

WILLINGBORO TOWNSHIP COUNCIL  
AGENDA  
FEBRUARY 18, 2020

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

MANAGER'S REPORT

PUBLIC COMMENT

AGENDA ITEMS ONLY

ORDINANCES

ORDINANCE 2020-5 (INTRODUCTION)  
ORDINANCE AMENDING CHAPTER 199, ARTICLE I, SECTION 199-8 OF THE  
WILLINGBORO TOWNSHIP MUNICIPAL CODE ENTITLED "CERTIFICATE OF  
OCCUPANCY; INSPECTIONS"

NOTICE

Notice is hereby given that the foregoing Ordinances 2020-5 was 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 18, 2020 and will be considered for second reading and final passage at the regular meeting of said Township Council to be held on the March 3, 2020 at 7 p.m. or as soon thereafter as this matter can be reached, at the meeting room 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 these ordinances. Copies will be made available at the Township Clerk's office in the Municipal Building to the members of the general public who shall request the same.

ORDINANCE 2020—6 (INTRODUCTION)  
ORDINANCE AMENDING CHAPTER 150 OF THE WILLINGBORO TOWNSHIP  
MUNICIPAL CODE ENTITLED "FEES"

NOTICE

Notice is hereby given that the foregoing Ordinances 2020-6 was 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 18, 2020 and will be considered for second reading and final passage at the regular meeting of said Township Council to be held on the March 3, 2020 at 7 p.m. or as soon thereafter as this matter can be reached, at the meeting room 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 these ordinances. Copies will be made available at the Township Clerk's office in the Municipal Building to the members of the general public who shall request the same.

RESOLUTIONS

- Res. 2020—34 RESOLUTION AUTHORIZING THE TOWNSHIP TO APPLY FOR THE 2019 RECYCLING TONNAGE GRANT
- Res. 2020—35 RESOLUTION AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF PITMAN TO SHARE PUBLIC WORKS EQUIPMENT AND PERSONNEL
- Res. 2020—36 RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO AUTHORIZING CHANGE ORDER #1 FINAL FOR 2018 ROAD IMPROVEMENT PROGRAM "IMPROVEMENTS TO CHARLESTON ROAD"
- Res. 2020—37 RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO AUTHORIZING PAYMENT CERTIFICATE NO. 2 FINAL RELEASING RETAINAGE TO ARAWAK PAVING COMPANY, INC. FOR THE 2018 ROAD IMPROVEMENT PROGRAM "IMPROVEMENTS TO CHARLESTON ROAD"
- Res. 2020—38 RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO RELEASING THE PERFORMANCE BOND FOR THE 2018 ROAD IMPROVEMENT PROGRAM "IMPROVEMENTS TO CHARLESTON ROAD" AND ACCEPTING A TWO-YEAR MAINTENANCE BOND
- Public comment**
- Council comment**
- Res.. 2020—39 EXECUTIVE SESSION (IF NEEDED)
- Adjournment

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

Willingboro Township Council

Agenda

February 18, 2020

7:00pm

Call to Order  
Flag Salute  
Statement

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, 2020 advance written notice of this meeting was posted on the bulletin board in the Municipal Complex.

On January 1, 2020, advance written notice of this meeting was mailed to the Burlington County Times, the Trenton Times, the Philadelphia Inquirer and the Courier Post.

On January 1, 2020, advance written notice of this meeting was filed with the Township Clerk.

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

Roll Call

Councilman Anderson	Present
Councilwoman Perrone	Present
Councilwoman Whitfield	Present
Deputy Mayor McIntosh	Present
Mayor Worthy	Present

Moment of Silence in Honor of Dr. Ayres for his years of service.

Movement of a piece of New Business for the interest of the public - Appointing and Swearing in Willingboro High School Students to Youth Advisory Board

Motioned By Councilwoman Perrone  
Seconded by Deputy Mayor McIntosh

Roll Call:	Councilman Anderson	Yes
	Councilwoman Perrone	Yes
	Councilwoman Whitfield	Yes
	Deputy Mayor McIntosh	Yes
	Mayor Worthy	Yes

Motion Carried.

Motion to Appointing and Swearing in Willingboro High School Students to Youth Advisory Board: Ashaun Davis, Jabria Anderson, Cianni Coleman, Aniya Davis

Motioned By Councilwoman Perrone  
Seconded by Councilwoman Whitfield

Roll Call:	Councilman Anderson	Yes
	Councilwoman Perrone	Yes
	Councilwoman Whitfield	Yes
	Deputy Mayor McIntosh	Yes
	Mayor Worthy	Yes

Motion Carried.

**Manager's Report – See Attached**

Recess for 10 minutes for Council to review items mentioned in report.

Motioned: Mayor Worthy  
Seconded: Councilman Anderson

All in favor "Aye", None opposed

Motion Carried.

Ending recess.

