

WILLINGBORO TOWNSHIP COUNCIL

AGENDA

March 1, 2016

7:00 PM
Call to order
Flag Salute
Statement
Roll Call

Manager's Report

ORDINANCES

ORDINANCE 2016-1 –Public Hearing-Final

ORDINANCE OF THE TOWNSHIP OF WILLINGBORO SUPPLEMENTING AND AMENDING THE CODE OF THE TOWNSHIP OF WILLINGBORO CHAPTER 12 BOARDS, COMMITTEES, COMMISSIONS AND AUTHORITIES TO ADD ARTICLE V ESTABLISHING THE WILLINGBORO TOWNSHIP FINANCE COMMITTEE

NOTICE

Notice is hereby given that the foregoing Ordinances 2016-1 as introduced and passed on first reading at a regular meeting of the Township Council of the Township of Willingboro, in the County of Burlington, State of New Jersey held on February 16, 2016 and will be considered for second reading and final passage at the regular meeting of said Township Council to be held on March 1, 2016 at 7 p.m. or as soon thereafter as this matter can be reached, in Council's Chambers of the Municipal Building located at One Rev. Dr., M.L. King, Jr., Drive, Willingboro, New Jersey, at which time all persons interested shall be given an opportunity to be heard concerning this ordinance.

ORDINANCE 2016-2 –Public Hearing-Final

ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER 272 OF THE CODE OF THE TOWNSHIP OF WILLINGBORO GOVERNING THE MAINTENANCE OF VACANT PROPERTIES IN THE TOWNSHIP OF WILLINGBORO

NOTICE

Notice is hereby given that the foregoing Ordinances 2016-2 as introduced and passed on first reading at a regular meeting of the Township Council of the Township of Willingboro, in the County of Burlington, State of New Jersey held on February 16, 2016 and will be considered for second reading and final passage at the regular meeting of said Township Council to be held on March 1, 2016 at 7 p.m. or as soon thereafter as this matter can be reached, in Council's Chambers of the Municipal Building located at One Rev. Dr., M.L. King, Jr., Drive, Willingboro, New Jersey, at which time all persons interested shall be given an opportunity to be heard concerning this ordinance.

ORDINANCE 2016-3 –Public Hearing-Final

ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER 319 OF THE CODE OF THE TOWNSHIP OF WILLINGBORO GOVERNING STORAGE UNITS, TEMPORARY, IN THE TOWNSHIP OF WILLINGBORO

NOTICE

Notice is hereby given that the foregoing Ordinances 2016-3 as introduced and passed on first reading at a regular meeting of the Township Council of the Township of Willingboro, in the County of Burlington, State of New Jersey held on February 16, 2016 and will be considered for second reading and final passage at the regular meeting of said Township Council to be held on March 1, 2016 at 7 p.m. or as soon thereafter as this matter can be reached, in Council's Chambers of the Municipal Building located at One Rev. Dr., M.L. King, Jr., Drive, Willingboro, New Jersey, at which time all persons interested shall be given an opportunity to be heard concerning this ordinance.

ORDINANCE 2016-4 --Public Hearing-Final
**ORDINANCE TO AMEND CHAPTER 3 SECTION 3-53 OF THE CODE OF THE TOWNSHIP
OF WILLINGBORO GOVERNING TOWNSHIP ENGINEER IN THE TOWNSHIP OF
WILLINGBORO**

NOTICE

Notice is hereby given that the foregoing Ordinances 2016-4 as introduced and passed on first reading at a regular meeting of the Township Council of the Township of Willingboro, in the County of Burlington, State of New Jersey held on February 16, 2016 and will be considered for second reading and final passage at the regular meeting of said Township Council to be held on March 1, 2016 at 7 p.m. or as soon thereafter as this matter can be reached, in Council's Chambers of the Municipal Building located at One Rev. Dr., M.L. King, Jr., Drive, Willingboro, New Jersey, at which time all persons interested shall be given an opportunity to be heard concerning this ordinance.

Ordinance No. 2016- 5---INTRODUCTION---FIRST READING

Bylaws

Purpose: The Township Council hereby establishes bylaws for the governance of the Township's various boards, committees and commissions without bylaws. Board, Committee or Commission bylaws may not contradict the Township Ordinances or Resolutions or statutory authority establishing the Board, Committee or Commission regarding their Structure.

NOTICE

Notice is hereby given that the foregoing Ordinances 2016-45 as introduced and passed on first reading at a regular meeting of the Township Council of the Township of Willingboro, in the County of Burlington, State of New Jersey held on March 1, 2016 and will be considered for second reading and final passage at the regular meeting of said Township Council to be held on March 15, 2016 at 7 p.m. or as soon thereafter as this matter can be reached, in Council's Chambers of the Municipal Building located at One Rev. Dr., M.L. King, Jr., Drive, Willingboro, New Jersey, at which time all persons interested shall be given an opportunity to be heard concerning this ordinance.

RESOLUTIONS

- | | |
|---------------------|--|
| Res. 2016—49 | RESOLUTION AUTHORIZING THE APPROVAL OF VOUCHERS FOR PAYMENT & RATIFICATION |
| Res. 2016—50 | RESOLUTION AUTHORIZING REFUNDS FOR OVERPAYMENTS OF TAXES |
| Res. 2016—51 | RESOLUTION ON GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE FISCAL GRANT CYCLE JULY 2014- JUNE 2019 |

Res. 2016—52 RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO PROVIDING FOR THE APPOINTMENT OF ADMINISTRATIVE AGENT, MUNICIPAL AUDITOR, REAL ESTATE SALES BROKER/AGENT, SUBSTITUTE MUNICIPAL PROSECUTOR, SUBSTITUTE MUNICIPAL PUBLIC DEFENDER, CONFLICT MUNICIPAL PROSECUTOR AND CONFLICT MUNICIPAL PUBLIC DEFENDER

Res. 2016—53 RESOLUTION OF THE TOWNSHIP OF WILLINGBORO ESTABLISHING GUIDELINES FOR THE CONDUCT OF MEETINGS OF THE TOWNSHIP COUNCIL

Res. 2016—54 RESOLUTION FOR THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO PROVIDING FOR AN EMERGENCY TEMPORARY APPROPRIATION FOR 2016

Res. 2016—55 RESOLUTION OF THE TOWNSHIP OF WILLINGBORO ACCEPTANCE OF TAX COLLECTOR'S 2015 ANNUAL REPORT

Res. 2016—56 EXECUTIVE SESSION (IF NEEDED)

Res/ 2016—57 RESOLUTION FOR THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO PROVIDING FOR APPOINTMENTS TO VARIOUS TOWNSHIP BOARDS AND COMMISSIONS AND COMMITTEES

OLD BUSINESS

APPROVAL OF JANUARY 1, 2016 MINUTES

Public Comments
Council Comments
Adjournment

ALL BUSINESS ITEMS ARE TENTATIVE PENDING THE REVIEW AND APPROVAL OF THE LAW DEPARTMENT.

Willingboro Township Council Meeting of March 1, 2016 was held in Council's Chambers, One Rev. Dr. M.L. King, Jr. Drive, Willingboro, NJ 08046

The meeting was called to order at 7PM

Flag Salute

Required Statement

Roll Call

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, 2016, advance written notice of this meeting was posted on the bulletin board in the Municipal Complex.

On January 1, 2016, 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, 2016, 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 Nock	Present
	Deputy Mayor Walker	Present
	Mayor Anderson	Present

Also: Richard Brevogel, Acting Township Manager/Dir. of Public Works; Michael Armstrong, Esq., Township Solicitor; Wendell Bibbs, Township Engineer; Vann Jones, Director of Support Services; Greg Rucker, Director of Public Safety; Duane Wallace, Director of Code Enforcement; Reva Foster, Director of Senior/Vet Affairs; Eusbia Diggs, CFO Director of Finance; Justin Lamicella; and Brian Woods, Supervisor of Public Works

Manager's Report (See Attached)

A question was asked by Councilman Nock regarding the ROBO Call answer by Mr. Brevogel which was initiated by Mr. Carter (see Manager's Report). Councilman Nock noted that if we're only through January 31, 2016 and we're already at 115,000 and we still have the rest of the year how much would it cost if we go over our limit, which means we might have to change the plan.

Interim Manager Brevogel said that there were a couple of things that could be done. He said that according to Safety Director Rucker conversation with the vendor, it cost approximately 9 cents a minute when it exceeds the 200,000 limit. Mr. Brevogel noted that according to the vendor the majority of the calls were done by the Board of Education.

Mr. Brevogel said that another option would be that maybe the township could talk about prorating the cost with the Board of Education or entertain the idea of the Township purchasing their own system.

Councilman Nock said that once the ROBO Call policy was put into place that maybe we should tweak the plan for the municipal use.

Deputy Mayor Walker wanted to know that after looking at the submitted organizational chart that was offered by Mr. Brevogel whether or not there would be breakdown given of each title and how many personnel under that title or that something that will be put in the budget.

Mr. Brevogel said that would be something that is put in the budget and it will be by department and classification.

Ordinances

ORDINANCE NO. 2016-1—PUBLIC HEARING-FINAL

AN ORDINANCE OF THE TOWNSHIP OF WILLINGBORO SUPPLEMENTING AND AMENDING THE CODE OF THE TOWNSHIP OF WILLINGBORO CHAPTER 12 BOARDS, COMMITTEES, COMMISSIONS AND AUTHORITIES TO ADD ARTICLE V ESTABLISHING THE WILLINGBORO TOWNSHIP FINANCE COMMITTEE

- A. Establishment.** There shall be an advisory Finance committee established in and for the Township of Willingboro to be known and designated as the “Willingboro Finance Committee” (hereinafter “Committee”).
- B Purpose.** The purpose of the Committee shall be to meet with the Township manager and finance director on a quarterly basis to review the approved budget year to date and make recommendations to Township Council and to the Manager.
- C Powers and Duties:** The members of the Willingboro Finance Committee shall be responsible to assist Council and the Township in its compliance with, development of and implementation of a fiscally sound and responsible Township budget and shall perform related duties as required, including but not limited to:
- I. Review the Year to date Budget with the Manager and Finance Director quarterly;
 - II. Review budgetary recommendations of the Manager and Finance Director;
 - III. Provide advice and counsel regarding the actions, policies, and strategy in concert with the Manager and Finance Director to improve the Township’s economies and efficiency.

IV Recommend actions, policies, and strategy to the Council in concert with the manager and finance director to improve the Township's economies and efficiency.

V Submit an annual report to Council on the Committee's work and progress.

VI Meet quarterly and/or more often as needed to accomplish the goals of the committee set forth and as requested by Council.

D. Qualifications of Members of the Willingboro Finance Committee

The Council will consider Township residents who have one or more of the following qualifications for the Finance Committee:

I. Possess general knowledge of the principles and practices of public or private, corporate or non-profit budgetary practices, municipal, state or local government, or accounting practices.

II. Have the ability to establish and maintain effective working relationships with the Manager, Finance Director and Council members.

III. Possess knowledge of economics, accounting, finance or business.

IV. Express concern or an interest in the Finance and Budgetary practices of the Township.

E. Members. The Willingboro Finance Committee shall consist of 5 members, including at least one member of Council to act as Council's liaison. The Committee chair shall be appointed by the Council for a one year term.

F. Term. The Willingboro Finance Committee members shall be appointed by the Township Council for a one year term and shall serve at the pleasure of Township Council. Any vacancy shall be filled for the unexpired term.

