

RESOLUTION NO. 2002 - 26

A RESOLUTION TO DIRECT THE TOWNSHIP  
MANAGER TO ESTABLISH A "SIGN-IN AND OUT"  
SYSTEM FOR REVIEW IN EACH TOWNSHIP  
DEPARTMENT.

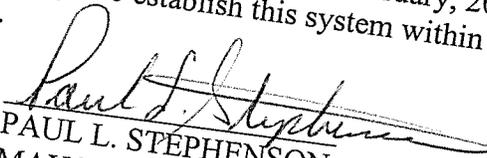
WHEREAS, pursuant to NJAC 40:69A-95 (I) "the Township Manager shall perform such other duties as may be required of the Municipal Manager by ordinance or resolution of the Municipal Council"; and

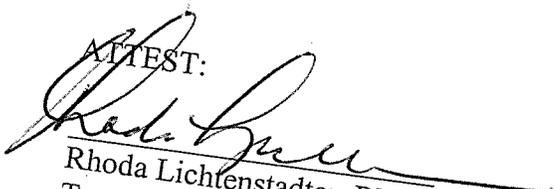
WHEREAS, dates and times of meeting attendance of Council members are recorded as public records, thereby setting a standard for employee accountability "on the job"; and

WHEREAS, all employees should follow the example set by Council, through their supervisors or directors charged with accounting for employee time by implementing a "sign-in and out" record system in each department; and

WHEREAS, these records will become official public documents and can attest to job performance for the purpose of evaluation;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 5<sup>th</sup> day of February, 2002, that by this resolution, the Council directs the Manager to establish this system within 90 days of the date of the introduction of the budget.

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:  
  
Rhoda Lichtenstadter, RMC  
Township Clerk

RESOLUTION NO. 2002 - 27

A RESOLUTION TO DIRECT THE TOWNSHIP  
MANAGER TO ESTABLISH COMPLAINT  
RESOLUTION SERVICES IN EACH DEPARTMENT.

WHEREAS, pursuant to NJAC:69A-95(I) "the Township Manager shall perform such other duties as may be required of the Municipal Manager by ordinance or resolution of the Municipal Council; and

WHEREAS, legally, under our form of governance, the Manager is not obligated to carry out a directive from the Council unless or until it is adopted in the form of a resolution; and

WHEREAS, it is essential for each Township Department under the purview of the Manager, to establish a system to log, track, and resolve service complaints; and

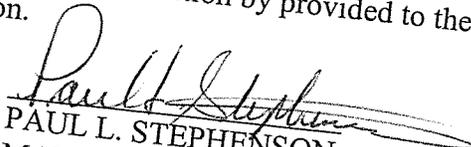
WHEREAS, it is critical that Council have the ability to reference the progress on a logged complaint and/or direct the complainant, to the Manager responsible for addressing complaints; and

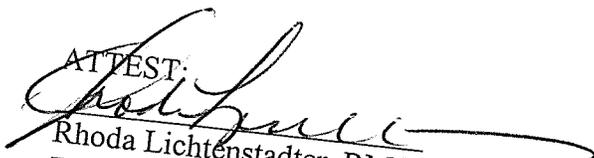
WHEREAS, under the Council-Manager form of government, Council is prohibited (by law) from directing any department head or director; and

WHEREAS, it is incumbent on the Council to avoid the appearance of or actions of directing an employee to resolve a given service complaint,

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 5<sup>th</sup> day of February, 2002, that the Township Manager field all service complaints at public meetings and through a system of complaint management so that Council may conduct its business without confusing the fact that all service complaints are resolved by this resolution directing the Manager to establish procedures for same.

BE IT FURTHER RESOLVED, that a copy of this resolution by provided to the Township Manager for her information and attention.

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:  
  
Rhoda Lichtenstadter, RMC  
Township Clerk

RESOLUTION NO. 2002 - 28  
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

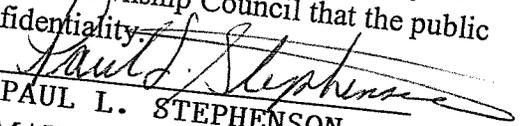
WHEREAS, it is necessary for the Township Council of the Township of  
Willingboro to discuss in a session not open to the public certain matters relating to the  
item or items authorized by N.J.S.A. 10:4-12b and designated below:

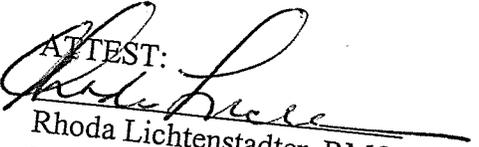
(7) Matters relating to Litigation, Negotiations and:the Attorney-  
Client Privilege: Any pending or anticipated litigation or  
contract negotiation in which the public body is, or may become  
a party. Any matters falling within the attorney-client privilege,  
to the extent that confidentiality is 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 2/5, 2002, that an  
Executive Session closed to the public shall be held on 2/5, 2002, at 7:45p.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:  
  
Rhoda Lichtenstadter, RMC  
Township Clerk

RESOLUTION NO. 2002 – 29

A RESOLUTION APPROVING A CHANGE  
ORDER FOR EAGLE CONSTRUCTION/  
TOWN CENTER.

WHEREAS, Willingboro Township Council, by Resolution No. 2001-72 awarded a contract to Eagle Construction for the Town Center project; and

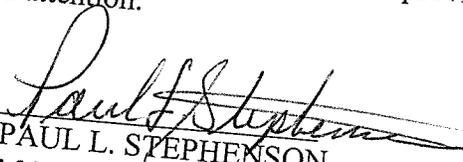
WHEREAS, the engineer has submitted a change order to allow relocation of fence @ Merck, test pits at Merck, removal of 2 electrical vaults (Sears), removal of steam pipe at 3 locations and removal of 2 concrete tree planters and one tree; and

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;

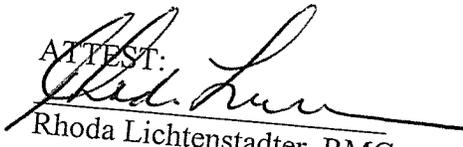
NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 5<sup>th</sup> day of February, 2002, that the change order be approved.

1. The change order No. 4 adjusts the contract to include the above changes, extra, \$13,316.00, 2.81%, to the adjusted amount of \$2,735,038.40.

BE IT FURTHER RESOLVED, that copies of this change order be provided to The Finance Director for her information and attention.

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

CERTIFICATE OF AVAILABILITY  
OF FUNDS FOR CONTRACT

I, Joanne Diggs, Treasurer of the Township of Willingboro, being the Chief Financial Officer of the Township of Willingboro, do hereby certify, pursuant to the Rules of The Local Finance Board, that there are -- are not (cross out one) available adequate funds for the proposed contract between the Township of Willingboro and

Eagle Construction / Tower Center

The money necessary to fund said contract is in the amount of \$ 13,316-00 and, upon approval of the contract, the funds shall be charged to the following line item appropriation of account number C-0455-900-002-916. These funds are not being certified as being available for more than one pending contract.

Joanne Diggs Bl  
Joanne Diggs  
Finance Director

cc: Township Solicitor  
Township Auditor

Contractor Eagle Construction Service, Inc.  
 Address 1624 Jacksonville Road  
Burlington, NJ 08016

CHANGE ORDER NO. 4  
 Date February 5, 2002  
 Project No. 99-39-15-15  
Willingboro Town Center  
Willingboro Township, NJ

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	<u>EXTRAS</u>	Quantity	Unit Price	Amount
E11	Relocate Fence @ Merck for sanitary sewer construction		1 LS	\$800.00	\$800.00
E12	Test Pits at Merck Roof Drain		1 LS	\$596.00	\$596.00
E13	Removal of (2) small Electrical Vaults @ Old Sears		2 UT	\$1,400.00	\$2,800.00
E14	Removal of Steam Pipe at (3) Locations		1 LS	\$6,200.00	\$6,200.00
E15	Removal of (2) Concrete Tree Planters and (1) Tree		1 LS	\$2,920.00	\$2,920.00
				<b>TOTAL:</b>	<b>\$13,316.00</b>

Amount of Original Contract..... \$2,660,273.40  
 Adjusted amount of Contract due to previous Change Orders..... \$2,721,722.40  
 Supplemental..... \$0.00  
 Extra..... \$13,316.00  
 Reduction..... \$0.00  
 Adjusted Amount of Contract..... \$2,735,038.40  
 Change in Contract..... 2.81 %

Carl A. Turner 2/5/02  
 Carl A. Turner, PE - Township Engineer Date

Willingboro Township  
 Municipality  
Paul H. Stephen 2/5/02  
 Mayor Date

Eagle Construction Service, Inc.  
 Contractor  
 By: Vito J. 2-5-02  
 Signed Date

RESOLUTION NO. 2002 - 30

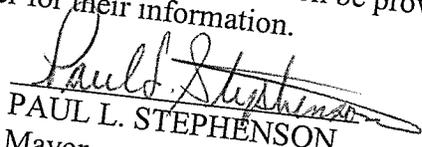
A RESOLUTION DECLARING CERTAIN TOWNSHIP  
EQUIPMENT AS SURPLUS.

WHEREAS, Willingboro Township Council has found certain Township  
Equipment as unusable and too costly to repair; and

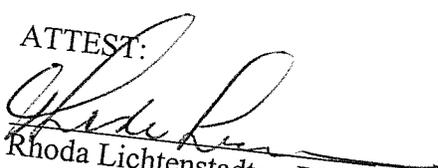
WHEREAS, Township Council, must by resolution declare this equipment to be  
surplus;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the  
Township of Willingboro, assembled in public session this 12<sup>th</sup> day of February, 2002,  
that the unusable equipment be declared surplus.

BE IT FURTHER RESOLVED, that copies of this resolution be provided to the  
Finance Director and the Township Manager for their information.

  
PAUL L. STEPHENSON  
Mayor

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

**TOWNSHIP OF WILLINGBORO AUCTION**

**DATE:            TIME:**

**DEPARTMENT OF PUBLIC WORKS, INDUSTRIAL DRIVE, WILLINGBORO, NJ**

**ITEMS INCLUDE:**

<u>YEAR</u>	<u>MAKE</u>	<u>VIN#</u>	<u>ENGINE</u>
1983	Dodge Ram	1B46WIZT7D5494620	Gas
1983	Dodge Ram	1B46WIZTOD5494619	Gas
1988	Ford 700 Dump	1FDPF70HXJU907968	Gas
1984	Dodge 350	1BMW34WZES369605	Gas
1975	Ford F750 Dump	N76FVV50491	Gas
1978	Ford 7000 Dump	R70BVAJ6963	Diesel
1978	Ford 7000 Dump	R70BVAJ6964	Diesel
1968	Case 580 MowTrim	8348264	Diesel
1967	Myers Sprayer	6525-6TR3	
1968	Leroi Air Compressor	R61-3273592	Gas
	Onan Generator	30DEC-48R	Diesel
	International Cub Lo Boy	14335J	Gas
	Sand Blaster		
	Royal Separator	131-400-2700	Gas
1984	Giant Leaf Vac/20 yd.	165620MOD6800TR-20	Gas
1984	Giant Leaf Vac/20 yd.	165318MOD6800TR-20	Gas

**Terms: As-is, where-is, full payment day of sale w/cash or certified checks.**

RESOLUTION NO. 2002 – 31

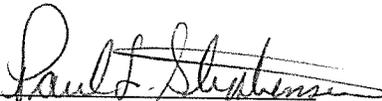
A RESOLUTION AUTHORIZING THE RELEASE  
OF MAINTENANCE BOND FOR JANSK.

WHEREAS, there has been a request by Mr. Paul Janke, to release his maintenance guarantee; and

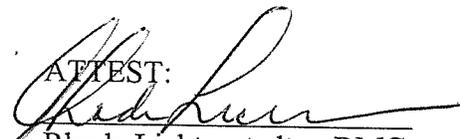
WHEREAS, it has been determined by the Township Engineer in accordance with his letter dated February 6, 2002, that the paving has held for the maintenance period; and

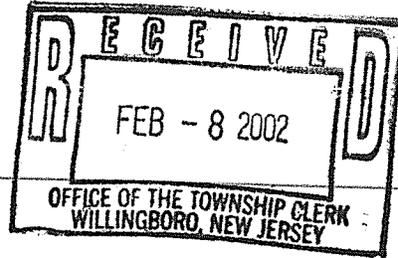
NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 12<sup>th</sup> day of February, 2002, that it would be appropriate for Council to release the Maintenance Guarantee upon the posting of escrow in the amount of \$500 to cover any additional inspection costs and that prior to release all escrow is paid including this review.

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:

  
Rhoda Lichtenstadter, RMC  
Township Clerk



651 High Street  
Burlington, NJ 08016  
(609) 387-2800  
(Fax) 387-3009

168 W. Ridge Pike  
Limerick, PA 19468  
(800) 640-8921

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

February 6, 2002

Mark E. Malinowski, PE

Willingboro Township  
Municipal Complex  
One Salem Road  
Willingboro, NJ 08046

Attention: Ms. Rhoda Lichtenstadter, Clerk

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

RE: Janke Site Plan  
Maintenance Guarantee Release  
LAWB File No. 92-39-86

Dear Ms. Lichtenstadter:

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

At the request of Mr. Paul Janke, I have reviewed the file to determine whether the requested Release of Maintenance Guarantee could be accomplished. The latest field report dates back to December, 1993 and indicates that there were a few unsettled items. These items were to be resolved by the client having cores taken to verify the bituminous thickness. This was never done.

In lieu of this, I visited the site and conducted a visual inspection. There are cracks in the paving, however, after nine (9) years, I am satisfied that the paving has held for at least the maintenance period. Based on this, I recommend the release of the Maintenance Bond after all escrow is paid including this review. To insure final payment of escrow, at least \$500 should be in this account. Additionally, this site should be scheduled for inspection by the Construction Official's office as normal.

Consultants  
C. Kenneth Anderson, PE & LS, PP  
Philip C. DiMartino, CPRP  
Theresa McGettigan - Miller, CPRP, M.Ed.

Very truly yours,

LORD, ANDERSON, WORRELL & BARNETT, INC.

Carl A. Turner, PE  
Willingboro Township Engineer

CAT:db

c: Paul Janke  
Leonard Mason

92-39-86\LET\CAT\LICHTENSTADTER-F06.DOC (02)

# JANSAK

A Real Estate Development Company

May 24, 2001

Mr. Carl Turner  
Lord Anderson Worrell & Barnett Inc.  
651 High Street  
Burlington, NJ 08016

RE: Release of maintenance guarantee for office building - Kearns, Vassallo, Guest & Kearns, 630 Beverly-Rancocas Road

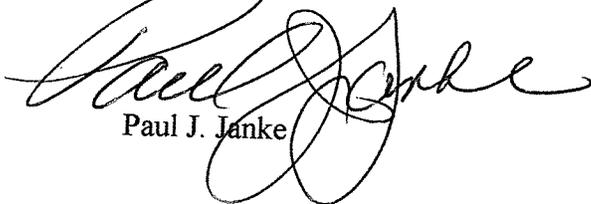
Dear Mr. Turner:

In June of 1993 we started construction of an office building KVGK and had a performance guarantee in the amount of \$64,000.00. On March 3, 1994 after completion of the building it was reduced to a two year maintenance guarantee in the amount of \$9589.00.

Now, seven years later we are requesting release of our cash bond posted with the Sovereign Bank. We feel that our maintenance guarantee has been more than fulfilled and we are requesting that the township release this maintenance guarantee. Please provide us with a letter releasing the two year maintenance bond so we can have our funds released from Sovereign Bank.

Thank you for your cooperation in this matter.

Sincerely yours,



Paul J. Janke

cc: Rhoda L. Lichtenstadter, RMC  
Willingboro Township Clerk

JANSKVLICHTENSTADTER

JANSAK COMPANY ~ 21 Jenkins Avenue ~ P.O. Box 626 ~ Lansdale, PA 19446-0603  
(215) 855-1016 ~ Fax (215) 361-6150

RESOLUTION NO. 2002 - 32  
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

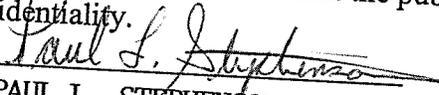
WHEREAS, The Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

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:

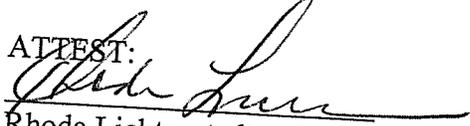
- (7) Matters relating to Litigation, Negotiations and:the Attorney-Client Privilege: Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required 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 2/12, 2002, that an Executive Session closed to the public shall be held on 2/12, 2002, at 7:45 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:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

RESOLUTION NO. 2002 - 33

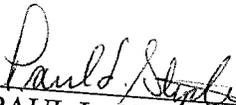
A RESOLUTION AUTHORIZING THE RELEASE  
OF THE MAINTENANCE BOND OF FARMER'S  
AND MECHANIC'S BANK.

