

WILLINGBORO TOWNSHIP COUNCIL

AGENDA

OCTOBER 20, 2015

2:00 PM  
Call to order  
Flag Salute  
Statement  
Roll Call

Manager's Report

Ordinance

RE-INTRODUCTION OF AMENDED ORDINANCE 2015-9  
2015 SALARY ORDINANCE

SALARIES, WAGES AND OTHER COMPENSATION FOR NON-CONTRACTUAL EMPLOYEES  
AND OFFICIALS OF THE TOWNSHIP OF WILLINGBORO

(Notice of Re-Introduction of Ordinances: The Ordinances 2015-9 published herewith was re- introduced and passed on first reading at public meeting of the Township Council of the Township of Willingboro, County of Burlington, State of New Jersey, held on Tues, October 20, 2015 at 7 P.M. It will be considered for final passage after public hearing to be held on November 4, 2015at 7P.M. at the Willingboro Municipal Complex, One Dr.Rev. M.L. King, Jr. Drive. Copies will be made available at the Township Clerk's office in the Municipal Building to the members of the general public who shall request the same.

- Res. 2015—131      RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR TOWNSHIP TO PURCHASE AND IMPLEMENT AN ONLINE WEB-BASED REGISTRATION PROGRAM FOR THE RECREATION AND PARKS DEPARTMENT AND ADDITIONAL REQUIRED HARDWARE AND SOFTWARE FOR CREDIT CARD PROCESSING (HELD FROM OCTOBER 6, 2015 MEETING)
- Res. 2015---132      RESOLUTION AUTHORIZING THE AWARD OF NON-FAIR AND OPEN CONTRACT FOR TOWNSHIP PRINTER MANAGEMENT AND MAINTENANCE SERVICES
- Res. 2015---133      RESOLUTION REAPPOINTING THE TAX ASSESSOR FOR THE TOWNSHIP OF WILLINGBORO FOR A FOUR YEAR TERM
- Res. 2015---134      EXECUTIVE SESSION (IF NEEDED)

Approval of August 4, 2015 and September 1, 2015 Minutes

Approval of Raffle License #619 and Bingo License #579 for Christ the King Episcopal Church

**Willingboro Township Council Meeting of October 20, 2015, held in the Council Chambers, Municipal Complex, One Rev. Dr. M. L. King, Jr., Willingboro, New Jersey.**

The meeting was called to order at 7PM

Flag Salute

The Required statement was read.

In compliance with the Open Public Meeting Act, this is to announce that adequate notice of this meeting was provided in the following manner.

On January 1, 2015, advance written notice of this meeting was posted on the bulletin board in the Municipal Complex.

On January 1, 2015, advance written notice of this meeting was mailed to the Burlington County times, Willingboro, the Trenton Times, the Philadelphia Inquirer and the Courier Post.

On January 1, 2015, advance written notice of this meeting was filed with the Township Clerk.

The Clerk is directed to enter into the minutes of this meeting this public announcement.

Roll Call:	Councilman Holley	Present
	Councilwoman Jennings	Present
	Councilman Walker	Present
	Deputy Mayor Anderson	Present
	Mayor Campbell	Present

Also: Joanne Diggs, Township Manager; Michael Armstrong, LLC Firm; Wendell Bibbs, Township Engineer; Vann Jones, Director of Special Services

**Manager's Report (See attached)**

**Ordinance**


**RE-INTRODUCTION OF AMENDED ORDINANCE 2015-9  
2015 SALARY ORDINANCE**

**SALARIES, WAGES AND OTHER COMPENSATION FOR NON-CONTRACTUAL EMPLOYEES  
AND OFFICIALS OF THE TOWNSHIP OF WILLINGBORO**

(Notice of Re-Introduction of Ordinances: The Ordinances 2015-9 published herewith was re- introduced and passed on first reading at public meeting of the Township Council of the Township of Willingboro, County of Burlington, State of New Jersey, held on Tues, October 20, 2015 at 7 P.M. It will be considered for final passage after public hearing to be held on November 4, 2015at 7P.M. at the Willingboro Municipal Complex, One Dr. Rev. M.L. King, Jr. Drive. Copies will be made available at the Township Clerk's office in the Municipal Building to the members of the general public who shall request the same.

# Township of Willingboro

**To:** The Honorable Eddie Campbell, Jr., Mayor  
The Honorable Nathaniel Anderson, Deputy Mayor  
The Honorable Darvis K. Holley, Councilman  
The Honorable Jacqueline Jennings, Councilwoman  
The Honorable Christopher Walker, Councilman

**From:**   
Joanne G. Diggs, Township Manager

**Date:** October 20, 2015

**Re:** Agenda

## MANAGER'S REPORT

- Municipalities are required each year to submit to the State a "Best Practices Worksheet." After answering the questions, the score is tallied and we are required to score above 80% in order to receive 100% of our state aid. If that standard is not met a municipality could loss from 20% to 100% of their state aid. Our Finance Department has completed our worksheet for 2015 and our score is 88%. One of the requirements of the worksheet is that these answers be discussed with the governing body. I e-mailed you a copy of the 2015 worksheet and a copy is attached. I want to take this time to discuss some of the items on the worksheet.
- The bid threshold for those municipalities with a qualified purchasing agent has increased from \$36,000 to \$40,000 and the quotation threshold has increase to \$6,000. I recommend that we take advantage of these changes and follow the new state recommended guidelines.

## EXECUTIVE SESSION

## ENGINEERS REPORT

## SOLICITOR'S REPORT

Best Practices Worksheet CY 2015/SFY2016

Willingboro Township (Burlington)			
0338		Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments	
	<b>General Management - GM</b>		
1	yes	Sharing services has been promoted for many years as a means to control costs. In addition to sharing resources such as labor, facilities and equipment with a county or with neighboring communities, shared services include similar agreements with school boards, independent authorities and fire districts. Shared services do not include cooperative purchasing, cooperative pricing or commodity resale agreements. <u>Did your municipality actively negotiate (i.e. meet with representatives from a neighboring town, your county or another local unit) and/or enter into at least one new shared service agreement, or actively negotiate or enter into the renewal of at least one existing shared service agreement, in the preceding year?</u>	
2	Yes	If a final judgment has been entered against the municipality and there is no further adjudication, or if the municipality reaches a final settlement, has your municipality satisfied its obligations under a final judgment or settlement in a timely fashion pursuant to their terms (e.g. tax appeals, tort claims, contractual disputes)? <u>This question cannot be answered "Yes" if your municipality has satisfied a judgment or settlement but additional interest and/or other penalties have been imposed as a result of noncompliance with the terms thereof.</u> This question does not apply to claims adjudicated or settled by the municipality's JIF or insurance carrier.	
3	Yes	Has your municipality adopted a vehicle use policy prohibiting personal use of municipal vehicles (except for commuting), and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? <b>Only answer "N/A" if your municipality does not have any municipally-owned vehicles.</b>	
4	Yes	Has the appropriate administrative official reviewed the <u>State Comptroller's June 25, 2013 Report</u> on local government legal fees, and does your municipality follow the best practices outlined in the checklist annexed as an Appendix to the report?	

Best Practices Worksheet CY 2015/SFY2016

Willingboro Township (Burlington)			
0338	Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	Comments	
5	Yes	Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?	
6	Yes	Does your municipality require its elected officials to attend on an annual basis at least one instructional course covering the responsibilities and obligations of elected officials (for example: ethics, municipal finance, labor relations, risk management, shared services, purchasing, land use administration, personnel, technology etcetera)? This item may be satisfied either through a course approved for continuing education credit by DLGS, or in-house education provided by a professional, vendor or staff member (provided they have significant expertise in their profession and routinely prepare public presentations).	
	Yes	With regard to your municipality's collective bargaining agreements that replaced contracts expiring on or after 1/1/11, is the overall impact of the aggregate economic costs limited to an average increase of 2% or less per year over the contract term?	
	N/A	A municipality's participation in FEMA's <u>National Flood Insurance Program Community Rating System</u> can lead to significant flood insurance premium reductions for its homeowners. An explanation of the program may be found on FEMA's website at <a href="http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system">http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system</a> , and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at <a href="http://www.nj.gov/dep/floodcontrol/about.htm">http://www.nj.gov/dep/floodcontrol/about.htm</a> . <u>Does your municipality have, or is your municipality in the process of attaining, a Community Rating System ranking of at least Class 9?</u>	

Best Practices Worksheet CY 2015/SFY2016

Willingboro Township (Burlington)			
0338		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments	
N/A	If the ratio of assessed values to market values in your municipality is presently less than 65%, is your municipality in the process of conducting a reassessment or revaluation?		
No	The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. Compliance by local elected officials is particularly important. <u>Have all of your local elected officials filed their Financial Disclosure Form in 2015 that covers the 2014 calendar year?</u>		
Yes	Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of an authority is often appropriate, and many authorities successfully fulfill their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. <u>N.J.S.A. 40A:5A-20</u> allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether the authority's continued existence is appropriate, and whether the authority is appropriately and efficiently serving its residents. <u>Does the governing body meet at least once annually to discuss an assessment of the authority or authorities they have created?</u>		

Best Practices Worksheet CY 2015/SFY2016

Willingboro Township (Burlington)

0338 Please see Color Key at bottom of sheet for limits on answers

	Answer	Question	Comments
		Finance & Audit - FA	
12	Yes	Internal accounting control processes, procedures and authorizations are designed to safeguard assets and to limit the risk of loss or misstatement. <u>1) Are internal accounting control processes, procedures and authorizations documented and communicated to staff; and 2) Does your Administrator/Manager or CFO, as appropriate, evaluate and discuss risk assessment annually with your governing body or an appropriate subcommittee thereof (such as the Audit or Finance Committee) with a focus on developing and updating accounting control processes, procedures and authorizations?</u> If you selected "yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee.	25-Jun
13	N/A	In Local Finance Notice 2007-5, the Division issued guidance concerning the collection and accounting of fees by mayors for the performance of marriage and civil union ceremonies. If your municipality's mayor collects fees for performing weddings and civil unions, are the guidelines on pages 2 and 3 of LFN 2007-5 being followed?	
14	No	Does your municipality have a Finance Committee (or equivalent) made up of one or more members of the governing body and other appropriate personnel, as may be needed, that meets at least <u>quarterly</u> and discusses all significant financial issues? If you answer "Yes", <b>phrase state in the Comment section the approximate date of your municipality's most recent Finance Committee meeting.</b>	
	Yes	Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. <u>Have all audit findings from the 2013 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2014 audit?</u> If the answer is no, please list the repeat findings in the comments section. Only answer "N/A" if there were no audit findings in 2013. If your municipality wishes to appeal the result of this question, the Director shall determine based on the comment(s) whether the finding(s) is/are sufficiently material to warrant a "no" answer.	