G. Volunteer Service. The Members of the Board of the Willingboro Finance Committee will serve on a volunteer basis without salary from the Township of Willingboro.

H. Removal. A member may be removed from the committee for failing to attend two consecutive regular meetings of the committee, except for illness or other justifiable reason.

I. Requirements. The bylaws and requirements of the Committee may be expanded by the Township Council as may be required to comply with State of New Jersey Department of Community Affairs Division of Local Government Services Best Practices.

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Mayor Anderson asked if there were any comments on Ordinance 2016-1. Being none he asked the Clerk to call for a motion.

On motion by Deputy Mayor Walker

Seconded by Councilman Holley

Roll Call	Councilman Holley	Yes
	Councilwoman Jennings	Yes
	Councilman Nock	Yes
	Deputy Mayor Walker	Yes
	Mayor Anderson	Yes

Motion carried. Ordinance 2016-1 Final Approved.

**TOWNSHIP OF WILLINGBORO
ORDINANCE NO. 2016-2 -PUBLIC HEARING -FINAL**

AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER 272 OF THE CODE OF THE TOWNSHIP OF WILLINGBORO GOVERNING THE MAINTENANCE OF VACANT PROPERTIES IN THE TOWNSHIP OF WILLINGBORO

Amend § 272-41 b. "Vacant Property" shall mean any building, which is not legally occupied or at which substantially all lawful construction operations or residential occupancy has ceased, and which is in such condition that it cannot legally be re-occupied without repair or rehabilitation; provided, however, that any property that contains all building systems in working order and is being actively marketed by its owner for sale or rental, shall not be deemed vacant.

Willingboro Township Council Meeting of March 1, 2016 was held in Council's Chambers, One Rev. Dr. M.L. King, Jr. Drive, Willingboro, NJ 08046

Amend § 272-44 to add:

Any funds collected as vacant property registrations fees, in excess of the funds necessary to operate and enforce the provisions of this Chapter, will be for the purpose of property rehabilitation within the Township of Willingboro at the discretion of the Governing Body.

Amend § 272-45

The owner of any building that has become vacant property, and any person maintaining, operating, or collecting rent for any such building that has become vacant shall, within 30 days:

- a. Enclose and secure the building against unauthorized entry as provided in the applicable provisions of the code of the Township of Willingboro; and
- b. Post a sign affixed to the building indicating the name, address and telephone number of the owner, the owner's authorized agent for the purpose of service of process, and the person responsible for day-to-day supervision and management of the building, if such person is different from the owner holding title or authorized agent. The sign shall be of a size and placed in such a location so as to be legible from the nearest public street or sidewalk, whichever is nearer, but shall be no smaller than 18" x 24"; and
- c. Secure the building from unauthorized entry and maintain the sign until the building is again legally occupied or demolished or until repair or rehabilitation of the building is complete.

Mayor Anderson said that the floor was now opened for public comment on Ordinance 2015-2

There were no comments given.

On motion by Councilman Holley

Seconded by Councilman Nock

Roll Call	Councilman Holley	Yes
	Councilwoman Jennings	Yes
	Councilman Nock	Yes
	Deputy Mayor Walker	Yes
	Mayor Anderson	Yes

Motion carried. Ordinance 2016-2 Final Approved.

TOWNSHIP OF WILLINGBORO
ORDINANCE NO. 2016-3

AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER 319 OF THE CODE
OF THE TOWNSHIP OF WILLINGBORO GOVERNING STORAGE UNITS,
TEMPORARY, IN THE TOWNSHIP OF WILLINGBORO

Chapter 319 . Storage Units, Temporary

§319-2. Location of container.

No container shall be located on any portion of the front yard of any residential property other than the paved portion of the property’s driveway. A commercial property’s container(s) shall be located in its parking lot. In addition the following pertains to the placement of containers.

- A. No container shall be located in such a manner that obstructs the vision of pedestrians or traffic or prohibits the parking of vehicles in parking lots.

§319-4. Number of containers

Amendment to add:

Only two containers shall be permitted on a commercial property.

§319-5. Time limitations.

The maximum time that a container may be located at a residential property is 60 days. An additional 30 days may be requested in writing for no more than one additional thirty-day time period. No container or dumpster may be located upon a property more than 60 days in a twelve month period. In the case of a fire, water damage restoration rehabilitation or a substantial rehabilitation of a property, the maximum amount of time will be six (6) months provided that the container will be a fully enclosed dumpster (roll off container with a lid or rubberized cover).

Section 150-7. Department of Inspection Fees

<u>Purpose</u>	<u>Fee</u>
<u>Dumpster (6 Month Permit)</u>	<u>\$ 400.00</u>

Mayor Anderson opened the floor for public comment on Ordinance 2016-3. There were no public comments on Ordinance 2016-3.

Willingboro Township Council Meeting of March 1, 2016 was held in Council's Chambers, One Rev. Dr. M.L. King, Jr. Drive, Willingboro, NJ 08046

On motion by Councilman Holley

Seconded by Councilman Nock

Roll Call	Councilman Holley	Yes
	Councilwoman Jennings	Yes
	Councilman Nock	Yes
	Deputy Mayor Walker	Yes
	Mayor Anderson	Yes

Motion carried. Ordinance 2016-3 Final Approved.

**TOWNSHIP OF WILLINGBORO
ORDINANCE NO. 2016-4**

**AN ORDINANCE TO AMEND CHAPTER 3 SECTION 3-53 OF THE CODE OF THE
TOWNSHIP OF WILLINGBORO GOVERNING TOWNSHIP ENGINEER IN THE
TOWNSHIP OF WILLINGBORO**

§3-53 Township Engineer.

There shall be a Township Engineer, who shall be appointed by the Township Council. In lieu of appointing an individual, the Council may appoint a firm of engineers, each member of which shall be a licensed civil engineer of the State of New Jersey. The Township Engineer shall be a duly licensed civil engineer of the State of New Jersey and shall perform those duties as are prescribed by general law and ordinance and, in addition, shall:

A.

Prepare or cause to be prepared plans, designs and specifications for public works and improvements undertaken by the Township, either on force account or by public contract.

B.

Provide and maintain surveys, maps, plans, specifications and control records with respect to public works and facilities owned or operated by the Township.

C.

Provide technical and engineering advice and assistance to other Township departments as needed.

D.

All papers, documents, memoranda, reports and other materials relating to the administration of engineering duties of the Township Engineer shall be and remain the property of the Township. Upon the termination of services with the Township, the Township Engineer shall forthwith surrender to any successor all such property.

Mayor Anderson opened the floor for public comment on Ordinance 2016-4. There were no public comments on this ordinance.

On motion by Councilman Holley

Seconded by Councilman Nock

Roll Call	Councilman Holley	Yes
	Councilwoman Jennings	Yes
	Councilman Nock	Yes
	Deputy Mayor Walker	Yes
	Mayor Anderson	Yes

Motion carried. Ordinance 2016-4 Final Approved.

Ordinance No. 2016-5 –INTRODUCTION-FIRST READING

Bylaws

Purpose: The Township Council hereby establishes bylaws for the governance of the Township's various boards, committees and commissions without bylaws. Board, Committee or Commission bylaws may not contradict the Township Ordinances or Resolutions or statutory authority establishing the Board, Committee or Commission regarding their Structure.

I. Name of Committee or Commission: Township Boards, Committees and Commissions are identified and established as directed by Ordinance or Resolution of Council. All Municipal Boards, Committees and Commissions, except quasi-autonomous or autonomous boards such as the Library Board and Willingboro Municipal Utilities Authority, shall be governed in accordance with these uniform bylaws. Where the ordinance or resolution establishing the board, committee, or commission conflicts with these bylaws, the original establishing ordinance shall have govern.

II. Purpose of the Board, Committee or commission: The purpose of a board, committee or commission shall be as determined by its establishment ordinance or resolution.

III. Membership Distribution List: All members of Council, Township Clerk, Solicitor, Board, Committee or commission members.

IV. Members

A. In the absence of any ordinance or resolution providing direction to the contrary, Township Board, Committee or Commission members shall be appointed by the mayor, subject to the approval of the township council, and for such term as is provided by ordinance or resolution. In the absence of any provision as to the term, they shall serve from January 1st of the year of their appointment to December 31st of that same year.

V. Voting:

A. All duly appointed board, committee or commission members present shall be authorized to vote in all matters coming before it.

**Willingboro Township Council Meeting of March 1, 2016 was held in Council's Chambers,
One Rev. Dr. M.L. King, Jr. Drive, Willingboro, New Jersey 08046**

- A. One person per vote.
- B. Unless, otherwise authorized, these bylaws do not provide for virtual or proxy voting.

VI. Election of Officers:

- A. The Commission or Committee members may elect a chair person, vice chair person and secretary.
- B. Elections of officers shall be by nomination of committee members.
- C. Elections shall occur during the first meeting of each year
- D. Officers shall be elected by a simple majority vote.
- E. The officers shall serve for the term of one year. The officers may be re-elected for up to two years.

VII. Officers:

- A. The Chair shall:
 - 1. Call regular meetings
 - 2. Create an agenda with the committee/commission's input .
 - 3. Distribute agenda and draft minutes of previous meeting electronically to all committee or commission members no less than 5 calendar days prior to each scheduled meeting.
 - 4. Preside over meetings, in the absence of the chair, Vice Chair shall preside over meetings.
 - 5. Provide reports or minutes to the Township Clerk.
 - 6. Chair may act as the committee or commission's spokesperson and as liaison to Council, where no liaison is appointed.
 - 7. Verify the committee's web postings are accurate and up-to-date
 - 8. Report upcoming openings on the committee to the Clerk by November 1st.
 - 9. Share with the committee relevant resolutions and ordinances passed by the Council
 - 10. Report membership list and officers for the upcoming year by April 1st.
 - 11. The Council may assign a chair other duties; as needed.
- B. The Secretary shall:
 - 1. Take accurate minutes (including attendance records) of each committee meeting. Minutes shall reflect actions of committee. Minutes need not be verbatim.
 - 2. Submit draft of minutes to committee chair no less than 10 days prior to the next meeting date.
 - 3. Ensure and verify with Clerk electronic posting of approved minutes.
 - 4. Track membership rotation and report to the committee chair before October 15th.

VIII. Member Responsibilities:

- A. Each member is expected to attend meetings and to participate in committee activities.
- B. Each member is expected to study the issues or problems which come before the committee in order to contribute to the resolution process.

IX. Meetings:

- A. The board, committee or commission will meet the _____ of every month.
- B. Boards, Committees or commissions shall meet at least quarterly.
- C. special meetings may be called or rescheduled upon appropriate notice to the Township Clerk.
- D. A quorum shall be a majority of the members present and eligible to vote.
- E. [Clarify acceptability and process of virtual meetings including agenda, attendance records and, minutes]

X. Committee or Commission records.

- A. Each committee or commission shall keep records of its meetings and activities.
- B. Committee or commission records may be in the form of meeting minutes or reports.
- C. A copy of the records, reports, or minutes shall be filed with the township clerk and are public records.

XI. Attendance:

- A. Committee or commission members who fail to attend three consecutive meetings or are absent for six consecutive weeks, whichever is longer in a calendar year may forfeit their appointment. A member's absence may be excused due to illness or other justifiable reason upon advance notice to the chair.

