

RESOLUTION NO. 1998 - 81

AWARD OF BID REMOVAL OF UNDERGROUND
STORAGE TANKS.

WHEREAS, the Township Council of the Township of Willingboro has requested that bids be submitted for REMOVAL OF UNDERGROUND STORAGE TANKS; and

WHEREAS, bids have been received, opened and read in public; and

WHEREAS, it appears to be in the best interest of the Township to accept the bid of TYREE ORGANIZATIONS, LTD., Burlington, New Jersey; and


WHEREAS, funds are available for this purpose as indicated by the attached Treasurer's Certification.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 2nd day of June, 1998, that the bid be accepted as per the attached bid return sheet and recommendations; and

BE IT FURTHER RESOLVED, that the bids be spread upon the minutes of this meeting.


DOREATHA D. CAMPBELL
MAYOR

ATTEST:

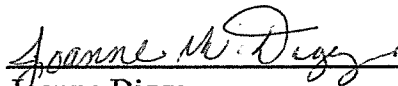

Rhoda Lichtenstadter, RMC
Township Clerk

CERTIFICATE OF AVAILABILITY
OF FUNDS FOR CONTRACT

I, Joanne Diggs, Treasurer of the Township of Willingboro, being the Chief Financial Officer of the Township of Willingboro, do hereby certify, pursuant to the Rules of The Local Finance Board, that there are -- are not (cross out one) available adequate funds for the proposed contract between the Township of Willingboro and

Tree Organization
Removal Underground Storage Tanks

The money necessary to fund said contract is in the amount of \$ 77,386.00 and, upon approval of the contract, the funds shall be charged to the following line item appropriation of account number 040297B2 ^{CAP 97}. These funds are not being certified as being available for more than one pending contract.



Joanne Diggs
Finance Director

cc: Township Solicitor
Township Auditor

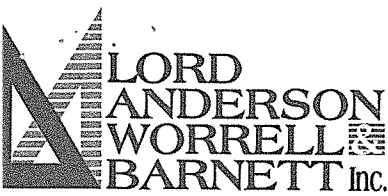
BID TABULATION SHEET
UNDERGROUND STORAGE TANK SYSTEM REMOVALS,
DISPOSAL, WORKSITE RESTORATION AND
ABOVE GROUND STORAGE TANK INSTALLATION
WILLINGBORO TOWNSHIP
LAWB FILE NO. 97-39-17

ITEM	DESCRIPTION	QTY	UNIT	UT PRICE	AMOUNT	UT PRICE	AMOUNT	UT PRICE	AMOUNT
1	MUNICIPAL COMPLEX - Removal and disposal of 4,000 gallon #2 heating UST system, removal and disposal of 4,000 diesel fuel UST, disposal of tanks and worksite restorations.	1	Each	\$8,550.00	\$8,550.00	\$30,000.00	\$30,000.00	\$10,050.00	\$10,050.00
2	FIRE STATION 162 - Removal and disposal of 1,000 gallon #2 heating oil UST system and worksite restoration]	1	Each	\$4,790.00	\$4,790.00	\$7,000.00	\$7,000.00	\$4,375.00	\$4,375.00
3	MUNICIPAL COMPLEX - Removal and disposal of 3,000 gallon gasoline UST system, removal and disposal of 2,000 gasoline UST, disposal of tanks and worksite restorations.	1	Each	\$17,435.00	\$17,435.00	\$29,000.00	\$29,000.00	\$11,950.00	\$11,950.00
4	MUNICIPAL COMPLEX - Installation of 275 gallon temporary AST system	1	Each	\$1,875.00	\$1,875.00	\$1,200.00	\$1,200.00	\$1,000.00	\$1,000.00
CONTINGENCY UNIT PRICES									
TOTAL BASE BID					\$32,650.00	\$1,200.00	\$67,200.00	\$1,000.00	\$27,375.00
A	Excavation and stockpiling of petroleum contaminated soil and loading in trailers	250	TONS	\$14.00	\$3,500.00	\$16.65	\$4,162.50	\$20.00	\$5,000.00
B	Excavation and stockpiling of petroleum contaminated soils	250	TONS	\$7.00	\$1,750.00	\$9.95	\$2,487.50	\$10.00	\$2,500.00
C	Loading, transportation and approved recycling of petroleum contaminated soil	250	TONS	\$40.00	\$10,000.00	\$52.70	\$13,175.00	\$45.00	\$11,250.00
D	Removal and disposal of liquid and bottom sludge from UST	300	GALLONS	\$2.00	\$600.00	\$0.86	\$258.00	\$0.55	\$165.00
E	Removal and disposal of contaminated groundwater	1000	GALLONS	\$0.75	\$750.00	\$0.86	\$860.00	\$0.55	\$550.00
F	Mobilization of vacuum truck for removal of potentially contaminated groundwater	6	Mobilizations	\$175.00	\$1,050.00	\$227.00	\$1,362.00	\$300.00	\$1,800.00
G	Excavation, removal and disposal of contaminated reinforced concrete hold down pad and dead men	40	TONS	\$120.00	\$4,800.00	\$9.85	\$394.00	\$110.00	\$4,400.00
H	Additional backfill to replace contaminated soil	250	CY	\$14.00	\$3,500.00	\$32.26	\$8,065.00	\$20.00	\$5,000.00
I	Additional asphalt required to restore areas requiring remediation	400	SF	\$6.50	\$2,600.00	\$7.68	\$3,072.00	\$8.50	\$3,400.00
J	Additional concrete sidewalk restoration for remediation area	900	SF	\$3.50	\$3,150.00	\$3.15	\$2,835.00	\$10.00	\$9,000.00
K	Excavation, removal and disposal of reinforced concrete over tank	40	TONS	\$90.00	\$3,600.00	\$0.00	\$0.00	\$32.00	\$1,280.00
L	Additional concrete curbing restoration for remediation area	75	LF	\$15.00	\$1,125.00	\$9.60	\$720.00	\$40.00	\$3,000.00
M	Stockpile sample analysis as per disposal facility requirements	8	Samples	\$1.00	\$750.00	\$1.90	\$1,425.00	\$3.00	\$2,400.00
N				\$250.00	\$2,000.00	\$740.00	\$5,920.00	\$600.00	\$4,800.00
Aggregate Contingency Costs (Items A through K)					\$39,175.00		\$44,736.00		\$54,395.00
Aggregate Project Costs (Base Bid PLUS Items A through K)					\$71,825.00		\$111,936.00		\$81,770.00

THREE ORGANIZATION, LTD.
 1350 ROUTE 130
 BURLINGTON, NJ

EAGLE CONSTRUCTION SERVICES, INC.
 1208 COLUMBUS ROAD, P. O. BOX E
 BURLINGTON, NJ

A B C TANK COMPANY, INC.
 1029 N. DELSEA DRIVE
 CLAYTON, NJ



To Council for Action

651 High Street
Burlington, NJ 08016
(609) 387-2800
(Fax) 387-3009

More than a Civil Engineering Firm

May 28, 1998

1717 Swede Road
Suite 102
Blue Bell, PA 19422
(800) 640-8921

Bert W. Lord, PE & LS, PP
Symond L. Worrell, II, PE & LS, PP
Arnold W. Barnett, PE & LS
Thomas J. Miller, PE & PP
Frey S. Richter, PE & PP

Manager and Members of Township Council
Township of Willingboro
Municipal Building
One Salem Road
Willingboro, NJ 08046

John P. Augustino
Stephen L. Berger
Christopher J. Bouffard, PLS & PP
Terry S. Dirkin
Mark E. Malinowski, PE
Rohin G. Patel, PE
Matt D. Taylor, CLA & PP

Re: Recommendation of Award
Removal of Underground Storage Tanks
Willingboro Township
LAWB file no. 97-39-17

#81

Dear Mr. Bonaparte and Members of Council:

Bids were received and publicly read on May 21, 1998 for the Underground Storage Tank System Removals, Disposal and Worksite Restoration and Above-Ground Storage Tank Temporary Installation Project. The bids were received in the Municipal Building at 2 PM, and later checked for completeness by this office.

Having checked the bid packages for administrative completeness and found all packages to be in compliance with the Check List requirements, the packages were then forwarded to The PMK Group for a review of the technical aspects. I am enclosing herewith a letter outlining the results of their review.

Based on our review of the administrative completeness, and in accordance with the recommendations of The PMK Group, we hereby recommend that a contract in the amount of \$77,386.00 be awarded to Tyree Organizations, LTD., 1350 South US Highway 130, Burlington, NJ 08016 for the Underground Storage Tank System Removals, Disposal and Worksite Restoration and Above-Ground Storage Tank Temporary Installation Project.

Arndon L. Lenher, LS
Christina C. McGettigan, CLP
Kevin R. Ruble, LS
Rabachan Sethi, PE
Fred L. Wright, PE & PP
Gary Zube, LS
Consultant
Kenneth Anderson, PE & LS, PP

Manager and Members of Council
May 28, 1998
Page 2

Should you have any questions, please do not hesitate to call.

Very truly yours,

LORD, ANDERSON, WORRELL, & BARNETT, INC.



Carl A. Turner, PE
Willingboro Township Engineer

Enclosure

CAT: CJB: cjb

U:\r\carl\may\ustaward (98)

Cc: Rhoda Lichtenstadter, Township Clerk
Harry McFarland, Director of Public Works & Recreation
Eugene Brandt, PE, PMK Group



May 27, 1998

DIRECTORS:
Philip M. Keegan
James Ferris, P.E.
Gerald Perricone, P.E.
James Johnston, P.E.
Robert M. Gerard

Stanley A. Lewandowski

Lord, Anderson, Worrell & Barnett
651 High Street
Burlington, NJ 08016

Attn: Mr. Carl A. Turner, P.E.

RE: REVIEW OF BIDS FOR
UST SYSTEM CLOSURES, DISPOSAL, AND WORKSITE RESTORATION;
AND AST TEMPORARY INSTALLATION

PMK PROJECT NO. 0598015

Dear Mr. Turner:

The **PMK Group** (PMK), acting in our capacity as Consultant retained by the Township of Willingboro, ("the Township") for the above referenced project, has reviewed the proposals submitted by the prospective contractors on May 21, 1998.

Prospective Contractors were requested to submit a base bid for the base scope of work and unit rate bids for contingencies for the work set forth within the specifications prepared for the project. The base bid amount, plus the aggregate extended contingency bids, were used to determine the apparent low bidder. The bids were as follows:

<u>CONTRACTOR</u>	<u>TOTAL AGGREGATE BID</u>
Tyree Organizations, Ltd.	\$ 77,386.00
ABC Tank Company	\$ 81,770.00
Eagle Construction Services	\$106,375.00

Please be advised that PMK's bid review only included review of technical submissions (i.e., bid forms, experience statements, and list of subcontractors). We recommend that appropriate professionals representing the Township review

629 Springfield Road, Kenilworth, NJ 07033 • 908-686-0044 • Fax 908-686-0715
1322 Allaire Road, Spring Lake, NJ 07762 • 732-449-5754 • Fax 732-449-4812
57 South Maple Avenue, Marlton, NJ 08053 • 609-596-8871 • Fax 609-596-4308

*Asbestos Management • Geoenvironmental Services • Geotechnical Services • Industrial Hygiene Services
Solid/Hazardous Waste Management • Underground Storage Tanks • Regulatory Compliance • Mechanical Services*



other bid submissions such as bonding items, contracts, disclosure statements, Affirmative Action requirements, and bid security.