Best Practices Worksheet CY 2015/SFY2016

Willingboro Township (Burlington)		
0338	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
16 Yes	<p>The CFO should be capable of preparing the annual financial statement, annual debt statement and budget schedules. Excessive auditor assistance on these documents could create a perception that the auditor is not truly independent of the client in auditing the client's financial statements. At a minimum, each CFO should prepare balanced and reconciled financial records including books of original entry, general ledgers, subsidiary ledgers and other computer reports that accurately analyze and reflect the municipality's financial position. These records should have sufficient detail for an accountant with sufficient knowledge of New Jersey's municipal accounting system to extract information necessary to prepare financial and debt statements. This requires that, within acceptable tolerance, all financial transactions (cash and non-cash) be posted in the general ledger and that all general ledger accounts be supported by subsidiary ledgers, reports, reconciliations or are otherwise analyzed. <u>A "yes" answer is appropriate if 1) your CFO prepares the annual financial statement, annual debt statement and annual budget, or 2) your CFO presents balanced and reconciled financial records, or 3) you are retaining outside assistance to do so from an individual or entity separate from your municipality's audit firm.</u> Please note that item #2 cannot count as a "yes" answer if the Report of Audit contains comments and recommendations regarding the General Ledger or Cash Account balances not being reconciled.</p>	
Yes	<p>Grant programs can create a significant burden on a municipality's cash flow if program expenses are either not timely reimbursed or are charged to other operating accounts instead of to the grant. Are all grant revenues, along with their corresponding appropriations, reviewed at least quarterly to determine that all program expenses have 1) been filed for reimbursement and 2) have been properly charged to the grant, with follow up communication to grantor agencies in instances where payments are delayed?</p>	



Best Practices Worksheet CY 2015/SFY2016

Willingboro Township (Burlington)			
0338		Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments	
Yes	N.J.S.A. 40A:5-4 requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of its fiscal year. Further, N.J.S.A. 40A:5-6 requires the municipality's auditor to submit a certified duplicate copy of the audit report and recommendations with the Division within 5 days after filing the original with the municipal clerk. <u>Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that your auditor has filed a certified duplicate copy of the audit report with the Division? You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.</u>		
Yes	For its most recent audit period completed, has the municipality: 1) <u>not</u> had findings reported in the Schedule of Findings and Questioned Costs related to potential or actual questioned costs; or 2) <u>not</u> accrued a liability or made payment to a grantor for questioned costs or disallowed expenditures; or 3) <u>not</u> been notified of an amount that must be refunded to a grantor as a result of a contract audit or for any other reason?		
Yes	Pursuant to N.J.S.A. 40A: 2-40, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file their Annual Debt Statement with the Division of Local Government Services. The annual debt statement must be filed electronically following the procedure described in Local Finance Notice 2013-3. <u>Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?</u>		

Best Practices Worksheet CY 2015/SFY2016

Willingboro Township (Burlington)				
0338	Please see Color Key at bottom of sheet for limits on answers			
Answer	Question	Comments		
Yes	<p><u>Local Finance Notice 2014-09</u> contains important information about the need for municipalities that have certain outstanding debt to abide by requirements to annually disclose certain information with respect to financial conditions. The continuing financial disclosure obligations are required by federal law and local agreements executed as part of past issuances of debt. Failure to comply can result in penalties against local governments and individual officers responsible for various filings. Failure to comply can also result in a lack of access to capital markets. <u>Has your CFO done all of the following: (1) reviewed Local Finance Notice 2014-09; and (2) undertaken, or caused to be undertaken, a review of past compliance with such requirements?</u></p>			
Yes	<p>Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in the previous question?</p>			
<b>Procurement - P</b>				
23	No	<p>Municipalities and their agencies are allowed to prohibit the award of public contracts to business entities that have made certain campaign contributions exceeding \$300 and to limit the contributions that the holders of a contract can make during the term of a contract to \$300. A model ordinance concerning pay-to-play can be found at <a href="http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc">http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc</a>. <u>Has your municipality adopted a pay-to-play ordinance pursuant to N.J.S.A. 40A:11-51 that is more restrictive than state statutory requirements?</u></p>		
24	N/A	<p>Pursuant to <u>N.J.S.A. 52:15C-10(a)</u>, municipalities (among other government entities) must notify the State Comptroller within no later than 20 business days of awarding most contracts greater than \$2 million but less than \$10 million. For contracts \$10 million or more, <u>N.J.S.A. 52:15C-10(b)</u> requires written notification to the State Comptroller of any negotiation or solicitation no later than 30 days before advertisement; from which point the State Comptroller has 30 days to approve the procurement moving forward unless said period is waived. Further information on the law and applicable forms is available on the State Comptroller's website. <u>Did your municipality comply with the notice and approval provisions of N.J.S.A. 52:15C-10 in the prior year?</u></p>		

Best Practices Worksheet CY 2015/SFY2016

Willingboro Township (Burlington)			
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Answer	Question	Comments	
25 Yes	The Prompt Payment Law, enacted as P.L. 2006 c.96, establishes timing standards for the payment of obligations under a wide range of construction-related contracts. The law seeks to ensure that contractors submitting bills for completed work are paid on a timely, established schedule, and that the full chain of subcontractors receive timely payment from their hiring contractor. Local Finance Notice 2006-21 discusses the law and its impact on local governments. <u>Have your municipality's claim payment procedures been reviewed by legal counsel and appropriate municipal staff to ensure compliance with the Prompt Payment Law?</u>		
26 Yes	Has your municipality established a chain of command as required by <u>N.J.A.C. 5:34-6.1(b)</u> to ensure appropriate individuals are in place to determine when emergency procurement is necessary, and to ensure that the provisions for emergency purchasing set forth in <u>N.J.S.A. 40A:11-6</u> are properly implemented?		
27 Yes	<u>N.J.S.A. 40A:11-5 (a)(i)</u> states that, if a municipality utilizes the professional services exemption from the Local Public Contracts Law, "The governing body shall in each instance state supporting reasons for its action in the resolution awarding each contract and shall forthwith cause to be printed once, in the official newspaper, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the clerk of the [] municipality...". <u>With respect to the award of professional services contracts, is your municipality complying with the above referenced provision of the Local Public Contracts Law?</u>		

Best Practices Worksheet CY 2015/SFY2016

Willingboro Township (Burlington)			
0338		Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments	
<b>Budget Preparation and Presentation - BP</b>			
28	Yes	In preparing your annual budget it is important for both the governing body and public to understand the concept of surplus and how it accumulates (or declines) over the years. A formal policy regarding surplus serves as a basis for decisions concerning future financial solvency, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy your CFO should analyze and explain at least a five-year trend of surplus; illustrating the factors causing each annual increase or decrease. A surplus policy with realistic and sustainable goals can then be determined. <u>Does your municipality have a written policy goal for the amount of surplus available in support of municipal operations, and is this goal evaluated annually?</u>	
29	Yes	In preparing your annual budget, it is important that the impact that current budgeting decisions may have on future years' budgets be presented, evaluated and considered before the governing body takes final action. Long term plans concerning revenue, appropriations, tax levy, tax levy cap and surplus are critical to sustaining (or achieving) a solid fiscal condition. <u>Are budget projections 1) factoring in the impact that the current year's budget may have on the future tax levy (as restricted by the levy cap) and future surplus balances for at least two future year's budgets, and 2) are these budget projections discussed with the governing body?</u>	
	N/A	Certain municipalities have indirectly pledged prompt payment (i.e. issued a guarantee) of debt service with respect to debt issued by counties, independent authorities or developers. Bond Rating Agencies (e.g. Moody's, Fitch, Standard & Poor's) have downgraded certain municipalities' bond ratings to below investment grade for lack of preparation in the event a lender calls in a debt guarantee. <u>If your municipality guarantees any debt, are direct service revenues that may be pledged against debt repayment monitored by the municipal CFO; and to the extent that cash flow from pledged revenue will not satisfy the debt repayment, are sufficient funds held in reserve to satisfy the guarantee or is an existing authorization in place to issue debt (e.g. a bond ordinance) in the event a lender calls in the guarantee?</u>	
31	Yes	Do elected officials receive a <u>written</u> status report <u>at least quarterly</u> on all budget revenues and appropriations as they correspond to the annual adopted budget?	