XII. Removal.

Unless otherwise provided by law, any member, township representative or chairman of any municipal committee or commission may be removed or suspended by the township council for good cause. Good cause shall include incapacity, misconduct, inefficiency, conflict of interest, pending indictment or habitual nonattendance to duties. Any such person shall be entitled to five days' written notice served upon him of the charge or charges made. He shall have the right to a hearing before the township council and be heard in person or by counsel.

XIII. Vacancy.

Unless otherwise provided by law, any vacancy shall be filled in the same manner as the initial election or appointment and shall be only for the unexpired term remaining. Temporary appointments shall be made in the same manner as the initial election or appointment but shall be only for the period of suspension.

XIV. Amendments:

These bylaws may be amended by action of Township Council.

Willingboro Township Council Meeting of March 1, 2016 was held in Council's Chambers, One Rev. Dr. M. L. King, Jr. Drive, Willingboro, NJ 08046

- XV. The Committee or Commission as part of the Township Governance Structure
 - A. The Committee or Commission must be established by Ordinance or resolution of the Township Council.
 - B. The Committee or Commission recognizes that its bylaws must be in accordance with the Governance Structure of the Township.

On motion by Councilman Holley

Seconded by Councilman Nock

Roll Call	Councilman Holley	Yes
	Councilwoman Jennings	Yes
	Councilman Nock	Yes
	Deputy Mayor Walker	Yes
	Mayor Anderson	Yes

Motion carried. Ordinance 2016-5 Introduction Approved.

Resolution

RESOLUTION NO. 2016-49

Authorizing the Approval of Vouchers for Payment & Ratification

Whereas, Willingboro Township Council received the February 2016, Bill List and had an opportunity to review said Bill List; and

Now, Therefore, Be It Resolved by the Township Council of the Township of Willingboro, assembled in public session this 1st day of March, 2016 that the Council hereby authorizes the Approval of Vouchers for Payment and Ratification including those items purchased under state contract and identified as such and all Trust Other Accounts (Recreation Trust, Tax Redemption, Escrow, and Dedicated by Rider Accounts).

Be It Further Resolved that a copy of this resolution shall be forwarded to the Director of Finance for her information and attention.

Councilman Nock questioned stating that he went through the Bill List and there were a couple things that he noticed. He said that he saw a lot of requests invoices for clothing, which is fine, and that he assumed they were contractual.

Interim Manager Brevogel stated that 80 percent of them were contractual for clothing.

Councilman Nock said that it seemed to be a lot. He said that he also saw in the Bill List a special project for Council and that he was not sure what the \$1,000 was for.

Mr. Brevogel said that he would research that.

Councilman Nock said that he had some other questions pertaining to legal fees. He said especially when the fees are coming from law firms that the township has not retained. I couldn't tell from the Bill List, because some bills say November/December of last year. You get them in January/February, but we have March.

Solicitor Armstrong said that the bill issue is reviewed by his office and that all legal bills come through his office.

Councilman Nock also mentioned that there were some tremendous engineering bills and wanted to know if they too were reviewed by legal.

Acting Manager Brevogel answered Councilman Nock by stating that he signs off on the Engineers vouchers and that before he signs off he checks with the Department Heads that might be involved with any engineering matter to be sure that the work is in accordance with the vouchers.

Mr. Brevogel also noted that a majority of those vouchers are ongoing capital projects or completion of capital projects and the most those of fees are probably associated with the Fire House, Broido Park improvements and preparing specification for road work this year. He noted that he will trace the invoice number and get back to Council with an answer.

Councilman Nock noted that before he became a Council member he OPRA'd last year's bill regarding the energy cost for the Kennedy Center and noted that he saw a bill for \$15,000 which is a large increase from what he OPRA'd and saw last year. He asked for a projection for just the electric cost of the Kennedy Center.

Mr. Brevogel said that he will look into the cost for kilowatt hours. He also said that he had talked with the Department Heads regarding the fees and the use of space at the Kennedy Center and that would have to make a decision on how the Kennedy Center is to be funded and what it's operating budget should be. He noted that like any other commodity, there are cost for gas, electric, cleaning and so forth and that cost are going up year by year.

Mayor Anderson asked if there was any further discussion this matter. There were none. He then asked for a roll call.

Willingboro Township Council Meeting of March 1, 2016 was held in Council's Chambers, One Rev. Dr. M. L. King, Jr. Drive, Willingboro, NJ 08046

On motion by Councilman Nock

Seconded by Councilman Holley

Roll Call	Councilman Holley	Yes
	Councilwoman Jennings	Yes
	Councilman Nock	Yes
	Deputy Mayor Walker	Yes
	Mayor Anderson	Yes

Motion carried. Resolution 2016-49 Approved.

RESOLUTION NO. 2016-50
A RESOLUTION AUTHORIZING REFUNDS FOR
OVERPAYMENTS OF TAXES

WHEREAS, the records of the Tax Collector of the Township of Willingboro indicate overpayments of taxes due and overpayments; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 1st day of March, 2016, that refunds be made as per the attached schedule; and

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

OVERPAYMENT FOR TAXES

ERIC & HELEN NORMAN 11 EXPRESS LANE WILLINGBORO, NJ 08046 BLOCK 821 LOT 36 11 EXPRESS LANE OVERPAYMENT TAXES	\$1,640.32
LAWRENCE C. & MCKENZIE RAY MARTIN 58 EAST STOKES ROAD WILLINGBORO, NJ 08046 BLOCK 818 LOT 68 58 EAST STOKES ROAD OVERPAYMENT TAXES	\$1,245.26
BRUCE J. STAVITSKY ESQ. C/O CVS PHARMACIES 350 PASSAIC AVENUE FAIRFIELD, NJ 07004 BLOCK 3 LOT 1	\$24,157.00

On motion by Councilwoman Jennings

Seconded by Councilman Holley

Roll Call	Councilman Holley	Yes
	Councilwoman Jennings	Yes
	Councilman Nock	Yes
	Deputy Mayor Walker	Yes
	Mayor Anderson	Yes

Motion carried. Resolution 2016-50 Approved.

Governor's Council on Alcoholism and Drug Abuse
Fiscal Grant Cycle July 2014-June 2019

Resolution 2016-51

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

WHEREAS, The Willingboro Council of the Township of Willingboro, County of Burlington, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and,

WHEREAS, the Township of Willingboro Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

WHEREAS, the Township of Willingboro Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Burlington;

NOW, THEREFORE, BE IT RESOLVED by the Township of Willingboro, County of Burlington, and State of New Jersey hereby recognizes the following:

1. The Township of Willingboro Council does hereby authorize submission of a strategic plan for the Willingboro Municipal Alliance grant for fiscal year 2017 in the amount of:

DEDR	\$	<u>15,475.00</u>
Cash Match	\$	<u>3,868.75</u>
In-Kind	\$	<u>11,606.25</u>

2. The Township of Willingboro Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

Willingboro Township Council Meeting of March 1, 2016 was held in Council's Chambers, One Rev. Dr. M. L. King, Jr. Drive, Willingboro, NJ 08046

Councilman Nock noted that he wanted the public to know that this grant involves one of the few committees that has its own budget and that because of the lack of membership he encourages resident to join this committee.

On motion by Councilwoman Jennings
Seconded by Councilman Holley

Roll Call	Councilman Holley	Yes
	Councilwoman Jennings	Yes
	Councilman Nock	Yes
	Deputy Mayor Walker	Yes
	Mayor Anderson	Yes

Motion carried. Resolution 2016-51 Approved.

RESOLUTION 2016—52--HELD

RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWN SHIP OF WILLINGBORO PROVIDING FOR THE APPOINTMENT OF ADMINISTRATIVE AGENT, MUNICIPAL AUDITOR, REAL ESTATE SALES BROKER/AGENT, SUBSTITUTE MUNICIPAL PROSECUTOR, SUBSTITUTE MUNICIPAL PUBLIC DEFENDER, CONFLICT MUNICIPAL PROSECUTOR AND CONFLICT MUNICIPAL PUBLIC DEFENDER

Resolution No. 2016-53

RESOLUTION OF THE TOWNSHIP OF WILLINGBORO ESTABLISHING GUIDELINES FOR THE CONDUCT OF MEETINGS OF THE TOWNSHIP COUNCIL

WHEREAS, the Willingboro Township Council recognizes the value of public comment on council issues and the importance of allowing members of the public to express on matters of interest to the community; and

WHEREAS, to permit the fair and orderly expression of such comment Council has determined that it is in the public interest to establish consistent guidelines, rules and regulations governing the conduct of Township Council Meetings within the Township;

WHEREAS, in accordance with N.J.S.A. 10:4-12, the Council shall set aside a portion of every Council meeting for public comment on any governmental issue that a member of the public feels may be of concern to the residents of the Township; and

WHEREAS, Council's objective is to allow as many citizens as possible to fully and fairly speak at township council meetings to address their local elected representatives; and

WHEREAS, in order to accomplish this objective Council has set forth time limits on individual speakers before the Council during the public comment section of its meetings so that the points of view of any interested party may be heard and considered by Council.

WHEREAS, public participation shall be governed by the following guidelines:

1. The public shall participate and be heard by Council during the public comment portion of the meeting or during the public hearing on ordinances;
2. A member of the public must be recognized by the Mayor and must preface comments by an announcement of his/her name and place of residence. In the alternative, the mayor may direct that public members may sign in with the clerk and provide his or her name and place of residence to then be called upon during the public comment or public hearing portion of the meeting;
3. Each participant shall be limited to four (4) minutes duration for his or her statement;
4. Time will be kept by the Township Clerk, and the time keeping device shall be visible to the participant, Council and the public;
5. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
6. All statements shall be directed to the Council; no participant shall directly address or question Township directors, supervisors or employees individually during the meeting;
7. The Mayor may:
 - a. Interrupt, warn, or terminate a participant's statement when the statement exceeds 4 minutes;
 - b. Request any individual to leave the meeting when that person's conduct interferes with the orderly progress of the meeting;
 - c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and

Willingboro Township Council Meeting of March 1, 2016 was held in Council's Chambers, One Rev. Dr. M. L. King, Jr. Drive, Willingboro, NJ 08046

- e. Waive these rules, with the consent of Council, when necessary for the protection of privacy or the efficient administration of the Council's business, in accordance with the Open Public Meetings Act.

On motion by Councilwoman Jennings

Seconded by Councilman Holley

Roll Call	Councilman Holley	Yes
	Councilwoman Jennings	Yes
	Councilman Nock	Yes
	Deputy Mayor Walker	Yes
	Mayor Anderson	Yes

Motion carried. Resolution 2016-53 Approved.

