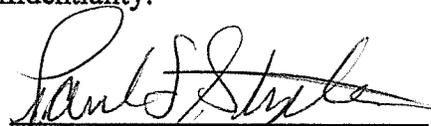
WHEREAS, The Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

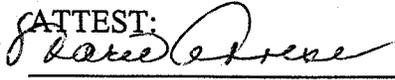
WHEREAS, it is necessary for the Township Council of the Township of Willingboro to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- (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 appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session on Nov. 6, 2002, that an Executive Session closed to the public shall be held on Nov. 6, 2002, at 8:15 p.m. in the Willingboro Township Municipal Complex, One Salem Road, Willingboro, New Jersey, for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon determination of the Township Council that the public interest will no longer be served by such confidentiality.

  
Paul L. Stephenson, Mayor

ATTEST:  
  
Marie Annese, RMC  
Township Clerk

RESOLUTION NO. 2002 - 154

A RESOLUTION TO CANCEL TAXES

WHEREAS, the records of the Tax Collector of the Township of Willingboro indicate the existence of Liens held by an outside lien holder for taxes as follows:

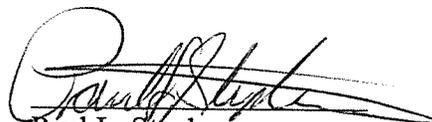
Year	Block/Lot/Qual	Assessed To	Amount
1993	501/46/C200	Willingboro Twp.	\$1,075.28
1994	501/46/C200	Willingboro Twp.	305.05
1996	501/46/C200	Willingboro Twp.	<u>666.02</u>
		Taxes	\$2046.35
		Interest	<u>2129.48</u>
			\$4175.83

WHEREAS, these liens were sold prior to the time that the Township became owner of the property; and

WHEREAS, the Township Council wishes to redeem these liens.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 6<sup>th</sup> day of November, 2002, that the Tax Collector is hereby authorized and directed to cancel the same pursuant to R.S. 54:4-91.1 and 91.2 and redeem the liens and pay accrued interest due to the lien holder.

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Tax Collector for her information, attention and compliance.

  
Paul L. Stephenson  
Mayor

Attest:

  
Marie Annese, RMC  
Township Clerk

## RESOLUTION TO CANCEL TAXES

**WHEREAS**, The records of the Tax Collector of the Township of Willingboro indicate the existence of Liens held by and outside lien holder for taxes as follows:

<u>Year</u>	<u>Block/Lot/Qual.</u>	<u>Assessed to</u>	<u>Amount</u>
1993	501/46/C200	Willingboro Twp	\$1,075.28
1994	501/46/C200	Willingboro Twp	305.05
1996	501/46/C200	Willingboro Twp.	666.02

**AND WHEREAS**, These liens were sold prior to the time that the Township became owner of the property,

**AND WHEREAS**, The Township Council wishes to redeem these liens,

**NOW, THEREFORE BE IT RESOLVED**, by the Township Council of the Township of Willingboro, assembled in public session this \_\_\_\_\_ day of \_\_\_\_\_, 2002 that the Tax Collector is hereby authorized and directed to cancel the same pursuant to R.S. 54:4-91.1 and 91.2 and redeem the liens and pay accrued interest due to the lien holder.

**BE IT FURTHER RESOLVED**, that copies of this resolution be forwarded to the Tax Collector for her information and attention and compliance.

*Paid 4175.83*

<i>Sales</i>	<i>2046.35</i>
<i>Interest</i>	<i>2129.48</i>
	<hr/>
	<i>4175.83</i>

10/25/02  
Janice Diggs

**Shared Service Public Works Equipment cont'd.**

It was the consensus of Council that the Solicitor review and recommend.

**Tax Liens – Kennedy Building**

Ms. Diggs informed Council that the Kennedy building has several tax liens against it. The liens originated when the property was part of the School Board and they rented out space that became taxable, the bills were never paid, we sold them at tax sale and they now have liens on them. The liens total less than \$5,000. All in agreement that this be taken care of ASAP. Ms. Diggs to check and see if a resolution is needed.

On Motion by Deputy Mayor Johnson to pay the taxes on J.F.K.  
Seconded by Councilman Ayer

Roll Call Vote:	Councilman Ayer	Yes
	Deputy Mayor Johnson	Yes
	Mayor Stephenson	Yes

Motion carried.

**Resolution No. 2002 – 151, A Resolution to Cancel Taxes (copy attached).**

Ms. Rose commented that the offices of Finance, Tax Assessor and Inspections have worked diligently during this past year to pick up added assessments prior to the sale of properties. That will generate, starting in November, more than \$200,000 in revenue.

On Motion by Councilman Ayer  
Seconded by Deputy Mayor Johnson

Roll Call Vote:	Councilman Ayer	Yes
	Deputy Mayor Johnson	Yes
	Mayor Stephenson	Yes

Motion carried, Res. No. 2002 – 151 is adopted.

**Fire Prevention Open House – Friday, October 11<sup>th</sup>**

Letter addressed to Capt. McKone from Tony Burnett distributed to Council.

**Resolution No. 2002 – 150, Executive Session, Personnel and Litigation (copy attached).**

On Motion by Councilman Ayer  
Seconded by Deputy Mayor Johnson

Roll Call Vote:	Councilman Ayer	Yes
	Deputy Mayor Johnson	Yes
	Mayor Stephenson	Yes

Motion carried, Res. No. 2002 – 150 is adopted.

**Resolution No. 2002 – 131, Change Orders 1 and 2, Air Control Technology – Held from 8/27/02 for Solicitor's review and recommendation. Continue to Hold.**

✓

**WILLINGBORO TOWNSHIP**

**INTEROFFICE MEMO**

**DATE:** October 8, 2002  
**TO:** Denise Rose  
**FROM:** Joanne Diggs  
**SUBJECT:** Tax Sale Certificates on JFK

There are several outstanding Tax Sale Certificates against John F Kennedy School. The outside certificates were sold in 1994,1995 and 1997 and total about \$5,000.00.

One of the investors has informed us that they intend to begin foreclosure. The amount needed to satisfy that lien holder is \$2,145.28. I recommend that we pay that lien and avoid the attorney fees that the lien holder is entitled to add to the certificate.

C. Marie Annese ✓

**OTL/TTL Lien Inquiry** [X]  
 Exit Help Print Cancel

**Lien Holder's Name & Address**  
 P & A INVESTMENTS, LLC  
 QUAKERBRIDGE EXECUTIVE  
 CEN. SUITE 104 ATTN ELYS  
 LAWRENCEVILLE NJ 08648 Int.Thru Date 10/18/2002

**Owner's Name, Address & Property Location**  
 TWP OF WILLINGBORO%PARAGON UNIFORMS  
 429 JOHN F KENNEDY WAY  
 WILLINGBORO, NJ 08046 Curr. Tax Y/N? N  
 429 JOHN F KENNEDY WAY Curr. Tax Int Thru Date 10/18/2002

Account# 4147627 Certificate # 885  
 Blk/Lot 501 46 C200  
 Sale Date 11/09/1994 Bid % / Premium 18.0000% /

Other TTL Certificates 99  
 Other OTL Certificates 885

Original Principal	425.78
Cost of Sale	15.00
Taxsale Interest	.00
Total Certificate	440.78
Statutory Penalty	8.82
Redemption Fees	32.00
Subsequent Charges	664.30
Redemption Interest	999.38
Current Taxes Due	.00
Current Interest Due	.00
Total Redemption Amount	2,145.28

Penalties & Redemption Fees Original Certificate Details Subsequent Charges Current Taxes

Year	Qtr	DueDate	Description	Principal	Open Balance	Red. Int. Due	Payment Amt.	# Days
2002	3	10/18/2002	STAT. PNLTY BILL	8.82	8.82	.00	8.82	
2002	3		RECORDING FEE BILL	32.00	32.00	.00	32.00	
1994	4	11/09/1994	TAXES BILL	425.78	425.78	608.65	1,034.43	2859
1994	4	11/09/1994	COS BILL	15.00	15.00	21.44	36.44	2859
1994	4	11/09/1994	TAXES BILL	324.65	324.65	206.26	530.91	2859
1994	4	10/18/1996	TAXES BILL	339.65	339.65	163.03	502.68	2160

Cancel

Start Musoft Lien Paym... Account M... OTL/TTL Li... 3:47 PM

**OTL/TTL Lien Inquiry** [X]

Exit Help Print Cancel

**Lien Holder's Name & Address**

TAXSERV CN-1,LLC  
 C/O TAX SERV., LLC  
 2009 NORTH 14TH ST. SUIT  
 ARLINGTON VA 22201

**Owner's Name, Address & Property Location**

TWP OF WILLINGBORO%PARAGON UNIFORMS  
 429 JOHN F KENNEDY WAY  
 WILLINGBORO, NJ 08046  
 429 JOHN F KENNEDY WAY

Account# 4147627 Certificate # 1084  
 Blk/Lot 501 46 C200  
 Sale Date 10/25/1995 Bid % / Premium 18.0000% /

Int.Thru Date 10/18/2002  
 Curr. Tax Y/N ? N  
 Curr. Tax Int Thru Date 10/18/2002  
 Other TTL Certificates 99  
 Other OTL Certificates 1084

Original Principal 304.05  
 Cost of Sale 15.00  
 Taxsale Interest .00  
 Total Certificate 319.05  
 Statutory Penalty 6.38  
 Redemption Fees 32.00  
 Subsequent Charges .00  
 Redemption Interest 400.89  
 Current Taxes Due .00  
 Current Interest Due .00  
 Total Redemption Amount 758.32

Penalties & Redemption Fees  Original Certificate Details  Subsequent Charges  Current Taxes

Year	Otr	DueDate	Description	Principal	Open Balance	Red. Int. Due	Payment Amt.	# Days
2002	3	10/18/2002	STAT. PNLTY BILL	6.38	6.38	.00	6.38	
2002	3		RECORDING FEE BILL	32.00	32.00	.00	32.00	
1995	4	10/25/1995	TAXES BILL	304.05	304.05	382.04	686.09	2513
1995	4	10/25/1995	COS BILL	15.00	15.00	18.85	33.85	2513

Cancel

**Lien Holder's Name & Address**

TAXSERV CN-1,LLC  
 C/O TAX SERV., LLC  
 2009 NORTH 14TH ST. SUIT  
 ARLINGTON VA 22201

**Owner's Name, Address & Property Location**

TWP OF WILLINGBORO%PARAGON UNIFORMS  
 429 JOHN F KENNEDY WAY  
 WILLINGBORO, NJ 08046  
 429 JOHN F KENNEDY WAY

Int. Thru Date 10/18/2002

Curr. Tax Y/N? N

Curr. Tax Int Thru Date 10/18/2002

Other TTL Certificates 99

Other OTL Certificates 970063

Original Principal	347.31
Cost of Sale	15.00
Taxsale Interest	.00
Total Certificate	362.31
Statutory Penalty	7.25
Redemption Fees	32.00
Subsequent Charges	318.71
Redemption Interest	551.96
Current Taxes Due	.00
Current Interest Due	.00
Total Redemption Amount	1,272.23

Account# 4147627 Certificate # 970063

Blk/Lot 501 46 C200

Sale Date 10/22/1997 Bid % / Premium 18.0000% /

Penalties & Redemption Fees Original Certificate Details Subsequent Charges Current Taxes

Year	Qtr	DueDate	Description	Principal	Open Balance	Red. Int. Due	Payment Amt.	# Days
2002	3	10/18/2002	STAT. PNLT Y BILL	7.25	7.25	.00	7.25	
2002	3		RECORDING FEE BILL	32.00	32.00	.00	32.00	
1997	4	10/22/1997	TAXES BILL	347.31	347.31	311.88	659.19	1796
1997	4	10/22/1997	COS BILL	15.00	15.00	13.47	28.47	1796
1997	4	10/21/1998	TAXES BILL	235.13	235.13	168.94	404.07	1437
1997	4	12/18/1998	TAXES BILL	83.58	83.58	57.67	141.25	1380

Cancel

RESOLUTION NO. 2002 – 155

**A RESOLUTION AWARDING A BID FOR  
A 2003 PICK UP TRUCK AND A 2003 DUMP TRUCK**

WHEREAS, the Township Council of the Township of Willingboro requested that bids be submitted for a 2003 Pick Up Truck and a 2003 Dump Truck; and

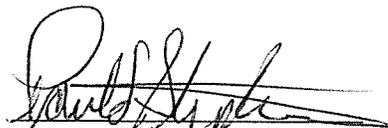
WHEREAS, bids have been received, opened and read in public; and

WHEREAS, it appears to be in the best interest of the Township to accept the bid of Princeton Nassau, 902 Rt. 206, Princeton, N. J. 08540 in the amount of \$28,542.00 (no trade) for the 2003 Pick Up Truck and the bid of Freedom International, 6601 New State Road, Philadelphia, Pa., 19135 in the amount of \$94,982.00 (no trade) for the 2003 Dump Truck; and

WHEREAS, funds are available for this purpose as indicated by the attached Treasurer's Certification.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 6<sup>th</sup> day of November, 2002, that the bids be accepted as per the attached bid return sheets and recommendation; and

BE IT FURTHER RESOLVED, that the bids be spread upon the minutes of this meeting.

  
Paul L. Stephenson, Mayor

Attest:

  
Marie Annese, RMC  
Township Clerk

Certification Of Availability of Funds  
-----

This is to certify to the of the TOWNSHIP OF WILLINGBORO that funds for the following resolutions are available.

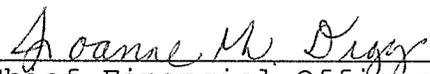
Resolution Date: 11/06/02  
Resolution Number: 2002-155

Vendor: PRINC PRINCETON NASSAU  
902 ROUTE 206  
PRINCETON, NJ 08540

Contract: 02-00037 PRINCETON NASSAU-2003 PICK UP

Account Number	Amount	Department
C-04-55-902-001-901	28,542.00	2002 GENERAL CAPITAL
Total	28,542.00	

Only amounts for the 2002 Budget Year have been certified.  
Amounts for future years are contingent upon sufficient funds being appropriated.

  
\_\_\_\_\_  
Chief Financial Officer

Certification Of Availability of Funds  
-----

This is to certify to the of the TOWNSHIP OF WILLINGBORO that funds for the following resolutions are available.

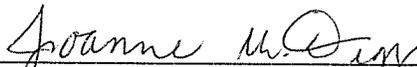
Resolution Date: 11/06/02  
Resolution Number: 2002-155

Vendor: FREED050 FREEDOM INTERNATIONAL TRUCKS  
6601 NEW STATE ROAD  
PHILADELPHIA, PA 19135

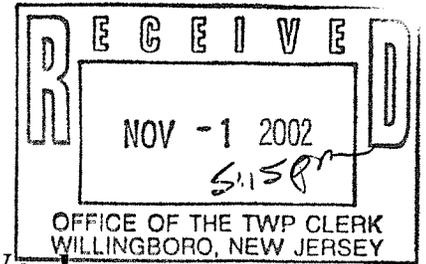
Contract: 02-00038 FREEDOM INT'L 2003 DUMP TRUCK

Account Number	Amount	Department
C-04-55-902-001-900	94,982.00	2002 GENERAL CAPITAL
Total	94,982.00	

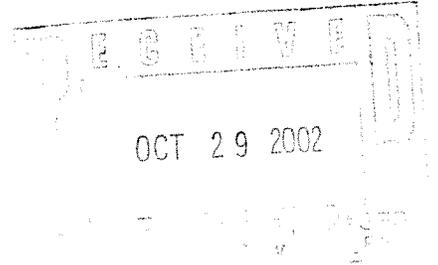
Only amounts for the 2002 Budget Year have been certified.  
Amounts for future years are contingent upon sufficient funds being appropriated.

  
\_\_\_\_\_  
Chief Financial Officer

**Township of Willingboro**  
**Department of Recreation/Public Works**



**Interoffice Memorandum**



**October 29, 2002**

**TO: DENISE ROSE, TOWNSHIP MANAGER**  
**FROM: HARRY W. McFARLAND, SUPERINTENDENT**  
**RE: TRUCK BIDS**

---

After reviewing the truck bids, I am recommending the acceptance of the following:

**2003 Pick-up Truck – Princeton Nassau bid of \$28,542. No Trade.**

**2003 Dump Truck – Freedom International Truck bid of \$94,982.00. No Trade.**

The cost of the dump truck is high because the vehicle is a heavy-duty unit that carries the salt spreader. The anticipated life is at least 10 years. All vehicles met the specifications of the Department. All funds are included in the 2002 Capital Budget.

**Harry W. McFarland**  
**Recreation Superintendent**  
**Superintendent of Public Works**

HWM/mcg

DR-Truck Bids

BID RETURN SHEET

BIDDERS NAMES

2003 PICK-UP TRUCK  
 Princeton Plaza  
 Nassau Ford / *Mark's Fleet* O'Connor Truck

A. As per specs. no trade	\$28,542.00	\$30,938.00	\$32,602.00	
B. As per spec. with trade	NONE	-\$2,700.00	-\$1,200.00	\$28,238.00
				\$31,402.00

DOCUMENTS: Bid Guarantee

Disclosure Statement	✓	✓	✓	
Non-Collusion	✓	✓	✓	
Aff. Action Affidavit	✓	✓	✓	
Employment Eligibility	✓	✓	✓	
Certificate Consent of Surety	✓	✓	✓	
Bid Bond	✓	✓	✓	



**RESOLUTION NO. 2002 – 156**

**A RESOLUTION AWARDING A BID FOR  
POLICE DEPARTMENT VEHICLES**

WHEREAS, the Township Council of the Township of Willingboro has requested that bids be submitted for Police Department Vehicles; and

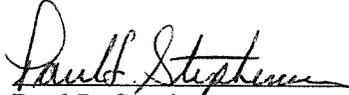
WHEREAS, bids have been received, opened and read in public; and

WHEREAS, it appears to be in the best interest of the Township to accept the bid of Hertrich Fleet Sales, 695 N. DuPont Blvd., Milford, Delaware 19963 for (Schedule A-1 Lease) **three 2003 Explorer XLS V-6 4WD vehicles** at \$23,346.00 each, minus \$9,000.00 trade, \$61,038.00 plus interest for a **payment of \$21,434.72 per year for three years**, and for (Schedule B Capital purchase) **one 2003 Expedition from Hertrich for \$25,584.00**; and

WHEREAS, funds are available for this purpose as indicated by the attached Treasurer's Certification.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 26<sup>th</sup> day of November, 2002, that the bids be accepted as per the attached bid return sheet and recommendation; and

BE IT FURTHER RESOLVED, that the bids be spread upon the minutes of this meeting.

  
Paul L. Stephenson  
Mayor

Attest:

  
Marie Annese, RMC  
Township Clerk

Certification Of Availability of Funds  
-----

This is to certify to the of the TOWNSHIP OF WILLINGBORO that funds for the following resolutions are available.

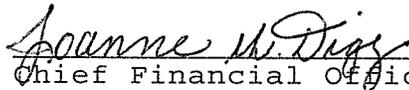
Resolution Date: 11/06/02  
Resolution Number: 2002-156

Vendor: HERTR050 HERTRICH FLEET SERVICES  
695 N DUPONT BLVD  
MILFORD, NJ 19963

Contract: 02-00039 HERTRICH EXPEDITION VEHICLE

Account Number	Amount	Department
C-04-55-902-001-901	25,584.00	2002 GENERAL CAPITAL
Total	25,584.00	

Only amounts for the 2002 Budget Year have been certified.  
Amounts for future years are contingent upon sufficient funds being appropriated.

  
\_\_\_\_\_  
Chief Financial Officer

BID OPENED TUESDAY, OCTOBER 15, 2002 at 10:45 AM by Township Clerk and Officer Bieniek with rep from Winner  
 To Officer Bieniek for review and recommendation 10/16/

**"Bid Return Sheet"**

**Option "A" - Purchase Price**

Purchase price of vehicle (unit price)

Trade-in figure (if applicable)

"Base Cost" Warranty (3yr - 100,000 miles "0" deductible)

Price per unit deduct trade (if applicable) includes warranty

**Option "B" - Lease Purchase 36 Monthly Payments**

Purchase price of vehicle (unit price)

Trade-in figure (if applicable)

Total payment for term of lease (36 months) per vehicle

Monthly payment per vehicle

Annual percentage rate

Extended Warranty "Base Cost" per vehicle (3yr - 100,000 miles "0" deductible) must supply warranty coverage documents

Total monthly cost includes warranty (includes trade in figure if applicable)

**Option "C" - Lease Purchase 5 Annual Payments**

Purchase price of vehicle (unit price)

Trade-in figure (if applicable)

Total payment for term of lease (5 years) per vehicle

Annual payment per vehicle

Annual percentage rate

Extended Warranty "Base Cost" per vehicle (3yr - 100,000 miles "0" deductible) must supply warranty coverage documents

Total Annual payment cost (including warranty) per vehicle (including trade-in figure if applicable)

**DOCUMENTS:** Bid Guarantee

Disclosure Statement

Non-Collusion

Aff. Action Affidavit

Employment Eligibility

Certificate Consent of Surety

HERTRICH FLEET Schedule "A-1"

\$23,346

NONE

N/A

\$23,346

\$23,346

NONE

\$25,280.28

\$702.23

5.55%

N/A

\$702.23

\$23,346

NONE

\$24,595.26

\$8,198.42

5.45%

N/A

\$8,198.42

HERTRICH "A-2"

\$21,417

N/A

N/A

\$21,417

\$21,417

N/A

\$23,191.56

\$644.21

5.55%

N/A

\$644.21

\$21,417

N/A

\$22,563.03

\$7,521.01

5.45%

N/A

\$7,521.01

HERTRICH "B"

\$25,584

N/A

N/A

\$25,584

\$25,584

N/A

\$27,489.96

\$763.61

5.00%

N/A

\$763.61

\$25,584

N/A

\$26,817.15

\$8,939.05

4.90%

N/A

\$8,939.05

HERTRICH "C"

\$21,414

N/A

N/A

\$24,689

\$21,414

N/A

\$23,188.32

\$644.12

5.55%

\$3,275

\$742.62

\$21,414

N/A

\$22,559.88

\$7,519.96

5.45%

\$3,275

\$8,670.04

WINNER LOSS "C" ONLY

\$20,969

N/A

N/A

\$3,075

\$24,044

N/A

\$20,969

\$23,357.16

\$648.81

\$3,075

\$742.61

\$20,969 +300 DOC FEE

N/A

\$22,611.42

\$7,537.14

-6.45

\$3,075

\$8,626.83



# Hertrich Fleet Services, Inc.

# FAX

695 North DuPont Boulevard  
Milford, DE 19963

Sch AIL

To: Willingboro PD  
Bob Brienek  
609 835-0138

From:  
Russ Evans  
 Mike Wright  
Susan Hickey

Date: 11/1/02  
Number of Pages:  
Phone: 302-422-3300  
Fax: 302-424-5286  
E-Mail: russ.evans@hertrichfleet.com

Remarks:

Car # 14 \$3000.  
Car # 15 \$3000.  
Car # 16 \$3000.

