

RESOLUTION NO. 2002 - 8

A RESOLUTION FOR THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO ESTABLISHING PROCEDURES ON THE FILING, DEFENSE AND SETTLEMENT OF TAX APPEALS.

WHEREAS, statutory provision exists for review and correction of errors prior to certification of an assessment list; and

WHEREAS, provisions also allow for the discovery and correction of errors after establishment of the tax rate; and

WHEREAS, responsibility for maintenance of the assessment list rests with the local assessor subject to applicable laws and regulations; and

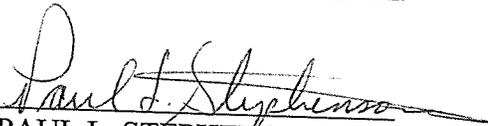
WHEREAS, there are other appeals that may be filed with the Burlington County Board of Taxation or the New Jersey Tax Court on behalf of the Township of Willingboro or in which the Township of Willingboro has an interest;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in reorganizational session this 1st day of January, 2002, that the Willingboro Township Assessor, in fulfillment of her duties and the requirements of his office, is authorized to file with the Burlington County Board of Taxation such appeals as may be necessary to maintain accuracy and equality in the assessment list of the Township of Willingboro or such appeals as may be necessary to protect the interests of the Township of Willingboro; and

BE IT FURTHER RESOLVED, that the Assessor and the Solicitor of the Township of Willingboro are hereby authorized to represent the interests of the Township of Willingboro in any appeal in which the Township of Willingboro has an interest and they are each authorized to execute stipulations or settlements on behalf of the Township of Willingboro; and

BE IT FURTHER RESOLVED, that a certified copy of this Resolution accompany any appeal filed by the Assessor with the Burlington County Board of Taxation; and

BE IT FURTHER RESOLVED, that copies of this Resolution be forwarded to the Assessor and the solicitor of the Township of Willingboro and to the Burlington County Board of Taxation for their information and attention.


PAUL L. STEPHENSON.
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

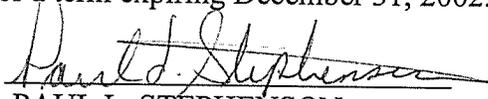
RESOLUTION NO. 2002 - 9

A RESOLUTION FOR THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO APPOINTING A COMMISSIONER AND ALTERNATE COMMISSIONER WITH REGARD TO THE MUNICIPAL JOINT INSURANCE FUND.

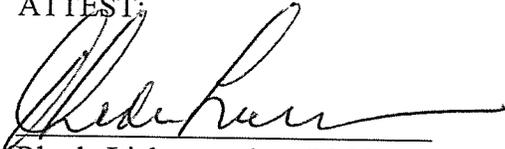
WHEREAS, Willingboro Township is a member of the Professional Municipal Management Joint Insurance Fund and Municipal Excess Liability Joint Insurance Fund; and

WHEREAS, N.J.S.A. 40:10-36 et seq. provides for the appointment and term of an Insurance Fund Commissioner:

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in reorganizational session this 1st day of January, 2002, that Denise Rose is hereby appointed as Insurance Fund Commissioner representing the Township of Willingboro for a term expiring December 31, 2002.


PAUL L. STEPHENSON
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

RESOLUTION NO. 2002 - 10

A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO PROVIDING FOR THE ESTABLISHMENT OF THE SCHEDULE OF PROFESSIONAL REVIEW FEES.

WHEREAS, Willingboro Township Council on May 20, 1974, did adopt Resolution No. 51, which established a schedule for professional fees in accordance with Section 20-5.5(d) of the Revised General Ordinances of the Township of Willingboro; and

WHEREAS, Willingboro Township Council on March 21, 1977, did adopt Resolution No. 33, which established a schedule for professional review for the Planning Board and Zoning Board of Adjustment; and

WHEREAS, a Resolution should be adopted establishing a fee schedule for professional review for 2001:

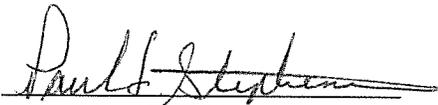
NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in reorganizational session this 1st day of January, 2002, that the following fee schedule is hereby established for professional fees:

Principal Engineer	-----	\$115/hr.
Associate Engineer	-----	105hr
Professional Engineer	-----	95hr
Project Engineer	-----	88hr
Engineer/technician	-----	72hr
Project Coordinator	-----	50hr
Professional Land Surveyor	-----	90hr
Land Surveyor	-----	68hr
Party Chief	-----	65hr
Transitman	-----	50hr
Rodman	-----	30hr
Party Chief & Robotic Instrument	-----	115hr
Environmental Scientist	-----	83hr
Environmental Technician	-----	58hr
Sanitarian	-----	55hr
Sanitarian Technician	-----	27hr
Chief Drafter	-----	78hr
CAD Drafter	-----	72hr
Drafter	-----	56hr
Planner	-----	66hr
Cert. Landscape Architect	-----	80hr
Landscape Architect	-----	52hr
Recreational Designer	-----	62hr
Technical Aide	-----	30hr
Chief Inspector	-----	78hr
Project Inspector	-----	73hr
Inspector	-----	54hr
Mileage	-----	0.35/mile
Meetings	-----	125.00

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Res. No. 2002 – 10 cont'd.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Planning Board, Zoning Board of Adjustment and any other municipal authorities for their information, attention and compliance.


PAUL L. STEPHENSON
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

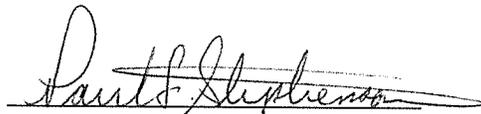
RESOLUTION NO. 2002 - 11

A RESOLUTION REQUIRING THE ADOPTION OF
A CASH MANAGEMENT PLAN .

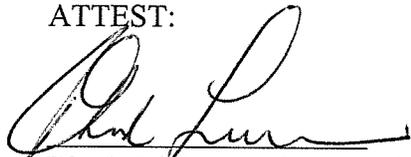
WHEREAS, N.J.S.A. 40A:5-14 requires that Municipalities adopt a
Cash Management Plan;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of
the Township of Willingboro, assembled in reorganizational session this 1st Day of
January, 2002, that the Township Council has entered into a Cash Management Plan, as
per the attached, to comply with the requirements of N.J.S.A. 40A:5-14;

BE IT FURTHER RESOLVED, that a copy of this resolution be
provided to the Treasurer and Auditor for their information and attention.


PAUL L. STEPHENSON
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

**CASH MANAGEMENT PLAN OF THE TOWNSHIP OF WILLINGBORO
IN THE COUNTY OF BURLINGTON, NEW JERSEY**

I. STATEMENT OF PURPOSE.

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Township, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments. The Cash Management Plan is available for audit.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN.

- A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Township:

Current Account, Capital Account, Trust Other Account, Tax Redemption Trust Account, Payroll Account, Agency Account and Public Assistance Account.

- B. It is understood that this Plan is not intended to cover certain funds and accounts of the Township, specifically:

N/A

III. DESIGNATION OF OFFICIALS OF THE TOWNSHIP AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.

The Chief Financial Officer of the Township is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

IV. DESIGNATION OF DEPOSITORIES.

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which, are not otherwise invested in Permitted Investments as provided for in this Plan:

Banks and financial institutions - as stipulated in the reorganization resolution.

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official(s) referred to in Section III above.

V. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official(s) of the Township referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official(s) referred to in Section III above.

Dean, Witter, Reynolds, Inc.

VI. AUTHORIZED INVESTMENTS.

A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
- (4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18A-90.4); or
- (8) Agreements for the repurchase of fully collateralized securities if:
 - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - (b) the custody of collateral is transferred to a third party;
 - (c) the maturity of the agreement is not more than 30 days;
 - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); and

- (e) a master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms "government money market mutual fund" and "local government investment pool" shall have the following definitions:

Government Money Market Mutual Fund An investment company or investment trust:

- (a) which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940, 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- (b) the portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- (c) which has:
 - (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - (ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the "Investment Advisors Act of 1940, 15 U.S.C. sec. 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool. An investment pool:

- (a) which is managed in accordance with 17 C.F.R. sec. 270.2a-7;
- (b) which is rated in the highest category by a nationally recognized statistical rating organization
- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- (d) which is in compliance with rules adopted pursuant to the "Administrative Procedure Act," P.L. 1968, c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- (e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- (f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves

for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

B. Notwithstanding the above authorization, the monies on hand in the following funds and accounts shall be further limited as to maturities, specific investments or otherwise as follows: None.

VII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Township, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Township to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the or by a third party custodian prior to or upon the release of the Is funds.

To assure that all parties with whom the Township deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

VIII. REPORTING REOUIREMENTS.

On the first Council meeting of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Township a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Township.

IX. TERM OF PLAN.

This plan shall be in effect until amended by the governing body. Attached to this Plan is a resolution of the governing body of the Township approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official is directed to

supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

RESOLUTION NO. 2002- 12
A RESOLUTION PERMITTING THE AUTHORIZATION OF
PAYMENT IN ADVANCE FOR OFFICIAL TRAVEL.

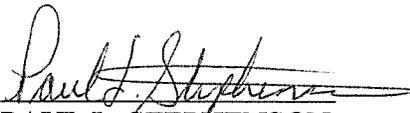
WHEREAS, the provisions of N.J.S.A. 40A:5-16 permit the governing body of any local unit, by resolution, to provide for and authorize payment of advances to officers and employees of the local unit toward their expenses for authorized official travel; and

WHEREAS, any such resolution shall provide for the verification and adjustment of such expenses and advances and the repayment of any excess advanced, by means of a detailed bill of items or demand; and

WHEREAS, the Willingboro Township travel expense report, certified by the Department Head and approved by the Township Manager, shall be submitted within (10) days after the completion of the travel for which an advance was made;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in reorganizational session this 1st day of January, 2002, that this resolution covers all such expenditures from the 2002 budget; and

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to all Township Department Heads and the Township Finance Director for their information and compliance.


PAUL L. STEPHENSON
MAYOR

ATTEST:


Rhoda Lichtenstadter RMC
Township Clerk

RESOLUTION NO. 2002- 13

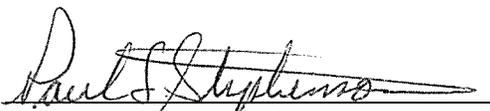
A RESOLUTION AUTHORIZING REFUNDS FOR OVER-
PAYMENTS OF TAXES DUE TO PAYMENTS IN ERROR.

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 reorganizational session this 1st day of January, 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

ARLENE G. TINKER 800.35
15 NORWOOD LANE
WILLINGBORO, N.J. 08046
BLOCK 1010
LOT 5
15 NORWOOD LANE
PAID IN ERROR

WILLINGBORO TOWNSHIP 2170.48
REDEMPTION ACCT.
BLOCK 211
LOT 5
35 BENTLY LANE
PAID IN ERROR

TAX REDEMPTION 3368.95
BLOCK 707
LOT 13
82 GARDENBROOK LANE
PAID IN ERROR

HAROLD E. & NOBU U. VOGEL 58.89
19 NEPTUNE LANE
BLOCK 1009
LOT 6
19 NEPTUNE LANE
OVERPAYMENT TAXES

COMMERCE BANK 5367.56
1006 ASTORIA BLVD.
CHERRY HILL, N.J. 08034
BLOCK 6
LOT 1
4296 ROUTE 130
OVERPAYMENT TAXES

RESOLUTION NO. 2002 -14

A RESOLUTION AWARDDING PRINTING BID FOR
2002.