WHEREAS, there has been a request by Farmer's and Mechanic's Bank to release their Maintenance Bond; and

WHEREAS, it has been determined by the Township Engineer in accordance with his letter dated February 13, 2002, that the applicant has met all of the requirements granting site plan approval; and

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 February, 2002, that in accordance with the attached recommendations, all outstanding maintenance items have been repaired and inspected, and therefore it would be appropriate for Council to release the Maintenance Bond.

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:

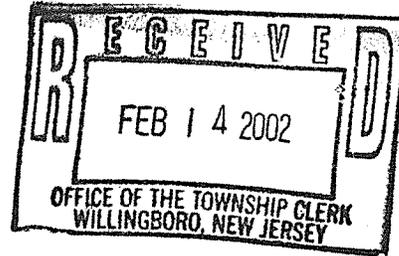
  
Rhoda Lichtenstadter, RMC  
Township Clerk

February 13, 2002

168 W. Ridge Pike  
Limerick, PA 19468  
(800) 640-8921

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

Ms. Rhoda Lichtenstadter, Clerk  
Township of Willingboro  
Municipal Complex  
One Salem Road  
Willingboro, NJ 08046



Mark E. Malinowski, PE

RE: Farmer's & Mechanic's Bank  
JFK Way & Charleston Road  
Maintenance Bond Release  
LAWB File No. 94-39-81

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

Dear Ms. Lichtenstadter:

The requirements of the Approved Resolution granting Site Plan approval for the above referenced site have been maintained for the required time period. All outstanding maintenance items have been repaired and inspected.

Therefore, it would be appropriate for Council to release the Maintenance Bond.

Very truly yours,

LORD, ANDERSON, WORRELL & BARNETT, INC.

Carl A. Turner, PE  
Willingboro Township Engineer

CAT: dac

Cc: Ms. Denise Rose, Township Manager  
Mr. James Igo

94-39-81\CAT\RHODA-BONDREL-F13. DOC (02)

RESOLUTION NO. 2002 – 34

A RESOLUTION APPROVING AN APPLICATION  
FOR TRANSPORTATION ENHANCEMENT (TEA-21)  
FOR WILLINGBORO TOWNSHIP.

WHEREAS, the Transportation Efficiency Act (hereinafter referred to as “TEA-21”) provides funds to the New Jersey Department of Transportation for a variety of pedestrian and vehicular “Transportation Enhancements”; and

WHEREAS, the Township of Willingboro desires to seek funds from the N.J. Transportation Enhancement Program for a Bike Path and Landscape Features at the Willingboro Town Center; and

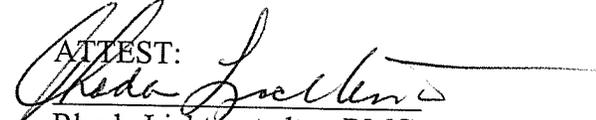
WHEREAS, the Township of Willingboro is responsible for the maintenance of sidewalks and lighting of same.

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 February, 2002, that:

1. The Council of the Township of Willingboro endorses the proposed N.J. Transportation Enhancement Program to be funded with TEA-21 Grant For a Bike Path and Landscape Features at the Town Center.
2. The Council of the Township of Willingboro hereby agrees to provide the Required long-term maintenance on the proposed improvement program In the Willingboro Plaza and the Bike Path to be funded through the N.J. Transportation Enhancement (TEA-21) Program.

  
PAUL L. STEPHENSON  
MAYOR

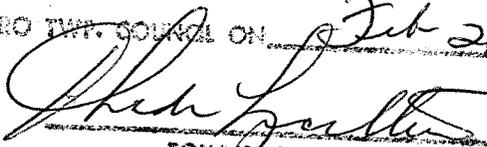
ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

CEPHED A TRUE COPY OF RESOLUTION ADOPTED

BY WILLINGBORO TWP. COUNCIL ON

*Feb 26, 2002*

  
TOWNSHIP CLERK

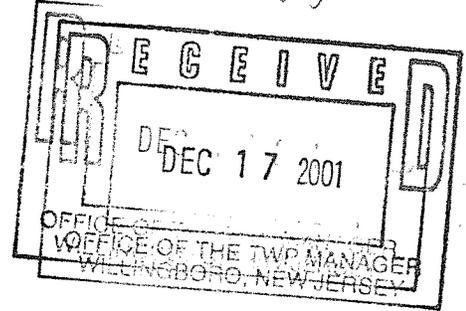


State of New Jersey

DEPARTMENT OF TRANSPORTATION  
P.O. Box 600  
Trenton, New Jersey 08625-0600

02-05-02

PLEASE send copy to Carl



DONALD T. DiFRANCESCO  
Acting Governor

December 11, 2001

JAMES WEINSTEIN  
Commissioner

DUE  
02/28/02

Dear Potential Transportation Enhancement Applicant:

On behalf of Acting Governor Donald T. DiFrancesco and Transportation Commissioner James Weinstein, I am pleased to send you the New Jersey Department of Transportation (NJDOT) Transportation Enhancement program brochure and application. This is the seventh year that the NJDOT will ask state and local government agencies and non-profit civic groups to submit transportation enhancement proposals. Funds will be provided under the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21).

In TEA-21, Congress has recognized that transportation initiatives must include consideration of our natural environment and the characteristics of surrounding communities. In New Jersey, Acting Governor DiFrancesco has formulated a vision for the 21st Century known as New Jersey FIRST (Future Investments and Reinvestment in State Transportation) in which transportation is no longer treated as simply a way to travel to and from communities. We must view transportation as a way to enhance our economy and our quality of life. Together, these federal and state policies recognize that the preservation of open space, impacts to our environment, and the efficient use of our natural resources, are becoming ever more important to the quality of our lives.

The objectives of the Enhancement Program have remained the same; foster more livable communities, enhance the travel experience and promote new transportation investment partnerships. The Program focus is on transportation projects designed to preserve and protect environmental and cultural resources, and to promote alternative modes of transportation.

If you have a well-developed, construction-ready project that can qualify as a transportation enhancement project, you are invited to submit an application. Please take the time to read the new brochure. The brochure is designed to guide you through the application process and to answer questions about the eligibility and program requirements. Most significantly, all projects must be directly related to transportation. Please feel free to share this information and copies of the application with other governmental agencies and non-profit civic groups in your community.

If you require any information on the Enhancement Program, please contact the NJDOT Local Government Services District Office in your area. A list of these offices is included in the front of the brochure.

**APPLICATIONS ARE DUE BY 5:00 PM ON February 28, 2002. SIXTEEN (16) COPIES MAY BE MAILED OR HAND-DELIVERED TO:**

**Robert Goslin, Director  
New Jersey Department of Transportation  
Division of Local Government Services and Economic Development  
1035 Parkway Avenue  
Trenton, New Jersey 08625**

All application sheets must be on 8 1/2" x 11" sheets and stapled in the upper left hand corner. All other presentations will be returned.

I wish all of you the best of luck with your project.

Sincerely,



Robert Goslin, Director  
Division of Local Government Services  
and Economic Development

Enclosures

NEW JERSEY DEPARTMENT OF TRANSPORTATION  
TRANSPORTATION ENHANCEMENT PROGRAM

1. Project Title \_\_\_\_\_  
\_\_\_\_\_

2. Location of Project (Please attach two 8-1/2" x 11" maps; a detailed local map and regional map.)  
County(s) \_\_\_\_\_ Municipality(s) \_\_\_\_\_

3. Project Category Check the category below which best describes the project. (See Section III of brochure for definitions.)

- \_\_\_ 1. Provision of facilities for pedestrians and bicycles
- \_\_\_ 2. Provision of safety and educational activities for pedestrians and bicyclists
- \_\_\_ 3. Acquisition of scenic easements and scenic or historic sites
- \_\_\_ 4. Scenic or historic highway programs
- \_\_\_ 5. Landscaping and other scenic beautification
- \_\_\_ 6. Historic preservation
- \_\_\_ 7. Rehabilitation and operation of historic transportation buildings, structures and facilities
- \_\_\_ 8. Preservation of abandoned railway corridors
- \_\_\_ 9. Control and removal of outdoor advertising
- \_\_\_ 10. Archeological planning and research
- \_\_\_ 11. Environmental mitigation to address water pollution
- \_\_\_ 12. Establishment of transportation-related museums

4. Brief Project Description

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

12. **Project Schedule** Provide anticipated start dates for the following project development phases, where applicable.

<b>Design</b>	_____	<b>Construction</b>	_____
	_____		

13. **List all known Environmental and Construction Permits**

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14. **Endorsements – Must accompany applications**

Attach letters of support, endorsements, resolutions, etc. from any or all of the following: Individuals, citizen groups, business organizations, municipalities, counties, regional or state agencies, elected officials, and non-profit organizations.

15. **Project Description**

Describe in detail the location of the project (with cross streets), the size of the project, the full scope of the project, the existing conditions, scope of anticipated enhancement work, cost estimates for all tasks, project objectives, physical connections and linkages and please indicate if there is a smaller, stand alone component which meets all the criteria. Project must be for a complete, identifiable and usable facility or activity. Try to limit pages for this section to no more than three 8-1/2" x 11" pages.

16. **Project Benefits**

Using the selection criteria listed below, describe how the project meets each criteria. This write-up is the fundamental basis for the Advisory Committee evaluations. Please explain how your project meets the goals of the program and why it should be selected. List and address each of the following applicable selection criteria. Be concise. Limit this section to three 8-1/2"x 11" pages.

**Selection criteria:**

- a. Transportation related
- b. Readiness for construction/implementation
- c. Maintenance commitment
- d. Supplemental funds
- e. User impact
- f. Regional or community benefits
- g. Element of a larger plan
- h. Timing/urgency
- i. Economic/tourism benefit
- j. Value as a cultural/historic resource
- k. Community support
- l. Top 140 Urban Aid Communities

17. **Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

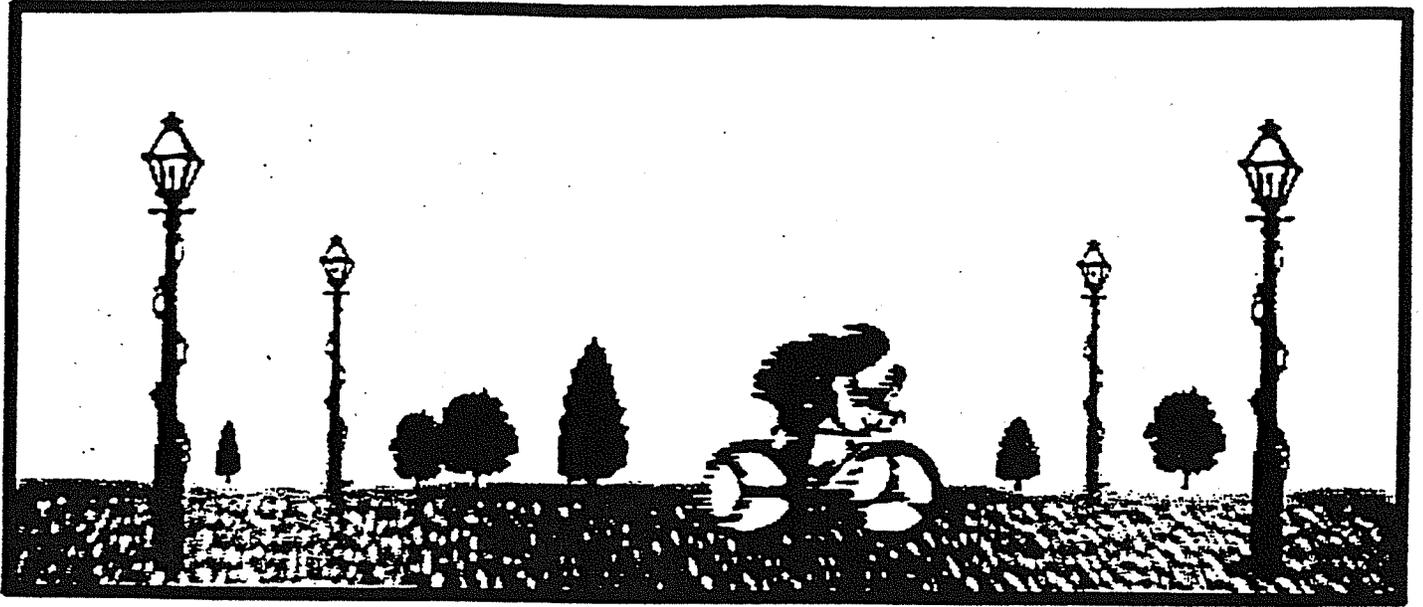


# TRANSPORTATION ENHANCEMENTS

THE NEW JERSEY DEPARTMENT OF TRANSPORTATION



Acting Governor Donald T. DiFrancesco  
Commissioner James Weinstein



# TRANSPORTATION ENHANCEMENTS

THE NEW JERSEY DEPARTMENT OF TRANSPORTATION



Acting Governor Donald T. DiFrancesco  
Commissioner James Weinstein

## NEW JERSEY'S TRANSPORTATION ENHANCEMENT PROGRAM

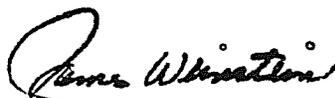
Transportation touches all of our lives. It figures into our decisions about where to live, work, shop, attend school and where to escape for vacation. Transportation can no longer be seen as simply a way to travel to and from communities, we must view it as a way to enhance our economy and our quality of life.

Acting Governor Donald T. DiFrancesco has supported a vision for the 21st Century known as New Jersey FIRST (Future Investments and Reinvestment in State Transportation). This comprehensive program provides the resources necessary to improve the movement of people. It is geographically balanced and environmentally friendly. It encourages community involvement, invites private sector participation, promotes individual responsibility and tourism and revitalizes our cities.

On May 22, 1998, Congress passed the Transportation Equity Act for the 21st Century (TEA-21), which authorized highway safety, transit, and other surface transportation programs for the next six years. TEA-21 reflects a growing recognition that transportation initiatives must include consideration of our natural environment and the characteristics of surrounding communities.

There are numerous similarities between Acting Governor DiFrancesco's vision and the National Transportation Policy. The Transportation Enhancement Program can be viewed as a common link between state and federal policy. This program strives to ensure that transportation enhancements are an integral part of our transportation investment policy. In the coming years, a great deal will depend on our ability and willingness to make the right choices. We must recognize that the preservation of open space, impacts to our environment, and the effective use of natural resources are becoming increasingly more important to the quality of our lives.

On behalf of Acting Governor DiFrancesco and the New Jersey Department of Transportation, I want to thank you for your interest in the Transportation Enhancement Program. We look forward to the benefits that this program and your project will bring to our communities.



James Weinstein  
Commissioner

## **INTRODUCTION**

The passage of the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) ensures the continuation of the Transportation Enhancement Program begun under ISTEA. New Jersey has enjoyed great success with 156 Transportation Enhancement ISTEA Projects statewide utilizing over \$60 million in federal funds. Under TEA-21, we want to build upon these successes and continue to fund projects that improve the quality of life for New Jersey's residents and visitors to our beautiful State.

The New Jersey Department of Transportation (NJDOT) prepared this brochure in recognition of the considerable interest in this unique funding opportunity. A prominent feature of TEA-21 is the wealth of new opportunities for the public to contribute directly to enhancing the aesthetic and cultural qualities of the transportation system. The federal law provides a list of specific activities that are eligible.

The TEA-21 list includes:

1. *provision of facilities for pedestrians and bicycles*
2. *provision of safety and educational activities for pedestrians and bicyclists*
3. *acquisition of scenic easements and scenic or historic sites*
4. *scenic or historic highway programs (including the provision of tourist and welcome center facilities)*
5. *landscaping and other scenic beautification*
6. *historic preservation*
7. *rehabilitation and operation of historic transportation buildings, structures and facilities (including historic railroad facilities and canals)*
8. *preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian and bicycle trails)*
9. *control and removal of outdoor advertising*
10. *archeological planning and research*
11. *environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity*
12. *establishment of transportation-related museums.*

Transportation Enhancement funds are to be used only for projects with a direct transportation relationship that enhance quality-of-life while reaching the greatest number of people. Transportation enhancement activities are a means of more creatively and sensitively integrating transportation facilities into their surrounding communities. What distinguishes transportation enhancement activities from other worthwhile quality-of-life and environmental

## **I. WHAT IS IN TEA-21 FOR TRANSPORTATION ENHANCEMENTS?**

Due to tremendous popularity of the Enhancement Program and its overwhelming success, Congress did not make many significant changes in the Program when passing TEA-21. The changes that were made do not significantly affect the Program as we have implemented it in New Jersey.

The definition of a "Transportation Enhancement" has been tightened up to ensure that projects are "transportation-related" and not just "linked" to the transportation system. Also, Enhancement activities must be related to *surface* transportation.

Two existing project categories were expanded. "Scenic or Historic Highway Programs" now also includes provisions of tourist and welcome center facilities. "Mitigation of Water Pollution Due to Highway Runoff" has been expanded to include reduction of vehicle-caused wildlife mortality while maintaining habitat connectivity.

Two new program categories were added. "Establishment of Transportation Museums" and "Provision of Safety and Educational Activities for Pedestrians and Bicyclists". These expanded and new activities are discussed later in this brochure.