Best Practices Worksheet CY 2015/SFY2016

Willingboro Township (Burlington)			
0338	Please see Color Key at bottom of sheet for limits on answers		
Answer	Question		Comments
32	Yes	In developing your multi-year capital plan, is your municipality dedicating sufficient revenues to fund maintenance, repair and eventual replacement of infrastructure such as roads, storm sewers, sanitary sewers and water systems?	
	Yes	<u>N.J.S.A. 40A:4-5</u> requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) unless the Director sets forth a later date pursuant to <u>N.J.S.A. 40A:4-5.1</u> . Did your municipality approve its introduced current year budget no later than the date provided by law or as extended by the Director in Local Finance Notice 2014-21? <b>This question may only be answered N/A if your municipality is under State Supervision.</b>	
	Yes	<u>N.J.S.A. 40A:4-10</u> requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities), unless the Director sets forth a later date pursuant to <u>N.J.S.A. 40A:4-5.1</u> . Did your municipality adopt its current year budget no later than the date provided by law or as extended by the Director in Local Finance Notice 2014-21? <b>This question may only be answered "N/A" if your municipality is under State Supervision, or delayed its budget adoption because it awaited a Division determination concerning a grant award or Transitional Aid award.</b>	
Health Insurance HI			
35	No	Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? <b>Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". If you answered "No", please list in the Comments section the name and title of each elected or appointed official receiving either health benefits or a waiver payment in lieu of health benefits.</b>	Mayor Eddie Campbell, Deputy Mayor Nathaniel Anderson, Councilwoman Jacqueline Jennings

Best Practices Worksheet CY 2015/SFY2016

Willingboro Township (Burlington)				
0338		Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	Comments		
Yes	Does your municipality conduct a monthly review of health benefit covered lives itemized on health insurance invoices to determine that health insurance invoices do not include employees, former employees, spouses or dependents who should no longer be receiving coverage?			
N/A	Municipalities frequently contract with or designate insurance brokers to secure healthcare coverage from insurance carriers. Brokers are typically paid by third-party administrators (TPA's) hired to collect, review and pay healthcare bills. The municipality pays the TPA, who in turn pays the broker. Broker fees are often directly related to the amount of insurance premiums or fees paid by the municipality (i.e. the higher the premium, the larger the broker's commission). Thus, the municipality-broker-TPA arrangement is vulnerable to abuse because brokers could face conflicting incentives in seeking lower-cost insurance alternatives. <u>If your municipality contracts with or otherwise designates an insurance broker, is the structure for broker payments set at a flat-fee rather than on a commission basis (so as to mitigate the risk of brokers recommending more expensive insurance coverage to earn higher fees)?</u>			
N/A	The State Health Benefits Program (SHBP) offers medical, prescription and dental coverage options for more than 850,000 participants, including employees, dependents and retirees. All plans have substantial networks of healthcare providers, and provide services nationwide. 62% of municipalities, and 33% of counties, within New Jersey participate in SHBP. <u>If your municipality has non-SHBP coverage, as your collective bargaining agreements come up for renegotiation, do your municipality's negotiation proposals seek contract provisions allowing its employees to be switched to SHBP or another non-SHBP plan of lesser cost?</u>			

Best Practices Worksheet CY 2015/SFY2016

Willingboro Township (Burlington)			
0338		Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments	
Yes	<p>Prior to municipal officers and employees being required to substantially share in the cost of their health benefits, there was no disincentive to officers and employees accepting coverage even though they had alternative coverage. Many municipalities would offer payments in lieu of health benefits to encourage officers and employees to voluntarily drop coverage, provided they had coverage from another source. The policy often saved money by replacing the expensive cost of providing health care with the less expensive payment in lieu of health benefits. The need to pay officers and employees money to not take a health insurance benefit they can receive from another source has lessened, because the cost of premium sharing will cause officers and employees to drop coverage if alternative coverage is available. <u>Has your governing body had a thorough and adequate discussion about its current policy regarding payments in lieu of health benefits, its impact on the municipal budget, and whether said payments are still warranted? "N/A" is only applicable where the municipality has a policy of not making payments in lieu of health benefits.</u></p>		

Best Practices Worksheet CY 2015/SFY2016

Willingboro Township (Burlington)

0338 Please see Color Key at bottom of sheet for limits on answers

Answer

Question

Comments

Personnel - PE

40

Yes

The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with labor counsel for more detailed guidance). Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA? *In answering this question, be aware that exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings, participation in training sessions, and police "off-duty" assignments (a/k/a "Jobs in Blue"). Also, please note that compensated leave time in lieu of cash payments is considered to be a form of overtime pay unless such leave is utilized in the same pay period.*

Yes

N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to [contracts@perc.state.nj.us](mailto:contracts@perc.state.nj.us). Has your municipality filed all current contracts with PERC?



Best Practices Worksheet CY 2015/SFY2016

**Willingboro Township (Burlington)**

0338 *Please see Color Key at bottom of sheet for limits on answers*

Answer	Question	Comments
42 Yes	Does your municipality make available to the public free of charge, either through an internet posting or on-site review, documents that show the current salaries of all personnel?	
43 Yes	Accurate records of employee time are critical not only for financial accountability, but also effective management of your workforce. Is your municipality ensuring that 1) employees complete and file standardized forms, either electronically or by paper, to verify all employee time worked (e.g. time cards, electronic time keeping); 2) your personnel/human resources office maintains records accounting for all employee leave time earned and used; and 3) supervisors are reviewing and approving/denying employee time and attendance documentation before those records are submitted to management and, in the case of department heads, is such documentation reviewed and verified independently?	
No	Has your municipality instituted a policy to not compensate employees for sick leave accumulated after a certain date?	
45 Yes	Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work?	
46 No	The State Workers Compensation Law provides that, when an employee receives a work-related injury producing temporary disability, the employee is entitled to wage-continuation equal to 70% of the employee's weekly wages, subject to a maximum compensation as determined by the Commissioner of Labor. <u>Does your municipality limit benefits for work-related injuries to the above statutory benefit?</u> The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	

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Willingboro Township (Burlington)

0338 Please see Color Key at bottom of sheet for limits on answers

Answer	Question	Comments
47	<p>The weekly benefit rate provided under the State Temporary Disability Law for a non-work-related injury is calculated on the basis of claimant's average weekly wage. Each claimant is paid 2/3 of their average weekly wage up to the maximum amount payable, which is \$604 for disabilities beginning on or after 1/1/15. <u>Does your municipality refrain from supplementing the Temporary Disability benefit?</u> The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. <b>Only answer "N/A" if your municipality does not participate in the State Temporary Disability Program.</b></p>	
48	<p>Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees?</p>	
49	<p>For any employees covered by a collective bargaining agreement, has your municipality eliminated longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "prospective" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.</p>	
50	<p>Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. <u>Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.</u></p>	

Best Practices Worksheet CY 2015/SFY2016

Willingboro Township (Burlington)			
0338	Please see Color Key at bottom of sheet for limits on answers		Comments
	Answer	Question	
	0	Select	
	37	Yes	
	6	No	
	7	N/A	
	0	Prospective	
	50	<b>Total Answered:</b>	
	44	Score (Yes + N/A + Prospective)	
	88%	Score %	
	0%	Percent Withheld	
<b>Chief Administrative Officer's Certification</b>			
		I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	280189
		<b>Joanne Diggs Township Manager</b>	<b>10/14/2015</b>
<b>Chief Financial Officer's Certification</b>			
		I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	281089
		<b>Joanne Diggs</b>	<b>10/14/2015</b>
<b>Municipal Clerk's Certification</b>			
		I hereby certify that the Governing Body of the Township of Willingboro in the County of Burlington discussed/will discuss the CY 2015/SFY 2016 Best Practice Inventory as completed herein at a public meeting on October 20, 2015, with the Inventory results, and the certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to be stated in the minutes of said public meeting.	61676
		<b>Sarah Wooding</b>	<b>10/14/2015</b>

Best Practices Worksheet CY 2015/SFY2016

Willingboro Township (Burlington)			
0338	Please see Color Key at bottom of sheet for limits on answers		
Answer	Question		Comments
	Red = Repeat Question; Prospective answers not permitted		
	Blue = Questions where neither "not applicable" nor "N/A" answers are permitted		
	Green = Repeat questions where neither "Prospective" nor "Not Applicable" are permitted		
	No Color = "Yes"; "No"; "Prospective" and "Not Applicable" are all permissible answers.		
# of Questions scored yes, prospective, or "not applicable"	Amount of Aid Disbursed	Impact on final 5% aid payment/impact on total aid	
41-50	100%	No penalty	
33-40	80%	Lose 20% which equals 1% of total aid	
25-32	60%	Lose 40% which equals 2% of total aid	
17-24	40%	Lose 60% which equals 3% of total aid	
9-16	20%	Lose 80% which equals 4% of total aid	
0-8	0%	Lose 100% which equals 5% of total aid	
Question	Table of Weblinks		
4	<a href="http://nj.gov/comptroller/news/docs/press_local_government_legal_fees.pdf">http://nj.gov/comptroller/news/docs/press_local_government_legal_fees.pdf</a>		
8	<a href="http://www.fema.gov/national-flood-insurance-program-community-rating-system">http://www.fema.gov/national-flood-insurance-program-community-rating-system</a>		
8	<a href="http://www.nj.gov/dep/floodcontrol/about.htm">http://www.nj.gov/dep/floodcontrol/about.htm</a>		
13	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/07/2007-5.doc">http://www.nj.gov/dca/divisions/dlgs/lfns/07/2007-5.doc</a>		
20	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-3.pdf">http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-3.pdf</a>		
21	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-09.pdf">http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-09.pdf</a>		
23	<a href="http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc">http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc</a>		
24	<a href="http://www.nj.gov/comptroller/compliance/index.html">http://www.nj.gov/comptroller/compliance/index.html</a>		
25	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/06/2006-21.doc">http://www.nj.gov/dca/divisions/dlgs/lfns/06/2006-21.doc</a>		
33 & 34	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-21.pdf">http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-21.pdf</a>		