WHEREAS, the Township Council of the Township of Willingboro has requested that bids be submitted for the 2002 Printing Bid; and

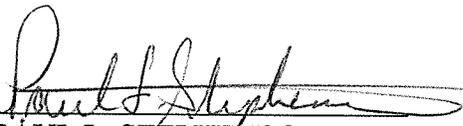
WHEREAS, bids have been received, opened and read in public; and

WHEREAS, it appears to be in the best interest of the Township to accept the bids of Advanced Printing, Good Impressions, Philips Halpern, MGL FORMS, Graphic Data; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 8th day of January, 2002, that the bid be accepted as per the attached bid return sheet; and

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


PAUL L. STEPHENSON
MAYOR

ATTEST


Rhoda Lichtenstadter, RMC
Township Clerk

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Schedule of award of printing bid January 8, 2002

OCS BID ARRIVED TOO LATE

Advanced Printing

6,7,8,11,23,35,37,42,44,45,47,48,49,57,64,
67,70,72,76,81,82,86,88,89,90,91,102,107,115,116,117,119,120

Good Impressions

4,5,12,13,15,16,17,18,19,20,22,27,29,31,32,33,36,40,43,50,51,53,56,58,59,60,63,65,66,
68,69,71,73,74,77,78,79,84,87,92,95,97,98,103,104,105,106,108,110,111,113,114,118,
121

Philips-Halpern

1,2,3,11,28,30,38,39,41,46,47,53,54,55,61,62,80,85,93,94,96,99,109,112

Graphic Data

9,10,14,21,24,25,26,75,83,100,101

MGL FORMS

34

Phillips-Halpern, Inc.
1509 Rte. 38
Mt. Holly, New Jersey 08060
609-261-1024

Good Impressions
P.O. Box 409
Riverside, New Jersey 08076
1-856-461-3232
1-856-461-3290

Advanced Printing
522 Rt. 9 North
Manalapan, New Jersey 07726
1-732-617-8000

MGL
17 Commerce Street
P.O. Box 300
Chatham, New Jersey 07928
1-973-635-6073

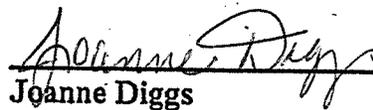
Graphic Data LLC
2 Manhattan Dr.
Burlington, New Jersey 08016
609-386-1200

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

Advance Printing, Good Impressions,
Graphic Data, MGL Forms, Phillips-Halpern

The money necessary to fund said contract is in the amount of \$ _____ and, upon approval of the contract, the funds shall be charged to the following line item appropriation of account number Pending Adpt. B. These funds are not being certified as being available for more than one pending contract. 2002 Budget.



Joanne Diggs
Finance Director

cc: Township Solicitor
Township Auditor

GENERAL ITEMS:	APPROXIMATE QUANTITIES	ADVANCED PRINTING PER 100 OR 1000 BID PRICE	GOOD IMPRESSIONS PER 100 OR 1000 BID PRICE	GRAPHIC DATA, LLC PER 100 OR 1000 BID PRICE	HAMILTON PRESS PER 100 OR 1000 BID PRICE	MGL FORMS PER 100 OR 1000 BID PRICE	PHILLIPS-HALPERN PER 100 OR 1000 BID PRICE
1) Request Form	100 Pads	N/B	120.00/LD	150.00/LD	315.00	N/B	110.00/LD
2) Business Cards (Gen. - except Police)	1,000	33.50	66.50/M/CARD	N/B	N/B	N/B	33.00/M
3) Business Cards (Gold Seal, Mgr. Dep. Mgr. & Council)	1,000	42.50	73.50/M "	N/B	N/B	N/B	35.00/M
4) Letterhead (8 1/2X11)	10,000	38.00	32.10/M	55.00/M	740.00	N/B	53.25/M
5) Letterhead (2nd Sheet 8 1/2X11)	5,000	49.00	14.00/M	29.00/M	180.00	N/B	17.00/M
6) Memo Pads 5 1/2X8 1/2 (50 to pad)	1,000	17.00/M	891.00/M	425.00/M	625.00	N/B	588.00/M
7) Envelope #10 (Cream/Cambrie Writing)	40,000	58.00	74.00/M	77.00/M	N/B	N/B	N/B
8) Window Envelope (Do Not Forward #10)	40,000	21.00	35.50/M	26.00/M	N/B	N/B	N/B
9) Window Envelope #10 (General)	10,000	21.00	35.80/M	20.00/M	N/B	N/B	N/B
10) Envelope #10 (White)	30,000	20.00	27.80/M	19.50/M	N/B	N/B	N/B
11) Employment Status Form, 3 color, NCR	1,000	88.00	168.00/M	90.00/M	110.00	N/B	88.00/M
12) Employee Identification Card (Blk & Wh) (Heavy Stock Card)	500	N/B	2.70/HB	37.00/LD	N/B	N/B	38.75/LD
13) Self-Adhesive Mailing Label 5 1/2 X 3"	4,000	N/B	13.75/M	49.00/M	570.00	N/B	52.00/M
14) Willingboro Newsletter (As per the attached Sample)	52,000	N/B	2189.00/4pg 3878.00/8pg 4431.00/8pg per halftone \$27.00 per add'l press cks \$100.00 turnaround time 14 days	2150.00/4pg 3297.00/8pg 3590.00/8pg	4150.00/4pg 5120.00/8pg 5863.00/8pg per add'l press cks \$100.00 turn around time 7-10 days	N/B	N/B
15) Photo Holder, (White, Blue Ink-Card Stock 10 3/4"X8 1/2")	300	N/B	22.00/HB	150.00/LD	102.00	N/B	N/B

Handwritten notes:
 14) *Sample*
 15) *Sample*

PRINTING BID 2002

PRINTING BID 2002

TOWNSHIP CLERKS OFFICE		APPROXIMATE QUANTITIES	ADVANCED PRINTING PER 100 OR 1000 BID PRICE	GOOD IMPRESSIONS PER 100 OR 1000 BID PRICE	GRAPHIC DATA, LLC PER 100 OR 1000 BID PRICE	HAMILTON PRESS PER 100 OR 1000 BID PRICE	MGL FORMS PER 100 OR 1000 BID PRICE	PHILLIPS-HALPERN PER 100 OR 1000 BID PRICE
16)	Solicitor/Peddler License	100	N/B	44.00/HID	N/B	N/B	N/B	N/B
17)	Application for Raffle License	500	128.00/L.ct	16.20/HID	194.00/L.ct	180.00	125.00/L.ct	97.00/L.ct
18)	Application for Bingo License	500	128.00/L.ct	16.20/HID	194.00/L.ct	180.00	125.00/L.ct	97.00/L.ct
19)	Findings & Determinations	500	N/B	2.50/HID	45.00/L.ct	13.00	75.00/L.ct	75.14/L.ct
20)	Bingo & Raffle License	500	N/B	2.50/HID	45.00/L.ct	13.00	75.00/L.ct	75.14/L.ct
21)	Municipal Improvement Search	1,000	N/B	110.00/M	85.00/L.ct	130.00	N/B	121.00/M
22)	Certificate (Buff & Blue w/township seal 8 1/2X11")	500	N/B	8.40/HID	125.00/L.ct	89.00	N/B	67.33/L.ct
23)	Dog Licenses, 3 color, 3 part, NCR (Numbered & Perforated 3 parts per page)	4,000	33.00/M	157.00/M	99.00/M	N/B	375.00/L.ct	N/B
24)	Dog Tags & Links	4,000	N/B	N/B	19.00/M	110.00	159.00/M	N/B
25)	Dog Infor Hangers for Dog Census	10,000	N/B	47.20/M	45.00/M	690.00	N/B	N/B
26)	Dog Information Brochure	5,000	N/B	46.00/M	40.00/M	240.00	N/B	41.00/M
27)	Oath of Office	500	N/B	6.80/HID	41.00/L.ct	89.00	100.00/L.ct	36.72/L.ct
28)	Certificate of Marriage	100	N/B	55.00/HID	125.00/L.ct	70.00	N/B	34.45/L.ct
29)	Proclamation Form	200	N/B	15.50/HID	45.00/L.ct	82.40	N/B	38.00/L.ct
30)	Tax Operator - Green Card	100	N/B	44.00/HID	N/B	N/B	N/B	N/B
31)	Tax Cab License, Numbered Books of 50	2Bks.	94.00/BK	52.00/BK	N/B	N/B	N/B	36.00/L.ct

PRINTING BID 2002

PRINTING BID 2002

TOWNSHIP CLERK'S OFFICE cont'd.

	APPROXIMATE QUANTITIES	ADVANCED PRINTING PER 100 OR 1000 BID PRICE	GOOD IMPRESSIONS PER 100 OR 1000 BID PRICE	GRAPHIC DATA, LLC PER 100 OR 1000 BID PRICE	HAMILTON PRESS PER 100 OR 1000 BID PRICE	MGL FORMS PER 100 OR 1000 BID PRICE	PHILLIPS-HALBERN PER 100 OR 1000 BID PRICE
32) Food Establishment License, Numbered Books of 50 (Bound & Perforated at stub)	2Bks.	94.00/BK	62.00/BK	N/B	N/B	N/B	N/B
33) Vending License 14 1/2X5 1/2, Numbered Books of 50 (Bound & Perforated at stub)	2Bks.	94.00/BK	83.00/BK	N/B	N/B	N/B	N/B
34) Minute Paper, 8 1/2X11, White, 3 Rectangle Shaped Holes	500	N/B	21.00/HD	N/B	N/B	95.00/Lot	N/B

FINANCE DEPARTMENT:

35) Payment Receipts - In Books of 50 = 100 Books (Numbered, 4 page NCR)	5,000	138.00/M	1241.00/HD BKS	N/B	N/B	N/B	N/B
36) Over-night Deposit Envelope - 6 1/2X4" - Brown	1,000	85.00/M	81.00/M	N/B	N/B	N/B	N/B
37) Tax Payment Envelope - 6 1/2X4" - Brown - 2 Sided	1,000	85.00/M	107.00/M	N/B	N/B	N/B	N/B
38) Birth Registration Certificate - 8 1/2X11" (Numbered)	4,000	52.00/M	198.50/M GRAY SAFETY PAPER	N/B	N/B	N/B	44.75/M
39) Birth Registration Certificate - 8 1/2X 5 1/2" (Numbered)	4,000	52.00/M	112.50/M RED SAFETY PAPER	N/B	N/B	N/B	44.50/M
40) Envelope for Certificate - 6X9"	3,000	80.00/M	46.00/M	N/B	N/B	N/B	N/B
41) Marriage Registration Certificates - Numbered	300	N/B	46.00/HD RED SAFETY PAPER	N/B	N/B	N/B	42.00/Lot
42) Payment Voucher, White/Yellow - Numbered - NCR 8 1/2X 11", Black Ink	2,500	54.00/M	101.00/M	N/B	N/B	N/B	130.00/M
43) Purchase Orders, White/Pink/Green - 8 1/2X11" with Township Logo	5,000	88.00/M	85.75/M	N/B	N/B	139.00/M	130.00/M

PRINTING BID 2002

PRINTING BID 2002

INSPECTIONS DEPARTMENT:

	APPROXIMATE QUANTITIES	ADVANCED PRINTING PER 100 OR 1000 BID PRICE	GOOD IMPRESSIONS PER 100 OR 1000 BID PRICE	GRAPHIC DATA, LLC PER 100 OR 1000 BID PRICE	HAMILTON PRESS PER 100 OR 1000 BID PRICE	MGL FORMS PER 100 OR 1000 BID PRICE	PHILLIPS-HALPERN PER 100 OR 1000 BID PRICE
44) Notice of Violation (s) 3 page, NCR	500	59.00/L.ct	17.00/HD	150.00/L.ct	N/B	N/B	78.77/L.ct
45) Window Envelope #12	1,000	68.00/LM	87.00/M	90.00/L.ct	N/B	N/B	N/B
46) Inspection Dept. Receipt, 3 page/NCR, Numbered	1,000	84.00/M	142.00/M	N/B	N/B	N/B	N/B
47) Courtesy Notice, 2 page/NCR/25 per pad	1,000	80.00/LM	194.00/40 BKS	N/B	N/B	N/B	81.18/L.ct
48) Fence Permit, 2 page/NCR, Numbered	500	73.00/L.ct	22.80/HD	N/B	N/B	N/B	80.00/LM
49) Property Maintenance Violation/3 page/NCR	1,000	90.00/LM	156.00/M	125.00/L.ct	199.00	N/B	N/B
50) Cross File Cards	3,000	N/B	15.50/M	25.00/M	178.00	N/B	130.00/M
51) Artisan License	200	N/B	8.50/HD	N/B	62.00	N/B	22.80/M
52) Door Knob Notice	500	N/B	15.40/HD	150.00/L.ct	N/B	N/B	39.00/L.ct
53) Grass Door Knob Notice	2,000	70.00/M	58.00/M	225.00/L.ct	266.00	N/B	44.75/L.ct
54) Sign Permit, with Township Seal, 2 page/NCR/Numbered	200	N/B	45.00/HD	N/B	N/B	N/B	70.00/M
55) Building Dept. Permit Notice	500	N/B	4.00/HD	N/B	N/B	N/B	52.75/L.ct
56) Zoning Permit, 3 page/NCR/Numbered/with Twp. Seal	200	N/B	54.50/HD	N/B	N/B	N/B	37.00/L.ct
57) Grass Notice, 2 page/NCR (25 to a pad)	80	130.00/L.ct	189.00/80 PADS	N/B	N/B	N/B	N/B
58) No Smoking Sign	100	N/B	35.00/HD	N/B	110.00	N/B	47.00/L.ct
59) Notice of Property Maintenance Order (8 1/2X11", White & Red)	300	N/B	15.00/HD	N/B	135.00	N/B	59.00/L.ct

PRINTING BID 2002

PRINTING BID 2002

INSPECTIONS DEPARTMENT cont'd.