TEA-21 encourages the use of Youth Corps Organizations in implementing Transportation Enhancement activities.

## **II. WHO IS ELIGIBLE TO APPLY FOR FUNDS?**

Any municipal or county government, non-profit organization or State agency may submit a Transportation Enhancement application. However, projects must be supported by the municipal governing body in which the project is located. All applications from local agencies and non-profit civic groups should receive municipal governing body endorsement in the form of a resolution. Regional projects (affecting more than one municipality) should receive county(s) endorsement in addition to the endorsement of affected municipalities.

The federal funds for Enhancement projects are obtained on a reimbursement or cost incurred basis. Sponsors must have the financial capability to advance project costs for materials and contractors. Before applying, prospective sponsors should assess their capability to comply with state and federal requirements for procurement of materials and services, accounting practices, right-of-way and easement acquisitions, environmental regulations and applicable design standards.

To ensure that proposed projects protect and enhance the environment, the sponsor is responsible for securing all applicable environmental approvals. Enhancement projects must conform to the requirements of the National Environmental Policy Act (NEPA), the National Historic Pres-

## **1. Facilities for pedestrians and bicycles**

### Sample Eligible Activities

1. Construction of new sidewalks, separate walking trails/paths, bike paths.
2. Adding bike lanes on existing roadways.
3. Widening curb lanes to accommodate bicyclists.
4. Installation of bike lockers at transit stations and bike racks on transit vehicles.

### Sample Ineligible Activities

1. Construction of a running/jogging track (closed loop), mountain bike or similar recreation trail, or ice skating rink.
2. Sidewalk or path maintenance or repair unless incidental to construction of a new path or sidewalk.
3. Developing a municipal or regional bicycle transportation master plan.
4. Resurfacing of a roadway, safety improvements such as guiderail, utility relocations and purchase of unnecessary right of way associated with Eligible Activities 3. and 4. listed above.

## **2. Provision of safety and educational activities for pedestrians and bicyclists.**

Funds may be used to develop and/or acquire training and educational materials, develop programs and conduct training to improve the knowledge of pedestrians and bicyclists regarding safe use of various components of the transportation system. These educational activities are similar to programs funded by the New Jersey Office of Highway Traffic Safety through the National Highway Traffic Safety Administration.

## **2. Provision of safety and educational activities for pedestrians and bicyclists**

### Sample Eligible Activities

1. Developing or acquiring bike safety training and educational materials.
2. Conducting training to improve knowledge of bicyclists and pedestrians.
3. Adding and/or improving road shoulders to accommodate bicyclists.

#### **4. Scenic or historic highway programs**

##### Sample Eligible Activities

1. Installation of interpretive plaques, aesthetic guiderail, visually attractive bridge rails.
2. Restoration of historic highway-related features such as lighting, sidewalks, retaining walls.
3. Construction of tourist and welcome centers.
4. Development of scenic overlooks on state designated Scenic Byways or National Scenic Byways.
5. Reforestation of slopes along a scenic/historic highway corridor.

#### **5. Landscaping or other scenic beautification**

Activities included in this category enhance the aesthetic and environmental qualities of a transportation facility. Eligible projects include design and construction of overlooks and enhancements of scenic vistas, restoration of historic landscapes and construction of landscapes which are compatible with their surroundings such as street side plantings and appointments.

The most common activity within this category is the restoring or creating downtown centers by using urban design criteria that recognize the appropriate ambiance for the local community, or simply "streetscapes". Information in such streetscape applications should address the types of activity, the history of the area, and scale of the project compared to the surrounding regional transportation system and environment. Reference to creating a sense of place and compatibility with the policies advocated in the State Development and Redevelopment Plan are encouraged by the NJDOT.

## **6. Historic preservation**

### Sample Eligible Activities

1. Historic preservation of a transportation-related historic or archeological district, site, building, structure, landscape, or object.
2. Costs associated with identification, evaluation, recordation, documentation, curation, acquisition, protection, rehabilitation, interpretation, restoration, and stabilization of any historic or archeological district, site, building, structure, landscape or object.
3. Costs associated with actual stabilization and restoration of the historic elements of the structure, both interior and exterior.
4. Costs of contemporary upgrades of water, electric, heating, air conditioning, etc., when appropriate, to make building viable for continued public use.

### Sample Ineligible Activities

1. Historic preservation of a house, post office, barn, fort, museum, etc., which has no direct link to the surface transportation system.
2. Restoration of rooms in a private mansion.
3. Replication/duplication of an historic building, structure, or site.
4. Installation of improvements designed for a particular non-transportation use such as cubical petitions, furniture, display cases, etc.
5. Work to make a site eligible for the National Register of historic Places.
6. Any project that would jeopardize the status of eligibility of a National Register building site, structure or object.

## **7. Rehabilitation and operation of historic transportation buildings, structures, or facilities (including historic railroad facilities and canals)**

Buildings, structures and facilities include tunnels, bridges, trestles, embankments, railroads or other guideways, non-operational rolling stock, canals, viaducts, tow paths and locks, stations and other human-made transportation features integrally related to the operation, construction or maintenance of any mode of surface transportation, passenger or freight are eligible. Facilities must be listed in or be eligible for listing in the National Register of Historic Places.

## **9. Control and removal of outdoor advertising**

This category includes the control and removal of existing outdoor advertising signs, displays, and devices which is in addition to the requirement to exercise "effective control" of outdoor advertising under existing federal law. The outdoor advertising must be within the scenic viewshed of a transportation facility. Priority will be given for proposed projects that are located on State-designated Scenic Highways, National Scenic Byways, or in areas where local or State laws ban new billboards.

Control and removal of outdoor advertising must accomplish a recognizable improvement to the scenic enjoyment of the traveling public. Expenditures made to remove signs, displays or devices must be made according to a legal process that bases payment on an equitable appraisal.

## **10. Archaeological planning and research**

This category includes research on sites eligible for transportation enhancement funds; experimental projects in archaeological site preservation and interpretation; planning to improve identification, evaluation and treatment of archaeological sites; and data recovery. Sites must be on or eligible for the National Register of Historic Places or must show reasonable potential for possessing eligible archaeological resources.

## **11. Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity.**

Funds may be used for innovative facilities and programs reducing pollution from storm water runoff from transportation facilities that are in addition to current requirements and procedures for such mitigation. Funds may also be used to improve safety for wildlife by connecting large habitat areas where transportation facilities have bisected animal habitat, causing incidents of wildlife losses, especially losses of protected, threatened and/or endangered species.

## **12. Establishment of Transportation-Related Museums**

Transportation Museums established using Transportation Enhancement funds must meet the following requirements: The facility must; 1) be open to the public and be a legally organized not-for-profit institution or part of a not-for-profit institution or government entity; 2) be essentially educational in nature and have a formally stated mission; 3) have one full-time paid professional staff member who has museum knowledge and experience and is delegated authority and allocated financial resources sufficient to operate the museum effectively; 4) present regularly scheduled programs and exhibits that use and interpret objects for the public according to accepted standards; 5) have a formal and appropriate program of documentation, care, and use of collections and/or tangible objects; 6) have a formal and appropriate program of presentations and maintenance of \*exhibits; 7) if entrance fees are charged a portion of the fee should be provided for the long term maintenance and operation of the facility; 8) establishment

***Please note: Any work that is performed on the project, surveys, preliminary engineering, final design, right-of-way acquisition, construction, etc. before it is formally authorized by the Federal Highway Administration (FHWA), will not and can not be funded through this program.***

## V. SUPPLEMENTAL FUNDING

The applicant should certify that all project costs will be met, either in combination with other sources, or solely through this program. The application must show that Transportation Enhancement funds in combination with committed or obligated funds from other sources, cover 100 percent of the project cost.

Funds from this program can be used to match other dedicated or non-Federal obligated grants. While Enhancement funds do not require a match, projects with supplemental funding will score higher in that criteria.

## VI. PROJECT SELECTION CRITERIA

The basic requirements are that projects be directly related to transportation, fit into one of the twelve categories as outlined in Section III and that a complete application be received at the NJDOT headquarters by the deadline established for each year's Program.

*As part of the application form, each applicant must discuss their project in terms of the Program selection criteria. Each project will be evaluated against specific applicable criteria within their respective project category. These criteria are:*

- **Transportation related** - The degree to which a project is directly related to transportation. Projects must have a direct relationship to a specific component or mode of the surface transportation system. Applications for projects that are not directly related to transportation will not be evaluated. *Remember the mandatory eligibility criteria is the required direct - transportation relationship of any proposed Transportation Enhancement project to the surface transportation system. Only after meeting this initial requirement will a project be further evaluated to determine if it meets one of the twelve (12) project categories.*
- **Construction ready** - Projects must be ready for construction or implementation within two years of the date that the Sponsor is notified of the project selection. The time frames to acquire permits, such as wetlands, local building permits, or official determinations by the State Historic Preservation Office bear on the construction readiness of the project. Applicants who indicate their willingness and capacity to commit other funds for all non-construction activities will receive additional consideration under this criterion. This

- **Value as a cultural resource** - For the *historic related categories*, these projects are scored on this additional criterion. Please explain the State Register of Historic Places or National Register of Historic Places and sites status. Also, indicate to what degree the project will enhance, preserve, or protect historical/archaeological resources.
- **Community support** - Letters of support from community organizations, citizens, all levels of government and elected officials, and any and all interested parties will be considered. This should include neighborhood or business associations, historical groups (if applicable) and local residents. All letters and endorsements must be attached (securely) to the application.
- **Urban Aid Communities** - Extra consideration will be given to projects located in the 140 Urban Aid Communities.

## VII. PROJECT SELECTION PROCESS

The selection process for Transportation Enhancement projects includes the participation of the Department of Transportation, the Department of Environmental Protection and other government agencies, the Metropolitan Planning Organizations (MPOs) as well as representatives from outside the traditional transportation community. The organizations which form the Transportation Enhancement Advisory Committee are charged with applying the selection criteria as discussed in this brochure and preparing the recommended "shortlist" of projects for consideration by the Commissioner of Transportation. The Committee's recommended "shortlist" is not fiscally constrained by the actual Program budget.

The Transportation Enhancement Advisory Committee is made up from individuals representing the following organizations:

- South Jersey Transportation Planning Organization
- Delaware Valley Regional Planning Commission
- North Jersey Transportation Planning Authority
- Office of State Planning
- New Jersey Department of Environmental Protection
  - NJ Historic Preservation Office
  - Division of Parks and Forestry
- New Jersey Division of Travel and Tourism
- New Jersey TRANSIT
- New Jersey Department of Transportation
- National Trust for Historic Preservation
- New Jersey Department of Community Affairs
- New Jersey Commerce & Economic Growth Commission

## IX. APPLICATION GUIDELINES

The application due date is stated in the letter sent out by the NJDOT to all perspective applicants. Additional brochures and applications are available contacting your Local Government Services District Office. All applications must be submitted to NJDOT headquarters on or before close of business, 5:00 p.m. on the date set forth in the annual program announcement.

### **Application Format**

Sixteen copies of the application shall be submitted; one for each reviewer. Applicants are encouraged to include photographs with their applications to convey what will be accomplished.

**Label all attachments with the name of the project and county in which project is located. All pages, including the application, letters, endorsements and supporting information shall be on 8.5" x 11" paper and stapled or secured in the upper left corner of each application package. All letters, endorsements and other materials sent separately from the application will not be considered in the review. Photographs may be placed in envelopes and stapled to each copy of the application. We ask that you do not submit your applications in a binder. Binders are simply too bulky to distribute to the Advisory Committee members and don't fit in normal files.**

**If you need assistance in completing your application, please contact the appropriate NJDOT Division of Local Government Services District Office listed in the front of this Brochure.**

The following guidance is provided to assist you in the completion of your application:

1. **Project Title** - Be as descriptive as possible in no more than ten words.
2. **Location of Project** - List all affected counties and municipalities. Attach two 8.5" x 11" maps, a detailed local map and a regional map. List the municipality(s) and county(s).
3. **Project Category** - Identify the type of project by checking the most appropriate category. NJDOT reserves the right to reassign categories based on review.
4. **Brief Project Description** - In 20 words or less, provide a summary description of the project. Use this description to indicate the size of the project in length or acres and if the activity is for construction, rehabilitation, acquisition, design, etc. This information is for data base purposes. Please, do not just repeat the Project Title.
5. **Applicant** - Provide the name, title, company, address and telephone numbers of the individual, and the non-profit organization, local government or agency sponsoring the proposed project and submitting the application. If you are a non-profit organization,

- A. Describe, in as much detail as possible, the exact location and size of the project, the purpose, the full scope of the project, any physical connections and transportation linkages it provides, the tasks or project phases completed or will be completed.
- B. Describe the specific work to be done with Transportation Enhancement funds (design, acquisition, construction, restoration, rehabilitation, etc.). If available, please attach a site development plan.
- C. It may be that the Advisory Committee will not be able to recommend full funding of the described project, but would consider funding a lesser amount. If there is a smaller, stand alone component which meets all the other criteria, please describe as above.
- D. If ongoing maintenance and operation of the proposed project will be necessary, describe how and by whom this will be done. Maintenance, operation, and liability costs and issues are the owner's responsibility.

**16. Project Benefits - please limit to three supplemental pages**

- A. Provide a short narrative on the benefits of the project and how it fulfills the objectives of the Enhancement Program, including the anticipated results, area-wide or statewide contributions, and new opportunities this project provides.
- B. List the appropriate criteria for your project and describe, for each, how the project meets the criteria.

**17. Signature of Applicant - The signature must agree with the person named in Item 5.**

### **Transportation Enhancement Q & A's**

1. The TE Guidance describes the new "relates to surface transportation" requirement. How will it change the TE application process?

Congress enacted this wording in TEA-21. The focus is now on a clear and credible description of how the proposed TE project relates to the surface transportation system. Surface transportation is defined to include all modes of travel with the exception of aviation and military transportation. The transportation is open to the general public and serves a transportation need for the general public. To determine a relationship to surface transportation a project proponent should ask themselves a number of questions about the proposal. For example, in what way(s) is the project related to surface transportation through present or past use as a transportation resource? Is there a direct connection to a person or event nationally significant in the development of surface transportation? What is the extent of the relationship(s) to surface transportation? What groups and individuals are affected by the relationship(s), when did the relationship(s) start and end or do the relationship(s)

Before the TE project is approved, the sponsor, state DOT, and FHWA, if necessary, should reach a clear agreement on which areas are to be leased, what activities are appropriate, and how income generated by the facility is to be used. As the Guidance notes under the heading "Maintenance and Operations," the state is responsible for long-term maintenance and operation of TE activities. The category "Rehabilitation and operation of historic transportation buildings, structures, or facilities" is the only TE activity that specifically allows the use of federal-aid TE funds for operations. As part of their maintenance and operations responsibility, states are encouraged to develop maintenance plans for TE activities. In accordance with good business practices, these plans would include reserves for long-term maintenance and periodic repair. Part or all of the fees generated by the activity should be a component of the maintenance plan.

4. What is the meaning of "a clear link to scenic or historic sites."

Congress introduced this terminology regarding tourist and welcome centers. This phrase can be interpreted broadly, however a clear linkage must be demonstrated. For example, if a tourist or welcome center provides substantial information about a particular scenic or historic highway program, or a scenic or historic site this could be considered part of the needed justification. Such information could include literature, directions, interpretive displays or videos shown to the public. To clearly be consistent with the language the Congress provided, the tourist or welcome center should be within close proximity to the scenic or historic highway site. Close proximity should be determined to be within a reasonable walking distance. If visitors can park at the tourist and welcome center and walk to the scenic or historic site (i.e. on short connecting foot trails), see it from a vista at the tourist and welcome center or view some of its attributes, then there is clear linkage. For scenic sites, if the location proposed is on a designated scenic route, and the proposed building site itself contains some of the qualities that make the route scenic (special landforms, vistas, cultural resources, etc.) that can be viewed from the tourist and welcome center, then linkage may clearly be established. The placement of a visitors information facility on a scenic or historic route would allow for a more direct connection and more easily satisfy the linkage requirements.

5. Is reconstruction (i.e. building a replica) of historic transportation buildings an eligible TE activity?

There is no provision for replication of a historic structure in the list of TE activities fundable with enhancement dollars. Rehabilitation and restoration of historic structures is a listed activity. Building a replica of a historic structure is not the equivalent of restoration of an existing structures. There is no terminology called reconstruction in the list of TE activities.

6. If a town which has condemnation authority, is acquiring land for a TE project, can it use the "voluntary transaction provisions" if they are willing to state that they will not use condemnation to acquire the property.

The TE guidance recommends against funding statewide planning and related documents with TE dollars, except where specific language is provided in legislation, "archeological planning and research". Planning that is an integral part of the development of a project may be considered an eligible expenditure.

12. Is it true that we can only restore historic buildings to house museums?

It is not true that we can only restore historic buildings to house museums. Establishing a transportation museum is not strictly tied to the historic nature of the structure it is housed in. Historic buildings maybe restored that are not necessarily a museum where a relationship to transportation is shown and all other eligibility requirements are otherwise met.