RESOLUTION 2016—54

RESOLUTION FOR THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO PROVIDING FOR AN EMERGENCY TEMPORARY APPROPRIATIONS FOR 2016

WHEREAS, Willingboro Township Council, on the 1st day of January, 2016 did adopt a temporary budget appropriation resolution as provided by Revised Statute 40A:4-19; and

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

WHEREAS, it has been determined that additional monies will be necessary and these additional monies were not contained within the temporary budget appropriation adopted on January 1, 2016

WHEREAS, the adoption of the 2016 budget may be delayed due to circumstances beyond our control.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 1st day of March, 2016 with no less than 2/3 of the full membership present, that an Emergency Temporary Appropriation as provided by 40A:4-20 to be made

Description	Adopted Budget	Emergency
		Temp Budget '16
TOWN MANAGER SALARY & WAGES:	327,332.71	163,666.36
TOWN MANAGER OTHER EXPENSES:	8,600.00	4,300.00
PURCHASING		
PURCHASING SALARY&WAGES:	72,099.00	36,049.50
PURCHASING OTHER EXPENSES:	164,800.00	82,400.00
TECHNOLOGY		
GENERAL GOV TECNOLOGY SALARY & WAGES	238,646.00	119,323.00
TECHNOLOGY OTHER EXPENSES:	84,050.00	42,025.00
HUMAN RESOURCES (PERSONNEL)		
HUMAN RESOURCE OTHER EXPENSES:	15,700.00	7,850.00
TOWN COUNCIL SALARY & WAGES:	79,707.00	39,853.50
TOWN COUNCIL OTHER EXPENSES:	70,000.00	35,000.00
TOWNSHIP CLERK SALARY & WAGES:	236,442.00	118,221.00
TOWNSHIP CLERK OTHER EXPENSES:	70,600.00	35,300.00
TOWNSHIP REGISTRAR OTHER EXPENSES:	5,425.00	2,712.50
FINANCE ADMIN SALARY & WAGES:	378,077.00	189,038.50
FINANCE ADMIN OTHER EXPENSES:	67,165.00	33,582.50
AUDIT SERVICES OTHER EXPENSES:	95,000.00	47,500.00
TAX COLLECTION SALARY & WAGES:	164,982.00	82,491.00
TAX COLLECTION OTHER EXPENSES:	7,200.00	3,600.00
TAX ASSESSMENT SALARY & WAGES:	155,297.00	77,648.50
TAX ASSESSMENT OTHER EXPENSES:	41,525.00	20,762.50
TWP ATTORNEY OTHER EXPENSES:	382,000.00	191,000.00
ENGINEER COSTS OTHER EXPENSES:	80,000.00	40,000.00
PLANNING BOARD OTHER EXPENSES:	6,300.00	3,150.00
ZONING BOARD OTHER EXPENSES:	7,350.00	3,675.00
CONST OFFICIAL SALARY & WAGES:	257,249.00	128,624.50
CONST OFFICIAL OTHER EXPENSES:	97,650.00	48,825.00
HOUSING INSPEC SALARY & WAGES:	600,901.00	300,450.50

LIABILITY INS OTHER EXPENSES:	1,249,800.00	624,900.00
EMPLOYEE GROUP OTHER EXPENSES:	3,348,966.84	1,674,483.42
Unemployment Insurance	100,000.00	50,000.00
ADMINISTRATION SALARY & WAGES:	201,572.46	100,786.23
ADMINISTRATION OTHER EXPENSES:	52,000.00	26,000.00
PATROL SALARY & WAGES:	4,934,788.36	2,467,394.18
PATROL OTHER EXPENSES:	16,350.00	8,175.00
OTHER EXPENSES:	17,000.00	8,500.00
SPECIAL OFFICE SALARY & WAGES:	128,700.00	64,350.00
SPECIAL OFFICE OTHER EXPENSES:	2,000.00	1,000.00
DETECTIVES SALARY & WAGES:	1,350,589.00	675,294.50
DETECTIVES OTHER EXPENSES:	10,500.00	5,250.00
CRIME PREVENT SALARY & WAGES:	240,730.00	120,365.00
CRIME PREVENT OTHER EXPENSES:	11,150.00	5,575.00
PROPERTY ID SALARY & WAGES:	28,600.00	14,300.00
STAFF SERVICES SALARY & WAGES:	414,005.00	207,002.50
STAFF SERVICES OTHER EXPENSES:	433,500.00	216,750.00
TRAFFIC GUARDS SALARY & WAGES:	677,700.00	338,850.00
TRAFFIC GUARDS OTHER EXPENSES:	2,000.00	1,000.00
EMERGENCY MGMT OTHER EXPENSES:	15,000.00	7,500.00
EMS SALARY & WAGES:	432,720.00	216,360.00
EMS OTHER EXPENSES:	98,500.00	49,250.00
FIRE DEPARTMENT		
FIRE DEPT SALARY & WAGES:	1,870,879.00	935,439.50
FIRE DEPT OTHER EXPENSES:	274,800.00	137,400.00
MUNICIPAL PROSECUTOR		
PROSECUTOR OTHER EXPENSES:	41,500.00	20,750.00
PW ADMIN SALARY & WAGES:	204,709.00	102,354.50
STREETS & ROAD SALARY & WAGES:	832,223.35	416,111.68
STREETS & ROAD OTHER EXPENSES:	219,350.00	109,675.00
SNOW REMOVAL SALARY & WAGES:	45,000.00	22,500.00
SNOW REMOVAL OTHER EXPENSES:	68,500.00	34,250.00
STORMWATER MANAGEMENT	0	
STORM WATER MANAGEMENT SALARY & WAGES:	749,315.00	374,657.50
STORM WATER MANAGEMENT OTHER EXPENSES:	119,000.00	59,500.00
TRAFFIC SIGNALS		
TRAFFIC SIGNAL OTHER EXPENSES:	10,500.00	5,250.00

RECYCLING		
RECYCLING SALARY & WAGES:	35,000.00	17,500.00
RECYCLING OTHER EXPENSES:	9,000.00	4,500.00
GARBAGE & TRASH REMOVAL		
Garbage & Trash - Contractual	642,000.00	321,000.00
BUILDING & GROUNDS		
BUILDING & GRD SALARY & WAGES:	254,802.00	127,401.00
BUILDING & GRD OTHER EXPENSES:	643,500.00	321,750.00
ANIMAL CONTROL		
ANIMAL CONTROL SALARY & WAGES:	142,942.00	71,471.00
ANIMAL CONTROL OTHER EXPENSES:	14,450.00	7,225.00
OFFICE ON AGING		
OFF. ON AGING SALARY & WAGES:	434,203.00	217,101.50
OFF ON AGING OTHER EXPENSES:	143,530.00	71,765.00
Shelter for Abused Women	15,940.00	7,970.00
RECR SERV&PROG		
RECR SERV&PROG SALARY & WAGES:	1,225,320.07	612,660.04
RECR SERV&PROG OTHER EXPENSES:	148,350.00	74,175.00
PUBLIC EVENTS		
PUBLIC EVENTS OTHER EXPENSES:	50,000.00	25,000.00
LIBRARY OTHER EXPENSES:	1,325,000.00	662,500.00
Accumulated Leave Compensation	150,000.00	75,000.00
Sick Leave Inc	10,000.00	5,000.00
FIREMAN-Length of Service Awd.	28,900.00	14,450.00
UTILITIES		
ELECTRICITY OTHER EXPENSES:	345,000.00	172,500.00
STREET LIGHT OTHER EXPENSES:	575,000.00	287,500.00
TELEPHONE OTHER EXPENSES:	290,000.00	145,000.00
WATER OTHER EXPENSES:	25,000.00	12,500.00
NATURAL GAS OTHER EXPENSES:	135,000.00	67,500.00
GASOLINE OTHER EXPENSES:	327,000.00	163,500.00
LANDFILL/WASTE		
LANDFILL/WASTE OTHER EXPENSES:	1,088,000.00	544,000.00
STATUTORY EXPENDITURES		
PERS OTHER EXPENSES:	761,056.00	380,528.00

SOCIAL SECURIT OTHER EXPENSES:	1,293,718.75	646,859.38	
DCRP PENSION	6,500.00	3,250.00	
PFRS OTHER EXPENSES:	1,926,348.00	963,174.00	
STATE & FEDERAL GRANTS			
State & Federal Grants	135,943.26	67,971.63	
MUN.COURT SALARY & WAGES:	217,453.00	108,726.50	
MUN.COURT OTHER EXPENSES:	18,975.00	9,487.50	
PUBLIC DEFENDE			
PUBLIC DEFENDE SALARY & WAGES:	17,476.00	8,738.00	
PUBLIC DEFENDE OTHER EXPENSES:	500.00	250.00	
CAPITAL IMPROVEMENTS:			
Capital Improvement Fund	155,650.00	77,825.00	
CAP IMP FIREHOUSE DOWN PAYMENT	550,000.00	275,000.00	352,825.00
MUNICIPAL DEBT SERVICE:			
BOND PRINCIPAL			
BOND PRINCIPAL OTHER EXPENSES:	2,961,000.00	1,480,500.00	
BOND PRINCIPAL Revenue Offset	159,996.60	79,998.30	
PAYDOWN OF 2009 UNFUNDED BAN	165,000.00	82,500.00	
Interest on Bonds	1,191,372.50	595,686.25	
Interest Debt Due from ReNewal 2001 Int	45,195.00	22,597.50	
Interest on Notes	40,111.41	20,055.71	2,281,337.76
DEFERRED CHARGES:			
Emergency Authorize - 1 year	18,254.09		
Emergency Authorize -Hurricane Ord 5 yr	39,648.56		
Emergency Authorization Accum Sick Pay	93,002.56		
Cash Deficit of Preceeding Yr	149,700.00		
Reserve For Uncollected Taxes	2,367,565.52		
Final Totals	42,288,449.04		19,810,139.16
			2,634,162.76
			17,175,976.40

**Willingboro Township Council Meeting of March 1, 2016 was held in Council's Chambers,
One Rev. Dr. M. L. King, Jr. Drive, Willingboro, NJ 08046**

Councilman Walker asked if this was a temporary operating budget and said that he was looking at certain categories regarding purchasing, salaries, wages and other expenses. He noted that he was even looking at Township Council's salary, wages and expenses. He said that he assumes that there are expenses for training courses and such. He said that he is a little leery when it just says other expenses that are unaccounted for.

Acting Manager Brevogel answered that the term other expenses would be operating expenses and that the items would be listed out in the budget. He also noted that these type items could possibly be for training, clothing, contractual and miscellaneous. He said that this temporary budget resolution is only a compiling of the total budget items. He said that if Council had another format he would have no problem with it and that whatever serves the township is fine.

Councilman Walker answered, that's what we pay you for.

Councilman Nock also commented on the temporary budget resolution stating that the last page of the resolution says "cash deficiency of the processing year", he asked for an explanation of that phase.

Mr. Brevogel said that he will get an answer to that , but it is a financial New Jersey accounting requirement by statute, and that he will get and send that statute to Councilman Nock.

Mayor Anderson asked if there was any further discussion-there was none.

On motion by Councilwoman Jennings

Seconded by Councilman Nock

Roll Call	Councilman Holley	Yes
	Councilwoman Jennings	Yes
	Councilman Nock	Yes
	Deputy Mayor Walker	Yes
	Mayor Anderson	Yes

Motion carried. Resolution 2016-54 Approved.

Resolution #2016-55

Acceptance of Tax Collector's 2015 Annual Report

WHEREAS, N.J.S.A.54:4-91 requires that the Tax Collector shall submit an annual statement of receipts to the governing body.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Willingboro that the following Collector's Annual Report of Receipts for the Year Ending December 31, 2015, be hereby acknowledged and accepted as submitted.

TAX COLLECTION OFFICE

FOR THE YEAR ENDING DECEMBER 31, 2015

A. Tax Searches	\$ 260.00
In Lieu of Taxes	472,858.73
Return Check Fee	993.00
Interest	533,302.07
2016 Taxes Prepaid	377,278.47
2015 Taxes	62,855,233.42
2014 Taxes	2,998,401.51
2013 Taxes	23,760.29
Municipal Lien Redeemed	750.19
Duplicate Bills/Copies	50.00
Cost of Advertising	206.08
Outside Liens Redeemed	1,387,225.47
Premium Collected from Tax Sale	1,440,700.00
6% Penalty	6,330.08
Total	\$70,306,349.31
Delinquent Taxes	2,632,757.50
Canceled (Exemptions)	124,429.61-
Canceled (Appeals)	200,538.26-

**Willingboro Township Council Meeting of March 1, 2016 was held in Council's Chambers,
One Rev. Dr. M. L. King, Jr. Drive, Willingboro, NJ 08046**

On motion by Councilwoman Jennings

Seconded by Councilman Holley

Roll Call	Councilman Holley	Yes
	Councilwoman Jennings	Yes
	Councilman Nock	Yes
	Deputy Mayor Walker	Yes
	Mayor Anderson	Yes

Motion carried. Resolution 2016-55 Approved.