(3) Explorer XLS V6  
4WD @ \$23346 ea.  
\$70038.

\$9000 TRADES

\$70038. - (9000 TRADES) = \$61038. (Amt to be financed)

Monthly Payments: Rate = 5.55% Factor: .030079

$61038 \times .030079 = \$1835.97 / \text{month}$

$\$1835.97 \times 36 \text{ months} = \underline{\underline{\$66094.92}}$  Total Cost of Lease

Annual Payments: Rate = 5.45% Factor = .351170

$61038. \times .351170 = \underline{\underline{\$21434.72 / \text{year}}}$

$\underline{\underline{\$21434.72}} \times 3 \text{ yrs} = \underline{\underline{\$64304.16}}$  Total Cost of Lease

thanks

RESOLUTION NO. 2002 – 157

**A RESOLUTION AUTHORIZING CHANGE ORDERS FOR  
RENEWAL ECONOMIC ADVISORS, LLC, LIBRARY AT  
TOWN CENTER**

WHEREAS, Willingboro Township Council has contracted with ReNewal Economic Advisors, LLC for work to be done for the Library at the Town Center; and

WHEREAS, Remington & Vernick Engineers (Clerk of the Works) have reviewed and approved Change Orders Number 19 through Number 25 to increase the contract to include the items listed in the attached paperwork; and

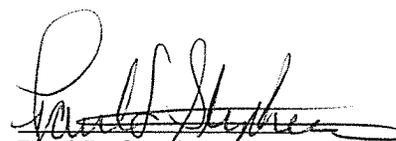
WHEREAS, the Rules of the Local Finance Board require such change orders to be approved by prior resolution of the Township Council;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 6<sup>th</sup> day of November, 2002, as follows:

1. Change Order #19 (\$ 1,470.00) Credit
2. Change Order #20 Void – Reduction realized in modified CO #16.
3. Change Order #21 \$50,000.00 Eliminate Credit offered in CO #6
4. Change Order #22 \$ 4,600.00 Revise layout of elevator pit
5. Change Order #23 \$ 1,504.00 Add fire dampers
6. Change Order #24 \$ 4,560.00 Concrete slab repair
7. Change Order #25 \$58,663.00 Front canopy and signage in excess of contract budget allowance
  
8. Change Orders 19-25 result in an increase of \$117,857.00 plus 5% of same \$5,892.85 (due ReNewal as per agreement) for a total increase of \$123,749.85.
9. Copies of this resolution shall be forwarded to the Finance Director, Engineer and Auditor for their information.

Attest:

  
Marie Annese, RMC  
Township Clerk

  
Paul L. Stephenson  
Mayor

Certification Of Availability of Funds  
-----

This is to certify to the of the TOWNSHIP OF WILLINGBORO that funds for the following resolutions are available.

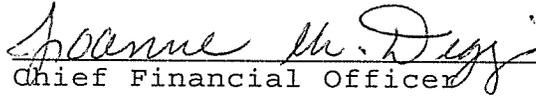
Resolution Date: 11/06/02  
Resolution Number: 2002-157

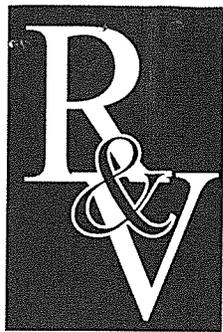
Vendor: RENEW050 RENEWAL ECONOMIC ADVISORS, LLC  
ONE GATEWAY CENTER  
9TH FLOOR  
NEWARK, NJ 07102

Contract: 02-00022 BAL SWEETWATER & RENEWAL 6/02

Account Number	Amount	Department
C-04-55-900-002-916	123,749.85	2000 GENERAL CAPITAL
Total	123,749.85	

Only amounts for the 2002 Budget Year have been certified.  
Amounts for future years are contingent upon sufficient funds being appropriated.

  
\_\_\_\_\_  
Chief Financial Officer



Remington & Vernick Engineers  
 Remington, Vernick & Vena Engineers  
 Remington, Vernick & Beach Engineers  
 Remington, Vernick & Walberg Engineers

EDWARD VERNICK, P.E., C.M.E., President  
 CRAIG F. REMINGTON, P.L.S., P.P., Vice President

EXECUTIVE VICE PRESIDENTS  
 Michael D. Vena, P.E., P.P., C.M.E.  
 Edward J. Walberg, P.E., P.P., C.M.E.  
 Thomas F. Beach, P.E., C.M.E.

DIRECTOR OF OPERATIONS  
 CORPORATE SECRETARY  
 Bradley A. Blubaugh, B.A., M.P.A.

SENIOR ASSOCIATES  
 John J. Cantwell, P.E., P.P., C.M.E.  
 Alan Dittenhofer, P.E., P.P., C.M.E.  
 Frank J. Seney, Jr., P.E., P.P., C.M.E.  
 Terence Vogt, P.E., P.P., C.M.E.  
 Dennis K. Yoder, P.E., P.P., C.M.E.

**Remington & Vernick Engineers**

232 Kings Highway East  
 Haddonfield, NJ 08033  
 (856) 795-9595  
 (856) 795-1882 (fax)

18 East Broad Street  
 Burlington City, NJ 08016  
 (609) 387-7053  
 (609) 387-5320 (fax)

**Remington, Vernick & Vena Engineers**

9 Allen Street  
 Toms River, NJ 08753  
 (732) 286-9220  
 (732) 505-8416 (fax)

**Remington, Vernick & Walberg Engineers**

845 North Main Street  
 Pleasantville, NJ 08232  
 (609) 645-7110  
 (609) 645-7076 (fax)

4907 New Jersey Avenue  
 Wildwood City, NJ 08260  
 (609) 522-5150  
 (609) 522-5313 (fax)

9550 Highland Street  
 2<sup>nd</sup> Level  
 Mauricetown, NJ 08329  
 (609) 785-7000  
 (609) 785-3125 (fax)

**Remington, Vernick & Beach Engineers**

922 Fayette Street  
 Conshohocken, PA 19428  
 (610) 940-1050  
 (610) 940-1161 (fax)

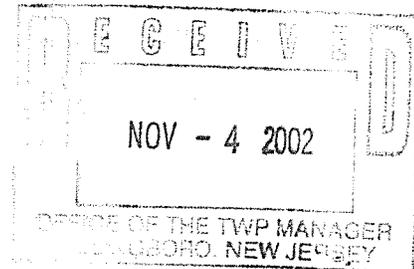
University Office Plaza  
 Commonwealth Building  
 260 Chapman Road, Ste. 104F  
 Newark, DE 19702  
 (302) 266-0212  
 (302) 266-6208 (fax)

www.rve.com

**Established in 1901**

November 1, 2002

Ms. Denise Rose, Township Manager  
 Willingboro Township  
 One Salem Road  
 Willingboro, NJ 018436



Re: Library at Town Center - Change Orders #19-#25

Dear Ms. Rose:

Enclosed, please find a copy of Change Order #19-#25 for the above referenced project. Executed originals have been submitted to your office by Renewal Economic Advisors. Remington & Vernick Engineers has reviewed the change orders for appropriateness under the contract documents and verified the costs and/or credits as reasonable and just. We therefore recommend approval of a change to the Renewal Economic Advisors, LLC contract in the following amount:

- CO#19\$ (1,470.00) Credit for change to McAvoy TK Red brick.
- CO#20 Void. Reduction realized in modified CO#16.
- CO#21\$ 50,000.00 Eliminate credit offered in CO#6 for unrealized buy-out savings.
- CO#22\$ 4,600.00 Revise layout of elevator pit requiring additional steel support.
- CO#23\$ 1,504.00 Add fire dampers to HVAC ductwork per DCA code requirements.
- CO#24\$ 4,560.00 Concrete slab repair required for revised mechanical room layout.
- CO#25\$ 58,663.00 Front canopy and signage in excess of contract budget allowance.

Total \$117,857.00 -----Total to Date (CO#1-#19) \$431,088.98

**Additionally, per contract documents Renewal Economic Advisors is entitled to 5% of change orders equally \$5,892.85.**

Should you have any further questions or require additional information, please contact our office at (856) 795-9596.

Sincerely yours,  
**REMINGTON & VERNICK ENGINEERS, INC.**

*Matthew L. Taylor*  
 Matthew L. Taylor  
 Project Manager

Enclosure (s)

cc: Edward Vernick, P.E., C.M.E., President, Craig Remington, P.L.S., P.P., Vice President, K. Wendell Bibbs, P.E., Anthony W. Donofrio, C.M.I., E.T., Chief Inspector, Paul K. Martin, Construction Manager, Steve Jaffe, Renewal Economic Advisors, John Seitz, Croxton Collaborative Architects, Joe O'Neill, Sweetwater Construction Corp., Barabara Lightfoot, Willingboro

# Prime Contract Change Order

Detailed, Grouped by Each Number

**Willingboro Town Center Library**  
Willingboro Town Center Library  
4382 Route # 130  
Willingboro, New Jersey 08046

**Project # 100-1107**      **Sweetwater Construction Corporation**  
Tel: 609-880-1510      Fax: 609-880-1512

**Date: 10/31/2002**

**To Contractor:**  
Sweetwater Construction Corporation  
269 Prospect Plains Road  
Cranbury, New Jersey 08512

**Architect's Project No:**  
**Contract Date:** 6/19/2001  
**Contract Number:** 100-1107  
**Change Order Number:** 021

The Contract is hereby revised by the following items:

PCO 97 reverse buy-outs not realized

PCO	Description	Amount
097	Reverse \$50,000.00 credit cost savings not realized	\$ 50,000.00

Per meeting 10/17/02 at town hall.

The original Contract Value was.....	\$	5,017,280.00
Sum of changes by prior Prime Contract Change Orders.....	\$	306,848.20
The Contract Value prior to this Prime Contract Change Order was.....	\$	5,324,108.20
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$	50,000.00
The new Contract Value including this Prime Contract Change Order will be.....	\$	5,374,108.20
The Contract duration will be changed by.....		0 Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....		

Croxton Collaborative Architects, PC

ARCHITECT  
475 5th Avenue  
New York, New York 10017

Address

By Douglas Kot

SIGNATURE *John Seitz*

DATE 10.31.02

Sweetwater Construction Corporation

CONTRACTOR  
269 Prospect Plains Road  
Cranbury, New Jersey 08512

Address

By Joe O'Neill

SIGNATURE *Joe O'Neill*

DATE 10/31/02

Renewal Economic Advisors

OWNER  
P.O. Box 2429  
Willingboro, New Jersey 08046

Address

By Stephen Jaffe

SIGNATURE *Stephen Jaffe*

DATE 10/31/02

Remington & Vernick  
PROJECT COORDINATOR  
95 Grove Street  
Haddonfield, New Jersey 08033

Address

By Matt Taylor

SIGNATURE *Matt Taylor*

DATE 11/1/02

Township of Willingboro  
TOWNSHIP REPRESENTATIVE  
One Salem Road  
Willingboro, New Jersey 08046

Address

By Denise Rose

SIGNATURE *Denise Rose*

DATE 11/25/02

# Prime Contract Change Order

Detailed, Grouped by Each Number

**Willingboro Town Center Library**  
Willingboro Town Center Library  
4382 Route # 130  
Willingboro, New Jersey 08046

**Project # 100-1107**  
Tel: 609-880-1510 Fax: 609-880-1512

**Sweetwater Construction Corporation**

Date: 10/31/2002

To Contractor:  
Sweetwater Construction Corporation  
269 Prospect Plains Road  
Cranbury, New Jersey 08512

Architect's Project No:  
Contract Date: 6/19/2001  
Contract Number: 100-1107  
Change Order Number: 022

The Contract is hereby revised by the following items:

Value engineering not realized PCO's 41 and 79

PCO	Description		Amount
079	Location and opening change at elevator requiring new steel	\$	2,600.00
041	Layout Elevator Pit	\$	2,000.00

This money was approved at meeting 10/17/02 at town hall

The original Contract Value was.....	\$	5,017,260.00
Sum of changes by prior Prime Contract Change Orders.....	\$	356,848.20
The Contract Value prior to this Prime Contract Change Order was.....	\$	5,374,108.20
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$	4,600.00
The new Contract Value including this Prime Contract Change Order will be.....	\$	5,378,708.20
The Contract duration will be changed by.....		0 Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....		

Croxton Collaborative Architects, PC  
ARCHITECT  
475 5th Avenue  
New York, New York 10017  
Address  
By Douglas Kot  
SIGNATURE John Seitz  
DATE 10.31.02

Sweetwater Construction Corporation  
CONTRACTOR  
269 Prospect Plains Road  
Cranbury, New Jersey 08512  
Address  
By Jos O'Neill  
SIGNATURE Jos O'Neill  
DATE 10/31/02

Renewal Economic Advisors  
OWNER  
P.O. Box 2429  
Willingboro, New Jersey 08046  
Address  
By Stephen Jaffe  
SIGNATURE Stephen Jaffe  
DATE 10/31/02

Remington & Vernick  
PROJECT COORDINATOR  
95 Grove Street  
Haddonfield, New Jersey 08033  
Address  
By Matt Taylor  
SIGNATURE Matt Taylor  
DATE 11/1/02

Township of Willingboro  
TOWNSHIP REPRESENTATIVE  
One Salem Road  
Willingboro, New Jersey 08046  
Address  
By Denise Rose  
SIGNATURE Denise Rose  
DATE 11/25/02

# Prime Contract Change Order

Detailed, Grouped by Each Number

**Willingboro Town Center Library**  
Willingboro Town Center Library  
4382 Route # 130  
Willingboro, New Jersey 08046

**Project # 100-1107**      **Sweetwater Construction Corporation**  
Tel: 609-880-1510    Fax: 609-880-1512

**Date: 10/31/2002**  
**To Contractor:**  
Sweetwater Construction Corporation  
269 Prospect Plains Road  
Cranbury, New Jersey 08512

**Architect's Project No:**  
**Contract Date:** 6/19/2001  
**Contract Number:** 100-1107  
**Change Order Number:** 023

**The Contract is hereby revised by the following items:**

Fire dampers required per code PCO 74

PCO	Description		Amount
074	Add (2) 12x12 and (1) fire damper per sketch-6 Rev 2 by CCA	\$	1,504.00

This money was approved at town hall meeting 10/17/02

The original Contract Value was.....	\$	5,017,260.00
Sum of changes by prior Prime Contract Change Orders.....	\$	361,448.20
The Contract Value prior to this Prime Contract Change Order was.....	\$	5,378,708.20
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$	1,504.00
The new Contract Value including this Prime Contract Change Order will be.....	\$	5,380,212.20
The Contract duration will be changed by.....		0 Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....		

Croxton Collaborative Architects, PC  
**ARCHITECT**  
475 5th Avenue  
New York, New York 10017  
Address  
By Douglas Kot  
SIGNATURE John Seitz  
DATE 10.31.02

Sweetwater Construction Corporation  
**CONTRACTOR**  
269 Prospect Plains Road  
Cranbury, New Jersey 08512  
Address  
By Joe O'Neill  
SIGNATURE Joe O'Neill  
DATE 10/31/02

Renewal Economic Advisors  
**OWNER**  
P.O. Box 2429  
Willingboro, New Jersey 08046  
Address  
By Stephen Jaffe  
SIGNATURE Stephen Jaffe  
DATE 10/31/02

Remington & Vernick  
**PROJECT COORDINATOR**  
95 Grove Street  
Haddonfield, New Jersey 08033  
Address  
By Matt Taylor  
SIGNATURE Matt Taylor  
DATE 11/1/02

Township of Willingboro  
**TOWNSHIP REPRESENTATIVE**  
One Salem Road  
Willingboro, New Jersey 08046  
Address  
By Denise Rose  
SIGNATURE Denise Rose  
DATE 11/25/02

# Prime Contract Change Order

Detailed, Grouped by Each Number

**Willingboro Town Center Library**  
Willingboro Town Center Library  
4382 Route # 130  
Willingboro, New Jersey 08046

**Project # 100-1107**  
Tel: 609-880-1510 Fax: 609-880-1512

**Sweetwater Construction Corporation**

**Date: 10/31/2002**  
**To Contractor:**  
Sweetwater Construction Corporation  
269 Prospect Plains Road  
Cranbury, New Jersey 08512

**Architect's Project No:**  
**Contract Date:** 6/19/2001  
**Contract Number:** 100-1107  
**Change Order Number:** 024

**The Contract is hereby revised by the following items:**

Per code requirement extension of Mechanical room size DCA required

PCO	Description		Amount
060	Additional Saw cutting and removal of debris for Mechanical Room Floor Drawings	\$	4,560.00

This work was approved at town hall meeting 10/17/02

The original Contract Value was.....	\$	5,017,260.00
Sum of changes by prior Prime Contract Change Orders.....	\$	362,952.20
The Contract Value prior to this Prime Contract Change Order was.....	\$	5,380,212.20
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$	4,560.00
The new Contract Value including this Prime Contract Change Order will be.....	\$	5,384,772.20
The Contract duration will be changed by.....		0 Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....		

Croxton Collaborative Architects, PC  
**ARCHITECT**  
475 5th Avenue  
New York, New York 10017  
Address  
By Douglas Kot  
SIGNATURE John Seitz  
DATE 10.31.02

Sweetwater Construction Corporation  
**CONTRACTOR**  
269 Prospect Plains Road  
Cranbury, New Jersey 08512  
Address  
By Joe O'Neill  
SIGNATURE Joe O'Neill  
DATE 10/31/02

Renewal Economic Advisors  
**OWNER**  
P.O. Box 2429  
Willingboro, New Jersey 08046  
Address  
By Stephen Jaffe  
SIGNATURE Stephen Jaffe  
DATE 10/31/02

Remington & Vernick  
**PROJECT COORDINATOR**  
95 Grove Street  
Haddonfield, New Jersey 08033  
Address  
By Matt Taylor  
SIGNATURE Matt Taylor  
DATE 11/1/02

Township of Willingboro  
**TOWNSHIP REPRESENTATIVE**  
One Salem Road  
Willingboro, New Jersey 08046  
Address  
By Denise Rose  
SIGNATURE Denise Rose  
DATE 11/25/02

# Prime Contract Change Order

Detailed, Grouped by Each Number

**Willingboro Town Center Library**  
Willingboro Town Center Library  
4382 Route # 130  
Willingboro, New Jersey 08048

**Project # 100-1107**  
Tel: 609-880-1510 Fax: 609-880-1512

**Sweetwater Construction Corporation**

**Date: 10/31/2002**

**To Contractor:**  
Sweetwater Construction Corporation  
269 Prospect Plains Road  
Cranbury, New Jersey 08512

**Architect's Project No:**  
**Contract Date:** 6/19/2001  
**Contract Number:** 100-1107  
**Change Order Number:** 025

**The Contract is hereby revised by the following items:**

Final cost for all canopy work at Library project PCO 98

PCO	Description		Amount
098	Final cost canopies	\$	58,663.00

This PCCO requested 10/30/02

The original Contract Value was.....	\$	5,017,260.00
Sum of changes by prior Prime Contract Change Orders.....	\$	367,512.20
The Contract Value prior to this Prime Contract Change Order was.....	\$	5,384,772.20
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$	58,663.00
The new Contract Value including this Prime Contract Change Order will be.....	\$	5,443,435.20
The Contract duration will be changed by.....		0 Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....		

Croxton Collaborative Architects, PC  
**ARCHITECT**  
475 5th Avenue  
New York, New York 10017  
Address  
By Douglas Kot  
SIGNATURE John Seitz  
DATE 10.31.02

Sweetwater Construction Corporation  
**CONTRACTOR**  
269 Prospect Plains Road  
Cranbury, New Jersey 08512  
Address  
By \_\_\_\_\_  
SIGNATURE [Signature]  
DATE 10/31/02

*Deborah Blome*  
~~Sweetwater Construction Corporation~~  
**OWNER**  
269 Prospect Plains Road  
Cranbury, New Jersey 08512  
Address  
By \_\_\_\_\_  
SIGNATURE [Signature]  
DATE 10/31/02

Remington & Vernick  
**PROJECT COORDINATOR**  
95 Grove Street  
Haddonfield, New Jersey 08033  
Address  
By Matt Taylor  
SIGNATURE [Signature]  
DATE 11/1/02

Township of Willingboro  
**TOWNSHIP REPRESENTATIVE**  
One Salem Road  
Willingboro, New Jersey 08046  
Address  
By Denise Rose  
SIGNATURE [Signature]  
DATE 11/2/02

**WILLINGBORO TOWNSHIP**

**ONE SALEM ROAD, WILLINGBORO, N.J. 08046**

**Phone No. (609) 877-2200 Fax No. (609) 835-0782**

**TELEFAX COVER SHEET**

TO:

Mail Taylor

COMPANY:

R & U

DATE:

11/27/02

TO FAX NO.

1-856-795-1882

FROM:

Marie Annese EXT. 6002 PAGES 5

SUBJECT:

Res 2002-157 C.O. ReNewal

FOR YOUR INFORMATION

PLEASE RESPOND

THANK YOU.

**RESOLUTION NO. 2002 – 158**

**A RESOLUTION AUTHORIZING CHANGE ORDERS FOR LEVY  
CONSTRUCTION COMPANY – KENNEDY CENTER EMERGENCY  
MANAGEMENT OFFICE**

WHEREAS, Willingboro Township Council has contracted with Levy Construction Company for work to be done for the Emergency Management Office at the Kennedy Center; and

WHEREAS, Remington & Vernick Engineers (Clerk of the Works) have reviewed and approved Change Orders Number 1 through Number 4 to increase the contract to include the items listed in the attached paperwork; and

WHEREAS, the Rules of the Local Finance Board require such change orders to be approved by prior resolution of the Township Council;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 6<sup>th</sup> day of November, 2002, as follows:

1. Change Order # 1 \$ 850.00 Seal concrete
2. Change Order # 2 \$ 3,696.00 Additional acoustical ceiling tile and grid
3. Change Order # 3 \$ 7,866.00 Install structural steel supports
4. Change Order # 4 \$ 445.00 Exhaust vent
5. Change Orders 1 – 4 result in an increase of \$12,857.00 increasing the contract amount from \$428,400.00 to \$441,257.00.
6. Copies of this resolution shall be forwarded to the Finance Director, Engineer and Auditor for their information.

Attest:

  
Marie Annese, RMC  
Township Clerk

  
Paul L. Stephenson  
Mayor

Certification Of Availability of Funds  
-----

This is to certify to the of the TOWNSHIP OF WILLINGBORO that funds for the following resolutions are available.