**ORDINANCE 2015- 9**  
**2015 SALARY ORDINANCE**

**SALARIES, WAGES AND OTHER COMPENSATION FOR NON-CONTRACTURAL EMPLOYEES AND OFFICIALS  
 OF THE TOWNSHIP OF WILLINGBORO**

Be it ordained by the Township Council of the Township of Willingboro in the County of Burlington and the state of New Jersey, as follows:

**SECTION 1**

1a Establishment of pay grades and classifications for non-contractual, clerical supervisors and confidential employees

Grade	Classification	Grade	Classification
4	Clerk I	12	Deputy Township Clerk
4	Keyboarding Clerk I	14	Public Information Assistant
7	Clerk II	14	Administrative Assistant
7	Keyboarding Clerk II	14	Technical Support Specialist
9	Clerk III	15	Recreational Program Specialist
9	Keyboarding Clerk III	16	Network Specialist
9	Deputy Municipal Court Administrator	17	Municipal Court Administrator
9	School Traffic Guard Supervisor	17	Qualified Purchasing Agent
10	Clerk IV	17	Administrative Assistant III
10	Administrative Clerk	17	Executive Secretary
10	Sr. Benefits Clerk		

1b Establishment of pay scale for non-contractual, clerical supervisors and confidential employees effective January 1, 2015

Grade	Salary Minimum	Salary Maximum
4	32,200	53,884
7	35,700	59,741
9	38,300	64,092
10	39,900	66,769
12	42,900	71,790
14	46,000	76,977
15	48,000	80,324
16	49,000	81,997
17	52,000	87,018

All salary increases and other benefits for Section 1 will follow the AFSCME Contract.

**SECTION 2**

2a Establishment of a schedule of salaries for elected officials

Increased annually for not less than 100% of the cost-of-living adjustment for the Philadelphia-South Jersey area as determined by statistics provided by the US Department of Labor for all consumers CPU-I

**2015**

Mayor	16,796
Deputy Mayor	16,166
Councilperson	15,582

**SECTION 3**

**3a Establishment of a schedule of titles and ranges for executive employees**

<b>Range I</b>	<b>Range II</b>
Municipal Court Judge	Executive Secretary/Human Resources
Deputy Tax Assessor	MIS Coordinator
Deputy Tax Collector	Township Clerk
Deputy Municipal Department Head	Maintenance Superintendent
	Code Enforcement Officer/Construction Official
<b>Range III</b>	<b>Range IV</b>
Director of Parks and Recreation	Director of Public Works
Director of Community Affairs/Aging	Municipal Department Head Support Service
Tax Assessor	Municipal Department Head Finance
Tax Collector	Director of Finance
Deputy Fire Chief/ Emergency	
Personnel Officer	
Chief Finance Officer	
<b>Range V</b>	<b>Range VI</b>
Deputy Township Manager	Township Manager
Fire Chief /Emergency	Director of Public Safety

**3b Establishment of annual salaries for executive employees**

	Salary Minimum	Salary Maximum
Range I	60,000	110,000
Range II	70,000	120,000
Range III	80,000	130,000
Range IV	90,000	140,000
Range V	100,000	150,000
Range VI	130,000	180,000

**3d Deferred Compensation Contribution**

The Township shall match the deferred compensation contribution of eligible executive employees at a rate not to exceed \$1,300 per year for Range II, III, IV and V and \$2,620 per year for Range VI.

**3e Health Insurance will be provided upon retirement, after completing 20 years of full-time service with Willingboro Township.**

Willingboro Township will pay for the cost of health premiums in the amount of 50% of the cost of Coverage for Husband and Wife Plan. Eligibility is governed by N.J. Chapter 48, P.L. 1999

**3f All other benefits for full-time executive employees will follow LESA Contract**

**3g Uniform Allowance**

The uniform allowance for the Fire and Deputy Fire/EMT Chief will match the Superior Fire Officer's Contract.

**3h Salary Increase: Two percent 2% increase on July 1, 2015**

On July 1 thereafter salaries will increase annually for not less than 100% of the cost-of-living adjustment for the Philadelphia-South Jersey areas determined by statistics provided by the US Department of Labor for all consumers CPU-I not to exceed a two percent (2%) salary increase.

**On motion by Deputy Mayor Anderson**

**Seconded by Councilman Holley**

Councilman Holley	Yes
Councilwoman Jennings	Yes
Councilman Walker	Yes
Deputy Mayor Anderson	Yes
Mayor Campbell	Yes

Motion carried. Ordinance 2015-9 Re-introduction approved.

## **Resolutions**

### **RESOLUTION 2015- 131**

#### **TOWNSHIP OF WILLINGBORO**

#### **RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR TOWNSHIP TO PURCHASE AND IMPLEMENT AN ONLINE WEB-BASED REGISTRATION PROGRAM FOR THE RECREATION AND PARKS DEPARTMENT AND ADDITIONAL REQUIRED HARDWARE AND SOFTWARE FOR CREDIT CARD PROCESSING**

WHEREAS, the Township of Willingboro has a need to purchase and implement an online web-based registration program for the Recreation and Parks Department and additional required hardware and software for credit card processing as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44a-20.4; and

WHEREAS, pursuant to N.J.S.A. 40A:11-3, and Ordinance 2009-23, the Township appointed a Qualified Purchasing Agent; and

WHEREAS, pursuant to N.J.S.A. 40A:11-3, contracts for goods or services which do not exceed \$36,000.00 may be awarded by the Qualified Purchasing Agent without publicly advertising for bids; and

WHEREAS, three vendor quotes were obtained to purchase and implement an online web-based registration program for the recreation and parks department and additional required hardware and software for credit card processing from:

1. Vermont Systems 12 Market Place, Essex Junction, Vermont, 08542; in the amount of \$37,857.00;
2. E-Trak Plus Inc., 8500 Santé Fe Drive, Overland Park, KS 66212, in the amount of \$55,000.00; and
3. Active Network, LLC located at 717 N. Harwood Street, Suite 2500, Dallas TX 75201 with the lowest submitted proposal, indicating they will provide and implement an online web-based registration program for the recreation and parks department for a cost of \$16,400.00, and additional required hardware and software for credit card processing for a cost not to exceed an additional \$5,000.00 for a total cost not to exceed \$21,400.00; and

WHEREAS, the Qualified Purchasing Agent has determined and certified in writing that the value of the contract to purchase and implement an online web-based registration program for the recreation and parks department and additional required hardware and software for credit card processing for a cost of \$21,400.00; and

WHEREAS, Active Network, LLC located at 717 N. Harwood Street, Suite 2500, Dallas TX 75201 has submitted a proposal on May 15, 2015 indicating they will provide services to purchase and implement an online web-based registration program for the recreation and parks department and additional required hardware and software for credit card processing for a cost not to exceed the amount of \$21,400.00; and

WHEREAS, the anticipated term of this contract will expire when the contract is fulfilled; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5, this is a Non-Fair Open Contract, which has been certified to have an anticipated value in excess of \$17,500.00, in aggregate to this vendor; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5 Active Network, LLC located at 717 N. Harwood Street, Suite 2500, Dallas TX 75201 has completed and submitted a Business Entity Disclosure Certification which certifies that:

1. Active Network, LLC located at 717 N. Harwood Street, Suite 2500, Dallas TX 75201 has not made any reportable campaign contributions in the previous 12 months to a political party or candidate committee of any person serving in elective public office in the Township of Willingboro; and
2. Active Network, LLC located at 717 N. Harwood Street, Suite 2500, Dallas TX 75201 is prohibited from making any campaign contributions, reportable according to N.J.S.A. 19:44-1 throughout the term of the contract.

WHEREAS, funds are requested and encumbered as needed for this purpose.

NOW THEREFORE, BE IT RESOLVED on this 20th day of October, 2015 in open public session that the Township Council of the Township of Willingboro authorizes the Mayor to execute an agreement with Active Network, LLC located at 717 Harwood Street, Suite 2500, Dallas TX 75201 for that is consistent with this resolution to expire when contract is fulfilled; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that certified copies of this Resolution shall be provided to Active Network, LLC located at 717 N. Harwood Street, Suite 2500, Dallas TX 75201 for its information and attention.

**On motion by Councilwoman Jennings**

**Seconded by Deputy Mayor Anderson**

Councilman Holley	Yes
Councilwoman Jennings	Yes
Councilman Walker	Yes
Deputy Mayor Anderson	Yes
Mayor Campbell	Yes

Motion carried. Resolution 2015-131 approved.