RESOLUTION NO. 2016-56

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 1st day of March, 2016 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 favor and 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.
- __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 or 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:

Professional Services and Personnel

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 Councilwoman Jennings

Seconded by Councilman Holley

Roll Call	Councilman Holley	Yes
	Councilwoman Jennings	Yes
	Councilman Nock	Yes
	Deputy Mayor Walker	Yes
	Mayor Anderson	Yes

Motion carried. Resolution 2016-56 Approved.

OLD BUSINESS

Approval of January 1, 2016 minutes

On motion by Councilwoman Jennings

Seconded by Councilman Nock

Roll Call	Councilman Holley	Yes
	Councilwoman Jennings	Yes
	Councilman Nock	Yes
	Deputy Mayor Walker	Yes
	Mayor Anderson	Yes

Motion carried January 1, 2016 minutes approved

Mayor Anderson said that the floor was now open for public comment.

Public Comment

Thomas Floyd--8 Buckingham Dr.

I am representing Concerned Citizens of Buckingham Park. I had my 4 minutes all mapped out here until we got to this part here about the 4 minutes. It is funny how you put a rule into effect before you even voted on it. You know, and it does not say anything about what you- just like Councilman Walker was saying- it does not say anything about any restrictions on the 5 of you. I know at the last meeting you said "well 4 minutes for us, 4 minutes for them" but if it is not in here, you all can say "well it is not in here, there is 4 minutes for the public, but we can talk as long as we want". You cannot even change or say "well somebody else come up on here". But one thing, if we are going to take topics and have more than one time to talk once we come back. Right? That is what I am reading here, not unless I read it wrong. So if we have more than one topic that we want to talk to you about, we can spend 4 minutes talking about it, and then change to another something and add another 4 minutes. Or is all we are doing here is changing every time we have a meeting? I do not understand you do not feel confident enough to have a citizen's debate about changing a rule so dramatic like this one. This should have been brought to the public and said "well what do you all feel, should we change it or not?" We have been doing this for a while and now you vote on it. I do not understand it.

We as Concerned Citizens of Buckingham Park would like to have the list; because in January the Township Engineer said that the number of streets that were being paved in the next 2 years. We would like to have that list. Everyone knows how to get ahold of me; I hope I can get that list within a week or two so that I can share it with my neighbors as well as with the membership; because we really do need our streets done in Buckingham Park.

We also hope that this year we are finally finished with Van Sciver. They said that would do it, I hope this year when the construction season opens that we see that happen.

We also would like to, because we did not see any monthly reports like we usually get, we would like to have the monthly report facts; also we would like to have information on how we are we handling sharing our services with 8 other communities when it comes to dogs. Because I for one, I know we pay a lot of money for our police officers. They should not have to be going out for dog calls when there are more serious things; not unless somebody is using the dog in the commission of a crime. Because I figure the price that we pay to train and outfit a police officer is a whole lot more than what we do for our dog officers, so why use the most highest paid asset to deal with a dog. Maybe those other towns do not want to do that, so they get Willingboro to do it for them and they can save their officers for more important things. So we have to think about that

We talked about forming a committee to do something for the JFK. I always said the next major project in this Township be Firehouse. We have not had an update on that at all. I do not know where we are on that. But that has got to be the next major project. It should have been the first, somehow it got down into the pile, but it needs to be taken care of. These burned out houses – that is another thing that people are starting to take notice to. We have got one right down the street here. 20 percent of the roof is missing. Now, either they fix these houses, or they raise them to the ground. We cannot have large eyesores like that all over town and burned up houses all over the place. Some of them have dumpsters in the driveways, no activity-months- so we have got to start doing that. We passed an ordinance because knick-knacks being left out on a yard sale are an eyesore, these ratty burned out houses are bigger eyesores and we need to start dealing with them. We can talk about how beautiful Willingboro is, but we need to deal with the issues of Willingboro.

Ruth Allie:

Good evening. I am sorry if I had stepped out of line previously. I did not realize that we had our public hearing first. So again, I just want to state that I wanted to address this to Public Works that there is a carcass of a deer that is on Beverly Rancocas Road and it near the Cathedral of Love Church and it is on the median.

June Sernak:

Good evening I am June Sernak. I am the Executive Director for the American Red Cross in Southwestern New Jersey Region which incorporates Camden, Burlington and Gloucester Counties. March is Red Cross month. As you may know, we are in the middle of a crisis for our home fire campaign. We

selected the Township of Willingboro. In talking with the Mayor's office, with Public Works and the Police Department to our Home Fire campaign starting in the Buckingham section of Willingboro starting on April 2nd.

Every 7 minutes someone dies in a house fire in this country and it is crucial for us to be able to get in front of that and be able to support all of our homeowners throughout each of our neighborhoods. The Red Cross nationally is currently in a program to install thousands of smoke detectors nationwide to make sure that they are helping all of our citizens out by making sure they have active smoke detectors that work in your homes. I have key things here that we were going to talk about. We will be going out and canvassing the neighborhoods. We know there are many homes within Willingboro, but we are going to get to one section at a time with our volunteers and our staff.

We will go out first and hang door knockers and let everyone know dates and times that we are going to be back to install them. We will work with our volunteers and work with volunteers from the community. We will then go out and talk to you about when we are going to come in. We will go door to door. So you can expect to see us knock on your door and install smoke detectors. They are 10v lithium battery smoke detectors so you do not have to worry about the batteries and taking them out all those sorts of things. Then we also have different teams that will come out with us, corporations and other local volunteer organizations to come out to assist us with this. This is a really big undertaking for us. We know already, currently, we have saved over 20 lives nationwide with this program; and we are going to make sure because of the high incidence of fires especially in the areas that I cover we answer about 300 fire calls a year. From my position alone, for every family, you put them up in a hotel and give them food and clothing allowance and it is about \$12,000-\$1500 per family. So that where a lot of my efforts are spent to make sure that we have enough ample space and supplies for each of the families that we support. So, we wanted to just come out and just meet all of you tonight and let you know that we are going to be coming to a neighborhood near you; that we are working with all of the Willingboro officials here. Thanks to the Mayor's office for allowing us to have Willingboro be the first one in Burlington County to be able to do this program. Feel free to contact us if you need anything. We have an awful lot of missions going on and we are here to help all of you.

Kevin McIntosh--31 Crosswicks La.

I just have a question, I looked at different websites from different communities - Moorestown, Westhampton and also Burlington City as well as Burlington Township. I just had a question as to addressing your IT department in terms of making the Willingboro Township Website a little more interactive. I noticed on other websites there is always a place for you to ask a question and also a section that said frequently asked questions. I think that if this was added to our website it would make it a lot easier on your departments; in terms of answering repetitive questions and also allow community members just to pull up the site and get information that they need. I also would like to see something similar to what I saw on a Westhampton finance page; there was a section that broke down the budget and explained it in laymen's terms. I think most people are not financial analysts. They will not be able to decipher the full list that is listed on the Willingboro site. I think that if you take a look at the Westhampton site for the finance person there--they did a nice job of breaking down their last year's -- I forgot the name- it was a female- but she did a nice job of breaking down their budget down into laymen's terms. I think that would help the community interact more so with the board as well as the finance people so they can compare the previous year versus this year and why they were different and what were the changes. I think that would be very good for the community and it would also enhance the community and it would also enhance the interaction. Thank you very much.

Gary Johnson:

Excuse me; I thought that it said that if you came up again and everybody had spoken, you could speak again on another topic. Is that not what the resolution says.

Township Solicitor Michael Armstrong: No. That is not the way we read it.

Gary Johnson:

It is not the way we read it, I guess (inaudible)

Mayor Anderson:

Are there any additional public comments? Seeing none, hearing none, public comments are closed. Now Council Comments...

Deputy Mayor Walker:

With respect, before we go to Council Comment, I want to ask a question of our Solicitor; and this is something that...we are doing 4 minutes.

Clerk:

Okay, so Council is also doing 4 minutes.

Deputy Mayor Walker:

No, what I am saying is I want to ask before us as Council Comment. I want to ask our Solicitor. I sit here; and this is not a criticism, this is

being careful in the way that should be doing things. Questions are asked of us from members of the community and it bothers me that we just sit here, we sit here and our interim manager is doing a good job at answering those, but should we be answering questions about Township business policies and procedures; because again, we have got to be careful in giving things from our perspective, because it is like one of the members in the community says, when we speak as a member of Council it is as if that is the law. It is as if we are speaking and our word is the official word. I have sat here many of times and I have listened to responses that I do not agree with; and unless it goes by Council and there is a majority of Council that says this is the message that we want going forward, based off of our form of government, a message should not go forward unless it is agreed upon by at least three members. Am I correct?

Solicitor Armstrong:

It depends. I think it depends on what specific question is being asked. If it is factual question that a member of Council has the answer to, I think that a Council Person can answer it. But if it is a public policy, you are correct. If it is in response to a position, a policy that Council is taking that has not been adopted by the majority of Council then we will take a majority vote in order to come to that decision on that policy.

Deputy Mayor Walker:

Alright.

Council Comments:

Councilman Nock:

I guess I am the lead off since I am the last person on. There are several things that have been said tonight that I really want to comment on. So I will take the easier ones first. I was invited to do a tour of the Library-excellent facility. I do not see why it is not considered an asset; I have not heard anybody talk about closing it. What I did see when I did the tour of the library was that they have space which I guess from downsizing and other things that may be a little better utilized or we could utilize it for something that maybe the Township has. So that is the only thing. Other than that, it was a beautiful place. So, I certainly support it and I do not see why anybody else would not at this point.

Going to the change of government, I have been very clear I am not for a change. I think it brings even more chaos. You then have to deal with the issue of what the Township Manager's role is as versus the strong Mayor type. There is nothing wrong with our form of government now. If we all got along, it is not a problem; and then there are some political

aspects to it as a democrat; I certainly have those issues with Willingboro being the most populous democratic town. Most political in terms of democrats in the county; there are three other towns larger than us, but they have both a republican population and a democratic population; and I have said to the democratic committee and the rest, it does not make sense in a republican county to take out or change or fiddle with the one town that can deliver democratic votes to try to get us some freeholders who really control the purse strings in this county. We have a little budget here, but the Freeholders have the budget; and if we have people on there that we could go to, then we would really know about the Centerton Road and the rest. Right now there is a total of Freeholder Board which gives no representation to the other side. So, I will keep going.

Now the lady that talked about the solar panels, I know her face, but I do not know her name; she hit my area, I have said that we really need to get the JFK out, get a bid on it from somebody to see what we can do about the panels. It is not only about trying to reduce taxes and so forth, but if you can reduce your cost it is the same way; you do not have that money to put out in the future. The only problem with your comment that I saw was that the grounds that we have - really it is the school district that has got the grounds. That is a whole other conversation with the School Board. But, they have serious ground behind closed buildings that can be done and others, but as a Council or a Township we do not have as much open space as they do. So that is a whole conversation that needs to be had with the School District.