	APPROXIMATE QUANTITIES	ADVANCED PRINTING PER 100 OR 1000 BID PRICE	GOOD IMPRESSIONS PER 100 OR 1000 BID PRICE	GRAPHIC DATA, LLC PER 100 OR 1000 BID PRICE	HAMILTON PRESS PER 100 OR 1000 BID PRICE	MGL FORMS PER 100 OR 1000 BID PRICE	PHILLIPS-HALPERN PER 100 OR 1000 BID PRICE
60) Thank you Notes & Envelopes	500	N/B	35.00/HD	N/B	N/B	N/B	N/B
61) Building Occupancy Sign	200	N/B	27.00/HD	80.00/Lot	210.00	N/B	25.00/Lot
62) Grass Notice Post Card	500	N/B	6.80/HD	N/B	88.00	N/B	25.25/Lot
63) Fire Inspection Receipt	250	N/B	39.80/HD	N/B	N/B	N/B	N/B
64) Notice of Violation & Order/Notice of Order of Penalty (3 page/3 color/NCR with Twp. Seal)	500	74.00/Lot	15.50/HD	90.00/Lot	102.00	N/B	85.50/Lot
65) Inspection Sticker, 4X4", Yellow with Black Ink/Crack/Peel	500	N/B	7.00/HD	N/B	78.00	N/B	N/B
66) Certificate of Inspection, 8 1/2X11	1,000	98.00/Lot	69.00/M	125.00/Lot	189.00	N/B	112.50/M
67) Uniform Inspection Report/ 6 - 2 page/NCR/2 color/8 1/2 X11	1,000	320.00/Lot	1248.00/M	N/B	N/B	N/B	414.00/M
68) Violation Sticker Notice - Peel Off - Orange - 8 1/2X5 1/2"	500	N/B	14.20/HD	N/B	N/B	N/B	N/B
69) Certificate of Rental Inspection - 8 1/2X6 1/2" 2 Page White & Yellow NCR	500	N/B	11.50/HD	125.00/Lot	102.00	N/B	68.75/Lot
FIRE DEPARTMENT:							
70) Business Card, White, Gold & Blue	1,000	46.00/M	52.00/M/CARD	N/B	N/B	N/B	62.00/Lot
71) Envelope, White, Gold & Blue Logo 9 1/2X4"	1,000	58.00/M	51.00/M	N/B	N/B	N/B	72.00/M
72) Letterhead, White, Gold & Blue Logo 8 1/2X11" Blue Border	1,000	58.00/M	60.00/M	N/B	N/B	N/B	80.00/M
LOCAL ASSISTANCE:							
73) SS Medical Examining Physician's Report Two sided Printing, White, Black Ink	100 sets	N/B	10.00/HD SETS	125.00/Lot	35.00	N/B	N/B

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MUNICIPAL COURT:

		APPROXIMATE QUANTITIES	ADVANCED PRINTING PER 100 OR 1000 BID PRICE	GOOD IMPRESSIONS PER 100 OR 1000 BID PRICE	GRAPHIC DATA, LLC PER 100 OR 1000 BID PRICE	HAMILTON PRESS PER 100 OR 1000 BID PRICE	MGL FORMS PER 100 OR 1000 BID PRICE	PHILLIPS-HALPERN PER 100 OR 1000 BID PRICE
74)	Notice to Appear, 5 page/5 color/NCR	2,000	194.00/M	192.25/M	190.00/M	560.00	N/B	N/B
75)	Subpoena to Testify, 3 page/3 color/NCR	1,000	90.00/M	90.00/M	88.00/Lct	180.00	N/B	141.00/M
76)	Order, Payment of fines & Costs (Criminal) (2 page/2 color/NCR)	1,000	80.00/M	110.00/M	75.00/Lct	128.00	N/B	88.50/M
77)	Non-Indictable Summons (10 per book) X 500 books	500	4.75/BK	130.00/H/D/BKS	N/B	N/B	2125.00/Lct	N/B
78)	Traffic Summons, (10 per book) X 500 books	500	4.75/BK	130.00/H/D/BKS	N/B	N/B	2125.00/Lct	N/B
79)	Receipt Books (25 per book) X 200 books (Numbers)	200	7.80/BK	282.00/H/D/BKS	N/B	N/B	950.00/Lct	N/B
80)	Notice to Officer, 3 page/3 color/NCR	1,000	90.00/M	90.00/M	88.00/Lct	N/B	N/B	83.00/M
81)	Ball Recognition	1,000	80.00/M	304.50/M	N/B	244.00	N/B	N/B
82)	Affidavit of Income 7 Assets - 2 sided with a reset	1,000	80.00/M	80.00/M	140.00/Lct	N/B	N/B	99.00/M
83)	Order - Payment of Fines & Costs (Traffic) (2 page/2 color/NCR)	1,000	N/B	110.00/M	75.00/Lct	128.00	N/B	97.15/M
84)	Affidavit of Defense (Traffic)	1,000	N/B	25.00/M	40.00/Lct	N/B	N/B	45.00/M
85)	Court Letterhead (Erasable Bond)	1,000	N/B	75.00/M	65.00/Lct	156.00	N/B	62.00/M
86)	Notice In Lieu of Complaint, 3 page/3 color/NCR	1,000	90.00/M	186.00/M	125.00/Lct	180.00	N/B	141.00/M
87)	Municipal Court Procedures, 2 sided	1,000	N/B	50.00/M	55.00/Lct	68.00	N/B	57.95/M
88)	Intoxicated Driver Penalty Provisions, 4 page/4 color/NCR	1,000	109.00/M	321.00/M	190.00/Lct	244.00	N/B	N/B

PRINTING BID 2002

PRINTING BID 2002

		ADVANCED PRINTING	GOOD IMPRESSIONS	GRAPHIC DATA, LLC	HAMILTON PRESS	MGL FORMS	PHILLIPS-HALBERN
	APPROXIMATE QUANTITIES	PER 100 OR 1000 BID PRICE					
RECREATION/PUBLIC WORKS, cont'd.							
101	Special Event Posters, 11X17", Heavy Stock	N/B	1387.00/M	525.00/Lot	540.00	N/B	530.00/M
POLICE DEPARTMENT:							
102	Warning Notice, 2 page/2 color/CNR/Numbered	50.00/M	53.00/M	N/B	N/B	N/B	N/B
103	Miranda Warning	30.00/M	13.50/M	N/B	N/B	N/B	22.50/M
104	Vehicle Repair Tag	82.00/M	72.75/M	N/B	N/B	N/B	N/B
105	Tow Sticker	107.00/M	98.00/M	N/B	510.00	N/B	N/B
106	Certification of Registration (2 sided, perforated in two parts)	80.00/Lot	15.00/H/D	N/B	N/B	N/B	N/B
107	Juvenile Complaint Form, 4 page/4 color/NCR (perforated at top)	158.00/M	254.00/M	N/B	N/B	N/B	N/B
108	Crime Watch Letterhead (2 sided Blue Ink)	74.00/M	45.00/M	N/B	230.00	N/B	59.00/M
109	Calibration Certification	N/B	66.00/M	N/B	N/B	N/B	64.00/M
110	Operation Identification (Home)	N/B	111.00/H/D	N/B	N/B	N/B	N/B
111	Operation Identification (Vehicle)	N/B	111.00/H/D	N/B	N/B	N/B	N/B
112	Curfew Ordinance Violation Custody Card (3 page/3 color/NCR)	64.00/Lot	12.80/H/D	N/B	68.00	N/B	47.75/Lot
113	Uniform Arrest Report, 4 page/4 color/NCR (Perforated at top)	151.00/M	108.00/M	N/B	N/B	N/B	N/B
114	Neighborhood Watch Brochure	N/B	69.00/M	N/B	96.00	N/B	78.95/M

PRINTING BID 2002

PRINTING BID 2002

		APPROXIMATE QUANTITIES	ADVANCED PRINTING PER 100 OR 1000 BID PRICE	GOOD IMPRESSIONS PER 100 OR 1000 BID PRICE	GRAPHIC DATA, LLC PER 100 OR 1000 BID PRICE	HAMILTON PRESS PER 100 OR 1000 BID PRICE	MGL FORMS PER 100 OR 1000 BID PRICE	PHILLIPS-MALPERN PER 100 OR 1000 BID PRICE
POLICE DEPARTMENT cont'd.								
115)	Violation Notice, 3 page/2color with carbons, Last page hard copy (20 sets per pads)	1,000	PER 100 OR 1000 BID PRICE 195.00/M	PER 100 OR 1000 BID PRICE N/B	PER 100 OR 1000 BID PRICE N/B	PER 100 OR 1000 BID PRICE N/B	PER 100 OR 1000 BID PRICE N/B	PER 100 OR 1000 BID PRICE N/B
116)	Business Cards (Dir. Capt. & Lt.) with Gold Seal/Badge	1,000	47.00	73.50/M/CARD	N/B	N/B	N/B	N/B
117)	Business Cards (All other Police) Black Seal/Badge	1,000	25.00	73.50/M/CARD	N/B	N/B	N/B	N/B
118)	Property Check Notice, 2 page/2 color/NCR 25 sets per pad	100	148.00/Lt	124.00/HD	N/B	N/B	N/B	N/B
119)	Incident Business Card - White, Blk Ink/Badge	5,000	20.00/M	73.50/M/CARD	N/B	N/B	N/B	N/B
120)	Vehicle Report - 3 pages, White/Yellow/Pink NCR - Sealed at Top	1,000	90.00/M	132.00/M	N/B	180.00	N/B	N/B
ASSESSOR'S OFFICE:								
121)	Property Record - Appraisal Card - Blue - Folder Style	500	N/B	31.60/HD	N/B	N/B	N/B	N/B

Bid Requirements:

1. Bid Guarantee
2. Certificate of Consent of Surety
3. Disclosure Statement
4. Non-collision Affidavit
5. Affirmative Action Affidavit
(Employee Information Report)

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RESOLUTION NO. 2002 - 15

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

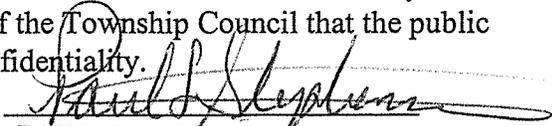
WHEREAS, it is necessary for the Township Council of the Township of Willingboro to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

(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 1/8, 2002, that an Executive Session closed to the public shall be held on 1/8, 2002, at 7:15 p.m. in the Willingboro Township Municipal Complex, One Salem Road, Willingboro, New Jersey, for the discussion of matters relating to the specific items designated above.