13. Are TE project involving privately held property allowed under the regulations and policies of the TE program?

Yes, TE projects involving privately held property is allowed under the regulations and policies of the TE program. It requires extra care in the development of the project agreement to insure that there is public access to a TE restored property and that the term of public access is comparable to the nature and magnitude of the investment of public funds. A requirement is also needed to assure the protection of the investment and for future necessary maintenance.

14. Can TE funds be used to restore military transport vehicles/vessels or create military museums?

TE funds may not be used in connection with active military vehicles/vessels, or those owned, maintained or otherwise controlled by the military with limited access to the general public. TE funds are intended to be used for the enhancement of transportation and transportation related activities for the general public. TE activities must be those listed in law, open to the general public, and responsibly maintained directly or in partnership with a public entity (Specific Federal funds may be used to match Federal-aid highway funds.

15. Are TE funds allowed to be used for traditional highway projects?

TE funds are not allowed to be used for the preservation of transportation corridors for future highway development. TE funds are to be used only for the non-traditional projects identified in TEA-21. TE projects are non-motorized transportation-related activities, except where specifically allowed in law. Exceptions are primarily limited to the rehabilitation and operation of historic transportation facilities, including historic railroad facilities, canals and water born vehicles.

community as part of their TE advisory committee process. State tourism agencies should also be consulted with regard to the implementation of tourist and welcome centers.

19. What are the similarities and differences between Scenic Byways program and Transportation Enhancement program?

The Scenic Byways Program and Transportation Program are able to fund many similar activities. Some of the similarities include:

- Activities eligible under the Scenic Byways program are generally eligible under TE activities where all applicable criteria have otherwise been met.
- The eligibility for TE funding for the provision of tourist and welcome centers applies to both existing and new centers. This means that TE funds may be used for the construction of a new facility and/or the restoration of an existing facility. This would include those related construction actions necessary to provide the facility, such as interior fixtures and parking areas.
- TE funds can be used to purchase and install items which support or interpret the scenic or historic highway program or site including brochure racks for interpretive materials, maps, or kiosks, markers, and scenic overlooks.

Some differences include:

- TE funds cannot be used for statewide programs, marketing or promotion not related to the scenic or historic highway program.
- TE funds cannot be used for staffing, operating costs, or maintenance.

TE funds should not be used to purchase items such as racks for advertising or brochures for local or national businesses.

**FOR ADDITIONAL GUIDANCE REFER TO: FHWA GUIDANCE TRANSPORTATION ENHANCEMENT ACTIVITIES 23 U.S.C. and TEA 21 (12-17-99)  
LOCATED ON NJDOT'S WEBSITE: [WWW.STATE.NJ.US/TRANSPORTATION/LGS](http://WWW.STATE.NJ.US/TRANSPORTATION/LGS)  
(Programs/Federal Aid/Transportation Enhancements)**

## **X. MAILING INSTRUCTIONS**

Please submit sixteen (*16*) *copies* of the application to:

**Robert Goslin, Director  
New Jersey Department of Transportation  
Division of Local Government Services and Economic Development  
1035 Parkway Avenue  
Trenton, New Jersey 08625**

## DESIGN STANDARDS REFERENCES

1. "New Jersey Department of Transportation Design Manual - Roadway", March 3, 1987 or superseding issue, available from the Bureau of Design Standards. 609-530-5587
2. "New Jersey Department of Transportation Design Manual - Bridges and Structures", 1987 or superseding issue, available from the Bureau of Structural Design. 609-530-5587
3. State Highway Access Management Code, N.J.A.C. 16:47 et seq., April 21, 1992 and adopted revisions, available from the Bureau of Major Access Permits. 609-530-2875
4. Supplemental specifications SI-89 ELECT and standard details, or superseding issue available from the NJDOT, Bureau of Electrical Engineering.
5. 1985 "Highway Capacity Manual" Special Report 209 Chapters 13 & 14 or superseding issue available through Transportation Research Board, National Council, 2101 Constitution Avenue, N.W. Washington, D.C. 20418.
6. "Bicycle Compatible Roadways and Bikeways: Planning and Design Guidelines", April 1996, or superseding issue available from the Bureau of Suburban Mobility. 609-530-8051
7. "Pedestrian Compatible: Planning and Design Guidelines" April 1966 or superseding issue, available from the Bureau of Suburban Mobility. 609-530-8051
8. "Manual on Uniform Traffic Control Devices for Streets and Highways" (MUTCD), 1988 or superseding issue, available through Institute of Transportation Engineers, 525 School Street, S.W. Suite 410, Washington, D.C. 20024-2729.
9. Standard Specifications for Road and Bridge Construction, New Jersey Department of Transportation, 1996 or superseding edition, available from the Bureau of Construction Services. 609-530-5587
10. A Policy on Geometric Design of Highways and Streets, 1984" or superseding issue, available through American Association of State Highway and Transportation Officials, Suite 225, 444 North Capitol St., N.W. Washington, D.C. 20001.
11. Guidelines for the Development of Bicycle Facilities, AASHTO, August 1991.
12. Planning for Transit Friendly Land Use, NJ Transit, 1994. (201) 491-7814
13. Communities of Place, State Development and Redevelopment Plan for the State of New Jersey, 1992. Available from the New Jersey State Planning Commission.
14. Managing Transportation in your Community, A Municipal Handbook, January 1992. Available from New Jersey Department of Transportation, Division of Systems Planning. 609-530-2884.
15. Preparation of Right of Way Maps and Agreements manual, available from the New Jersey Department of Transportation. 609-530-
16. Secretary of the Interior's Standards for Rehabilitation and Illustrate Guidelines for Rehabilitating Historic Buildings.
17. Uniform Relocation Assistance and Real Property Acquisition Regulations, Federal Register, 49 CFR Part 24, March 2, 1989 or superseding issue.



Clerk ✓

RESOLUTION NO.2002- 35

RESOLUTION OF PARTICIPATION  
A RESOLUTION APPROVING PARTICIPATION WITH THE  
STATE OF NEW JERSEY IN SAFE AND SECURE COMMUNITIES  
PROGRAM ADMINISTERED BY THE DIVISION OF CRIMINAL  
JUSTICE, DEPARTMENT OF LAW AND PUBLIC SAFETY IN THE  
AMOUNT OF \$60,000.

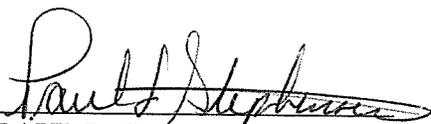
WHEREAS, the Township of Willingboro wishes to apply for funding for  
a project under the Safe and Secure Communities Program; and

WHEREAS, the Willingboro Township Council has reviewed the  
accompanying application and has approved said request; and

WHEREAS, the project is a joint effort between the Department of Law  
and Public Safety and Willingboro Township for the purpose described in the application.

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 February 2002;  
and

1. As a matter of public policy Willingboro Township wishes to  
participate to fullest extent possible with the Dept. of Law and Public  
Safety.
2. The Attorney General will receive funds on behalf of the applicant.
3. The Division of Criminal Justice shall be responsible for the receipt  
and review of the applications for said funds.
4. The Division of Criminal Justice shall initiate allocations to each  
applicant as authorized.

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk



State of New Jersey

DEPARTMENT OF LAW AND PUBLIC SAFETY

DIVISION OF CRIMINAL JUSTICE

PO Box 085

TRENTON, NJ 08625-0085

TELEPHONE (609) 984-6500

PETER C. HARVEY

First Asst. Attorney General  
Director

DAVID SAMSON  
Attorney General

February 4, 2002

Ms. Joanne Diggs, Financial Officer  
Township of Willingboro  
Municipal Complex, One Salem Road  
Willingboro, New Jersey 08046

RE: Safe and Secure Communities Program Continuation Funding  
Grant No. P-2582

Dear Ms. Diggs:

The Division of Criminal Justice is now in the process of accepting continuation applications for the State FY 2002 funding cycle under the Safe and Secure Communities Act Grant Program. The funding allocation plan includes monies to continue the personnel grant to the Township of Willingboro Police Department. Your continuation award must operate a minimum of one year from the end date of your previous grant.

Your FY 2002 state grant will be in the amount equal to last year's funding or \$60,000. Again, the Township of Willingboro must pay all fringe benefit costs associated with the personnel hired, as well as all costs in excess of the grant award. The previous grant number was P-2282 and this continuation grant funding is number P-2582.

The continuation application must include the subgrant forms, with **original** signatures. These include the Application Authorization, Council Resolution certified by the Recording Officer, Grant Agreement Certification and General and Special Conditions (forms enclosed). The budget detail as well as a brief description of the past year's activities/ accomplishments must also be submitted.

Two copies of the completed application (one with **original** signatures) should be submitted to the Program Development Section no later than March 7, 2002. Please be reminded that the continuation application cannot be processed until all paperwork has been received for your current grant and the file is officially closed.



New Jersey Is An Equal Opportunity Employer

*Ben  
Please return  
this to Donald by 15<sup>th</sup>  
of Feb. for the following  
Council meeting.  
Joanne*

Please also note that the Safe and Secure Communities Program legislation clearly states that as a condition of the grant award, the municipality will not reduce its regular complement of police officers and other law enforcement personnel during the grant period.

The Program Development Section is available to assist you in the preparation of this application. Please feel free to contact Sandy Amato at (609) 633-2628 for any additional information you may need pertaining to this grant.

Very truly yours,

A handwritten signature in cursive script that reads "Heddy Levine-Sabol".

Heddy Levine-Sabol, Chief  
Program Development Section

enclosure(s)

c. Terri Riccitiello, Analyst, DCJ

(Rev'd 1/02)

**NEW JERSEY  
SAFE AND SECURE COMMUNITIES PROGRAM**

**APPLICATION AUTHORIZATION**

Authorization to submit an application to the Department of Law and Public Safety, Division of Criminal Justice for a project entitled:

Safe and Secure Communities Act Grant Grant # P-2582

at an estimated total project cost of \$ 60,000.00.

The undersigned agrees, upon approval of this project, on behalf of the unit of government to comply with the Conditions Applicable to Grants Awarded. Further, the undersigned makes assurances concerning the non-supplanting of local funds with state funds, and that this project will not have a negative impact on the environment.

**Complement of Officers and Other Law Enforcement Personnel:**

The undersigned certifies that, as of the date of this document, the staffing of the total force of the applicant police department with respect to the number of actively employed personnel is as follows:

<u>70</u> Total Number of Police Officers	<u>13</u> Total Number of Other Law Enforcement Personnel (non-police employees who perform paperwork and related support services, thereby allowing police officers to devote more time to direct community policing duties) * Please note that this Township has fifty-eight (58) part time School Traffic Guards.
---	--

**Civil Rights Compliance**

The undersigned also certifies that the following procedures covering "Civil Rights Compliance," where required, have been undertaken and completed.

1. An Equal Employment Opportunity Program (Affirmative Action Plan) covering the employment practices of the implementing agency has been executed and is available for review.  X  Yes      No
  
2. The required certificate indicating existence of a written Equal Employment Opportunity Program has been filed with the Department of Law and Public Safety, Division of Criminal Justice either with this application or with a previously approved application involving the same implementing agency.  X  Yes      No

Date certificate filed \_\_\_\_\_

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transaction:**

1. The prospective grantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State or Federal department or agency.
2. Where the prospective grantee is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
3. It is further agreed that this certification shall be obtained from any other supplier of goods or services when the grantee uses funds to purchase equipment under this project.

**Drug-Free Workplace**

The applicant assures that it will comply with Title V of the Anti-Drug Act of 1988 and regulations promulgated by the Federal government to maintain a drug-free workplace.

**This application consists of the following attachments in addition to this form:**

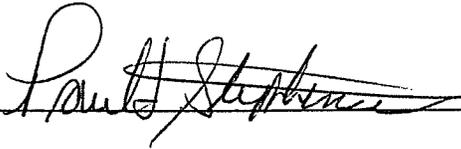
Section A

- Attachment 1: Description of Prior Grant's Activities
- Attachment 2: Project Budget

Section B

- Grant Agreement Certification
- General Conditions Applicable to All Grants Awarded
- Special Conditions Applicable to Awarded Grant
- Resolution of Participation with Certification by Recording Officer

Signature: \_\_\_\_\_



Printed Name: Paul L. Stephenson

Title: Mayor

Grant # P-2582

Unit of Government: Willingboro Township

Date: 02-26-02



4. I further certify that I will ensure that the recipient entity will utilize the funds being provided by the Division of Criminal Justice to carry out the programs and activities specifically described in the application.

5. I further certify that I will ensure that the recipient entity will, in utilizing the funds being provided by the Division of Criminal Justice, comply with any and all statutory and regulatory requirements pertaining to the use of such funds.

6. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are wilfully false, I am subject to punishment.

Grant # P- 2582

  
Signature

DATED: 02-26-02

Paul L. Stephenson  
Printed name of individual providing certification.

(rev'd 2/00)

NEW JERSEY  
SAFE AND SECURE COMMUNITIES PROGRAM

CERTIFICATION OF RECORDING OFFICER

This is to certify that the foregoing Resolution is a true and correct copy of a resolution finally adopted at the meeting of the Township of Willingboro held on the (GOVERNING BODY/BOARD OF FINANCE OF UNIT OF GOVERNMENT) 26th day of February 2002 ~~x19~~ and duly recorded in my office; that all requirements of law pertaining to the conduct of said meeting and the passage of this resolution were observed; and that I am duly authorized to execute this certificate.

DATED this 27th day of February 2002 ~~x19~~

SEAL

  
(SIGNATURE OF CERTIFYING OFFICER)

Grant # P- 2582

Township Clerk  
(TITLE OF CERTIFYING OFFICER)

(rev'd 2/00)

## SAFE AND SECURE COMMUNITIES GRANT PROGRAM

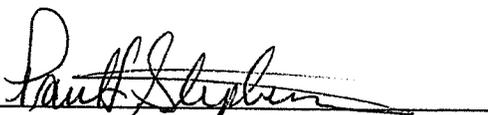
### GENERAL CONDITIONS Grant # P- 2582

- (1) The Grantee assures that State funds made available under the Safe and Secure Communities Act will not be used to supplant Local funds, but will be used to increase the amounts of such funds that would, in the absence of State funds, be made available for law enforcement activities.
- (2) The Grantee assures that it will maintain fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary; that it will keep such records as L&PS shall prescribe; that it will assure fiscal control, proper management, and efficient disbursement of funds received under the Act.
- (3) The Grantee assures that it will maintain such data and information and submit such reports, in such form; at such times, and containing such information, as L&PS may require.
- (4) The Grantee certifies that the programs contained in its application meet all requirements, that all the information is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with all provisions of the Safe and Secure Communities Act and all other applicable Federal and State laws, regulations, and guidelines.
- (5) The Grantee assures that it will comply with all applicable Federal and State anti-discrimination laws.
- (6) The Grantee assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination on the grounds of race, color, religion, national origin, or sex against recipient of funds, after due process hearing, the recipient will forward a copy of the finding to the Division of Criminal Justice.
- (7) The Grantee assures that if required to formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR 42.301 et. seq., it will maintain a current plan on file.
- (8) The Grantee assures that it will comply with all the requirements of the State of New Jersey for State and Local financial accounting.

- (9) Where activities supported by this grant produce original books, manuals, films or other copyrightable material, the grantee may copyright such, but L&PS reserve a royalty-free, non-exclusive and irrevocable license to reproduce, publish and use such materials and authorize others to do so. L&PS also reserves the right to require the grantee not to publish, and the grantee thereupon shall refrain from publishing, any material, whether copyrightable or not, that L&PS shall designate; provided, however, such right shall not be exercised unreasonably. Any publication by the grantee shall include, on the title page, a standard disclaimer of responsibility by L&PS for any opinions or conclusions contained therein.

## CERTIFICATION

I certify that the programs proposed in this application meet all the requirements of the Safe and Secure Communities Act, that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with the provisions of the Safe and Secure Communities Act and all other applicable Federal and State laws, regulations, and guidelines.

  
\_\_\_\_\_  
Mayor's Signature

Grant # P- 2582

Paul L. Stephenson  
\_\_\_\_\_  
Mayor's Full Name (typed)

02-26-02  
\_\_\_\_\_  
Date

(rev'd 2/00)

**DEPARTMENT OF LAW AND PUBLIC SAFETY  
STATE OF NEW JERSEY  
DIVISION OF CRIMINAL JUSTICE**

**SPECIAL CONDITIONS**

**SAFE & SECURE COMMUNITIES PROGRAM**

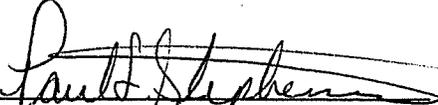
Subgrantee: \_\_\_\_\_

Subgrant Number: P-\_\_\_\_\_

Project Duration: \_\_\_\_\_ to \_\_\_\_\_

1. The subgrantee must maintain a timekeeping system which provides at a minimum, records for all personnel charged to the grant as follows: employee's name, title/rank, total daily hours worked, and employee's, supervisor's and project director's signatures.
2. Monies are to be used for base salary only, no overtime payments can be made from grant funds. All fringe benefits, and other related costs are to be paid by Subgrantee.
3. Any deviations from the approved budget require prior approval via DCJ Form 108, Budget Revision/Grant Extension Request.
4. As required under the federal Single Audit Act, the Subgrantee shall notify the Division of Criminal Justice of any exceptions and/or findings regarding this project as a result of the single audit.
5. In order to be exempt from the municipal budget cap any monies provided by the municipality must be required matching funds as specified under the legislation. Therefore, the State award and required fringe benefit match under the Safe and Secure Communities Program are outside the budget cap. However, any additional dollars spent in support of the project, including any overmatch, will fall under the Division of Local Government Services budget cap requirements.