I have been an advocate of solar panels for the JFK since now going on September 2014 when we started with our task force. The other piece is that there are things being done here and you want to make sure that you can try to keep things civil and so forth - especially with what is going on in the national environment. But I have to say, when things are done they are supposed to be done with the consensus of three people on the Council; and there should be the communication with the other two people that may not be in the loop. That is not happening; and it needs to happen. That is what causes some of the dissention here; because we all should know what is going on. It is we do not have the form of government that the Mayor makes all the decisions for Council. We have a Council-Manager form of government, Faulkner, which about two hundred and some other towns have it.

Councilwoman Jennings:

I do not have many comments. I know I am not going to take up the 4 minutes. I just want to welcome everybody to Council. It is good to see Council's Chambers full. It really is. We always had our few people

that always come and sit up front and everything and I am happy to see you too, but it is good to see knew faces.

I want to talk about the library too. This Council has always fought for the library; I have not heard anything about the library closing. I am saying to you that I will continue to fight to keep it open. I noticed the hours have changed because I kind of go early and it is not open until 10:00 A.M. so that is a big change for me. I wrote things down but I cannot read my hand writing. Someone else had a comment that I wanted to answer but I really do not remember what it was, and so I am going to say goodnight.

Councilman Holley:

Good evening, I would like to thank everyone for coming out. I am not going to take up all 4 minutes; I am going to stick to the limit. I would like to thank everybody for coming out tonight as well. To echo their sentiments, I too am in support of the Library; just as Councilman Nock stated. When I first was elected to Council, I too had the opportunity to take a tour and also in the summer of 2014. I got to work with the Library Board on the Del Payne Annual 5K, so that is something that I also support as well.

I have a report back; we had our Economic Development Committee Meeting last night, so I just want to report back to everyone on that. At our last Council meeting, Council selected a gentleman by the name of Jamar Purnsley as the chair of the committee. Last night we selected some of our officers. Our vice chair is Mrs. Lindsey-Harvey who is with us tonight, so congratulations to her, and we also selected our recording secretary who is Mrs. Cheryl Wood, and our corresponding secretary who is Mr. Aaron Rowlett. So those are our officers for the Economic Development Committee. Moving forward, we decided that we are going to be working on a (inaudible) analysis to identify some of the key factors that we need to improve on – what are our current assets, our risks, etc., so that is what we are looking into as well as developing our mission statement and some goals. Once we have those things in place, then we are going to develop a strategic plan which we will share with everyone in regards to our plan moving forward to help stimulate and sustain and retain some of our local businesses here in town.

To discuss my personal stance on the change of government, I am also not in favor of changing the government. Maybe I am a little biased, I was born and raised here in Willingboro, and it has been that way since I have been here. It is not broke, so I do not think that it needs any fixing. I just think it suits the needs of our Township; we do not live in a city, Willingboro is a Township and I think that is the best fit for what we

have going on here. So that is just my personal opinion on that. I thank everyone for coming out tonight.

Deputy Mayor Walker:

Can I ask, Mr. Holley, about the Economic Development Committee, this is a comment too. When you guys set your goals and objectives, will Council have any input? Because if that is a committee appointed by Council, will Council have any input on what they would like to see?

Councilman Holley:

As far as from a Council's standpoint, I serve as a liaison. As much as I can, I offered some guidance last night, but our community members – we have a very diverse group that is participating – I am sure you know – I mean, the Community knows best what the town needs. I do not think that we necessarily need to have our thumbprint on it. They know what is going on, they live here obviously, so I would like to see them come up with their plan. I do not think that we need to give them any marching orders. I feel as though I am confident that they understand and know what we need to get done.

Deputy Mayor Walker:

Okay. Thanks.

Deputy Mayor Walker:

I want to start off by saying that I am 100 percent opposed to the change in government. History dictates that when an individual steps out to change forms of government, overthrow government, it is never good or is never beneficial for the masses. It usually is about empowering one person and we should be cautious to that. I think that any discussion should be had amongst Council; and I agree with Ms. Carter, a statement should be made, a unified statement from Council as to what our thoughts and feelings are about that. Again, so I am 100% opposed to that. It is not about whether we get along or not, it is about what is best for this community and the structure of this community. I believe in that 100%. You know, to respond to Harry Walker which I will always say no relation at all...

For me, the question is always asked or the word is always brought up of distraction; and I will respond to that. Yes, it is a distraction; because every meeting it comes up. It is in the papers. It is a distraction. You made a statement about the Mayor and the Deputy Mayor not sitting down. It is March 1st. No, we have not sat down, not one time to have any discussion about anything pertaining to Council or this community. That being said, it is a distraction. Past history dictates that the Mayor and Deputy Mayor would sit down to address and go over the agenda. The Mayor and Deputy Mayor would sit in meetings with business owners and things like that. So it is a distraction. Would it be in my best interest at this point to sit down, you guys can figure that out. But, we have to do better. We have to be better. I say that every meeting. Mr. Floyd puts that charge on us. At some point in time, we have to stay out

of the newspapers unless it is about something positive. We do not spend enough time talking about generating businesses. We do not spend enough time getting reports on the committees that are going on and having dialogue based off of what is going on there- what is moving the Township. You know, it is personal, but the personal has carried over to the governmental side and the personal is dictating what goes on in the governmental side; so it is a distraction. Hopefully it will come to a head or go away very soon; and at that point we can move forward with discussing and focusing on the business of this Township as we are supposed to. I cannot wait either. That is it for me.

Mayor Anderson:

Good evening, I would like to thank everybody for coming out; once again seeing the participation. I would like to thank June Sernak from the American Red Cross for collaborating with our Safety Director and our Fire Chief in regards to the free smoke detectors for the community of Willingboro. It is my understanding that Willingboro will be the first community within Burlington County to take part in this initiative. So once again, thank you for reaching out to the Safety Director and also to the Fire Chief. I would also like to touch on the hot topic – the changing the form of government. I have residents that have approached me to say “I thought we elected you to the stance of Mayor” and I said: “no; what you do is elect Council People at the time of the elections. Among ourselves, Council we decide who is going to select who”. As you saw this past January, it was a 3-2 vote; and it was stated for whatever reasons that one of the Council Members did not select or vote for me because of personal reasons- which are fine. So when I speak to this, I always say me, I do not speak for Council, I say my personal feelings – this is me speaking for myself, not for the Council. But for me, I am in favor of having the people select who they want to serve and that is just my stance on it. Not everybody is for it, not everybody is against it. I understand that, but once again, it is not something that Council makes a decision on. It is something that would have to go to a petition to be eligible for a referendum and the people would vote; but once again, when I am asked the question, I have the right as an individual to say “hey this is how I feel about it”. It is not how other Council Members or how this half of the community feels, but you have to remember there is this half of the community who may want it, this group who may not want it. So when they ask me, I can speak to how I feel; and for me to give the people back a voice because it now gives them the say. I am in favor of that; and once again it is not to everybody’s liking, but that is just where I stand as an individual. So with that being said, I just wanted to make it clear that I do not speak for Council and I always preference. These are my thoughts. This is where I stand. Thank you for coming out this evening. We will now go into executive session.

**Willingboro Township Council Meeting of March 1, 2016 was held in Council's Chambers,
One Rev. Dr. M. L. King, Jr. Drive, Willingboro, NJ 08046**

Executive session began at 8:21PM

Executive session ended at 9:23PM on motion to return to public session was done by Councilman Nock and seconded by Councilman Holley.

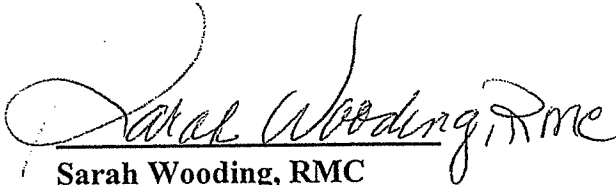
Motion in open session to appoint Eric Bernstein & Associates, LLC for Conflict Municipal Prosecutor was done by Councilman Holley and seconded by Councilman Nock.


Roll Call:	Councilman Holley	Yes
	Councilwoman Jennings	Yes
	Councilman Nock	Yes
	Deputy Mayor Walker	Yes
	Mayor Anderson	Yes

Motion carried.

There being no further discussion the meeting was adjourned at 9:50PM

On motion by Councilwoman Jennings and seconded by Deputy Mayor Walker. All in favor and none opposed.


Sarah Wooding, RMC
Sarah Wooding, RMC
Township Clerk


Nathaniel Anderson
Nathaniel Anderson, Mayor

Township of Willingboro

To: The Honorable Nathaniel Anderson, Mayor
The Honorable Christopher Walker, Deputy Mayor
The Honorable Darvis K. Holley, Councilman
The Honorable Jacqueline Jennings, Councilwoman
The Honorable Martin Nock, Councilman

From: Richard A. Brevogel, Interim Township Manager

Date: March 1 2016

Re: Agenda

MANAGER'S REPORT

- The Township is in the process of soliciting emergency repair quotes for Messenger Lane between Millbrook Drive and Medallion Lane. The road is closed to pedestrian and vehicle traffic at this time. The location was reported on February 17th to the DPW. The estimated repair cost is approximately \$231,775 and will be funded from prior year capital.
- The township is soliciting bids for a new trash contract. Bids were advertised on February 25th 2016.
- Answers to Questions from February 16 2016 Meeting
 - Attached

EXECUTIVE SESSION – Items Attached:

1. Request for use of Bowman as auditor for the duration of the budget process to facilitate the Introduction and adoption of the 2016 Municipal Budget
2. Safety Protocols for courtroom
3. Labor Attorney questions regarding open cases
4. PLA discussion

ENGINEERS REPORT

Attached Letter from Municipal Engineer regarding Messenger Lane

SOLICITOR'S REPORT

DEPARTMENT MONTHLY REPORTS

Council Meeting February 16 2016

Resident Concerns / Issues:

Councilman Nock

Question: Current number of Animal Control Shared Service Agreements in place?

- There are currently 8 in place. There is one more community that is interested at this time.