Motioned: Councilwoman Whitfield  
Seconded: Deputy Mayor McIntosh

All in favor "AYE", none opposed

Accept Manager's Report

Motioned By Mayor Worthy  
Seconded by Councilman Anderson

Roll Call:	Councilman Anderson	Yes
	Councilwoman Perrone	Yes
	Councilwoman Whitfield	Yes
	Deputy Mayor McIntosh	Yes
	Mayor Worthy	Yes

Motion Carried.

Council addressed some of the items in the Manager's Report.

Solicitor stated for the record that the meeting scheduled for March 3, 2020 will commence at 6pm instead of 7pm. Madam Clerk will ensure notice of time change.

Public Comment for Agenda Items

Pat Lindsey-Harvey – 12 Hadley Lane, How will Resolution 2020-35 Shared Services Agreement with Pitman NJ for Public Works equipment & personnel impact the township?

Township Manager explained that this is for repair of specific equipment and repairs are done on the townships site.

ORDINANCE 2020-5 (INTRODUCTION)  
ORDINANCE AMENDING CHAPTER 199, ARTICLE 1, SECTION 199-8 OF THE  
WILLINGBORO TOWNSHIP MUNICIPAL CODE ENTITLED "CERTIFICATE OF  
OCCUPANCY; INSPECTIONS"

**WHEREAS**, the Mayor and Council for the Township of Willingboro has performed a review of the procedures for obtaining a certificate of occupancy and the required inspections as recited under Chapter 199, Article I, Section 199-8, entitled "CERTIFICATE OF OCCUPANCY; INSPECTIONS," of the Township of Willingboro Municipal Code Book.

**WHEREAS**, the Mayor and Council for the Township of Willingboro now desires to amend said code section to eliminate the requirement of a current survey as a prerequisite for receipt of a Certificate of Occupancy.

**WHEREAS**, the Mayor and Council did introduce the above ordinance, being Ordinance 2020-~~5~~ for first reading at the meeting held on February 18, 2020 at 7:00PM.

**NOW, THEREFORE, BE IT RESOLVED** that the above ordinance, being Ordinance 2020-~~5~~ as introduced, does now pass on first reading.

**BE IT FURTHER RESOLVED** that said Ordinance shall be considered for final passage at the meeting to be held on February 18, 2020 at 7:00PM or as soon thereafter as the matter can be reached at the regular meeting place of the Mayor and Council of the Township of Willingboro.

**BE IT FURTHER RESOLVED** that at such time and place all persons interested be given an opportunity to be heard concerning said Ordinance.

**BE IT FURTHER RESOLVED** that the Township Clerk be and is hereby authorized and directed to publish said Ordinance, according to law, with a notice of its introduction and passage on first reading and of the time and place when and where said Ordinance will be further considered for final passage.

Motioned By Councilman Anderson  
Seconded by Deputy Mayor McIntosh

Roll Call:	Councilman Anderson	Yes
	Councilwoman Perrone	Yes
	Councilwoman Whitfield	Yes
	Deputy Mayor McIntosh	Yes
	Mayor Worthy	Yes

Motion Carried. Ordinance approved

ORDINANCE 2020-6 (INTRODUCTION)  
ORDINANCE AMENDING CHAPTER 150 OF THE WILLINGBORO TOWNSHIP  
MUNICIPAL CODE ENTITLED "FEES"

**WHEREAS**, the Mayor and Council for the Township of Willingboro has performed a full review of the fees listed under Chapter 150, entitled "FEES," of the Township of Willingboro Municipal Code Book.

**WHEREAS**, the Mayor and Council for the Township of Willingboro now desires to amend said chapter to change some of the requisite fee amounts listed therein.

**NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and Council of the Township of Willingboro, County of Burlington, and State of New Jersey as follows:

**SECTION 1:** Chapter 150, entitled "FEES," of the Township of Willingboro Municipal code shall, in pertinent part, be amended as follows:

**NOTE:** Deletions have been struck through and additions in *italics*. Large portions of text which are unchanged by this ordinance have been removed and indicated via "..."

**§ 150-2 Fees applicable to all departments.**

The following fees are hereby established for all departments of the Township:

- A. ...
- C. Tax or municipal lien search: *\$20.00*.
- D. Tax or municipal lien search update, per year: *\$5.00*.
- E. ...
- G. ...Duplicate tax lien redemption: *\$100.00*, charged after two free redemption calculations.  
[Added 3-5-2013 by Ord. No. 2013-1]
- H. ...
- I. Assessment searches per block and lot: *\$25.00*.  
[Added 3-7-2006 by Ord. No. 2006-1]
- J. ...

**§ 150-3 Vital statistics fees.**

[Amended 3-7-2006 by Ord. No. 2006-1; 11-8-2017 by Ord. No. 2017-11]

The following fees are established for licenses and certificates issued by the Registrar of Vital Statistics:

- A. ...
- B. Each additional death certificate: \$10.00.
- C. ...
- G. Returned check fee: \$20.00.