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


PAUL L. STEPHENSON
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

RESOLUTION NO. 2002 - 16

A RESOLUTION TO CANCEL TAXES

WHEREAS, the records of the Tax Collector of the Township of Willingboro indicate the existence of taxes as follows:

Year	Block/Lot/Qual	Assessed To	Amount
1993-1999	512/1/C100	Paragon Uniforms	535.40
1992-1995	512/1/C101	Maxwell Enterprise, Inc.	2,383.18
1992-1995	512/1/C102	Academy of Computers	6,588.07
1995-1997	737/36/C100	Lamb of God Day Care	2,116.35
1992-1995	737/36/C400	Burlington County Ad. Care	2,340.00
1192-1994	737/36/C200	Christian Education Learning	5,631.40
2000-2001	727/36/C200	Christian Education Learning	9,135.83

WHEREAS, the above taxes represent assessments on properties located within the school buildings that were leased by the Willingboro Board of Education; and

WHEREAS, these leases were terminated and they continued to be assessed after termination of the leases; and

WHEREAS, Paragon Uniforms and Lamb of God Day Care were sold at Tax Sale in the years 1994 and 1996. The Township holds the remaining liens.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 22nd day of January, 2002, that the Tax Collector is hereby authorized and directed to cancel the same pursuant to R.S. 54:4-91.1 and 91.2 and refund the outside lienholder for the properties sold.

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

PAUL L. STEPHENSON
MAYOR

ATTEST:

Rhoda Lichtenstadter, RMC
Township Clerk

*Sealed
(not adopted)*

WILLINGBORO TOWNSHIP

INTEROFFICE MEMO

DATE: November 21, 2001

TO: Denise Rose
Township Manager

FROM: Joanne G. Diggs 

SUBJECT: Tax Title Liens

Attached is a schedule of the Tax Title Liens held by the Township. The highlighted properties are located in the school buildings and continued to be taxed after the tenants vacated them. Two additional properties were sold at Tax Sale.

It is unlikely that we can collect the balances due to the Township. It is also questionable if two that were sold should have been sold. Therefore I have attached a resolution to cancel the Taxes and refund the holder of the two outside liens.

If there are any questions, please contact me.

C. Rhoda Lichtenstadter
Attachments

		WILLINGBOBO TOWNSHIP							
		TAX TITLE LIENS RECEIVABLE held by Township							
Block	Lot	Qual	Owner	Balance	Transfers 2001		Balance		
				12/31/00	Taxes	Maintenance	12/31/01		
35	1		Emma Fenton	649.70	3.62		653.32		
119	17	C100	J & K Day Care	19,571.33	0.00		19,571.33		
123	15		Joan Daniels	350.82	0.00		350.82		
212	17		Griffin, James and Wooding D	1,174.99	608.83		1,783.82		
241	41		Carol & Garnell Bailey	17,595.15	0.11		17,595.26		
412	54		Pabala Hymen	296.21	36.24		332.45		
501	46	C200	Twp of Willingboro	7,175.85	3,718.22		10,894.07		
512	1	C101	Maxwell Enterprise, Inc	2,383.18	0.00		2,383.18		
512	1	C102	Academy of Computer	6,588.07	0.00		6,588.07		
544.01	38.58		Highpoint Estates	19,969.79	228.31		20,198.10		
621	1		Harold London	12,363.76	641.45		13,005.21		
737	36	C200	Christain Educational	10,182.87	4,584.36		14,767.23		
737	36	C400	Burlington County Adult Care	2,340.00	0.00		2,340.00		
840	29		Frances and Wade Young	22,641.22	699.43		23,340.65		
1023	45		George McCully	32,688.34	1,268.40		33,956.74		
1105	14		85 Thornhill Lane			18,093.82	18,093.82		
1111.01	1		Samuel Broughton	1,092.79	72.48		1,165.27		
TOWNSHIP LEINS				157,064.07	11,861.45		18,093.82	187,019.34	

RESOLUTION NO. 2002 – 17

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

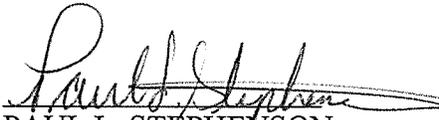
WHEREAS, the engineer has submitted a change order to allow for mobilization for paving at Campbell Drive; and

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;

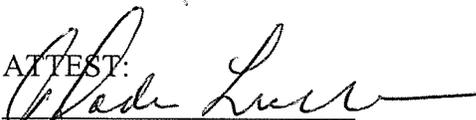
NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 22nd day of January, 2002, that the change order be approved.

1. The change order No. 3 adjust the contract to include the above changes, extra, \$2,300, 2.31%, to the adjusted amount of \$2,721,722.40.

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:

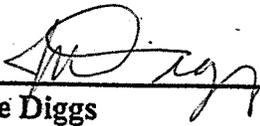

Rhoda Lichtenstadter, RMC
Township Clerk

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

Exgle Construction / Town Center

The money necessary to fund said contract is in the amount of \$2,300.00 and, upon approval of the contract, the funds shall be charged to the following line item appropriation of account number 021555200-922. These funds are not being certified as being available for more than one pending contract.



Joanne Diggs
Finance Director

cc: Township Solicitor
Township Auditor



CHANGE ORDER NO. 3

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

Date January 10, 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. Mobilization for partial paving required by Contract.

EXTRA

No.	Description	Quantity	Unit Price	Amount
E4	Mobilization for Paving @ Campbell Drive	LS	\$2,300.00	\$2,300.00

Amount of Original Contract..... \$2,660,273.40

Carl A Turner 1-18-02
 Carl A. Turner, PE – Township Engineer Date

Adjusted amount of Contract due to previous Change Orders..... \$2,719,422.40

Willingboro Township
 Municipality

Supplemental..... \$0.00

Extra..... \$2,300.00

Paul H. Stegman 1/22/04
 Mayor Date

Reduction..... \$0.00

Eagle Construction Service, Inc.
 Contractor

Adjusted Amount of Contract..... \$2,721,722.40

Chris M 1-14-02
 By: Signed Date

Change in Contract..... 2.31 %

CHANGE ORDER NO. 3

Contractor Eagle Construction Service, Inc.

Date January 10, 2002

Address 1624 Jacksonville Road

Project No. 99-39-15-15

Burlington, NJ 08016

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. Mobilization for partial paving required by Contract.

EXTRA

No.	Description	Quantity	Unit Price	Amount
E4	Mobilization for Paving @ Campbell Drive	LS	\$2,300.00	\$2,300.00

Amount of Original Contract..... \$2,660,273.40

Carl A. Turner 1-10-02
 Carl A. Turner, PE – Township Engineer Date

Adjusted amount of Contract due to previous Change Orders..... \$2,719,422.40

Willingboro Township
 Municipality

Supplemental..... \$0.00

Extra..... \$2,300.00

Paul S. Stephens 1-22-02
 Mayor Date

Reduction..... \$0.00

Eagle Construction Service, Inc.
 Contractor

Adjusted Amount of Contract..... \$2,721,722.40

U.A. J. 1-14-02
 By: Signed Date

Change in Contract..... 2.31 %



TOWNSHIP OF WILLINGBORO

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

January 25, 2002

**Mr. Carl Turner
Lord, Anderson, Worrell & Barnett
651 High Street
P.O. Box 68
Burlington, New Jersey 08016**

Dear Mr. Turner:

**Enclosed is a copy of Resolution No. 2002-17 adopted
at the Willingboro Township Council meeting of January 22, 2002
approving a Change Order for Eagle Construction/Town Center.**

Sincerely,

**Rhoda Lichtenstadter, RMC
Township Clerk**

Enclosure

/eb

RESOLUTION NO. 2002 - 18

A RESOLUTION AUTHORIZING THE AWARD OF CONTRACT
FOR THE PROVISION OF CLERK OF THE WORKS SERVICES
REMINGTON & VERNICK ENGINEERS.

WHEREAS, the Township Council of the Township of Willingboro has determined that there is a need to build a new Willingboro Free Library; and

WHEREAS, the Township Council has determined that there is a need for Clerk of the Works services to ensure that the Library is built according to the plans and specifications that have been approved by the Township Council; and

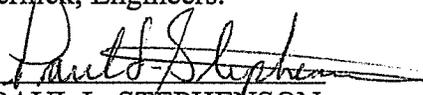
WHEREAS, the State of New Jersey has determined that Clerk of the Works services are considered to be extraordinary and unspecifiable under the New Jersey Public Contracts Statutes; and

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

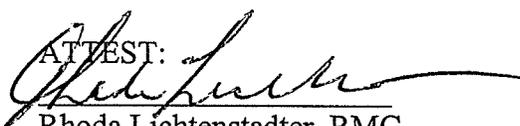
NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 22nd day of January, 2002, that Remington & Vernick Engineers is awarded a contract:

- A. Extension of Original contract through July 31, 2002, not to exceed \$26,567.
- B. The Mayor & clerk are hereby authorized to sign all documents relating To this contract.
- C. This notice will appear once in the Burlington County Times.

BE IT FURTHER RESOLVED, that copies of the resolution be provided to the Finance Director and Remington & Vernick, Engineers.


PAUL L. STEPHENSON
MAYOR

ATTEST:


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

Remington & Viewwick

Clerk of Works

Extension of Contract thru July 31 2002

The money necessary to fund said contract is in the amount of \$ 26,567 ^{NET to exceed}

and, upon approval of the contract, the funds shall be charged to the following line item appropriation of account number 01215 55909 923A. These funds are not being certified as being available for more than one pending contract.

Joanne Diggs
Joanne Diggs
Finance Director

cc: Township Solicitor
Township Auditor

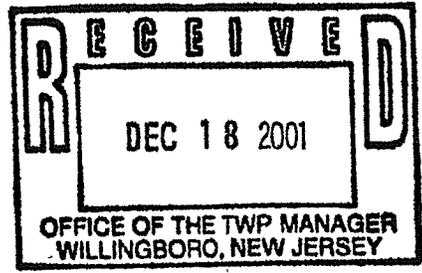
Council Meeting

REMINGTON & VERNICK ENGINEERS

232 Kings Highway East
Haddonfield, NJ 08033
Phone: 856.795.9595
Fax: 856.795.1882
www.rve.com

December 17, 2001

Denise Rose, Township Manager
Township of Willingboro
One Salem Rd. – Municipal Complex
Willingboro, NJ 08046



RE: Library Clerk-of-the-Works Agreement Extension

Dear Ms. Rose:

As designated Clerk-of-the-Works representative for the Township of Willingboro for the above referenced project, our scope of services includes reviewing plans and contracts, monitoring construction quality, representing the Township at project coordination meetings, providing payment and change order recommendations, preparing reports for Mayor and Council, and various other duties as specified in the Agreement. The terms of the agreement were for one-year period from December 1, 2000 to November 30, 2001 for a fee not to exceed \$39,850.

As you are aware, the construction phase of the project has been extended due to unavoidable delays in receipt of permits from DCA, additional value engineering design changes to accommodate budget constraints, additional structural steel and concrete repairs required for life safety, and coordination required with concurrent Town Center site work activity. The Contractor and Developer have currently identified the date of substantial completion of the Library as April 18, 2002, with all punchlist and as-built, operation manuals, and warranty turn over to be completed by July 31, 2002.

Due the fact that the construction phase was extended and we have provided the appropriate level of manpower and services throughout, we respectfully request an extension of our existing contract through July 31, 2002. The additional eight months of service requires our fee to be adjusted on a pro rata basis by an additional not-to-exceed amount of \$26,567 ($\$39,850 \times 2/3$).

If you have any questions or require any additional information, please do not hesitate to contact our office at (856) 795-9596.

Very truly yours,
Remington & Vernick Engineers, Inc.