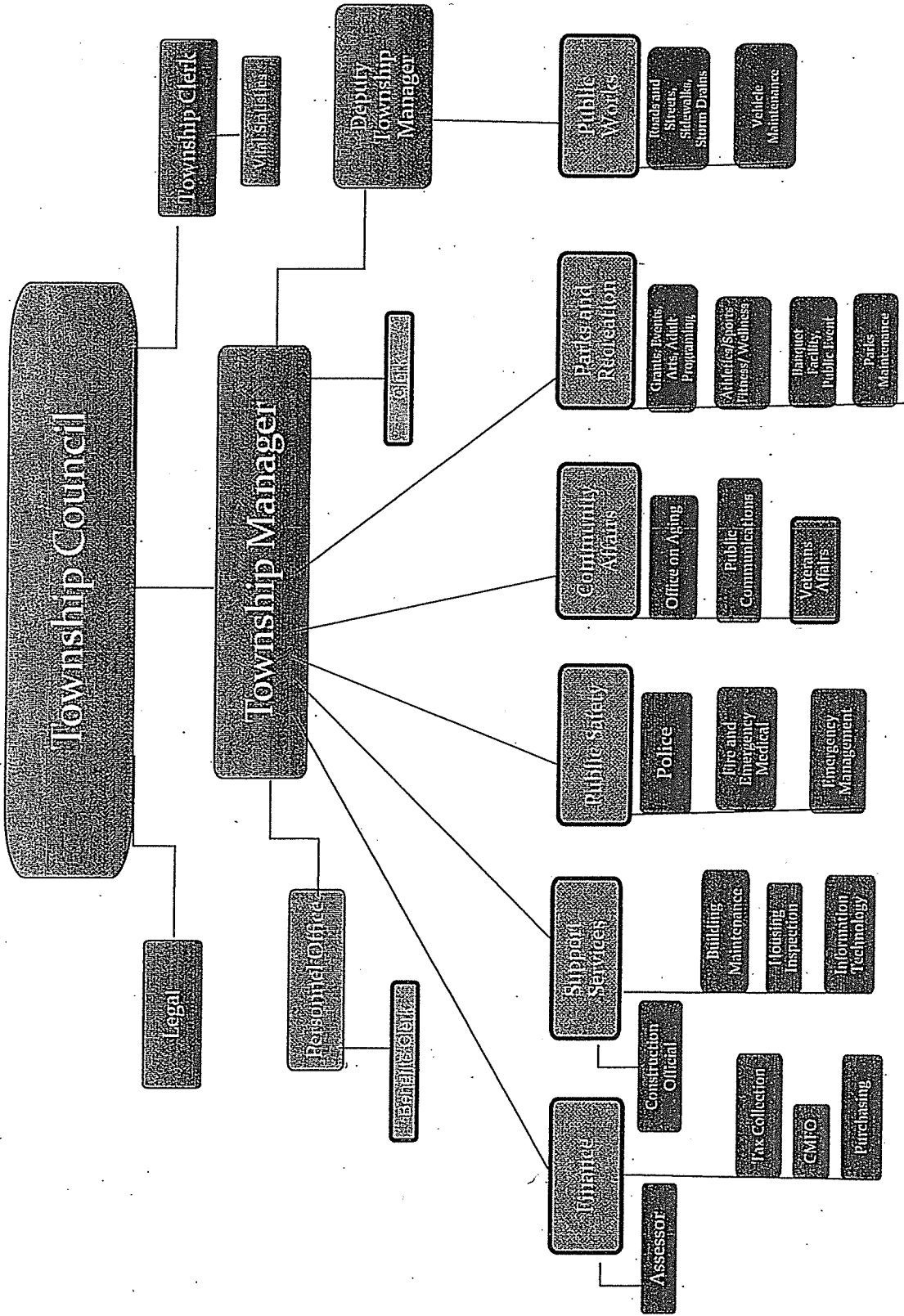
Mr. Bill Carter 21 Norman Lane

- Requested Information on ROBO call system
 - Swift Reach is the Vendor
 - The cost of the system is shared
 - 1/3 MUA, WBOE, Township
 - Fee is \$3833/year for each entity
 - Allocated 200000 minutes of use per year combined
 - Currently at 115000 (As of Jan 31 2016)
 - Charge for anything over 200000 minutes
 - Have never been charged
 - Charges will be incurred in 2016 if we exceed this figure
 - An internal Township Policy for the use of the system is being reviewed at this point in time

Ms. Joanne Carter 21 Norman Lane

- Organizational Chart for Township
 - Chart is attached
 - Phone Listing for all department heads is attached

Willingboro Township



MUNICIPAL COMPLEX TELEPHONE DIRECTORY 2016

TOWNSHIP MAIN NUMBER 609-877-2200

<u>Interim Township Manager</u> <i>Rich Brevogel</i>	1035
<u>Personnel Officer</u> Jesse King	1036
<u>Township Clerk</u> <i>Sarah Wooding</i>	1028
<u>Vital Statistics Registrar</u> Deanna Bates	1011
<u>Finance Director/CFO</u> <i>Eusebia Diggs</i>	1001
<u>Tax Collection</u> <i>Lamar Arnold</i>	1007
<u>Tax Assessor</u> <i>Justin Lamicella</i>	1012
<u>Support Services Director</u> <i>Eleanor Jones</i>	1034
<u>Construction Code Official</u> <i>Duane Wallace</i>	1017
<u>Parks/Recreation Director (JFK)</u> <i>Jill Cyrus</i>	1110
<u>Public Works Director</u> <i>Brian Wood, Acting Director</i>	1107
<u>Director of Public Safety</u> <i>Gregory Rucker</i>	1053
<u>Community Affairs/Aging Director (JFK)</u> <i>Reva Foster</i>	1124

LIBRARY – TOWN CENTER

<u>Library Director (Acting)</u> <i>Christine Hill</i>	877-6668
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**DEPARTMENT
MONTHLY
REPORTS**

WILLINGBORO FIRE DEPARTMENT

2016 TOTAL RESPONSE REPORT

MONTH	MONTHLY TOTAL	YEAR-TO-DATE
JANUARY	114	114
FEBRUARY	107	221
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		

Incident Type Report (Summary)

Alarm Date Between (02/01/2016) And (02/28/2016)

Incident Type	Count	Incidents	Pct of	Total	Pct of
			Incidents	Est Loss	Losses
111 Building fire	6	5.60%	\$2,700	34.57%	
113 Cooking fire, confined to container	3	2.80%	\$0	0.00%	
114 Chimney or flue fire, confined to chimney	1	0.93%	\$0	0.00%	
131 Passenger vehicle fire	1	0.93%	\$7,000	88.42%	
151 Outside rubbish, trash or waste fire	1	0.93%	\$0	0.00%	
	12	11.21%	\$10,700	100.00%	
200 Overpressure Rupture, Explosion, Overheat (no fire)	1	0.93%	\$0	0.00%	
201 Overpressure rupture, explosion, overheating	1	0.93%	\$0	0.00%	
251 Excessive heat, scorch burns with no	2	1.86%	\$0	0.00%	
3 Rescued & Emergency Medical Service Incident	5	4.67%	\$0	0.00%	
311 Medical assist, assist EMS crew	2	1.86%	\$0	0.00%	
322 Motor vehicle accident with injuries	1	0.93%	\$0	0.00%	
323 Motor vehicle/pedestrian accident (MV Ped)	1	0.93%	\$0	0.00%	
352 Extrication of victim(s) from vehicle	1	0.93%	\$0	0.00%	
	9	8.41%	\$0	0.00%	
4 Hazardous Condition (No Fire)	3	2.80%	\$0	0.00%	
412 Gas leak (natural gas or LPG)	4	3.73%	\$0	0.00%	
424 Carbon monoxide incident	2	1.86%	\$0	0.00%	
440 Electrical wiring/equipment problem, Other	8	7.47%	\$0	0.00%	
444 Power line down	3	2.80%	\$0	0.00%	
445 Arcing, shorted electrical equipment	1	0.93%	\$0	0.00%	
451 Building or structure weakened or collapsed	14	13.08%	\$0	0.00%	
453 Vehicle accident, general cleanup	35	32.71%	\$0	0.00%	
5 Service Call	2	1.86%	\$0	0.00%	
511 Lock-out	6	5.60%	\$0	0.00%	
522 Water or steam leak	1	0.93%	\$0	0.00%	
531 Smoke or odor removal	3	2.80%	\$0	0.00%	
553 Public Service	12	11.21%	\$0	0.00%	
5 Good Intent Call	1	0.93%	\$0	0.00%	
600 Good intent call, Other	4	3.73%	\$0	0.00%	
611 Dispatched & cancelled en route.					

Incident Type Report (Summary)

Alarm Date Between (02/01/2016) And (02/28/2016)

Incident Type	Count	Incidents	Pct of	Total	Pct of
			Incidents	Est Loss	Losses
6 Good Intent Call	3	2.80%	\$0	0.00%	
622 No incident found on arrival at dispatch	3	2.80%	\$0	0.00%	
651 Smoke scare, odor of smoke	1	0.93%	\$0	0.00%	
671 HazMat release investigation w/no HazMat	1	0.93%	\$0	0.00%	
	12	11.21%	\$0	0.00%	
7 False Alarm & False Call	1	0.93%	\$0	0.00%	
734 Heat detector activation due to malfunction	2	1.86%	\$0	0.00%	
735 Alarm system sounded due to malfunction	4	3.73%	\$0	0.00%	
736 CO detector activation due to malfunction	1	0.93%	\$0	0.00%	
740 Unintentional transmission of alarm, Other	3	2.80%	\$0	0.00%	
743 Smoke detector activation, no fire -	4	3.73%	\$0	0.00%	
744 Detector activation, no fire -	8	7.47%	\$0	0.00%	
745 Alarm system activation, no fire -	2	1.86%	\$0	0.00%	
746 Carbon monoxide detector activation, no CO	25	23.36%	\$0	0.00%	

Total Incident Count: 107

Total Est Loss: \$10,700

WILLINGBORO EMS DEPARTMENT

2016 TOTAL INCIDENT REPORT

MONTH	TOTAL CALLS DISPATCHED	TOTAL CALLS HANDLED	TOTAL CALLS MISSED
JANUARY	331	294	37
FEBRUARY	335	291	44
MARCH			
APRIL			
MAY			
JUNE			
JULY			
AUGUST			
SEPTEMBER			
OCTOBER			
NOVEMBER			
DECEMBER			
TOTAL	666	585	81

February 2016 EMS Call Breakdown

Group	Count	Pct
Abdominal Pain	13	4.5
Allergic Reaction	1	0.3
Assault Victim	9	3.1
Back Pain	3	1.0
Bleeding	6	2.1
Cardiac Arrest	2	0.7
Cardiac Emergency	15	5.2
Diabetic Emergency	5	1.7
Fall Victim	21	7.2
Fire Call	13	4.5
Lacerations	2	0.7
Maternity	3	1.0
Medical Emergency	104	35.7
Motor Vehicle Accident (MVA)	17	5.8
Not Applicable	11	3.8
Not Entered	6	2.1
Overdose	1	0.3
Overdose (other)	1	0.3
Psychiatric Emergency	17	5.8
Public Assist	7	2.4
Respiratory Emergency	16	5.5
Seizures / Convulsions	10	3.4
Stroke Victim	4	1.4
Unconscious	4	1.4
Total:	291	

INSPECTIONS DEPARTMENT

FEBRUARY 2016 MONTHLY REPORT

The Township wide Blitz is ongoing and reflected in the following report!

Total Inspections: 790

Total Violations: 432

Total Summons Issued: 13

Total Compliance/Closed: 327

Total Extensions: 0

PARKS COMPLETED: Garfield North, Deer Park, Martin's Beach, Twin Hill, Windsor, Country Club

PARKS CURRENTLY BEING INSPECTED: Pennypacker, Rittenhouse, Garfield East, Buckingham, Millbrook

Construction Permits Issued: 177

Rental Inspections: 82 (957 registrations)

Resale Inspections: 35

Zoning Permits Issued: 50

Vacant Properties: 927

Total Revenue: \$ 70,225

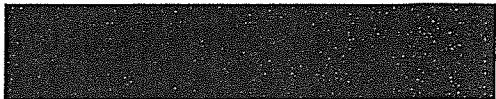
Construction: 43,345

Rental: 7,700

Resale: 3,400

Zoning: 13,480

Certificate of Compliance: 2,300



Memo

To: Mr. Richard Brevogel
Interim Township Manager

From: Mr. Brian Wood sr
Interim Director of Public Works

Date: February 26 2016

RE: Monthly Department of Public Works Highlights
Report for period February 2 2016 – March 2 2016

During the month of February we completed the following:

- There were **No lost time** injuries in the DPW Department for the month.