**§ 150-5 Planning Board and Zoning Board of Adjustment fees.**

A. ...

Subject of Application	Fee	Escrow Account
Subdivision minor plat	\$100	\$500.00
Subdivision preliminary plat	\$200	\$150 per lot, but not less than \$1,500.00
Subdivision final plat	\$200	\$25 per lot, but not less than \$1,500.00
Site plan waiver	\$100.00	\$500.00
Site plan, minor	\$200	\$1,500.00
Site plan, preliminary	\$350	\$150 per acre or part acre, but not less than \$1,500 shall be deposited
Site plan, final	\$200	\$100 per acre or part acre, but not less than \$1,500.00 shall be deposited
Conditional use	\$100	\$1,500.00
Informal	\$50	None, provided that no professional review is involved. Applicant is responsible for costs of professional review required by the Board
Staff conference	\$50	\$1,500.00 if any of the professional consultants are to participate
Appeals (N.J.S.A. 40:55D-70a)	\$100.	\$1,500.00
Ordinance or map interpretation (N.J.S.A. 40:55D-70b)	\$50	\$500.00
Bulk variances (N.J.S.A. 40:55D-70c)	\$100	\$500.00
Use variances (N.J.S.A. 40:55D-70d)	\$100	\$1,500.00

Subject of Application	Fee	Escrow Account
Permit (N.J.S.A. 40:55D-34 and N.J.S.A. 40:55D-35)	\$100	\$200
Appeals to Township Council	\$100	\$1,500.00
Request for rezoning	\$400	\$10 per acre, but no less than \$1,500.00
Driveway relocation application [§ 370-76A(1)(h)]	\$50	\$500.00
Any other matter under the provisions of this chapter or the Municipal Land Use Law for which no specific fee or escrow deposit is established	\$100	\$500.00
Certified list of property owners (N.J.S.A. 40:55D-12)	\$0.25 per name or \$10, whichever is greater	
Copies of applications, minutes, transcripts, decisions, resolutions or any other document or record for which no other specific fee has been established	Per letter-size page or smaller: \$0.05; per legal-size page or larger: \$0.07	
Zoning permit (local clearance)	\$20.00	None required
Subdivision approval certificate	\$25.00	None required

[1] Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art I).

- B. Application for variance or conditional use. The application fee for a variance by the Zoning Board of Adjustment shall be \$20.00 or for a conditional use by either the Zoning Board of Adjustment or the Planning Board shall be \$50.00, as provided in § 60-27 of the Code of the Township of Willingboro.
- C. Land subdivision and site plan fees. Pursuant to § 205-57 of the Code of the Township of Willingboro, the applicant, when required by provisions of Chapter 205, Land Subdivision and Site Plan Review, of the Code of the Township of Willingboro, shall pay to the Clerk fees in accordance with the following provisions:

(1) Minor subdivisions:

- (a) Application fee: processing fee of \$35.00 and \$65.00 for each new lot to be created (except any lands offered to the Township) as the technical review fee, as required by § 205-6 of the Code of the Township of Willingboro.
- (b) ...
- (c) Engineering review fee: \$300.00 as the technical review fee, as required by § 205-11 of the Code of the Township of Willingboro.



(d) ...

(2) Major subdivisions:

(a) Application fee (preliminary): processing fee of \$35.00, and \$1,500.00 for a subdivision involving 10 or fewer lots or \$3,000.00 for a larger subdivision and \$25.00 per new lot to be created in excess of 49 new lots as the technical review fee, as required in § 205-14 of the Code of the Township of Willingboro.

(b) ...

(c) Engineering review fee: \$500, plus \$5 per lot, as the technical review fee, as required by § 205-21E of the Code of the Township of Willingboro.

(d) ...

(3) Site plans:

(a) ...

(c) Engineering review fee: \$300, plus \$50 per acre or part thereof, as the technical review fee, as required by § 205-41 of the Code of the Township of Willingboro.

(d) ...

...

**§ 150-8 Recreation Department fees.**

[Amended 3-7-2006 by Ord. No. 2006-1; 3-5-2013 by Ord. No. 2013-1]

A. Municipal swimming pool fees.

(1) Resident/nonresident pool passes:

(a) Daily pass:

[1] Resident: \$5.00.

[2] Non-resident: \$8.00

(b) Seven-day pass:

[1] Resident: \$25.00.

[2] Non-Resident: \$35.00

(c) Seasonal passes (12 weeks):

[1] Youth: \$75.00

[2] Adult: \$100.00

[3] Seniors (60+): \$65.00

[4] Family (up to five): \$250.00

(2) ...

B. Tennis court fees.

(1) ...