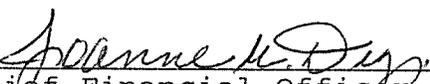
Resolution Date: 11/06/02  
Resolution Number: 2002-158

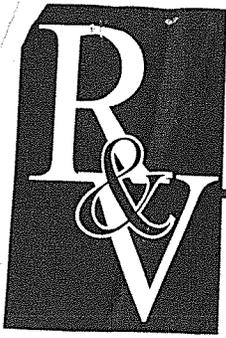
Vendor: LEVY LEVY CONSTRUCTION CO  
134 CUTHBERT BLVD  
AUDUBON, NJ

Contract: 02-00021 LEVY -RENOV EMERG MGMT RM 2

Account Number	Amount	Department
C-04-55-900-002-918	12,857.00	2000 GENERAL CAPITAL
Total	12,857.00	

Only amounts for the 2002 Budget Year have been certified.  
Amounts for future years are contingent upon sufficient funds being appropriated.

  
\_\_\_\_\_  
Chief Financial Officer



Remington & Vernick Engineers  
 Remington, Vernick & Vena Engineers  
 Remington, Vernick & Beach Engineers  
 Remington, Vernick & Walberg Engineers

EDWARD VERNICK, P.E., C.M.E., President  
 CRAIG F. REMINGTON, P.L.S., P.P., Vice President

EXECUTIVE VICE PRESIDENTS  
 Michael D. Vena, P.E., P.P., C.M.E.  
 Edward J. Walberg, P.E., P.P., C.M.E.  
 Thomas F. Beach, P.E., C.M.E.

**DIRECTOR OF OPERATIONS  
 CORPORATE SECRETARY**  
 Bradley A. Blubaugh, B.A., M.P.A.

**SENIOR ASSOCIATES**  
 John J. Cantwell, P.E., P.P., C.M.E.  
 Alan Dittenhofer, P.E., P.P., C.M.E.  
 Frank J. Seney, Jr., P.E., P.P., C.M.E.  
 Terence Vogt, P.E., P.P., C.M.E.  
 Dennis K. Yoder, P.E., P.P., C.M.E.

**Remington & Vernick  
 Engineers**

232 Kings Highway East  
 Haddonfield, NJ 08033  
 (856) 795-9595  
 (856) 795-1882 (fax)

18 East Broad Street  
 Burlington City, NJ 08016  
 (609) 387-7053  
 (609) 387-5320 (fax)

**Remington, Vernick  
 & Vena Engineers**

9 Allen Street  
 Toms River, NJ 08753  
 (732) 286-9220  
 (732) 505-8416 (fax)

**Remington, Vernick  
 & Walberg Engineers**

845 North Main Street  
 Pleasantville, NJ 08232  
 (609) 645-7110  
 (609) 645-7076 (fax)

4907 New Jersey Avenue  
 Wildwood City, NJ 08260  
 (609) 522-5150  
 (609) 522-5313 (fax)

9550 Highland Street  
 2<sup>nd</sup> Level  
 Mauricetown, NJ 08329  
 609) 785-7000  
 609) 785-3125 (fax)

**Remington, Vernick  
 & Beach Engineers**

22 Fayette Street  
 Onshohocken, PA 19428  
 610) 940-1050  
 610) 940-1161 (fax)

University Office Plaza  
 Commonwealth Building  
 50 Chapman Road, Ste. 104F  
 Newark, DE 19702  
 302) 266-0212  
 302) 266-6208 (fax)

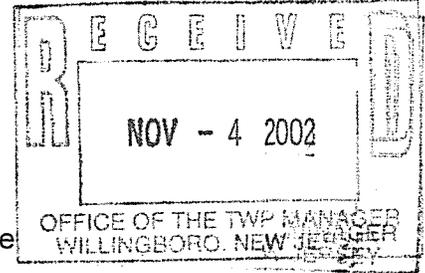
www.rve.com

Established in 1901

October 30, 2002

Ms. Denise Rose, Township Manager  
 Willingboro Township  
 One Salem Road  
 Willingboro, NJ 018436

Re: Kennedy Center Emergency Management Office  
 Change Orders #1-#4



Dear Ms. Rose:

Enclosed, please find a copy of Levy Construction Company Change Orders #1-#4 for the above referenced project. Remington & Vernick Engineers has reviewed the change orders for appropriateness under the contract documents and verified the costs and/or credits as reasonable and just. We therefore recommend approval of a change to the contract in the following amount:

CO#1	\$ 850.00	Seal concrete receiving and storage room floors.
CO#2	\$ 3,696.00	Additional acoustical ceiling tile and grid in receiving and storage rooms.
CO#3	\$ 7,866.00	Install structural steel supports for RTU #14 & #15.
CO#4	\$ 445.00	Provide exhaust vent to outside through roof for kitchen.

Total \$ 12,857.00

Original Contract Amount	\$ 428,400.00
Change Orders to Date (CO#1-#5)	\$ 12,857.00
Revised Contract Amount	\$ 441,257.00

Should you have any further questions or require additional information, please contact our office at (856) 795-9596.

Sincerely yours,  
**REMINGTON & VERNICK ENGINEERS, INC.**

*Matthew L. Taylor*

Matthew L. Taylor  
 Project Manager

Enclosure (s)

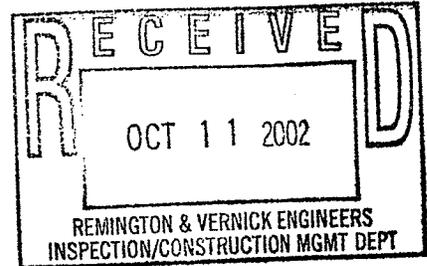
cc: Simon Levy, Levy Construction Company, Edward Vernick, P.E., C.M.E., President, Craig Remington, P.L.S., P.P., Vice President, K. Wendell Bibbs, P.E., Anthony W. Donofrio, C.M.I., E.T., Chief Inspector, Paul K. Martin, Construction Manager, Frank Loehr, Field Manager

LEVY CONSTRUCTION COMPANY, INC.  
"A TRADITION OF BUILDING INTEGRITY SINCE 1910"  
134 CUTHBERT BLVD.  
AUDUBON, NEW JERSEY 08106-1066  
(856) 547-0707 FAX (856) 547-2424

Matt Taylor  
Remmington & Vernick Engineers  
95 Grove Street  
Haddonfield, NJ. 08003

October 9, 2002

Re: Kennedy Center  
Willingboro, NJ.



Dear Matt;

Please be advised of the following:

- 1) As per our phone conversation from earlier today, we have removed the fire sprinkler test line. This line was not connected to any outside connection. Also as you stated, if the owner wants to reactivate the system, much fire sprinkler work must be done.
- 2) As per last weeks job meeting, we offer pricing for consideration on the following items:
  - A) Acoustic ceiling in storage room and receiving room \$3,696.00
  - B) VCT in Storage room and receiving room \$2,904.00
  - C) Concrete sealer (1 coat) in the storage and receiving room \$850.00

~~Very Truly Yours,~~

~~Levy Co.~~

~~Simon Levy~~

LEVY CONSTRUCTION COMPANY, INC.  
"A TRADITION OF BUILDING INTEGRITY SINCE 1910"  
134 CUTHBERT BLVD.  
AUDUBON, NEW JERSEY 08106-1066  
(856) 547-0707 FAX (856) 547-2424

CHANGE ORDER REQUEST

Kuhnel Company, Inc.-----\$6,840.00

15% OHD & Profit-----\$ 1,026.00

Total Change Order Rrequest-----\$7,866.00

FROM : KUHNEL COMPANY, INC.

PHONE NO. : 6094235105

UCL. 24 2002

PHONE (856) 423-4277  
FAX (856) 423-5105

# KUHNEL COMPANY, INC.

GENERAL & MECHANICAL CONTRACTORS  
STEEL FABRICATORS

155 HARMONY ROAD • MICKLETON, NJ 08056

October 24, 2002

LEVY CONSTRUCTION COMPANY, INC.  
134 CUTHBERT BLVD.  
AUDUBON, NJ 08106-1066

DEAR SIMON,

THANK YOU FOR THE OPPORTUNITY TO QUOTE THE STEEL SUPPORTS FOR  
THE HVAC UNITS AT KENNEDY CENTER.

FABRICATE AND DELIVER STEEL PER YOUR SKETCHS, WHICH INCLUDES  
(1) COAT SHOP PRIMER.

SUPPLY LABOR AND EQUIPMENT TO ERECT STEEL HVAC SUPPORTS.

TOTAL JOB \$6,840.00

OTHERS WILL DO ROOF PENETRATION AND REPAIRS.

SINCERELY,



CLARENCE KUHNEL, JR.

LEVY CONSTRUCTION COMPANY, INC.  
"A TRADITION OF BUILDING INTEGRITY SINCE 1910"  
134 CUTHBERT BLVD.  
AUDUBON, NEW JERSEY 08106-1066  
(856) 547-0707 FAX (856) 547-2424

CHANGE ORDER REQUEST

Vent through existing roof curb for kitchen exhaust hood.

SPS Mechanical-----\$387.00

15% Levy Construction-----\$58.00

Total Change order request-----\$445.00

TRANSACTION REPORT

P. 01

NOV-25-2002 MON 11:46 AM

DATE	START	RECEIVER	TX TIME	PAGES	TYPE	NOTE	M#	DP
NOV-25	11:45 AM	18565472424	54"	4	SEND	OK	703	

TOTAL : 54S PAGES: 4

**WILLINGBORO TOWNSHIP**  
**ONE SALEM ROAD, WILLINGBORO, N.J. 08046**  
**Phone No. (609) 877-2200 Fax No. (609) 835-0782**

TELEFAX COVER SHEET

TO: ① Levy Construction  
② Mail Taylor  
COMPANY: \_\_\_\_\_  
DATE: 11/25/02  
TO FAX NO. ① 1-856-547-2424 & 1-856-795-1882  
FROM: Marie House EXT. 6302 PAGES 4

TRANSACTION REPORT

P. 01

NOV-25-2002 MON 11:48 AM

DATE	START	RECEIVER	TX TIME	PAGES	TYPE	NOTE	M#	DP
NOV-25	11:46 AM	18567951882	1' 12"	4	SEND	OK	704	
TOTAL :						1M 12S	PAGES:	4

**WILLINGBORO TOWNSHIP**

**ONE SALEM ROAD, WILLINGBORO, N.J. 08046**

**Phone No. (609) 877-2200 Fax No. (609) 835-0782**

**TELEFAX COVER SHEET**

TO: ① Levy Construction ✓  
② Mail TAYLOR

COMPANY: \_\_\_\_\_

DATE: 11/28/02

TO FAX NO. ① 1-856-547-2424 ✓ 1-856-795-1882

FROM: Marie Annese EXT. 6302 PAGES 4

RESOLUTION NO. 2002 - 159

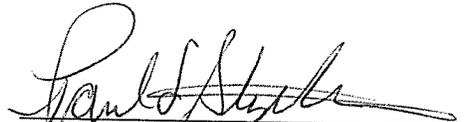
WHEREAS, Willingboro Township Council, by Resolution No. 2002 - 120 awarded a bid to **American Asphalt, Inc. for Reconstruction of Salem Road**, Section I, Section II and Section III; and

WHEREAS, the Engineer has submitted paperwork for Payment Certification No. 1 and **Change Order No. 1 for Phase II (Supplemental + \$9,792.00)** which increases the contract from \$412,835.00 to \$422,627.00 as per the attached documentation; and

WHEREAS, the rules of the Local Finance Board require such change order to be approved by prior resolution of the Township Council, funds being available as per the attached certificate of availability.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 6<sup>th</sup> day of November, 2002, that the above change order be approved.

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to the Finance Director, Engineer and Auditor for their information.

  
Paul L. Stephenson  
Mayor

Attest:  
  
Marie Annese, RMC  
Township Clerk

Certification Of Availability of Funds  
-----

This is to certify to the of the TOWNSHIP OF WILLINGBORO that funds for the following resolutions are available.

Resolution Date: 11/06/02

Resolution Number: 2002-159

Vendor: AMERI032 AMERICAN ASPHALT CO, INC  
116 MAIN ST  
WEST COLLINGSWOOD H, NJ 08059

Contract: 02-00031 AMERICAN ASPHALT SALEM RD  
ROAD PROJ

Account Number	Amount	Department
C-04-55-902-004-921	9,792.00	2002 GENERAL CAPITAL
Total	9,792.00	

Only amounts for the 2002 Budget Year have been certified.  
Amounts for future years are contingent upon sufficient funds  
being appropriated.

  
\_\_\_\_\_  
Chief Financial Officer

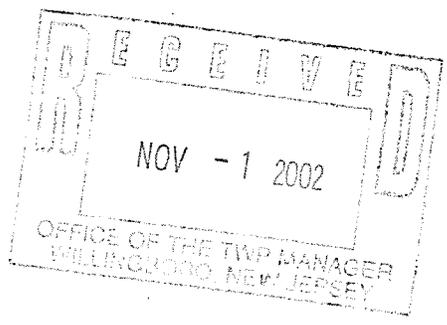


651 High S  
Burlington, NJ 0  
(609) 387-  
Fax (609) 387-  
www.lwrengineers.c

168 W. Ridge P  
Limerick, PA 19  
(800) 640-85

Robert W. Lord, PE & LS, PP  
Raymond L. Worrell, II, PE & LS, PP, CME  
Jeffrey S. Richter, PE, PP

October 30, 2002



Mark E. Malinowski, PE

Ms. Denise Rose, Township Manager  
Willingboro Municipal Building  
One Salem Road  
Willingboro, NJ 08046

John P. Augustino  
Stephen L. Berger  
Gerald J. DeFelicis, Jr., CLA, PP, AICP  
Barry S. Dirkin  
Carl A. Turner, PE

RE: Salem Road Reconstruction  
Willingboro Township  
Payment Certification No. 1 & Change Order No. 1  
LWR File No. 2000-39-34

*Phase II*

Dear Ms. Rose:

This letter is to certify that American Asphalt Company, Inc, 116 Main Street, West Collingswood Heights, NJ 08059, has partially completed the above referenced contract. We are certifying that payment be made in the amount of

***One Hundred Ninety Four Thousand and Five Dollars and 19/100-- (\$194,005.19)***

This is in accordance with the enclosed Payment Certification and Change Order No. 1. If you have any questions or require additional information, please call.

Very truly yours,  
LORD, WORRELL & RICHTER, INC.

*Carl A Turner*

Carl A. Turner, PE  
Willingboro Township Engineer

CAT:db

Enclosures

cc: American Asphalt Company, Inc.  
John P. Augustino, LWR Director of Inspections

2000-39-34MISCPAYCERT-1-030.DOC (02)



651 High Street  
Burlington, NJ 08016

CHANGE ORDER NO. 1

Contractor American Asphalt Company, Inc.  
Address 116 Main Street  
West Collingswood Heights, NJ 08059

Date October 30, 2002  
Project No. 2000-39-34  
Salem Road Reconstruction  
Township of Willingboro

Gentlemen:

In accordance with the provisions of the specifications for the above project, you are hereby advised of the following changes in the contract quantities or in the case of supplementary work you agree to its performance at the prices stated.

Location and reason for changes, existing pipe was deteriorated beyond repair.

No.	Description	<u>SUPPLEMENTAL</u> Quantity	Unit Price	Amount
S1	15" Class V RCP Storm Sewer	Lump Sum	\$9,792.00	\$9,792.00

Amount of Original Contract.....	<u>\$412,835.00</u>	<u>Carl A. Turner</u>	<u>10/31/02</u>
		Engineer	Date
Adjusted amount of Contract due to previous Change Orders.....	<u>-0-</u>	<u>Willingboro Township</u>	
		Municipality	
Supplemental.....	<u>\$ 9,792.00</u>	<u>Paul D. Lynch</u>	<u>10/16/02</u>
Extra.....	<u>-0-</u>	Mayor	Date
Reduction.....	<u>-0-</u>	<u>American Asphalt Company, Inc.</u>	
		Contractor	
Adjusted Amount of Contract.....	<u>\$ 422,627.00</u>	<u>Robert A. Murphy Jr.</u>	<u>10/31/02</u>
		By: Signed	Date
Change in Contract.....	<u>2.372%</u>		

**WILLINGBORO TOWNSHIP**  
**ONE SALEM ROAD, WILLINGBORO, N.J. 08046**  
**Phone No. (609) 877-2200 Fax No. (609) 835-0782**

**TELEFAX COVER SHEET**

TO:

Carl Turner

COMPANY:

LWR

DATE:

11/27/02

TO FAX NO.

Auto

FROM:

MARIE ADWASE EXT. 6202 PAGES 5

SUBJECT:

Res 2002-159 CO Am. Asphalt

FOR YOUR INFORMATION

PLEASE RESPOND

THANK YOU.



651 High Street  
 Burlington, NJ 08016

CHANGE ORDER NO. 1

Contractor American Asphalt Company, Inc.  
 Address 116 Main Street  
West Collingswood Heights, NJ 08059

Date October 30, 2002  
 Project No. 2000-39-34  
Salem Road Reconstruction  
Township of Willingboro

Gentlemen:

In accordance with the provisions of the specifications for the above project, you are hereby advised of the following changes in the contract quantities or in the case of supplementary work you agree to its performance at the prices stated.

Location and reason for changes, existing pipe was deteriorated beyond repair.

No.	Description	<u>SUPPLEMENTAL</u> Quantity	Unit Price	Amount
S1	15" Class V RCP Storm Sewer	Lump Sum	\$9,792.00	\$9,792.00

Amount of Original Contract.....	<u>\$412,835.00</u>	<u>Carl A Turner</u>	<u>10/31/02</u>
		Engineer	Date
Adjusted amount of Contract due to previous Change Orders.....	<u>-0-</u>	<u>Willingboro Township</u>	
		Municipality	
Supplemental.....	<u>\$ 9,792.00</u>	<u>Paul Stephens</u>	<u>11/25/02</u>
Extra.....	<u>-0-</u>	Mayor	Date
Reduction.....	<u>-0-</u>	<u>American Asphalt Company, Inc.</u>	
		Contractor	
Adjusted Amount of Contract.....	<u>\$ 422,627.00</u>	<u>Robert A. ...</u>	<u>10/31/02</u>
		By: Signed	Date
Change in Contract.....	<u>2.372%</u>		



651 High Street  
 Burlington, NJ 08016

CHANGE ORDER NO. 1

Contractor American Asphalt Company, Inc.  
 Address 116 Main Street  
West Collingswood Heights, NJ 08059

Date October 30, 2002  
 Project No. 2000-39-34  
Salem Road Reconstruction  
Township of Willingboro

Gentlemen:

In accordance with the provisions of the specifications for the above project, you are hereby advised of the following changes in the contract quantities or in the case of supplementary work you agree to its performance at the prices stated.

Location and reason for changes, existing pipe was deteriorated beyond repair.

No.	Description	<u>SUPPLEMENTAL</u> Quantity	Unit Price	Amount
S1	15" Class V RCP Storm Sewer	Lump Sum	\$9,792.00	\$9,792.00

Amount of Original Contract..... \$412,835.00

Carl A Sumner 10/31/02  
 Engineer Date

Adjusted amount of Contract due to previous Change Orders..... -0-

Willingboro Township  
 Municipality

Supplemental..... \$ 9,792.00

Extra..... -0-

Paul D. Stephenson 11/25/02  
 Mayor Date

Reduction..... -0-

American Asphalt Company, Inc.  
 Contractor

Adjusted Amount of Contract..... \$ 422,627.00

Robert C. Murphy 10/31/02  
 By: Signed Date

Change in Contract..... 2.372%

All vouchers must be received by the last Monday of each month for submission

to Council on first Monday of following month.

### WILLINGBORO TOWNSHIP

WILLINGBORO, NEW JERSEY

COUNTY OF BURLINGTON

Pay To: American Asphalt Company, Inc.

Address: 116 Main Street, West Collingswood Heights, NJ 08059

Ordered by: \_\_\_\_\_ Terms: \_\_\_\_\_

DATE OF DELIVERY OR SERVICE	DESCRIPTION OF GOODS OR SERVICE RENDERED, ITEMIZE FULLY	AMOUNT	TOTAL
	For the partial completion of work performed at the		
	Salem Road Reconstruction		
	PARTIAL ESTIMATE NO. 1 and CHANGE ORDER NO. 1		
	Total Amount Earned: \$ 197,964.48		
	Less Amount Previously Paid: -0-		
	Less 2% Retainage: \$ 3,959.29		
	Amount Due: \$ 194,005.19		
	LWR File No. 2000-39-34		\$194,005.19

*11/27/02  
to Barbara [Signature]*

#### CLAIMANT'S CERTIFICATION AND DECLARATION

I solemnly declare and certify under penalty of Law that the within bill is correct in all its particulars; that the articles having been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons with the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

I further certify that, as an employer with  more than 5 employees  
 less than (5) employees

(Check either but not both)

I am an Equal Opportunity Employer and have filed with required Affirmative Action Program with the Treasurer's Office of the State of New Jersey.

*Robert G. Munn*  
Signature  
V.P. Construction  
Title

I, having knowledge of the facts, certify that the material and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

Signature Carol A. Sauer  
Title Willingboro Township Engineer

ACCOUNT CHARGED	INVOICES CHECKED AND VERIFIED	The above claim was approved and ordered	
	<i>[Signature]</i> Approved for Payment	(Date)	Clerk
	<i>[Signature]</i> Township Manager	Date Paid	Check No. _____ Voucher No. _____

Partial Payment No. 1

Phase II - Salem Road Reconstruction  
 Township of Willingboro  
 LWR File No. 2000-39-34  
 American Asphalt Company, Inc.