Matthew Taylor

Matthew L. Taylor, Project Coordinator

Edward Vernick

Edward Vernick, P.E., C.M.E., President 100 Years of Excellence

CC: Mayor and Council, Craig Remington, L.S., P.P, Vice President, Anthony Donofrio, OMI, ET Chief Inspector, Wendell Bibbs, P.E., Paul K. Martin, Construction Manager





REMINGTON & VERNICK ENGINEERS

232 Kings Highway East
Haddonfield, NJ 08033
Phone: 856.795.9595
Fax: 856.795.1882
www.rve.com

CONSTRUCTION PROGRESS REPORT #6



PROJECT:

Willingboro Library
Town Center
Willingboro, NJ

January 8, 2002

100 Years of Excellence



PROJECT IDENTIFICATION

Willingboro Library
R&V File #0338A001

PROGRESS REPORT NUMBER

Six (6)

OWNER

Township of Willingboro
Municipal Complex
One Salem Rd.
Willingboro, NJ 08046
(609) 877-2200 (609) 835-0782 (fax)
attn: Denise Rose, Township Manager
drose11957@aol.com

CONTRACTOR

Sweetwater Construction Corp.
4382 Rt. 130
Willingboro, NJ 08046
(609) 880-1510 (609) 880-1511 (fax)
attn: Joseph O'Neill, Project Manager
joseph_o'neill@sweetwatercorp.com

ARCHITECT

Croxtan Collaborative Architects
475 Fifth Ave.
New York, NY 10017
(212) 683-1998 (212) 683-2799 (fax)
attn: Douglas Kot, Project Architect
dkot@croxtanarc.com

DEVELOPER

Renewal Realty
One Levitt Pkwy.
Willingboro, NJ 08046
(609) 880-0555 (609) 880-1555 (fax)
attn: Steve Jaffe, Developer
srj1222@aol.com

CM AGENCY

Remington & Vernick Engineers
95 Grove St.
Haddonfield, NJ 08033
(856) 795-9596 (856) 795-3684 (fax)
attn: Matthew L. Taylor, Project Coordinator
mtaylor@rve.com



Matthew L. Taylor, Project Coordinator
Remington & Vernick Engineers

SCOPE OF RESPONSIBILITY

Remington & Vernick Engineers is contracted by the Township of Willingboro as an independent "Clerk-of-the-Works" consultant for the construction of the Library at the Willingboro Town Center. Our responsibilities include monitoring the progress of construction activities and providing payment recommendations to the Owner. All reports, both written and verbal, are for the sole benefit of the Owner and shall not be relied upon or enforced by any other person, firm, corporation, or other entity. Remington & Vernick Engineers is not a guarantor or insurer of the Contractor's costs, day-to-day operations, methods, or construction schedules. This report is not intended to assume any of the responsibilities of the Architect, Engineer, Contractor, Developer, or Owner of Record and the comments made herein are presented for the Owner's consideration only. Please note, as previously stated in the preconstruction meeting minutes and development agreements, site safety is the sole responsibility of the Contractor.

PROJECT SCOPE

The Township of Willingboro is constructing a new Library at the Town Center, located at Route 130 North and Levitt Parkway in Willingboro, NJ. The Contractor will demolish the existing Woolworth building, remove the existing steel and concrete deck, and construct a new one-story 40,000 sq. ft. facility in accordance with the approved architectural/engineering plans and specifications. The approach is to construct an "exemplar green building" by utilizing high efficiency systems and comprehensive recycling methods for building materials. Amenities in the new library include: spacious library stacks, comprehensive computer/data wiring, a history/archive room, and a coffee shop.

PRECONSTRUCTION ACTIVITIES

A preconstruction meeting was held on April 26, 2001 at the offices of Renwal Realty at One Levitt Parkway. Representatives of the Owner, Contractor, Architect, Developer's Construction Manager, and Remington & Vernick Engineers were in attendance. The contract requirements regarding: affirmative action/non-discrimination, wage rate compliance, insurance/bonding provisions, construction schedule, payment procedures, and submittals were discussed. The general site requirements regarding: safety/security, construction supervision, permits/approvals, and scope of work were discussed. General comments from all parties were reviewed and the monthly payment process was agreed to by all parties. **Weekly job progress meetings are scheduled throughout construction for Tuesdays at 1:00 pm and meeting minutes are produced by the Contractor and distributed to all parties.**

WORK COMPLETED THIS PERIOD

The Contractor has performed work on the following items during the this reporting period: **Structural steel replacement required at the perimeter walls, first floor deck, and roof deck is complete. Steel is being installed for the canopies at main entrances. Concrete repairs required for the first floor slab are 80% complete. Forms are in place for footers to construct the "bump-out" portion of the Library. The soil is compacted in this area to support the slab on grade anticipated for this area. Existing brick shelves have been repaired and all new brick shelf footings have been poured, in anticipation of brickwork for exterior walls. Roofers have completed the installation of the framing for the roof parapet wall and metal roof deck. Installation of membrane roof system will follow. Roof penetrations were made for roof drains and some rooftop HVAC equipment. The carpenters are continuing installation of light gauge metal studs for framing the exterior walls, and the skylight framing is complete. Excavation was performed for the stairwells leading to the basement and for the elevator pit. Concrete foundation repair required to accommodate the elevator is being performed per detail. Beams supported by two cracked concrete foundation piers were stabilized with the installation of two new steel tube columns, per the structural engineer's review. Installation of rough plumbing and electric has commenced starting in the basement areas. Site work was initiated in order to connect the building's systems to the surrounding utility infrastructure.**

WORK ANTICIPATED NEXT PERIOD

The Contractor anticipates performing work on the following items during the next reporting period: **concrete slab repairs, bump-out concrete footings and slab pour, canopy steel installation, roof membrane installation, and exterior wall installation.**

CONSTRUCTION SCHEDULE

The Contractor submitted an updated construction schedule indicating the duration of the major work items and a completion date of April 18, 2002. The initial schedule indicated a November 23, 2001. As identified by the Contractor, unavoidable delays creating the need for an extended time of completions are as follows: DCA building permit approvals, coordination with concurrent site work activity, DCA sprinkler permit approvals, additional structural steel and concrete repair work.

The following milestone dates are established:

Roofing by Jan. 14th
Structural steel and roof deck steel by Jan. 14th
Concrete deck repairs and footings by Jan. 21st
Exterior brickwork by Feb. 7th
Elevator by Mar. 5th
Interior framing and drywall by Mar 6th
Plumbing by Mar. 6th
Interior finishes and millwork by Mar. 27th
Acoustical ceiling tile by Mar. 28th
Sprinklers by Mar. 29th
Electric feeders and branch wiring by Apr. 4th
HVAC ductwork and equipment by Apr. 11th

Our office will monitor detailed construction schedule for completion of major milestones. **All items currently on schedule. Sprinkler installation may be delayed, since comments from DCA require minor plan revisions to obtain permit. Comments include requirements for flow test, local fire department approval, detail clarifications, reevaluation of basement storage coverage calculations, and revision of location of various sprinkler heads.**

QUALITY OF WORKMANSHIP/MATERIALS

The workmanship, to date, appears to be performed in substantial compliance with the standard level of workmanship anticipated for this project.

Steel for this project was manufactured in the U.S. in Philadelphia and Palmerton, PA.

#1 - Craig Testing Laboratories has been secured to test concrete strength and soil compaction. 27-day concrete strength test indicate that areas of slab in-fill and brick shelf where only 3,000 pounds per square inch were achieved to date, instead of the 4,000 psi specified in the project manual. **The 56-day concrete cylinder test results indicated that the concrete exceeded the specified 4,000 psi.**

#2 - Minimal water migration into basement near old mechanical room is continuing. Excavation of the surrounding soil conditions reveal a layer of clay trapping groundwater at this level. **The area where small cracks existed in the foundation wall exterior wall was waterproofed and the clay layer was excavated in this area to filter water away.**

#3 - The Structural Engineer has re-evaluated all steel connections, steel installation, and deck repairs per established details and has recommended additional field modifications. Since the basement has been opened, additional steel members requiring repairs have been exposed. Since, the deck has been cleaned, additional cracks requiring repair have been discovered in the first floor slab. **Two concrete existing poured in place piers at E1 and B5 that exhibited cracking were replaced by steel tube columns to support beam and deck loads in these areas.**

#4 - The designed layout of the mechanical room in the basement required modification to accommodate larger equipment needs resulting from value engineering changes. The HVAC subcontractor Contractor suggested that equipment clearances were insufficient with the existing layout. **The Mechanical engineer examined the required clearances and indicated that the mechanical room is designed per code and that there is sufficient clearance to service the equipment.**

#5 - Metal studs for parapet wall framing can only receive one screw, due to limited overhang of metal roof deck at the roof edge area. Roof plan detail that did not take this into account. With only one screw, the framing for the parapet wall would not be secure to accommodate wind loads. **The Architect supplied a detail for additional bracing to be installed to properly support the parapet wall. The work will be performed at no additional cost to the Township.**

PAYMENTS TO SUBCONTRACTORS/SUPPLIERS

The General Contractor has secured demolition, electrical, structural steel, mechanical, plumbing, sprinkler, concrete, masonry, architectural, roofing, glazing/skylights, elevator, sprinklers, plumbing, HVAC, and electrical subcontractors. Interior glass, hollow metal doors, hardware, acoustic ceiling, painting, flooring, coiling grille, ceramic tile, and millwork subcontracts are still in bidding and negotiation process.

CHANGE ORDERS/CREDITS

The original Guaranteed Maximum Price (GMP) specifically excluded sitework, landscaping, children's play area. This cost will be covered in the Memorandum of Understanding dated 11/27/01 for \$419,180. The Guaranteed Maximum Price (GMP) also specifically excluded additional structural repairs discovered once the building was opened, Architects Addendum #3, Plan Revision #2 based on DCA review comments, and change orders for unforeseen conditions. A summary of approved change orders/credits to date is listed below.

CR#1	(\$99,820.00)	Buyouts of Subcontracts.
CO#1	\$ 4,683.43	Demolition of failing CMU stairway wall & replacement of wall with fire-rated wall.
CO#2	\$38,022.55	Additional steel replacement & concrete deck/brick shelf repair.
CO#3	\$ 9,755.00	Additional steel added on column line #1 from columns B-G.
CO#4	<u>\$19,271.00</u>	Excavate and waterproof existing foundation.
Total	(\$28,088.02)	Credit

PAYMENT RECOMMENDATIONS

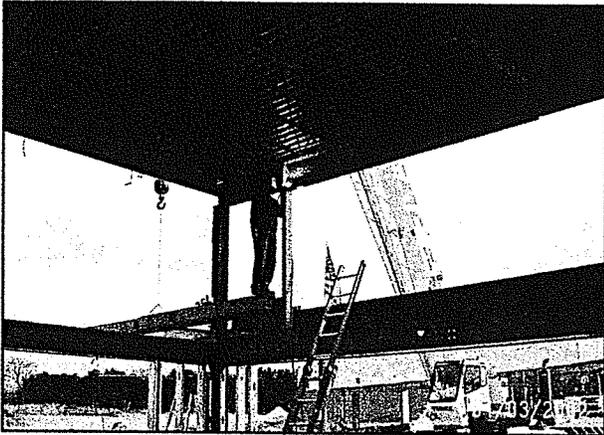
Remington & Vernick Engineers has reviewed Developer Application for Payments and Contractor Application for Payments, monitored the progress of work, and found all items to be reasonable and just. Therefore, we recommend payment as noted below.

Sweetwater Construction Corp.	Original Contract	\$5,017,260.00 (\$87.22/sq. ft.)
	Change Orders	\$ 71,731.98
	Total Contract	\$5,088,991.98
	AFP #1	\$ 76,500.00
	AFP #2	\$ 237,095.35
	AFP #3	\$ 105,163.56
	AFP #4	\$ 218,765.00
AFP #5	\$ 57,462.00	
AFP #6	\$ <u>105,661.00</u>	
Total	\$ 800,646.91	
Balance Remaining	\$4,259,319.07	

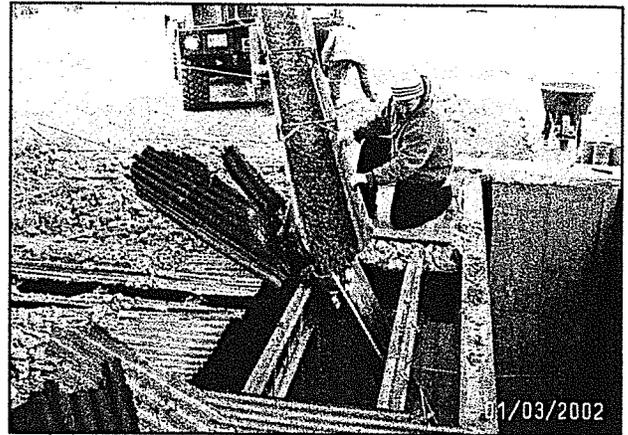
Renewal Economic Advisors	Fee	\$ 266,713.00
	Change Orders	\$ 0.00
	Total Fee	\$ 266,713.00
	Voucher #1	\$ 188,895.00
	Voucher #2	\$ 4,144.00
	Voucher #3	\$ 8,411.00
	Voucher #4	\$ 1,778.00
	Voucher #5	\$ <u>3,556.00</u>
	Total	\$ 206,784.00
	Balance Remaining	\$ 59,929.00

Project updates and photos are available to the public at WWW.RVE.COM, under the "Construction Cam" section.

