

RESOLUTION NO. 2005-164
BUDGET TRANSFERS

WHEREAS, there are certain budget appropriation of the Township of Willingboro which are insufficient to meet the requirements for operating the affairs of the Township; and


WHEREAS, there are other 2005 budget appropriations where there are unexpended balances which will not be needed for such purposes; and

WHEREAS, the Revised Statutes 40A:4-58 provide for such transfers from such accounts that that have unexpended balances to those accounts which have insufficient balances;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 6th day of December, 2005 that the attached transfers be made:

BE IT FURTHER RESOLVED, that certified copies of this resolution be provided to the Finance Director and the Auditor for their information and attention.

ATTEST:


Marie Annese, Twp. Clerk


Eddie Campbell, Jr.

BUDGET TRANSFERS
FROM TO CHANGE

FROM SALARY AND WAGE:

5-01-20-100-101-011	MANAGER	50,000	
5-01-20-120-000-011	CLERK	7,000	
5-01-20-145-000-011	TAX COLLECTION	3,800	
5-01-22-195-195-011	CONSTRUCTION	4,000	
5-01-25-275-000-012	PROSECUTOR	3,000	
5-01-27-330-000-011	PUBLIC HEALTH	52,800	
5-01-27-340-000-011	ANIMAL CONTROL	24,000	
5-01-27-345-000-011	PUBLIC ASSIST.	14,000	

FROM OPERATING EXPENSE:

5-01-20-105-000-020	HUMAN RESOURCES	25,000	
5-01-21-190-000-020	ZONING BOARD	3,500	
5-01-26-305-001-001	TRASH COLLECTION	42,000	
5-01-28-415-000-000	RECREATION	23,500	
5-01-28-420-000-020	PUBLIC EVENTS	18,000	
5-01-501-26-310-000-0	BUILDING AND GROUNDS	50,000	

TO SALARY AND WAGE:

5-01-20-100-102-011	PURCHASING &TECH		4,800
5-01-20-130-000-011	FINANCE		7,100
5-01-20-155-000-012	ATTORNEY		350
5-01-25-240-240-011	POLICE		11,350
5-01-26-310-000-011	BUILDING & GROUNDS		20,300
5-01-27-350-000-011	OFFICE OF AGING		4,900
5-01-28-370-000-011	RECREATION		23,500
5-01-43-495-000-012	PUBLIC DEFENDER		1,500

TO OPERATING EXPENSE:

5-01-20-155-000-020	TWP ATTORNEY		44,500
5-01-30-415-000-001	ACCUMULATED LEAVE		85,750 Retirees Payout
5-01-31-430-000-000	ELECTRICITY		1,500
5-01-31-445-000-000	WATER		3,050
5-01-31-446-000-020	NATURAL GAS		50,000
5-01-36-472-000-020	SOCIAL SECURITY		62,000
		320,600	320,600
			0

Res. 164 & 165

Memo

To: Denise Rose
From: Joanne Diggs
Date: 12/2/2005
Re: Emergency Appropriation and Budget Transfers

After carefully analyzing all of our budget accounts we find that the emergency appropriation needed to get us through this year is more than originally expected. The amount needed to get through this year exceeds our ability to transfer from other accounts by \$571,400. Please see resolution attached.

The reasons for the budget shortfalls are (1) failure to budget adequately for the retroactive pays due to the settlement of five contracts this year. Please see the worksheet attached showing the impact of those contracts; and (2) the overwhelming increase in utility cost including street lighting, gasoline, natural gas, and telecommunications.

There were also significant increases in operating cost for the legal department and the construction code office.

c. Marie Annese

RESOLUTION NO. 2005-165

**EMERGENCY APPROPRIATION
LESS THAN 3 PERCENT TOTAL OPERATING APPROPRIATIONS**

WHEREAS, an emergency has arisen with respect to payment of certain budgeted items and no adequate provision was made in the 2005 budget for the item as listed below, and N.J.S.40A:4-46 provides for an emergency appropriation for the purpose above mentioned; and

WHEREAS, the total amount of emergency appropriations created including the appropriation to be created by this resolution is \$517,700 and three percent of the total operation appropriation in the budget for 2005 is 571,629.78.

WHEREAS, the foregoing appropriation, together with prior appropriation, does not exceed three percent of the total current operating appropriations including utility operation appropriations) in the budget for 2005;

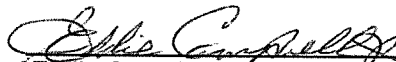
NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Willingboro assembled in public session this 6th day of December, 2005, in accordance with N.J.S. 40A:4-48:

(1) An emergency appropriation to be made as follows:


(Per Attached Worksheet)

(2) That said emergency appropriation shall be provided for in full in the 2006 budget and is requested to be excluded from CAPS pursuant to N.J.S. 40A:4-45.3.c(1).

BE IT FURTHER RESOLVED that two certified copies of this resolution be filed with the Director of Local Government Services.


Eddie Campbell, Jr., Mayor

Attest:


Marie Annese, Township Clerk

EMERGENCY APPROPRIATION

SALARY AND WAGES

5-01-25-265-000-011	FIRE	46,600	Retro pay for contracts Settled
5-01-26-290-291-011	ROADS AND STREETS	41,500	

OPERATING EXPENSES

5-01-20-135-000-020	AUDIT SERVICES	28,500	Additional Work, Construction, Recreation
5-01-20-155-000-020	TWP ATTORNEY	18,750	Litagation
5-01-23-210-000-000	HEALTH INSURANCE	56,000	Increased Cost
5-01-23-225-000-175	UNEMPLOYMENT	24,190	Billing for 1998 and 1999
5-01-23-210-210-000	INSURANCE BUYBACK	39,360	Increase due to contracts settled
5-01-22-195-195-020	CONSTRUCTION CODE	93,800	
5-01-31-435-000-000	STREET LIGHTING	50,000	Increased Cost
5-01-31-460-000-000	GASOLINE	54,000	Increased Cost
5-01-31-450-000-020	TELECOMMUNICATIONS	15,000	Increased Cost
5-01-32-465-000-000	LANDFILL	50,000	Increased Cost

TOTAL EMERGENCY		<u>517,700</u>	
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TOWNSHIP OF WILLINGBORO

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

December 19, 2005

Division of Local Government Services
CN 803
Trenton, New Jersey 08625

**Re: Emergency Appropriation
Willingboro Township**

Dear Sir/Madam:

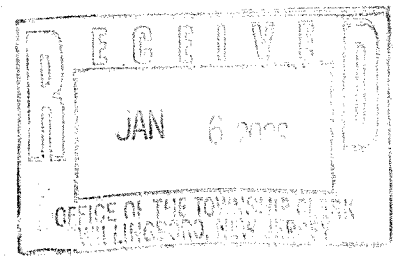
Attached please find two certified copies of Resolution No. 2005 – 165, Emergency Appropriation, adopted by Willingboro Township Council at their meeting of December 6, 2005.

Sincerely,

Marie Annese, RMC
Township Clerk

/ma

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
TRENTON, N.J.



EMERGENCY APPLICATION – N.J.S.A. 40A:4-46

Permission is hereby granted to the Township of Willingboro in the County of Burlington under provisions of N.J.S.A. 40A:4-46 to exclude from the 'CAP' the following emergency appropriation in the amount of \$ 517,700.00 for the purpose of:

Fire Department-Salaries & Wages	\$46,600.00
Roads & Streets-Salaries & Wages	\$41,500.00
Audit Services-Other Expense	\$28,500.00
Township Attorney-Other Expense	\$18,750.00
Health Insurance	\$56,000.00
Unemployment	\$24,190.00
Insurance Buyback	\$39,360.00
Construction Code-Other Expense	\$93,800.00
Street Lighting-Other Expense	\$50,000.00
Gasoline	\$54,000.00
Telecommunications-Other Expense	\$15,000.00
Landfill-Other Expense	\$50,000.00

The resolution authorizing the emergency appropriation was adopted at the meeting of the governing body on December 6, and a certified copy was filed with the Division on December 22, 2005.

Approved for:
Director, Division of Local Government Services

By: *Christine M. Zapicchi*

Christine M. Zapicchi, Chief
Bureau of Financial Regulation and Assistance

Date: December 28, 2005

To: Marie Annese, Municipal Clerk
Township of Willingboro
One Salem Road
Willingboro, New Jersey 08046

RESOLUTION NO. 2005-165

DEC 22 2005

EMERGENCY APPROPRIATION
LESS THAN 3 PERCENT TOTAL OPERATING APPROPRIATIONS

WHEREAS, an emergency has arisen with respect to payment of certain budgeted items and no adequate provision was made in the 2005 budget for the item as listed below, and N.J.S.40A:4-46 provides for an emergency appropriation for the purpose above mentioned; and

WHEREAS, the total amount of emergency appropriations created including the appropriation to be created by this resolution is \$517,700 and three percent of the total operation appropriation in the budget for 2005 is 571,629.78.

WHEREAS, the foregoing appropriation, together with prior appropriation, does not exceed three percent of the total current operating appropriations including utility operation appropriations) in the budget for 2005;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Willingboro assembled in public session this 6th day of December, 2005, in accordance with N.J.S. 40A:4-48:

(1) An emergency appropriation to be made as follows:


(Per Attached Worksheet)

(2) That said emergency appropriation shall be provided for in full in the 2006 budget and is requested to be excluded from CAPS pursuant to N.J.S. 40A:4-45.3.c(1).

BE IT FURTHER RESOLVED that two certified copies of this resolution be filed with the Director of Local Government Services.



Eddie Campbell, Jr., Mayor

Attest:


Marie Annese, Township Clerk

THIS IS A TRUE COPY OF RESOLUTION ADOPTED

BY THE TOWNSHIP COUNCIL ON Dec. 6, 2005


TOWNSHIP CLERK

EMERGENCY APPROPRIATION

SALARY AND WAGES

5-01-25-265-000-011	FIRE	46,600	Retro pay for contracts Settled
5-01-26-290-291-011	ROADS AND STREETS	41,500	

OPERATING EXPENSES

5-01-20-135-000-020	AUDIT SERVICES	28,500	Additional Work, Construction, Recreation
5-01-20-155-000-020	TWP ATTORNEY	18,750	Litagation
5-01-23-210-000-000	HEALTH INSURANCE	56,000	Increased Cost
5-01-23-225-000-175	UNEMPLOYMENT	24,190	Billing for 1998 and 1999
5-01-23-210-210-000	INSURANCE BUYBACK	39,360	Increase due to contracts settled
5-01-22-195-195-020	CONSTRUCTION CODE	93,800	
5-01-31-435-000-000	STREET LIGHTING	50,000	Increased Cost
5-01-31-460-000-000	GASOLINE	54,000	Increased Cost
5-01-31-450-000-020	TELECOMMUNICATIONS	15,000	Increased Cost
5-01-32-465-000-000	LANDFILL	50,000	Increased Cost

TOTAL EMERGENCY

517,700

**CERTIFICATION FOR EMERGENCY APPROPRIATION FORM
CHIEF FINANCIAL OFFICER**

Purpose of emergency appropriation: (1) Funds are needed for Retro pay due to Fire Department and Roads and Street employees resulting from labor to contract settlement.
(2) Increase operating cost including Audit Services, Litigation, Housing Inspections, Health Insurance, Unemployment, Insurance Buyback, Street Lighting, Telecommunications, Gasoline and Landfill Cost.

Documentation: Increased costs over budget amounts due to settlement of Labor contracts, unanticipated increases in Health Insurance, Utility and Landfill cost.

		Expended 2004	Budgeted 2005	Expended/ Projected 2005	Emergency Request
25-265	Fire SW	638,700	898,988	945,588	46,600
26-290	Road Repair and Maint SW	1,290,886	932,496	973,996	41,500
20-135	Audit Services OE	92,000	50,000	78,500	28,500
20-155	Township Attorney OE	224,525	207,000	225,750	18,750
22-195	Housing Inspection OE	134,926	155,575	249,375	93,800
23-210	Employee Group Ins. Buyback	49,790	50,000	89,360	39,360
23-220	Employee Group Health Ins.	1,637,079	1,750,000	1,806,000	56,000
23-225	Unemployment Ins.	35,050	25,000	49,190	24,190
31-435	Street Lighting	493,783	452,000	502,000	50,000
31-450	Telecommunications	65,221	68,000	83,000	15,000
31-460	Gasoline	118,705	125,000	179,000	54,000
31-465	Landfill	1,139,364	1,125,400	1,175,400	50,000
	Total	5,920,029	5,839,459	6,357,159	517,700

Date of occurrence: December, 2005

Have any contracts been awarded or purchase orders placed in connection with this emergency appropriation? No

Have any payments been made in connection with this emergency appropriation? No

If costs are in excess of \$17,500.00 for either labor or materials, or both will bids be advertised for? N/A

If not, have resolutions been adopted declaring an exigency to exist which will not permit the advertisement for public bids? N/A

Will work be performed by contract, force account or otherwise? No

Signed: Joanne M. Dugg

Title: Director of Finance

Date: December 6, 2005



TOWNSHIP OF WILLINGBORO

MUNICIPAL COMPLEX ONE SALEM ROAD

WILLINGBORO, NEW JERSEY 08046

(609) 877-2200 FAX (609) 835-0782

December 28, 2005

Director
Division of Local Government Services
P. O. Box 803
Trenton, New Jersey 08625

Attention: Cheryl

Attached for your information is a copy of the Certification for Emergency Appropriation Form which has been prepared and signed by Ms. Diggs, CFO, Willingboro Township. Earlier today a copy of this form was faxed to your attention.

Sincerely,

Marie Annese, RMC
Township Clerk

/ma
Att.

 * P. 01 *
 * TRANSACTION REPORT *
 * DEC-28-2005 WED 10:15 AM *
 * DATE START RECEIVER TX TIME PAGES TYPE NOTE M# DP *
 * DEC-28 10:15 AM 9847388 25" 2 SEND OK 631 *
 * TOTAL : 25S PAGES: 2 *

WILLINGBORO TOWNSHIP
ONE SALEM ROAD, WILLINGBORO, N.J. 08046
Phone No. (609) 877-2200 Fax No. (609) 835-0782

TELEFAX COVER SHEET

TO: Ms. Cheryl
 COMPANY: Dir. Local Government
 DATE: 12/28/05
 TO FAX NO. 984-7388
 FROM: Marie Annese EXT. 6202 PAGES 2

WILLINGBORO TOWNSHIP

ONE SALEM ROAD, WILLINGBORO, N.J. 08046

Phone No. (609) 877-2200 Fax No. (609) 835-0782

TELEFAX COVER SHEET

TO: M. Cheryl
COMPANY: Div. Local Government
DATE: 12/28/05
TO FAX NO. 984-7388

FROM: Marie Annese EXT. 6202 PAGES 2

SUBJECT: Certification For Emerg. Approp.

FOR YOUR INFORMATION PLEASE RESPOND _____

THANK YOU. Hard copy to follow

RESOLUTION NO. 2005 - 166
A RESOLUTION PROVIDING FOR A MEETING NOT
OPEN TO THE PUBLIC IN ACCORDANCE WITH THE
PROVISIONS OF THE NEW JERSEY OPEN PUBLIC
MEETINGS ACT, N.J.S.A. 10:4-12.

WHEREAS, The Township Council of the Township of Willingboro is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et, seq.; and

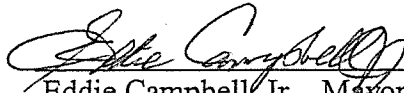
WHEREAS, The Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

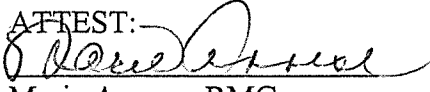
WHEREAS, it is necessary for the Township Council of the Township of Willingboro to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- (7) Matters relating to Litigation, Negotiations and the Attorney-Client Privilege: Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.
- (8) Matters Relating to the Employment Relationship: Any matter involving the employment, appointment, termination of employment terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session on 12/06, 2005, that an Executive Session closed to the public shall be held on 12/06, 2005, at 8:00 P.M. in the Willingboro Township Municipal Complex, One Salem Road, Willingboro, New Jersey, for the discussion of matters relating to the specific items designated above.

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


Eddie Campbell, Jr., Mayor

ATTEST:

Marie Annese, RMC
Township Clerk

**A RESOLUTION OF THE TOWNSHIP OF WILLINGBORO
ESTABLISHING AND IMPLEMENTING A FAIR AND OPEN
PROCESS FOR THE SELECTION OF VARIOUS PROFESSIONAL
SERVICE AGREEMENTS**

WHEREAS, the Township of Willingboro requires the services of various professional service providers; and

WHEREAS, professional services are exempt from the requirement of public bidding pursuant to N.J.S.A.40A:11-5; and

WHEREAS, the Township of Willingboro continues to find it advisable to select professionals primarily on the basis of qualification including qualifications uniquely suited to the needs of the Township of Willingboro; and

WHEREAS, the Township of Willingboro has determined that it is appropriate to implement a fair and open process for the awarding of professional service contracts; and

WHEREAS, to receive statements of qualification in a manner that fosters a fair and open process it is necessary and advisable to establish advance general criteria and specific minimum requirements for so many of those appointments as possible; and

WHEREAS, the Township of Willingboro has determined that a fair and open process requires public advertisement of professional appointments in a manner and with sufficient time to provide notice in advance of the contemplation of the appointment and the criteria to be considered in making the appointment; and

WHEREAS, the Township of Willingboro has determined that a fair and open process requires that all responses be publicly opened and announced and thereafter that all appointments be made at a public meeting of the governing body and then published in accordance with N.J.S.A. 40A:11-5.

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:

1. All professional service appointments contained on Schedule A attached to and made a part hereof shall be subject to a fair and open process as set forth below.
2. The Municipal Clerk shall cause a legal notice to be published in a newspaper authorized to publish legal notices for the Township, stating that a full listing of all professional service appointments subject to a fair and open process together with the criteria established for the consideration of qualifications will be posted on the Township's internet website beginning no later than December 19, 2005. This newspaper notice shall be published no later than December 19, 2005.

3. The criteria for each position contained on Schedule A follows immediately subsequent to the listing on Schedule A. These criteria shall be disclosed together with the posting of these positions on the Township's internet website as set forth above.

4. The website posting shall inform potential applicants that all submissions must be made to the Township Administrator and received not later than 12:00 noon, December , 2005.

5. Commencing at 12:01 p.m. on December 22, 2005, or as soon thereafter as may be possible, the Township Administrator or her designee shall publicly open and announce all submissions in the Township's public meeting room.

6. The Township Council shall thereafter review all submissions.

7. Appointments shall thereafter be made at a public meeting of the Township Council no sooner than its annual reorganization meeting.

8. Subsequent to appointments, appropriate notices shall be published in accordance with the requirements of N.J.S.A. 40A:11-5.

BE IT FURTHER RESOLVED, that those positions included on Schedule A are those which the Township of Willingboro reasonably believes will be subject to appointment for the year 2006. However, all such appointments are subject to the availability of funds and the continuing needs of the Township. Accordingly, inclusion of a position on Schedule A is not a representation or warranty that such position will be filled, but that if filled it will be subject to the process contained herein.

BE IT FURTHER RESOLVED, that the Township Council has determined that the terms of this Resolution constitute a fair and open process as to all positions included herein.

TOWNSHIP OF WILLINGBORO

A handwritten signature in cursive script, appearing to read "Eddie Campbell", is written over a horizontal line.

SCHEDULE A

PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY ESTABLISHED QUALIFICATION CRITERIA

The Township of Willingboro solicits statements of qualification for applicants for appointment to the following professional positions. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the governing body, unless otherwise required by law. Responses must be received in the Office of the Township Manager, Denise M. Rose, Willingboro Township Municipal Complex, One Salem Road, Willingboro, New Jersey 08046, no later than 12:00 PM Thursday, December 22, 2005. All responses shall be opened and announced publicly, immediately thereafter by the Township Manager or her representative. Responses will be reviewed by the governing body and all appointments will be announced at a public meeting. Unless otherwise noted appointments shall be for the calendar year of 2006 and subject to the execution of an appropriate contract.

GENERAL PROPOSAL REQUIREMENTS

The request for qualifications is to be formatted as follows to assure consistency:

- Section A. Understanding of the Scope of Services to be provided for the Township
- Section B. Qualifications & Experience
- Section C. Resume & Qualifications of Key Personnel
- Section D. Client/Reference List
- Section E. Conflict of Interest(s): This section should disclose any potential conflicts of interest that the firm may have in performing these services for the Township
- Section F. Miscellaneous/Other information (This section is for any further pertinent data and information not included elsewhere in the RFQ and found necessary by the proposer).

MISCELLANEOUS REQUIREMENTS

1. The Township of Willingboro will not be responsible for any expenses incurred by any firm in preparing or submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this Request for Qualifications. Emphasis should be on completeness and clarity of content.
2. The contents of the proposal submitted by the successful firm(s) and this Request for Qualifications may become part of the contract for these services. The successful firm(s) will be expected to execute said contract with the Township of Willingboro.

3. Proposals shall be signed in ink by the individual or authorized principal of the responding party. Proposals submitted shall be valid for a minimum of 60 days from the date of opening.
4. The Township of Willingboro reserves the right to reject any and all proposals received by reason of this Request for Qualifications, or to negotiate separately in any manner necessary to serve the best interests of the Township. Firms whose proposals are not accepted will be notified in writing.
5. Any selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this Agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the prior written consent of the Township.
6. The selected firm(s) shall be required to comply with the requirements of P.L. 1975, c.127 (see attached affirmative action language) and submit an employee information report or certificate of employee information report approval. This requirement will be addressed upon execution of the Agreement.
7. The selected firm(s) shall be required to provide a Business Registration Form(s).
8. The selected firm(s) may be required to provide Proof of Insurance.

EVALUATION OF PROPOSALS

The proposal will be independently evaluation on the basis of the criteria listed below:

Proven record of experience, including referrals, in providing the type of services detailed herein

- ◆ Ability to provide services in a timely manner.
- ◆ Personnel qualifications.
- ◆ Understanding of the services requested (including completeness and clarity of submission), and qualitative nature of the services proposed.

SPECIFIC PROPOSAL REQUIREMENTS

MUNICIPAL ATTORNEY

GENERAL CRITERIA: The Township of Willingboro desires to appoint a municipal attorney who will be the chief, general legal officer of the Township. Applicants should demonstrate knowledge of general New Jersey municipal law, New Jersey redevelopment law and municipal contract law. Any experience or knowledge of matters directly affecting the Township of Willingboro should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of five (5) years experience in the general representation of municipal governments or municipal authorities.
3. Must list past and present municipal or government authorities represented.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient support staff available to provide all general legal services required by the Township including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.

MUNICIPAL LABOR COUNSEL

GENERAL CRITERIA: The Township of Willingboro desires to appoint an attorney or firm who will be the Township's primary representative in all matters relating to labor relations. Applicants should demonstrate knowledge of and experience in the representation of public employers. Any experience or knowledge of matters that directly affect the Township of Willingboro should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative agencies of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of seven (7) years experience representing public employers in labor relation matters.
3. Must have sufficient support staff to provide all services required by the Township including, but not limited to, legal research, preparation of legal memoranda, contracts and other legal documents.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must list past and present public employers represented as Labor Counsel.

MUNICIPAL BOND COUNSEL

GENERAL CRITERIA: The Township of Willingboro desires to appoint an attorney or firm who will be the primary legal representative of the Township in all matters relating to the issuance of public debt instruments including bonds and bond anticipation notes of the Township. Applicant should demonstrate knowledge of municipal bond and finance law. Any experience or knowledge of matters that directly affect the Township of Willingboro should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of ten (10) years experience representing municipal entities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes.
3. Must maintain a bona fide office in the State of New Jersey.
4. Must have sufficient support staff to provide all services required by the Township including, but not limited to, the preparation of all documents necessary and incidental to the issuance of bonds and other municipal obligations.
5. Must list past and present public entities represented as Bond Counsel.

MUNICIPAL TAX ATTORNEY

GENERAL CRITERIA: The Township of Willingboro desires to appoint a municipal tax attorney to handle the represent the Township of Willingboro in all tax related matters, including but not limited to, tax appeals held before the tax court. Applicants should demonstrate knowledge of general New Jersey tax law. Any experience or knowledge of matters directly affecting the Township of Willingboro should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of five (5) years experience in the general representation of municipal governments or municipal authorities in tax appeals.
3. Must list past and present municipal or government authorities represented.

4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient support staff available to provide all general legal services required by the Township including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.

MUNICIPAL PROSECUTOR

GENERAL CRITERIA: The Township of Willingboro desires to appoint a chief prosecutor who will be the legal representative of the State of New Jersey and the Township of Willingboro in the prosecution of cases before the Municipal Court of the Township of Willingboro. Applicants should demonstrate knowledge and experience in matters relating to prosecution matters before the municipal courts of the State of New Jersey, as well as a certification from the Prosecutor of Camden County to prosecute DWI cases involving the Alcotest 7110C. Any experience or knowledge of matters that directly affect the Township of Willingboro or its municipal court should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of five (5) years experience in municipal court matters in the State of New Jersey.
3. Must provide a description of availability for municipal court sessions as scheduled in Willingboro.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must list other past and present municipal courts served as Prosecutor.

MUNICIPAL PUBLIC DEFENDER

GENERAL CRITERIA: The Township of Willingboro desires to appoint an attorney at law who will be the principal public defender for those who qualify for public defender services in the Municipal Court of the Township of Willingboro. Applicant should demonstrate knowledge and experience in the defense of matters in the municipal courts of the State of New Jersey. Any experience or knowledge of matters that directly affect the Township of Willingboro or its municipal court should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of five (5) years experience in the defense of persons before municipal courts of the State of New Jersey.
3. Must maintain a bona fide principal office in the State of New Jersey.

LIBRARY BOARD ATTORNEY

GENERAL CRITERIA: The Township of Willingboro desires to appoint an attorney who will be the solicitor to the library. Applicants should demonstrate knowledge of general New Jersey municipal law, New Jersey redevelopment law, municipal library law and municipal contract law. Any experience or knowledge of matters directly affecting the Township of Willingboro should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of five (5) years experience in the general representation of municipal governments or municipal authorities.
3. Must list past and present municipal or government authorities represented.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient support staff available to provide all general legal services required by the Township including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.

MUNICIPAL AUDITORS

GENERAL CRITERIA: The Township of Willingboro desires to appoint a firm of certified public accountants to act as municipal auditors for the Township of Willingboro. Applicant should demonstrate knowledge of municipal auditing laws and regulations and experience in providing advice to municipal entities on records compliance issues. Any experience or knowledge of matters that directly affect the Township of Willingboro should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. The firm must employ a minimum of ten (10) certified public accountants who have been licensed in that capacity for a period of not less than seven (7) years each prior to the date of appointment.
2. The firm must employ a minimum of five (5) registered municipal accountants licensed and qualified in that capacity for a minimum of five (5) years each prior to the appointment.
3. Must have a minimum of ten (10) years' experience in providing auditing services to municipalities within the State of New Jersey.
4. Must maintain a current principal office within the State of New Jersey.
5. Must describe any special services available to municipal clients.
6. Must list all past and present municipal clients.

ASSISTANT PROSECUTOR

GENERAL CRITERIA: The Township of Willingboro desires to appoint a New Jersey licensed attorney to act as an Assistant Prosecutor. The responsibilities of the Assistant Prosecutor will be to represent its building department in the prosecution of property maintenance code violations before the Municipal Court of the Township of Willingboro and to assume the duties of the Prosecutor in the event of a conflict. Applicant must demonstrate knowledge regarding matters relating to prosecution before the municipal courts of the State of New Jersey. Any experience or knowledge of matters directly affecting the Township of Willingboro should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years.
2. Must have a minimum of *five (5)* years experience in handling municipal court matters in the State of New Jersey.
3. Must provide a description of availability for municipal court sessions as scheduled in Willingboro.
4. Must maintain a bona fide office in the State of New Jersey.

FIRE COMMISSION ATTORNEY

GENERAL CRITERIA: The Township of Willingboro desires to appoint an attorney who will be the solicitor to the Township of Willingboro Fire Commission. Applicants should demonstrate knowledge of general New Jersey Fire_____ law. Any experience or knowledge of matters directly affecting the Township of Willingboro should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of five (5) years experience in the general representation of municipal governments, Fire Districts or municipal authorities.
3. Must list past and present municipal or government authorities represented.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient support staff available to provide all general legal services required by the Township including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.

CONSULTING ENGINEERS

GENERAL CRITERIA: The Township of Willingboro desires to appoint a firm or firms to provide consulting engineering services to the Township. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal entity. Any experience or knowledge of matters that directly affect the Township of Willingboro should be addressed. The successful firm(s) shall comply with all applicable federal, state and local statutes, rules and regulations.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of five (5) years experience in providing consulting services to municipalities including demonstrated experience with road programs, drainage improvement projects, combined sewer projects, utility upgrades and replacement, public building improvement programs, recreational facilities, land surveying and mapping projects.

3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Willingboro including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction administrators.
5. Must maintain a principal office location in close proximity to Willingboro so as to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least five (5) years of municipal experience.
8. Must list past and present municipalities served as Consulting Engineer.

INSURANCE REQUIREMENTS

Prior to commencing work under contract, the successful firm shall furnish the Township of Willingboro with a certificate of insurance as evidence that it has procured the insurance coverage required herein. A carrier approved by the Township of Willingboro must provide the coverage. Firms must give the Township of Willingboro a sixty (60) day notice of cancellation, non-renewal, or change in insurance coverage. The successful firm(s) shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Qualifications:

PROFESSIONAL LIABILITY

Minimum of \$1,000,000.00 errors and omissions per occurrence to be amended based upon the specific work and values involved.

WORKERS COMPENSATION AND EMPLOYERS' LIABILITY

- ◆ Statutory coverage for New Jersey
- ◆ \$100,000.00 Employer's Liability

GENERAL LIABILITY

Minimum of \$1,000,000 per occurrence to be amended based upon the specific work and values involved. The Township of Willingboro shall be named as additional insured with respect to general liability.

AUTOMOBILE LIABILITY

Minimum of \$1,000,000 per occurrence / \$1,000,000 aggregate. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

INDEMNIFICATION

The selected firm(s) shall defend, indemnify and hold harmless the Township of Willingboro; its officers, agents, and employees from any and all claims and costs of any nature. Whether for personal injury, property damage, or other liability arising out of or in any way connect with the firm's acts or omissions under this agreement.

PLANNING AND ZONING BOARD ENGINEER

GENERAL CRITERIA: The Township of Willingboro desires to appoint a firm or firms to provide planning and zoning board engineering services to the Borough's Planning and Zoning Boards. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services and land use regulations required by a municipal entity. Any experience or knowledge of matters that directly affect the Township of Willingboro should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of five (5) years experience in providing consulting engineering services to municipalities including demonstrated experience with road programs, drainage improvement projects, combined sewer projects, utility upgrades and replacement, public building improvement programs, recreational facilities, land surveying and mapping projects.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies with specific experience related to redevelopment and land use preferred.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Willingboro including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction administrators.
5. Must maintain a principal office location in close proximity to Willingboro so as to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least five (5) years of municipal experience.
8. Must list past and present municipalities and/or Planning and Zoning Boards served as Consulting Engineer.

INSURANCE REQUIREMENTS

Prior to commencing work under contract, the successful firm shall furnish the Township of Willingboro with a certificate of insurance as evidence that it has procured the insurance coverage required herein. A carrier approved by the Township of Willingboro must provide the coverage. Firms must give the Township of Willingboro a sixty (60) day notice of cancellation,

non-renewal, or change in insurance coverage. The successful firm(s) shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Qualifications:

PROFESSIONAL LIABILITY

Minimum of \$1,000,000.00 errors and omissions per occurrence to be amended based upon the specific work and values involved.

WORKERS COMPENSATION AND EMPLOYERS' LIABILITY

- ◆ Statutory coverage for New Jersey
- ◆ \$100,000.00 Employer's Liability

GENERAL LIABILITY

Minimum of \$1,000,000 per occurrence to be amended based upon the specific work and values involved. The Township of Willingboro shall be named as additional insured with respect to general liability.

AUTOMOBILE LIABILITY

Minimum of \$1,000,000 per occurrence / \$1,000,000 aggregate. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

INDEMNIFICATION

The selected firm(s) shall defend, indemnify and hold harmless the Township of Willingboro; its officers, agents, and employees from any and all claims and costs of any nature whether for personal injury, property damage, or other liability arising out of or in any way connected with the firm's acts or omissions under this agreement.

TOWNSHIP PHYSICIAN

GENERAL CRITERIA: The Township of Willingboro desires to appoint a Township physician who will be a primary resource to provide emergency medical attention as required for employees of the Township of Willingboro and regular care and referral services for employees injured while in the course of their employment. Applicants should demonstrate knowledge and experience serving as physicians for municipal entities. Any experience or knowledge of matters that directly affect the Township of Willingboro should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice medicine in the State of New Jersey for a minimum of ten (10) years prior to appointment.

2. Must have a minimum of ten (10) years experience in treatment and care as it relates to occupational health issues.

3. Must have demonstrable experience in dealing with issues particular to the fitness for duty of public employees.

4. Must have sufficient staff to perform all clerical functions required by a municipal entity of its appointed physician.

5. Must have a principal office in close proximity to the Township of Willingboro, preferably within the Township of Willingboro for the purpose of providing prompt access for Township employees.

5. Must list all past and present municipal clients.

RESOLUTION NO. 2005 - 168

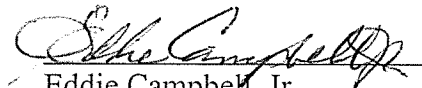
A RESOLUTION OF THE TOWNSHIP OF WILLINGBORO
AUTHORIZING A PROFESSIONAL SERVICE CONTRACT WITH

J. MCHALE & ASSOCIATES, INC.

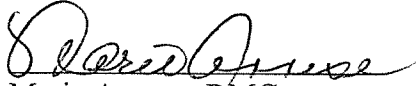
WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-et seq.) requires that a resolution authorizing the award of a contract for professional services without competitive bids and the contract itself must be available for public inspection;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 13th day of December, 2005, as follows:

1. The Mayor and Clerk are hereby authorized and Jerome J. McHale, MAI, CTA, J. McHale & Associates, Inc., (hereinafter "Appraiser") to appraise:
 - a. A Commercial/Industrial/Office Building approximately 93,000 SF at a cost of \$5,500.00;
 - b. Vacant parcel for a cost of \$2,500.00; and
 - c. Liquor license at a cost of \$750.00 per license;
 - d. The contract shall expire December 13, 2006.
 - e. The contract shall not exceed \$8,750.00.
2. The contract is awarded without competitive bidding as a professional service in accordance with N.J.S.A. 40A:11-5 (1)(a) of the Local Public Contracts Law because the services are to be performed by a person authorized by law to practice a recognized profession.
3. A notice of this action shall be printed once in the Burlington County Times.


Eddie Campbell, Jr.
Mayor

Attest:


Marie Annese, RMC
Township Clerk

Recorded Vote	Yes	No	Abstain	Absent
Councilman Ayer	<input checked="" type="checkbox"/>			
Councilwoman Jennings	<input checked="" type="checkbox"/>			
Councilman Stephenson	<input checked="" type="checkbox"/>			
Deputy Mayor Ramsey	<input checked="" type="checkbox"/>			
Mayor Campbell	<input checked="" type="checkbox"/>			

Certification Of Availability of Funds

This is to certify to the of the TOWNSHIP OF WILLINGBORO that funds for the following resolutions are available.

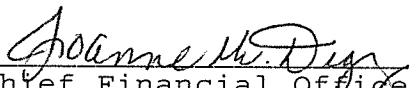
Resolution Date: 12/29/05
Resolution Number: 2005-168

Vendor: MCHALE J. MCHALE & ASSOCIATES INC
400 BIRCHFIELD DR
SUITE 401
MT LAUREL, NJ 08054

Contract: 05-00016 MCHALE- APPRAISE COMMERCIAL
PROPERTIES & LIQUER LIC

Account Number	Amount	Department
5-01-20-155-000-299	8,750.00	TOWNSHIP ATTORNEY (LEGAL DEPT)
Total	8,750.00	

Only amounts for the 2005 Budget Year have been certified.
Amounts for future years are contingent upon sufficient funds
being appropriated.



Chief Financial Officer

Resolution No. 2005 – 168

Jerome J. McHale
J. McHale and Assicoates, Inc.
400 Birchfield Drive
Suite 401
Mt. Laurel, New Jersey 08054

Phone 856-722-0205

Fax 856-722-0207

Tax ID 22-33-52512

RESOLUTION NO. 2005 - 169
A RESOLUTION PROVIDING FOR A MEETING NOT
OPEN TO THE PUBLIC IN ACCORDANCE WITH THE
PROVISIONS OF THE NEW JERSEY OPEN PUBLIC
MEETINGS ACT, N.J.S.A. 10:4-12.

WHEREAS, The Township Council of the Township of Willingboro is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et, seq.; and

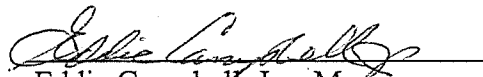
WHEREAS, The Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

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


- (7) Matters relating to Litigation, Negotiations and the Attorney-Client Privilege: Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.
- (8) Matters Relating to the Employment Relationship: Any matter involving the employment, appointment, termination of employment terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session on 12/13, 2005, that an Executive Session closed to the public shall be held on 12/13, 2005, at 5:25 P.M. in the Willingboro Township Municipal Complex, One Salem Road, Willingboro, New Jersey, for the discussion of matters relating to the specific items designated above.

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


Eddie Campbell, Jr., Mayor

ATTEST:


Marie Annese, RMC
Township Clerk

RESOLUTION NO. 2005- 170

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH FRED HEYER

WHEREAS, the Township OF Willingboro requires planning services to develop a fair share housing plan for submission to the Council on Affordable Housing, pursuant to the Fair Housing Act of 1985, N.J.S.A. 52:27 D-301 et seq., for the protection and advancement of its interest; and

WHEREAS, the Township of Willingboro has solicited and reviewed the curricula vitae of several planners to provide said services, and has designated an appropriate planner for the provision of said services; and


WHEREAS, for the purposes of N.J.S.A. 40A:11-1 et. Seq., it is found as a fact that the services to be rendered are such professional services as fall within Section (6) of N.J.S.A. 40A:11-2, which services are a specific exemption to the requirements for public bidding under N.J.S.A. 40A:11-5(1)(a), and that the appointee Fred Heyer is qualified to provide such services; and

WHEREAS, the appointee shall be compensated in accordance with the terms of a written agreement; and


WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et. seq.) requires that a resolution authorizing the award of a contract for professional services without competitive bids and the contract itself must be available for public inspection; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 13th day of December, 2005, that Fred Heyer of Heyer, Gruel & Associates, Community Planning Consultants is appointed as Planner for a term not to exceed one year effective December 13, 2005 and for a total amount not to exceed the sum of \$10,000.00.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized and directed to execute the attached agreement with Fred Heyer and that certified copies of this Resolution be provided to him for his information and attention.


Eddie Campbell, Jr.
Mayor

Attest:


Marie Annese, RMC
Township Clerk

Recorded Vote	Yes	No	Abstain	Absent
Councilman Ayer	<input checked="" type="checkbox"/>	_____	_____	_____
Councilwoman Jennings	<input checked="" type="checkbox"/>	_____	_____	_____
Councilman Stephenson	<input checked="" type="checkbox"/>	_____	_____	_____
Deputy Mayor Ramsey	<input checked="" type="checkbox"/>	_____	_____	_____
Mayor Campbell	<input checked="" type="checkbox"/>	_____	_____	_____

Certification Of Availability of Funds

This is to certify to the of the TOWNSHIP OF WILLINGBORO that funds for the following resolutions are available.

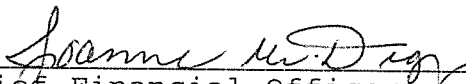
Resolution Date: 12/29/05
Resolution Number: 2005-170

Vendor: HEYER HEYER, GRUEL & ASSOC
63 CHURCH ST
2ND FL
NEW BRUNSWICK, NJ 08901

Contract: 05-00017 HEYER-PLANNING SERVICES

Account Number	Amount	Department
5-01-20-155-000-299	10,000.00	TOWNSHIP ATTORNEY (LEGAL DEPT)
Total	10,000.00	

Only amounts for the 2005 Budget Year have been certified.
Amounts for future years are contingent upon sufficient funds being appropriated.



Chief Financial Officer



TOWNSHIP OF WILLINGBORO

MUNICIPAL COMPLEX ONE SALEM ROAD

WILLINGBORO, NEW JERSEY 08046

(609) 877-2200 FAX (609) 835-0782

December 29, 2005

Ms. Susan Gruel
Heyer, Gruel & Associates
63 Church Street – 2nd Floor
New Brunswick, New Jersey 08901

Re: Professional Services
Affordable Housing

Dear Ms. Gruel:

Attached is a certified copy of Resolution No. 2005 – 170 which was adopted by Willingboro Township Council at their meeting of December 13, 2005.

It is my understanding that Mr. Armstrong, Township Solicitor, will provide your office with the appropriate contract(s) for signature.

Thank you.

Sincerely,

Marie Annese, RMC
Township Clerk

/ma
cc: Mr. Armstrong