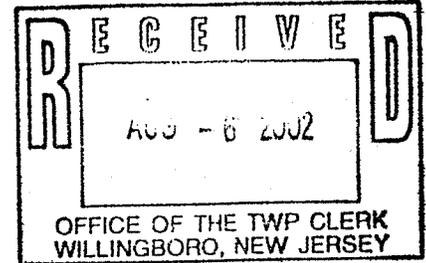
Through  
 10/29/2002

Item	Description	Quantity	Unit Price	Original Amount Bid	Approved +/- Quantity Thru CO	Adjusted Contract Amount	SPLMNTL	Units Built	CONTRACT Amount Earned	SPLMNTL Amount Earned
<b>Phase II - Salem Road Reconstruction</b>										
1	Maintenance & Protection of Traffic	1 LS	12,950.00	12,950.00	0.00	0.00	0.00	0.50	6,475.00	0.00
2	Existing Roadway Excavation	3,560 CY	21.00	74,760.00	0.00	0.00	0.00	1,944.00	40,824.00	0.00
3	Dense Graded Aggregate Base Course, 6" Thick	1,650 CY	33.00	54,450.00	0.00	0.00	0.00	900.50	29,716.50	0.00
4	Milling, 0-3"	300 SY	10.00	3,000.00	0.00	0.00	0.00		0.00	0.00
5	Concrete Curb	3,750 LF	17.50	65,625.00	0.00	0.00	0.00	3,201.00	56,017.50	0.00
6	6" R.C. Driveway Aprons	100 SY	50.00	5,000.00	0.00	0.00	0.00	42.40	2,120.00	0.00
7	6" R.C. Handicap Ramps	40 SY	50.00	2,000.00	0.00	0.00	0.00	17.90	895.00	0.00
8	Bituminous Stabilized Base Course, Mix 1-2, 5" Thick	13,000 SY	9.65	125,450.00	0.00	0.00	0.00	5,401.50	52,124.48	0.00
9	Bituminous Concrete Surface Course, Mix 1-5, 2" Thick	13,000 SY	4.95	64,350.00	0.00	0.00	0.00		0.00	0.00
10	Long Life Epoxy Traffic Stripes, 4" Wide	4,500 LF	0.55	2,475.00	0.00	0.00	0.00		0.00	0.00
11	Manhole Casting Adjustment	7 UT	300.00	2,100.00	0.00	0.00	0.00		0.00	0.00
12	Gas Valve Adjustment	9 UT	75.00	675.00	0.00	0.00	0.00		0.00	0.00
S1	15" Class V RCP Storm Sewer	1 LS	9,792.00		9,792.00	9,792.00	0.00		0.00	9,792.00
<b>TOTALS&gt;</b>				412,835.00		422,627.00			188,172.48	9,792.00

<b>Total Amount Earned</b>	\$197,964.48
<b>Less Amount Previously Pd</b>	\$0.00
<b>Less 2% Retainage</b>	\$3,959.29
<b>Amount Due</b>	\$194,005.19

Robert W. Lord, PE & LS, PP  
Raymond L. Worrell, II, PE & LS, PP, CME  
Jeffrey S. Richter, PE, PP

August 5, 2002



Mark E. Malinowski, PE

Members of Council  
Willingboro Township  
Municipal Complex  
One Salem Road  
Willingboro, NJ 08046

John P. Augustino  
Stephen L. Berger  
Gerald J. DeFelicis, Jr., CLA, PP, AICP  
Barry S. Dirkin  
Carl A. Turner, PE

RE: Recommendation of Award  
Salem Road Reconstruction - Section I  
LWR File No. 1999-39-34  
Salem Road Reconstruction - Section II  
LWR File No. 2000-39-34  
Salem Road Reconstruction - Section III  
LWR File No. 2001-39-34  
Willingboro Public Facility  
LWR File No. 2001-39-15-01

Patrick J. Ennis, PE  
Gordon L. Lenher, LS  
Edwin R. Ruble, LS  
Gurbachan Sethi, PE  
Gary Zube, LS

Dear Council Members:

Consultants  
C. Kenneth Anderson, PE & LS, PP  
Philip C. DiMartino, CPRP

Submitted herewith is the justification package for contract approval covering the tasks listed above. A full description of the work being provided is contained in the Contract Documents titled Parking Area Improvements at a Willingboro Public Facility (Phase I) and Reconstruction of Salem Road (Phase II).

This Contract innovatively combines two (2) different type projects, i.e. a parking lot improvement and a road reconstruction. These two (2) projects were combined based on similarity in material installation.

The funds for the Parking Area Improvement under Phase I are obtained by a block grant under Catholic Charities. An agreement is in place with the Township for the distribution of these funds.

The funds for the Salem Road Reconstruction Project was obtained from three (3) separate grants provided by the New Jersey Department of Transportation under Local Aid. Based on the dollar amount and services required, a unit price / lump sum contract

A. SCOPE OF WORK

Phase I - Parking Area Improvements of a Willingboro Public Facility

This Contract is subject to US Department of Housing and Urban Development, Community Development Block Grant Program Regulations and Federal Labor Standard provisions.

NOTICE IS HEREBY GIVEN. THIS IS A SECTION 3 PROJECT OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968, AND, TO THE GREATEST EXTENT FEASIBLE, OPPORTUNITIES FOR TRAINING AND EMPLOYMENT MUST BE GIVEN TO LOW AND MODERATE INCOME PERSONS RESIDING WITHIN THE PROJECT AREA; AND THE PROJECT MUST UTILIZE BUSINESSES LOCATED IN OR OWNED IN SUBSTANTIAL PART BY PERSONS RESIDING WITHIN THE PROJECT AREA.

Clearing and Grading Site	1	LS
Bituminous Stabilized Base Course, Mix I-2, 4" Thick	950	SY
Bituminous Concrete Surface Course, Mix I-5, 2" Thick	950	SY
Concrete Sidewalk, 4" Thick	65	SY
Silt Fence	300	LF
Handicap Pavement Markings	2	UT
Handicap Signs	2	UT
Parking Stripes, 4" Wide	350	LF
Grading, Topsoiling, Fertilizing and Seeding	120	SY
Trash Enclosure	1	LS
Timber Edging	450	LF

PHASE II - Reconstruction of Salem Road

Maintenance & Protection of Traffic	1	LS
Existing Roadway Excavation	3,560	CY
Dense Graded Aggregate Base Course, 6" Thick	1,650	CY
Milling, 0"-3"	300	SY
Concrete Curb	3,750	LF
6" R.C. Driveway Aprons	100	SY
6" R.C. Handicap Ramps	40	SY
Bituminous Stabilized Base Course, Mix I-2, 5" Thick	13,000	SY
Bituminous Concrete Surface Course, Mix I-5, 2" Thick	13,000	SY
Long Life Epoxy Traffic Stripes, 4" Wide	4,500	LF
Inlet/Manhole Casting Adjustment	7	UT
Water/Gas Valve Adjustment	9	UT

**B. BID SOLICITATION:**

A solicitation notice was placed in the Burlington County Times (BCT) for the above mentioned project. A solicitation notice was also sent to F.W. Dodge, Brown's Letters and Construction Data Corporation. Because of the expedience required in this project, notices were faxed to contractors experienced in working for the Township of Willingboro. The Contract Documents (Plans and Specifications) were made available to interested bidders beginning July 22, 2002.

All bids were due in the Township Clerk's Office no later than 10:00 AM on August 5, 2002. Two vendors submitted bids. The attached Bid Tabulation Sheet identifies the bidders by company name, address and telephone number.

Proposals were received from the following:

- Meredith Paving Corporation
- American Asphalt Company, Inc.

All submitted bids met the time and delivery criteria.

**C. PRICE ANALYSIS / JUSTIFICATION**

A responsiveness check was performed to ensure that all of the information requested was submitted and formatted in accordance with the Contract Documents. All proposals were deemed responsive.

An itemized cost comparison is contained on the Bid Tabulation Sheet attached. This sheet shows the costs submitted by line item, estimated quantity, unit price and total amount.

American Asphalt Company, Inc. submitted the low bid in the amount of \$463,801.50. A summary of the bid received is as follows:

<b>VENDOR</b>	<b>PHASE I</b>	<b>PHASE II</b>	<b>TOTAL</b>
American Asphalt	\$ 50,966.50	\$412,835.00	\$463,801.50
Meredith Paving	\$ 57,981.50	\$441,254.84	\$499,235.84

An Engineer's Cost Estimate was prepared by LWR, Inc. to determine the approximate worth of this project. This estimate is also contained on the Bid Tabulation attached. The LWR Engineer's Estimate is \$544,135.00.

The bids received were lower than the LWR Estimate by 8% and 4% respectively. The two bids were within 4% of each other.

Based on the range of bids received and the fact that the LWR Engineer's Estimate is close to the average of all bids submitted, LWR considers the bids to be valid and competitive.

**D. RESPONSIBILITY**

A reference inquiry of American Asphalt was made by LWR. This inquiry was limited to reference verification in addition to bond and surety submission.

The following two (2) references were contacted:

- Borough of Collingswood, Bradford Stokes, Administrator.
- Township of Cinnaminson, Carl A. Letterie, Superintendent.

All references responded favorably for American Asphalt. American Asphalt has also performed similar work for the Township of Willingboro.

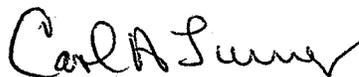
**E. RECOMMENDATIONS**

In reviewing all proposals, consideration was given to the following; technical ability to perform the required work, period of response, responsibility, estimated time of completion and total estimated costs.

LWR, Inc. recommends the award of a unit price / lump sum contract of \$463,801.50 to American Asphalt Company, Inc. American Asphalt has submitted the lowest responsible and responsive bid, and has proven itself capable of performing such work within the industry.

Very truly yours,

LORD, WORRELL & RICHTER, INC.



Carl A. Turner, PE  
Willingboro Township Engineer

CAT:db

Enclosures

c: Ms. Denise Rose, Township Manager

**PARKING AREA IMPROVEMENTS OF A WILLINGBORO PUBLIC FACILITY - PHASE I  
SALEM ROAD RECONSTRUCTION - PHASE II  
TOWNSHIP OF WILLINGBORO**

August 5, 2002 @ 10:00 AM  
Township of Willingboro, Municipal Complex, One Salem Road, Willingboro, NJ  
Carl A. Turner, PE, Willingboro Township Engineer  
Lord, Worrell & Richter, Inc.  
LWR File No. 2000-39-34

PHASE I - PARKING AREA IMPROVEMENTS		AMERICAN ASPHALT INC.		MEREDITH PAVING CORP.		ABBOZIO CONTRACTORS	
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Clearing & Grading Site	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 15,250.00	\$ 15,250.00
2	Bituminous Concrete Surface Course, Mix 1-5, 2" Thick	950	SY	\$ 6.00	\$ 5,700.00	\$ 9.10	\$ 8,645.00
3	Bituminous Stabilized Base Course, Mix 1-2, 4" Thick	950	SY	\$ 12.00	\$ 11,400.00	\$ 12.00	\$ 11,400.00
4	Concrete Sidewalk, 4" Thick	65	SY	\$ 45.00	\$ 2,925.00	\$ 50.00	\$ 3,250.00
5	Silt Fence	300	LF	\$ 6.50	\$ 1,950.00	\$ 2.00	\$ 600.00
6	Handicap Pavement Markings	2	UT	\$ 120.00	\$ 240.00	\$ 35.00	\$ 70.00
7	Handicap Signs	2	UT	\$ 250.00	\$ 500.00	\$ 175.00	\$ 350.00
8	Parking Stripes, 4" Wide	350	LF	\$ 1.00	\$ 350.00	\$ 0.35	\$ 122.50
9	Grading, Topsoiling, Fertilizing & Seeding	120	SY	\$ 10.00	\$ 1,200.00	\$ 7.95	\$ 954.00
10	Trash Enclosure	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 6,500.00	\$ 6,500.00
11	Timber Edging	450	LF	\$ 7.00	\$ 3,150.00	\$ 8.50	\$ 3,825.00
<b>TOTAL LUMP SUM BID:</b>					<b>\$ 34,415.00</b>		<b>\$ 50,966.50</b>

ENGINEER'S ESTIMATE		UNIT PRICE	AMOUNT
		\$ 25,000.00	\$ 25,000.00
		\$ 6.00	\$ 5,700.00
		\$ 10.00	\$ 9,500.00
		\$ 65.00	\$ 4,225.00
		\$ 5.00	\$ 1,500.00
		\$ 50.00	\$ 100.00
		\$ 300.00	\$ 600.00
		\$ 0.59	\$ 206.50
		\$ 10.00	\$ 1,200.00
		\$ 5,000.00	\$ 5,000.00
		\$ 11.00	\$ 4,950.00
			<b>\$ 57,981.50</b>

PHASE II - SALEM ROAD RECONSTRUCTION		UNIT PRICE	AMOUNT
1	Maintenance & Protection of Traffic	\$ 16,971.34	\$ 16,971.34
2	Existing Roadway Excavation	\$ 20.00	\$ 71,200.00
3	Dense Graded Aggregate Base Course, 6" Thick	\$ 33.00	\$ 54,450.00
4	Milling, 0-3"	\$ 10.00	\$ 3,000.00
5	Concrete Curb	\$ 17.75	\$ 66,562.50
6	6" R.C. Driveway Aprons	\$ 86.40	\$ 8,640.00
7	6" R.C. Handicap Ramps	\$ 86.40	\$ 3,456.00
8	Bituminous Stabilized Base Course, Mix 1-2, 5" Thick	\$ 11.50	\$ 149,500.00
9	Bituminous Concrete Surface Course, Mix 1-5, 2" Thick	\$ 4.80	\$ 62,400.00
10	Long Life Epoxy Traffic Stripes, 4" Wide	\$ 0.55	\$ 2,475.00
11	Manhole Casting Adjustment	\$ 275.00	\$ 1,925.00
12	Gas Valve Adjustment	\$ 75.00	\$ 675.00
<b>TOTAL LUMP SUM BID:</b>			<b>\$ 412,835.00</b>

## RESOLUTION NO. 2002 – 160

### A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO PROVIDING CONSENT TO WILLINGBORO URBAN RENEWAL, L.L.C. PURSUANT TO N.J.S.A. 40A:12A-9 TO ENTER INTO SPECIFIC REAL ESTATE TRANSACTIONS INVOLVING THE REDEVELOPMENT AREA.

**WHEREAS**, the Willingboro Urban ReNEWal, L.L.C. (hereinafter "ReNEWal") has made application to the Township of Willingboro (hereinafter "Township") for approval of development plans for Block 3, Lot 4/01, by the rehabilitation of certain existing buildings thereon and the development of the parcel into a Town Center; and

**WHEREAS**, the conceptual development plans have been reviewed and approved by the Willingboro Township Planning Board; and

**WHEREAS**, the development by ReNEWal, is in the best interest of the Township and in furtherance of the goals embodied in the Redevelopment Plan adopted by the Township Council in accordance with Ordinance 1998-04; and

**WHEREAS**, the Township and ReNEWal previously entered into an agreement entitled the "Redevelopment Agreement Between the Township of Willingboro and ReNEWal for the Redevelopment of the Willingboro Plaza Redevelopment Area" (hereinafter the "Agreement") which addresses the redevelopment of the former Willingboro Plaza site (hereinafter the "Property" or "Site") pursuant to a Redevelopment Plan adopted by the Township (hereinafter the "Redevelopment Plan"); and

**WHEREAS**, N.J.S.A. 40A:12A-9 requires that ReNEWal obtain the written consent of the Township before leasing, selling, or transferring its interest in the Site or Property; and

**WHEREAS**, on July 20, 2001 ReNEWal entered into a lease with Burlington County College to construct a building in the redevelopment area to be utilized by Burlington County College as a college education training facility; and

**WHEREAS**, pursuant to N.J.S.A. 40A:12A-9 the Township hereby consents to the lease agreement between ReNEWal and Burlington County College provided said lease is in conformance with the Local Redevelopment and Housing Law 40A:12A-1, et seq. and the Redevelopment Plan; and

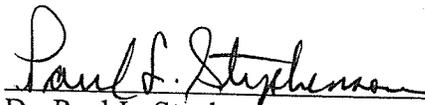
**WHEREAS**, ReNEWal intends to enter into three separate proposed mortgage agreements with Wachovia Bank, N.A. to secure loans totaling \$1,900,000.00 for the purpose of utilizing said funds to cover construction and redevelopment costs associated with the development of the Property specifically identified in the mortgages and consistent with the Redevelopment Plan; and

**WHEREAS**, in accordance with N.J.S.A. 40A:12A-9, the Township hereby consents to the proposed mortgage agreements between ReNEWal and Wachovia Bank, N.A. provided said

mortgages are in compliance with the Local Redevelopment and Housing Law 40A:12A-1, et seq. and the Redevelopment Plan; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Willingboro, assembled in public session this 6<sup>th</sup> day of November, 2002, that the Township of Willingboro hereby consents to both the lease agreement between ReNEWal and Burlington County College and to the proposed mortgage agreements between ReNEWal and Wachovia Bank, N. A. subject to and provided said agreements are in compliance with the provisions of the Local Redevelopment and Housing Law N.J.S.A. 40A:12A-1, et seq. and the Redevelopment Plan.

**BE IT FURTHER RESOLVED**, that certified copies of this Resolution be provided to Willingboro Urban ReNEWal, L.L.C. for their information and attention.



Dr. Paul L. Stephenson  
Mayor



Marie Annese, RMC  
Township Clerk

## **RESOLUTION NO. 2002 – 160**

### **A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO PROVIDING CONSENT TO WILLINGBORO URBAN RENEWAL, L.L.C. PURSUANT TO N.J.S.A. 40A:12A-9 TO ENTER INTO SPECIFIC REAL ESTATE TRANSACTIONS INVOLVING THE REDEVELOPMENT AREA.**

**WHEREAS**, the Willingboro Urban ReNEWal, L.L.C. (hereinafter "ReNEWal") has made application to the Township of Willingboro (hereinafter "Township") for approval of development plans for Block 3, Lot 4/01, by the rehabilitation of certain existing buildings thereon and the development of the parcel into a Town Center; and

**WHEREAS**, the conceptual development plans have been reviewed and approved by the Willingboro Township Planning Board; and

**WHEREAS**, the development by ReNEWal, is in the best interest of the Township and in furtherance of the goals embodied in the Redevelopment Plan adopted by the Township Council in accordance with Ordinance 1998-04; and

**WHEREAS**, the Township and ReNEWal previously entered into an agreement entitled the "Redevelopment Agreement Between the Township of Willingboro and ReNEWal for the Redevelopment of the Willingboro Plaza Redevelopment Area" (hereinafter the "Agreement") which addresses the redevelopment of the former Willingboro Plaza site (hereinafter the "Property" or "Site") pursuant to a Redevelopment Plan adopted by the Township (hereinafter the "Redevelopment Plan"); and

**WHEREAS**, N.J.S.A. 40A:12A-9 requires that ReNEWal obtain the written consent of the Township before leasing, selling, or transferring its interest in the Site or Property; and

**WHEREAS**, on July 20, 2001 ReNEWal entered into a lease with Burlington County College to construct a building in the redevelopment area to be utilized by Burlington County College as a college education training facility; and

**WHEREAS**, pursuant to N.J.S.A. 40A:12A-9 the Township hereby consents to the lease agreement between ReNEWal and Burlington County College provided said lease is in conformance with the Local Redevelopment and Housing Law 40A:12A-1, et seq. and the Redevelopment Plan; and

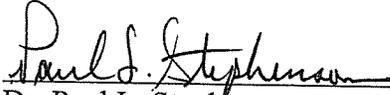
**WHEREAS**, ReNEWal intends to enter into three separate proposed mortgage agreements with Wachovia Bank, N.A. to secure loans totaling \$1,900,000.00 for the purpose of utilizing said funds to cover construction and redevelopment costs associated with the development of the Property specifically identified in the mortgages and consistent with the Redevelopment Plan; and

**WHEREAS**, in accordance with N.J.S.A. 40A:12A-9, the Township hereby consents to the proposed mortgage agreements between ReNEWal and Wachovia Bank, N.A. provided said

mortgages are in compliance with the Local Redevelopment and Housing Law 40A:12A-1, et seq. and the Redevelopment Plan; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Willingboro, assembled in public session this 6<sup>th</sup> day of November, 2002, that the Township of Willingboro hereby consents to both the lease agreement between ReNEWal and Burlington County College and to the proposed mortgage agreements between ReNEWal and Wachovia Bank, N. A. subject to and provided said agreements are in compliance with the provisions of the Local Redevelopment and Housing Law N.J.S.A. 40A:12A-1, et seq. and the Redevelopment Plan.

**BE IT FURTHER RESOLVED**, that certified copies of this Resolution be provided to Willingboro Urban ReNEWal, L.L.C. for their information and attention.

  
\_\_\_\_\_  
Dr. Paul L. Stephenson  
Mayor

  
\_\_\_\_\_  
Marie Annese, RMC  
Township Clerk

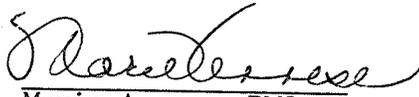
November 8, 2002

I certify this document to be a true copy of Resolution No. 2002 - 160 adopted by Willingboro Township Council at their meeting of November 6, 2002.

On Motion by Councilman Ramsey  
Seconded by Deputy Mayor Johnson

Roll Call Vote:	Councilman Ayrer	Yes
	Councilman Campbell	Yes
	Councilman Ramsey	Yes
	Deputy Mayor Johnson	Yes
	Mayor Stephenson	Yes

All in favor, Motion carried. Resolution No. 2002 - 160 is adopted.

  
\_\_\_\_\_  
Marie Annese, RMC  
Township Clerk



**WILLINGBORO TOWNSHIP**  
**ONE SALEM ROAD, WILLINGBORO, N.J. 08046**  
**Phone No. (609) 877-2200 Fax No. (609) 835-0782**

**TELEFAX COVER SHEET**

TO: Rhonda Feld

COMPANY: \_\_\_\_\_

DATE: 11/8/02

TO FAX NO. 1-856-662-0165

FROM: Marie Annese EXT. 6202 PAGES 3

SUBJECT: Res2002-160 - Renewal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR YOUR INFORMATION  PLEASE RESPOND

THANK YOU.

# LAW OFFICE OF MICHAEL A. ARMSTRONG

79 MAINBRIDGE LANE  
WILLINGBORO, NEW JERSEY 08046

TELEPHONE: (609) 877-5511  
FACSIMILE: (609) 877-7755

MICHAEL A. ARMSTRONG+  
Email: maa@armstronglawfirm.com

CRISTAL HOLMES-BOWIE  
Email: chb@armstronglawfirm.com

\* MEMBER NJ & NY BARS

PLEASE REPLY TO WILLINGBORO

586 CENTRAL AVENUE, SUITE 10-14  
EAST ORANGE, NEW JERSEY 07018

TELEPHONE: (973) 642-2800

November 8, 2002

**Via Facsimile and Regular Mail**

Marie Annese, Deputy Township Clerk  
Willingboro Township Municipal Complex  
One Salem Road  
Willingboro, NJ 08046

RE: Resolution No. 2002-160

Dear Ms. Annese:

As per our discussion, this afternoon, I spoke with Mr. Armstrong, who stated that you cannot provide any kind of certification that indicates that the Resolution is approved by the Mayor or council without his review of the Resolution. The Mayor must sign the Resolution himself to indicate approval of the Resolution on behalf of Council.

Very truly yours,



Cristal Holmes-Bowie

LAW OFFICE OF MICHAEL A. ARMSTRONG

79 MAINBRIDGE LANE  
WILLINGBORO, NEW JERSEY 08046

TELEPHONE: (609) 877-5511  
FACSIMILE: (609) 877-7755

MICHAEL A. ARMSTRONG+  
Email: maa@armstronglawfirm.com

CRISTAL HOLMES-BOWIE  
Email: chb@armstronglawfirm.com

\* MEMBER NJ & NY BARS

PLEASE REPLY TO WILLINGBORO

586 CENTRAL AVENUE, SUITE 10-14  
EAST ORANGE, NEW JERSEY 07018

TELEPHONE: (973) 642-2800

FACSIMILE TRANSMISSION COVER SHEET

DATE: 11/8/02  
TO: Marie Annese / Denise Rose  
FAX#: 835-0782  
RE: Resolution No. 2002-160  
FROM:  Michael A. Armstrong, Esq.  Cristal Holmes-Bowie, Esq.  
  