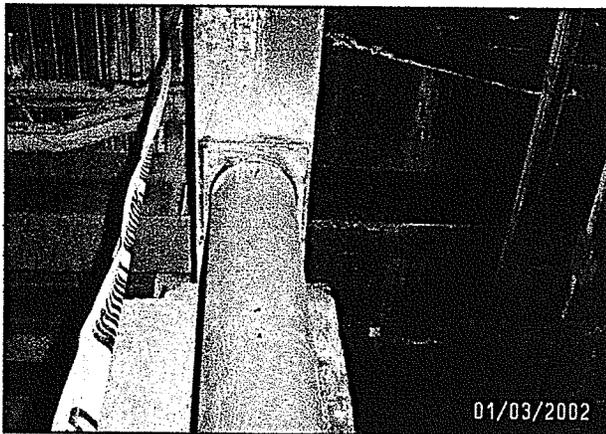
Progress Pictures – Willingboro Library at Town Center



Ironworkers installing canopy steel.



Concrete pour for foundation repair at elevator pit.



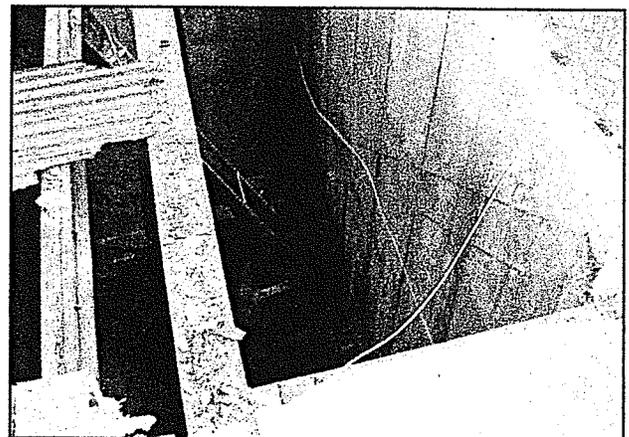
Steel tube column installed to replace cracked concrete pier.



Electrician installing metal conduit for rough wiring.



Foam insulation roofing material on site.



Deck removal and excavation for elevator pit.



TOWNSHIP OF WILLINGBORO

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

January 25, 2002

**Matthew L. Taylor, Project Coordinator
Remington & Vernick Engineers
232 Kings Highway East
Haddonfield, New Jersey 08033**

Dear Mr. Taylor:

**Enclosed is a copy of Resolution No. 2002-18 adopted
at the Willingboro Township Council meeting of January 22, 2002
authorizing the award of contract for the provision of Clerk Of The
Works Services.**

Sincerely,

**Rhoda Lichtenstadter, RMC
Township Clerk**

Enclosure

/eb

RESOLUTION NO. 2002 - 19

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

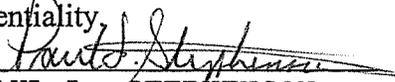
WHEREAS, The Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

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:

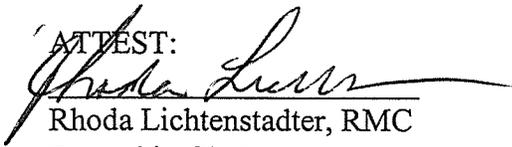
- (7) Matters relating to Litigation, Negotiations and the Attorney-Client Privilege: Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required 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 Jan. 22, 2002, that an Executive Session closed to the public shall be held on Jan. 22, 2002, at 7:30 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 - 20

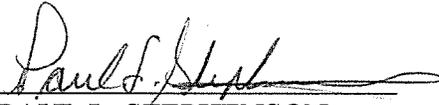
A RESOLUTION AUTHORIZING AN AGREEMENT
FOR COMMERCIAL DRIVER'S LICENSE TESTING
PROGRAM.

WHEREAS, the need exists for a Commercial Driver's License Testing Program;
and

WHEREAS, employees holding CDL'S must be tested annually and a resolution
authorizing an agreement with Commerce National Risk Control is required.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the
Township of Willingboro, assembled in public session this 22nd day of January, 2002,
that

1. The Mayor and Clerk are hereby authorized and directed to
execute the attached agreement with Commerce National. in an
amount not to exceed \$58 per employee
2. This contract is awarded without competitive bidding as a
professional service in accordance with N.J.S.A. 40:11-5 (1)(a) of
the Local Public Contracts Law because the services are to be
performed by a person authorized by law to practice a recognized
profession.
3. A notice of this action shall be published once in the Burlington
County Times.


PAUL L. STEPHENSON
MAYOR

ATTEST:

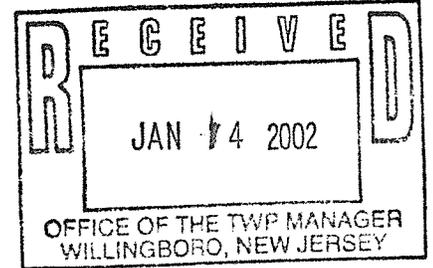

Rhoda Lichtenstadter, RMC
Township Clerk

Laura Comber
Supervisor

Direct Dial: 1.856.470.5145
Fax Number: 1.856.470.5174
E-Mail: lcomber@Yesinsure.com

Council Jan 22, 2002
Mty
Ag Item two
Commerce
National Risk Control
SERVICES

January 3, 2001



Denise Rose
Willingboro Township
One Salem Road
Willingboro, NJ 08046

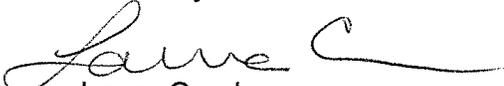
Dear Denise:

Enclosed are two original contracts for the CDL Random Alcohol and Drug Testing Program.

Please have both contracts signed, and return one fully executed contract to our office.

Thank you.

Sincerely,


Laura Comber
Supervisor

17000 Horizon Way
Mt. Laurel, New Jersey 08054
1.856.489.7000
(Toll Free) 1.877.396.3800
www@yesinsure.com

A Member of
Commerce Bancorp

WILLINGBORO TOWNSHIP
One Salem Road
Willingboro, NJ 08046

CONTRACT FOR PROFESSIONAL SERVICES

RE: COMMERCE NATIONAL RISK CONTROL SERVICES TO COORDINATE ALCOHOL AND
DRUG TESTING SERVICES; RESOLUTION 20 - 02

THIS AGREEMENT made this 7TH day of January 2002, by and between **WILLINGBORO TOWNSHIP**, a Municipal Corporation of the State of New Jersey, hereinafter referred to as **"TOWNSHIP"**

And

COMMERCE NATIONAL RISK CONTROL SERVICES, of 17000 Horizon Way, PO Box 1567, Mt. Laurel, NJ 08054, hereinafter referred to as **"CONTRACTOR"**

WITNESSETH:

WHEREAS, TOWNSHIP Council has authorized the execution of a Professional Services Contract with **COMMERCE NATIONAL RISK CONTROL SERVICES**, 17000 Horizon Way, PO Box 1567, Mt. Laurel, NJ 08054, pursuant to Resolution No. 20 - 02, duly adopted by the Governing Body on JAN 22, _____, 2002 and

WHEREAS, the **"CONTRACTOR"** is experienced in and capable of providing such services; and

WHEREAS, the Municipal Treasurer has certified the availability of funds for the within Contract;
and

WHEREAS, the TOWNSHIP Solicitor of the **WILLINGBORO TOWNSHIP** has determined that the within Contract is a valid Contract for Professional Services which may be awarded without competitive bidding, in accordance with the provisions of the Local Public Contracts Law of the State of New Jersey;
and

NOW, THEREFORE, in consideration of the mutual covenants and premises set forth herein, it is agreed as follows:

1. **SCOPE OF SERVICES:** **"TOWNSHIP"** hereby employs and retains the services of **"CONTRACTOR"**, for the term hereinafter specified, to provide such services to **"TOWNSHIP"** as specially set forth in certain specifications from **"CONTRACTOR"**, which is attached hereto as Exhibit **"A"** and which is incorporated herein by reference and made a part hereof.
2. **TERM:** This Contract shall be for specific services set forth in Exhibit **"A"** which shall be performed from January 1, 2002 to December 31, 2002. Time shall be strictly of the essence.

3. **COMPENSATION:** In consideration of performing those services provided in Exhibit "A" attached, "TOWNSHIP" agrees to pay "CONTRACTOR or its agent (Pogue Inc. t/a Pogue Safety and Health Consortium)" the following sums payable in the following manner: See Exhibit "B" attached hereto and made a part thereof.

Unless provided elsewhere in the contract documents, sum due to "CONTRACTOR" during the term of this Contract shall be paid upon the "CONTRACTOR" or its agent (Pogue Inc. t/a Pogue Safety and Health Consortium) submitting properly executed vouchers and upon the approval of such by the Governing Body thereof. All such requests for progress payments shall be in accordance with the rules, regulations and customary procedures established by "TOWNSHIP". Such vouchers will, under normal circumstances, be processed and paid by "TOWNSHIP" within forty five (45) days of receipt. Any provision in "CONTRACTOR'S" proposal to the contrary is herewith deemed superseded.

However, no services shall be rendered, nor charges made, which exceed either the purchase order amount or the amount appropriated for such services in the Municipal Budget.

4. **INDEPENDENT CONTRACTOR STATUS; CONTRACTOR TO PROVIDE INSURANCE:** The services to be provided by "CONTRACTOR" shall be performed as an Independent Contractor. It is understood, agreed and acknowledged that "CONTRACTOR" is not an employee of "TOWNSHIP" and shall not be considered as such for any purpose. All payments made by "TOWNSHIP" to "CONTRACTOR" pursuant to this contract shall be gross payments. No deductions shall be made therefrom for taxes for payroll deductions. "CONTRACTOR" represents and warrants that it will maintain in full force and effect workers' compensation coverage and disability coverage for all of "CONTRACTOR'S" employees.
5. **TERMINATION:** "TOWNSHIP" may terminate this contract for cause at any time, in which event, "CONTRACTOR" shall be entitled to be compensated for all services performed up to the date of termination.
6. **AFFIRMATIVE ACTION REQUIREMENTS:** "CONTRACTOR" acknowledged that this Contract must be carried out in accordance with the Affirmative Action requirements of the State of New Jersey. Accordingly, during the term of this Contract and during the performance of all duties under this Contract, "CONTRACTOR" agrees as follows: See Exhibit "C".
7. **AMENDMENTS:** Any amendment to this Contract must be in writing and signed by the parties hereto. Oral amendments shall have no force or effect.
8. **MISCELLANEOUS:**
 - (A) This Contract shall be construed in accordance with the laws of the State of New Jersey.
 - (B) This Contract shall be binding upon the parties hereto, their heirs, successors, administrators and assigns.

- (C) Paragraph headings are intended solely for the convenience of the parties and shall not be used in construing the provision of the paragraph.
- (D) Reference to the masculine gender shall be deemed to include all other genders. Reference to the singular shall be deemed to include the plural.

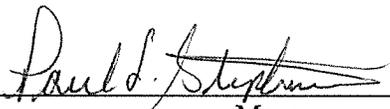
IN WITNESS WHEREOF, the parties have signed this Contract the day and year first above written.