6. The Safe and Secure Communities Program legislation clearly states that as a condition of the grant award, the Subgrantee shall not reduce its regular complement of police officers and other law enforcement personnel during the grant period.

  
Signature of Authorized Official

Mayor  
Title of Authorized Official

Paul L. Stephenson  
Printed Name of Authorized Official

02-26-02  
Date

Grant # P- 2582

(rev'd 2/00)

Section A - Budget Detail (Estimate)  
 Whole Dollars Only

COST ELEMENT		State Share	Local Match	Project Total
A. Salaries and Wages				
Position	% of time			
(1) Civilian Training Officer	100%	49,148		
(1) Police Officer		10,852	36,508	
	Current Annual Salary			
	\$49,148			
	47,360			
	Sub-Total Salaries	60,000	36,508	96,508
	Fringe Benefits		20,000	20,000
	Total Salaries		56,508	116,508

RESOLUTION NO. 2002 - 36  
A RESOLUTION FOR THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF  
WILLINGBORO PROVIDING FOR AN EMERGENCY TEMPORARY  
APPROPRIATIONS FOR 2002.

WHEREAS, Willingboro Township Council, on the 1st day of January, 2002 did adopt a temporary budget appropriation resolution as provided by Revised Statute 40A:4-19; and

WHEREAS, under the provisions of 40A:4-20, Willingboro Township Council may, by Resolution adopted by a 2/3 vote of the full membership therefor, make an Emergency Temporary Appropriation for any purpose for which appropriations may lawfully be made for the period between the beginning of the current fiscal year and the date of the adoption of the budget for said year; and

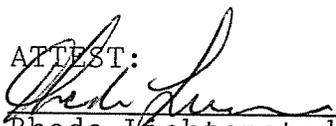
WHEREAS, it has been determined that additional monies will be necessary and these additional monies were not contained within the temporary budget appropriation adopted on January 1, 2002,

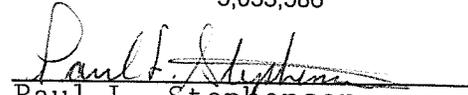
NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this <sup>26<sup>th</sup></sup> day of *Jul.* 2002 with no less than 2/3 of the full membership present, that an Emergency Temporary Appropriation as provided by 40A:4-20 be made as follows:

1-01-20-100-101-010	TOWN MANAGER SALARY & WAGES:	66,381
1-01-20-100-101-020	TOWN MANAGER OTHER EXPENSES:	5,700
1-01-20-100-102-020	RECEPTIONIST OTHER EXPENSES:	9,975
1-01-20-100-103-020	ADVISORY COMM OTHER EXPENSES:	11,388
1-01-20-105-000-020	HUMAN RESOURCE OTHER EXPENSES:	6,000
1-01-20-110-110-010	TOWN COUNCIL SALARY & WAGES:	10,125
1-01-20-110-110-020	TOWN COUNCIL OTHER EXPENSES:	4,465
1-01-20-120-000-010	TOWNSHIP CLERK SALARY & WAGES:	40,500
1-01-20-120-000-020	TOWNSHIP CLERK OTHER EXPENSES:	4,775
1-01-20-130-000-010	FINANCE ADMIN SALARY & WAGES:	59,683
1-01-20-130-000-020	FINANCE ADMIN OTHER EXPENSES:	10,000
1-01-20-135-000-020	AUDIT SERVICES OTHER EXPENSES:	14,375
1-01-20-145-000-010	TAX COLLECTION SALARY & WAGES:	44,460
1-01-20-145-000-020	TAX COLLECTION OTHER EXPENSES:	2,364
1-01-20-150-000-010	TAX ASSESSMENT SALARY & WAGES:	21,807
1-01-20-150-000-020	TAX ASSESSMENT OTHER EXPENSES:	2,488
1-01-20-155-000-010	TWP ATTORNEY SALARY & WAGES:	15,225
1-01-20-155-000-020	TWP ATTORNEY OTHER EXPENSES:	16,775
1-01-20-165-000-020	ENGINEER COSTS OTHER EXPENSES:	3,500
1-01-21-180-000-010	PLANNING BOARD SALARY & WAGES:	225
1-01-21-180-000-020	PLANNING BOARD OTHER EXPENSES:	800
1-01-21-190-000-010	ZONING BOARD SALARY & WAGES:	413
1-01-21-190-000-020	ZONING BOARD OTHER EXPENSES:	175
1-01-22-195-195-010	CONST OFFICIAL SALARY & WAGES:	13,852
1-01-22-195-195-020	CONST OFFICIAL OTHER EXPENSES:	756
1-01-22-195-196-010	HOUSING INSPEC SALARY & WAGES:	65,000
1-01-22-195-196-020	HOUSING INSPEC OTHER EXPENSES:	17,850
1-01-22-195-197-010	FIRE MARSHALL SALARY & WAGES:	2,697
1-01-22-195-197-020	FIRE MARSHALL OTHER EXPENSES:	219
1-01-22-195-198-010	ELEC/PLUMB INS SALARY & WAGES:	24,041

1-01-22-195-198-020	ELEC/PLUMB INS OTHER EXPENSES:	35,000
1-01-22-195-199-010	UNIFORM FIRE SALARY & WAGES:	16,530
1-01-22-195-199-020	UNIFORM FIRE OTHER EXPENSES:	150
1-01-23-210-000-001	Insurance Buyback	36,000
1-01-23-210-001-020	LIABILITY INS OTHER EXPENSES:	91,946
1-01-23-220-000-020	EMPLOYEE GROUP OTHER EXPENSES:	297,745
1-01-23-225-000-175	Unemployment Insurance	8,750
1-01-25-240-24X-010	POLICE SALARY & WAGE	1,600,000
1-01-25-240-24X-010	POLICE OTHER EXPENSES	150,000
1-01-25-252-000-020	EMERGENCY MGMT OTHER EXPENSES:	2,113
1-01-25-260-000-001	Emergency Squad - Contribution	8,750
1-01-25-265-000-010	FIRE DEPT SALARY & WAGES:	95,000
1-01-25-265-000-020	FIRE DEPT OTHER EXPENSES:	68,375
1-01-25-275-000-010	PROSECUTOR SALARY & WAGES:	7,190
1-01-26-290-290-010	PW ADMIN SALARY & WAGES:	25,214
1-01-26-290-290-020	PW ADMIN OTHER EXPENSES:	125
1-01-26-290-291-010	STREETS & ROAD SALARY & WAGES:	270,000
1-01-26-290-291-020	STREETS & ROAD OTHER EXPENSES:	54,325
1-01-26-300-000-020	TRAFFIC SIGNAL OTHER EXPENSES:	4,625
1-01-26-305-000-010	RECYCLING SALARY & WAGES:	11,123
1-01-26-305-000-020	RECYCLING OTHER EXPENSES:	1,399
1-01-26-305-001-001	Garbage & Trash - Contractual	202,000
1-01-26-310-000-010	BUILDING & GRD SALARY & WAGES:	29,333
1-01-26-310-000-020	BUILDING & GRD OTHER EXPENSES:	32,613
1-01-27-330-000-010	PUBLIC HEALTH SALARY & WAGES:	15,000
1-01-27-330-000-020	PUBLIC HEALTH OTHER EXPENSES:	3,750
1-01-27-340-000-010	ANIMAL CONTROL SALARY & WAGES:	30,820
1-01-27-340-000-020	ANIMAL CONTROL OTHER EXPENSES:	3,175
1-01-28-370-000-010	RECR SERV&PROG SALARY & WAGES:	140,200
1-01-28-370-000-020	RECR SERV&PROG OTHER EXPENSES:	76,763
1-01-28-420-000-020	PUBLIC EVENTS OTHER EXPENSES:	11,320
1-01-29-390-000-010	LIBRARY SALARY & WAGES:	10,362
1-01-29-390-000-020	LIBRARY OTHER EXPENSES:	300,000
1-01-31-430-000-020	ELECTRICITY OTHER EXPENSES:	66,750
1-01-31-435-000-020	STREET LIGHT OTHER EXPENSES:	98,500
1-01-31-440-000-020	TELEPHONE OTHER EXPENSES:	27,993
1-01-31-445-000-020	WATER OTHER EXPENSES:	6,500
1-01-31-460-000-020	GASOLINE OTHER EXPENSES:	30,875
1-01-32-465-000-020	LANDFILL/WASTE OTHER EXPENSES:	300,000
1-01-36-471-000-020	PERS OTHER EXPENSES:	4,846
1-01-36-472-000-020	SOCIAL SECURIT OTHER EXPENSES:	180,000
1-01-43-490-000-010	MUN.COURT SALARY & WAGES:	36,193
1-01-43-490-000-020	MUN.COURT OTHER EXPENSES:	2,820
1-01-43-495-000-010	PUBLIC DEFENDE SALARY & WAGES:	2,772
1-01-43-495-000-020	PUBLIC DEFENDE OTHER EXPENSES:	750
1-01-27-345-000-010	PUBLIC ASSIST SALARY & WAGES:	11,149
1-01-27-345-000-020	PUBLIC ASSIST OTHER EXPENSES:	1,733
1-01-44-901-000-001	Capital Improvement Fund	147,000
	TOTAL	5,033,586

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

  
Paul L. Stephenson  
Mayor

RESOLUTION NO. 2002 - 37

A RESOLUTION AUTHORIZING AN AGREEMENT  
BETWEEN BOARD OF CHOSEN FREEHOLDERS  
AND THE TOWNSHIP OF WILLINGBORO FOR  
A NUTRITION AT JFK CENTER.

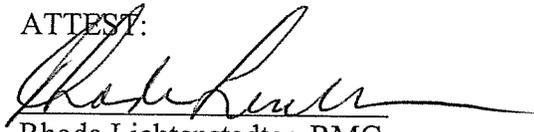
WHEREAS, the Burlington County Board of Chosen Freeholders and the Township of Willingboro wish to enter into an agreement to operate a Nutritional and Recreational Center for Senior Citizens at the JFK Building,

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 February, 2002, that the Mayor and Clerk are hereby authorized to sign the attached agreement; and

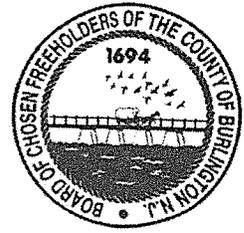
BE IT FURTHER RESOLVED, that copies of this resolution be provided to the Board of Chosen Freeholders and the Chief Financial Officer for their information and Attention.

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

Board of Chosen Freeholders  
County of Burlington  
New Jersey



Office of the  
County Solicitor  
49 Rancocas Road, Room 225  
P.O. Box 6000  
Mount Holly, N.J. 08060-6000

EVAN H. C. CROOK  
County Solicitor  
Tele: (609) 265-5289  
Fax: (609) 265-5933

April 10, 2002

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

Dear Sir/Madam:

Enclosed please find a copy of a fully executed agreement for your files.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Evan H.C. Crook".

EVAN H.C. CROOK  
BURLINGTON COUNTY SOLICITOR

EHCC/pad  
Enclosure  
wp

Bo. # 941

AGREEMENT

THIS AGREEMENT, made this 1<sup>st</sup> day of January 2002, between **THE BOARD OF CHOSEN FREEHOLDERS**, 49 Rancocas Road, P.O. Box 6000, Township of Mount Holly, County of Burlington and the State of New Jersey, hereinafter referred to as the "Board" and **THE TOWNSHIP OF WILLINGBORO**, hereinafter referred to as the "Township".

WITNESSETH

1. It is hereby agreed that the Township will make available to the Board the premises located in John F. Kennedy High School, 429 John F. Kennedy Way, Willingboro, County of Burlington and the State of New Jersey for the sole purpose of operating a Nutritional and Recreational Center for Senior Citizens of Burlington County from January 1, 2002 until December 31, 2002. It is mutually understood by and between the parties that the leased premises described as the cafeteria, kitchen, bathrooms, storage room in the kitchen; use of space for storage in the kitchen area; use of tables and chairs. Terms will also include trash receptacle space, snow and ice removal from walking and parking areas.

5. The board agrees to supply all products related to the Nutrition Project for the Elderly and to keep the area used for said Project in a clean and orderly fashion. Any roach, ant or similar infestation occurring during the period of this Agreement shall be immediately eliminated by the Board at its expense.

6. Items belonging to the Nutrition Program are for the sole use of Burlington County.

7. It is further agreed and understood that the Board, and/or its representative, shall comply with the following rules and regulations concerning the use of the premises as follows:

a) The Board shall provide custodian supplies to meet sanitary standards as required by the Burlington County Health Department, e.g. toilet tissue, paper towels, etc.

b) The Board shall obtain its own liability insurance coverage for the period of this Agreement. It is mutually agreed between the parties that such liability coverage shall be a minimum of two hundred fifty thousand (\$250,000) dollars for injury to one person and five hundred thousand dollars for property damage.

d) All additional expenses resulting from the operation of the Nutrition Project shall be paid for by the Board.

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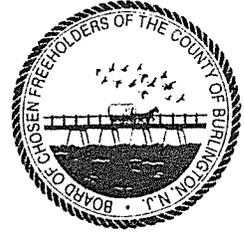
(SEAL)

BOARD OF CHOSEN FREEHOLDERS  
OF THE COUNTY OF BURLINGTON

Attest: *Fredrick [Signature]*  
County Administrator

By: *Sara [Signature]*  
Director

Board of Chosen Freeholders  
County of Burlington  
New Jersey



Office of the  
COUNTY SOLICITOR  
49 Rancocas Road, Room 225  
P.O. Box 6000  
Mt. Holly, New Jersey 08060 - 6000

December 18, 2001

EVAN H. C. CROOK  
County Solicitor  
Phone: (609) 265-5289  
FAX: (609) 265-5933

John F. Kennedy High School  
429 John F. Kennedy Way  
Willingboro, NJ 08046

DEC 20 2001

Dear Sir/Madam:

Enclosed herewith please find an original and four (4) copies of an Agreement between you and the Board of Chosen Freeholders. Kindly execute, date and return the original and four copies (including attestation pages) along with any additional required documentation, including insurance certificates, to this office.

Your expeditious response to this request is necessary for implementation of this contract. Please note that the appropriate County officials will not finally execute the agreement and authorize payments until this information is received.

Also enclosed is a copy of Resolution No. 941 for your records. Thank you for your anticipated cooperation.

Very truly yours,

EVAN H.C. CROOK  
BURLINGTON COUNTY SOLICITOR

EHCC/clw  
Enclosures

March 1, 2002

Evan Crook,  
Burlington County Solicitor  
49 Rancocas Road, Room 225  
P.O. Box 6000  
Mt. Holly, New Jersey 08016

Gentlemen:

In accordance with your request dated December 18, 2001, enclosed please find one original and four (4) copies of the Agreement for operating a Nutritional and Recreational Center at John F. Kennedy Center. Also enclosed is an insurance certificate.

Also enclosed is Resolution No. 2002 – 37 authorizing the contract.

Sincerely,

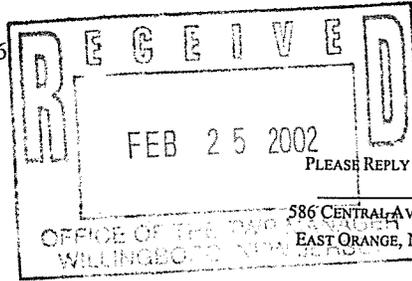
Rhoda Lichtenstadter, RMC  
Township Clerk  
R1  
Encs.

# LAW OFFICE of MICHAEL A. ARMSTRONG

37

79 MAINBRIDGE LANE  
WILLINGBORO, NEW JERSEY 08046

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



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

OF COUNSEL

CRISTAL HOLMES-BOWIE\*  
Email: chb@armstronglawfirm.com

\* MEMBER NJ & NY BARS  
\* MEMBER NJ BAR

TELEPHONE: (973) 642-2800

February 20, 2002

Denise M. Rose, Township Manager  
Willingboro Township Mun. Complex  
One Salem Road  
Willingboro, New Jersey 08046

**Re: Renewal of Lease Agreement for Senior Nutrition Program**  
**My File No.: 530-16-02**

Dear Ms. Rose:

I am in receipt of the Lease Agreement between the Township and the Burlington County Chosen Freeholders, which you forwarded for our review on or about January 9<sup>th</sup>. Kindly forward the prior Agreement and the prior Resolution for this program. Upon the review of those documents, I will submit these items to you for Council's consideration.