Willingboro Office

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THIS FAX CONSISTS OF 2 PAGES (INCLUDING COVER SHEET). IF THERE ARE ANY PROBLEMS WITH THIS TRANSMISSION, PLEASE CONTACT US AT THE ABOVE NUMBER.

CONFIDENTIALITY NOTICE

The information contained within this facsimile transmission from the Law Office of Michael A. Armstrong is intended for the sole use of the persons or entities named on this transmittal cover sheet. If you are not an intended recipient of this transmission, the dissemination, distribution, copying or use of the information it contains is strictly prohibited. If you received this transmission in error, please call the sender immediately to arrange for the return of this information. We practice SAFE FAX.

**WILLINGBORO TOWNSHIP**  
**ONE SALEM ROAD, WILLINGBORO, N.J. 08046**  
**Phone No. (609) 877-2200 Fax No. (609) 835-0782**

**TELEFAX COVER SHEET**

TO: Steve Jaffe

COMPANY: Renewal

DATE: \_\_\_\_\_

TO FAX NO. 880 - 1555

FROM: Marie Anese EXT. 6202 PAGES \_\_\_\_\_

SUBJECT: Res. 2002 # 160 - Signed

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOR YOUR INFORMATION  PLEASE RESPOND

THANK YOU.

**RESOLUTION NO. 2002 - 161**

**A RESOLUTION AUTHORIZING CHANGE ORDERS  
FOR AIR CONTROL TECHNOLOGY, INC.  
SENIOR CITIZEN AREA AT KENNEDY CENTER**

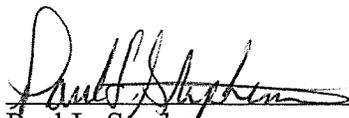
WHEREAS, Willingboro Township Council, by Resolution No. 2002 – 95, awarded a contract to Air Control Technology, Inc. in the amount of \$205,425.00, and

WHEREAS, the Remington & Vernick Engineers (Clerk of the Works) has submitted and approved Change Orders Number 1 through 5 to increase the contract to include the items listed in the attached paperwork; and

WHEREAS, The Rules of the Local Finance Board require such change order to be approved by prior resolution of the Township Council;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 26<sup>th</sup> day of November, 2002, as follows:

1. **Change Order No. 1** Delete VAV diffuser and replace with standard diffusers – increase of \$6,300.00.
2. **Change Order No. 2** Demolition of skylight steel supports – increase of \$1,127.00
3. **Change Order No. 3** Install economizers – increase of \$3,013.00
4. **Change Order No. 4** Additional labor to retrofit dampers in HVAC ductwork – increase of \$2,024.00
5. **Change Order No. 5** Repair structural steel supports – increase of \$8,970.00
6. Change Orders 1 through 5 adjust the contract from \$205,425.00 to \$226,859.00 (an increase of \$21,434.00) and
7. Copies of this resolution shall be forwarded to the Finance Director, Engineer, Architect and Auditor for their information.

  
Paul L. Stephenson  
Mayor

Attest:

  
Marie Annese, RMC  
Township Clerk

Certification Of Availability of Funds  
-----

This is to certify to the of the TOWNSHIP OF WILLINGBORO that funds for the following resolutions are available.

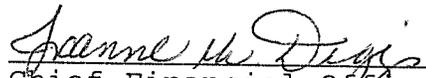
Resolution Date: 11/26/02  
Resolution Number: 2002-161

Vendor: AIRCO050 AIR CONTROL TECHNOLOGY, INC.  
762 WHITE HORSE PIKE  
ATCO, NJ 080042162

Contract: 02-00020 AIR CONDITIONING & MECHANICAL  
MODIFICATION TO SR CTR

Account Number	Amount	Department
C-04-55-900-002-918	21,434.00	2000 GENERAL CAPITAL
Total	21,434.00	

Only amounts for the 2002 Budget Year have been certified.  
Amounts for future years are contingent upon sufficient funds being appropriated.

  
\_\_\_\_\_  
Chief Financial Officer

**WILLINGBORO TOWNSHIP**  
**ONE SALEM ROAD, WILLINGBORO, N.J. 08046**  
**Phone No. (609) 877-2200 Fax No. (609) 835-0782**

**TELEFAX COVER SHEET**

TO: Mail JAGLOR  
COMPANY: R & U  
DATE: 11/27/02  
TO FAX NO. 1-856-795-1882

FROM: Marie Anese EXT. 6302 PAGES 3

SUBJECT: Res 2002-161 CB AIR Tech  
Kennedy Senior Center

FOR YOUR INFORMATION  PLEASE RESPOND

THANK YOU.

EDWARD VERNICK, RE., C.M.E., President  
CRAIG F. REMINGTON, P.L.S., P.P., Vice President

EXECUTIVE VICE PRESIDENTS  
Michael D. Vena, RE., P.P., C.M.E.  
Edward J. Walberg, RE., P.P., C.M.E.  
Thomas F. Beach, RE., C.M.E.



Remington & Vernick Engineers  
Remington, Vernick & Vena Engineers  
Remington, Vernick & Beach Engineers  
Remington, Vernick & Walberg Engineers

October 23, 2002

Ms. Denise Rose, Township Manager  
Willingboro Township  
One Salem Road  
Willingboro, NJ 018436

Re: Kennedy Center Senior Citizens Area  
Change Orders #1-#5

Dear Ms. Rose:

Enclosed, please find a copy of Air Control Technology Change Orders #1-#5 for the above referenced project. Remington & Vernick Engineers has reviewed the change orders for appropriateness under the contract documents and verified the costs and/or credits as reasonable and just. We therefore recommend approval of a change to the contract in the following amount:

- CO#1 \$ 6,300.00 Delete VAV diffuser HVAC system originally designed and replace with standard diffusers to connect to existing building control system.
- CO#2 \$ 1,127.00 Demolition of skylight steel supports which conflict with ductwork installed without shop drawings waived by design architect.
- CO#3 \$ 3,013.00 Install economizers in RTU #5 & #6 for fresh air intake not in original design.
- CO#4 \$ 2,024.00 Additional labor to retrofit fire dampers in HVAC ductwork required by code after design architect directed contractor to delete item.
- CO#5 \$ 8,970.00 Repair structural steel supports for RTU #5 & #6, which are currently insufficient to carry live and dead loads with proper factors of safety.

Total \$ 21,434.00

Original Contract Amount	\$ 205,425.00
Change Orders to Date (CO#1-#5)	\$ 21,434.00
Revised Contract Amount	\$ 226,859.00

DIRECTOR OF OPERATIONS  
CORPORATE SECRETARY  
Bradley A. Blubaugh, B.A., M.P.A.

SENIOR ASSOCIATES  
John J. Cantwell, RE., P.P., C.M.E.  
Alan Dittenthaler, RE., P.P., C.M.E.  
Frank J. Seney, Jr., RE., P.P., C.M.E.  
Terence Vogt, RE., P.P., C.M.E.  
Dennis K. Yoder, RE., P.P., C.M.E.

Remington & Vernick  
Engineers  
232 Kings Highway East  
Haddonfield, NJ 08033  
(856) 785-3886  
(856) 785-1882 (fax)

18 East Broad Street  
Burlington City, NJ 08016  
(609) 387-7053  
(609) 387-5920 (fax)

Remington, Vernick  
& Vena Engineers  
8 Allan Street  
Toms River, NJ 08753  
(732) 286-9220  
(732) 606-8416 (fax)

Remington, Vernick  
& Walberg Engineers  
845 North Main Street  
Pleasantville, NJ 08232  
(609) 646-7110  
(609) 646-7076 (fax)

4907 New Jersey Avenue  
Wildwood City, NJ 08260  
(609) 522-8180  
(609) 522-8313 (fax)

9650 Highland Street  
2nd Level  
Mantoloking, NJ 08329  
(609) 785-7000  
(609) 785-3126 (fax)

Remington, Vernick  
& Beach Engineers  
322 Fayette Street  
Conshohocken, PA 19428  
(610) 840-1050  
(610) 840-1161 (fax)

University Office Plaza  
Commonwealth Building  
260 Chapman Road, Ste. 104F  
Newark, DE 19702  
(302) 266-0212  
(302) 266-6209 (fax)

www.rve.com

Established in 1901



\*\*\*\*\*  
 \* P.01 \*  
 \* TRANSACTION REPORT \*  
 \* NOV-27-2002 WED 10:35 AM \*  
 \* DATE START RECEIVER TX TIME PAGES TYPE NOTE M# DP \*  
 \* NOV-27 10:34 AM 18567951882 51" 3 SEND OK 723 \*  
 \* TOTAL : 51S PAGES: 3 \*  
 \*\*\*\*\*

**WILLINGBORO TOWNSHIP**  
**ONE SALEM ROAD, WILLINGBORO, N.J. 08046**  
**Phone No. (609) 877-2200 Fax No. (609) 835-0782**

**TELEFAX COVER SHEET**

TO:           Matt Taylor            
 COMPANY:           R+U            
 DATE:           11/27/02            
 TO FAX NO.           1-856-795-1882            
 FROM:           Marie Anese           EXT. 6002 PAGES 3

24 Hour Service  
e-mail: actanp@aol.com

(856) 768-7300  
Fax (856) 768-7878

# ACT

**AIR CONTROL TECHNOLOGY, INC.**  
*Heating - Air Conditioning - Boilers*  
762 White Horse Pike - Atco, NJ 08004

August 5, 2002

The Gibson Tarquini Group  
1812 Federal Street  
Camden, NJ 08105

Attn: Ted J. Bosnjak

Re: Willingboro Kennedy Center -  
Senior Citizens Area

Dear Mr. Bosnjak:

Below is a breakdown to delete the VAV diffuser system and replace with standard diffusers and then add the existing Delta Control System to the two rooftop units:

Delete Modules	- \$ 1,100.00	
Delete VAV Diffusers	- \$ 4,000.00	
Delete Labor to Install Controls	- \$ 2,000.00	
<b>Total Deletion/Credit</b>		<b>- \$ 7,100.00</b>
Add Standard Diffusers	\$ 2,800.00	
Add Delta Control System	<u>\$10,600.00</u>	
<b>Total Additions</b>		<b><u>\$13,400.00</u></b>
<b>Total Add for Contract</b>		<b>\$ 6,300.00</b>

Please review and call if you should have any questions.

Sincerely,

Air Control Technology, Inc.

  
Anthony N. Piccone  
President

ANP:jtd

# ACT

**AIR CONTROL TECHNOLOGY, INC.**  
*Heating - Air Conditioning - Boilers*  
762 White Horse Pike - Arco, NJ 08004

August 7, 2002

The Gibson Tarquini Group  
1812 Federal Street  
Camden, NJ 08105

Attn: Ted J. Bosnjak

Re: Willingboro Kennedy Center  
Senior Citizens Area

Dear Mr. Bosnjak:

Below is a breakdown for the work to remove (3) skylights in the way of the ductwork as discussed:

Labor 2 men / 16 hours @ 55.00 ph	\$ 880.00
Miscellaneous material / lift	\$ 100.00
<b>Subtotal</b>	<b>\$ 980.00</b>
15% overhead / profit	\$ 147.00
<b>Total</b>	<b>\$1,127.00</b>

Please review and call if you should have any questions.

Sincerely,

Air Control Technology, Inc.

  
Anthony N. Piccone  
President

ANP:jtd

**RECEIVED**

**AUG 12 2002**

THE GIBSON TARQUINI GROUP  
A PROFESSIONAL ASSOCIATION

# ACT

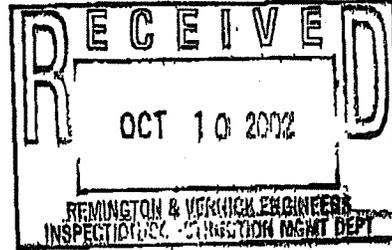
**AIR CONTROL TECHNOLOGY, INC.**  
*Heating - Air Conditioning - Boilers*  
762 White Horse Pike - Atco, NJ 08004

October 7, 2002

Remington & Vernick Engineers  
95 Grove Street  
Haddonfield, NJ 08033-1219

Attn: Matt Taylor

Re: Willingboro Kennedy Center  
Senior Citizens Area



Dear Mr. Taylor:

The following is a breakdown to install economizers at the above captioned matter:

Economizers 2 @ 980.00 each	\$1,960.00
Labor 1 man / 12 hours @ \$55.00 p/h	\$ 660.00
<b>Subtotal</b>	<b>\$2,620.00</b>
15% overhead / profit	\$ 393.00
<b>Total</b>	<b>\$3,013.00</b>

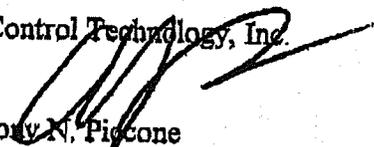
The following is a breakdown of extra labor required to install fire dampers after ductwork was installed:

2 men / 16 hours @ 55.00 p/h	\$1,760.00
15% overhead / profit	\$ 264.00
<b>Total</b>	<b>\$2,024.00</b>

Please review and call if you should have any questions.

Sincerely,

Air Control Technology, Inc.

  
Anthony N. Piccone  
President

ANP:jtd

# ACT

**AIR CONTROL TECHNOLOGY, INC.**  
*Heating - Air Conditioning - Boilers*  
762 White Horse Pike - Atco, NJ 08004

October 21, 2002

Remington & Vernick Engineers  
95 Grove Street  
Haddonfield, NJ 08033

Attn: Matthew Taylor

Re: Willingboro Kennedy Center  
Senior Citizens Area

Dear Mr. Matt:

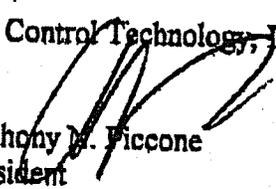
Below is a cost breakdown to move steel beam and conduit so duct drops can come straight down:

Steel work	\$ 2,800.00
Relocate conduit	<u>\$ 1,100.00</u>
	<b>Subtotal</b> \$ 3,900.00
15% overhead / profit	<u>\$ 585.00</u>
	<b>Total</b> \$ 4,485.00

Please review and comment, so we can proceed and complete this project.

Respectfully,

Air Control Technology, Inc.

  
Anthony M. Piccone  
President

ANP:jtd

**REMINGTON & VERNICK ENGINEERS, INC.**  
**95 GROVE STREET**  
**HADDONFIELD, NJ 08033-1219**  
**(856) 795-9596**  
**(856) 795-3684 FAX**

*for Pro 3000-157*

**DATE:** 11-25-02

**NUMBER OF PAGES:** 7  
**(INCLUDING COVER)**

**TO:** Denise Rose & Maria  
**COMPANY:** Willingboro

**FROM:** Matt Taylor  
**REMINGTON & VERNICK**

**PHONE #:** \_\_\_\_\_

**FAX #:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESOLUTION NO. 2002 - 162

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2001 has been filed by a Registered Municipal Accountant with the Municipal Clerk, as per the requirements of N.J.S.A. 40A:5-6 and a copy has been received by each member of the governing body; and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34; and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled:

Schedule of findings and Questioned Costs or Schedule of Findings and Recommendations, and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

Schedule of findings and Questioned Costs or Schedule of Findings and Recommendations as evidenced by the group affidavit form of the governing body; and

WHEREAS, such resolution of certification shall be adopted by the governing body no later than forty-five days after the receipt of the Annual Audit, as per the regulations of the Local Finance Board; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

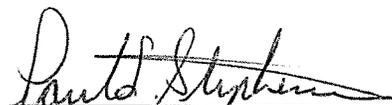
WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the governing body to the penalty provisions of R.S. 52:27BB-52 - to wit:

R.S. 52:27BB-52 - "A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this article, shall be guilty of a misdemeanor and, upon conviction may be fined not more than one thousand dollars (\$1,000) or imprisoned for not more than one year or both, in addition shall forfeit his office."

NOW, THEREFORE, BE IT RESOLVED, this 26<sup>th</sup> day of Nov. 2002, that the Township Council of the Township of Willingboro, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey, dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Attest:

  
Marie Annese, Twp. Clerk

  
Paul L. Stephenson, Mayor

**NO PHOTOCOPIES OF SIGNATURES**  
**GROUP AFFIDAVIT FORM**  
**CERTIFICATION OF GOVERNING BODY**

STATE OF NEW JERSEY     )  
  )SS.  
COUNTY OF Burlington     )

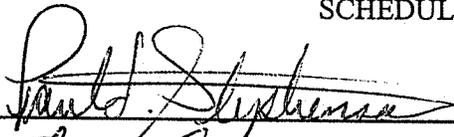
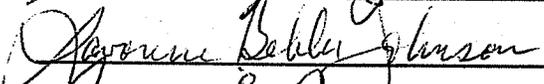
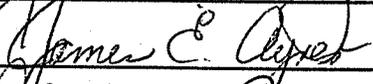
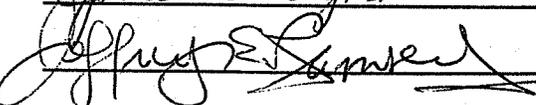
We, members of the governing body of the Township of Willingboro,  
County of Burlington, of full age, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the Township Council of  
the Township of Willingboro. insert name of governing body

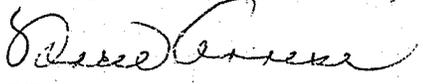
2. In the performance of our duties, and pursuant to the Local Finance Board Regulation, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year 2001.

3. We certify that we have personally reviewed and are familiar with, as a minimum, the section of the Annual Report entitled:

SCHEDULE OF FINDINGS AND RECOMMENDATIONS  
OR  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

	(L.S.)		(L.S.)
	(L.S.)		(L.S.)
	(L.S.)		(L.S.)
	(L.S.)		(L.S.)
	(L.S.)		(L.S.)

Sworn to and subscribed before  
me this 26<sup>th</sup> day of November  
Marie Annese  
Notary Public of New Jersey  
Commission expires January 14, 2007

  
\_\_\_\_\_  
Notary Public of New Jersey

The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

**IMPORTANT:** This certification must be sent to the Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625

## RECOMMENDATIONS

That the Township charge expenses to the proper year's budget appropriations.

That the Township carefully monitor its budget appropriations and record encumbrances that will assist the Township in preventing the overexpending of budget appropriations.

That the fixed asset accounting system be maintained in accordance with Technical Accounting Directive 85-2.

That the Township file its quarterly Public Employee Retirement System reports by the required due dates.

That an accurate grass/maintenance lien accounting record be maintained that can be reconciled monthly to the general ledger.

That all Recreation Department and Construction Code office receipts be turned over to the Finance office within 48 hours of receipt as required by N.J.S.A. 40A:5-15.

That the Township properly maintains a general ledger accounting record on a monthly basis.

That the Township adopt resolutions when awarding professional service contracts.

That a contract, detailing the services to be provided by individuals who act as both employees and independent contractors as required by Internal Revenue Service regulations, be available for audit.

That the Township provide accurate 1099 Forms to all non-incorporated vendors who are paid more than \$600.00 as required by Internal Revenue Service regulations.

That deposits from the sale of daily pool passes be properly reconciled to the number of passes sold per day.

That the Construction Code office implement procedures that will reconcile its receipts record to the actual amount of money deposited.

That the Township charge permit fees in accordance with the Uniform Construction Code fee schedule.

The above synopsis was prepared from the Report of Audit of the Township of Willingboro, County of Burlington, for the calendar year 2001, submitted by Stephen E. Ryan, Registered Municipal Accountant, Certified Public Accountant of Bowman & Company LLP, Certified Public Accountants. The information included therein is not intended to represent complete financial information as presented in the Report of Audit. A copy of the Report of Audit is on file at the Municipal Clerk's office and may be inspected by any interested person.

A Corrective Action Plan, which outlines the remedial actions the management of the Township of Willingboro will take in response to the recommendations contained in the Schedule of Audit Findings and Recommendations, included in the Report of Audit, will be prepared in accordance with federal and state guidelines. A copy of the Corrective Action Plan will be placed on file and be made available for public inspection in the office of the Municipal Clerk in compliance with the Division of Local Government Services directives.

Marie Annese

  
Clerk

RESOLUTION NO. 2002-163

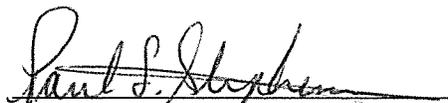
WHEREAS, the Township Council of the Township of Willingboro has received and reviewed the annual report for 2001; and

WHEREAS, the Chief Financial Officer of the Township is required to prepare a Corrective Action Plan, addressing the comments in the 2001 Audit; and

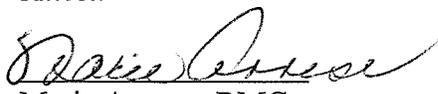
WHEREAS, the Township Council has received and reviewed the Corrective Action Plan submitted by the Chief Financial Officer of the Township of Willingboro;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro assembled in public session this 26<sup>th</sup> day of November, 2002, that the Corrective Action Plan prepared by the Chief Financial Officer of the Township of Willingboro, for the 2001 Audit, be and hereby is approved; and

BE IT FURTHER RESOLVED, that certified copies of this Resolution be provided to the Chief Financial Officer of the Township of Willingboro, to the Township Auditor and the Division of Local Government Services for their information and attention.

  
Paul L. Stephenson  
Mayor

Attest:

  
Marie Annese, RMC  
Township Clerk

**CORRECTIVE ACTION PLAN**  
**Year Ending December 31, 2001**

Willingboro Township

Burlington County

November 26, 2002

**Finding No. 2001-1**

**Condition:**

The Township inappropriately charged the 2001 budget for a portion of December 2000 electric and gas bill.

**Analysis:**

Several utility bills were received well after the end of year 2000 and funds were not available to cover the cost.

**Corrective Action:**

We will charge the proper year.

**Finding No. 2001-2**

**Condition:**

The Township expended more for electric and gas than was appropriated in the 2001 budget.

**Analysis:**

The 2001 budget was not sufficient to cover the cost.

**Corrective Action:**

We will carefully monitor the budget appropriations.

**Finding No. 2001-3**

**Condition:**

The Township did not maintain an accurate record of general fixed assets as required by the Director of the Division of Local Government Services Technical Accounting Directive 85-2.

**Analysis:**

The Township contracted an independent appraisal company that we had used in the past to update our fixed asset accounting records 2000. The report provided was inadequate. We have not done an inventory since that time.

**Corrective Action:**

We will hire an independent appraisal company to do fixed asset inventory and assign a person from the Finance Office to closely monitor the process and the reports.

**Finding No. 2001-4**

**Condition:**

The Township did not file the third and fourth quarter Public Employees Retirement System reports by the required Due dates.

**Analysis:**

We must wait for the information from the Library, who has a separate payroll system, to file the report. We called each Quarter to request the information to file the report timely. The Library did not cooperate with our request.