(2) Seasonal passes:

- (a) Resident individual: *\$80.00*
- (b) Nonresident individual: *\$100.00*
- (c) Resident senior (60+): *\$50.00*
- (d) Nonresident senior (60+): *\$60.00*
- (e) Resident family: *\$125.00*
- (f) Nonresident family: *\$135.00*

C. Kennedy Center facility use fees.

(1) ...

D. Other fees.

(1) Equipment rentals.

(a) Fees:

[1] ...

[5] Technician (pending availability): *\$45.00* per hour.

[6] ...

(2) Park reservations.

(a) Fees:

[1] Residents (one to 150 people): *\$100/four hours.*

[2] Nonresidents (one to 150 people): *\$300/four hours.*

[3] Organization (one to 150 people): *\$300.00/four hours*

[4] Residents (151 + people): *\$200/four hours.*

[5] Nonresidents (151 + people): *\$500.00/four hours.*

[6] Organization (151 or more people): *\$600.00/four hours*

(b) *For 150 people or less, there shall be a fee of \$75.00 for each additional hour. For 151 people or more there shall be a fee of \$150.00 for each additional hour.*

(c) All reservations require a refundable deposit of ~~to~~ *\$500.*

(3) Pool rentals.

(a) Pool party (includes tent, tables, chairs and up to 30 swim passes):  
*\$300.00/four hours.*

(b) ...

Motioned by Councilman Anderson  
Seconded by Councilwoman Whitfield

Discussion between council members.

Roll Call:	Councilman Anderson	Yes
	Councilwoman Perrone	Yes
	Councilwoman Whitfield	Yes
	Deputy Mayor McIntosh	Yes
	Mayor Worthy	Yes

Motion Carried. Ordinance approved

RESOLUTION 2020-34  
AUTHORIZING TO APPLY FOR THE 2019 RECYCLING TONNAGE GRANT

**WHEREAS**, Recycling Enhancement Act, N.J.S.A. 13:1E-96 et seq., Mandatory Source Separation and Recycling Act P.L. 1987, c.102, as amended, and N.J.S.A. 13:1E-99.16, et seq., as amended, (collectively cited hereinafter as "Recycling Act") have established a recycling fund from which tonnage grants may be made to municipalities, in order to encourage local source separation and recycling programs; and

**WHEREAS**, it is the intent and spirit of the Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs; and

**WHEREAS**, the New Jersey Department of Environmental Protection has promulgated recycling regulations to implement the Recycling Act; and

**WHEREAS**, the recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including, but not limited to, making and keeping accurate verifiable records of materials collected and claimed by the municipality; and

**WHEREAS**, the Township Council has determined that it is in the best interest of the Township to apply for the tonnage grants; and

**WHEREAS**, a resolution authorizing the Township to apply for the 2019 Recycling Tonnage Grant will memorialize the commitment of the Township to recycling and indicate the assent of the Township Council to efforts undertaken by the Township and the requirements contained in the Recycling Act and recycling regulations; and

**WHEREAS**, this resolution acknowledges Patti Conrad, Brian Wood, and Lawrence Hardy are *Certified Recycling Professionals* to ensure that the application is properly completed and timely filed under the law.

**NOW THEREFORE BE IT** resolved on this 18th day of February 2020 in open public session that that the Township Council hereby authorizes and endorses the Tonnage Grant Application to the New Jersey Department of Environmental Protection; and

**BE IT FURTHER RESOLVED** that the monies received from the recycling tonnage grant shall be deposited into a dedicated recycling trust fund to be used solely for the purposes of recycling.

Motioned By Councilwoman Perrone  
Seconded by Councilman Anderson

Discussion by council for opportunity to receive explanation.

Roll Call:	Councilman Anderson	Yes
	Councilwoman Perrone	Yes
	Councilwoman Whitfield	Yes
	Deputy Mayor McIntosh	Yes
	Mayor Worthy	Yes

Motion Carried. Resolution approved

RESOLUTION 2020-35  
AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT WITH THE  
TOWNSHIP OF PITMAN TO SHARE PUBLIC WORKS EQUIPMENT AND PERSONNEL

Motioned by Councilman Anderson  
Seconded by Deputy Mayor McIntosh

Discussion by council.

Motions rescinded to receive further clarification and discussion.

Motion to table by Councilman Anderson  
Seconded by Mayor Worthy

Discussion by Council. Request for agreement to be included with packet.

Roll Call:	Councilman Anderson	Yes
	Councilwoman Perrone	Yes
	Councilwoman Whitfield	Yes
	Deputy Mayor McIntosh	Yes
	Mayor Worthy	Yes

Motion Carried. Resolution 2020 – 35 tabled.

RESOLUTION 2020-36  
AUTHORIZING CHANGE ORDER #1 FINAL FOR 2018 ROAD IMPROVEMENT  
PROGRAM "IMPROVEMENTS TO CHARLESTON ROAD"

**WHEREAS**, on May 14, 2019, the Township Council of the Township of Willingboro entered into a contract with Arawak Paving Company, Inc., located at 7503 Weymouth Road, Hammonton, NJ 08037, for the 2018 Road Improvement Program "Improvements to Charleston Road," pursuant to the Local Public Contracts Law, N.J.S.A. 40:11-1, et seq.; and

**WHEREAS**, the original contract amount between the Township of Willingboro and Arawak Paving Company, Inc. was awarded for \$441,000.00; and

**WHEREAS**, the amended final contract amount between the Township of Willingboro and Arawak Paving Company, Inc. is \$419,942.95, representing a reduction in the final adjustment of as-built quantities and contracts costs of \$21,057.05; and

**WHEREAS**, the Township Engineer has found the proposed Change Order #1 Final and reduction to be acceptable; and

**WHEREAS**, the Township Council has reviewed the Township Engineer's recommendation for the Change Order #1 Final, amending the final contract amount to Four Hundred Nineteen Thousand Nine Hundred Forty-Two and 95/100 Dollars (\$419,942.95).

**NOW THEREFORE, BE IT RESOLVED** that in open public session on this \_\_ day of February 2020, that the Township Council of the Township of Willingboro hereby accepts Change Order #1 Final for the 2018 Road Improvement Program "Improvements to Charleston Road" and amends the contract amount for this project to \$419,942.95 with Arawak Paving Company, Inc.

**BE IT FURTHER RESOLVED**, that a copy of this Resolution shall be provided to the Township Engineer, Finance Director, and Arawak Paving Company, Inc.

Motioned By Councilwoman Perrone  
Seconded by Deputy Mayor McIntosh

Discussion by council.

Roll Call:	Councilman Anderson	Yes
	Councilwoman Perrone	Yes
	Councilwoman Whitfield	Yes
	Deputy Mayor McIntosh	Yes
	Mayor Worthy	Yes

Motion Carried. Resolution 2020-36 approved.

RESOLUTION 2020-37  
AUTHORIZING [AYMENT CERTIFICATE NO.2 FINAL RELEASING RETAINAGE TO  
ARAWAK PAVING VOMPANY, INC FOR THE 2018 ROAD IMPROVEMENT PROGRAM  
"IMPROVEMENTS TO CHARLESTON ROAD"

WHEREAS, the Township of Willingboro's Engineer, Remington & Vernick Engineers, Inc., has submitted the Payment Certificate No. 2 Final, releasing the retainage in the total amount of \$18,576.37 to Arawak Paving Company, Inc., located at 7503 Weymouth Road, Hammonton, NJ 08037, for the 2018 Road Improvement Program "Improvements to Charleston Road;" and

WHEREAS, the Township Engineer has determined that no further work is being performed on this project and the Payment Certificate No. 2 Final has been reviewed and approved by the Township Engineer; and

WHEREAS, it is the recommendation of the Township Engineer that the Township of Willingboro release the retainage for the project in the amount of \$18,576.37 to Arawak Paving Company, Inc.; and

WHEREAS, it is in the best interest of the Township of Willingboro to release the retainage for this project in the amount of \$18,576.37, to Arawak Paving Company, Inc., in accordance with the Township Engineer's recommendations in Payment Certificate No. 2 Final, for the 2018 Road Improvement Program "Improvements to Charleston Road."

NOW THEREFORE, BE IT RESOLVED that in open public session on this 18th day of February 2020, that the Township Council of the Township of Willingboro shall hereby release the retainage to Arawak Paving Company, Inc., pursuant to the Payment Certificate No. 2 Final, and in accordance with the Township Engineer's recommendation, in the amount of \$18,576.37 for the 2018 Road Improvement Program "Improvements to Charleston Road."

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be provided to the Township Engineer, Finance Director, and Arawak Paving Company, Inc.

Motioned By Councilwoman Perrone  
Seconded by Councilman Anderson

Roll Call:	Councilman Anderson	Yes
	Councilwoman Perrone	Yes
	Councilwoman Whitfield	Yes
	Deputy Mayor McIntosh	Yes
	Mayor Worthy	Yes

Motion Carried. Resolution 2020-37 approved.

RESOLUTION 2020-38  
RELEASING THE PERFORMANCE BOND FOR THE 2018 ROAD IMPROVEMENT  
PROGRAM "IMPROVEMENTS TO CHARLESTON ROAD" AND ACCEPTING A TWO-  
YEAR MAINTENANCE BOND

WHEREAS, the Township of Willingboro's Engineer, Remington & Vernick Engineers, Inc., has inspected the 2018 Road Improvement Program "Improvements to Charleston Road"; and

WHEREAS, the Township Engineer has determined that the improvements are satisfactory; and

WHEREAS, it is the recommendation of the Township Engineer that the Township of Willingboro release Arawak Paving Company, Inc.'s Performance Surety Bond No. 0221697 in the amount of Four Hundred Nineteen Thousand Nine Hundred Forty-Two and 95/100 Dollars (\$419,942.95) in consideration for Arawak Paving Company, Inc. posting of a two-year Maintenance Bond No. 0221697M in the amount of Four Hundred Nineteen Thousand Nine Hundred Forty-Two and 95/100 Dollars (\$419,942.95), provided that the release of the Performance Bond is contingent upon the payment of all outstanding escrow invoices; and

WHEREAS, it is the intention of the Township Council and in the best interest of the Township of Willingboro to release the Performance Bond and accept the two-year Maintenance Bond for the 2018 Road Improvement Program "Improvements to Charleston Road" in the amounts referenced herein, contingent upon the payment of all outstanding escrow invoices, in accordance with the Township Engineer's recommendations;

**NOW THEREFORE, BE IT RESOLVED** that in open public session on this \_\_ day of February 2020, that the Township Council of the Township of Willingboro shall hereby release Arawak Paving Company, Inc.'s Performance Bond No. 0221697 in the amount of Four Hundred Nineteen Thousand Nine Hundred Forty-Two and 95/100 Dollars (\$419,942.95) for the 2018 Road Improvement Program "Improvements to Charleston Road" and hereby accepts the two-year Maintenance Bond No. 0221697M in the amount of Four Hundred Nineteen Thousand Nine Hundred Forty-Two and 95/100 Dollars (\$419,942.95), provided that the release of the Performance Bond is contingent upon the payment of all outstanding escrow invoices.

**BE IT FURTHER RESOLVED**, that a copy of this Resolution shall be provided to the Township Engineer, Finance Director, and Arawak Paving Company, Inc.

Motioned By Councilman Anderson  
Seconded by Councilwoman Perrone

Explanation requested provided for the sake of the public.

Roll Call:	Councilman Anderson	Yes
	Councilwoman Perrone	Yes
	Councilwoman Whitfield	Yes
	Deputy Mayor McIntosh	Yes
	Mayor Worthy	Yes

Motion Carried. Resolution 2020-38 approved.

## OLD BUSINESS

Old business was included in Manager's report

## NEW BUSINESS

- Appointing and swearing in of Willingboro High School students to the Youth Advisory Board – moved to the beginning of the meeting for the interest of the public.
- Beginning discussion for proposed Vision and Mission statements – Mayor read a proposed statement to begin the discussion. Council was provided the opportunity to respond.
- Due to the passing of Dr. Ayres, his name is suggested to be added to the street named Parkside Circle.

Motioned by Councilman Anderson  
Seconded by Councilwoman Perrone.

Discussion to clarify that this was his home street and to verify if there is an ordinance in reference to naming of streets and proposed costs.

- Liquor License reconsider by council to receive the value of said license and consider expanding them to already established places.

Motioned By Councilman Anderson  
Seconded by Councilwoman Perrone

Discussion by council. Solicitor will provide further information for legal requirements.

- Open the discussion about hiring a Deputy Township Clerk. Solicitor stated that it is a matter of Personnel, and should be discussed in Executive Session.
- Old business reference to departmental liaisons and the intent. Solicitor stated that he has not yet been able to speak to Council in reference to this. However, a memo was provided to Council, Manager, and Municipal Clerk. Solicitor provided an overview of the contents of said memo for the public. Council was given an opportunity to respond and express any questions and concerns.

## PUBLIC COMMENT

- **Pat Lindsey – Harvey** – 12 Hadley Lane, Resident further explained what a Vision and Mission Statement is and how to be formatted. Golf Course – they have a tent not a clubhouse, because of new owners should require a clubhouse when considering



liquor license. Councilwoman Perrone responded to resident by clarifying what was interpreted by her earlier comments in reference to Mission and Vision.

- **Ken Brantley** – 44 Woodhaven Lane-- Commented on a letter that was received, stated that there is misinformation in the response and provided written questions to Manager, Council, and/or Solicitor. Why would the Township who holds the residents accountable for backfilling a pool, why wasn't that done correctly and then put a lien onto the bank? Why is there no mention of a pool in response and/or in the OPRA request that he sent? No response to previous requests for meetings with Manager. Solicitor responded and referenced to the questions that was presented today and in 2019, there was a letter that was sent and Mr. Brantley is given the opportunity to appeal to an attorney, should also direct any further discussion if representing himself will be with the Township Manager.
- **Barbara Williams** – Roberts Place-- The Housing Inspector and Code Enforcer failed to take immediate action against Jerry Parker. Mr. Parker was not cited and it allowed him to sell his home because of the dysfunction of the housing department. Stated that the response from Manager had misinformation, and Ms. Williams was accused of providing false allegations. Based on the information given to Manager, Ms. Williams understood why Manager was misinformed. Asking to schedule a meeting because 4 minutes is not enough time to discuss this matter with Dr. Rogers and the two mentioned Housing Department persons mentioned in the letter. Questioned addressed to Dr. Rogers, when will Rittenhouse Park and Fairmount Park residents receive the new recycling cans? How soon will the Firehouse Open? What is going to happen to the other two houses that are now empty?
- **Paul Bracy** – 12 Genesee Dr. Mount Holly, longtime previous resident of Sheffield Dr., stated that he heads Youth At Risk Program, read letter out of the County Prosecutor office, which does not provide funding for outside programs. The culture will not change if there is not a program in place. The grant information is available to Council and Manager.
- **Webster Evans** – Rockland Drive-- Problem on Rockland Dr. of tractor trailers being dropped or left over the weekend. Can something be done, for example an Ordinance so this practice can discontinue?
- **Robert Brown** – 14 Farragut Court--There is at present no responsibility for incoming business owners, suggests that incoming owners should sponsor a team at the school and possibly the public.

## COUNCIL COMMENT

Council was given the opportunity to respond to each of the public comment and questions, if needed.

Point of Order – Question: From Councilwoman Perrone to Mayor - Was it said that mayor, Deputy Mayor and Municipal Clerk met with Senator Singleton? Clarification from Mayor, No it was just herself and Deputy Mayer, Madam Clerk was not in attendance.

RESOLUTION 2020-39  
EXECUTIVE SESSION

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 18th day of February 2020 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.
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.
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: *Attorney/Client Matter / Shared Service Matter*

**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.

Motioned by Councilman Anderson  
Seconded by Councilwoman Whitfield

Purpose of the closed session is Attorney/Client Privilege, Resolution 2020-35 that was tabled earlier, Shared Services Agreement, and potential lease agreement for JFK Recreation Center and potential litigation matter concerning a resident.

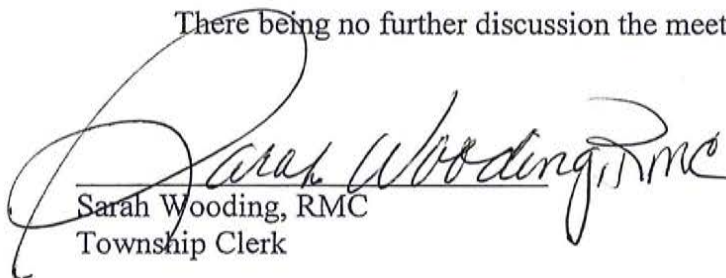
Roll Call:	Councilman Anderson	Yes
	Councilwoman Perrone	Yes
	Councilwoman Whitfield	Yes
	Deputy Mayor McIntosh	Yes
	Mayor Worthy	Yes

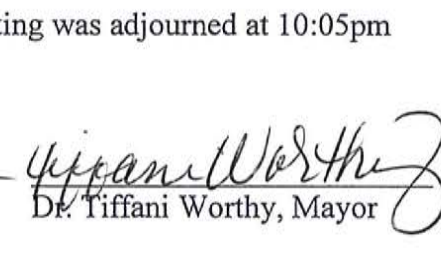
Motion Carried. Resolution 2020-39 approved.

Motion to end Executive Session and return to public session.

Motioned by Councilman Anderson  
Seconded by Deputy Mayor McIntosh  
All in favor "AYE", none opposed

There being no further discussion the meeting was adjourned at 10:05pm

  
Sarah Wooding, RMC  
Township Clerk

  
Dr. Tiffani Worthy, Mayor

**COUNCIL MEETING****FEBRUARY 18, 2020****TOWNSHIP MANAGER'S REPORT****What's Happening**

February 22 Willingboro Honors, KC Banquet Hall, 1 pm  
 February 28, 29,  
 March 1 Black Panther the Musical, WHS  
 February 29 A Song for Miss Lydia, KC Banquet Hall 12 noon  
 March 7 Dr. Seuss Day, LRC, 10 am – 2 pm

**Announcements**

Kennedy Center Fire Violations have been abated (over \$145,000 in penalties & fines have been waived - representing several years). We were granted an extension for 2 items: Fire Hydrant testing and Fire Lane painting. Kudos to all of our team members who rolled up their sleeves with my office to make this happen!

Please join us in welcoming "Petra Market" to the Town Center.

Willingboro was selected to host the Family Festival April 25<sup>th</sup> at the Kennedy Center by First Lady Tammy Murphy. The first planning meeting is February 20<sup>th</sup> at 2pm. Dionne Bolden will represent the municipality at this meeting.

Mayor Worthy will participate in an Economic Development breakfast on February 25, at Ramblewood Country Club. Moderated by Mark Remsa, the County Director, Economic Development & Regional Planning. The discussion will be with representatives from Florence, Medford, Willingboro & Eastampton and the topic is Economic Development.

**General Items**

The sign located at Van Sciver Parkway and Sunset Road has been confirmed as meeting the criteria of the Municipal sign Ordinance. It is a "For Sale" sign.

Township Parade of Champions is scheduled for March 28, 10 am in Millcreek Park. The municipality is providing in-kind services, waiving fees, police & fire presence.

Department of Public Works – Roadway, Sidewalks, Leaf Collection January report is attached.

In addition, the Township funded \$109,661 to repair various sidewalks in the Township, they include: JFK Shopping Plaza which is substantially completed, the other various locations include: Budhollow Lane, Barnwell Lane, Bently Lane, Bermuda Lane, New Coach Place, Northampton Drive, General Lane, and Genesee Lane.

The Township's Surveillance Camera initiative continues to move forward. Two cameras have been installed (one at the intersection of Van Sciver & Levitt Pkwy and one at Van Sciver & Sunset Road).

Dr. Sharon Rogers, Township Manager

### Council Action/Discussion Items

1. Council members who have dedicated 16 years or more of service as a Council Member. Seeking approval to establish **an Ordinance** which stipulates that the individual will be honored in the Township in two ways: (1) Lie in State and (2) Street Name.
2. Production Company/Film makers are interested in leasing space from the Township for a movie production. The Township Manager will host a tour of the old firehouse on Sunset Road. The KC Performing Arts Center is not permitted to be utilized until a valid Certificate of Occupancy is obtained in accordance with the NJ UCC.
3. Armored Car Service. Transportation of funds to local banks from three locations (KC, MB, MUA). The Director of Finance has contacted two vendors, we have received one quote from Brink, so far – approximately \$30,000 annually. We are waiting for information from Loomis. (Addressing shared service request with WMUA)
4. Seeking Council approval of meeting date and time in reference to the budget.  
 ? Preliminary budget meeting – 6 pm Friday, February 28th - *2/27 @ 6P*  
 ? Introduction of Budget – 6 pm Monday, March 30th - *3/17 @ 6P*
5. Would like to schedule a presentation for Council from the architect, engineer, lighting and sound professionals for the proposed “performing arts” auditorium. Various elements have been chosen and we would like to update Council as we proceed. Over the next few weeks in addition to standard Council meetings, we have statutory budget meetings scheduled, so instead of adding an additional special meeting we would like to host this presentation at the March 3 Council Meeting?  
Can we start the meeting at 6 pm?
6. Burlington County Dept of Economic Development has notified the Township of available grant funding and has identified two projects in Willingboro that they feel would qualify for the grant. **Council please choose a project:**
  - a. Grand Market Place
  - b. Old Burl Co Times location
  - c. Other

The location should be for redevelopment, up to \$50,000 to create strategies to redevelop or regreen stranded assets.

7. Five Veteran Groups are interested in working together to raise money (thru a 501C3) to build a monument honoring Veterans. (Groups are: Veterans of Foreign Wars (VFW), American Legion, Buffalo Soldiers, Disable American Veterans (DAV), 20 plus Retired Military). This initiative is seeking Council’s approval to permit the monument to be placed on a site at the Kennedy Center as designated by the Township. They do understand that there are currently two  
 Dr. Sharon Rogers, Township Manager

memorials: Millcreek Park and the Municipal Building. However, the Kennedy Center is the hub of the Township.

8. Review the suggestion to execute a memorandum of understanding with the Southern NJ Building and Construction trades Council for hiring of temporary employees who reside in Willingboro. One of the caveats is ensuring that Willingboro residents enroll in their apprenticeship initiatives. Township of Evesham has adopted a Resolution.

9. Review proposed Capital Budget expenditures for 2020 equals \$4million. During the preliminary and introduction stages of the budget process, we will provide various bonding options that will be available, which will take advantage of our reduction in debt service over the next few years. Please review the two proposed options.

### Updates

The Inspections Department is establishing a standard procedure to assist in the identification of the location of dead animals in the Township. We will continue to have one point of communication with the County through the Department of Public Works.

The Library Alarm System. An additional walk-thru by the vendor is occurring Thursday, Feb 20 to finalize the plans to be submitted to Inspections. Once the plans are improved installation will be started.

Library roof repair, the cost proposal has been approved, we are waiting for a start date from the vendor (under \$6,000).

The Solicitor's office is drafting lease agreements for the Tenants in the Kennedy Center. The monthly cost will remain the same as previous years (\$300/month). And we will incorporate language which prohibits violation of fire codes, with a penalty of immediate eviction if permissible by law. As we renovate the facility we will re-visit monthly lease amounts in an effort to be profitable and competitive. A typical classroom is 768 sq feet at a rate of \$12/sq ft = \$800/month rent. (not commercial rates)

We will begin clean out of the facility utilizing PWD dumpsters.

Flying W purchased the golf course and has indicated that it will remain a golf course.

The ESCO, Schneider Electric Buildings Americas, Inc. is scheduling a meeting to review the data needed to complete the IGA (Investment Grade Audit).