Sincerely,

*Cristal Holmes-Bowie*  
Cristal Holmes-Bowie

CHB:ji  
W.Twp.Sr. Nutr.Prg.



# TOWNSHIP OF WILLINGBORO

*MUNICIPAL COMPLEX ONE SALEM ROAD  
WILLINGBORO, NEW JERSEY 08046  
(609) 877-2200 FAX (609) 835-0782*

January 9, 2002

Michael A. Armstrong, Esquire  
Township Solicitor  
79 Mainbridge Lane  
Willingboro, New Jersey 08046

**RE: Renewal of Lease Agreement for Senior Nutrition Program**

Dear Mr. Armstrong:

I am enclosing a copy of the lease agreement between the Township and the Burlington County Board of Chosen Freeholders, for your review.

The County has leased space at the Kennedy Center for a number of years to operate a Senior Nutrition Program for Willingboro elders as well as elders of other communities.

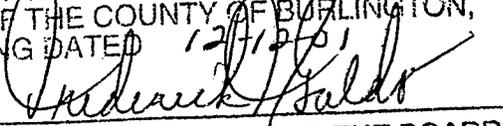
Subject to your review I plan to submit this item to Council for its consideration at the January 22<sup>nd</sup> meeting.

Sincerely,

Denise M. Rose  
Township Manager

DMR:cs  
Enclosure

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE, FULL AND CORRECT COPY OF RESOLUTION NO. 941 ADOPTED BY THE BOARD OF CHOSEN FREEHOLDERS OF THE COUNTY OF BURLINGTON, NJ, AT ITS MEETING DATED 12/12/01



CLERK OF THE BOARD

# RESOLUTION

WHEREAS, the Board of Chosen Freeholders of the County of Burlington, through the Burlington County Office on Aging, is in need of certain facilities in order to operate nutritional and recreational programs for Senior Citizen residents of Burlington County; and

WHEREAS, the below-named entity is willing to make a facility available to the Board for this purpose, at the stated amount effective January 1, 2002 through December 31, 2002

<u>PROPERTY OWNER</u>	<u>SITE LOCATION</u>	<u>AMOUNT</u>
Township of Willingboro	429 John F. Kennedy Way Willingboro, NJ 08046	\$13,495

; and

WHEREAS, funds are anticipated to be available for this purpose in the fiscal year 2002 temporary and permanent budget; and

WHEREAS, this Agreement is further subject to the certification of funds by the Burlington County Treasurer; now, therefore, be it

RESOLVED by the Board of Chosen Freeholders of the County of Burlington that the attached Agreements with the above-named property owner is approved and authorization is hereby provided to the appropriate Burlington County officials for the Agreements to be executed, sealed and witnessed or attested in accordance with the Rules of the Board.

\_\_\_\_\_  
THERESA D. BROWN

ADOPTED December 12, 2001

\_\_\_\_\_  
FREDERICK F. GALDO,

CLERK

RESOLUTION NO. 2002 - 38

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

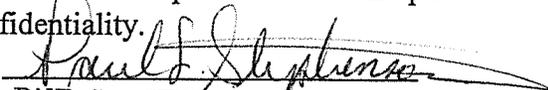
WHEREAS, The Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

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:

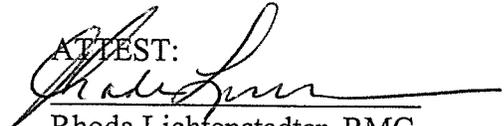
- (7) Matters relating to Litigation, Negotiations and:the Attorney-Client Privilege: Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters failing within the attorney-client privilege, to the extent that confidentiality is required 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 2/26, 2002, that an Executive Session closed to the public shall be held on 2/26, 2002, at 8:30 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:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

RESOLUTION NO. 2002- 39

A RESOLUTION AUTHORIZING REFUNDS FOR OVER-  
PAYMENTS OF TAXES DUE TO PAYMENTS IN ERROR.

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

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 5<sup>TH</sup> day of March, 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:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

MORTGAGE SERVICE CENTER \$1312.29  
PO BOX 542  
MT LAUREL, NEW JERSEY 08054  
BLOCK 408  
LOT 18  
15 CLUBHOUSE DRIVE  
OVERPAYMENT TAXES

COUNTRYWIDE 62.97  
ATTN: MS-SV3-24  
PO BOX 10211  
VAN NUYS, CA. 91499  
BLOCK 506  
LOT 6  
24 MONTCLAIR LANE  
DUE TO APPEAL

FIFTH THIRD BANK 782.91  
MADISONVILLE OPERATIONS CENTER  
1 MOC 2M-ATTN: JANE SAMMONS  
CINCINNATI, OHIO 45263  
BLOCK 525  
LOT 13  
42 MIDFIELD LANE  
PAID IN ERROR

**RESOLUTION NO. 2002- 40**  
**A RESOLUTION AUTHORIZING LIENS AGAINST**  
**REAL PROPERTY FOR THE ABATEMENT OF**  
**CERTAIN CONDITIONS IN ACCORDANCE WITH**  
**THE PROPERTY MAINTENANCE CODE OF THE**  
**TOWNSHIP OF WILLINGBORO.**

WHEREAS, the New Jersey State Uniform Construction Code provides for fines to be imposed by the Construction Official; and

WHEREAS, Section 21-9.12 of the Revised General Ordinances of the Township of Willingboro provides for the abatement of certain conditions, and Section 21-9.13 provides that the cost of any abatement shall become a lien against real property; and

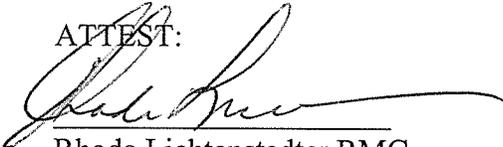
WHEREAS, the Director of Inspections has cited several properties and has imposed fines and expenses of repair on those properties as per the attached list; and

WHEREAS, Section 21-9.13 further provides that the Township Council, must by Resolution, approve the expenses and costs and that they shall thereafter become a lien against the properties listed and shall be collectible as provided by law;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 5<sup>TH</sup> day of March, 2002, that the attached schedule is hereby approved and certified to the Tax Collector of the Township of Willingboro as liens against the specific properties listed and to draw interest as tax liens as provided by law.

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

# WILLINGBORO TOWNSHIP

## INSPECTIONS INTER-OFFICE MEMO

TO: DENISE M. ROSE  
TOWNSHIP MANAGER

RHODA LICHTENSTADTER  
TOWNSHIP CLERK

FROM: LEONARD MASON  
DIRECTOR OF INSPECTIONS

DATE: FEBRUARY 28, 2002

SUBJECT: PROPERTY MAINTENANCE VIOLATIONS

Under the Township's Property Maintenance Ordinance, liens have been imposed on properties in the amount of **\$2,310.00** for the time period of February 1, 2002 through February 28, 2002.

Under ordinance 21-9.13, I am placing liens against the following properties.

**Property Maintenance:** Properties

<u>ADDRESS</u>	<u>BLOCK &amp; LOT</u>	<u>WORK DONE</u>	<u>AMOUNT</u>
38 Bonnie Ln. JFK Plumbing, Inc.	228-12	Replace partial Sewer Lateral	\$2,310.00

**Total** **\$2,310.00**



Leonard Mason  
Director of Inspections

RESOLUTION NO. 2002 - 42

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 3/5, 2002, that an Executive Session closed to the public shall be held on 3/5, 2002, at 7:10 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:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

RESOLUTION NO. 2002 – 43

TEMPORARY CAPITAL BUDGET

WHEREAS, the Township of Willingboro desires to constitute the 2002 Capital budget of said municipality by inserting therein:

RECONSTRUCTION OF MUNICIPAL LIBRARY

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 12<sup>th</sup> day of March, 2002, adopts as follows:

Section 1. 2002 Temporary Capital Budget of the Township of Willingboro Is hereby constituted by the adoption of a schedule to read as Follows:

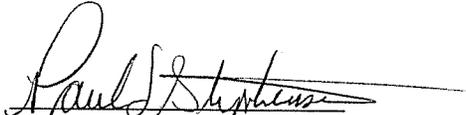
	Total Cost	Bonds and Notes authorized	Capital Improvement fund
Reconstruction of Municipal Library	\$1,572,000	\$1,497,000	\$75,000

Section 2. The Clerk be and is authorized and directed to file a certified copy of this resolution with the Division of Local Government Services, Department of Community Affairs, State of New Jersey, within Three days after its adoption.

BE IT FURTHER RESOLVED, that these projects for 2002 Temporary Capital Budget, to be included in the 2002 Permanent Capital Budget as adopted.

ROLL CALL:

Ayrer  
Campbell  
Ramsey  
Johnson  
Stephenson

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:  
  
Rhoda Lichtenstadter, RMC  
Township Clerk

RESOLUTION NO. 2002- 44

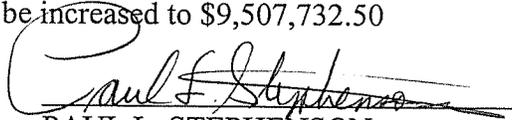
RESOLUTION FOR DEFERRAL OF SCHOOL TAXES

WHEREAS, regulations provide for the deferral of not more than 50% of the annual levy when school taxes are raised for a school year and have not been requisitioned by the school district; and

WHEREAS, the Division of Local Government Services requires that a resolution be adopted by a majority of the governing body in the year subsequent to the deferral, authorizing an increase in the amount of the deferral; and

WHEREAS, it is the desire of the Township Council of the Township of Willingboro, County of Burlington to increase the amount of the local school deferred taxes by \$161,473.50

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro assembled in public session this 12<sup>th</sup> day of March, 2002, that the amount of deferred local school taxes be increased to \$9,507,732.50

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

RESOLUTION NO. 2002 – 45

A RESOLUTION OBTAINING A GRANT FROM  
THE STATE OF NEW JERSEY, DEPT. OF ENVIRONMENTAL  
PROTECTION FOR A TREE GRANT AT THE TOWN  
CENTER.

WHEREAS, the Governing Body of the Township of Willingboro desires to further the public interest by obtaining a grant from the State of New Jersey in the amount of \$7500 to fund the following project:

NEW JERSEY TREE PLANTING BUDGET

NOW, THEREFORE, the governing body of the Township of Willingboro, assembled in public session this 12<sup>th</sup> day of March, 2002, resolves that PAUL L. STEPHENSON, or the succrssor to the Office of Mayor is authorized to make application for such a grant, if awarded to execute a grant agreement with the State for a grant in an amount not less than \$7500 and not more than \$7500 and to execute any amendments thereto.

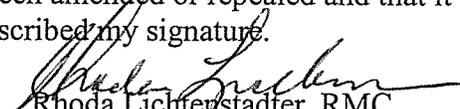
The Township of Willingboro authorizes and hereby agrees to match 25% of the total Project Amount, in compliance with the match requirements of the agreement. The availability of the match for such purposes, whether cash, services or property is hereby certified. 25% of the match will be made up of in-kind services.

The Grantee agrees to comply with all applicable federal, state, and municipal laws, rules, and regulations in its performance pursuant to the agreement.

CERTIFICATION

I, Rhoda Lichtenstadter, RMC, Township Clerk, of the Township of Willingboro, certify that this resolution was duly adopted by the Township of Willingboro this 12<sup>th</sup> day of March, 2002, that this resolution has not been amended or repealed and that it remains in full force and effect on the date I have subscribed my signature.

Vote:  
Ayes:  
Ayrer  
Campbell  
Ramsey  
Johnson  
Stephenson

  
Rhoda Lichtenstadter, RMC  
Township Clerk  
March 12, 2002

**RESOLUTION AUTHORIZING REDI GRANT PARTICIPATION  
Township Of Willingboro**

**WHEREAS**, the Township Council of Township of Willingboro and the Performance Measurement Consortium have agreed to apply for Regional Efficiency Development Incentive (REDI) grant assistance through the State of New Jersey REDI Program in the amount of \$100,000; and,

**WHEREAS**, the Township of Aberdeen has agreed to be the lead agency in this endeavor; and,

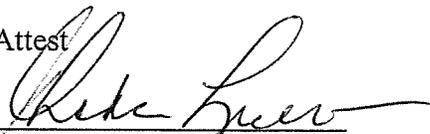
**WHEREAS**, the State of New Jersey has made Regional Efficiency Development Incentive assistance available to aid municipalities in the study, development and implementation of new shared and regional services; and

**WHEREAS**, the purpose of this grant is to promote shared services among our communities, through the sharing of professional services, data, and information technology in order to establish a system of municipal performance measurement, which would be beneficial to all participating units; and,

**WHEREAS**, the Township of Willingboro agrees to execute an Interlocal Services Agreement as authorized by N.J.S.A. 40:8A-1 et seq. with the Performance Measurement Consortium in order to implement the system of municipal performance measurement;

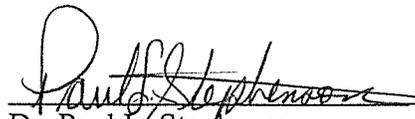
**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of Township of Willingboro that the Township of Willingboro does hereby join with the Performance Measurement Consortium in applying for a grant for the purpose of implementing a municipal performance measurement system.

Attest



Rhoda Lichtenstadter, RMC  
Township Clerk

3/12/02



Dr. Paul L. Stephenson  
Mayor

## STATEMENT OF NEED/CONCEPT

### NEED

At a time when municipal budgets are tight, and when pressures to keep property taxes down are great, New Jersey municipalities are constantly struggling to increase their efficiencies and reduce costs. The most commonly used method of pursuing these goals is to compare current costs with costs incurred in prior years. There is an absence of an organized, reliable method of measuring and articulating municipal performance levels, and a lack of benchmarks against which they can compare that performance. Furthermore, even if such benchmarks were to exist, it is unlikely that the reasons for variances from benchmarks would be apparent.

A system for measuring and displaying performance, in a variety of service areas, together with a method for determining means of improving performance, is essential for municipalities to effectively maximize the use of their resources and to ensure that the resources are applied in a manner that meets the needs of their communities. The goals of this project are to implement such a system, tailored for use by New Jersey municipalities, and to establish a resource data bank Rutgers University for use by the municipalities.

### DATA GATHERING

The Center for Performance Measurement, a part of the International City/County Management Association (ICMA), and the National Center for Public Productivity at Rutgers-Newark (NCP), each have performance measurement systems. The systems are different, but complementary. The ICMA model currently works with sixteen (16) service areas ranging from Police and Fire Protection to Library Services and Purchasing. It uses statistical measures, with data provided by municipalities on a quarterly basis, to determine performance level in a wide variety of performance indicators within each of those service areas. The measures have been developed over a period of approximately eight years and are considered to have a high degree of validity and reliability. Comparisons among municipalities compare "apples to apples". An annual report is provided to participating municipalities displaying the data. What the ICMA model does not show, however, is the reasons for differences between performance levels in the different municipalities.

### BEST PRACTICES

The NCP has worked in the performance measurement field for many years, both in New Jersey and in other states. It has a large data bank of "best practices" which it has compiled from its work over time, and has the resources to research and establish new best practices here in New Jersey as a part of this project. Hence, as data come in from the ICMA model, the NCP will input the data into its information system and, as performance levels in the various indicators become evident, analyze these results and provide help in determining why some municipalities achieve better results.

### **PROGRAM SUCCESS**

Statistics and/or efficiency measures are one means of determining the degree of success of a particular municipal program or service. In the final analysis, its success will be judged by whether or not it meets the needs and desires of the community it serves. The third part of this system will be for NCPP to organize focus groups in selected service areas, in selected communities, to determine if, in fact, the needs of constituent groups are being met. This process would begin during the second year of implementation and will serve as an additional tool for municipal officials to use in improving their services.

### **PROJECT RESULTS**

In order to keep the project at a manageable size, implementation of this performance measurement system will be undertaken on a somewhat modest scale. Fifteen (15) municipalities will participate. Six (6) of the seventeen (17) ICMA service areas will be selected for study. An average of ten (10) performance indicators for each of those service areas will be chosen for measurement, for a total of sixty (60) indicators.

The project is expected to take two years to complete. At the completion of this time it is expected that:

- the NCPP will have entered two years of data on these performance indicators into its data bank and will have developed a template which will facilitate and standardize further data collection.

- the template will provide for entering into the system data from additional municipalities, and on additional performance indicators, in order to both expand the data base and increase the number of participating municipalities.

- information regarding best practices in New Jersey will have been compiled in a format which New Jersey municipalities can readily access as a resource.

- a format for conducting community focus groups will have been established, one which can be conducted by either NCPP personnel or local officials.

As stated above, ICMA will provide an annual report on its data gathering. The NCPP will also publish an annual report on the work it performs each year in the areas of data entry and analysis, the compilation of best practices information, and the development of community focus groups.

### **PROJECT COSTS**

The total budget for the project is \$136,000. To supplement an anticipated \$100,000 REDI grant, participating municipalities will make a \$1200 contribution in each of the two years of the project. Following this period of implementation, it is planned that the system will be self supporting with a continued contribution of \$2000-\$3000 per year per municipality. It is hoped that the work product will entice other municipalities to join the system which may result in economies of scale.