**Corrective Action:**

Continue to ask the Library to provide their information in time to comply with the deadline.

**Finding No. 2001-5**

**Condition:**

The Township did not maintain an accounting record for grass/maintenance liens that could provide the necessary information to properly account for this activity and reconcile to the Township's general ledger on a monthly basis.

**Analysis:**

There are currently well over 700 properties with grass and maintenance liens. The file is much too large to maintain manually. Our tax accounting system allows us to record the lien and account for the cash received but does not provide the type of reports needed by the auditors. We attempted to keep a file in Excel but it was not maintained properly.

**Corrective Action:**

During 2002 we installed new tax collection software that will provide better records.

**Finding No. 2001-6****Condition:**

Cash receipts collected by the Recreation Department and Construction Code Office were not turned over to the Finance Office within the 48 hours as required by N.J.S.A. 40A:5-15

**Analysis:**

In both offices the shortage of trained staff to prepare deposits played a part in the failure to turn over receipts within the 48 hours. If the person assigned to prepare the deposit was not available the job was not completed timely.

**Corrective Action:**

We plan to cross train staff to fill in when other staff members are not available.

**Finding No. 2001-7****Condition:**

The general ledger accounting record was not maintained in a satisfactory condition.

**Analysis:**

During the year 2001 we installed new budget and general ledger software. The transition took place mid-year. Prior to this time we did not have an integrated budget and general ledger system.

**Corrective Action:**

The new software will help provide an accurate, timely and maintained general ledger

**Finding No. 2001-8****Condition:**

The Township did not adopt a resolution for the award of a professional service contract for clinical services.

**Analysis:**

Due to an oversight the contract was not awarded.

**Corrective Action:**

We will be more diligent to see that contract renewals are not overlooked.

**Finding No. 2001-9****Condition:**

The Township provided clinical counseling services to residents and employees. The individuals providing the service was paid as both employees and independent contractor. A contract, detailing the services provided as an employee and the services provided as an independent contractor was not available.

**Analysis:**

Payments for clinical services were made following the same format as done in previous years. The contract must be amended to comply with Internal Revenue Regulations.

**Corrective Action:**

The 2002 contract will be amended to comply with Internal Revenue Regulations.

**Finding No. 2001-10****Condition:**

The Township did not provide 1099 Forms to several non-incorporated vendors who were paid more than \$600.00 and filed several 1099 Forms that reported the erroneous amounts paid to those vendors.

**Analysis:**

We changed accounting software in mid-2002. The vendor totals from the old system were not accurately carried to the new system. We used the new system to print the 1099.

**Corrective Action:**

We will comply with the recommendation.

**Finding No. 2001-11****Condition:**

Deposits from the sale of daily pool passes did not reconcile to the number of passes sold per day.

**Analysis:**

Reports did not reconcile due to pool - side clerical errors.

**Corrective Action:**

A review procedure will be installed to rectify error in reporting.

**Finding No. 2001-12****Condition:**

The cash receipts record maintained by the Construction Code office did not reconcile to the actual amount of money deposited.

**Analysis:**

Clerical errors were made and later corrected in the report maintained the Inspection Department.

**Corrective Action:**

A check and balance system will be utilized to address the problem.

**Finding No. 2001-13****Condition:**

The Construction Code office did not charge permit fees for roofing projects in accordance with the Uniform Construction Code fee schedule

**Analysis:**

Fee schedule changed during the year and the permit clerk was not aware of the change.

**Corrective Action:**

The correct fee schedule is being used.

RESOLUTION NO.

2002 - 164

WHEREAS, there are certain budget appropriation of the Township of Willingboro which are insufficient to meet the requirements for operating the affairs of the Township; and

WHEREAS, there are other 2002 budget appropriations where there are unexpended balances which will not be needed for such purposes; and

WHEREAS, the Revised Statutes 40A:4-58 provide for such transfers from such accounts that have unexpended balances to those accounts which have insufficient balances.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 26th day of November, 2002, that the following transfers be made:

<b>Inside Cap</b>				<u>Explanation</u>
<b>FROM:</b>				
Natural Gas	OE	31-446-000-264	86,710	
Gasoline	OE	31-460-000-264	25,000	
Group Health	OE	23-220-00-171	30,000	
Traffic Signals	OE	26-300-000-075	7,000	
Building and Grounds	OE	26-310-000-	25,000	
Attorney	SW	20-155-000-012	12,000	
Building and Grounds	SW	26-310-000-011	50,000	
Housing Inspection	SW	22-195-196-011	100,000	
Roads and Streets	SW	26-290-291-011	36,500	
Public Assistance	SW	27-345-000-011	10,000	382,210
<b>TO:</b>				
Manager	SW	20-100-101-013	6,000	
Finance	SW	20-130-000-013	1,200	Sick Leave Incentive Exceeded Budget
Construction Official	SW	22-195-195-011	80,000	Offset in Housing Inspections
Police/Part-time	SW	25-240-249-012	20,000	Traffic Guards Over
Fire	SW	25-265-000-015	10,000	Overtime insufficient
Animal Control	SW	27-340-000-012	10,000	Expenditures Exceeded Budget
Recreation	SW	28-370-000-011	25,000	Expenditures Exceeded Budget
Attorney	OE	20-155-000-020	12,000	From SW to OE
Recreation	OE	28-370-000	25,000	Transfer from Building and Grounds
Electric	OE	31-430-000-264	54,000	Expenditures Exceeded Budget
Telephone	OE	31-440-000-264	24,000	Expenditures Exceeded Budget
Telecommunication	OE	31-450-000-264	24,000	Expenditures Exceeded Budget
Social Security	OE	36-472-000-020	37,000	Expenditures Exceeded Budget
Landfill Cost	OE	32-465-000-172	30,000	Expenditures Exceeded Budget
Insurance Buyback	OE	23-210-000-001	4,010	Expenditures Exceeded Budget
MEL & Emp. Dis.	OE	23-210-000-179	15,000	Expenditures Exceeded Budget
Unemployment	OE	23-225-000-175	5,000	Expenditures Exceeded Budget
			<u>382,210</u>	

Res. No. 2002, 164 continued

**Outside Cap**

FROM:

Library Contractual	OE	29-390-000-132	17,000	17,000
---------------------	----	----------------	--------	--------

TO:

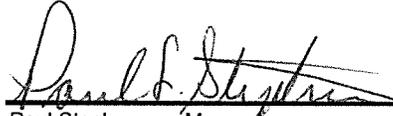
Municipal Court	SW	43-490-000-012	16,000	
-----------------	----	----------------	--------	--

Municipal Court	OE	43-190-000-299	<u>1,000</u>	17,000
-----------------	----	----------------	--------------	--------

BE IT FURTHER RESOLVED, that certified copies of this resolution be provided to the Finance Director and the Auditor for their information and attention.

ATTEST:

  
Marie Annese

  
Paul Stephenson, Mayor

RESOLUTION NO. 2002 - 165

A 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 Council of the Township of Willingboro is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et, seq.; and

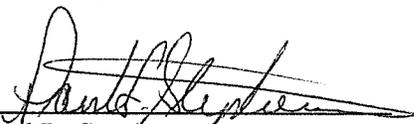
WHEREAS, The Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

WHEREAS, it is necessary for the Township Council of the Township of Willingboro to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- ✓ (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 appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session on 11/26, 2002, that an Executive Session closed to the public shall be held on 11/26, 2002, at 9:25 p.m. in the Willingboro Township Municipal Complex, One Salem Road, Willingboro, New Jersey, for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon determination of the Township Council that the public interest will no longer be served by such confidentiality.

  
Paul L. Stephenson, Mayor

ATTEST:

  
Marie Annesé, RMC  
Township Clerk

RESOLUTION 2002 - 166

**AUTHORIZING MASTER PUBLIC WORKS  
INTERLOCAL SHARED SERVICES  
AGREEMENT FOR SHARING  
PUBLIC WORKS SERVICES**

WHEREAS, the Township Council of the Township of Willingboro wishes to enter into an Interlocal Services Agreement for sharing Public Works services among Willingboro, other Townships of Burlington County and the County of Burlington (the "County"); and

WHEREAS, by entering into the Agreement the aforementioned municipalities and the County agree to occasionally lend or borrow Public Works equipment, employees and/or services during emergencies, as back-up in case of breakdowns, as secondary support equipment for extra large projects, and/or occasionally for efficiency and effectiveness of operations with each other; and

WHEREAS, the Interlocal Services Act (N.J.S.A. 40:8A-1 et seq.) authorizes and empowers the designated municipalities and the County to enter into this Agreement; and

WHEREAS, all contractual provisions have been negotiated and an agreement has been entered into among the Townships and the County, setting forth those provisions, which agreement is attached hereto and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro assembled in public session this 26<sup>th</sup> day of November 2002 that the Mayor and Township Clerk be and are hereby authorized to execute this Master Public Works Interlocal Shared Services Agreement for sharing Public Works services among the aforementioned municipalities and the County

  
Dr. Paul L. Stephenson  
Mayor

Attest



Marie Annese  
Township Clerk.



# TOWNSHIP OF WILLINGBORO

MUNICIPAL COMPLEX ONE SALEM ROAD  
WILLINGBORO, NEW JERSEY 08046  
(609) 877-2200 FAX (609) 835-0782

December 16, 2002

Mr. Ralph Shrom  
Freeholders Office  
Burlington County Office Building  
49 Rancocas Road  
Mount Holly, New Jersey 08060

Dear Mr. Shrom:

Attached is a certified copy of Resolution No. 2002 – 166 authorizing a Master Public Works Interlocal Shared Services Agreement along with three copies of the agreement. It would be appreciated if you would sign all three copies of the agreement and return the original and two copies to this office.

Thank you for your cooperation.

Sincerely,

Marie Annese, RMC  
Township Clerk

/ma  
Att.

**MASTER PUBLIC WORKS  
INTERLOCAL SHARED SERVICES AGREEMENT  
FOR SHARING PUBLIC WORKS SERVICES BETWEEN  
TOWNSHIP OF WILLINGBORO AND THE COUNTY OF BURLINGTON**

THIS AGREEMENT is made this     day of     ,2002 by and between the Township of Willingboro, New Jersey;(hereinafter referred to as the "Municipality), and the County of Burlington with offices at 49 Rancocas Road, Mount Holly, New Jersey, 08060 (the "County").

WHEREAS, the Municipality and the County are desirous of occasionally sharing Public Works Equipment, employees, and/or services with each other; and

WHEREAS, the Interlocal Services Act N.J.S.A. 40:8A-1 et seq.) authorizes and empowers the designated municipalities and the County to enter into this Agreement:

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Scope of Services. The Municipality and the County agree to occasionally lend or borrow Public Works equipment to each other during emergencies, as back-up in case of breakdowns, as secondary support equipment for extra large projects, and/or occasionally for efficiency and effectiveness of operations. (Note: Any and all regularly scheduled, frequent usage will be covered by a separate Resolution and Interlocal Shared Services Agreement).

It is hereby acknowledged the Municipality and the County are concerned that each Municipality's equipment and the County's equipment must be available for their own projects whenever needed, which determination will be made in the sole discretion of each Municipality's Public Works Contact Person and the County Contact.

Both the Municipality or County retain the option to provide a qualified operator for its equipment, to operate the equipment being offered to the Municipality or County, rather than merely loaning that equipment to the other party.

2. Contact Person. The Municipality and the County agree to appoint a person to act as a liaison to serve as the "Public Works Contact Person" (hereinafter referred to as the "Contact Person") between the Municipality and the County in order to support and facilitate the orderly and efficient distribution of equipment requests and related relevant information to the designated Municipality's and/or County's Public Works Contact Person.

Unless otherwise appointed by a resolution of the Municipality's Governing Body or the Board of Chosen Freeholders of Burlington County, the Public Works Contact Person will be:

- A. The Superintendent of Public Works;
- B. If the Superintendent of Public Works is unavailable for any reason whatsoever, the first alternate Public Works Contact Person shall be the substitute designated by the Superintendent of Public Works; or
- C. The Township Manager.

3. Effective Date. This Agreement shall become effective upon the passage of an authorizing resolution by the Municipality and the County as required by the Interlocal Services Act, N.J.S.A. 40A:8A-4. This Agreement may be executed in counterparts.

4. Level of Service. The Municipality and County agree to provide all services in a professional and workmanlike manner.

5. No Charge Policy. As with mutual aid for police and fire departments, the Public Works Contact Person may lend Municipality and/or County equipment and personnel to the other on an occasional basis, without charge, in his or her sole discretion.

6. Indemnification. The Municipality and the County shall indemnify and hold harmless each other, their officers, employees, agents and servants from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses, including attorney's fees, incurred or suffered on account of property damage, or loss and/or personal injury, including loss of life, of any person, agency, corporation or governmental entity which shall arise out of the course of or in consequence to any negligent acts or omissions of the Municipality, the County, and its employees, agents or servants in the performance of the work or the failure of the Municipality, or the County, and its employees, agents or servants to comply with any term or condition of the Agreement.

7. Insurance. During the term of this Agreement, the party operating the equipment borrowed hereunder shall be responsible for keeping in force, at its expense, adequate insurance to cover its employees, operations and the equipment being borrowed.

8. Miscellaneous. This Agreement may only be modified in writing, duly authorized and signed by the Mayor of the Municipality and the County Administrator. All notices, statements or other documents required by this Agreement shall be hand-delivered or mailed to the addresses listed in the first paragraph herein.

9. Authorization. Each party represents and warrants to the other that all Municipal and County actions necessary for such Municipality and the County to enter into and perform all obligations required by this Agreement have been validly taken and that the undersigned are authorized to execute this Agreement.

10. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

11. No Assignments. This Agreement may not be assigned without the written consent of both Municipality and the County.

12. Entire Agreement. This Agreement sets forth the entire understanding of the parties hereto with respect to the transactions contemplated herein. No change or modification of this Agreement shall be valid unless the same shall be in writing and signed by all the parties hereto.

13. No Presumption Against Drafter. The Municipality acknowledges that this Agreement was reviewed by its respective Legal Counsel, and therefore, no presumption shall arise against the Drafter of this Agreement.

14. Severability. If any clause, sentence, paragraph, section or part of this Agreement shall be adjudged to be invalid by any court of competent jurisdiction, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section, or part thereof, directly involved in the controversy in which such judgment shall have been rendered.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

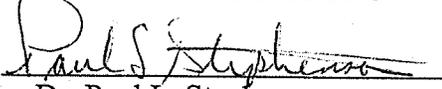
ATTEST:



Marie Annese  
Township Clerk

TOWNSHIP OF WILLINGBORO

By:



Dr. Paul L. Stephenson  
Mayor

ATTEST:

\_\_\_\_\_

BURLINGTON COUNTY

By:

\_\_\_\_\_

RESOLUTION NO. 2002 - 167  
A 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 Council of the Township of Willingboro is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et, seq.; and

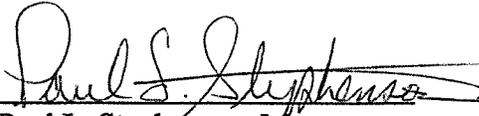
WHEREAS, The Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

WHEREAS, it is necessary for the Township Council of the Township of Willingboro to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- (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 appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session on 12/3, 2002, that an Executive Session closed to the public shall be held on 12/3, 2002, at 7:05 p.m. in the Willingboro Township Municipal Complex, One Salem Road, Willingboro, New Jersey, for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon determination of the Township Council that the public interest will no longer be served by such confidentiality.

  
Paul L. Stephenson, Mayor

ATTEST:  
  
Marie Annese, RMC  
Township Clerk

**RESOLUTION NO. 2002 – 168**

**A RESOLUTION AUTHORIZING THE AWARD OF CONTRACT  
FOR THE PROVISION OF CLERK OF THE WORKS SERVICES  
REMINGTON & VERNICK ENGINEERS.**

WHEREAS, the Township Council of the Township of Willingboro has determined that there is a need to build a new Willingboro Free Library; and

WHEREAS, the Township Council has determined that there is a need for Clerk of the Works services to ensure that the Library is built according to the plans and specifications that have been approved by the Township Council; and

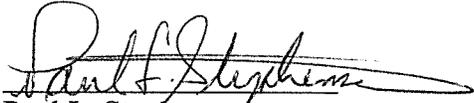
WHEREAS, the State of New Jersey has determined that Clerk of the Works services are considered to be extraordinary and unspecifiable under the New Jersey Public Contracts Statutes; and

WHEREAS, funds are available for this purpose as indicated by the attached Treasurer's Certification,

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 3<sup>rd</sup> day of December, 2002, that Remington & Vernick Engineers is awarded a contract:

- A. Third Extension of original contract through December 31, 2002, not to exceed \$6,650.00.
- B. The Mayor & Clerk are hereby authorized to sign all documents relating to this contract.
- C. This notice will appear once in the Burlington County Times.

BE IT FURTHER RESOLVED, that copies of the resolution be provided to the Finance Director and Remington & Vernick Engineers.

  
Paul L. Stephenson  
Mayor

Attest:

  
Marie Annese, RMC  
Township Clerk

✓

**RESOLUTION NO. 2002 – 169**

**A RESOLUTION AUTHORIZING A CHANGE ORDER  
FOR AMERICAN ATHLETIC COURTS, INC. - TRACK AT  
KENNEDY CENTER**

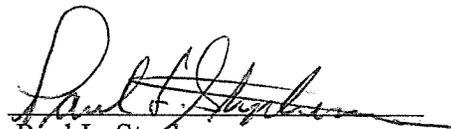
WHEREAS, Willingboro Township Council, by Resolution No. 2001 – 94, awarded a contract to American Athletic Courts, Inc. in the amount of \$82,450.00; and

WHEREAS, the Engineer has submitted a change order to increase the contract, to include Supplemental work (Structural Spray \$7,000.00); and

WHEREAS, The Rules of the Local Finance Board require such change order to be approved by prior resolution of the Township Council;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 3<sup>rd</sup> day of December, 2002, as follows:

1. The Change Order #1 adjusts the contract to include the above changes, Supplemental \$7,000.00.
2. Change Order No. 1 adjusts the contract from \$82,450.00 to \$89,450.00 an increase of 8.49%.
3. Copies of this resolution shall be forwarded to the Finance Director, Engineer and Auditor for their information.

  
Paul L. Stephenson  
Mayor

Attest:

  
Marie Annese, RMC  
Township Clerk

*C. Campbell*  
 20.1 82,450.00 +  
 7,000.00 +  
 89,450.00 \*  
 .....

C

RESOLUTION NO. 2001 - 94

A RESOLUTION AWARDED A BID FOR A  
 400 METER RUNNING TRACK AT THE  
 KENNEDY CENTER.

*1.51*  
*Paul*  
 89,450.00 -  
 74,205.00 +  
 15,245.00 - \*  
 .....

AS, the Township Council of the Township of Willingboro has requested  
 nitted for a 400 meter running track resurfacing at the Kennedy Center;

WHEREAS, bids have been received, opened and read in public; and

WHEREAS, it appears to be in the best interest of the Township to accept  
 The bid of AMERICAN ATHLETIC COURTS, INC., Vincentown, New Jersey, in  
 The amount of \$82,450.00; and

WHEREAS, funds are available for this purpose as indicated by the attached  
 Treasurer's Certification.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the  
 Township of Willingboro, assembled in public session this 24<sup>th</sup> day of July, 2001,  
 That the Bid be accepted as per the attached bid return sheet and recommendation; and

BE IT FURTHER RESOLVED, that the bids be spread upon the minutes of this  
 Meeting.

EDDIE CAMPBELL, JR.  
 MAYOR

ATTEST:

Rhoda Lichtenstadter, RMC  
 Township Clerk



651 High Street  
Burlington, NJ 08016  
(609) 387-2800  
Fax (609) 387-3009  
www.lwrengineers.com

168 W. Ridge Pike  
Limerick, PA 19468  
(800) 640-8921

November 26, 2002

Robert W. Lord, PE & LS, PP

Raymond L. Worrell, II, PE & LS, PP, CME

Jeffrey S. Richter, PE, PP

Ms. Denise Rose, Township Manager  
Township of Willingboro  
Municipal Complex  
One Salem Road  
Willingboro, NJ 08046

Mark E. Malinowski, PE

John P. Augustino

Stephen L. Berger

Gerald J. DeFelicis, Jr., CLA, PP, AICP

Barry S. Dirkin

Carl A. Turner, PE

RE: Kennedy Center Track  
Final Payment Certification No. 4  
Willingboro Township  
LWR File No. 2000-39-15-07

Dear Ms. Rose:

This letter is to certify that American Athletic Courts, Inc., 2050 Route 206, Vincentown, New Jersey 08088, has completed the above referenced contract. We are certifying that payment be made in the amount of

***Fifteen Thousand Two Hundred and Forty Five Dollars and 00/100 (\$15,245.00)***

This is in accordance with the enclosed spreadsheet and Change Order No. 1.

If you have any questions or require additional information, please call.

Very truly yours,

LORD, WORRELL & RICHTER, INC.

Carl A. Turner, PE  
Willingboro Township Engineer

CAT:db

Enclosure

cc: American Athletic Courts, Inc.



651 High Street  
Burlington, NJ 08016

CHANGE ORDER NO. 1

Contractor American Athletic Courts, Inc.  
Address 2050 Rt. 206  
Vincentown, NJ 08088

Date November 26, 2002  
Project No. 2000-39-15-07  
Kennedy Center Track  
Willingboro Township

Gentlemen:

In accordance with the provisions of the specifications for the above project, you are hereby advised of the following changes in the contract quantities or in the case of supplementary work you agree to its performance at the prices stated.

Location and reason for changes.

No.	Description	Quantity	Unit Price	Amount
S1	Structural Spray	1 L.S.	\$7,000.00	\$7,000.00

Amount of Original Contract..... \$82,450.00

Carl A. Turner 11/27/02  
Engineer Date

Adjusted amount of Contract due to previous Change Orders..... -0-

TOWNSHIP OF WILLINGBORO  
Municipality

Supplemental..... \$7,000.00

Extra..... -0-

Paul S. Stephen 12/3/02  
Mayor Date

Reduction..... -0-

AMERICAN ATHLETIC COURTS, INC.  
Contractor

Adjusted Amount of Contract..... \$89,450.00

[Signature] 11/27/02  
By: Signed Date

Change in Contract..... 8.49%

All vouchers must be received by the last Monday of each month for submission

to Council on first Monday of following month.

**WILLINGBORO TOWNSHIP**

WILLINGBORO, NEW JERSEY  
COUNTY OF BURLINGTON

Pay To: American Athletic Courts, Inc.