Attest:

WILLINGBORO TOWNSHIP



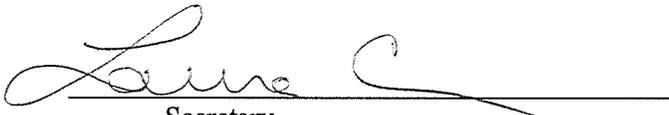
TOWNSHIP Clerk

By: 

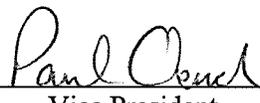
Mayor

Attest:

COMMERCE NATIONAL RISK CONTROL SERVICES



Secretary

By: 

Vice President

EXHIBIT "A"

I. SCOPE OF SERVICES

CONTRACTOR shall provide:

- (a) An alcohol and controlled substances program for CDL drivers and other participants in compliance with 49 CFR 382 and 49 CFR 40.
- (b) Policy revision and updating as needed with new regulations or adoption to circumstances and a generic policy if TOWNSHIP does not already have one.
- (c) Program coordination with supervisor, designated employer representative and custodian of records.
- (d) Conduct refresher training and updating on regulatory changes as requested by TOWNSHIP or as needed.
- (e) Education, training and orientation for new or not previously trained CDL holders.
- (f) Supervisor training for new or not previously trained supervisors.
- (g) Computerized random alcohol and controlled substance testing of CDL holders and other participants with employer notification.
- (h) On-site collection of HHS-5 Controlled substances Testing by DHHS Certified laboratory including certified Medical Review Officer (MRO) for the following tests:
 - 1. Post-accident
 - 2. Return to duty
 - 3. Random testing
 - 4. Reasonable suspicion
- (i) On-site breath alcohol testing with approved Evidential Breath Tester (operated by Certified Breath Alcohol Technicians) for the following tests:
 - 1. Post-accident
 - 2. Return to duty
 - 3. Random testing
 - 4. Reasonable suspicion
- (j) Random testing spread reasonably throughout the calendar year starting January 1, 2002 at a 25% annual rate for alcohol and a 50% annual rate for controlled substance of the CDL holders and other participants.
- (k) Quarterly and annual alcohol and controlled substance report.

- (l) Quality assurance reporting to the employer (assuring that facilities and certified personnel are adequate for the performance of testing services to be provided).
- (m) Assurance that blind specimen testing for quality assurance purposes is complete.
- (n) Verification that a secure location with controlled access is maintained for all records, information and notification, pursuant to 49 CFR 382.401.
- (o) Preparation and maintenance of controlled substances report program records in compliance with DOT laws.
- (p) A quarterly status report listing a breakdown of the number of employees tested for controlled substances and alcohol.
- (q) Maintenance of the list of TOWNSHIP participants in the CDL program as provided by the TOWNSHIP.
- (r) Invoicing to the TOWNSHIP based on the list of participants provided by the TOWNSHIP.

CONTRACTOR will not release individual test results to any person, without first obtaining specific written authorization from the tested individual. Nothing in this paragraph shall prohibit CONTRACTOR from releasing to TOWNSHIP, its agents or to the officials of the DOT operating agency or any state or local officials with regulatory authority over the testing program, individual test results or from releasing individual subpoenas or court orders resulting from legal proceedings including, but not limited to, unemployment hearings, workers' compensation hearings, or other legal hearings, initiated by the tested individual.

II. TOWNSHIP RESPONSIBILITIES.

- (a) TOWNSHIP shall maintain a written policy for alcohol and controlled substances testing for CDL holders and/or other municipal employees and require alcohol and drug testing services as required by 49 CFR 832.401.
- (b) TOWNSHIP shall designate a representative and an alternate to whom CONTRACTOR will report test results and discuss or report other information.
- (c) TOWNSHIP acknowledges that necessary certification procedures may be dependent upon cooperation by TOWNSHIP representatives, tested individuals and/or personal physicians and/or health care providers that may process vital medial history information.
- (d) TOWNSHIP acknowledges that a positive confirmatory alcohol test result equal to or greater than 0.04 does not necessarily indicate that a tested individual is an alcoholic. TOWNSHIP acknowledges that a confirmed and medically reviewed positive controlled substances test result does not necessarily indicate that a tested individual is an addict.
- (e) TOWNSHIP must notify CONTRACTOR of any additions and/or deletions of municipal random selection pool(s) and/or other municipal employees as required for the CDL Pool within ten (10) working days.

EXHIBIT "B"

TOWNSHIP agrees to pay CONTRACTOR or its agent (Pogue, Inc. t/a Pogue Safety and Health Consortium) the sum of \$58.00 per CDL holder or other participants. Payment terms are net thirty (30) days after the date of any invoice.

TOWNSHIP may authorize CONTRACTOR to request specific information and to order additional tests as necessary or appropriate related to drug and alcohol tests performed on TOWNSHIP CDL holders and agrees to pay additional costs and/or charges related to such information, request(s) and/or additional tests performed.

Reporting of results to TOWNSHIP by CONTRACTOR, if applicable, will be by facsimile transmission, electronic transmission or first class US mail; in exceptional circumstances reporting may be by telephone. Provision of results by overnight carrier (Federal Express, Airborne or Express Mail) can be arranged; the charge for this service will depend upon the carrier selected.

SIGNIFICANT CHANGE IN SERVICES PROVIDED

If during the term of this Contract there are significant changes mandated by federal or state law, both parties agree to renegotiate the services and fees thereby affected by said change(s).

EXHIBIT "C":
P.L. 1975, C. 127 (N.J.A.C. 17:27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status or sex. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

The contractor or subcontractor, where applicable will, in all solicitation or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, or sex;

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform, in writing, appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes

and court decisions of the State of New Jersey, and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

Submitted by
Name of Firm: COMMERCE NATIONAL
RISK CONTROL SERVICES

By: Paul C. [Signature]

Title: VP

Date: 1/9/02



TOWNSHIP OF WILLINGBORO

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

January 25, 2002

**Laura Comber
Supervisor
Commerce National Risk Control
17000 Horizon Way
Mount Laurel, New Jersey 08054**

Dear Ms. Comber:

**Enclosed is a copy of Resolution No. 2002-20 adopted
at the Willingboro Township Council meeting of January 22, 2002
authorizing an agreement for Commercial Driver's License Testing
Program.**

Sincerely,

**Rhoda Lichtenstadter, RMC
Township Clerk**

Enclosure

/eb

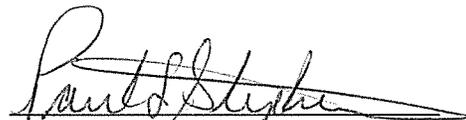
RESOLUTION NO 2002 - 21

WHEREAS, the Shelter for victims of domestic violence in Willingboro has been operated by the Providence House/Willingboro Shelter; and

WHEREAS, the Providence House/Willingboro Shelter property is owned by the Township of Willingboro; and

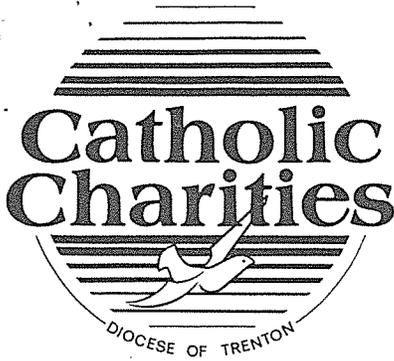
WHEREAS, it is proper to formally authorize the execution of this Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 22nd day of January, 2002, that the Mayor and Clerk are hereby authorized to execute the attached agreement on behalf of the Township.


PAUL L. STEPHENSON
MAYOR

ATTEST:

Rhoda Lichtenstadter, RMC
Township Clerk



Providence House Division
Comprehensive Domestic Violence Services

Francis E. Dolan, ACSW, LSW
Executive Director

Barry H. Cole, Ph.D.
Associate Executive Director/Program Services

Jean L. Metz, ACSW, LCSW
Director, Providence House Division

A behavioral health care and social service agency serving Burlington, Mercer, Monmouth and Ocean Counties

✓ Council Mtg Jan. 22, 2002
my R Item ONE

January 14, 2002

Denise Rose
Willingboro Township Manager
Willingboro Municipal Complex
One Salem Road
Willingboro, NJ 08046

Dear Denise:

It's that time of year again at Providence House/Willingboro Shelter. We are in the midst of renewing our annual contract with the Division of Youth and Family Services. As you may remember, our contract requires a matching grant, which Willingboro Township has so generously provided us over the past several years. This year, as in years past, we are requesting that Willingboro Township provide \$28,000 in funding, which includes \$15,940 in cash funds and \$12,060 in in-kind support. I have attached the Public Donor Agreement for your signature and kindly request that you return the form to me as soon as you possibly can. The Division of Youth and Family Services requires that this form be included in our contract renewal, which will be due shortly.

Denise, please know how deeply grateful we are for the very generous support that Willingboro Township has shown Providence House/Willingboro Shelter over the years. Our partnership has truly benefited victims of domestic abuse, offering help and hope for families throughout Burlington County for a future that is violence-free.

If you have any questions, or need any additional information, please do not hesitate to contact me, or Stacy Pinelli, Community Affairs and Grants Manager, at (856) 824-0599.

Sincerely,

Jean L. Metz
Division Director

cc: Bruno Cellucci, Controller, Catholic Charities Diocese of Trenton



Providence House / Willingboro Shelter
Domestic Violence Destroys Families
P.O. Box 496 • Willingboro, New Jersey 08046
Office: 856-824-0599 • 24-Hour Hotline: 609-871-7551



Public Donor Agreement

ATTACHMENT A

IN-KIND CONTRIBUTIONS

List the total In-Kind Contributions applicable to each Contract budget category. A detailed description of the In-Kind Contribution for each budget category is to be attached.

A. Personal Services	_____
B. Consultants and Professional Fees	_____
C. Materials and Supplies	_____
D. Facility Costs	<u>\$12,060</u>
E. Specific Assistance to Clients	_____
F. Other	_____
TOTAL IN-KIND CONTRIBUTIONS	<u>\$ 12,060</u>



Providence House Division
Comprehensive Domestic Violence Services

Francis E. Dolan, ACSW, LSW
Executive Director

Barry H. Cole, Ph.D.
Associate Executive Director/Program Services

Jean L. Metz, ACSW, LCSW
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A behavioral health care and social service agency serving Burlington, Mercer, Monmouth and Ocean Counties

✓ Council Mtg Jan. 22, 2002
my RITEN ONE

January 14, 2002

Denise Rose
Willingboro Township Manager
Willingboro Municipal Complex
One Salem Road
Willingboro, NJ 08046

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If you have any questions, or need any additional information, please do not hesitate to contact me, or Stacy Pinelli, Community Affairs and Grants Manager, at (856) 824-0599.

Sincerely,

A handwritten signature in black ink, appearing to read "J Metz", written over a white background.

Jean L. Metz
Division Director

cc: Bruno Cellucci, Controller, Catholic Charities Diocese of Trenton



Providence House / Willingboro Shelter
Domestic Violence Destroys Families
P.O. Box 496 • Willingboro, New Jersey 08046
Office: 856-824-0599 • 24-Hour Hotline: 609-871-7551



Donor Agreement # _____

PUBLIC DONOR AGREEMENT

AGREEMENT between Providence House of Catholic Charities
_____ (the "Provider Agency") and Willingboro Township
_____ (the "Donor").

WHEREAS the New Jersey Department of Human Services (the "Department") has been duly designated to administer or supervise the administration of social services program, as defined in the New Jersey State plans for social services; and

WHEREAS the Department desires that the Provider Agency deliver services and the provider Agency has agreed to deliver services; and

WHEREAS the Department's policies establish that resources donated by a public donor in the form of cash or In-Kind Contributions (as defined below) may, under certain conditions, be used as match in the provision of social services; and

WHEREAS the Donor wishes to make a donation to support social services;

THEREFORE, the Provider Agency and the Donor agree to the following terms and conditions:

1. **Definitions** – For the purposes of this document, the following terms, when capitalized, shall have meanings as stated:
 - A. **Donated Resources** means the total donation made by the Donor as match. Donated resources may include cash donations and/or In-Kind Contributions.
 - B. **In-Kind Contributions** means property or services (except the services of volunteers) which are contributed by a public entity without charge to the Provider Agency. Included as In-Kind Contributions are public contributions formerly designated as CCE (Certified Cash Expenditures). All In-Kind Contributions under this agreement are listed as Attachment I to this agreement.
2. **Term** – This Agreement shall begin on January 1, 2002 and shall terminate on December 31, 2002 barring any outstanding obligations of either party.
3. **Donated Resources** – This Donor agrees to provide Donated Resources in an amount totaling \$ 28,000 to the Provider Agency.
4. **Provision of Donated Resources** – During the term of this agreement, Donated Resources shall be Contributed by the Donor to the Provider Agency as follows:

The Donor's obligation to provide the Donated Resources as specified in paragraph 4 of this agreement shall not be contingent upon the Donor's ability to produce sufficient In-Kind Contributions. The Donor agrees that if sufficient In-Kind Contributions are not available to meet its obligation to the Provider Agency, the balance of the donation will be paid in cash before this agreement terminates.