2/27/02

Benchmarking  
&  
performance measurement  
**A brief review**  
NMMMA Consortium  
February 28, 2002

### The basics

<b>Performance measurement</b>	<b>Benchmarking</b>
• Output vs input	• Comparison with others
• "Outcomes"	• Comparison with norms or standards

### Who cares?

- The profession
- Elected officials
- Dept heads & employees
- Analysts
- Residents

### The jargon

- INPUTS
- OUTPUTS
- OUTCOMES

### INPUTS...outputs...outcomes

- Resources you make available
  - Employee time
  - \$\$\$

### Inputs...OUTPUTS...outcomes

- Completed activities
  - A paved street
  - An arrest
  - An inspection



# ICMA'S CPM FOR SMALLER COMMUNITIES (CPM-SC) PROGRAM

ICMA's Center for Performance Measurement (CPM) currently administers a full-service comparative performance measurement program, which is open to all general-purpose local governments in the United States and Canada. Some smaller communities have asked for a somewhat streamlined program, however, and this proposal lays out the details of what we are able to offer.

## PARTICIPATION CRITERIA

In order to participate in CPM-SC, a jurisdiction must:

- Have a population of no more than 50,000
- Designate a single point-of-contact between the chief administrator's office or budget/finance department and CPM-SC staff (known as the primary coordinator)
- Provide desktop WWW and Internet e-mail access to primary coordinator
- Join in a block of at least 10 jurisdictions from a common state or metropolitan area

## SELECTION OF MEASURES

### *Assumptions*

- Service areas will be selected from CPM's existing service areas
- Measures will be chosen from CPM's existing data templates
- Participants will adhere to existing definitions of measures
- Comments will not be solicited or considered

### **Method of selection**

The initial group joining CPM-SC will select up to ten people to participate in the selection of measures. Those people will start the measure selection process by choosing five of the 15 service areas measured under the standard CPM program.

ICMA staff will then guide the group through selection of the individual measures via conference call. Within each service area, the group will be presented with 3-4 recommended measures that must be included on their template. Next, they will be invited to select 2-3 additional measures from a prepared list within each service area. The total number of measures within each service area will not exceed six. This process allows for the selection of up to 35 individual measures plus additional derivative measures that may be calculated using data from the original 35 measures. ICMA staff can answer any questions that you may have regarding the derivative measures.

*General Descriptors.* In addition to the service-specific items described above, the group will be presented with a list of 7-10 generally descriptive questions recommended by ICMA staff. The questions will include the population and square mileage of the jurisdiction and several other descriptors to be culled from the existing General Demographic Template.

**ICMA's CPM for Smaller Communities (CPM-SC) Program**

**Page 3 of 3**

**NJMMMA Consortium meeting, February 29, 2002**

**FEES**

Annual participation: \$2,000, with a minimum of 10 jurisdictions participating in a state/metro area. Jurisdictions may at any time join the full CPM program by paying the \$5,000 annual participation fee and \$3900 training fee. However, if participation in a particular state/regional clusters dips below 10, ICMA reserves the right to terminate the offer for that cluster.

Training: Included in annual participation fee (for CPM-SC only; training for the standard program remains a separate fee).

**TIME LIMIT**

ICMA staff will evaluate efficacy of the program after two years, reserving the right to terminate or modify it if the participation level or other factors indicate such a need.

RESOLUTION NO. 2002 -47

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 3/12, 2002, that an Executive Session closed to the public shall be held on 3/12, 2002, at 8:35 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:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

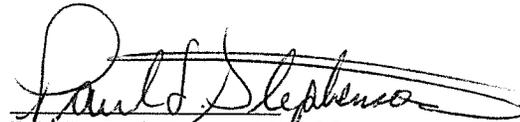
RESOLUTION NO. 2002 - 48

A RESOLUTION AUTHORIZING AN APPLICATION  
TO RECEIVE MONEY UNDER SEAT BELT ENFORCEMENT  
GRANT PROGRAM.

WHEREAS, there are monies available under the Highway Safety Grant with the New Jersey Division of Highway Traffic Safety for Seat Belt Enforcement Program; 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 26<sup>th</sup> day of March, 2002, that the Mayor and Clerk are hereby authorized to execute and sign any and all documents in order to effectuate the receipt of the Grant monies between the Township of Willingboro and the New Jersey Division of Highway Traffic Safety – “Make It Click 2002” in the amount of \$9,720.00, said program to run through February 14, 2003.

  
PAUL L. STEPHENSON  
Mayor

ATTEST:

  
Marie Annese, RMC  
Township Clerk

## New Jersey Division of Highway Traffic Safety

### "Make It Click 2002"

#### Occupant Protection Project

### PROJECT DESCRIPTION

This federally funded grant project will become effective on May 1, 2002. At that time, the first of three six week selective enforcement waves will commence. It is designed to reduce the number of fatal and serious injuries sustained in motor vehicle crashes on New Jersey's roadways through the increased use of seat belts and child safety seats. Officers will conduct zero tolerance overtime patrols aimed at enforcing violations of Title 39, with attention to New Jersey's primary occupant protection laws.

Each agency will be required to conduct pre and post wave seat belt surveys on municipal time. These surveys will monitor 200 vehicles at a controlled intersection prior to the start and at the end of each six week period.

The purpose of this program is to save lives, and to that end, officers should be encouraged to educate motorists on the benefits of occupant protection through enforcement. Patrols will be three hours in length, during daylight hours, and be scheduled four times per week. A total of 216 hours have been allocated for patrols, 72 hours in each wave.

### PAY RATE

The project overtime rate is \$45.00 per hour regardless of which officer works the project hours and each officer will receive the full dollar amount. Administrative costs or other fees are considered "in kind services" or soft matches and will not be billed to the grant. They are not and cannot be part of this rate. Agencies with salary ordinances or contractual obligations concerning pay rates will be dealt with on a case by case basis. The following options are available to grantees concerning the rate:

Officer paid \$45.00 - project will reimburse at \$45.00 per hour

Officer paid \$46.00 - project will reimburse at \$45.00 per hour.

Officer paid less than \$45.00 per hour - project will reimburse at that lower rate, unless the municipality is willing to pay the grant rate of \$45.00

<b>NEW JERSEY DIVISION OF HIGHWAY TRAFFIC SAFETY  APPLICATION FOR HIGHWAY SAFETY  PROJECT GRANT</b>	<b>FOR DHTS USE ONLY</b>	
	PSP#:	STANDARD:
	TASK #:	PROGRAM AREA:
	PROJECT #:	DATE RECEIVED:

**PART I GENERAL INFORMATION**

<b>A. PROJECT TITLE</b> "Make It Click 2002 "	<b>B. TYPE OF APPLICATION</b> ___ INITIAL ___ REVISION ___ CONT. ___ YEAR 1 ___ YEAR 2 ___ YEAR 3
<b>C. NAME OF PROJECT CONTACT</b> (Person responsible for day to day operation of the project)	<b>D. NAME OF APPLICANT AGENCY</b>
<b>E. TELEPHONE NUMBER (OF C.)</b>	<b>F. ADDRESS</b>
<b>G. FAX NUMBER</b>	

**H. FEDERAL TAX ID #**

**I. TYPE OF GOVERNMENTAL UNIT**  
\_\_\_ STATE \_\_\_ COUNTY \_\_\_ CITY \_\_\_ OTHER

<b>J. GRANT PERIOD</b> FROM: January 15, 2002  TO: February 14, 2003	<b>K. PROJECT PERIOD</b> FROM: January 15, 2002  TO: January 14, 2003
---	--

**BUDGET: See Pages 4 and 5**

A. COST CATEGORY	PROJECT PERIOD	TOTAL EXPENDITURES PRIOR YEARS	TOTAL
(A) PERSONAL SERVICES	\$9,720.00		\$9,720.00
(B) CONTRACTUAL SVS.			
(C) COMMODITIES			
(D) OTHER DIRECT COSTS			
(E) INDIRECT COSTS			
TOTAL ESTIMATED COSTS (Including Non-Federal Share)	\$9,720.00		\$9,720.00

**B. SOURCE OF FUNDS**

(1) FEDERAL	(2) STATE	(3) POLITICAL SUBDIVISION	(4) OTHER	TOTAL
\$9,720.00				\$9,720.00



4-11-02  
✓  
C. B. Barton  
J. Diggs  
M. P. Wese  
Jde

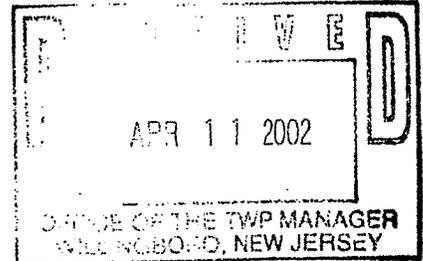
State of New Jersey

DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF HIGHWAY TRAFFIC SAFETY  
PO Box 048  
TRENTON, NJ 08625-0048

JAMES E. MCGREEVEY  
Governor

DAVID SAMSON  
Attorney General

April 4, 2002



Ms. Denise Rose  
Township Manager  
Willingboro Township  
1 Salem Road  
Willingboro, NJ 08046

Dear Ms. Rose:

RE: 02-57INV-01-03

I am pleased to advise you that your application for funding of the "Make It Click 2002" grant has been approved in the amount of \$9,720.00. A signed copy of the agreement is enclosed for your records, as well as general provisions applicable to all Division of Highway Traffic Safety Projects.

The personnel of this Division look forward to the success of this project in improving highway traffic safety and are prepared to assist you in any way. Program liaison will remain with Daniel Shine, and financial questions may be addressed to Paulette Ayres, in our accounting section.

Thank you for your interest and contributions to making New Jersey a safer state.

Sincerely

Gary Poedubicky  
Acting Director

lj

Enclosures



NEW JERSEY DIVISION OF HIGHWAY TRAFFIC SAFETY APPLICATION FOR HIGHWAY SAFETY PROJECT GRANT	FOR DHTS USE ONLY	
	PSP#: 02-157INV	STANDARD: Section 157 INV
	TASK #: 1	PROGRAM AREA: Occupant Protection
	PROJECT #: 02-57INV-01-03	DATE RECEIVED:

PART I GENERAL INFORMATION	
A. PROJECT TITLE "Make It Click 2002"	B. TYPE OF APPLICATION <input type="checkbox"/> INITIAL <input type="checkbox"/> REVISION <input type="checkbox"/> CONT. <input type="checkbox"/> YEAR 1 <input type="checkbox"/> YEAR 2 <input type="checkbox"/> YEAR 3
C. NAME OF PROJECT CONTACT (Person responsible for day to day operation of the project) LT. BRIAN CANTWELL	D. NAME OF APPLICANT AGENCY WILLINGBORO POLICE DEPARTMENT
E. TELEPHONE NUMBER (OF C.) 609-877-2200 EXT. 6264	F. ADDRESS 1 SALEM ROAD WILLINGBORO N.J. 08046
G. FAX NUMBER 609-835-0938	
H. FEDERAL TAX ID # 21-6007381	
I. TYPE OF GOVERNMENTAL UNIT <input type="checkbox"/> STATE <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> CITY <input type="checkbox"/> OTHER	
J. GRANT PERIOD FROM: January 15, 2002 TO: February 14, 2003	K. PROJECT PERIOD FROM: January 15, 2002 TO: January 14, 2003
BUDGET: See Pages 4 and 5	

A. COST CATEGORY	PROJECT PERIOD	TOTAL EXPENDITURES PRIOR YEARS	TOTAL
(A) PERSONAL SERVICES	\$9,720.00		\$9,720.00
(B) CONTRACTUAL SVS.			
(C) COMMODITIES			
(D) OTHER DIRECT COSTS			
(E) INDIRECT COSTS			
TOTAL ESTIMATED COSTS (Including Non-Federal Share)	\$9,720.00		\$9,720.00

B. SOURCE OF FUNDS				
(1) FEDERAL	(2) STATE	(3) POLITICAL SUBDIVISION	(4) OTHER	TOTAL
\$9,720.00				\$9,720.00

## PART II

## ACCEPTANCE OF CONDITIONS

This application is approved for federal fiscal year 2002 and authorization to proceed with this highway safety project is granted subject to the State and Federal laws and regulations applicable to the New Jersey Division of Highway Traffic Safety (DHTS) and the conditions stated below:

1. Unless otherwise directed, applicants must submit quarterly reports to the DHTS which reflect the status of project implementation and attainment of stated goals. Each progress report shall describe the project status quarterly and shall be submitted to the DHTS no later than fifteen (15) days subsequent to the termination of each quarter. A final accomplishment report must be submitted to the DHTS within thirty (30) days of completion of the project unless otherwise directed. All contractors that are delinquent in submitting quarterly and/or final accomplishment reports, or reports that lack sufficient detail of progress during the period in question will be subject to having reimbursement requests withheld.
2. Applicants making purchases or entering into contracts as provided for by this project must adhere to the policies and procedures of all pertinent governmental agencies.
3. All out-of-state travel must have prior approval of the Division of Highway Traffic Safety. Requests for approval should be submitted to the DHTS at least forty-five (45) days prior to the intended date of travel.
4. Applicants shall account for program income. Program income earned during the contract period shall be retained by the applicant and added to the funds committed to the project by the DHTS and used to further eligible program objectives.
5. Local government applications must complete a local government resolution.
6. Any reports, publications, etc., developed using funds from this contract must be approved by the DHTS prior to their release.
7. Any printed material must contain the name of the Division of Highway Traffic Safety.
8. Prior approval is required for changes to project scope, objectives, or budget.
9. No equipment purchased under an approved DHTS grant will be conveyed, sold, salvaged, or transferred without written approval from the DHTS.
10. Financial and programmatic records as well as other supporting documents or statistical records must be maintained for a period of three years. The retention period for these records begins on the day the single or last expenditure report of the Federal Fiscal Year is submitted to the DHTS.
11. The DHTS has the right to access any pertinent books, documents, papers or other records in order to make audits, examinations, excerpts, and transcripts. The rights of access is not limited to the required retention period but must last as long as the records are retained.
12. Applicants are required to submit to DHTS a copy of the audit report required under the federal Single Audit Act 31 U.S.C. 7502 and/or the State Single Audit Policy established by OMB Circular 98-07. An applicant who expends a total amount of Federal awards of less than \$300,000 in its fiscal year is exempt from federal single audit requirements, but will be required to certify the total amount of federal assistance expended during the fiscal year and may also be required under the State Single Audit Policy established by OMB Circular 98-07 to have a single audit or a financial statement audit or a program specific audit performed.
13. All provisions outlined in the DHTS's uniform requirements for the administration's reporting of expenditures will be adhered to.
14. Policies and procedures of the following will be, if applicable, adhered to:  
49 CFR Part 18 - DOT Implementation of Common Grant Rule, CFR Title 23 - Part 1200 - Uniform Procurement for SHSP, OMB Circular A-87, OMB Circular A-21, OMB Circular A-110, OMB Circular A-122, and OMB Circular A-133.

PART III SIGNATURES

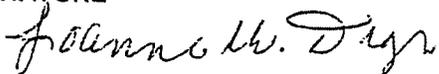
PROJECT DIRECTOR (Read Part II, "Acceptance of Conditions" before signing)

NAME BRIAN CANTWELL  ** ( Individual responsible for day to day operation of the project.)	TITLE LIEUTENANT	TELEPHONE NUMBER 609-877-2200 X6264
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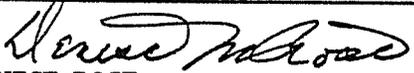
SIGNATURE 	ADDRESS 1 SALEM RD. WILLINGBORO, N.J. 08046	
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FINANCIAL DIRECTOR (Read Part II, "Acceptance of Conditions" before signing)

NAME JOANNE DIGGS	TITLE FINANCE DIRECTOR	TELEPHONE NUMBER 609-877-2200 X6211
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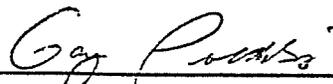
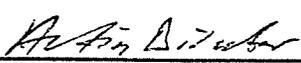
SIGNATURE 	ADDRESS 1 SALEM RD. WILLINGBORO, N.J. 08046	
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AUTHORIZING OFFICIAL OF GOVERNMENTAL AGENCY (Read Part II before signing)

NAME  DENISE ROSE  **(Mayor or Business Administrator)	TITLE TOWNSHIP MANAGER	TELEPHONE NUMBER 609-877-2200 X6201
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SIGNATURE	ADDRESS 1 SALEM RD. WILLINGBORO, N.J. 08046	
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APPROVAL INFORMATION (FOR DHTS USE ONLY)

SIGNATURE 	TITLE 	APPROVAL DATE 9/4/02
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PART IV  
 HIGHWAY SAFETY PROGRAM  
 APPLICATION

BUDGET SUMMARY  
 See instructions for content and format of fiscal  
 information and cost categories

PROJECT TITLE: "Make It Click 2002"

PROJECT NUMBER:

ITEMIZED EXPENDITURE CATEGORIES <i>Specify proposed expenditure and basis for computation of cost</i>	FEDERAL SHARE	STATE/LOCAL SHARE	TOTAL AMOUNT
<p>A. PERSONAL SERVICES</p> <p>    SELECTIVE ENFORCEMENT</p> <p>1. Officer @ \$45.00 per hour</p> <p>    x 3 Hour Shifts</p> <p>    x 4 Shifts per week ( Four 3 hour shifts for a total of 12 hours each week )</p> <p>    x 18 Weeks ( 3 Six week Waves of Enforcement )</p> <p style="text-align: right;">TOTAL:</p>	<p>\$45.00</p> <p>\$135.00</p> <p>\$540.00</p> <p>\$9,720.00</p> <p>\$9,720.00</p>		<p>\$45.00</p> <p>\$135.00</p> <p>\$540.00</p> <p>\$9,720.00</p> <p>\$9,720.00</p>
<p>B. CONTRACTUAL SERVICES</p>			



## I. PROBLEM STATEMENT

The most effective device for preventing deaths and injuries in motor vehicle crashes is the seat belt. When used correctly, thousands of lives can be saved and the life threatening injuries can be prevented. In May of 2000, the State of New Jersey enacted a primary seat belt law, requiring all front seat passengers to properly use their safety belts. In 1999 statewide usage surveys showed a compliance rate of 63 percent. Since the passage of the new primary law the compliance rate rose to 74.2 percent in 2000 and has increased to 77.6 percent in 2001.