Address: 2050 Route 206, Vincentown, NJ 08088

Ordered by: \_\_\_\_\_ Terms: \_\_\_\_\_

DATE OF DELIVERY OR SERVICE	DESCRIPTION OF GOODS OR SERVICE RENDERED, ITEMIZE FULLY	AMOUNT	TOTAL
	For the completion of work performed at the		
	Kennedy Center Track, Willingboro Township, NJ.		
	<b>FINAL PAYMENT NO. 4</b>		
	Total Amount Earned: \$ 89,450.00		
	Less Amount Previously Paid: \$ 74,205.00		
	Amount Due: \$ 15,245.00		
	LWR File No. 2000-39-15-07		\$15,245.00

**CLAIMANT'S CERTIFICATION AND DECLARATION**

I solemnly declare and certify under penalty of Law that the within bill is correct in all its particulars; that the articles having been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons with the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

I further certify that, as an employer with  more than 5 employees  
 less than (5) employees

(Check either but not both)

I am an Equal Opportunity Employer and have filed with required Affirmative Action Program with the Treasurer's Office of the State of New Jersey.

Signature

Title

Signature

Title

Township Engineer

I, having knowledge of the facts, certify that the material and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

ACCOUNT CHARGED	INVOICES CHECKED AND VERIFIED	The above claim was approved and ordered	
		(Date)	Clerk
		Date Paid	Check No. _____ Voucher No. _____
	Approved for Payment		
	Township Manager		



651 High Street  
Burlington, NJ 08016

CHANGE ORDER NO. 1

Contractor American Athletic Courts, Inc.  
Address 2050 Rt. 206  
Vincentown, NJ 08088

Date November 26, 2002  
Project No. 2000-39-15-07  
Kennedy Center Track  
Willingboro Township

Gentlemen:

In accordance with the provisions of the specifications for the above project, you are hereby advised of the following changes in the contract quantities or in the case of supplementary work you agree to its performance at the prices stated.

Location and reason for changes.

No.	Description	Quantity	Unit Price	Amount
S1	Structural Spray	1 L.S.	\$7,000.00	\$7,000.00

Amount of Original Contract..... \$82,450.00

Carl A Turner  
Engineer

11/27/02  
Date

Adjusted amount of Contract due to previous Change Orders..... -0-

TOWNSHIP OF WILLINGBORO  
Municipality

Supplemental..... \$7,000.00

Extra..... -0-

Paul P. Stephens  
Mayor

12/3/02  
Date

Reduction..... -0-

AMERICAN ATHLETIC COURTS, INC.  
Contractor

Adjusted Amount of Contract..... \$89,450.00

[Signature]  
By: J.P.  
Signed

11/27/02  
Date

Change in Contract..... 8.49%



651 High Street  
Burlington, NJ 08016

CHANGE ORDER NO. 1

Contractor American Athletic Courts, Inc.  
Address 2050 Rt. 206  
Vincentown, NJ 08088

Date November 26, 2002  
Project No. 2000-39-15-07  
Kennedy Center Track  
Willingboro Township

Gentlemen:

In accordance with the provisions of the specifications for the above project, you are hereby advised of the following changes in the contract quantities or in the case of supplementary work you agree to its performance at the prices stated.

Location and reason for changes.

No.	Description	Quantity	Unit Price	Amount
S1	Structural Spray	1 L.S.	\$7,000.00	\$7,000.00

Amount of Original Contract..... \$82,450.00

Carl A. Sumner 11/27/02  
Engineer Date

Adjusted amount of Contract due to previous Change Orders..... -0-

TOWNSHIP OF WILLINGBORO  
Municipality

Supplemental..... \$7,000.00

Extra..... -0-

Paul S. Stephen 12/3/02  
Mayor Date

Reduction..... -0-

AMERICAN ATHLETIC COURTS, INC.  
Contractor

Adjusted Amount of Contract..... \$89,450.00

[Signature] 11/27/02  
By: Signed Date

Change in Contract..... 8.49%

KENNEDY CENTER TRACK  
 WILLINGBORO TOWNSHIP  
 LAW FILE No. 2000-39-15-07  
 AMERICAN ATHLETIC COURTS, INC.

Payment Certification No. 4

Item	Description	Quantity	Unit Price	Original Amount Bid
1	All work as shown on drawings/specifications	1 LS	\$74,950.00	\$74,950.00
	<b>ALTERNATE</b>			
3	All Red Latex Binder	1 LS	\$7,500.00	\$7,500.00
S1	Structural Spray	1 LS	7,000.00	0.00
<b>TOTALS</b>				<b>82,450.00</b>

RESOLUTION NO. 2002 - 170  
A 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 Council of the Township of Willingboro is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et, seq.; and

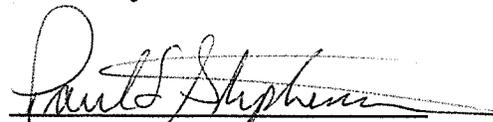
WHEREAS, The Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

WHEREAS, it is necessary for the Township Council of the Township of Willingboro to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- (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 appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session on 12/10, 2002, that an Executive Session closed to the public shall be held on 12/10, 2002, at 8:25 p.m. in the Willingboro Township Municipal Complex, One Salem Road, Willingboro, New Jersey, for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon determination of the Township Council that the public interest will no longer be served by such confidentiality.

  
Paul L. Stephenson, Mayor

ATTEST:



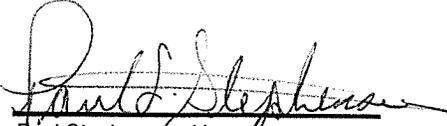
Marie Annese, RMC  
Township Clerk



BE IT FURTHER RESOLVED, that certified copies of this resolution be provided to the Finance Director and the Auditor for their information and attention.

ATTEST:

  
Marie Annese

  
Paul Stephenson, Mayor

**RESOLUTION NO. 2002 -172**

**A RESOLUTION AWARDING PRINTING BID FOR 2003.**

WHEREAS, the Township Council of the Township of Willingboro has requested that bids be submitted for the 2003 Printing Bid; and

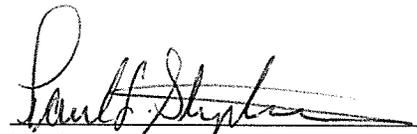
WHEREAS, bids have been received, opened and read in public; and

WHEREAS, it appears to be in the best interest of the Township to accept the bids of Good Impressions, Phillips Halpern Inc., Graphic Data and OCS Printing; and

WHEREAS, funds are available for this purpose as indicated by the attached Treasurer's Certification.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 10<sup>th</sup> day of December, 2002, that the bids be accepted as per the attached bid return sheet; and

BE IT FURTHER RESOLVED, that the bids be spread upon the minutes of this meeting.

  
Paul L. Stephenson  
Mayor

Attest:

  
Marie Annese, RMC  
Township Clerk

Page 2

Continuation of Res. No. 2002 – 172, Award of Printing Bid for 2003

**Good Impressions**

**13 East Scott Street**

**Box 409, Riverside, N.J. 08076**

**856-461-3232**

Awarded Item No. 1, 6, 12, 13, 15, 16, 19, 20, 21, 22, 24, 25, 28, 29, 31, 32, 35, 36, 38, 44, 51, 56, 60, 61, 66, 67, 74, 76, 77, 78, 79, 81, 83, 84, 91, 94, 96, 97, 98, 99, 100, 101, 102, 109, 110, 111, 112, 113 and 115.

**Phillips-Halpern, Inc.**

**Minuteman Press/Halpern Graphics**

**1509 Route 38**

**Hainesport, N.J. 08036**

**609-261-1024**

Awarded Item No. 2, 3, 4, 5, 7, 8, 9, 10, 14, 18, 30, 39, 40, 42, 53, 54, 55, 57, 59, 68, 71, 72, 93, 114, 116, and 117.

**Graphic Data**

**2 Manhattan Drive**

**Burlington, N.J. 08016**

**609-386-1200**

Awarded Item No. 9, 17, 82, and 119

**OCS Printing, Inc.**

**1045 Asbury Avenue**

**Ocean City, N.J. 08226**

**609-398-7290**

Awarded Item No. 11, 23, 27, 33, 34, 37, 41, 43, 45, 46, 47, 48, 49, 50, 52, 58, 62, 63, 64, 65, 69, 70, 73, 75, 80, 85, 86, 87, 88, 89, 90, 92, 95, 104, 105, 106, 107, 108, 118, 120 and 121.

No bid awarded for items 26 and 103.

# BID FORM

SAMPLES OF ITEMS FOR BID ARE AVAILABLE AT THE OFFICE OF THE TOWNSHIP CLERK. QUANTITIES LISTED ARE APPROXIMATE AND NOT GUARANTEED. PLEASE BEAR THAT IN MIND WHEN YOU ARE SUBMITTING YOUR BID. PLEASE BID PER 100 C QUANTITIES SHOWN ARE FOR YEAR - NOT NECESSARILY ORDERED AT ONE TIME.

BIDS ARE TO BE MADE ON THE SAMPLES PROVIDED AS TO PAPER QUALITY, COLOR, NCR, ETC. ANY MODIFICATIONS TO THE SAMPLES PROVIDED ARE TO BE NO FORM. IF NO MODIFICATIONS ARE NOTED, THE ASSUMPTION IS THAT YOU WILL PROVIDE THE ITEM EXACTLY AS SAMPLE. BID PRICES ARE TO BE IN PERFECT FOR THE TERM OF THE CONTRACT FROM DECEMBER 2002 TO DECEMBER 31, 2003.

GENERAL ITEMS:	APPROXIMATE QUANTITIES	Good			
		Impressions PER 100 OR 1000 BID PRICE	Halpern, Inc. PER 100 OR 1000 BID PRICE	Graphic Data PER 100 OR 1000 BID PRICE	OCS PER 100 OR 1000 BID PRICE
1. Request Forms	100	109.00/HD	110.05/LOT	125.00/LOT	N/B
2. Business Cards (Gen.-except Police)	1,000	40.00/M	32.75/M	N/B	35.00/M
3. Business Cards (Gold Seal, Mgr. Dep. Mgr. & Council)	1,000	50.00/M	34.75/M	N/B	40.00/M
4. Letterhead (9 1/2 X 11)	10,000	34.00/M	32.00/M	55.00/M	43.00/M
5. Letterhead (and Sheet 8 1/2 X 11)	5,000	15.00/M	14.00/M	28.00/M	24.00/M
6. Memo Pads 5 1/2 X 8 1/2 (50 to pad)	1,000	420.00/M	N/B	425.00/M	N/B
7. Envelopes # 10 (Cream/Cambrie W/rg)	40,000	65.00/M	56.00/M	N/B	75.00/M
8. Window Envelope (Do not forward #10)	40,000	22.00/M	20.75/M	N/B	22.00/M
9. Window Envelope #10 (General)	10,000	23.00/M	20.00/M	20.00/M	22.00/M
10. Envelopes #10 (White)	30,000	21.00/M	19.25/M	19.50/M	20.00/M
11. Employment Status Forms, 3 color, NCR	1,000	89.00/M	N/B	90.00/M	70.00/M
12. Employee Id. Card (blk & wht (Heavy Stock Card)	500	4.00/M	N/B	37.00/LOT	45.00/M

GOOD PHILLIPS- HALPERN, INC. GRAPHIC DATA OCS  
 IMPRESSIONS PER 100 OR 1000 BID PRICE PER 100 OR 1000 BID PRICE PER 100 OR 1000 BID PRICE PER 100 OR 1000 BID PRICE

13. Self - Adhesive Mailing Labels 5 1/4 X 3 3/8	4,000	14.25/M	N/B	50.00/M	62.00/M	
14. Envelope New Resident (10X13 1/2)	500	20.00/HD	85.00/LOT	N/B	125.00/M	
15. Photo Holder (White/Blue Ink Card Stock 10 1/2 X 8 1/2)	300	30.00/HD	N/B	N/B	N/B	
16. Township Resident Book (Copied 8 1/2 X 11 Separated by colored sheet of paper)	500	292.00/HD BKS	N/B	N/B	N/B	
17. Villinboro News Letter (As per the attached Sample)	13,000 per Issue	4 PG. 2140.00/ISSUE 6 PG. 3578.00/ISSUE 8 PG. 4200.00/ISSUE	N/B	2150.00/4PG 3595.00/6PG 3890.00/8PG	N/B	

**TOWNSHIP CLERK'S OFFICE:**

18. Solicitor/Redder License	100	57.00/HD	44.00/HD	N/B	65.00	
19. Application for Raffle License	500	19.00/HD	N/B	N/B	N/B	
20. Application for Bingo License	500	19.00/HD	N/B	N/B	N/B	
21. Funding & Determination	500	2.50/HD	N/B	N/B	48.00/LOT	
22. Bingo & Raffle License	500	2.50/HD	N/B	N/B	48.00/LOT	
23. Municipal Improvement Search	1,000	84.00/M	N/B	125.00/LOT	78.00/M	
24. Certificate (Buff & Blue w/township seal 8 1/2 X 11 1/2)	500	12.75/HD	N/B	N/B	85.00	
25. Dog License, 3 color, 3 part, NCR (Numbered & perforated 3 parts per page)	4,000	92.00/M	N/B	99.00/M	96.00/M	

TOWNSHIP CLERK'S OFFICE Cont'd	APPROXIMATE QUANTITIES	GOOD IMPRESSIONS PER 100 OR 1000 BID PRICE		PHILLIPS- HALPERN, INC. PER 100 OR 1000 BID PRICE		GRAPHIC DATA PER 100 OR 1000 BID PRICE		OCS PER 100 OR 1000 BID PRICE		PER 100 OR 1000 BID PRICE
		NO BID		N/B		N/B		N/B		
26. Dog Tag & Links	4,000									
27. Dog Infor Hanger for Dog Census	10,000	44.50/M		44.95/M		46.00/M		44.00/M		
28. Dog Information Brochure	5,000	39.75/M		N/B		43.00/M		42.00/M		
29. Oath of Office	500	7.75/HD		N/B		41.00/M		45.00		
30. Certificate of Marriage	100	46.00/HD		34.45/LOT		125.00/LOT		80.00		
31. Proclamation Form	200	18.25/HD		N/B		45.00/LOT		40.00		
32. Taxi Operation - Green Card	100	38.00/HD		N/B		N/B		40.00		
33. Taxi Cab License, Number Book of 50	2Bks.	89.00/BK		N/B		N/B		76.00/BK		
34. Food Establishment License, (Numbered Books of 50 (Bound & Perforated at stub))	2Bks.	89.00/BK		N/B		N/B		84.00/BK		
35. Vending License 14 1/2 X 5 1/2, (Numbered Books of 50 (Bound & Perforated at stub))	2Bks.	89.00/BK		N/B		N/B		N/B		
36. Minute Paper, 8 1/2 X 11, White, 3 Rectangle Shape Holes	500	18.90/HD		N/B		N/B		N/B		
<b>FINANCE DEPARTMENT:</b>										
37. Payment Receipt in Books of 50-100 Book (Numbered, 4 page NCR)	5,000	197.40/M		N/B		N/B		120.00/M		
38. Tax Payment Envelope- 6 1/2 X 4 Brown-2-Sided 1,000	4,000	83.00/M		N/B		N/B		85.00/M		
39. Birth Registration Certificate- 8 1/2 X 11" Numbered (Border Design Change)	4,000	141.00/M		44.25/M		N/B		75.00/M		
40. Birth Registration Certificate-- 8 1/2 X 5 1/2" Numbered	4,000	85.00/M		44.25/M		N/B		60.00/M		
41. Envelope for Certificate - 6x9"	3000	71.00/M		N/B		N/B		55.00/M		

FINANCE DEPT cont'd	APPROXIMATE QUANTITIES	GOOD IMPRESSIONS PER 100 OR 1000 BID PRICE	PHILLIPS- HALPERN, INC. PER 100 OR 1000 BID PRICE	GRAPHIC DATA PER 100 OR 1000 BID PRICE	OCS PER 100 OR 1000 BID PRICE	PER 100 OR 1000 BID PRICE
42. Marriage Registration Certificate Numbered	300	25.75/HD	41.75/LOT	N/B	45.00/LOT	
43. Payment Voucher, White/Pellow- Numbered-NCR 8 1/2 X 11" Black Ink	2500	100.00/M	N/B	N/B	65.00/M	
44. Purchase Orders, White/Pink/Green With Township Logo Correction (Payment)	5,000	86.50/M	N/B	N/B	N/B	
<b>INSPECTIONS DEPARTMENT:</b>						
45. Notice of Violation (3) 3 pgs, NCR	500	15.00/HD	N/B	N/B	60.00	
46. Window Envelope # 12	1,000	77.00/M	N/B	N/B	68.00/M	
47. Inspection Dept. Receipts 3 pg/NCR Numbered	1,000	121.00/M	N/B	N/B	72.00/M	
48. Courtesy Notice, 2 pg/NCR/25 per pad	1000	151.00/M	N/B	N/B	85.00/M	
49. Fence Permit, 2pg/NCR, Numbered	500	14.40/HD	N/B	N/B	65.00/LOT	
50. Property Maintenance Violation 3pg/NCR	1,000	115.00/M	N/B	N/B	98.00	
51. Cross File Cards	3,000	21.50/M	N/B	N/B	32.00/M	
52. Artisan License	200	27.00/HD	N/B	N/B	35.00/LOT	
53. Door Knock Notice	500	13.00/HD	45.00/LOT	N/B	70.00/LOT	
54. Grass Door Knob Notice	2,000	67.00/M	58.00/M	N/B	72.00/M	
55. Sign Permit, with Township Seal 2 pg/NCR/Numbered	200	39.00/HD	43.00/LOT	N/B	52.00/LOT	



**FIRE DEPARTMENT**  
**APPROXIMATE QUANTITIES**  
**GOOD**      **PHILLIPS-**  
**IMPRESSIONS**      **HALPERN, INC.**  
**PER 100 OR 1000**      **PER 100 OR 1000**  
**BID PRICE**      **BID PRICE**  
**GRAPHIC DATA**  
**PER 100 OR 1000**  
**BID PRICE**  
**OCS**  
**PER 100 OR 1000**  
**BID PRICE**  
**PER 100 OR 1000**  
**BID PRICE**

71. Envelope White, Gold & Blue Logo 9 1/2 x 4"      1,000      56.00/M      49.00/M      N/B      N/B  
 72. Letterhead, White, Gold & Blue Logo 9 1/2 x 11" Blue Border      1,000      57.00/M      56.00/M      N/B      N/B

**MUNICIPAL COURT:**

73. Notice to Appear, 5 page/5 color/NCR      2,000      186.00/M      N/B      190.00/M      165.00/M  
 74. Subpoena to Testify, 3 page/3 color/NCR      1,000      87.00/M      N/B      89.00/M      90.00/M  
 75. Order, Payment of fines & Costs (Chimney) (2 page/ 2 color NCR)      1,000      102.00/M      N/B      75.00/M      65.00/M  
 76. Non-Indictable Summons (10 per book) x 500 books      500 Bks.      2050.00/LOT      N/B      N/B      N/B  
 77. Traffic Summons, (10 per book) x 500 books      500 Bks.      2050.00/LOT      N/B      N/B      N/B  
 78. Receipt Books (25 per book) x 200 books (Numbered)      200 Bks.      842.00/LOT      N/B      N/B      N/B  
 79. Notice to Officer, 3 page/3 color/NCR      1,000      83.00/M      N/B      89.00/M      92.00/M  
 80. Ball Recognition      1,000      ~295.00/M      N/B      N/B      125.00/M

**MUNICIPAL COURT**  
Cont'd

**APPROXIMATE QUANTITIES**

GOOD  
IMPRESSIONS  
PER 100 OR 1000  
BID PRICE

PHILLIPS-  
HAT PERIN-  
INC  
PER 100 OR 1000  
BID PRICE

GRAPHIC DATA  
PER 100 OR 1000  
BID PRICE

OCS  
PER 100 OR 1000  
BID PRICE

PER 100 O.  
BID PRICE

81. Affidavit of Income 7 Assets -2 added with a reset	1,000	59.00/M	N/B	140.00/M	N/B	
82. Order- Payment of Fines & Costs (Traffic) (2 pages/2 color/NCR)	1,000	104.00/M	N/B	85.00/M	120.00/LOT	
83. Affidavit of Defense (Traffic)	1,000	37.00/M	N/B	40.00/M	48.00	
84 Court Letterhead (Erasable Bond)	1,000	61.00/M	N/B	75.00/M	N/B	
85. Notice in Lieu of Complaint, 3 pages/3 color/NCR	1,000	124.00/M	N/B	125.00/M	98.00/M	
86. Intoxicated Driver Penalty Provisions, 4 pages/ 4 color/NCR	1,000	189.00/M	N/B	175.00/M	110.00/M	
87. Notice to Defendant following Conviction, 2 pages/2 color NCR	1,000	78.00/M	N/B	95.00/M	65.00/M	
88. Commitment, 3 page/ 3 color/NCR	1,000	123.00/M	N/B	125.00/M	105.00/M	
89. Rescinding Order, 3 pages/3 color/NCR	1,000	123.00/M	N/B	125.00/M	105.00/M	

**POLICE DEPARTMENT:**

90. Warning Notice, 2 Page/2 color NCR/numbered	5,000	59.00/M	79.00/M	N/B	55.00/M	
91. Miranda Warning	2,000	21.00/M	N/B	N/B	30.00/M	
92. Vehicle Repair Tag	3,000	81.00/M	N/B	N/B	30.00/M	
93. Tow Sticker	2,000	105.00/M	97.50/M	N/B	105.00/M	

POLICE DEPARTMENT CONT'D	APPROXIMATE QUANTITIES	GOOD	PHILLIPS-	GRAPHIC DATA	OCS	PER 100 OR 100'
		TEMPRESSONS PER 100 OR 1000 BID PRICE	HALPERN, INC PER 100 OR 1000 BID PRICE	PER 100 OR 1000 BID PRICE	PER 100 OR 1000 BID PRICE	PER 100 OR 100' BID PRICE
94. Certification of Registration (2 sided, perforated in two parts)	500	15.40/HD	N/B	N/B	95.00/LOT	
95. Juvenile Complaint Form, 4 page 4/color/NCR (perforated)	1,000	225.00/M	N/B	N/B	120.00	
96. Crime Watch Letterhead (2 Sided Blue Ink)	2,000	56.00/M	N/B	N/B	65.00/M	
97. Calibration Certification	1,000	63.00/M	N/B	N/B	68.00	
98. Operation Identification (Frame)	400	175.00/HD	N/B	N/B	N/B	
99. Operation Identification (Vehicle)	400	175.00/HD	N/B	N/B	N/B	
100. Curfew Ordinance Violation Custody Card (3 page/3 color NCR)	500	12.00/HD	N/B	N/B	70.00	
101. Uniform Arrest Report, 4 page/ 4 color (Perforated at top)	1000	148.00/M	N/B	N/B	165.00	
102. Neighbor Watch Brochure	1,000	74.00/M	N/B	N/B	82.00	
103. Violation Notice, 3 page/2 color with carbons, Last page hard copy (20 sets per pad)	1,000	NO BID	N/B	N/B	N/B	
104. Business Cars (Dir. Capt. with Gold Seal/Badge)	1,000	65.00/M	N/B	N/B	56.00	
105. Business Cards/ (All other Police) Black Seal/Badge	1,000	65.00/M	N/B	N/B	35.00	
106. Property Check Notice, 2 page/2 color NCR 25 sets per pad	100	144.00/HD	N/B	N/B	130.00	

**POLICE DEPARTMENT:**  
**cont'd**

APPROXIMATE QUANTITIES	GOOD IMPRESSIONS PER 100 OR 1000 BID PRICE	PHILLIPS-HALPERN, INC PER 100 OR 1000 BID PRICE	GRAPHIC DATA PER 100 OR 1000 BID PRICE	OCS PER 100 OR 1000 BID PRICE	PER 100 OR 1000 BID PRICE
------------------------	--	---	--	-------------------------------	---------------------------

107. Incident Business Card White, Blk Ink/ Badge	5,000	73.50/M	N/B	N/B	24.00/M	
108. Vehicle Report - 3 pages, White/Yellow/Pink/NCR, Sealed at Top	1,000	115.00/M	N/B	N/B	88.00	
109. Consent To Search NCR 2pages White/Yellow) Perforated at The top, cardboard backing Between last set and covering (or stability) 25 sets per pad	100	404.00/100 PADS	N/B	N/B	N/B	

**ASSESSOR'S OFFICE:**

110. Property Record- Appraisal Card Blue- Folder Style	500	47.00/HD	N/B	N/B	N/B	
111. Door Hanger, Same as Sample	500	17.00/HD	N/B	N/B	N/B	

**RECREATION/PUBLIC WORKS DEPARTMENT:**

112. Program Registration Form, 3 page/3 color NCR/Numbered	20 PADS	415.00/20 PADS	N/B	N/B	N/B	
113. Surrey Bus Pass, 2 1/2 x 4 1/2" ( Blue/Blk Ink/ Numbered In Red)	500	10.80/HD	N/B	N/B	72.00/LOT	

**RECREATION/PUBLIC  
WORKS DEPARTMENT:  
Cont'd**

APPROXIMATE QUANTITIES	GOOD INERSESSIONS PER 100 OR 1000 BID PRICE	PHILLIPS- HALPERN, INC PER 100 OR 1000 BID PRICE	GRAPHIC DATA PER 100 OR 1000 BID PRICE	OCS PER 100 OR 1000 BID PRICE	PER 100 OR 10 BID PRICE
114. Door Hanger- White (Heavy Stock) (Dark Green- 11x 4 1/2)	6,000	47.00/M	38.00/M	N/B	49.00/M
115. Pool Tag Registration, 3 pages color/NCR Numbered (100 per pad)	5 Pads	325.00/5 PADS	N/B	N/B	N/B
116. Letterhead- First page Bull/Cream, Gold Seal, 8 1/2 x 11" Bond paper	2,500	68.00/M	59.00/M	N/B	N/B
117. Letterhead - half sheet, 8 1/2 x 5 1/2 " Bull/Cream Bond Paper	2,500	41.00/M	23.00/M	N/B	40.00/M
118. Rubbish Notice, Neon Orange, Perforated Crack Peel (Numbered)	2,500	309.00/M	133.50/M	N/B	110.00/M
119. Program Registration Brochures, 25 1/2 x 11 Glossy Paper	7,500	2961.00/LOT	N/B	11x17 1925.00/LOT 11x25-1/2 2850.00/LOT	N/B
120. Envelope, Cream/ Blk Ink 9 1/2 x 4 1/2	2,000	65.00/M	N/B	N/B	60.00/M
121. Envelope, White/ Blk Ink 9 1/2 x 4 1/2	2,000	56.50/M	N/B	N/B	25.00/M
Required Documents		Phillips			
Bid Guarantees		Good Imp.	Halpern Inc.	Graphic Data	OCS Printing
Disclosure Statement		Bond			
Non-Collusion		X	C/CK	C/CK	CK
Aff. Action Affidavit		X	X	X	X
Employment Eligibility		X	X	X	X
Cert. Consent of Surety		X	AA-302	X	X

# Resolution Number 2002-173

## A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO PROVIDING FOR THE ESTABLISHMENT OF 2002 BASE SALARIES OF CERTAIN POSITIONS.

WHEREAS, the Township Council of the Township of Willingboro, did adopt Ordinance 6-1998 that amended Ordinance 3-1997, which established classifications, ranges and pay grades; and

WHEREAS, Ordinance 2-1999 established salary ranges for executive employees; and

WHEREAS, Ordinance 3-1999 established salary ranges for certain other positions; and

WHEREAS, Ordinance 3-1997 provides that the Township Council of the Township of Willingboro shall set specific salaries annually by resolution:

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in open session this 10th day of December, 2002 that the following 2002 base salaries for Executive and Other Positions effective January 1, 2002 are hereby established:

Mayor	\$ 9,900
Township Council Member	\$ 8,900
Director of Public Safety	\$90,000
Township Manager	\$91,900
Superintendent of Public Works and Recreation	\$75,267
Director of Finance	\$75,267
Director of Code Enforcement	\$69,545
Fire Chief	\$68,600
Township Solicitor	\$61,750
Deputy Township Manager	\$60,000
Executive Director Senior Program	\$60,000
Township Clerk	\$50,000
Municipal Court Judge	\$36,344
Prosecutor	\$30,735
Township Assessor	\$33,087
Public Defender	\$11,392
Fire Marshall	\$11,446
Deputy Township Assessor	\$18,120
Assistant Fire Official	\$ 5,040
Assistant Prosecutor/Assistant Solicitor	\$ 3,105
Assistant Public Defender	\$ 300 per session
Assistant Solicitor	\$ 3,105

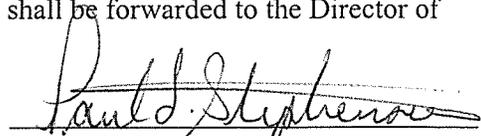
BE IT FURTHER RESOLVED, that the rate for legal fees shall be set at \$125.00 per hour, and

BE IT FURTHER RESOLVED, that a copy of this resolution shall be forwarded to the Director of Finance for her information, attention and compliance.

ATTESTED



Marie Annesse, Township Clerk

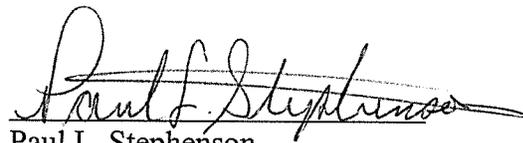
  
Dr. Paul L. Stephenson  
Mayor

**RESOLUTION NO. 2002 - 174**

**A RESOLUTION FOR APPLICATION FOR COMMUNITY  
DEVELOPMENT BLOCK GRANT FUNDS FOR 2003**

WHEREAS, Willingboro Township Council desires to have an application submitted for Community Development Block Grant funds for 2003, to provide services to our senior citizens;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 10<sup>th</sup> day of December, 2002, that the Township Manager is hereby authorized and directed to process said application on behalf of the Township and to execute all necessary documentation in connection with said application.

  
Paul L. Stephenson  
Mayor

Attest:

  
Marie Annese, RMC  
Township Clerk

**RESOLUTION NO. 2002 - 175**

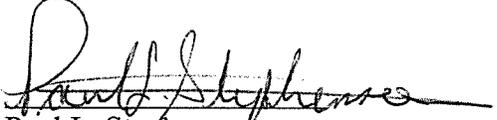
**A RESOLUTION AUTHORIZING THE RELEASE  
OF THE PERFORMANCE GUARANTEE FOR  
ALPHA BAPTIST CHURCH**

WHEREAS, there has been a request from Alpha Baptist Church to release their performance guarantee; and

WHEREAS, it has been determined by the Township Engineer in accordance with his letter dated November 6, 2002, that the applicant has complied with the requirements granting site plan approval;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 10<sup>th</sup> day of December, 2002, that in accordance with the attached recommendations, all improvements have been inspected and after all escrow balances have been paid, that the Performance Guarantee be released and the Maintenance Bond requirement be waived due to the elapsed time frame and that the Mortgage lien held by the Township is to be transferred to the remaining Alpha Baptist Church projects i.e. Day Care Center Expansion, Funeral Home and Beauty Parlor.

BE IT FURTHER RESOLVED, that copies of this resolution be provided to the Finance Director and to the Planning Board.

  
Paul L. Stephenson  
Mayor

Attest:

  
Marie Annese, RMC  
Township Clerk



651 High Street  
Burlington, NJ 08016  
(609) 387-2800  
Fax (609) 387-3009  
www.lwrengineers.com

168 W. Ridge Pike  
Limerick, PA 19468  
(800) 640-8921

Robert W. Lord, PE & LS, PP  
Raymond L. Worrell, II, PE & LS, PP, CME  
Jeffrey S. Richter, PE, PP

November 6, 2002

Mark E. Malinowski, PE

Willingboro Township  
Municipal Complex  
One Salem Road  
Willingboro, NJ 08046

John P. Augustino

Stephen L. Berger

Gerald J. DeFelicis, Jr., CLA, PP, AICP

Barry S. Dirkin

Carl A. Turner, PE

Attention: Ms. Marie Annese, Township Clerk

RE: Alpha Baptist Church  
Site Plan  
Maintenance Bond  
LWR File No. 92-39-85

Patrick J. Ennis, PE

Gordon L. Lenher, LS

Edwin R. Ruble, LS

Gurbachan Sethi, PE

Gary Zube, LS

Dear Ms. Annese:

The applicant was required to post a Maintenance Bond in the amount of \$22,500 to allow for the release of the Performance Bond. The Township holds a Performance Bond of \$6,880 cash and \$40,000 lien on Church property located at 175 Somerset Drive. The Township also has outstanding escrow amounts totaling \$6,880. Based on the elapsed time since this request, I recommend that after all escrow accounts have been settled, that it would be appropriate for Council to waive the Maintenance Bond requirement and require that the lien be held (if possible) to cover outstanding bonds for projects of the Church currently before the Township, i.e., Daycare Expansion, Funeral Home and Beauty Parlor.

Consultants

C. Kenneth Anderson, PE & LS, PP

Philip C. DiMartino, CPRP

Very truly yours,

LORD, WORRELL & RICHTER, INC.

Carl A. Turner, PE  
Willingboro Township Engineer

CAT:db

c: Denise Rose

92-39-85\LET\CAT\ANNESE-N06.DOC (02)

**RESOLUTION NO. 2002 - 176**

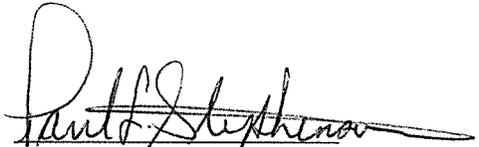
**A RESOLUTION AUTHORIZING THE RELEASE  
OF THE PERFORMANCE GUARANTEE FOR  
ALPHA BAPTIST DAY CARE CENTER**

WHEREAS, there has been a request from Alpha Baptist Day Care Center to release their performance guarantee; and

WHEREAS, it has been determined by the Township Engineer in accordance with his letter dated November 6, 2002, that the applicant has complied with the requirements granting site plan approval;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 10<sup>th</sup> day of December, 2002, that in accordance with the attached recommendations, all improvements have been inspected and after all escrow balances have been paid, that the Performance Guarantee be released and the Maintenance Bond requirement be waived due to the elapsed time frame and that the Mortgage lien held by the Township is to be transferred to the remaining Alpha Baptist Church projects i.e. Day Care Center Expansion, Funeral Home and Beauty Parlor.

BE IT FURTHER RESOLVED, that copies of this resolution be provided to the Finance Director and to the Planning Board.

  
Paul L. Stephenson  
Mayor

Attest:

  
Marie Annese, RMC  
Township Clerk

Robert W. Lord, PE & LS, PP  
Raymond L. Worrell, II, PE & LS, PP, CME  
Jeffrey S. Richter, PE, PP

November 6, 2002

Mark E. Malinowski, PE

Willingboro Township  
Municipal Complex  
One Salem Road  
Willingboro, NJ 08046

John P. Augustino

Stephen L. Berger

Gerald J. DeFelicis, Jr., CLA, PP, AICP

Barry S. Dirkin

Carl A. Turner, PE

Attention: Ms. Marie Annese, Township Clerk

RE: Alpha Baptist Church  
Day Care Center  
Maintenance Bond  
LWR File No. 95-39-86

Patrick J. Ennis, PE

Gordon L. Lenher, LS

Edwin R. Ruble, LS

Gurbachan Sethi, PE

Gary Zube, LS

Dear Ms. Annese:

The applicant was required to post a Maintenance Bond in the amount of \$1,750 to allow for the release of the Performance Bond. The Township released the \$2,400 Performance Bond, motioned and voted to accept the Continuation of Mortgage in lieu of actual Maintenance Bond through Resolution #105-1996. Based on the elapsed time, I recommend that after all escrow accounts have been settled, including approximately \$500 for this review, it would be appropriate for Council to waive the Maintenance Bond requirement.

Consultants

C. Kenneth Anderson, PE & LS, PP

Philip C. DiMartino, CPRP

Very truly yours,

LORD, WORRELL & RICHTER, INC.



Carl A. Turner, PE  
Willingboro Township Engineer

CAT:db

c: Denise Rose

95-39-86\LET\CAT\ANNESSE-N06.DOC

✓

RESOLUTION NO. 2002 - ~~173~~ 177

**A RESOLUTION AWARDING A BID FOR  
A 2003 UTILITY TRUCK**

WHEREAS, the Township Council of the Township of Willingboro requested that bids be submitted for a 2003 Utility Truck; and

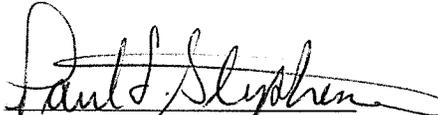
WHEREAS, bids have been received, opened and read in public; and

WHEREAS, it appears to be in the best interest of the Township to accept the bid of Holman Truck Center , Routes 73 & 38, Maple Shade, New Jersey 08052 in the amount of \$44,106.00 (no trade); and

WHEREAS, funds are available for this purpose as indicated by the attached Treasurer's Certification.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 17<sup>th</sup> day of December, 2002, that the bid be accepted as per the attached bid return sheet and recommendation; and

BE IT FURTHER RESOLVED, that the bid be spread upon the minutes of this meeting.

  
Paul L. Stephenson, Mayor

Attest:

  
Marie Annese, RMC  
Township Clerk

Certification Of Availability of Funds  
-----

This is to certify to the of the TOWNSHIP OF WILLINGBORO that funds for the following resolutions are available.

Resolution Date: 12/17/02  
Resolution Number: 2002-173

Vendor: HOLMANTR HOLMAN TRUCK CENTER  
P.O. BOX 279  
RT. 73 & 38  
MAPLE SHADE, NJ 08052

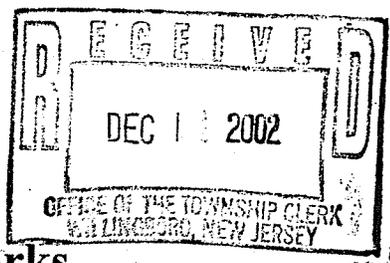
Contract: 02-00042 2003 Utility Truck

Account Number	Amount	Department
C-04-55-902-001-900	44,106.00	2002 GENERAL CAPITAL
Total	44,106.00	

Only amounts for the 2002 Budget Year have been certified.  
Amounts for future years are contingent upon sufficient funds being appropriated.

  
\_\_\_\_\_  
Chief Financial Officer

*O.L. D...*



**Township of Willingboro**

**Department of Recreation/Public Works**

**Interoffice Memorandum**

**December 4, 2002**

**TO: DENISE ROSE, TOWNSHIP MANAGER**

**FROM: HARRY W. McFARLAND, SUPERINTENDENT**

**RE: UTILITY TRUCK BID**

---

**I am recommending the purchase of the Utility Truck and acceptance of the bid as submitted by Holman Truck Center in the amount of \$44,106.00**

**I am not recommending the trade-in of the 91 Dodge and 92 Dodge and feel we could do much better with an auction.**

**We also would prefer to purchase the options separately through other vendors rather than from the bidder.**

**Harry W. McFarland  
Recreation Superintendent  
Superintendent of Public Works**

HWM/mcg

BID RETURN SHEET – 2003 UTILITY PICK-UP TRUCK  
OPENED BY TWP. CLERK 12/02/02 AT 10:30 PM. NO  
BIDDERS PRESENT AND ONLY ONE BID RECEIVED

Bidder: Holman Truck Center  
PO Box 279  
Maple Shade, N. J. 08052

Bid Price Without Trade \$44,106.00

Bid Price With Trade of \$41,606.00  
91 Dodge PU & 92 Dodge Utility

Option Prices

(1) Air Compressor	\$5995.00
(2) Aluminum Diamond Plate	795.00
(3) Redi-Line Converter	2100.00
(4) Winch	2995.00
(5) Dot-3 Strobe System	995.00
(6) 100 Gal. Diesel Tank	1100.00

Required Documents

Bid Guarantee - <u>BOND</u>	<input checked="" type="checkbox"/>
Cert. of Consent of Surety	<input checked="" type="checkbox"/>
Disclosure Statement	<input checked="" type="checkbox"/>
Non-Collusion Affidavit	<input checked="" type="checkbox"/>
Affirmative Action Affidavit	<input checked="" type="checkbox"/>
Employment Eligibility Verification	<input checked="" type="checkbox"/>
Any other documents	<input type="checkbox"/>

Package turned over to Mr. McFarland for review and  
recommendation.

/ma

RESOLUTION NO. 2002 - 178

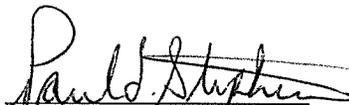
A RESOLUTION AUTHORIZING RETURN OF  
PERFORMANCE BOND FOR KIDSTOWN DAY CARE

WHEREAS, there has been a request from Kidstown Day Care to release their Performance Guarantee; and

WHEREAS, it has been determined by the Township Engineer in accordance with his letter dated December 10, 2002, that the applicant has complied with the requirements granting site plan approval;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 17<sup>th</sup> day of December, 2002, that in accordance with the attached recommendations, all improvements have been inspected and after all escrow balances have been paid, that the Performance Guarantee be released and the Maintenance Bond requirement be waived.

BE IT FURTHER RESOLVED, that copies of this resolution be provided to the Finance Director and to the Planning Board for their information and attention.

  
Paul L. Stephenson  
Mayor

Attest:

  
Marie Annese, RMC  
Township Clerk

Robert W. Lord, PE & LS, PP  
Raymond L. Worrell, II, PE & LS, PP, CME  
Jeffrey S. Richter, PE, PP

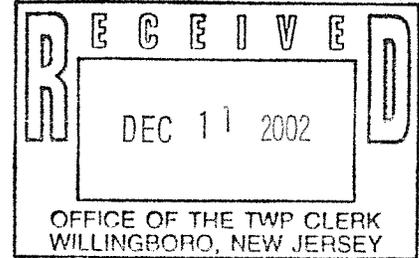
Mark E. Malinowski, PE

John P. Augustino  
Stephen L. Berger  
Gerald J. DeFelicis, Jr., CLA, PP, AICP  
Barry S. Dirkin  
Carl A. Turner, PE

Patrick J. Ennis, PE  
Gordon L. Lenher, LS  
Edwin R. Ruble, LS  
Gurbachan Sethi, PE  
Gary Zube, LS

Consultants  
C. Kenneth Anderson, PE & LS, PP  
Philip C. DiMartino, CPRP

December 10, 2002



Ms. Marie Annese, RMC  
Deputy Township Clerk  
Township of Willingboro  
One Salem Road  
Willingboro, NJ 08046

RE: Kidstown Daycare, Inc.  
Block 1, Lot 6.01  
Performance Guarantee  
LWR No. 2000-39-86

Dear Ms. Annese:

The requirements of the Approval Resolution Granting Site Plan Approval for the above referenced site have been met. All improvements have been inspected. It would therefore be appropriate for Council to release the Performance Guarantee. The amount that would be requested for the Maintenance Guarantee is so minimal that I recommend waiving this requirement.

Very truly yours,

LORD, WORRELL & RICHTER, INC.

Carl A. Turner, PE

CAT:km

cc: Denise Rose

2000-39-86\Let\CAT\Annese-D10.Doc (02)

PERFORMANCE BOND ESTIMATE



KIDSTOWN DAYCARE, INC.  
 BLOCK 1, LOT 6.01  
 WILLINGBORO TOWNSHIP  
 Burlington County  
 LWR File No. 2000-39-86  
 January 16, 2001

NO.	DESCRIPTION	QUANTITY	UNIT	LUMP SUM	UT. PRICE	AMOUNT BID
1	SITE CLEARING AND EXCAVATION *	1	LUMP SUM		Complete	Complete
2	6' CHAIN LINK FENCE	309	LF		Complete	Complete
3	3' WIDE C. L. FENCE GATE	2	UT		Complete	Complete
4	6' WIDE C. L. FENCE GATE	2	UT		Complete	Complete
5	12' WIDE C. L. FENCE GATE	1	UT		Complete	Complete
6	4" PARKING LOT STRIPING	68	LF		Complete	Complete
7	8" PARKING LOT STRIPING	56	LF		Complete	Complete
8	HANDICAP PAVEMENT MARKING	1	UT		Complete	Complete
9	TEMPORARY GUEST SIGN	2	UT		Complete	Complete
10	MAIN SIGN REPLACEMENT	1	UT		Complete	Complete
11	POLE MOUNTED LIGHT, 250W HPS, 20'	1	UT		\$ 2,800.00	\$ 2,800.00
12	TRASH ENCLOSURE, AS PER DETAIL	50	LF		Complete	Complete
13	WHITE PINE	12	UT		Complete	Complete
					<b>TOTAL</b>	<b>\$ 2,800.00</b>

\* Site clearing and excavation to include removal of play equipment, removal of concrete swale and sod, saw cutting existing paving and sod removal, removal of existing fence and gate

Performance Guarantee (120 percent) \$ 3,360.00

RESOLUTION NO. 2002 - 17<sup>9</sup>

A 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 Council of the Township of Willingboro is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et, seq.; and

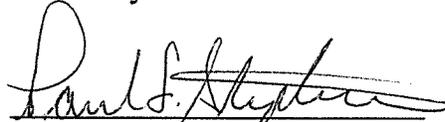
WHEREAS, The Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

WHEREAS, it is necessary for the Township Council of the Township of Willingboro to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- (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 appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session on 12/17/02, 2002, that an Executive Session closed to the public shall be held on 12/17, 2002, at 7:25 p.m. in the Willingboro Township Municipal Complex, One Salem Road, Willingboro, New Jersey, for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon determination of the Township Council that the public interest will no longer be served by such confidentiality.

  
Paul L. Stephenson, Mayor

ATTEST:  
  
Marie Annese, RMC  
Township Clerk