- SNOW REMOVAL
 - During the month the township had snow removal operations on the following dates:
 - February 12 2016 SALTING ONLY
 - February 15 2016 SALTING ONLY

DPW Activities Month of February 2016	<u>Task</u>	<u>Hours Expended</u>
Snow Operations/ Clean up	Clean up after storms: Open Catch Basins, Repair Equipment, etc.	224 man hours
Tree Maintenance/Xmas trees Chipping/Stump Grinding	Removed Debris from Township property and chipped all materials. The material is being removed by the county at no cost to the township.	592 man hours
Asphalt / Pothole Repairs	Repaired reported Potholes	112 man hours.
Infrastructure Work	Repair Damaged infrastructure	125 man hours

Area Police (Trash Clean Up)	Patrolled all roads for trash and debris. Emptied all Public trash cans	160 man hours
Recycling	Collection of Metal and Delivery or Replacement of Blue Recycling Single Stream Containers	144 man hours
Sign Work and Misc DPW Yard work	Repair or replaced Signs	80 man hours
Storm Water Area Maintenance	Maintenance of Storm water areas per Storm Water Plan	224 man hours
DPW YARD WORK	Hauling Leaves	240 man hours
Sweeper	Main Roads and Parks	80 man hours
Brine Mixer	Installed and manufactured Brine	192 man hours
Mechanical Maintenance	Repaired township vehicles and repaired shared service vehicles	384 man hours
Inspections Work Orders	Maintained Vacant Homes	16 man hours

Brian Wood Sr

Interim Director of Public Works

Willingboro Recreation & Parks (WRAP) Department
 Monthly Report – Feb 2016
 Programs & Activities Current Enrollment

Kennedy Center Utilization	8,312
Kennedy Center Permits	0048
Trash Bags	0300
Banquet Hall Usage	0012

Youth Programs

Youth Basketball	207
Youth Wrestling	044
Math Tutoring	015
Girls Softball	007
Golf	004
Ballet	028
Karate	022

<u>Total Youth Participation</u>	<u>327</u>
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Fitness Center Total USAGE	1,010
Membership for the Month	0051
Step Aerobics	0028
Chess Club	0020
Boot Camp	0007
Spinning	0011
Zumba	0020

<u>Total Adult Participation</u>	<u>1,147</u>
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February Events

6 th	Youth Wrestling Tournament	100
19 th	Open Mic Night	045
20 th	Black History Month Jazz Brunch	150

Upcoming Events

April 20th Phenomenal Woman Awards Dinner
 May 7th Woofstock and Meowmania

Engineer Report

REMINGTON & VERNICK ENGINEERS

Professional Excellence Since 1901

SENIOR PRINCIPALS

Edward Vernick, PE, CEM, President
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Thomas F. Beach, PE, CME
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Leonard A. Falola, PE, PE, CME
Christopher J. Fazio, PE, CME
Terence Vogt, PE, PE, CME
Dennis K. Yoder, PE, PE, CME

SENIOR ASSOCIATES

Charles E. Adameo, FLS, AET
John J. Cantwell, PE, PE, CME
Richard B. Czepanski, PE, CME, OCEE
Annina Hogan, PE, RA, CME, CPWA, LEED-AP
Kenneth C. Ressler, PE, CME
Frank J. Seney, Jr., PE, PE, CME, NUS
Gregory J. Sullivan, PE, PE, CME, CCA

PLEASE REPLY TO THE NOTED OFFICE

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

Remington, Vernick
& Vena Engineers
9 Allen Street
Tomis River, NJ 08753
☐ (732) 266-9220

3 Josama Boulevard, Suite 300-400
Old Bridge, NJ 08857
☐ (732) 955-8000

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

4907 New Jersey Avenue
Wildwood City, NJ 08260
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Melford Plaza I, Suite 400
16701 Melford Boulevard
Bowie, MD 20715
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922 Fayette Street
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262 Chopman Road, Suite 105
Newark, DE 19702
☐ (302) 266-0212

Remington, Vernick
& Arango Engineers
The Presidential Center, Lincoln Building
Suite 600, 101 Route 130,
Cinnaminson, NJ 08077
☐ (856) 303-1245

300 Penham Avenue, 3rd Floor
Secaucus, NJ 07094
☐ (201) 624-2137

February 22, 2016

Mr. Richard Brevogel, Acting Township Manager & Director of Public Works
Township of Willingboro, Department of Public Works
25 Industrial Drive
Willingboro, NJ 08046

Re: Township of Willingboro
Recommendation for the Emergency Replacement of the Storm
Culvert Pipes on Messenger Lane
Our File No.: 0338-G-012

Dear Mr. Brevogel:

On February 17, 2016, our office was notified, by the Department of Public Works, of roadway damage and significant settlement / deflection of a section of Messenger Lane between Millbrook Drive and Medallion Lane directly above an existing culvert pipes.

Upon investigation of the area, it was discovered the existing culvert pipes show signs of significant corrosion and connection failures. Additionally, the pipes show signs of crushing / deflection on the top of the pipes which indicates the pipes have been structurally compromised. The existing concrete headwalls appear to be structurally sound and do not show signs of damage or movement. Due to the failure of the pipes, the roadway surface, sidewalk, and curb has also settled.

It is our recommendation that the pipes be removed and replaced immediately. As it is our opinion that, in its current condition, the existing culvert presents an immediate danger or hazard to the public and warrants an emergency replacement to avoid a potential catastrophic failure.

The construction of the replacement will consist of the "in kind" removal & replacement of the existing culvert pipes as well as stabilization of the eroded banks and channel, both upstream and downstream of the culvert. Since the existing concrete headwalls appear to be structurally sound, we are proposing to leave them in place. During construction, cosmetic repairs and treatments may be applied on an as needed basis to extend the life of the concrete headwalls.

We have attached a copy of a preliminary engineer's estimate of cost for your use.

Page 2

Township of Willingboro

Recommendation to Replace the Culvert within Messenger Lane

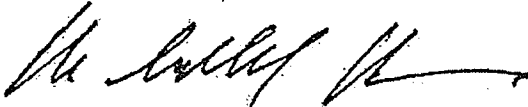
Our File No.: 0338-G-012

Our office will be notifying the New Jersey Department of Environmental Protection (NJDEP) of our findings / recommendations under separate cover.

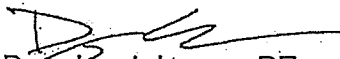
If you should have any questions feel free to contact Mr. Douglas Johnson, P.E. of our offices at (856) 303-1245 ext. 1514.

Sincerely,

REMINGTON, VERNICK & ARANGO ENGINEERS



K. Wendell Bibbs, PE, CME
Principal



Douglas Johnson, PE
Project Engineer

KWB/DJ/kn

Enclosures:

cc: Mayor & Council, c/o Sarah Wooding, Clerk
Michael A. Armstrong, Township Solicitor
Hasson Shipman, RVA
Douglas Johnson, RVA



REMINGTON & VERNICK ENGINEERS
ENGINEER'S ESTIMATE

PROJECT NAME:
MESSENGER LANE EMERGENCY CULVERT PIPE REPLACEMENT

PROJECT NUMBER:

CLIENT:
TOWNSHIP OF WILLINGBORO

23-Feb-16

#	DESCRIPTION	UNITS	ESTIMATED QUANTITY	ESTIMATED UNIT PRICE	AMOUNT
1	HEAVY DUTY SILT FENCE, BLACK	LF	250	\$4.00	\$1,000.00
2	INLET FILTER, TYPE 2, 2'X4'	UN	8	\$150.00	\$1,200.00
3	FLOATING TURBIDITY BARRIER, TYPE 2	LF	30	\$20.00	\$600.00
3	DEWATERING & "BY-PASS" PUMPING WORK EFFORTS, COMPLETE	LS	1	\$20,000.00	\$20,000.00
4	TRAFFIC CONTROL, TRAFFIC CONTROL DEVICES, TEMPORARY DETOURS, AND MAINTENANCE & PROTECTION OF VEHICULAR AND PEDESTRIAN TRAFFIC DURING CONSTRUCTION	LF	1	\$5,000.00	\$5,000.00
5	CLEARING SITE	LS	1	\$5,000.00	\$5,000.00
6	EXCAVATION, UNCLASSIFIED	CY	900	\$25.00	\$22,500.00
7	I-13 SOIL AGGREGATE, IF & WHERE DIRECTED	CY	465	\$20.00	\$9,300.00
8	DENSE GRADED AGGREGATE BASE COURSE, 8" THICK	SY	175	\$20.00	\$3,500.00
9	COURSE AGGREGATE, SIZE NO. 57	CY	145	\$40.00	\$5,800.00
10	SAWCUTTING	LF	55	\$3.00	\$165.00
11	HMA MILLING, 3" OR LESS	SY	200	\$12.00	\$2,400.00
12	TACK COAT	GAL	35	\$1.00	\$35.00
13	PRIME COAT	GAL	70	\$1.00	\$70.00
14	HOT MIX ASPHALT 9.5 M 64 SURFACE COURSE, 2.5" THICK	TON	40	\$150.00	\$6,000.00
15	HOT MIX ASPHALT 19 M 64 BASE COURSE, 8.5" THICK	TON	95	\$150.00	\$14,250.00
16	REMOVE & RESET EXISTING CHAIN-LINK FENCING & GATES	LF	210	\$40.00	\$8,400.00
17	GATE, CHAIN-LINK FENCE, PVC-COATED STEEL, 12' WIDE	UN	1	\$1,500.00	\$1,500.00
18	95" X 67" CORRUGATED STEEL PIPE, 12-GAGE, "CONTECH CMP w/TRENCHCOAT HEAVY GAGE POLYMER COATING", OR APPROVED EQUAL, COMPLETE & INSTALLED	LF	170	\$350.00	\$59,500.00
19	24" REINFORCED CONCRETE PIPE, IF & WHERE DIRECTED	LF	25	\$150.00	\$3,750.00
20	30" REINFORCED CONCRETE PIPE, IF & WHERE DIRECTED	LF	25	\$200.00	\$5,000.00
21	CONCRETE HEADWALL COATING, "SIKAGARD 550W, ELASTOCOLOR", COLOR "PRECAST", OR APPROVED EQUAL, COMPLETE	GAL	30	\$150.00	\$4,500.00
22	RIPRAP STONE SLOPE PROTECTION, 12" THICK (D50=6"), IF & WHERE DIRECTED	CY	10	\$500.00	\$5,000.00
23	RENO MATTRESS, "MACCAFERRI, INC.", OR APPROVED EQUAL	CY	15	\$500.00	\$7,500.00
24	TOPSOIL STABILIZATION MATTING, "NORTH AMERICAN GREEN, S150BN", OR APPROVED EQUAL	SY	175	\$5.00	\$875.00
25	CONCRETE SIDEWALK, 4" THICK	SY	75	\$68.00	\$5,100.00
26	MONOLITHIC "ROLLED" CONCRETE CURB & GUTTER	LF	155	\$30.00	\$4,650.00
27	BORROW TOPSOIL	CY	110	\$30.00	\$3,300.00
28	TOPSOILING, 4" THICK	SY	330	\$3.50	\$1,155.00
29	FERTILIZING & SEEDING, TYPE A-3	SY	330	\$3.50	\$1,155.00
30	TWO (2) YEAR MAINTENANCE BOND	LS	1	\$2,500.00	\$2,500.00
SUBTOTAL:					\$210,705.00
CONSTRUCTION CONTINGENCIES (10%):					\$21,070.50
TOTAL ESTIMATED CONSTRUCTION COST:					\$231,775.50