RESOLUTION 2015- 132

TOWNSHIP OF WILLINGBORO

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR TOWNSHIP PRINTER MANAGEMENT AND MAINTENANCE SERVICES

WHEREAS, the Township of Willingboro has a need to acquire Print Management And Maintenance Services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, pursuant to N.J.S.A. 40A:11-3, and Ordinance 2009-23, the Township appointed a Qualified Purchasing Agent; and

WHEREAS, pursuant to N.J.S.A. 40A:11-3, contracts for goods or services which do not exceed \$36,000.00 may be awarded by the Qualified Purchasing Agent without publicly advertising for bids; and

WHEREAS, three vendor quotes were sought for toner and maintenance for Print Management and Maintenance Services to include parts, labor and supply items for the term of this agreement from:

- 1. W.B. Mason was unable to supply both printer management and maintenance services for a competitive quote.
- 2. Office Basics, Inc. at the cost of \$1013.32/8624 monthly allowance for color copies with a cost of 0.1175 for overages, and 769.48/26084 monthly allowance for black and white copies with a cost of 0.0295 for overages, monthly cost of \$1782.80; and
- 3. Heritage Business Systems, Inc. at the cost of \$893.54/8624 monthly allowance for color copies with a cost of 0.10360 for overages, and \$492.99/26084 monthly allowance for black and white copies with a cost of 0.01890 for overages; and

WHEREAS, Heritage Business Systems, Inc. submitted the lowest proposal for the print management and maintenance services, including parts, labor and supply items; and

WHEREAS, the Qualified Purchasing Agent has determined and certified in writing that the value of the contract for the Print Management and Maintenance Services, at a cost of \$1386.53 per month and for additional print management and maintenance services overage as needed, will not exceed \$35,900.00 per annum to expire September 6, 2016, which contract may be extended up to two (2) times (for one year each) upon the approval of this governing body; and

WHEREAS, Heritage Business Systems, Inc. has submitted a proposal on September 6, 2015 indicating they will provide additional Print Management And Maintenance Services as needed and the cost will not exceed \$35,900.00 per annum to expire September 6, 2016; and

WHEREAS, the anticipated term of this contract will expire September 6, 2016; and

WHEREAS, by resolution, this governing body may extend this contract two (2) times (for one year each); and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5, this is a Non-Fair Open Contract, which has been certified to have an anticipated value in excess of \$17,500.00; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5 Heritage Business Systems, Inc. 1263 Glen Avenue, Moorestown, NJ 08057 has completed and submitted a Business Entity Disclosure Certification which certifies that:

1. Heritage Business Systems, Inc. 1263 Glen Avenue, Moorestown, NJ 08057 has not made any reportable campaign contributions in the previous 12 months to a political party or candidate committee of any person serving in elective public office in the Township of Willingboro; and

2. Heritage Business Systems, Inc. 1263 Glen Avenue, Moorestown, NJ 08057 is prohibited from making any campaign contributions, reportable according to N.J.S.A. 19:44-1 throughout the term of the contract.

WHEREAS, funds are requested and encumbered as needed for this purpose by requisition up to \$35,900.00 per annum.

NOW THEREFORE, BE IT RESOLVED on this 20<sup>th</sup> day of October, 2015 in open public session that the Township Council of the Township of Willingboro authorizes the Mayor to execute an agreement with Heritage Business Systems, Inc. 1263 Glen Avenue, Moorestown, NJ 08057 that is consistent with this resolution to expire September 6, 2016; and

BE IT FURTHER RESOLVED by resolution, this governing body may extend this contract two (2) times (for one year each); and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that certified copies of this Resolution shall be provided to Heritage Business Systems, Inc. 1263 Glen Avenue, Moorestown, NJ 08057 for its information and attention.

- On motion by Deputy Mayor Anderson**
- Seconded by Councilwoman Jennings**
- Councilman Holley                     Yes
- Councilwoman Jennings             Yes
- Councilman Walker                    Yes
- Deputy Mayor Anderson               Yes
- Mayor Campbell                        Yes

Motion carried. Resolution 2015—132 approved.

RESOLUTION 2015- 133

A RESOLUTION REAPPOINTING THE TAX ASSESSOR FOR THE TOWNSHIP OF WILLINGBORO FOR A FOUR YEAR TERM

WHEREAS, the term of the Tax Assessor of the Township of Willingboro expires on June 30, 2015; and

WHEREAS, it is necessary that the Township Council appoint a Tax Assessor for the Township of Willingboro, to hold office pursuant to N.J.S.A. 40A:9-148; for a four year term; and

WHEREAS, the Township Council has determined that the appointment of Justin Lamicella, C.T.A. is in the best interest of the Township of Willingboro.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro assembled in public session this 20<sup>th</sup> day of October ,2015 that:

1. Justin Lamicella, C.T.A. be and hereby is appointed as Tax Assessor for the Township of Willingboro, for a term expiring June 30, 2019, and to hold office as provided by law.
2. The hours for the Tax Assessor shall be on a part-time basis to average two and one-half days per week, with the specific hours to be fixed by the Tax Assessor with the approval of the Township Manager.
3. The Salary for the Tax Assessor be and hereby is fixed as per salary Ordinance.
4. Justin Lamicella, C.T.A., as Tax Assessor for the Township of Willingboro and the Tax Attorney, appointed by Council are hereby authorized to represent the interest of the Township of Willingboro in any appeal in which the Township of Willingboro has an interest and the Tax Attorney is hereby authorized to execute stipulations or settlements on behalf of the Township of Willingboro.

BE IT FURTHER RESOLVED that certified copies of this Resolution be provided to Justin Lamicella, C.T.A. to the Burlington County Board of Taxation and to the Township Manager and the Chief Financial Officer of the Township of Willingboro for their information and attention.

On motion by Deputy Mayor Anderson  
 Seconded by Councilwoman Jennings

Councilman Holley	Yes
Councilwoman Jennings	Yes
Councilman Walker	Yes
Deputy Mayor Anderson	Yes
Mayor Campbell	Yes

Motion carried. Resolution 2015—133 approved.

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**RESOLUTION NO. 2015--134**  
**A RESOLUTION OF THE TOWNSHIP OF WILLINGBORO AUTHORIZING**  
**AN EXECUTIVE SESSION OF THE TOWNSHIP COUNCIL**

**WHEREAS**, the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., permits a public body to exclude the public from portions of a meeting at which specific matters set forth in N.J.S.A. 10:4-12b are discussed; and

**WHEREAS**, a request has been made of the Township Council assembled in public session on this 20th of October 2015 to convene a closed Executive session consistent with the provisions of N.J.S.A. 10:4-12b; and

**NOW, THEREFORE**, upon motion duly made and seconded and passed by a vote of in 5 favor and 0 opposed, **BE IT RESOLVED** by the Township Council of the Township of Willingboro, County of Burlington, State of New Jersey that an Executive Session of the Township Council meeting shall be convened to discuss one or more of the following categories as noted:

- \_\_\_\_\_ 1. Any matter which, by express provision of federal law, state statute or rule of court is rendered confidential or excluded from the public portion of the meeting.
- \_\_\_\_\_ 2. Any matter in which the release of information would impair the right to receive funds from the United States Government.
- \_\_\_\_\_ 3. Any material the disclosure of which constitutes and unwarranted invasion of privacy as set forth in N.J.S.A. 10:4-12b(3).
- \_\_\_\_\_ 4. Any Collective Bargaining Agreement or the terms and conditions which are proposed for inclusion in any Collective Bargaining Agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees.
- \_\_\_\_\_ 5. Any matter involving the purchase, lease or acquisition of real estate with public funds, the setting of banking rates or investment of public funds where it could adversely affect the public interest if discussions of such matters were disclosed.
- \_\_\_\_\_ 6. Any tactics and techniques utilized in protecting the safety and property of the public and any investigations of violations or possible violations of law.
- \_\_ \_xx\_ 7. Any pending or anticipated litigation or contract negotiations in which Township Council is or may become a party.
- \_\_\_\_\_ 8. Any matters falling within the attorney/client privilege to the extent that confidentiality is required for the attorney to exercise his/her ethical duties as a lawyer.

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- xx   9. Any matter involving the employment, appointment, termination of employment, terms and conditions of employment and other categories set forth in N.J.S.A. 10:4-12b(8).
- \_\_\_\_\_ 10. Any deliberations occurring after a public hearing that may result in the imposition of specific civil penalty or the suspension of loss of a license or permit as set forth in N.J.S.A. 10:9-12b(9).

**BE IT FURTHER RESOLVED** that the general nature of the subject to be discussed relates to: Personnel and Contract regarding Professional Services.

**BE IT FURTHER RESOLVED** that the time when and the circumstances under which the discussion conducted in closed session will be disclosed to the public, in accordance with N.J.S.A. 10:4-14, and to the extent that it is not inconsistent with N.J.S.A. 10:4-12.

**On motion by Deputy Mayor Anderson**

**Seconded by Councilwoman Jennings**

Councilman Holley	Yes
Councilwoman Jennings	Yes
Councilman Walker	Yes
Deputy Mayor Anderson	Yes
Mayor Campbell	Yes

Motion carried. Resolution 2015—134 approved.

**Approval of August 4, 2015 Minutes**

**On motion by Deputy Mayor Anderson  
Seconded by Councilman Holley**

Councilman Holley	Yes
Councilwoman Jennings	Yes
Councilman Walker	Yes
Deputy Mayor Anderson	Yes
Mayor Campbell	Yes

Motion carried. August 4, 2015 minutes approved.

**Approval of September 1, 2015 Minutes**

**On motion by Deputy Mayor Anderson  
Seconded by Councilman Walker**

Councilman Holley	Yes
Councilwoman Jennings	Yes
Councilman Walker	Yes
Deputy Mayor Anderson	Yes
Mayor Campbell	Yes

Motion carried. September 1, 2015 minutes approved.