In cases in which In-Kind Contributions are made, the Donor agrees to submit to the Provider Agency monthly written reports attesting to the value of the In-Kind Contributions as they are applied to the social service program. The Donor understands that this report is required by the State agency as documentation of program expenses.

- 9. Donor's Representations - The Donor represents that the Donated Resources are not currently being used to match expenditures in another program.

In cases in which In-Kind Contributions are made, the Donor also represents that the value of the In-Kind Contributions listed on Attachment I to this agreement fairly represents their value to the social service program.

- 10. Indemnification - The Donor indemnifies and holds the Provider Agency harmless for any loss or disallowance of reimbursement that the Provider Agency may suffer due to the inaccuracy of any statement made in this agreement by the Donor.

- 11. Audit - The Donor agrees to cooperate in any audit of the source of the Donated Resources. An audit may be conducted by or on behalf of the Provider Agency, the Department, or the federal government.

The Donor understands that such an audit may include the sources of cash and/or In-Kind Contributions. The Donor further understands that it is responsible for maintaining sufficient documentation to support each kind of donation.

- 12. Entire Agreement - This document contains all the terms and conditions agreed to by the Provider Agency and the Donor. Any amendment or modification of this agreement must be approved by the Department.

BY: Paul L. Stephen
 Signature of Donor's
 Authorized Representative

NAME: DR. Paul L. Stephen

TITLE: MAYOR

DONOR: Township of Willingboro

DONOR ADDRESS: One Salem Road

Willingboro, NJ 08046

PHONE NUMBER: 877-2200

DATED: 1/22/08

BY: [Redacted]
 Signature of the Provider
 Agency's Authorized
 Representative

Francis E. Dolan

Executive Director

PROVIDER AGENCY: Catholic Charities

PROVIDER ADDRESS: 383 West State Street

[Redacted], NJ 08618

PHONE NUMBER: [Redacted] 94-5181

DATED: [Redacted]

Public Donor Agreement

ATTACHMENT A

IN-KIND CONTRIBUTIONS

List the total In-Kind Contributions applicable to each Contract budget category. A detailed description of the In-Kind Contribution for each budget category is to be attached.

A. Personal Services	_____
B. Consultants and Professional Fees	_____
C. Materials and Supplies	_____
D. Facility Costs	<u>\$12,060</u>
E. Specific Assistance to Clients	_____
F. Other	_____
TOTAL IN-KIND CONTRIBUTIONS	<u>\$ 12,060</u>

RESOLUTION NO. 2002-22

A RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH THE BURLINGTON COUNTY FREEHOLDERS.

WHEREAS, the 40 municipalities within Burlington County are interested in providing cost effective and efficient delivery of governmental services to their citizens; and

WHEREAS, it is believed that jointly sharing services provided by various municipalities will be cost effective and efficient; and

WHEREAS, there is a need to facilitate the sharing of governmental services;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 5th day of February, 2002, that it does actively support discussing and researching possible new and enhanced Shared Services between one or more neighboring towns, the County government and/or the local school district; and

BE IT FURTHER RESOLVED, that the following two representatives of the Township of Willingboro, Mayor Paul L. Stephenson, and Denise Rose, Township Manager are hereby authorized and encouraged to participate in all meetings of the Burlington County Shared Services Forum, and/or its subcommittees, for the purpose of reaching a consensus on the best opportunities for Shared Services among these governmental agencies; and

BE IT FURTHER RESOLVED, that the Governing Body hereby authorizes a nominal contribution to a nominal contribution to the Burlington County Shared Services Forum in the amount of \$750 to help pay for Shared Services facilitation/consultation services; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the Burlington County Board of Freeholders and the Township Manager of Maple Shade.


PAUL L. STEPHENSON
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk



TOWNSHIP OF WILLINGBORO

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

February 6, 2002

**Dawn Marie Addiego, Director
Burlington County Office Building
49 Rancocas Road
Mount Holly, New Jersey 08060**

Dear Ms. Addiego:

**Enclosed is a copy of Resolution No. 2002-22 adopted
at the Willingboro Township Council meeting of February 5, 2002
authorizing a Shared Services Agreement with the Burlington County
Freeholders.**

Sincerely,

**Rhoda Lichtenstadter, RMC
Township Clerk**

Enclosure

/eb

c: Dawn Marie Addiego
Vincent Farias
Theresa Brown
William Haines, Jr.
James Wujcik
Maple Shade, Twp. Mgr.

RESOLUTION NO. 2002- 23
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.

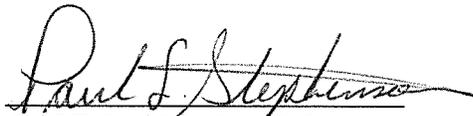
WHEREAS, the New Jersey State Uniform Construction Code provides for fines to be imposed by the Construction Official; and

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 5TH day of February, 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: JANUARY 30, 2002

SUBJECT: **PROPERTY MAINTENANCE VIOLATIONS**

Under the Township's Property Maintenance Ordinance, liens have been imposed on properties in the amount of **\$6,990.70** for the time period of January 1, 2002 through January 31, 2002.

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

Property Maintenance: Properties

<u>ADDRESS</u>	<u>BLOCK & LOT</u>	<u>WORK DONE</u>	<u>AMOUNT</u>
7 Rutledge Pl.	903-58	Attach front raingutter	\$210.00
25 Radcliff Pl.	903-25	Attach raingutter, repair hole in soffitt	\$261.60
Foundation Builders			
3 Brewster Turn.	247-7	Emergency Board up	\$330.00
26 Southampton Dr.	114-9	Emergency Board up	\$954.00
40 Ballad Ln.	235-12	Emergency Board up	\$576.00
Stokley's, Inc.			
78 Marboro Ln.	536-25	Replace Sewer Lateral	\$3,107.50

Diaczynsky

74 Beaverdale Ln.	223-18	Removal of debris	\$453.60
13 Peppermint Ln.	303-26	Removal of branches	\$194.40
72 Babbitt Ln.	204-20	Clean up yard, remove all debris	\$523.20
44 Midvale Ln.	519-7	Removal of debris on entire property, board and paint 2 windows	\$380.40

Calin Construction

Total **\$6,990.70**


Leonard Mason
Director of Inspections

LM:lam

RESOLUTION NO. 2002- 24

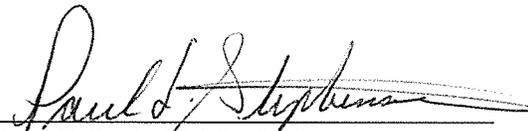
A RESOLUTION AUTHORIZING REFUNDS FOR OVER-
PAYMENTS OF TAXES DUE TO PAYMENTS IN ERROR.

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

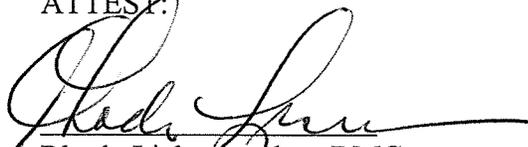
WHEREAS, refunds are due for these overpayments as listed on the attached schedule and made a part hereto;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 5TH day of February, 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

DE MOSS, LEWIS & PAULINE 9 BONNIE LANE BLOCK 229 LOT 3 9 BONNIE LANE 100% EXEMPT	\$2738.41
RONALD CHAMBERS 21 BEECHNUT LANE BLOCK 18 LOT 3.05 21 BEECHNUT LANE 100% EXEMPT	1160.01
SURETY TITLE CORP. THREE GREENTREE CENTER SUITE 201 MARLTON, N.J. 08053 BLOCK 1202.01 LOT 83 63 FAIRMOUNT DRIVE OVERPAYMENT TAXES	652.44
CHASE MANHATTAN MTG. 6053 S. FASHION SQUARE #200 MURRAY, UT. 84107 BLOCK 1007 LOT 10 33 NEW POND LANE OVERPAYMENT TAXES	3524.95
EDWARD T. BURKE 11222 RICHMOND AVE. SUITE 160 HOUSTON, TEXAS 77082 BLOCK 820 LOT 3 11 ENDWELL LANE 100% EXEMPT	910.08
TRANSAMERICA REAL ESTATE TAX SERVICE SUITE 210, 58 SOUTH SERVICE RD. MELVILLE, NY 11747 BLOCK 838. LOT 19 14 EBBTIDE LANE OVERPAYMENT TAXES	673.30
WASHINGTON MUTUAL C/O LERETTA CORP 4910 RIVERGRADE ROAD, BLDG 550, 3 RD FLR, SUITE 301 IRWINDALE, CA. 91706 BLOCK 806 LOT 25 57 EASTBROOK LANE 100% EXEMPT	1749.32

TRANSAMERICA REAL ESTATE TAX SERVICE SUITE 210, 58 SOUTH SERVICE ROAD MELVILLE, NY 11747 BLOCK 902 LOT 23 11 RICHMOND PLACE 100% EXEMPT	564.90
CLINTON MANAGEMENT 222 GRAND AVE. ENGLEWOOD, N.J. 07631 BLOCK 512 LOT 36.01 16 SALEM ROAD OVERPAYMENT TAXES	649.85
CONGRESS TITLE 110 BARCLAY PAV. CHERRY HILL, N.J. 08034 BLOCK 241 LOT 31 1 BURGESS LANE OVERPAYMENT TAXES	750.52
TRANSAMERICA REAL ESTATE TAX SERVICE SUITE 210, 58 SOUTH SERVICE ROAD MELVILLE, NEW YORK 11747 BLOCK 240 LOT 3 10 BURGESS LANE OVERPAYMENT TAXES	752.72
TRANSAMERICA REAL ESTATE TAX SERVICE SUITE 210, 58 SOUTH SERVICE ROAD MELVILLE, NEW YORK 11747 BLOCK 901 LOT 6 16 ROCKLAND DRIVE DUE TO APPEAL	101.49
RBP MD PC PENSION PLAN 1231 BARROWDALE ROAD RYDAL, PA 19046 BLOCK 239 LOT 19 60 BERKSHIRE LANE OVERPAYMENT TAXES	5.57
ESCHEN & FRENKEL, LLP 80 MAIN ST. 5 TH FLOOR WEST ORANGE, N.J. 07052 BLOCK 905 LOT 25 57 ROCKLAND DRIVE OVERPAYMENT TAXES	637.42

DUPREE, CURTIS & ANESIA 27 MESSENGER LANE BLOCK 523 LOT 61 27 MESSENGER LANE OVERPAYMENT TAXES	542.01
THE MORTGAGE SERVICE CENTER PO BOX 8469 CANTON, OHIO 44711 BLOCK 207 LOT 32 29 BABBITT LANE OVERPAYMENT TAXES	97.80
TRANSAMERICA REAL ESTATE TAX SERVICE SUITE 210, 58 SOUTH SERVICE ROAD MELVILLE, NEW YORK 11747 BLOCK 215 LOT 2 5 BALFOUR LANE OVERPAYMENT TAXES	725.21

RESOLUTION NO. 2002 – 25

PERFORMANCE ASSESSMENT REVIEW
RESOLUTION.

WHEREAS, there is a need to establish a Performance Assessment Review (P.A.R) process to periodically evaluate each employee; and

WHEREAS, adopting a PAR model developed by the New Jersey State Department of Personnel could benefit our application profile for additional state and federal funding; and

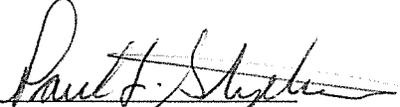
WHEREAS, documented PAR's constitute the basis for employee promotions and for increasing or withholding pay increments as well as terminations; and

WHEREAS, Article 40:69A-91 of the Municipal Charter Law allows for a Township Council to establish commissions to investigate departmental matters relating to the welfare of the municipality,

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 5th day of February, 2002, that a commission on staff development be established to monitor progress relative to employee PAR's; and

BE IT FURTHER RESOLVED, that the Township Manager, in cooperation with the State Department of Personnel implement PAR training within 90 days of the introduction of the budget.

BE IT FURTHER RESOLVED, that copies of this resolution be provided to all department directors for their information and attention.


PAUL L. STEPHENSON
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk