

RESOLUTION NO. 2013---84
RESOLUTION AUTHORIZING RENEWAL OF SACRED HEART COUNCIL
#5337 KNIGHTS OF COLUMBUS LIQUOR LICENSE

WHEREAS, the Sacred Heart Council #5337 Knights of Columbus has applied for renewal of their Club Licenses pursuant to R.S. 33:1-46,l; and

WHEREAS, it appears that the applications and supporting documents are in proper order and ready for approval;

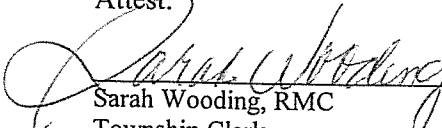
NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 5th day of June 2013, that the Township Council makes the following findings.

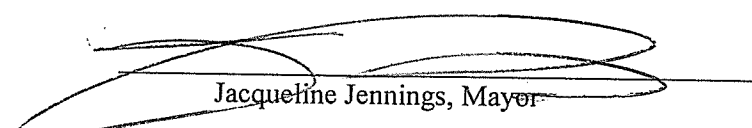
- (1) The Township Council has reviewed the applications and the supporting documents and finds that the submitted applications are complete in all respects, including the requirements of N.J.A.C. 13:2-8.7; and
- (2) The Officers and Directors of the applicant club are qualified to be licensed according to all standards established by Title 33 of the New Jersey Statutes Regulations promulgated thereunder, as well as pertinent local ordinances or conditions consistent with Title 33; and
- (3) The clubs shall maintain all records required pursuant to N.J.A.C. 13:2-8.8 and 13:2-8.12; and
- (4) No officer or member of the governing board of the applicant clubs have been convicted of a disqualifying offense pursuant to Title 33; and
- (5) It is appropriate and in the public interest to approve the renewal of a club license for the Sacred Heart Council #5337 Knights of Columbus 0338-31-003-002 for the period of July 1, 2013 through June 30, 2014; and

BE IT FURTHER RESOLVED, that the Sacred Heart Council #5337 Knights of Columbus have complied with all applicable provisions of Title 33, Rules and Regulations of the New Jersey Division of Alcoholic Beverage Control; and Ordinance No. 12, 1983, as well as all applicable ordinances of the Township of Willingboro; and

BE IT FURTHER RESOLVED that certified copies of this resolution be provided to Sacred Heart Council #5337 Knights of Columbus and the Division of Alcoholic Beverage Control for their information and attention.

Attest:


Sarah Wooding, RMC
Township Clerk


Jacqueline Jennings, Mayor

Send Result Report



MFP

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Complete

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Office of the Township Clerk

To: Cristal **From:** Sarah Wooding, RMC
Fax: 877-7755 **Pages:** 2
Phone: **Date:** 6/6/13
Re: **cc:** M. Armstrong

- Urgent For Review Please Comment Please Reply Please Recycle

No.	Date and Time	Destination	Times	Type	Result	Resolution/ECM
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RESOLUTION NO. 2013---85

RESOLUTION AUTHORIZING RENEWAL OF LIQUOR LICENSE FOR RUBY
TUESDAY, INC.

WHEREAS, **Ruby Tuesday Inc.**, 4366 Route 130 North, has applied for renewal of their **Plenary Retail Consumption License**; and

WHEREAS, it appears that the application and supporting documents are in proper order and ready for approval;

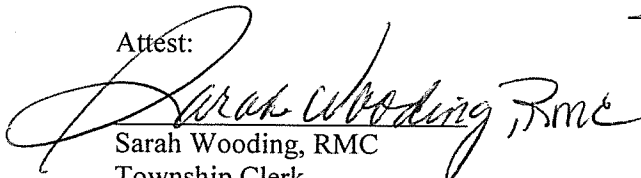
NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session 5th day of June, 2013, that the Township Council makes the following findings.

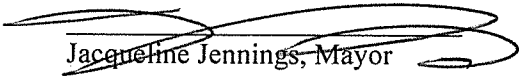
- a. The Township Council has reviewed the application and the supporting documents and finds that the submitted application is complete; and
- b. The Officers and Directors of the applicant business are qualified to be licensed according to the standards established by Title 33 of the New Jersey Statutes Regulations promulgated there under, as well as pertinent local ordinances or conditions consistent with Title 33; and
- c. The business shall maintain all records required; and
- d. No officer or member of the governing board of the applicant business have been convicted of a disqualifying offense pursuant to Title 33; and
- e. It is appropriate and in the public interest to approve the renewal of a Plenary Retail Consumption License for Ruby Tuesday Inc., #0338-33-005-001, for the period July 1, 2013 through June 30, 2014; and

BE IT FURTHER RESOLVED, that Ruby Tuesday Inc. has complied with the applicable provisions of Title 33, Rules and Regulations of the New Jersey Division of Alcoholic Beverage Control and Ordinance No. 12, 1983, as well as all applicable ordinances of the Township of Willingboro; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution be provided to Ruby Tuesday Inc. and the Division of Alcoholic Beverage Control for their information and attention.

Attest:


Sarah Wooding, RMC
Township Clerk


Jacqueline Jennings, Mayor

RESOLUTION NO. 2013--86

RESOLUTION AUTHORIZING RENEWAL OF FOSTER MILITARY LODGE
TEMPLE ASSOCIATION LIQUOR LICENSE

WHEREAS, the Foster Military Lodge Temple Association has applied for renewal of their Club License pursuant to R.S. 33:1-46.1; and

WHEREAS, it appears that the application and supporting documents are in proper order and ready for approval;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session 5th day of June, 2013, that the Township Council makes the following findings.

a. The Township Council has reviewed the application and the supporting documents and finds that the submitted application is complete in all respects, including the requirements of N.J.A.C. 13:2-8.7; and

b. The Officers and Directors of the applicant club are qualified to be licensed according to the standards established by Title 33 of the New Jersey Statutes Regulations promulgated there under, as well as pertinent local ordinances or conditions consistent with Title 33; and

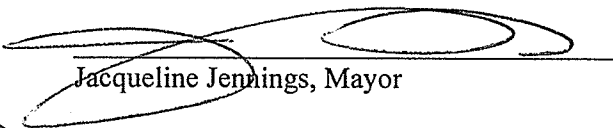
c. The club shall maintain all records required pursuant to N.J.A.C. 13:2-8.8 and 13:2-8.12; and

d. No officer or member of the governing board of the applicant club has been convicted of a disqualifying offense pursuant to Title 33; and


e. It is appropriate and in the public interest to approve the renewal of a club license for the Foster Military Lodge Temple Association, #0338-31-004-001, for the period July 1, 2013 through June 30, 2014; and

BE IT FURTHER RESOLVED, that the Foster Military Lodge Temple Association has complied with the applicable provisions of Title 33, Rules and Regulations of the New Jersey Division of Alcoholic Beverage Control and Ordinance No. 12, 1983, as well as all applicable ordinances of the Township of Willingboro; and

BE IT FURTHER RESOLVED, that certified copies of this resolution be provided to the Foster Military Lodge Temple Association and the Division of Alcoholic Beverage Control for their information and attention.


Jacqueline Jennings, Mayor

Attest:


Sarah Wooding, RMC
Township Clerk

RESOLUTION NO. 2013---87

RESOLUTION AUTHORIZING RENEWAL OF LEVITTOWN MEMORIAL
POST NO. 4914, V.F.W. LIQUOR LICENSE

WHEREAS, the Levittown Memorial Post No. 4914, V.F.W. applied for renewal of their Club Licenses pursuant to R.S. 33:1-46,1; and

WHEREAS, it appears that the application and supporting documents are in proper order and ready for approval;

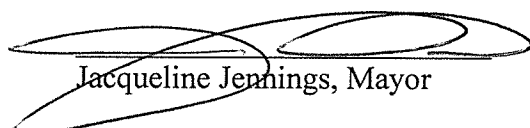
NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 5th day of June 2013 that the Township Council makes the following findings.

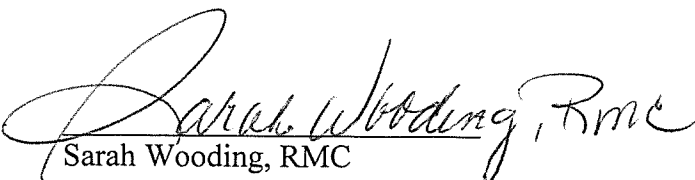
- (1) The Township Council has reviewed the application and the supporting documents and finds that the submitted application is complete in all respects, including the requirements of N.J.A.C. 13:2-8.7; and
- (2) The Officers and Directors of the applicant club are qualified to be licensed according to all standards established by Title 33 of the New Jersey Statutes Regulations promulgated thereunder, as well as pertinent local ordinances or conditions consistent with Title 33; and
- (3) The club shall maintain all records required pursuant to N.J.A.C. 13:2-8.8 and 13:2-8.12; and
- (4) No officer or member of the governing board of the applicant club has been convicted of a disqualifying offense pursuant to Title 33; and
- (5) It is appropriate and in the public interest to approve the renewal of a club license for the Levittown Memorial Post No. 4914, V.F.W. #0338-31-002-001 for the period July 1, 2013 through June 30, 2014; and

BE IT FURTHER RESOLVED, that the Levittown Memorial Post No. 4914, V.F.W., has complied with all applicable provisions of Title 33, Rules and Regulations of the New Jersey Division of Alcoholic Beverage Control; and Ordinance No. 12, 1983, as well as all applicable ordinances of the Township of Willingboro; and

BE IT FURTHER RESOLVED that certified copies of this resolution be provided to the Levittown Memorial Post No. 4914, V.F.W. for their information and attention.

Attest:


Jacqueline Jennings, Mayor


Sarah Wooding, RMC
Township Clerk

cc: Finance
Linda B.

RESOLUTION 2013- 88

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR TEMPORARY EXPERIENCED ACCOUNT RECEIVABLE CLERKS

WHEREAS, the Township of Willingboro has a need to acquire *temporary experienced account receivable clerks* as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5*; and,

WHEREAS, the civil service position of Keyboarding Clerk II was posted in May of 2013 and is pending civil service testing, interviewing, and placement of a qualified individual as a permanent hire; and

WHEREAS, the state approved temporary employment agencies have been unable to provide suitable candidates with experienced account receivable skills to date; and

WHEREAS, the Qualified Purchasing Agent has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is *one (1) year(s)*, and may be extended one (1) times as approved by this governing body; and

WHEREAS, *Accountemps, a subsidiary of Robert Half of Pa, Inc. whose Corporate Office is based at 2613 Camino Ramon, San Ramon, California 94583* has submitted a proposal *February 14, 2013* indicating they will provide the temporary experienced account receivable clerks for the hourly wage of \$21.00 per hour, maximum of 35 hours per week, not to exceed the total amount of \$36,000.00 in a calendar year; and

WHEREAS, *Accountemps, a subsidiary of Robert Half of Pa, Inc.* has completed and submitted a Business Entity Disclosure Certification which certifies that , *Accountemps, a subsidiary of Robert Half of Pa, Inc.* has not made any reportable contributions to a political or candidate committee in the Township of Willingboro in the previous one year, and that the contract will prohibit the , *Accountemps, a subsidiary of Robert Half of Pa, Inc.* from making any reportable contributions through the term of the contract, and

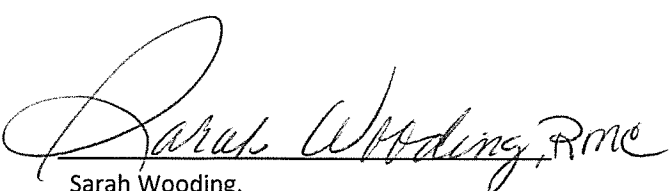
WHEREAS, the funds are available for this purpose as indicated by the attached Treasurer's certification, pursuant to N.J.A.C. 5:30-5.4.

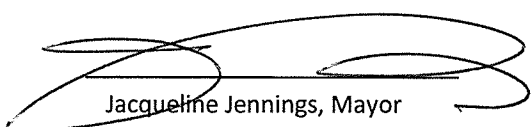
JUNE 5, 2013

NOW THEREFORE, BE IT RESOLVED that the Township Council of the Township of Willingboro , on this ~~date~~, in open public session the Township Council authorizes the Mayor to enter execute an agreement with *Accountemps, a subsidiary of Robert Half of Pa, Inc* that is consistent with this resolution for a term of one (1) year.

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

BE IT FURTHER RESOLVED that certified copies of this Resolution be provided to *Accountemps, a subsidiary of Robert Half of Pa, Inc* for its information and attention.


Sarah Wooding,
Township Clerk


Jacqueline Jennings, Mayor

MEMORANDUM



Robert Half International

A Global Leader in Professional Services Since 1948

**2884 Sand Hill Road
Menlo Park, CA 94025**

Phone: (650) 234-6000 Fax: (650) 234-6939

Legal Department

To: Will Behrens
Branch Manager

From: Ellie Romanik, Assistant to Jeffrey Chow

Date: June 28, 2013

Subject: New Jersey Bid Documentation

Enclosed please find standard bid documents for the Willingboro Township in New Jersey.

STANDARD BID DOCUMENT REFERENCE

		Reference: VII-C
Name of Form:	STOCKHOLDER DISCLOSURE CERTIFICATION	
Statutory Reference:	N.J.S.A. 52:25-24.2 (P.L. 1977, c.33)	
Instructions Reference:	Statutory and Other Requirements VII-C	
Description:	Meets statutory criteria for disclosure of bidder's ownership.	

No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any materials or supplies, unless, prior to the receipt of the bid or accompanying the bid of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or more of its stock of any class, or of all individual partners in the partnership who own a ten (10) percent or greater interest therein. Form of Statement shall be completed and attached to the bid proposal.

The Attorney General has concluded that the provisions of N.J.S.A. 52:25-24.2, in referring to corporations and partnerships, are intended to apply to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

Bidders are required to disclose whether they are a partnership, corporation or sole proprietorship. The Stockholder Disclosure Certification form shall be completed, signed and notarized. Failure of the bidder to submit the required information is cause for automatic rejection of the bid.

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business Accountemps, a division of Robert Half of Pa, Inc.

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that owning coporation. If no one owns 10% or more stock, attest to that.

I attest that there are currently no shareholders owning more than ten percent (10%) of the shares of Robert Half International Inc.

Check the box that represents the type of business organization:

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: Robert Half International Inc.

Name: _____

Home Address: 2884 Sand Hill Road,
Menlo Park, CA 94025

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

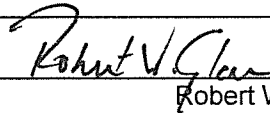
Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this 26 day of June, 2013.



Robert W. Glass (Affiant)

(Notary Public)

Robert W. Glass, Senior Vice President – Corporate Development

(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

Jurat


State of California

County of SAN MATEO

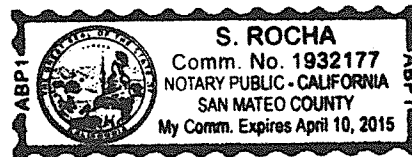
Subscribed and sworn to (or affirmed) before me on this 26 day of JUNE,

2013 by ROBERT W. GLASS,

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature 

(Notary seal)



OPTIONAL INFORMATION

DESCRIPTION OF THE ATTACHED DOCUMENT

STOCKHOLDER DISCLOSURE CERTIFICATION

(Title or description of attached document)

ACCOUNTemps

(Title or description of attached document continued)

Number of Pages 1 Document Date 6/26/13

(Additional information)

INSTRUCTIONS FOR COMPLETING THIS FORM

The wording of all Jurats completed in California after January 1, 2008 must be in the form as set forth within this Jurat. There are no exceptions. If a Jurat to be completed does not follow this form, the notary must correct the verbiage by using a jurat stamp containing the correct wording or attaching a separate jurat form such as this one which does contain proper wording. In addition, the notary must require an oath or affirmation from the document signer regarding the truthfulness of the contents of the document. The document must be signed AFTER the oath or affirmation. If the document was previously signed, it must be re-signed in front of the notary public during the jurat process.

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the jurat process is completed.
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Signature of the notary public must match the signature on file with the office of the county clerk.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different jurat form.
 - ❖ Additional information is not required but could help to ensure this jurat is not misused or attached to a different document.
 - ❖ Indicate title or type of attached document, number of pages and date.
- Securely attach this document to the signed document

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
 Required Pursuant To N.J.S.A. 19:44A-20.8
WILLINGBORO TOWNSHIP

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the *Accountemps, a division of Robert Half of Pa, Inc.* has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding *June 5, 2013* to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the *Township of Willingboro* as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Part II – Ownership Disclosure Certification

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- Partnership
 Corporation
 Sole Proprietorship
 Subchapter S Corporation
 Limited Partnership
 Limited Liability Corporation
 Limited Liability Partnership

Name of Stock or Shareholder	Home Address
Robert Half International Inc.	2884 Sand Hill Road, Menlo Park, CA 94025

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Accountemps, a division of Robert Half of Pa, Inc.

Signature of Affiant: *Robert W. Glass*
 Printed Name of Affiant : Robert W/Glass

Title: Senior VP, Corporate Development
 Date: June 26, 2013

Subscribed and sworn before me this 26 th day of June, 2013.	_____
My Commission expires:	(Witnessed or attested by)

	(Seal)

Jurat

State of California

County of SAN MATEO

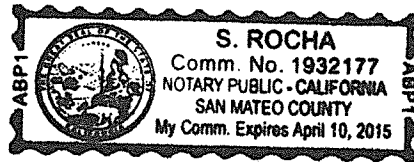
Subscribed and sworn to (or affirmed) before me on this 24 day of JUNE,

2013 by ROBERT W. GLASS

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature [Handwritten Signature]

(Notary seal)



OPTIONAL INFORMATION

INSTRUCTIONS FOR COMPLETING THIS FORM

The wording of all Jurats completed in California after January 1, 2008 must be in the form as set forth within this Jurat. There are no exceptions. If a Jurat to be completed does not follow this form, the notary must correct the verbiage by using a jurat stamp containing the correct wording or attaching a separate jurat form such as this one which does contain proper wording. In addition, the notary must require an oath or affirmation from the document signer regarding the truthfulness of the contents of the document. The document must be signed AFTER the oath or affirmation. If the document was previously signed, it must be re-signed in front of the notary public during the jurat process.

DESCRIPTION OF THE ATTACHED DOCUMENT

BUSINESS ENTITY DISCLOSURE

(Title or description of attached document)

CERTIFICATION - ACCOUNTemps

(Title or description of attached document continued)

Number of Pages 1 Document Date 6/26/13

(Additional information)

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the jurat process is completed.
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Signature of the notary public must match the signature on file with the office of the county clerk.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different jurat form.
 - ❖ Additional information is not required but could help to ensure this jurat is not misused or attached to a different document.
 - ❖ Indicate title or type of attached document, number of pages and date.
- Securely attach this document to the signed document

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
TOWNSHIP OF WILLINGBORO

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 Certain contributions deemed as contributions by business entity.

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

Temporary and Executing

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

~~~~~

**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

## Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 ([www.nj.gov/dca/lgs/lfns/lfnmenu.shtml](http://www.nj.gov/dca/lgs/lfns/lfnmenu.shtml)).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
  - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at [www.nj.gov/dca/lgs/p2p](http://www.nj.gov/dca/lgs/p2p). They will be updated from time-to-time as necessary.
  - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts in each county. Districts that do not represent the public agency should be removed from the lists.**
  - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
  - d. The form may be used “as-is”, subject to edits as described herein.
  - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
  - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification

in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

## Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee\*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**



\* N.J.S.A. 19:44A-3(s): “The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”



**List of Agencies with Elected Officials Required for Political Contribution Disclosure**

**N.J.S.A. 19:44A-20.26**

**County Name: BURLINGTON**

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

**STOCKHOLDER DISCLOSURE CERTIFICATION**

**Name of Business:** *Accountemps, a division of Robert Half of Pa, Inc.*

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

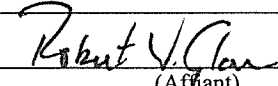
**Check the box that represents the type of business organization:**

- Partnership
- Corporation
- Sole Proprietorship
- Limited Partnership
- Limited Liability Corporation
- Limited Liability Partnership
- Subchapter S Corporation

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

|                                                            |               |
|------------------------------------------------------------|---------------|
| Name: Robert Half International Inc.                       | Name:         |
| Home Address: 2884 Sand Hill Road,<br>Menlo Park, CA 94025 | Home Address: |
| Name:                                                      | Name:         |
| Home Address:                                              | Home Address: |
| Name:                                                      | Name:         |
| Home Address:                                              | Home Address: |

|                                                                                                                  |                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subscribed and sworn before me this 26th day of June, 2013.<br><br>(Notary Public)<br><br>My Commission expires: | <br>_____<br>(Affiant)<br><br><u>Robert W. Glass, Senior Vice President – Corporate Development</u><br>(Print name & title of affiant)<br><br>(Corporate Seal) |
|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

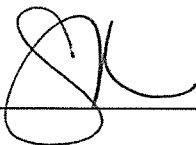
# Jurat

State of California

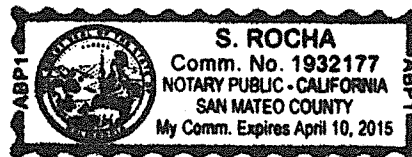
County of SAN MATEO

Subscribed and sworn to (or affirmed) before me on this 26 day of JUNE,  
2013 by ROBERT W. GLASS

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature 

(Notary seal)



## OPTIONAL INFORMATION

### DESCRIPTION OF THE ATTACHED DOCUMENT

STOCKHOLDER DISCLOSURE CERTIFICATION  
(Title or description of attached document)

ACCOUNTEMPS  
(Title or description of attached document continued)

Number of Pages 1 Document Date \_\_\_\_\_

(Additional information)

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The wording of all Jurats completed in California after January 1, 2008 must be in the form as set forth within this Jurat. There are no exceptions. If a Jurat to be completed does not follow this form, the notary must correct the verbiage by using a jurat stamp containing the correct wording or attaching a separate jurat form such as this one which does contain proper wording. In addition, the notary must require an oath or affirmation from the document signer regarding the truthfulness of the contents of the document. The document must be signed AFTER the oath or affirmation. If the document was previously signed, it must be re-signed in front of the notary public during the jurat process.*

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the jurat process is completed.
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Signature of the notary public must match the signature on file with the office of the county clerk.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different jurat form.
  - ❖ Additional information is not required but could help to ensure this jurat is not misused or attached to a different document.
  - ❖ Indicate title or type of attached document, number of pages and date.
- Securely attach this document to the signed document