**Approval of Raffle License #619 and Bingo License #579 for Christ the King Episcopal Church**

**On motion by Councilman Holly  
Seconded by Deputy Mayor Anderson**

Councilman Holley	Yes
Councilwoman Jennings	Yes
Councilman Walker	Yes
Deputy Mayor Anderson	Yes
Mayor Campbell	Yes

**Motion carried. Raffle and Bingo License approved for Christ the King Episcopal Church**

**Public Comment:**

Mayor Campbell: The Mayor opened public comment.

**Pat Lindsey-Harvey 31 Henderson Lane.**

Ms. Harvey informed the public that November 8, 2015 is the 55<sup>th</sup> anniversary of the Willingboro Public Library. She also mentioned they will be having the “Double Nickel Cabaret” at the Kennedy Center from 8 P.M. to 11 P.M. Tickets will be \$25.00. Ms. Harvey said asked about the Tax Assessor’s salary.

Joanne Diggs, the Township Manager explained to Ms. Harvey that the salary was prorated.

Pat Lindsey Harvey Ms. Harvey mentioned that the information was not listed as such, but acknowledged Ms. Digg’s explanation. Ms. Harvey said that she remembered hearing about hiring a firm to help the Township decide what the criteria would be for a new Township Manager and to initiate a search for a qualified candidate. She said that it seems to her that this would cost a lot of money to do that; and she thinks that the Township is qualified enough to come up with the criteria on their own to decide what they need as a Township Manager. She asked if that would be possible.

**Thomas Floyd -8 Buckingham Drive.**

Mr. Floyd said that he would like to know exactly what is going on with regard to picking two individuals that are going to take key positions in our town. He said that he hopes that Council gives the community an opportunity to hear the individuals from whom they may be choosing. He also mentioned that the individuals should hear from the public what the public vision is for their community. Mr. Floyd said that he hopes that Council does not present the person for a meet and greet after being hired. He said that he would like for Council to give the community the opportunity to speak with the “short list” of candidates once they have them.

Mr. Floyd mentioned that he is seeing 3 or 4 box trucks parked at seemingly strategic locations in the community. He said that there is a box truck in front of a particular sign that the Township paid a great deal of money for. Mr. Floyd said that he remembers coming to a meeting and getting an agenda containing towing companies

**Monaya Cleveland--109 Pennypacker Drive.**

Ms. Cleveland asked how the youth get access to the JFK Center. She mentioned that on multiple occasions she has submitted applications and she does not receive any feedback or she is denied. She said that she would like to know how she could gain access to the full Kenned Center. She also asked how to go about implementing new activities into the center and how she can get contact information for the individuals that run the current programs.

**Paula Marrero--16 Miniature Lane.**

Ms. Marrero said that she wanted to give the community an update on a very sad situation. She said that the sneaker store in the Kennedy Plaza is now gone. Ms. Marrero said that the business owners there are afraid of losing their stores. She said that she came to the meeting tonight to see if she could find out any good news about the market, but there is none. She said that she went to each and every storekeeper in the Kennedy Center and they feel that the town has let them down. Ms. Marrero said that when a town rezones and creates different locations for other stores to be it has a massive effect on the town. She said that when she read the minutes of September 1, 2015 it scared her to death. She said that she researched each and every ordinance and that the public should be worried about re-gentrification. She said that when re-gentrification comes, eminent domain follows. She said that she did not come to fight with anyone, she just have been in love with the Township since 1973. She said that there is no anchor store to hold the stores at the Kennedy Shopping Center. Ms. Marrero said that she sees trucks that say property management. She said these people own several houses that have been converted into section 8 rental properties. Ms. Marrero said that she spoke with the owner of East Park Pharmacy and commented that he has a beautiful pharmacy. She said that the owner said "yes, thank God I got away in time". She said that the Willingboro community has produced three attorneys and one physicist from her family alone. Ms. Marrero noted that the ratings of the schools are one and the elementary school is a three. Ms. Marrero gave statistics of violent incidents in Willingboro



schools for 2014 and 2015. She said that violent incidents rose in 2015 from 2014 from 40 to 182. She says that she encourages the young people not to litter and to respect their community. She says that the young people do not have love for their community because the older people have not showed them. Ms. Marrero says that she love this community. She said that the Willingboro community has afforded her things that she could never have afforded in New York or any place else. Ms. Marrero told the public that she likes this town and she thinks that Council can do right by the public, but they need to listen to the public and not dismiss them. She noted that a law is a double edged sword that works both ways, so Council should listen to what the people are saying. She said that she is not after Council's jobs; she just wants them to make the community look somewhat decent because right now it does not and everyone is running scared. Ms. Marrero said there are 1,068 foreclosures and questioned who wants to buy a house in a town that has so many foreclosures and has rezoned for low income. She asked how she can invite family or friends to live in her community with statistics like these. She bid everyone good night and said that these are her concerns for her town that she sees.

**Shamika Baker--25 Patriot Lane.**

Ms. Baker said that she has wanted to know how to start a neighborhood watch program in Pennypacker Park because lately there has been an increasing amount of burglaries and robberies in her park. She said that there have been burglaries across the street from her couple of years ago, and one last month two houses away from her. She said that as a homeowner of 10 years and a single parent she is becoming concerned. Ms. Baker said that she would like to know how to get the community together to make them aware of things going on in the area.

**Grover McKenzie--34 Eden Rock Lane.**

Mr. McKenzie introduced himself as the President of the Board of the Willingboro Board of Education. He said that as a proud Willingboro resident he is running to Willingboro and not away from Willingboro, he is inviting his family and friends to come

here because it is a great place to live and he knows that Council plays a big part in that. Mr. McKenzie said that the schools are moving up. He said that we can live and dwell in the past if we want to, but they do not have to. Mr. McKenzie invited everyone in the room to come to the Administration Building and make an appointment to visit the schools during the school day and see that they are as beautiful and orderly inside as they appear on the outside when the buildings are empty. He said that the staff, the administration and the students are doing a wonderful job of learning and advancing. Mr. McKenzie said that he is also present at the meeting tonight, and everyday as a member of the board of trustees for the Willingboro Public Library. He said that he wanted to emphasize what the first speaker said in reference to the anniversary of the Willingboro Public Library. Mr. McKenzie invited Council and everyone in the community to join him on Saturday, November 14 for the cabaret. He said he has tickets available tonight and encouraged Council and the public to see him about tickets to attend or to go to the library where tickets are available as well. Mr. McKenzie said that there are great things that come out of Willingboro and one of the great people that was produced from the public school system is Gregory Pardlo. Mr. McKenzie said that the Pulitzer Prize winner will be reading some of his poetry at the Willingboro Public Library on Saturday, November 7, 2015.

**Alexis Williams--72 Henderson Lane.**

Ms. Williams said that she is a graduate of Willingboro High School, class of 2011. She said that after they graduated, the school went into block scheduling. Ms. Williams said that her brother is currently attending Willingboro High School at this time and the things that he is telling her are taking place now are completely different than what she had when she was a student. Ms. Williams said that when she was a student there were different programs going on and the students were always able to reach out to the teachers. She said that her brother brought some information to her attention about his personal finance class. She said he told her that the first week of class he had a permanent teacher, but since then he has had a rotating substitutes from the staff that do not teach them anything. Ms. Williams said that she currently

works in the mortgage business where she receives calls from people about their personal finances. She mentioned that there is a certain dynamic that comes from those that know what they are talking about and another from those that do not. Ms. Williams said that the Willingboro children are uneducated about personal finance and they do not have the same sense of caring about their community as they used to. Ms. Williams said that she has lived in Willingboro since she was three years old. She said that her family moved from New York when her father took an executive position at Johnson & Johnson and the town is not the same as it used to be. Ms. Williams said that both sides of her family, mother and father helped with Pop Warner teams and there used to be swimming pools open. She said that these things concern her because she truly believes that Willingboro is a naturally better place to live. She feels that the kids need a place to go or someone to look up to starting in the elementary schools because it is too hard to get to them once they get into middle school. Ms. Williams also said she feels that the Willingboro students are at a disadvantage and if that is going to change, then we have to start working with the children early.

**Charlotte Froman--14 Holley Place.**

Ms. Froman said that Grover McKenzie is the face of the Board of Education and she is the wrinkles of the Willingboro Neighborhood Watch. Ms. Froman mentioned that Mayor Campbell would remember when she fought the fences around properties and up the bicycle path. She said she told them what was going to happen to the fences but no one believed her, and now the fences are being torn down by the kids. She said that only one side of the bicycle path's grass has been cut and not the other and she does not know why. Ms. Froman asked about the ordinance with the lawn garden and garage sales. She said it seems to her it is just another step that is totally unnecessary. Ms. Froman suggested that council rescind the ordinance because it is not being enforced. Ms. Froman said that the Mayor's Forum will run into the neighborhood watch meeting at the same venue. Ms. Froman mentioned that Troy Singleton will be giving a non-political speech at the next neighborhood watch meeting. She suggested to the previous speaker that she inform the police when

she sees any suspicious activity going on in her neighborhood. She said that if the Police do not know about it they cannot help her. Ms. Froman mentioned that there were some nasty rumors going around about the ShopRite, and she thinks that when they left it was the straw that broke the camel's back. Ms. Froman said that she for one misses the store very much. She said that there are rumors going around that they will not sell to another grocery store. She said that she will go straight to the Eickoff family to get the answer for the public. She said that the new store is just too big for her to walk from one end to the other. Ms. Froman addressed another member of the public and then wished happy holidays to all.

**Debbie Price--10 Endwell Lane.**

Ms. Price said she wanted to mention that there are some things that her and her neighbors do on their block where they call themselves the "Endwell Family". She says that they get the entire block involved year round through their neighborhood captain led by the neighborhood watch. She says that many times they engage in alternative method to dealing with confrontation including the youth dealing with the youth. Ms. Price explained that these actions build the unity within her neighborhood. She gave examples of helping the seniors by cleaning their driveways, flags being put up on Memorial Day and block parties without any adverse incidents. She said that her block gives away back to school packs to every child on the block and tracks their progress through school.

Ms. Price also said that she wanted to address the JFK center. She said that she was walking around the track and ran into some of her former community youth that are now parents, and she was happy to see them there for their kids. She said that she was floored by the amount of money that she was told the parents pay for activities. She said that the cost of one activity was \$200.00 where some of the neighboring communities charge close to \$25.00. She said that some of the kids cannot afford to pay for the activities because they are too expensive. She said she would like to know if there is anything that can be done to help our children. Ms. Price mentioned mentoring programs and shadowing programs using the

fraternities and sororities. Ms. Price also addressed the empty homes and said that there are programs available to make homes affordable to veterans and seniors by working with the financial institutions and their foreclosure portfolios to offer incentives to buy home instead of them becoming section 8 properties. She said that there are federal programs that can be used to bring back the community and its sense of pride back.

**Harry Walker--50 Eastgate Lane.**

Mr. Walker said that he started a webpage online called "Boro Pride" which is a group on Facebook. He said that the page has grown through some of the folks in town that help him with marketing. Mr. Walker said that there has been some concern with some of the big names and celebrities that have gone on to do big things elsewhere that say they do not want to come back when he speaks with them. He said that he created the website to encourage the positive actions of other Willingboro residents to restore pride in Willingboro. Mr. Walker said that the page began to go down a negative road, so he has begun work with some students at his office at the incubator at Burlington County College. He said that he and the students have started hosting parties at facilities in Mt. Holly because everyone in Willingboro does not trust the youth. Mr. Walker said that they have held 3 different parties all with successful outcomes without any incidents. Mr. Walker said that the youth are the most important part of maintaining pride in the community. He mentioned a conversation that came up on the page about what is going on in Willingboro. He said that he went to Council with a vision that he and the youth came up with about putting a business incubator in town where kids can come to learn about business and gain access to certain resources for things that they like to do. Mr. Walker said that when he brought the idea to Council he was ignored. Mr. Walker said that he decided to drive through the community and speak to the young people about ideas for things that can be done with some of the vacant school buildings in the township. Mr. Walker said that someone went behind his back and said that he just wanted something for free.

Mr. Walker said that he began to do some research and found out that there are Council members that are using public taxpayer

dollars to conduct their own private business. Mr. Walker claimed that at another Council meeting he was ignored again and also threatened his family. He said that he brought the issue to social media. He said that the business community has been ignored and that if they were not ignored ShopRite would still be present in the Township. Mr. Walker asked Council again what their vision is for Willingboro. He also asked if Council was going to give any support to the business incubator. Mr. Walker said that he contacted various individuals through the County and State that were receptive to his idea and asked if he would like to do it outside of Willingboro. He said that he declined. Mr. Walker said that he has friends that say they do not think he can get the idea done in Willingboro. Mr. Walker said that the Council says that the people do not come to the meetings. He said that the public elects the Council to represent them at the meetings and that they work for the public and not the other way around. Mr. Walker also said that he applauds every elected official for taking the time and effort to run. Mr. Walker said that the community is a democratic one with a democratic committee that does not represent the full community. He proposed turning the community into a non-partisan community where everyone is represented. Mr. Walker said that he still does not know whether he will run for Council as a write in candidate. Mr. Walker said that a business incubator would help local business development, arts and entertainment, and entrepreneurship. Mr. Walker ended with a question to Council asking if they would support a business incubator.

**Ms. Chara Slater--210 Somerset Drive**

Ms. Slater asked how the public are informed about to the youth programs and how to go about getting a program set up in JFK. She said that she has started a program with the County, but it is extremely hard for her to get any participation from Willingboro Township. She said that when she was growing up there were tons of programs that were free of charge for the youth. She says that in Willingboro there is a lot of teen violence, teen pregnancy and destruction of property, but there is no place for them to go. She asked how one goes about getting funding and participation from the Township for the youth.

Mayor Campbell asked if there were any further public comment. There were no further comments.

**Council Comments:**

Councilman Walker said that it was good see all of the people present and to hear all of the comments. Councilman Walker addressed Mr. Harry Walker by saying that he would support any program that would enhance the experiences for the youth in the community. He said that there are a lot of things that are going on through the recreation department and the schools as well. He said that a better job has to be done to advertise them in public by using social media and other methods. Councilman Walker asked Ms. Joanne Diggs, Township Manager if there was a way to get all the department heads to come to the meetings. Councilman Walker said that a lot of the questions that were asked today are not at the Council's fingertips and he thinks that department heads presence at meeting could help to address some of those questions. He asked if there was a portal for the public to ask questions on the Township website and receive an answer from the staff.

Ms. Diggs addressed Mr. Walker by saying that traditionally the department heads come to the first meeting of every month. She said they have not been asked to come to every meeting, but she can talk to them and see if they can come. She said that she is sure that while they may not be able to come to every meeting, they will have no problem attending regularly.

Councilman Walker addressed Ms. Diggs by saying that when he was on the school board the principals had to be present at the school board meetings. He said that the senior administrative staff should have to be there.

Ms. Diggs said that she will ask that they come to the meetings. She said that most of them do try to come to most meetings, though a couple of them have asked to be excused from this particular meeting because they had other things that need to be done as well.

Councilman Walker asked if there could be money in the budget allotted for a media specialist that can take the public's questions and get the answers to the members of the community. Councilman Walker said that sometimes Council gives impromptu answers that are not accurate, but with a person like this in place, they proper information can be delivered to the community. He said that some of the most dangerous information is misinformation, and with an individual like this in place it would be most helpful.

Councilwoman Jennings said that it was wonderful to have so many people in the audience tonight and she hoped to see them at the Mayor's Forum and all meetings hereafter. She addressed Mr. Floyd by saying that Council did decide that the search for Township Manager will be a public process. She said that the Township is looking for a firm to do a national search,

and the public will be a part of that process.

Councilwoman Jennings congratulated the public library on 55 years of service to the community.

She addressed the issue of ShopRite and said that she took some offense, because she spoke to the manager and she was told that absolutely they were not leaving. She said she went back a second time and was told that they were not leaving. Councilwoman Jennings said she felt strongly that the residents of Willingboro over the years have given ShopRite more business than any of other locations. She said she felt that they did not give the Township any warning and that it is not true that they left because of being fined by the Township. She said that the rumor of a \$3 million dollar bill with the Township is false. She said that she feels very strongly that she will not shop at the new building in Burlington.

Councilwoman Jennings said that she thinks the schools are wonderful and improved. She thanked the taxpayers for passing the referendum for renovations to the schools. Councilwoman Jennings said that her grandchildren go to the Twin Hills School, and in Pre-K last year the children started learning Spanish.

Councilwoman Jennings said that she can attest to her friend Debbie Price about her neighborhood and their unity. She also addressed Mr. Floyd about the paving at Van Sciver by saying that she does not have an answer to his question, but she will look into it personally. She said that the engineer will answer the question as he is present tonight. She said that many of the questions asked were for Recreation and Public Works whose directors are usually at almost every meeting. Councilwoman Jennings encouraged the public to bring their questions to the Mayor's Forum where they will all be present.

Councilwoman Jennings also mentioned she will support any program for the enrichment of the youth in the township, and while she does not mean any specific program, she will support any program that will promote the youth in the Township.

Councilwoman Jennings mentioned that the development of the Economic Development Committee and a particular grant program with which there will be forward movement in programs for the community and youth to work in tune with the school system as well.

She also said that there is a democratic community and a Democratic Club. She said it is no secret that Willingboro is a democratic community, and anyone can join the Democratic Club. There are meetings on the 4<sup>th</sup> Thursday of every month and the dues are \$10.00 a year.

Councilman Holley said that he has had the opportunity to serve on Council for over a year. He said he wanted to address question of vision by Council. Mr. Holley mentioned that when he first ran for Council he ran on the basis of three main topics: the first being economic



Councilman Holley said that he has had the opportunity to serve on Council for over a year. He said he wanted to address question of vision by Council. Mr. Holley mentioned that when he first ran for Council he ran on the basis of three main topics: the first being economic development. He said that he wants to see more sustainable businesses come to town to stabilize the tax base. He mentioned the reforming of the Economic Development Committee which he will be serving as one of the Council Liaisons for. Councilman Holley explained that this will be a citizen's committee where the input of the public will be represented in what kind of business they want to see in their community.

Councilman Holley said that another part of his platform of his campaign is foreclosure relief. He said that he would like to see homebuyer incentive programs. He also said that the third part of his platform is youth programs. He said that there are a lot of programs through parks and recreation, but there is a need to engage the youth outside of those programs as well. Councilman Holley informed the public that he is a member of the Kappa Alpha Psi Fraternity Inc., and they have a mentoring program where they meet with their mentees several times through the month from grades 6-12. He said they recruit through back-to-school nights and guidance offices in the middle school and high school. He encouraged that anyone interested please contact him or Mr. Carl Turner who is also a member of the fraternity. Councilman Holley said that with respect to the question of vision, these are the three things that he has been working to live up to his end in working towards. Councilman Holley addressed Mr. Floyd in stating that Council wants to involve the community in the interviewing process once they have narrowed down the firms. Mr. Holley informed the public that there will be a mentoring session for the fraternity program at 10:00 A.M. this Saturday at JFK. He also mentioned that the Alpha Kappa Alpha Sorority is holding a homebuyer financial planning workshop this Saturday at Delaware Valley Baptist Church at 10:00 A.M.

Deputy Mayor Anderson: Deputy Mayor Anderson said that it was great to see new faces in the audience and he is glad to see that there is discussion throughout the community an in social media. He said that as a Council person, when people do not come out to the meetings, it is difficult to get messages to them. The Deputy Mayor further explained that when the public does come out and voices their questions and Council does not get back to them, it is all about accountability. He asked the public to take that charge and hold Council accountable, so in the event that something does not happen, it is not just Council but Council and the public. Deputy Mayor Anderson said that he often tells the public that his is a community and not the Council against the public. He said they travel the same roads, pay the same taxes and they are in this together. He said that sometimes solutions come to the table, but the way in which they are conveyed all depends on how they come across. He mentioned that an angry approach will not be well received, but when the time is taken to properly addressed it makes it easier for Council to listen and see what can be done.

Deputy Mayor Anderson said he attended the school board meeting where Assemblyman Troy Singleton was honored for his efforts with the bookbag drives and sending some school

principals to Harvard for training. He mentioned this evening Mr. Singleton is also honored by Catholic Charities for his work against domestic violence. Deputy Mayor Anderson addressed Ms. Harvey in reference to searching without assistance for a Township Manager. He said that Council has to decide based on many variables what the best way to do that would be while being financially responsible. Deputy Mayor maintained that nothing has been decided yet, so when questions like this one are posed it allows Council to go back into executive session and discuss them. He said that was something that was discussed the last time Council convened.

Deputy Mayor Anderson addressed Mr. Floyd about the fenced in properties. He said that he has heard him come to Council about these properties more than one time, and he too would say that the ball has been dropped. He said that Mr. Floyd should have had his answer. Deputy Mayor Anderson said that just as Mr. Floyd holds Council accountable, it is the responsibility of Council to hold the directors accountable. He said that he does not have a problem admitting that sometimes Council does not react because Mr. Floyd will come to the microphone during public comment and begin to fire away. Deputy Mayor also said that everything Mr. Floyd says is not crazy and it is something that he has brought to the attention of the Council. He said that he is sure that the Township Manager will relay some of these items to the appropriate directors so that they can have answers then next time they meet. Deputy Mayor Anderson maintained that this was a question of accountability.

The Deputy Mayor addressed the question of Manayah Cleveland by saying that he does not see the Township closing down the entire JFK building for one person because there are different activities and projects going on all day long there. He said that as far as trying to get space and use the facility, if she goes to the JFK Center and speak with the staff there they will direct her to a form to fill out to ask for the date and space needed. He explained that she would be informed of the price and availability of the space. Mr. Anderson said that there is also a brochure that is available with all or many of the programs held at JFK. He encouraged her to ask the staff whom she needs to speak with about turning out new programs, and that he does not think that anyone would turn her away if she did so. He further explained that if those steps were taken and there was no response then the Township Manager could be contacted who could address Council so they can find out where the gap in communication lies. The Deputy Mayor explained that if the proper steps have not been taken then it is not fair to the directors to be addressed by Council if they did not have a chance to address the issue first.

Deputy Mayor Anderson then addressed a the public comment regarding ShopRite. He said that the Township spoke with ShopRite on more than one occasion where they did not give any notice until the two weeks prior to leaving when they put up the sign stating so. He said they then found out that Wells Fargo was leaving and that was as a result of ShopRite. Deputy Mayor Anderson said that he was able to speak with Mr. Victor, the owner of the space Wells Fargo was renting. He said that Mr. Victor was increasing the rent that Wells Fargo was paying by \$2,000.00 and was not willing to negotiate, so Wells Fargo decided they were leaving. He said this was the same thing that happened to Majestic Barbershop. With respect to another grocery

store replacing ShopRite, Deputy Mayor Anderson said that there was a deed restriction on the former ShopRite property that another grocery store could not come in for 10 years. He said Mr. Victor is looking to bring a business in but there are some hurdles that need to be crossed. Mr. Anderson explained that these are things that the Council and the Township do not have control of. Deputy Mayor Anderson told the public that when questions like these come up, the Council and the Township does look into them but sometimes there is no answer from corporate companies or business owners, but to say that the Council does nothing is not true and not fair to them.

In reference to foreclosures, Deputy Mayor Anderson said there are a lot of municipalities in the surrounding area with foreclosures. He said that while the number seems staggering, the truth is it is only 10% of the housing stock of roughly 11,000 or so homes. He explained that this community is no different than others. He said that the homes are in different stages of foreclosure and the difficulty lies with trying to locate and communicate with owner as well as the banks that own properties. Deputy Mayor Anderson said that Council is looking at as passing a resolution or ordinance that will state that these buildings that are just sitting will be assessed a fee of roughly \$2,000.00. He said that Council then has to make the determination if they are to take those funds and make sure that the properties are maintained at the owners' expense. Deputy Mayor Anderson addressed Ms. Shamika Baker and directed her to Ms. Charlotte Froman who is in charge of the neighborhood watch for her concerns. He also mentioned Ms. Debbie Price and her block party which he attended.

Deputy Mayor Anderson addressed Mr. Harry Walker and with respect to his question about vision. He said that Council's vision is to enhance Willingboro. He said that they always hear about what it used to be, but there are factors including the amount of children in the Township that are not the same as they were back then. He said that the goal at this time is to work toward economic development to stabilize the tax base by creating jobs and having companies come in that will employ our residents. Deputy Mayor Anderson said that the children that Mr. Walker represents approached him about having some space at the Kennedy Center. He said that when he had a conversation with the director of the Kennedy Center Jill Cyrus, she said that no one had come to her. Deputy Mayor Anderson stated that there are a lot of people that come to the Township and the Board of Education to do different things, but all that they ask for is a proper proposal. He said that there are people working in the backgrounds having conversations to see how they can turn one of the vacant schools into a business incubator. He said that Council is in support of the youth, but they need an exact understanding what that proposal is and what the opportunities are.

Mayor:           The Mayor said that the question of Van Sciver Parkway will be turned over to the engineer.

Wendell Bibbs: Mr. Bibbs said that he believes that the question was when the rest of the roadway of Van Sciver will be resurfaced. He said the answer is next year. He also said that this year there was a trust fund grant put in for a half million dollars to complete the surfacing of the roadway. He said that the road was microsurfaced a year ago by a contractor and in lieu of doing it again he and the director of public works Rich Brevogel decided that it would be better to resurface the portion of the roadway that was getting the majority of complaints. He said that this is the same procedure that will be done in 2016.

Councilman Walker: Councilman Walker said to Mr. Bibbs with all due respect that he did not think that was Mr. Floyd's question. He said that the question was when. He said he recalled that the answer was when the weather broke and that time has long passed. He said that the same question has been asked for months. Councilman Walker said that he is disappointed with the answer of next year.

Wendell Bibbs: Mr. Bibbs said that Councilman Walker and he were talking about two different processes.

Councilman Walker: Councilman Walker told Mr. Bibbs that he was concerned with what the problem was and the problem being addressed. He asked why the contractor was being brought back for more work when the previous work was not completed. Councilman Walker said that he was not challenging Mr. Bibbs, but he was frustrated because the work should have been done and completed to begin with.

Wendell Bibbs: Mr. Bibbs told Councilman Walker that he was incorrect. He said that what was done to the road that the final section of Van Sciver Parkway is planned to be completed 2016, milling and overlay.

Councilman Walker: Councilman Walker asked if it was being done by the same company.

Wendell Bibbs: Mr. Bibbs answered that the milling and overlay would be done by the same company.

Councilman Walker: Councilman Walker said, we let them off the hook

Wendell Bibbs: Mr. Bibbs said that was incorrect.

Mayor Campbell thanked everyone for coming out and noted that it was time for council to go into executive session.

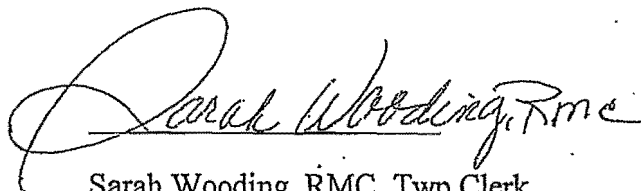
Executive session began at 9:15PM

Executive session ended at 10:00PM and was motioned by Deputy Mayor Anderson and seconded by Councilman Holley. All in favor and none opposed.

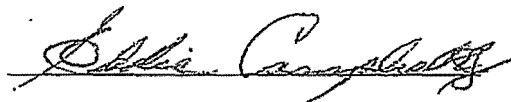
Motion to adjourn was done by Councilman Walker and seconded by Councilman Holley. All in favor and none opposed.

There being no further discussion the meeting was adjourned at 10:00PM.

ATTEST:

A handwritten signature in cursive script that reads "Sarah Wooding, RMC". The signature is written in black ink and is positioned above the printed name.

Sarah Wooding, RMC, Twp Clerk

A handwritten signature in cursive script that reads "Eddie Campbell, Jr.". The signature is written in black ink and is positioned above the printed name.

Eddie Campbell, Jr., Mayor