Research clearly indicates that the use of seat belts and child safety seats have significant effects in reducing the number of deaths and the type and severity of injuries associated with motor vehicle crashes. Strong evidence also exists that indicates a direct relationship between the level of public compliance and the crash survival rate. Three point seat belts, that are properly adjusted, are effective in almost all types of crashes. They reduce fatalities by 60 percent in passenger cars and 64 percent in light trucks when the vehicle struck a fixed object. In rollover crashes, seat belts are especially effective because 69 percent of all car fatalities are 78 percent of light truck deaths in these crashes involved ejection of an unbelted occupant from the vehicle:

Law enforcement agencies can have a significant effect in influencing motorists to use seat belts, thus saving money and lives and preventing injuries in their communities. Motorists will be influenced to properly use their seat belts by enforcement of the primary law.

## II. PROBLEM STATEMENT

This project will provide the funds necessary to implement an occupant protection enforcement campaign within the community. On an average basis, police officers will conduct special enforcement patrols and issue summonses for all violations of Title 39 of the Motor Vehicle Code. Also required, is the enforcement of the primary child safety seat law.

There will be a pre and post seat belt survey for each of the three enforcement waves throughout the grant which will be conducted on municipal time. These surveys will take place at a controlled intersections and survey 200 vehicles.

A vigorous public information campaign, including a press conference/kick off event, will be implemented soliciting participation from local newspapers, radio and television stations. All businesses and civic groups and other organizations will be encouraged to lend support to the program. Public information materials and pamphlets will be available for distribution.

## III. OBJECTIVE

To increase the seat belt use rate by 10 percent throughout the community utilizing selective enforcement patrols and civic involvement.

## IV. PERFORMANCE INDICATORS

1. That the seat belt surveys reflect an increase in the usage rate in the municipality.
2. That seat belt summonses issued are proportionate to moving violations.

## V. MILESTONES

Project will be implemented as indicated on page one and monitored on a monthly basis to correct any deficiencies that might exist. A minimum of six seat belt surveys and three wave reports will be required.

## VI. EVALUATIONS

The final evaluation shall include a description of enforcement and program related activities whether funded by the Division of Highway Traffic Safety or by other sources.

## VII. REPORTING REQUIREMENTS

The project will maintain accurate records depicting seat belt survey results, summons activity and other project involvement such as media events and presentations. This information will be forwarded to the Division of Highway Traffic Safety immediately following the end of each enforcement wave.

Grantees will utilize only project forms supplied by the Division of Highway Traffic Safety for "Make It Click 2002" and must submit the originals of documents, unless directed otherwise.

*Grantees are required to attend each of three regional meetings scheduled during the grant period. Failure to meet this requirement can result in loss of funding for the project period.*

RESOLUTION NO. 2002 - 49

A RESOLUTION AWARDDING A PROFESSIONAL  
SERVICES CONTRACT TO GAIL FOUNTAINE  
FOR NEWSLETTER SERVICES.

WHEREAS, there is a need for an independent consultant to serve as Newsletter Editor for the Township of Willingboro; and

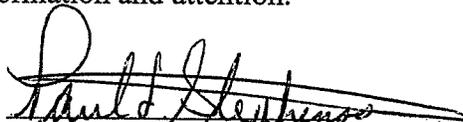
WHEREAS, it is necessary that the Township Council authorize the execution of a contract with an independent consultant, in accordance with the provisions of the Local Public contracts Law; and

WHEREAS, the amount of the contract is below the amount for which public bidding is required pursuant to the Local Public Contracts Law,

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 April, 2002, that:

1. The Mayor and Clerk are hereby authorized to execute, on behalf of the Township of Willingboro, an Agreement with Gail Fountaine, under which Gail Fountaine will provide services to the Township of Willingboro as an Independent Consultant to act as Newsletter Editor for a term beginning April 1, 2002 and ending March 31, 2003
2. The compensation is initially fixed at \$2100 and shall increase to \$2400 upon the successful completion of a news writing course approved by the Public Communications Committee.
3. The Consultant shall be reimbursed for the cost of film and film processing and printing. All resulting photographic, digital and print product are the property of the Township.
4. Payment shall be made within 30 days after completion of Newsletter and the submission of voucher as per the attached contract.

BE IT FURTHER RESOLVED, that certified copies of this Resolution be provided to Gail Fountaine and to the Township Manager and the Chief Financial Officer of the Township of Willingboro for their information and attention.

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:

  
Marie Annese, RMC  
Deputy Township Clerk

## INDEPENDENT CONTRACTOR AGREEMENT

Whereas, the Township of Willingboro requires the services of a Consultant to serve as Editor of the Township's Newsletter and media coordinator; and

Whereas, it has been determined that Gail Fountaine is qualified to serve the Township of Willingboro as Editor the Township's Newsletter and media coordinator; and

Whereas, the Township has determined that the role of Newsletter Editor and media coordinator is not one which would provide for regular full time or part time employment, but is more appropriately filled by an independent consultant who can perform the role of Newsletter Editor on a per-edition basis, and media coordinator on an as needed basis; and

Whereas, the services of a Newsletter Editor and media coordinator can be performed by an independent Consultant at a cost below the level for which bids are required under the Local Public Contracts Law, and

Whereas, Gail Fountaine, has offered her services to the Township as an independent consultant qualified to perform the services of Newsletter Editor and media coordinator

Now, Therefore, It is Agreed by and between the Township of Willingboro and Gail Fountaine as follows:

- I. Retention of Independent Consultant. Gail Fountaine is hereby retained as an Independent Consultant to the Township of Willingboro to serve as the Editor of the Township Newsletter and media coordinator
- II. Term and Services. During the term of this Agreement, which shall run for a period of one (1) year from April 1, 2002 to March 31, 2003, the Independent Consultant agrees to serve as Newsletter Editor for the Township Newsletter and to undertake the coordination and supervision of the preparation of the Township Newsletter, subject to the approval of the Township Manager as well as serve as media coordinator.
- III. Compensation. During the term of this Agreement, the compensation is initially fixed at \$2100 and shall increase to \$2400 upon the successful completion of a news writing course approved by the Public Communications Committee, and reimbursement shall be made for the cost of film, film processing and printing. The number of issues shall be determined by the Township, but shall not exceed ten (10) issues during the term of this Agreement. Billings shall be submitted to the Township

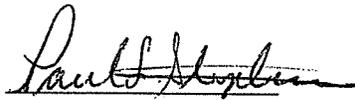
within 30 days after completion of Newsletter. Voucher shall be paid upon submission.

- IV. Equal Opportunity.
1. In consideration of the execution of this Agreement, the Independent Consultant shall not discriminate against any employee or applicant For employment because of race, religion, color, sex, marital status, or national origin. The Independent Consultant shall comply with the New Jersey Law Against Discrimination, NJSA.10:5-1 et seq. And all other applicable Federal and New jersey statutes of a similar nature.
  2. The attention of the Independent Consultant is particularly drawn to the affirmative action provisions of the New Jersey Law Against discrimination as set forth in NJSA 10:5-31 and the applicable regulations thereunder. The Independent Consultant shall execute such additional documents as may be required of a person, partnership, or corporation doing business in the public sector within the State of New Jersey and shall comply with the rules and regulations relating thereto.
- V. Mandatory Affirmative Action Language Required in all Contracts with a Public Agency in the State of New Jersey. In accordance with the requirements of P.L. 1975, C, 127, and of NJAC 17:27, during the performance of this contract the contractor agrees to the mandatory language required in all contracts with a Public Agency in the State of New Jersey, as attached hereto.
- VI. New Jersey Law. This Agreement shall be governed by and construed in Accordance with the laws of the State of New Jersey. Nothing in this Agreement shall be construed to create an employer-employee relationship between the Township of Willingboro and the Consultant.
- VII. Modification. No modification of this Agreement shall be valid or binding unless the modification shall be in writing and executed by the Township and the Independent Consultant.
- VIII No waiver. No waiver of any term, provision or condition contained in This agreement, or any breach of any such term, provision or condition Shall constitute a waiver of any subsequent breach of such term, provision Or condition by either party, or justify or authorize the non-observance on Any other occasion of the same or any other term, provision or condition Of this Agreement by either party.
- IX. Captions. The captions or the paragraph headings contained in this

Agreement are solely for purposes of convenience and shall not be deemed part of this Agreement for the purpose of construing the meaning thereof or for any other purpose.

- X Entire Agreement. This instrument contains the entire Agreement of the Parties hereto and may not be amended, modified, released, or discharged, in whole or in part, except as specifically provided herein or in an instrument in writing executed by the parties hereto.
- XI. Termination. The parties hereto may terminate this Agreement by either party giving fifteen (15) days written notice to the other.

In Witness Whereof, this Agreement has been executed on this 2nd day of April 2002, for the purposes and the term specified herein.



Paul L. Stephenson  
Mayor



Gail Fontaine



Marie Annese, RMC  
Township Clerk

RESOLUTION NO. 2002 - 49

A RESOLUTION AWARDING A PROFESSIONAL  
SERVICES CONTRACT TO GAIL FOUNTAINE  
FOR NEWSLETTER SERVICES.

WHEREAS, there is a need for an independent consultant to serve as Newsletter Editor for the Township of Willingboro; and

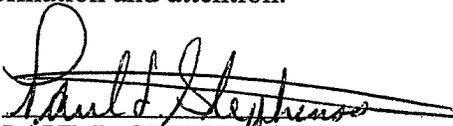
WHEREAS, it is necessary that the Township Council authorize the execution of a contract with an independent consultant, in accordance with the provisions of the Local Public contracts Law; and

WHEREAS, the amount of the contract is below the amount for which public bidding is required pursuant to the Local Public Contracts Law,

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 April, 2002, that:

1. The Mayor and Clerk are hereby authorized to execute, on behalf of the Township of Willingboro, an Agreement with Gail Fountaine, under which Gail Fountaine will provide services to the Township of Willingboro as an Independent Consultant to act as Newsletter Editor for a term beginning April 1, 2002 and ending March 31, 2003
2. The compensation is initially fixed at \$2100 and shall increase to \$2400 upon the successful completion of a news writing course approved by the Public Communications Committee.
3. The Consultant shall be reimbursed for the cost of film and film processing and printing. All resulting photographic, digital and print product are the property of the Township.
4. Payment shall be made within 30 days after completion of Newsletter and the submission of voucher as per the attached contract.

BE IT FURTHER RESOLVED, that certified copies of this Resolution be provided to Gail Fountaine and to the Township Manager and the Chief Financial Officer of the Township of Willingboro for their information and attention.

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:

  
Marie Annese, RMC  
Deputy Township Clerk

## INDEPENDENT CONTRACTOR AGREEMENT

Whereas, the Township of Willingboro requires the services of a Consultant to serve as Editor of the Township's Newsletter and media coordinator; and

Whereas, it has been determined that Gail Fountaine is qualified to serve the Township of Willingboro as Editor the Township's Newsletter and media coordinator; and

Whereas, the Township has determined that the role of Newsletter Editor and media coordinator is not one which would provide for regular full time or part time employment, but is more appropriately filled by an independent consultant who can perform the role of Newsletter Editor on a per-edition basis, and media coordinator on an as needed basis; and

Whereas, the services of a Newsletter Editor and media coordinator can be performed by an independent Consultant at a cost below the level for which bids are required under the Local Public Contracts Law, and

Whereas, Gail Fountaine, has offered her services to the Township as an independent consultant qualified to perform the services of Newsletter Editor and media coordinator

Now, Therefore, It is Agreed by and between the Township of Willingboro and Gail Fountaine as follows:

- I. Retention of Independent Consultant. Gail Fountaine is hereby retained as an Independent Consultant to the Township of Willingboro to serve as the Editor of the Township Newsletter and media coordinator
- II. Term and Services. During the term of this Agreement, which shall run for a period of one (1) year from April 1, 2002 to March 31, 2003, the Independent Consultant agrees to serve as Newsletter Editor for the Township Newsletter and to undertake the coordination and supervision of the preparation of the Township Newsletter, subject to the approval of the Township Manager as well as serve as media coordinator.
- III. Compensation. During the term of this Agreement, the compensation is initially fixed at \$2100 and shall increase to \$2400 upon the successful completion of a news writing course approved by the Public Communications Committee, and reimbursement shall be made for the cost of film, film processing and printing. The number of issues shall be determined by the Township, but shall not exceed ten (10) issues during the term of this Agreement. Billings shall be submitted to the Township

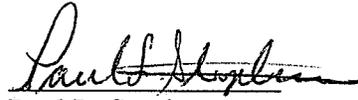
within 30 days after completion of Newsletter. Voucher shall be paid upon submission.

- IV. Equal Opportunity.
1. In consideration of the execution of this Agreement, the Independent Consultant shall not discriminate against any employee or applicant For employment because of race, religion, color, sex, marital status, or national origin. The Independent Consultant shall comply with the New Jersey Law Against Discrimination, NJSA.10:5-1 et seq. And all other applicable Federal and New jersey statutes of a similar nature.
  2. The attention of the Independent Consultant is particularly drawn to the affirmative action provisions of the New Jersey Law Against discrimination as set forth in NJSA 10:5-31 and the applicable regulations thereunder. The Independent Consultant shall execute such additional documents as may be required of a person, partnership, or corporation doing business in the public sector within the State of New Jersey and shall comply with the rules and regulations relating thereto.
- V. Mandatory Affirmative Action Language Required in all Contracts with a Public Agency in the State of New Jersey. In accordance with the requirements of P.L. 1975, C, 127, and of NJAC 17:27, during the performance of this contract the contractor agrees to the mandatory language required in all contracts with a Public Agency in the State of New Jersey, as attached hereto.
- VI. New Jersey Law. This Agreement shall be governed by and construed in Accordance with the laws of the State of New Jersey. Nothing in this Agreement shall be construed to create an employer-employee relationship between the Township of Willingboro and the Consultant.
- VII. Modification. No modification of this Agreement shall be valid or binding unless the modification shall be in writing and executed by the Township and the Independent Consultant.
- VIII No waiver. No waiver of any term, provision or condition contained in This agreement, or any breach of any such term, provision or condition Shall constitute a waiver of any subsequent breach of such term, provision Or condition by either party, or justify or authorize the non-observance on Any other occasion of the same or any other term, provision or condition Of this Agreement by either party.
- IX. Captions. The captions or the paragraph headings contained in this

Agreement are solely for purposes of convenience and shall not be deemed part of this Agreement for the purpose of construing the meaning thereof or for any other purpose.

- X Entire Agreement. This instrument contains the entire Agreement of the Parties hereto and may not be amended, modified, released, or discharged, in whole or in part, except as specifically provided herein or in an instrument in writing executed by the parties hereto.
- XI. Termination. The parties hereto may terminate this Agreement by either party giving fifteen (15) days written notice to the other.

In Witness Whereof, this Agreement has been executed on this 2nd day of April 2002, for the purposes and the term specified herein.



Paul L. Stephenson  
Mayor



Gail Fountaine



Marie Annese, RMC  
Township Clerk

RESOLUTION NO. 50 - 2002

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:

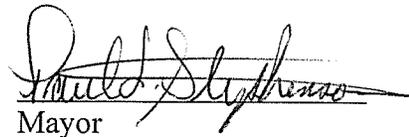
- (7) Matters relating to Litigation, Negotiations and the Attorney Client Privilege: Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required 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 March 26, 2002, that an Executive Session closed to the public shall be held on March 26, 2002, at 7:45 P.M. in the Willingboro Township Municipal Complex, One Salem Road, Willingboro, New Jersey, for the discussion of matters relating to the specific item(s) 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.

Attest:

  
Marie Annese, Deputy Twp. Clerk

  
Mayor