Based on our review, observations, and understandings, we recommend that the Township accept the bid of Tyree Organization, Ltd. for the subject project and execute a contract with Tyree Organization, Ltd. in the sum of \$77,386.00. Of course, the actual remuneration due to the contractor under this contract will depend upon actual contingency quantities encountered during the site work.

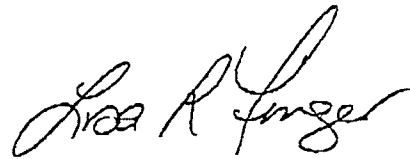
If you have any questions, please do not hesitate to contact our office.

Respectfully,
PMK Group

Eugene E. Brandt

Eugene E. Brandt, P.E.
Branch Manager

Geoenv/letters/0598015/bid review letter



Lisa Finger
Project Manager

BIDDER'S LIST

Underground Storage Tank Closure

Project Name Disposal and Work Site Restoration

LAWB Manager Carl Turner

Project No. 97-39-17

Charge \$75.00

Owner Willingboro Township

Date, Time and Location of Opening May 21, 1998 at 2:00 PM - Willingboro Muni. Complex

1. Eagle Construction Services, Inc. Phone 239-8000 106,375
Bidder Name
1208 Columbus Rd., P.O. Box "E" Fax 239-8008
Address
Burlington, NJ 08016 A _____ B Y12/12
City, State, ZIP
2. ABC Tank Co., Inc. Phone 800-257-7304 \$81,770
Bidder Name
1029 N. Delsea Dr., P.O. Box 111 Fax 609-881-6586
Address
Clayton, NJ 08312 A _____ B Y14/14
City, State, ZIP
3. The Tyree Organization Ltd. Phone 239-0033 #77,386
Bidder Name
208 Route 109 Fax 239-0030
Address
Farmingdale, NY 11735 A _____ B Y15
City, State, ZIP
4. _____ Phone _____
Bidder Name
_____ Fax _____
Address
_____ A _____ B _____
City, State, ZIP
5. _____ Phone _____
Bidder Name
_____ Fax _____
Address
_____ A _____ B _____
City, State, ZIP
6. _____ Phone _____
Bidder Name
_____ Fax _____
Address
_____ A _____ B _____
City, State, ZIP
7. _____ Phone _____
Bidder Name
_____ Fax _____
Address
_____ A _____ B _____
City, State, ZIP

20548

RESOLUTION NO. 1998 - 82

WHEREAS, the need exists for engineering and design services for Underground Storage Tank consulting services at the Municipal Complex, Public Works Garage and Emergency Services Building; 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;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 2nd day of June, 1998, as follows:

1. The Mayor and Clerk are hereby authorized and directed to execute the attached agreement with PMK Group in an amount not to exceed \$23,301.00;
2. This contract is awarded without competitive bidding as a professional service in accordance with N.J.S.A. 40-11-5(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 published once in the Burlington County Times.


DEREATHA D. CAMPBELL
MAYOR

ATTEST:

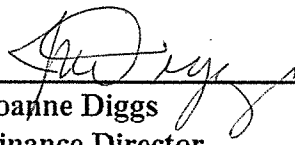

Rhoda Lichtenstadter, RMC
Township Clerk

CERTIFICATE OF AVAILABILITY
OF FUNDS FOR CONTRACT

I, Joanne Diggs, Treasurer of the Township of Willingboro, being the Chief Financial Officer of the Township of Willingboro, do hereby certify, pursuant to the Rules of The Local Finance Board, that there are ~~are not~~ (cross out one) available adequate funds for the proposed contract between the Township of Willingboro and

PMK-Group- Post Serv

The money necessary to fund said contract is in the amount of \$ 23,301.00 and, upon approval of the contract, the funds shall be charged to the following line item appropriation of account number 048297B2. These funds are not being certified as being available for more than one pending contract.



Joanne Diggs
Finance Director

cc: Township Solicitor
Township Auditor



DIRECTORS:

Philip M. Keegan
James Ferris, P.E.
Gerald Perricone, P.E.
James Johnston, P.E.
Robert M. Gerard

Stanley A. Lewandowski

November 21, 1997

RECEIVED NOV 26 1997
C/M

Township of Willingboro
John F. Kennedy Building
429 J.F. Kennedy Way
Willingboro, NJ 08046

ATTN: HARRY MCFARLAND, SUPERINTENDENT

**UNDERGROUND STORAGE TANK CONSULTING SERVICES
PETROLEUM UNDERGROUND STORAGE TANK REMEDIATION
UPGRADE AND CLOSURE FUND
PROPOSAL #970797**

Dear Mr. McFarland:

INTRODUCTION

In accordance with your request, the PMK Group (PMK) is pleased to present this proposal to provide underground storage tank (UST) consulting services for the Township of Willingboro (Client) for the purpose of bringing underground storage tanks into compliance with New Jersey Department of Environmental Protection Regulations via the Petroleum Underground Storage Tank Remediation Upgrade and Closure Fund.

PROPOSED SCOPE OF SERVICES

In accordance with our understanding of the nature of the project, we propose to provide our services in the following phased approach:

Task 1 - Data Compilation

Our Task 1 services would be to compile pertinent data relative to all USTs owned or operated by Client. Specifically, we would

1. Review existing data relative to the subject USTs. It is assumed that all available data will be provided by the Client.
2. Determine the status of the USTs relative to the Regulations Implementing the New Jersey Storage of Hazardous Substances Act (N.J.A.C. 7:14B).
3. Where required, prepare registration questionnaires for regulated USTs which have not been properly registered.
4. Determine the status of the financial responsibility for regulated USTs.

629 Springfield Road, Kenilworth, NJ 07033 ■ 908-686-0044 ■ Fax 908-686-0715
1322 Allaire Road, Spring Lake, NJ 07762 ■ 732-449-5754 ■ Fax 732-449-4812

Asbestos Management ■ Geoenvironmental Services ■ Geotechnical Services ■ Industrial Hygiene Services
Hazardous Waste Management ■ Underground Storage Tanks ■ Regulatory Compliance ■ Mechanical Services

Mr. Harry McFarland
Township of Willingboro
November 21, 1997
Page 2

Task 2 - Application Preparation

Our Task 2 services would be to complete the Petroleum Underground Storage Tank Remediation Upgrade and Closure Fund Application for those USTs identified in Task 1.

Specifically, we would:

1. Attend meetings with designated representatives of the Client in order to establish which USTs would be included and determine the scope of work for the removal, replacement and/or upgrade program.
2. Prepare a scope of work, for Client's review, for the removal, replacement and/or upgrade activities.
3. Develop a budgetary cost estimate to form the basis of the loan/grant application amount.
4. Prepare the application on behalf of the Client and submit to the NJDEP. Client would review and approve all aspects of the application prior to submission.

Task 3 - Project Design and Specifications

Upon receipt of the loan/grant from the NJEDA, our Task 3 services would be to prepare detailed plans and specifications for public bidding of the work.

Specifically, we would:

1. Prepare a conceptual design to bring the USTs into compliance. Based on the needs of the Client, the upgrade program could include a new underground tank, a new above-ground tank, or conversion of heating systems to natural gas.
2. Prepare a final contractor cost estimate based on the conceptual design.
3. Prepare detailed plans, specifications and bidding documents to obtain, through public bidding, proposals to perform the UST removal, replacement and/or upgrade, removal and dispose of any potentially impacted soil; perform backfilling operations; install new underground storage tanks; install new aboveground storage tanks; and/or convert the heating system to natural gas. The work would be in general accordance with applicable local, state and federal regulations as well as recommended industry procedures and protocol.

Our specifications would be site specific, and would address any logistical or procedural complexities relative to the project. Specifically, our specification would include:

- a. Preparation of contract drawings.

Mr. Harry McFarland
Township of Willingboro
November 21, 1997
Page 3

- b. Specification and system details for new underground storage tanks, aboveground storage tanks, and/or heating system conversion to natural gas, as appropriate.
- c. Detailed excavation procedures to aid in preventing impacts to the soil and/or groundwater resulting from product discharges during the UST removal process.
- d. Controls to minimize the excavation and disposal of any soil which is determined to have been potentially impacted by the presence of hazardous materials.
- e. Detailed backfilling and site restoration procedures.
- f. Assist the Client in the bidding process by responding to bidders questions, attending pre-bid conferences, and issuing addenda, if required. Subsequent to receipt of bids, review all proposals and make a recommendation regarding ultimate award of contract.

Task 4 - Contact Administration and Monitoring

Our Task 4 services would be to administer the contact for the underground storage tank removals, replacement and/or upgrade operations and would entail on-site observation and monitoring services to verify that the contract is being implemented in accordance with the project specifications.

Specifically, we would:

- 1. Set-up and chair a pre-construction meeting with the selected contractor. The pre-construction meeting would clarify project goals and schedules and will finalize project conduct and protocol. PMK would prepare minutes for the meeting for distribution to all attendees.
- 2. Provide on-site engineering services during the course of the underground storage tank removal, replacement and/or upgrade operations to verify that these operations are being performed in accordance with the project specifications, applicable regulations, recommended industry procedures, and permitting requirements. Our monitoring services would include resident monitoring of critical phases of the work. As part of our on-site services, we would:
 - a. Coordinate and chair regular construction meetings and progress job meetings.
 - b. Review contractors Request for Payment forms and evaluate Request for Change Orders.
 - c. Issue necessary interpretations and clarifications of plans and specifications and prepare supplemental drawings and specifications as required for project clarification.

Mr. Harry McFarland
Township of Willingboro
November 21, 1997
Page 4

- d. Observe the underground storage tank systems during and subsequent to removal to verify the integrity of the structures in order to evaluate the potential that previous leaks and/or uncontrolled product discharges have occurred. For this task the PMK would supply a certified Subsurface Evaluator in accordance with the requirements of N.J.S.A. 58:10A-24.1-8.
- e. Perform field screening techniques during the UST removals in accordance with the Technical Guidance Document "Interim Closure Requirements for Underground Storage Tank Systems", to establish the presence of contaminated soils in the field.
- f. Observe contractor collection of post excavation soil samples, suitable for laboratory chemical analysis, to aid in evaluating the probability that discharges from the underground storage tanks have impacted the subsurface soil at the site. The sampling program would be in accordance with the Technical Requirements for Site Remediation (N.J.A.C. 7:26E).
- g. Provide recommendations regarding the remediation of any soils which appear to have been impacted by product discharges from the subject underground storage tanks. The remediation of any potential impacted soils would be at the discretion of the Subsurface/Evaluator and would be based on the NJDEP Soil Cleanup Criteria.
- h. Provide geotechnical engineering services during the backfill operations for the excavations.
- i. Provide mechanical engineering services during the installation of new underground tanks, aboveground tanks, and/or conversions to natural gas.
- j. Perform a final technical inspection of the project.

Task 5 -NJDEP Submittal

Our Task 5 services would be to complete and submit to the NJDEP the required forms and paperwork associated with the UST closures. Specifically, we would:

1. Prepare a Site Investigation Report, as required by the NJDEP underground storage tank regulations, detailing the results of the underground storage tank closures. This report would include a detailed description of the sampling plan, the results of all laboratory analysis, a site plan indicating sample locations, any remedial actions taken in order to document compliance with the applicable regulations, and the NJDEP review fee of \$500.00 at each site. It should be noted that if a discharge is observed during closure of the subject UST, the NJDEP review fee would increase to \$1,000.00.
2. Complete and submit a revised UST Registration Form to the NJDEP 7 days subsequent to closure of the tank systems. The submission of the UST Registration Form would serve to



Mr. Harry McFarland
Township of Willingboro
November 21, 1997
Page 5

remove the subject USTs from the NJDEP - Bureau of Underground Storage Tanks registered UST listing and identify new USTs installed.

FEE

Our fee for providing the services detailed above would be charged on a time and expense basis in accordance with the attached Schedule of Fees and General Conditions.

Based on the scope of work outlined above, we estimate that our total fees would not exceed the following:

Task	Fee
Task 1 - Data Compilation	No Charge*
Task 2 - Application Preparation	No Charge
Task 3 - Project Design and Specifications	**
Task 4 - Contact Administration and Monitoring	**
Task 5 - NJDEP Submittal	**

*Client is responsible for NJDEP registration in the event that USTs have to be registered.

**As the magnitude and extent of these services will not be determined until completion of Tasks 1 & 2, we cannot, at this time, provide a final cost for these Tasks. However, the engineering fees for these Tasks would be identified in, and covered by, the loan/grant funding.

It has been a pleasure to prepare this proposal, and we look forward to assisting you in this project. If the terms and conditions described above meet your approval, you may indicate your acceptance by returning one signed copy to our office. Please do not hesitate to contact us if you have any questions regarding the information contained herein.

Respectfully submitted,

PMK Group

James Johnston, P.E.
Vice President

JJ/bd/gny/proposals/970797



Mr. Harry McFarland
Township of Willingboro
November 21, 1997
Page 6

ACCEPTED BY CLIENT:

BY:

A handwritten signature in black ink, appearing to read "Paul Stephens", written over a horizontal line.

TITLE:

MAYOR

(FOR CLIENT):

DATE:

12-30-97

The above signed represents that they have read and understand the attached General Conditions and have the authority to enter into this agreement on behalf of the Client named above. The above signed also acknowledges that this contract includes a Limitation of Liability clause as part of the General Conditions.

THE PMK GROUP

SCHEDULE OF FEES

PERSONNEL RATES

Title	Hourly Rate
Principal Professional Engineer	\$150.00
Certified Industrial Hygienist	\$140.00
Project Director	\$125.00
Senior Project Engineer	\$115.00
Senior Project Manager	\$110.00
Professional Engineer	\$105.00
Design Engineer	\$ 95.00
Senior Environmental Engineer	\$ 95.00
Design Manager	\$ 90.00
Senior Industrial Hygienist	\$ 90.00
Senior Hydrogeologist	\$ 90.00
Senior Environmental Scientist	\$ 90.00
Project Engineer	\$ 90.00
Project Manager	\$ 90.00
Senior Field Engineer	\$ 90.00
Hydrogeologist	\$ 75.00
Certified Asbestos Safety Technician	\$ 65.00
Certified Lead-Based Paint Inspector	\$ 65.00
Asbestos Inspector	\$ 65.00
Industrial Hygienist	\$ 70.00
Environmental Engineer/Scientist	\$ 70.00
Staff Engineer/Scientist	\$ 70.00
Environmental Field Engineer	\$ 65.00
Field Geotechnical Engineer	\$ 65.00
AutoCad Operator	\$ 55.00
Laboratory Technician	\$ 55.00
Data Entry Specialist	\$ 50.00
Draftsman	\$ 45.00
Clerical	\$ 35.00

RATES FOR SPECIALTY CONSULTANTS WILL BE QUOTED ON A PROJECT SPECIFIC BASIS
RATES EFFECTIVE THROUGH 12/31/97



TOWNSHIP OF WILLINGBORO

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

COUNCIL MEMBERS

James E. Ayer
Doreatha D. Campbell
Lavonne B. Johnson
Jeffrey E. Ramsey
Paul L. Stephenson

TOWNSHIP MANAGER
Norton N. Bonaparte, Jr.

June 4, 1998

PMK GROUP
Consulting and Environmental Engineers
James Johnston, P.E.
629 Springfield Road
Kenilworth, New Jersey 07033

Dear Mr. Johnston:

Enclosed please find a copy of Resolution No. 1998 - 82, adopted by Willingboro Township Council at their meeting of June , 1998, along with two (2) copies of a professional services agreement.

Please sign both copies, return them to me and a fully executed one will then be sent to you.

Thank you in advance for your cooperation.

Sincerely,

Rhoda Lichtenstadter, RMC
Township Clerk

rl
Encs.

PROFESSIONAL SERVICES AGREEMENT
between the Township of Willingboro
and PMK GROUP

WHEREAS, the Township of Willingboro requires the services of a Licensed Professional Engineer; and

WHEREAS, PMK GROUP licensed Professional Engineers authorized to practice in the State of New Jersey and is hereafter identified as the Engineer.

NOW, THEREFORE, it is agreed by and between the Township of Willingboro and PMK GROUP, licensed Professional Engineers of the State of New Jersey as follows:

I. APPOINTMENT. PMK GROUP, is hereby appointed to provide engineering and consulting services for the Township of Willingboro.

II. TERM. This appointment shall commence June 2, 1998 and shall continue until completion.

III. SERVICE. During the term of this Agreement, the Engineer agrees to provide engineering services to the Township of Willingboro as set forth in Resolution No. 1998-82.

1. During the term of this Agreement, the engineer shall be compensated in accordance with Resolution No. 1998 - 82.

V EQUAL OPPORTUNITY.

1. In consideration of the execution of this Agreement, the Engineer shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, marital status, or national origin. The Sepcial Counsel shall comply with the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq. and all other applicable Federal and New Jersey statutes of a similar nature.

2. The attention of the Engineer is particularly drawn to the affirmative action provisions of the New Jersey Law Against Discrimination as set forth in N.J.S.A. 10:5-31 and the applicable regulations thereunder. The Engineer shall execute such additional documents as may be required of a person, partnership, or corporation doing business in the public sector within the State of New Jersey and shall comply with the rules and regulations relating thereto.

VI. MANDATORY AFFIRMATIVE ACTION LANGUAGE REQUIRED IN ALL CONTRACTS WITH A PUBLIC AGENCY IN THE STATE OF NEW JERSEY. In accordance with the requirements of P.L. 1975, C. 127, and of N.J.A.C. 17:27, during the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status or sex. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated, during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause;

The contractor or subcontractor, where applicable, will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, or sex;

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or worker's representative, of the contractor's commitments under this act and shall post copies of this notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer of the State of New Jersey, pursuant to P.L. 1975, c.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer of the State of New Jersey, pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals described by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer of the State of New Jersey, pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies, in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to advise any of its testing procedures, if necessary, to assure that all personnel test conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable federal law and applicable federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey and applicable federal law and applicable federal court decisions.

The contractor and its subcontractor shall furnish such reports or other documents to the Affirmative Action Office, in the New Jersey Department of the Treasury, as may be requested by the office from time to time in order to carry out the purpose of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

VII. NEW JERSEY LAW. This Agreement shall be governed by and in accordance with the laws of the State of New Jersey.

VIII. MODIFICATION. No modification of this Agreement shall be valid or binding unless the modification shall be in writing and executed by the Township of Willingboro and the Engineer.

IX. NO WAIVER. No waiver of any term, provision or condition contained in this Agreement, or any breach of any such term, provision or condition shall constitute a waiver of any subsequent breach of such term, provision or condition by either party, or justify or authorize the non-observance on any other occasion of the same or any other term, provision or condition of this Agreement by either party.

X CAPTIONS. the captions or the paragraph headings contained in this Agreement are solely for purposes of convenience and shall not be deemed part of this Agreement for the purpose of construing the meaning thereof or for any other purpose.

XI ENTIRE AGREEMENT. This instrument contains the entire Agreement of the Parties hereto and may not be amended, modified, released or discharged, in whole or in part, except as specifically provided herein or in any writing executed by the parties hereto.

XII. AMENDMENTS. The parties hereto may, by mutual agreement, change the scope of services or the amount of compensation set forth in this Agreement.

TOWNSHIP OF WILLINGBORO

DOREATHA D. CAMPBELL
MAYOR

PMK GROUP

ATTEST:

Rhoda Lichtenstadter, RMC
Township Clerk

DATE

6/17/98
orig in file
RMC

RESOLUTION NO. 1998 - 83

WHEREAS, the need exists for consulting and design services for preparation of specification and the monitoring of work for the installation of a new roof at the Municipal Complex; 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;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 2nd day of June, 1998, as follows:

1. The Mayor and Clerk are hereby authorized and directed to execute the attached agreement with Richard A. Nephew in an amount not to exceed \$6,000.00;
2. This contract is awarded without competitive bidding as a professional service in accordance with N.J.S.A. 40-11-5(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 published once in the Burlington County Times.


DOREATHA D. CAMPBELL
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

CERTIFICATE OF AVAILABILITY
OF FUNDS FOR CONTRACT

I, Joanne Diggs, Treasurer of the Township of Willingboro, being the Chief Financial Officer of the Township of Willingboro, do hereby certify, pursuant to the Rules of The Local Finance Board, that there are -- ~~are not~~ (cross out one) available adequate funds for the proposed contract between the Township of Willingboro and

Richard A. Nephew - Prot. Serv.
Roof Rep.

The money necessary to fund said contract is in the amount of \$ 6,000.00 and, upon approval of the contract, the funds shall be charged to the following line item appropriation of account number 040298 COP ^{Cap. Exp.}. These funds are not being certified as being available for more than one pending contract.



Joanne Diggs
Finance Director

cc: Township Solicitor
Township Auditor

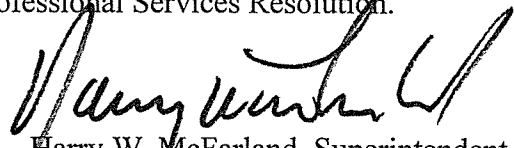
WILLINGBORO RECREATION DEPARTMENT

*TO
Council
for Action
mm*

June 2, 1998

TO: NORTON N. BONAPARTE, JR., TOWNSHIP MANAGER
FROM: HARRY W. MCFARLAND
SUBJECT: PROFESSIONAL SERVICES RESOLUTIONS

- 1) During our discussion with Council about Underground Storage Tank removal, they authorized PMK to do the specifications and monitoring of work. An agreement was signed, but not a Professional Services Resolution.
- 2) Arnold Barnett informed Council that he would be using Richard A. Nephew to prepare specifications for the roof, but did not prepare a Professional Services Resolution.


Harry W. McFarland, Superintendent
Public Works/Recreation Department

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John F. Kennedy Building 429 J. F. Kennedy Way Willingboro, NJ 08046

Phone: 609-871-5700

Fax: 609-871-6990



TOWNSHIP OF WILLINGBORO

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

COUNCIL MEMBERS

James E. Ayer
Doreatha D. Campbell
Lavonne B. Johnson
Jeffrey E. Ramsey
Paul L. Stephenson

TOWNSHIP MANAGER
Norton N. Bonaparte, Jr.

June 4, 1998

Mr. Richard Nephew
Commercial Roofing Analysts, Inc.
P.O. Box 292-A - Fuller Road
Peru, New York 12972

Dear Mr. Nephew:

Enclosed please find a copy of Resolution No. 1998 - 83, adopted by Willingboro Township Council at their meeting of June , 1998, along with two (2) copies of a professional services agreement.

Please sign both copies, return them to me and a fully executed one will then be sent to you.

Thank you in advance for your cooperation.

Sincerely,

Rhoda Lichtenstadter, RMC
Township Clerk

rl
Encs.

PROFESSIONAL SERVICES AGREEMENT
between the Township of Willingboro
and RICHARD A. NEPHEW

WHEREAS, the Township of Willingboro requires the services of a professional consultant; and

WHEREAS, RICHARD A NEPHEW, is a consultant authorized to practice in the State of New Jersey and is hereafter identified as the consultant.

NOW, THEREFORE, it is agreed by and between the Township of Willingboro and RICHARD A. NEPHEW, a consultant of the State of New Jersey as follows:

I. APPOINTMENT: RICHARD A NEPHEW, is hereby appointed to provide consulting services for the Township of Willingboro.

II. TERM. This appointment shall commence June 2, 1998 and shall continue until completion.

III. SERVICE. During the term of this Agreement, the consultant agrees to provide consulting services to the Township of Willingboro as set forth in Resolution No. 1998-83.

1. During the term of this Agreement, the consultant shall be compensated in accordance with Resolution No. 1998 - 83.

V EQUAL OPPORTUNITY.

1. In consideration of the execution of this Agreement, the consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, marital status, or national origin. The Sepcial Counsel shall comply with the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq. and all other applicable Federal and New Jersey statutes of a similar nature.

2. The attention of the Consultant is particularly drawn to the affirmative action provisions of the New Jersey Law Against Discrimination as set forth in N.J.S.A. 10:5-31 and the applicable regulations thereunder. The Consultant shall execute such additional documents as may be required of a person, partnership, or corporation doing business in the public sector within the State of New Jersey and shall comply with the rules and regulations relating thereto.

VI. MANDATORY AFFIRMATIVE ACTION LANGUAGE REQUIRED IN ALL CONTRACTS WITH A PUBLIC AGENCY IN THE STATE OF NEW JERSEY. In accordance with the requirements of P.L. 1975, C. 127, and of N.J.A.C. 17:27, during the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status or sex. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated, during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause;

The contractor or subcontractor, where applicable, will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, or sex;

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or worker's representative, of the contractor's commitments under this act and shall post copies of this notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer of the State of New Jersey, pursuant to P.L. 1975, c.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer of the State of New Jersey, pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals described by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer of the State of New Jersey, pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies, in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to advise any of its testing procedures, if necessary, to assure that all personnel test conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable federal law and applicable federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey and applicable federal law and applicable federal court decisions.

The contractor and its subcontractor shall furnish such reports or other documents to the Affirmative Action Office, in the New Jersey Department of the Treasury, as may be requested by the office from time to time in order to carry out the purpose of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

VII. NEW JERSEY LAW. This Agreement shall be governed by and in accordance with the laws of the State of New Jersey.

VIII. MODIFICATION. No modification of this Agreement shall be valid or binding unless the modification shall be in writing and executed by the Township of Willingboro and the Engineer.

IX. NO WAIVER. No waiver of any term, provision or condition contained in this Agreement, or any breach of any such term, provision or condition shall constitute a waiver of any subsequent breach of such term, provision or condition by either party, or justify or authorize the non-observance on any other occasion of the same or any other term, provision or condition of this Agreement by either party.

X CAPTIONS. the captions or the paragraph headings contained in this Agreement are solely for purposes of convenience and shall not be deemed part of this Agreement for the purpose of construing the meaning thereof or for any other purpose.

XI ENTIRE AGREEMENT. This instrument contains the entire Agreement of the Parties hereto and may not be amended, modified, released or discharged, in whole or in part, except as specifically provided herein or in any writing executed by the parties hereto.

XII. AMENDMENTS. The parties hereto may, by mutual agreement, change the scope of services or the amount of compensation set forth in this Agreement.

TOWNSHIP OF WILLINGBORO

DOREATHA D. CAMPBELL
MAYOR

RICHARD A. NEPHEW

ATTEST:

Rhoda Lichtenstadter, RMC
Township Clerk

DATE

RESOLUTION NO. 1998 - 84

A RESOLUTION AWARDING A BID FOR LAWN
AND LANDSCAPING, PAINTING AND REROOFING
AND CARPTENTRY.

WHEREAS, the Township Council of the Township of Willingboro has requested that bids be submitted for Lawn & Landscaping, Painting of Homes and Re-Roofing and Carpentry Repairs; and

WHEREAS, bids have been received, opened and read in public; and

WHEREAS, it appears to be in the best interest of the Township to accept the bids as per the attached sheets; and

WHEREAS, the bids of the above have been found to be correct and satisfactory both in form and in content; and

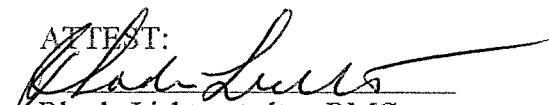
WHEREAS, funds are available for this purpose as indicated by the attached Treasurer's Certifications.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 2nd day of June, 1998, that the bids be accepted as per the attached recommendations.

BE IT FURTHER RESOLVED, that the bids be spread upon the minutes of this meeting.


DOREATHA D. CAMPBELL
MAYOR

ATTEST:

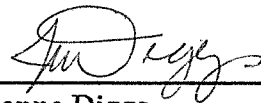

Rhoda Lichtenstadter, RMC
Township Clerk

CERTIFICATE OF AVAILABILITY
OF FUNDS FOR CONTRACT

I, Joanne Diggs, Treasurer of the Township of Willingboro, being the Chief Financial Officer of the Township of Willingboro, do hereby certify, pursuant to the Rules of The Local Finance Board, that there are -- are not (cross out one) available adequate funds for the proposed contract between the Township of Willingboro and

Primary } Eric Allen - Green Thumb
Alternative } Asset management
LAWN + LANDSCAPING

The money necessary to fund said contract is in the amount of \$ _____ and, upon approval of the contract, the funds shall be charged to the following line item appropriation of account number MAINTENANCE LEINS. These funds are not being certified as being available for more than one pending contract.



Joanne Diggs
Finance Director

cc: Township Solicitor
Township Auditor


CERTIFICATE OF AVAILABILITY
OF FUNDS FOR CONTRACT

I, Joanne Diggs, Treasurer of the Township of Willingboro, being the Chief Financial Officer of the Township of Willingboro, do hereby certify, pursuant to the Rules of The Local Finance Board, that there are -- are not (cross out one) available adequate funds for the proposed contract between the Township of Willingboro and

~~Primary -~~ FRAMO Bros.

~~Alternate N.J. Masonry~~
Re-roofing & Carpentry

The money necessary to fund said contract is in the amount of \$ _____ and, upon approval of the contract, the funds shall be charged to the following line item appropriation of account number Maintenance Lewis. These funds are not being certified as being available for more than one pending contract.



Joanne Diggs
Finance Director


cc: Township Solicitor
Township Auditor

CERTIFICATE OF AVAILABILITY
OF FUNDS FOR CONTRACT

I, Joanne Diggs, Treasurer of the Township of Willingboro, being the Chief Financial Officer of the Township of Willingboro, do hereby certify, pursuant to the Rules of The Local Finance Board, that there are -- are not (cross out one) available adequate funds for the proposed contract between the Township of Willingboro and

Primary Asset Management
Alternate Juan Figueroa
Painting

The money necessary to fund said contract is in the amount of \$ _____ and, upon approval of the contract, the funds shall be charged to the following line item appropriation of account number Maintenance Leases These funds are not being certified as being available for more than one pending contract.



Joanne Diggs
Finance Director

cc: Township Solicitor
Township Auditor

*To Council
for
Region
and*

I N T E R O F F I C E
M E M O R A N D U M

DATE: May 28, 1998
TO: Norton N. Bonaparte, Jr.
FROM: Leonard Mason
RE: Recommendation for Bid Award

I have reviewed the bids for lawn & landscaping, reroofing and painting. I would recommend the bids be awarded as follows:

LAWN, LANDSCAPING & LIGH HAULING

Primary contractor: Ennis Allen-Green Thumb
Alternate contractor: Asset Management

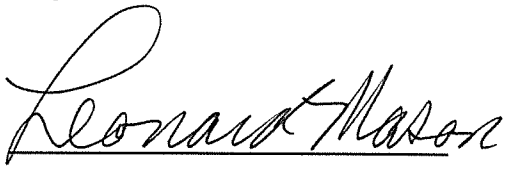
RE-ROOFING & CARPENTRY

Primary contractor: Framo Brothers
Alternate contractor: N. J. Masonry

PAINTING

Primary contractor: Asset Management
Alternate contractor: Juan Figueroa

A copy of the bid specifications is attached for your review. If you have any questions, I am available to discuss them with you.



Leonard Mason
Director of Inspections

Att.

RESIDENTIAL LAWN & LANDSCAPING & LIGHT HAULING - Bids sent out 12 - Bids received 3
 Opened by Mr. Len Mason & Edith Baldwin on May 27, 1998 at 10:30 AM in the Court Conference Room.

BID PROPOSAL

RESIDENTIAL LAWN & LANDSCAPING & LIGHT HAULING

The undersigned, having carefully inspected vacant houses in Willingboro, either personally or through its duly authorized representatives, and also having carefully read and examined the 1998 Lawn and Landscaping Maintenance and Light Hauling Affidavits annexed to Proposal and Specifications, either personally or through a duly authorized representative which documents are understood and accepted as sufficient for the purpose herein expressed, hereby proposes to comply with the requirements and to furnish all labor, equipment, services and facilities in accordance with the Form of Contract and the Contract Documents, mentioned herein, and to commence the performance on June 3, 1998.

The basic consideration which the undersigned required and proposed for performance is as follows:

	<u>Units</u> <u>Allen-Green Thumb</u>	<u>Asset Management</u>	<u>CALIN CONSTR.</u>
Lawn Mowing & Edging	\$ 20.00 Per Unit Price	\$ 45.00 Per Unit Price	\$65.00 Per Unit Price
Shrubbery & Hedges & Tree Trimmings	\$ 8.00 Per Unit Price	\$100.00	\$30.91 Per Unit Price
Light Hauling & Removal of Household Trash	\$25.00 Per Unit Price	\$ 30.00	\$30.91 Per Unit

The following items must be submitted with the proposal form for:

Bid Guarantee (NOT REQUIRED)	_____	_____	_____
Certificate of Consent of Surety (NOT REQUIRED)	_____	_____	_____
Disclosure Statement	<u> X </u>	<u> X </u>	<u> X </u>
Non-Collusion Affidavit	<u> X </u>	<u> X </u>	<u> X </u>
Affirmative Action Affidavit (signed & dated)	<u> X </u>	<u> X </u>	<u> X </u>
Bid Certification	<u> X </u>	<u> X </u>	<u> X </u>

TO MR. MASON FOR REVIEW AND RECOMMENDATIONS.

PAINTING OF RESIDENTIAL PROPERTIES - Bids sent out 16 - Bids received 2
 Opened by Mr. Len Mason and Edith Baldwin on May 27, 1998 at 10:45 AM. In the Court Conference Room.

BID PROPOSAL
PAINTING OF RESIDENTIAL PROPERTIES

The undersigned, having carefully inspected vacant houses in Willingboro, either personally or through its duly authorized representatives, and also having carefully read and examined the 1998 Painting Bid, affidavits annexed to Proposal and Specifications, either personally or through a duly authorized representative which documents are understood and accepted as sufficient for the purpose herein expressed, hereby proposes to comply with the requirements and to furnish all labor, equipment, services and facilities in accordance with the Form of Contract and the Contract Documents, mentioned herein, and to commence the performance on June 3, 1998.

The basic consideration which the undersigned required and proposed for performance is as follows:

Painting of Exterior Trim	<u>Asset Management</u>
Painting of Garage Doors and/or Shutters	\$ 600.00
Painting of Entire House	\$ 350.00
	\$1,500.00

Juan Figueroa

\$ 4.50 per linear foot
 \$80.00/Garage Door/1 coat primer/1 coat finish
 \$30.00/ser/1 coat primer/1 coat finish

SLISTED BELOW: 1 COAT PRIMER & 1 COAT FINISH
 \$1,900.00 - CAPE COD
 \$1,900.00 - RANCHER
 \$2,200.00 - COLONIAL
 \$2,700.00 - FRAMINGTON, JAMESTOWN
 \$1,200.00 - RITTENHOUSE
 \$ 700.00 - BRICK FRONT EALHAM

The following items must be submitted with the proposal form for:

Bid Guarantee (NOT REQUIRED)	_____	_____
Certificate of Consent of Surety (NOT REQUIRED)	_____	_____
Disclosure Statement	<u> </u>	<u> </u>
Non-Collusion Affidavit	<u> </u>	<u> </u>
Affirmative Action Affidavit (signed & dated)	<u> </u>	<u> </u>
Bid Certification	<u> </u>	<u> </u>

TO MR. MASON FOR REVIEW AND RECOMMENDATIONS.

RESOLUTION NO. 1998 - 85A

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 6-2, 1998, that an Executive Session closed to the public shall be held on 6-2, 1998, at 6:05 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.

Dorothy S. Campbell

MAYOR

ATTEST:

Rhoda Lichtenstadter

Rhoda Lichtenstadter, RMC
Township Clerk

RESOLUTION NO. 1998- 85-*B*

A RESOLUTION AUTHORIZING LIENS AGAINST
REAL PROPERTY FOR THE ABATEMENT OF
CERTAIN CONDITIONS IN ACCORDANCE WITH
THE PROPERTY MAINTENANCE CODE OF THE
TOWNSHIP OF WILLINGBORO.

WHEREAS, the New Jersey State Uniform Construction Code provides for fines to be imposed by the Construction Official; and

WHEREAS, Section 21-9.12 of the Revised General Ordinances of the Township of Willingboro provides for the abatement of certain conditions, and Section 21-9.13 provides that the cost of any abatement shall become a lien against real property; and

WHEREAS, the Director of Inspections has cited several properties and has imposed fines and expenses of repair on those properties as per the attached list; and

WHEREAS, Section 21-9.13 further provides that the Township Council, must by Resolution, approve the expenses and costs and that they shall thereafter become a lien against the properties listed and shall be collectible as provided by law; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 16 day of June, 1998 that the fines and expenses certified by the Director of Inspections and listed on the attached schedule are hereby approved and certified to the Tax Collector of the Township of Willingboro as liens against the specific properties listed and to draw interest as tax liens as provided by law.


DOREATHA D. CAMPBELL
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

INTEROFFICE MEMORANDUM

MEMO TO: Norton N. Bonaparte, Township Manager
 Rhoda Lichtenstadter
 FROM: Leonard Mason
 DATE: June 2, 1998
 SUBJECT: PROPERTY MAINTENANCE VIOLATIONS

 Under the Township's Property Maintenance Ordinance liens have been imposed on properties in amount of \$14,480.00 for the time period of April 7, 1998 thru June 2, 1998.

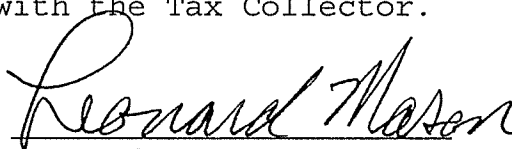
Under ordinance 21-9.13 I am placing liens against the following properties:

<u>ADDRESS</u>	<u>BLOCK & LOT</u>	<u>AMOUNT</u>	<u>WORK DONE</u>
<u>GRASS CUTTING</u>			
See attached list:			
103 properties	@\$80.00	\$ 8240.00	

41 Babcock	239-39	\$ 80.00	Grass;tr & debris
29 Belhurst	201-10	\$ 160.00	Grass;clean-up; rem tr & debris
60 Berkshire	239-19	\$ 180.00	Grass;clean-up; rem tr & debris
55 Beaverdale	226-18	\$ 125.00	Sec entire prop
3 Nottingham	1003-102	\$ 1315.00	Clean-up;rem tr & debris (tires, appliances, etc)
114 Middlebury	523-44	\$ 160.00	Grass;tr & debris
1 Bucknell	223-38	\$ 300.00	Grass;tr;rem fallen tree
15 Bucknell	223-34	\$ 400.00	Grass;tr & debris; rem appliances,furn, etc;cover vent in rear
67 Belhurst	201-22	\$ 410.00	Grass;tr & debris; rem fallen tree & stump & all dead trees
5 Gunner	725-6	\$ 320.00	Grass;rem debris
19 Marchmont	513-7	\$ 645.00	Rem tr & debris;sec bldg
WBA Bldg	Wboro Plaza	\$ 85.00	Sec 3 doors
34 Pinafore	319-4	\$ 425.00	Clean up & rem tr & deb
60 Pembroke	306-19	\$ 320.00	Rem cut shrubbery

8 Peartree	307-3	\$	355.00	Rem dead branches, pine needles, etc.
3 Diamond	544.01-38.09	\$	210.00	Rem bags of tr from curb
55 Torrington	1110-2	\$	750.00	Sec entire prop; rpr gar dr & sec; rem stagnant pool water; clean ent prop of debris, etc.; rpr & sec gate.
TOTAL		\$	14480.00	

Please prepare a resolution for approval of Township Council as required for certification and filing with the Tax Collector.



Leonard Mason

Director of Inspections

ba

ADDRESS	BLOCK/LOT
Baldwin 75	210-24
Balfour 50	214-8
Ballad 7	236-35
Barrington 58	242-18
Beaverdale 55	226-18
Beaverdale 73	226-23
Bendix 42	223-12
Belmont 17	243-37
Berkshire 31	241-41
Birdseye 14	218-5
Birdseye 11	217-22
Bloomfield 45	209-17
Bonnie 24	228-8
Brooklawn 5	201-2
Buckingham 23	224-1
Bucknell 1	223-38
Bucknell 22	222-10
Bucknell 12	222-13
Buttercup 30	207-8
Buttonbush 34	221-9
Darby 6	544.01-38.41
Earnshaw 10	822-3
Earnshaw 22	822-7
East 28	806-9
Eddington 45	814-20
Elderberry 34	837-47
Elridge 16	807-33
Ember 48	833-75
Enfield 52	811-30
Evergreen 100	805-60
Excell 21	840-29
Expert 11	835-3
Gallant 10	727-87
Galloway 8	731-31
Gardenbrook 51	708-1
Garfield 17	727-3
Garnet 8	712-3
General 33	705-24
Gilman 42	734-21
Glenolden 47	717-21
Glenview 43	720-15
Gunner 5	725-6
Gunner 5	725-6
Hadley 59	602-11
Hall 6	603-14
Hargrove 1	613-30
Hargrove 10	612-3
Harper 20	605-6

Hasting 12	623-5
Hawthorne 35	612-20
Heath 20	620-5
Henderson 2	621-1
Hewlett 6	619-2
Hillcrest 38	625-5
Hillcrest 58	625-11
Hinsdale 61	625-21
Hinsdale 82	624-23
Holiday 2	639-8
Holmes 21	638-18
Mainbridge 29	501-9
Mayfair 7	542-14
Medley 20	521-7
Medley 24	521-8
Medley 58	521-18
Mercator 80	539-24
Middlebury 114	523-44
Middlebury 49	524-24
Mosshill 20	508-6
Mosshill 61	507-11
Northampton 29	1003-131
Norwood 9	1010-3
Palfrey 59	329-23
Parkside 44	326-9
Pastoral 18	323-5
Peacock 2	312-1
Peacock 2	312-1
Peartree 8	307-3
Pembrook 60	306-19
Pennant 29	314-36
Pensdale 16	301-5
Pennypacker 100	327-35
Pennypacker 30	327-20
Pheasant 41	314-1
Pheasant 145	317-23
Pinafore 73	325-17
Pinetree 30	322-1
Placid 56	316-17
Sandstone 16	130-19
Sedgwick 18	128-5
Sheffield 91	107-22
Shelbourne 2	124-18
Shelbourne 38	124-28
Shelbourne 46	124-31
Sherwood 7	108-40
Somerset 110	125-2
Somerset 73	119-30
So.Sunset 36	136-18

Spindletop 25	124-10
Spiralwood 47	137-2
Springfield 20	129-1
Stirrup 29	121-15
Temple 43	1124-29
Thornhill 4	1104-16
Torrington 55	1110-2
Tulip 28	1135-32
Twilight 35	1113-34
Twin Hill Dr 41	1101-74

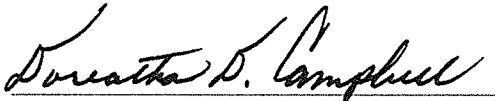
RESOLUTION NO. 1998-86
A RESOLUTION AUTHORIZING REFUNDS FOR OVER-
PAYMENTS OF TAXES DUE TO PAYMENTS IN ERROR,
EXEMPTIONS FOR VETERANS AND SENIOR CITIZENS.

WHEREAS, the records of the Tax Collector of the Township of Willingboro indicated overpayments of taxes due to payments in error, 100% exemptions, veteran deduction, senior citizen deduction; and


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

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 16th day of June, 1998, that refunds be made as per the attached schedule; and

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


DOREATHA D. CAMPBELL
MAYOR

ATTEST:


Rhoda Lichtenstädter, RMC
Township Clerk

JOHN W. & BLANCHE T. PARKER 2 HOLYOKE LANE WILLINGBORO, N.J. 08046 BLOCK 614 LOT 27 2 HOLYOKE LANE 100% EXEMPT	\$459.20
CORINIS, EMANUEL A. JR. & MAGDAL 76 SOUTHAMPTON DRIVE WILLINGBORO, N.J. 08046 BLOCK 114 LOT 25 76 SOUTHAMPTON DR. OVERPAYMENT TAXES	705.84
FIRST JERSEY NATIONAL BANK-GEN 2-8 MONTGOMERY ST. JERSEY CITY, NEW JERSEY 07302 BLOCK 2 LOT 7.02 4354 RT. 130 OVERPAYMENT TAXES	1054.10
GARVEY PRECISION MACH. INC 19 IRONSIDE CT. WILLINGBORO, N.J. 08046 BLOCK 13 LOT 8.10 19 IRONSIDE COURT OVERPAYMENT TAXES	568.75
BENTON, LINWOOD E. & HYTHA 9 DEERPARK DRIVE WILLINGBORO, N.J. 08046 BLOCK 544.01 LOT 38.02 9 DEERPARK DRIVE OVERPAYMENT TAXES	1079.33
CREDIT LENDERS TITLE AGENCY PO BOX 508 CHERRY HILL, N.J. 08003 BLOCK 314 LOT 1 41 PHEASANT LANE OVERPAYMENT TAXES	673.46

FIRST UNION NATIONAL BANK CUSTODIAN BREEN CAPITAL 101 FARNSWORTH AVENUE BORDENTOWN, N.J. 08505-1307 BLOCK 522 LOT 6 105 MILLBROOK DRIVE OVERPAYMENT TAXES	1242.98
SERVICETRAK NETWORK 22 SPRINGDALE ROAD CHERRY HILL, N.J. 08003 BLOCK 608 LOT 62 27 HOLSTONE LANE OVERPAYMENT TAXES	617.32
GONZALES, MONSERRATE JR & NORMA 61 MANDOLIN LANE WILLINGBORO, N.J. 08046 BLOCK 511 LOT 8 61 MANDOLIN LANE OVERPAYMENT TAXES	605.67
FARROW, DONNEL & DONNA R. 30 EAST RIVER DRIVE WILLINGBORO, N.J. 08046 BLOCK 805 LOT 70 30 EAST RIVER DRIVE OVERPAYMENT TAXES	79.08
PALM, EDWARD R. & EUNICE A. 238 CLUB HOUSE DRIVE WILLINGBORO, N.J. 08046 BLOCK 409 LOT 81 238 CLUB HOUSE DRIVE OVERPAYMENT TAXES	220.79
CENLAR PO BOX 77404 TRENTON, N.J. 08628 BLOCK 731 LOT 27 97 GLENVIEW LANE OVERPAYMENT TAXES	15.39

CHANNON, CATHERINE & ALBERT M. 120 BUCKINGHAM ROAD BROOKLYN, NEW YORK 11226 BLOCK 609 LOT 16 517 CHARLESTON ROAD OVERPAYMENT TAXES	567.80
ALMODOVAR, HORACIO 17 GILMAN LANE WILLINGBORO, N.J. 08046 BLOCK 735 LOT 8 17 GILMAN LANE SENIOR CITIZEN DEDUCTION	250.00
ELAINE KIDD 3 FAIRMONT DRIVE WILLINGBORO, N.J. 08046 BLOCK 1202 LOT 114 3 FAIRMONT DRIVE SENIOR CITIZEN DEDUCTION	250.00
WILSHIRE CREDIT CORP. PO BOX 8517 PORTLAND, OR. 97207-8517 BLOCK 403 LOT 30 15 WINDSOR LANE OVERPAYMENT TAXES	1101.08
TOTH, JULIUS A & CHRISTINE 43 CLEARWATER DRIVE WILLINGBORO, N.J. 08046 BLOCK 421 LOT 31 43 CLEARWATER DRIVE OVERPAYMENT TAXES	332.34
BARATH, JOHN L & SARAH L. 24 HEPBURN LANE WILLINGBORO, N.J. 08046 BLOCK 611 LOT 8 24 HEPBURN LANE OVERPAYMENT TAXES	49.71

RAMIE J. & MARGARET L. BROWN 89 TYLER DRIVE WILLINGBORO, N.J. 08046 BLOCK 1108 LOT 1 89 TYLER DRIVE OVERPAYMENT TAXES	633.58
FAIRBANKS CAPITAL CORP. PO BOX 65250 SALT LAKE CITY, UT. 84165-0250 BLOCK 508 LOT 6 20 MOSSHILL LANE OVERPAYMENT TAXES	6981.36
ALBERTA FRANK 48 TYLER DRIVE WILLINGBORO, N.J. 08046 BLOCK 1101 LOT 25 48 TYLER DRIVE SENIOR CITIZEN DEDUCTION	250.00
PARKER, JERRY HEATH & KATE 26 PICKWICK LANE WILLINGBORO, N.J. 08046 BLOCK 321 LOT 8 26 PICKWICK LANE OVERPAYMENT TAXES	30.55
ABCO PUBLIC EMPLOYEES FEDERAL PO BOX 221 RANCOCAS, N.J. 08073 BLOCK 1111 LOT 57 666 BEV-RANCOCAS ROAD APPEAL	692.64
GILES, ETHRIDGE JR. & ANN 22 TEMPLE LANE WILLINGBORO, N.J. 08046 BLOCK 1123 LOT 9 22 TEMPLE LANE OVERPAYMENT TAXES	44.85

PRINCIPAL RESIDENTIAL MTG. INC. PO BOX 711 DES MOINES, IOWA 50303-0711 BLOCK 840 LOT 7 3 EDGE COURT PAID IN ERROR	892.20
AMERIQUEST MTG. CO. 3100 OAK ROAD SUITE 215 WALNUT CREEK, CA. 94596 BLOCK 1106 LOT 3 65 TYLER DRIVE OVERPAYMENT TAXES	110.00
TRANSAMERICA REAL ESTATE TAX SERVICE 6053 FASHION SQUARE DRIVE SUITE 200 MURRAY, UTAH 84107 BLOCK 402 LOT 1 38 WINDSOR LANE OVERPAYMENT TAXES	508.40

RESOLUTION NO. 1998 - 87

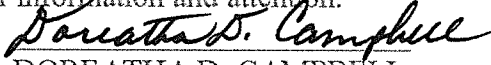
A RESOLUTION REFUNDING OLD ESCROW MONEY
TO APPLICANTS OF PB/ZB.

WHEREAS, an examination of old Planning/Zoning escrow accounts has occurred and the Clerk's Office, along with the Township Auditor and Township Engineer, has decided that these monies should be refunded, returned to the Township and/or the Applicant as detailed below.

<u>Applicant</u>	<u>Refund Township</u>	<u>Refund Applicant</u>
Dr. Samuel L. Friedman, Levitt Med Planning Board #9, 1989		\$34.50
First Fidelity Bank Planning Board #2, 1988		34.50
Jevic (Interest not included in total when account balance refunded - Res. #81, 1997 Osagie, Chris (P.B. No. 1, 1997 Pre Appl escrow - No formal Application made		169.28 945.00
RPCA, (Rittenhouse Park / Swim Club) Planning Board #6, 1991		188.50
Shop n Bag, Planning Board #3, 1987		677.71
	TOTAL	\$2,049.49

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro assembled in public session this 16th day of June 1998, that the above unused escrow monies be refunded to the Township and/or the Applicants as indicated.

BE IT FURTHER RESOLVED that a copy of this resolution be provided to the Treasurer and to the Planning Board for their information and attention.


DOREATHA D. CAMPBELL
MAYOR

ATTEST.

Rhoda Lichtenstadter, RMC, Twp. Clerk

Check

INTEROFFICE MEMO

MEMO TO: MEMBERS OF TOWNSHIP COUNCIL
TOWNSHIP MANAGER
SOLICITOR

FROM: Marie Annese

DATE: June 8, 1998

SUBJECT: Resolution - Refund Escrow / Interest Money

Attached is a copy of the latest resolution prepared regarding the above. If you have any questions please let me know. Upon adoption letters will go out to the applicants along with a copy of the resolution and a voucher for signature.

Thank you.

/ma
Att.

RESOLUTION NO. 1998 - 88

A RESOLUTION AMENDING THE CASH MANAGEMENT
PLAN TO INCLUDE NEW JERSEY ARBITRAGE REBATE
MANAGEMENT AS A DESIGNATED DEPOSITORY.

WHEREAS, Resolution No. 1998 - 11 requires that the Township of Willingboro enter into a Cash Management Plan; and

WHEREAS, NEW JERSEY ARBITRAGE REBATE MANAGEMENT has been selected as a designated depository as per the attached recommendations from the Finance Officer.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 16th day of June, 1998, that the Res. No. 1998 -11 is hereby amended to reflect this change.

BE IT FURTHER RESOLVED, that copies of this resolution be provided to the Finance Office, NJ/ARM and the Auditor for their information and attention.


DOREATHA D. CAMPBELL
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

WILLINGBORO TOWNSHIP
INTEROFFICE MEMO

DATE: June 10, 1998
TO: Mr. Norton Bonaparte
FROM: Joanne G. Diggs
SUBJECT: Cash Management Plan

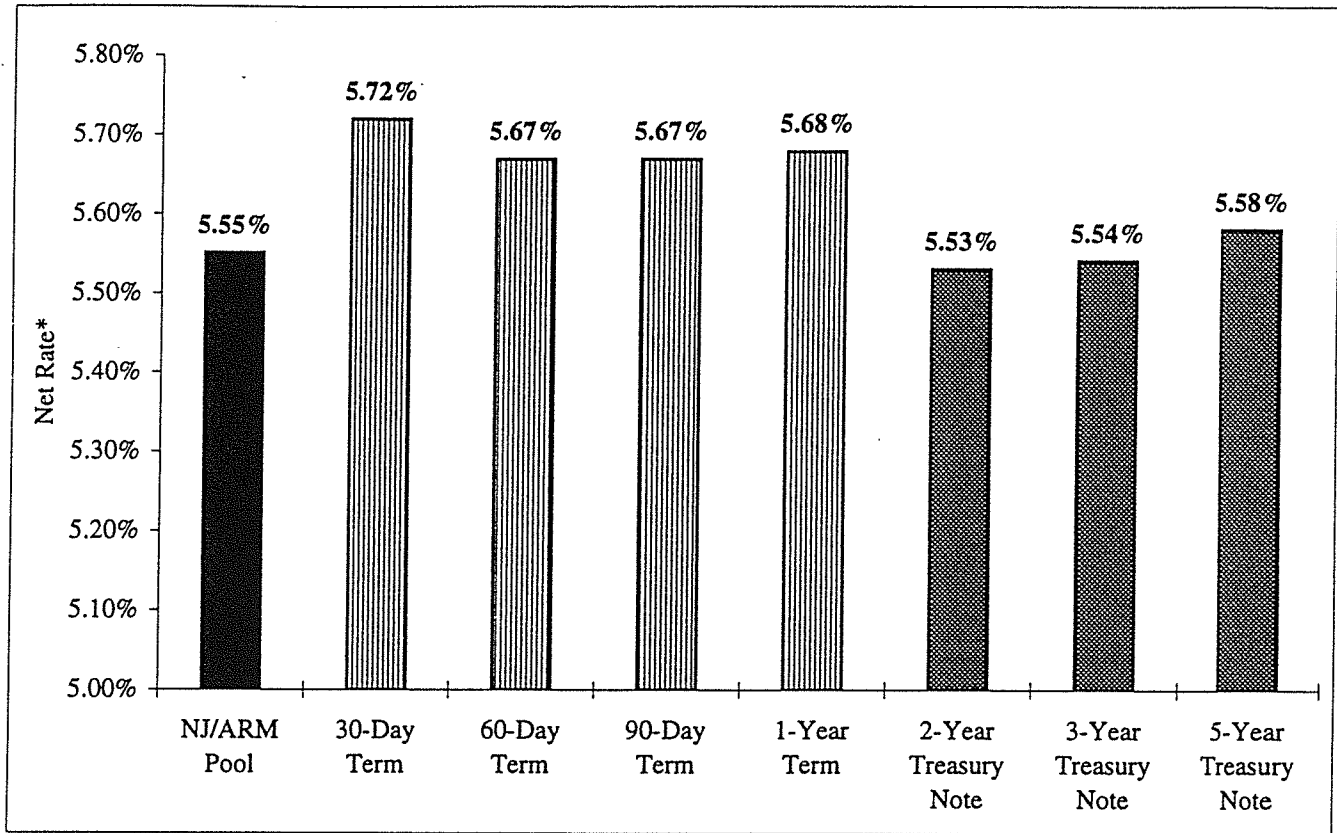
Please amend the Cash Management Plan Resolution No. 11-1998 to include New Jersey Arbitrage Rebate Management (NJARM) as a designated depository in section IV.

NJARM is a investment pool, similar to New Jersey Cash Management. Their rates look good and we can commit fund for any length of time. They also offer free management of any arbitrage issues that we may have. This gives us another safe investment option.

Further information is attached. Please contact me if there are any questions.

C. Rhoda Lichtenstadter ✓

NJ/ARM Investment Rates
As of 12/19/97



All NJ/ARM investments represent ownership of:
U.S. Treasury Bills or Notes
Federal Agency Obligations
Repurchase Agreements Collateralized
by U.S. Government Obligations

Funds held in the NJ/ARM pool may be withdrawn daily.
 Term investments and individual U.S. government securities have a specified maturity date but may be liquidated prior to maturity at current market prices.**

*Rates quoted on an actual/365 day basis after deduction of all Program expenses.

**The sale price may reflect a gain or loss due to changes in market interest rates.

Rates will vary with market conditions. Past performance is not necessarily an indication of future results.

This information is neither an offer to sell nor an offer to buy shares in the NJ/ARM pool, which is made only by a current fund Information Statement.

The NJ/ARM pool is distributed by PFM, Inc., member NASD.

NJ/ARM Pool Net Rates and Yields

	1992		1993		1994		1995		1996		1997	
	Rate	Yield	Rate	Yield	Rate	Yield	Rate	Yield	Rate	Yield	Rate	Yield
January	4.26%	4.34%	3.24%	3.29%	3.06%	3.10%	5.78%	5.94%	5.43%	5.57%	5.26%	5.39%
February	3.95%	4.02%	3.17%	3.22%	3.10%	3.14%	5.91%	6.07%	5.28%	5.41%	5.28%	5.41%
March	4.09%	4.17%	3.17%	3.22%	3.17%	3.22%	5.95%	6.11%	5.18%	5.30%	5.22%	5.35%
April	4.02%	4.09%	3.09%	3.13%	3.40%	3.45%	5.94%	6.10%	5.15%	5.27%	5.35%	5.48%
May	3.87%	3.94%	2.97%	3.01%	3.77%	3.84%	5.90%	6.06%	5.15%	5.27%	5.37%	5.50%
June	3.83%	3.90%	3.04%	3.08%	4.10%	4.18%	5.84%	6.00%	5.18%	5.30%	5.43%	5.57%
July	3.59%	3.65%	3.06%	3.10%	4.21%	4.29%	5.75%	5.90%	5.21%	5.34%	5.43%	5.57%
August	3.45%	3.51%	3.06%	3.10%	4.29%	4.38%	5.67%	5.82%	5.25%	5.38%	5.42%	5.56%
September	3.37%	3.42%	3.10%	3.14%	4.52%	4.61%	5.64%	5.79%	5.26%	5.39%	5.43%	5.57%
October	3.17%	3.22%	3.05%	3.09%	4.75%	4.85%	5.60%	5.75%	5.23%	5.36%	5.44%	5.58%
November	3.21%	3.26%	3.04%	3.08%	5.04%	5.16%	5.58%	5.72%	5.23%	5.36%	5.45%	5.59%
December	3.23%	3.28%	3.17%	3.22%	5.56%	5.70%	5.53%	5.67%	5.24%	5.37%		
Average	3.67%	3.73%	3.10%	3.14%	4.08%	4.16%	5.76%	5.91%	5.23%	5.36%	5.37%	5.51%

Notes:

- (1) All rates and yields shown are net of expenses
- (2) Annualized rates shown are the dividend distribution rates to Participants; effective yields assume monthly compounding
- (3) Rates and yields fluctuate with market movements
- (4) Past performance is not necessarily an indication of future results

NJ/ARM Program Participant List

Counties

Bergen County*
Burlington County
Camden County
Cape May County
Gloucester County
Mercer County*
Monmouth County
Morris County
Union County

Authorities

Atlantic County Improvement Authority
Atlantic County Utilities Authority*
Mercer County Improvement Authority
Middlesex County Utilities Authority
Morris County Municipal Utilities Authority
Salem County Improvement Authority
Warren County Pollution Control Financing Authority
Washington Township Municipal Utilities Authority (Mercer)

Municipalities

Avalon, Borough of (Cape May)
Carteret, Borough of (Middlesex)
East Brunswick Township (Middlesex)
East Windsor Township (Mercer)
Ewing Township (Mercer)
Jackson Township (Ocean)
Kenilworth Borough (Union)
Lawrence Township (Mercer)
Linwood, City of (Atlantic)
Little Falls, Borough of (Passaic)
Montclair Township (Essex)
Mount Laurel Township (Burlington) --
Ocean City, City of (Cape May)*
Pemberton Township (Burlington)
Ridgewood, Village of (Bergen)
Sayreville, Borough of (Middlesex)
South Plainfield, Borough of (Middlesex)
Summit, City of (Union)*
Washington Township (Mercer)
Washington Township (Morris)
Wayne Township (Passaic)
Wood-Ridge, Borough of (Bergen)

School Districts

Atlantic City School District
Bedminster Township School District
Bernards Township School District
Bound Brook School District
Bridgewater-Raritan Regional School District
Chatham's School District
Cinnaminson School District
Clearview Regional High School District
Clifton School District
Colts Neck Township School District
Egg Harbor School District
Freehold Township School District
Haddon Heights School District
Hamilton Township School District
Highland Park School District
Holmdel Township School District
Hopewell Valley Regional School District
Hunterdon Central Regional School District*
Jamesburg School District
Jersey City School District
Lakeland Regional School District
Long Hill School District
Manchester Township School District
Mansfield School District
Marlboro Township School District
Millburn Township School District
Moorestown Township School District
North Brunswick School District*
Northfield School District
Pinelands Regional School District
Plainfield School District
Pleasantville School District
Point Pleasant Borough School District
Readington Township School District
Somers Point School District
South Brunswick School District
Spotswood School District
Tinton Falls School District
Toms River Regional School District
West Orange School District
Woodbridge Township School District

*Indicates membership on the NJ/ARM Advisory Board.

Local governments that have passed the NJ/ARM resolution as of July 15, 1997.

EXHIBIT B

ACCOUNT REGISTRATION FORM

Instructions:

Please complete Parts I through III of the ARM Account Registration Form and Schedule A, if applicable, and return all pages to the Investment Provider. If you have any questions concerning any part of the ARM Account Registration Form, please call the toll-free number (800-535-7829) for assistance.

PART I. PARTICIPANT INFORMATION

NAME OF GOVERNMENTAL UNIT: Willingboro Township

MAILING ADDRESS: One Salem Road, Willingboro, NJ 08046

TYPE OF GOVERNMENT: Township

TAX ID NUMBER: 21-6007381

ACCOUNT TITLE: _____

PRIMARY CONTACT NAME: Joanne G. Diggs

TITLE: Director of Finance

TELEPHONE NUMBER: (609) 877-2200 Extension 6211

FAX NUMBER: (609) 877-8431

SECONDARY CONTACT NAME: Douglas Sartor

TITLE: Deputy Director of Finance

TELEPHONE NUMBER: (609) 877-2200 Extension 6209

The amounts shown on Schedule A Deposit Information represent the total original proceeds of the related bonds.

Name of Local Government: _____
Authorized Officer: _____
Secretary/Clerk: _____
Date: _____ (SEAL)

PART III. AUTHORIZED REPRESENTATIVES

The undersigned certify that any 1 (number) of the persons signing below has the full authority and capacity to open an account with the Program, and to invest funds in and withdraw funds from the Program. The undersigned affirm that I/we have received and read the Program's Information Statement and Trust Agreement, and agree to be bound by its terms. The undersigned agree that the certifications, instructions and authorizations contained in this ARM Account Registration Form will remain in effect until the Investment Provider receives written notice of change.

Authorized Representatives

Name of Trustee or other Fiduciary, if applicable: _____

Joanne A. Diggs Joanne A. Diggs Director of Finance
Print Name Signature Title

Douglas Sarton Douglas Sarton Deputy Director of Finance
Print Name Signature Title

Print Name Signature Title

Print Name Signature Title

Additional signatures, if any, may be added on a separate sheet.

Authorized Signatory of _____
(Insert Name of Local Government or Trustee Bank)

Print Name Signature Title

ATTEST Rhoda I. Lichtenstadter

RHODA I. LICHTENSTADTER
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires Sept. 22, 1998
(Title)

RESOLUTION NO. 1998 - 89

WHEREAS, the Levittown Memorial Post # 4914 VFW, the Sacred Heart Council #5337 Knights of Columbus have applied for renewal of their Club Licenses pursuant to R.S. 33:1-46.1; 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 16th day of June, 1998, that the Township Council makes the following findings.

a. 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

b. The Officers and Directors of the applicant clubs 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

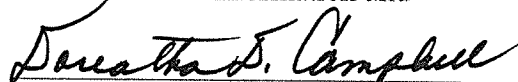
c. The clubs shall maintain all records required pursuant to N.J.A.C. 13:2-8.8 AND 13:2-8.12; and

d. No officer or member of the governing board of the applicant clubs 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 club license for the Levittown Memorial Post #4914 VFW, #0338-31-002-001, The Sacred Heart Council #5337, Knights of Columbus, #0338-31-003-001, for the period July 1, 1998 through June 30, 1999; and

BE IT FURTHER RESOLVED, that the Levittown Memorial Post #4914 VFW, 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 the Levittown Memorial Post #4914, the Sacred Heart Council #5337 Knights of Columbus, and the Division of Alcoholic Beverage Control for their information and attention.


DOREATHA D. CAMPBELL
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC, Twp. Clerk

RESOLUTION NO. 1998 - 90

A RESOLUTION AUTHORIZING THE APPLICATION
FOR STATE AID FROM D.O.T.

WHEREAS, the New Jersey Department of Transportation, Bureau of Local Aid, has advised that funds are available for improvements to public highways and construction of sidewalks and bike paths under the jurisdiction of municipalities; and


WHEREAS, the Township of Willingboro is eligible to receive funding under said program;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro assembled in public session this 16th day of June, 1998, that application be made to the Commissioner of Transportation for aid under the Municipal Aid Program portion of the New Jersey Transportation Trust Fund Authority Act and any other funds available; and

BE IT FURTHER RESOLVED, that the Mayor and Clerk are hereby authorized and directed to sign such forms as may be necessary in order to apply for available funds.


DOREATHA D. CAMPBELL
MAYOR

ATTEST


Rhoda Lichtenstadter, RMC
Township Clerk



651 High Street
Burlington, NJ 08016
(609) 387-2800
(Fax) 387-3009

More than a Civil Engineering Firm

June 12, 1998

1717 Swede Road
Suite 102
Blue Bell, PA 19422
(800) 640-8921

Robert W. Lord, PE & LS, PP

Raymond L. Worrell, II, PE & LS, PP

Arnold W. Barnett, PE & LS

**Rhoda Lichtenstadter, Clerk
Township of Willingboro
Municipal Complex
One Salem Road
Willingboro, NJ 08046**

Thomas J. Miller, PE & PP

Frey S. Richter, PE & PP

John P. Augustino

Stephen L. Berger

Christopher J. Bouffard, PLS & PP

Henry S. Dirkin

Mark E. Malinowski, PE

Devin G. Patel, PE

Matthew D. Taylor, CLA & PP

**Re: 1998 NJDOT State Aid Application
Garfield Drive, Section IV
Willingboro Township
LAWB file no. 98-39-15-5**

Dear Ms. Lichtenstadter:

Richard L. Lenher, LS

Christina C. McGettigan, CLP

Kevin R. Ruble, LS

Abhishek Sethi, PE

Edward L. Wright, PE & PP

Yash Zube, LS

Enclosed please find one original and two copies of the 1998 New Jersey Department of Transportation Resolution, Application and Agreement for State Aid to Counties and Municipalities Under the New Jersey Transportation Trust Fund Act. As usual, it will be necessary for Council to pass a Resolution authorizing this application to be filed with the NJDOT. I am enclosing herewith a copy of the Resolution passed last year authorizing the filing of the same type of application. This year's application must be filed with the NJDOT by June 30, 1998.

Consultant

Kenneth Anderson, PE & LS, PP

The application being filed this year seeks continued funding for the reconstruction of Garfield Drive. The NJDOT has approved funding for Garfield Drive, Sections I, II and III. This year seeks funding for Garfield Drive, Section IV, which should nearly finish the reconstruction of Garfield Drive, if approved.

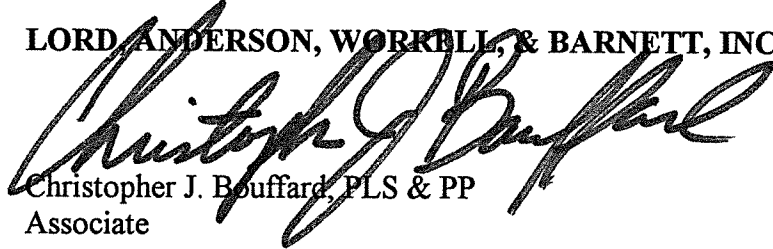
Once Council has passed the Resolution authorizing this application, please have all three copies executed by the Mayor. It will also be necessary for you to attest to the signature and affix your seal. All three copies should then be returned to this office.

Rhoda Lichtenstadter
June 12, 1998
Page 2

Should you have any questions, please do not hesitate to call.

Very truly yours,

LORD ANDERSON, WORRELL, & BARNETT, INC.

A handwritten signature in black ink, appearing to read "Christopher J. Bouffard". The signature is written in a cursive style and is positioned over the typed name and title.

Christopher J. Bouffard, PLS & PP
Associate

Enclosures

CJB: cjb

Cc: Norton N. Bonaparte, Jr., Township Manager
Carl A. Turner, Township Engineer

Usr\chris\june\rhoda (98)



TOWNSHIP OF WILLINGBORO

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

COUNCIL MEMBERS

James E. Ayer
Doreatha D. Campbell
Lavonne B. Johnson
Jeffrey E. Ramsey
Paul L. Stephenson

TOWNSHIP MANAGER
Norton N. Bonaparte, Jr.

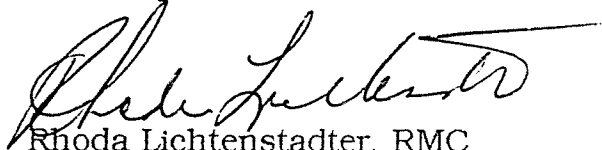
June 17, 1998

Christopher J. Bouffard, PLS & PP
Associate
Lord, Anderson, Worrell & Barnett, Inc.
651 High Street
Burlington, New Jersey 08016

Dear Mr. Bouffard:

Enclosed please find a copy of Resolution No. 90-1998 adopted by Willingboro Township Council at their meeting of June 16, 1998 authorizing the application for State Aid from the Department of Transportation. Also enclosed are the three copies signed by the Mayor and I.

Sincerely,


Rhoda Lichtenstadter, RMC
Township Clerk

Enclosures

/eb

NEW JERSEY DEPARTMENT OF TRANSPORTATION
RESOLUTION, APPLICATION, AND AGREEMENT FOR
STATE AID TO COUNTIES AND MUNICIPALITIES
UNDER THE NEW JERSEY TRANSPORTATION TRUST FUND AUTHORITY ACT

(DEPARTMENT OF TRANSPORTATION USE ONLY)
APPROVED FUNDING

FUND:
FY:
JOB NO:
ACCT NO:
MAXIMUM
STATE FUNDS:

CERTIFICATION OF FUNDS _____ BY _____
(Date) Director, Division of Accounting and Auditing

Name of Sponsor/Applicant: Township of Willingboro

Mailing Address: One Salem Road
Willingboro, NJ 08046

Federal Tax ID No. 21-6007381
(Must be inserted by Municipality/County)

Municipal Aid - Application Priority No. 1 (To be inserted by Municipality)

BE IT RESOLVED, that application is hereby made to the Commissioner of Transportation for aid under the New Jersey Transportation Trust Fund Authority Act for the improvement of that section of road known as

Garfield Drive
(Local Name of Road)

FROM: From the end of the Garfield Drive Section III NJDOT Funded Project (45+00)
TO: The end of Garfield Drive at Levitt Parkway (60+50)

in the Municipality of Willingboro Township County of Burlington

State of New Jersey for a distance of 0.3 miles (or such portion thereof as may be approved by the Commissioner of Transportation): The total cost estimate for this improvement is \$ 287,356.44. The Sponsor requests \$ 287,356.44 in State funds and anticipates contributing \$ _____; AND BE IT RESOLVED that any aid received as a result of this application will only be used for eligible costs for a project comprised of the following improvements:

TYPE OF IMPROVEMENTS (CHECK ALL THOSE APPLICABLE)

- | | |
|--|--|
| <input type="checkbox"/> Resurfacing | <input type="checkbox"/> Bridge (Less than 20 foot span) |
| <input checked="" type="checkbox"/> Roadway Reconstruction | <input type="checkbox"/> Bridge (20 foot span or greater) |
| <input type="checkbox"/> Surface Treatment | <input type="checkbox"/> Safety Improvement |
| <input type="checkbox"/> Traffic Signal Installation | <input type="checkbox"/> Other (Describe Below) |
| <input type="checkbox"/> Intersection Improvement | <input checked="" type="checkbox"/> Curb and Handicapped Ramp |

Is utility work planned within the project limits within the next five (5) years? Yes XX No
Is the purchase of right-of-way required before the start of project construction? Yes XX No
Does the project intersect a State Highway? Yes XX No; If yes, which highway? _____
Is there a railroad crossing within the project limits or 1,000 feet outside of the project limits? Yes XX No

Engineer's Description of Existing Road:

ROW Width 60'
 Curbing: One Side _____ Both Sides X
 Pavement Width 30'-32' Type Asphalt Depth 6" Depth 4" +/-
 (base) (surface)
 Shoulder Width N/A Type _____ Depth _____
 (If different for each side or varying, provide minimum width for each side)
 Current ADT 9,752 % Truck Traffic over 5 Tons _____ Legal Speed Limit 40 MPH
 Transit Bus Route Yes XX No _____ School Bus Route Yes _____ No _____
 Parking Restrictions No Parking
 Existing Structures Yes _____ No X Existing Structure Width _____ Existing Load Posting _____

Engineer's Description of Proposed Improvement:

ROW Width 60'
 Pavement Width 0'-32' Type Asphalt Depth 5" Depth 2"
 (base) (surface)
 Shoulder Width N/A Type _____ Depth _____
 (If different for each side or varying, provide minimum width for each side)
 Proposed Parking Restrictions No parking

Scope of Work: (PROVIDE A WRITTEN DESCRIPTION OF THE PROJECT - USE ADDITIONAL SHEETS IF NECESSARY)

Mill 7" along gutter lines to 13" along the centerline to remove fatigued asphalt and flatten existing 6% - 8% cross slope to 2%. Reconstruct concrete curb which is broken and spalling and construct handicapped ramps. Repave road with 5" stab. base and 2" FABC, Mix I-5.

Estimated Cost of Improvement: (EITHER ATTACH A DETAILED ESTIMATE OR COMPLETE BELOW)

	Quantity/Unit	Unit Price	Total
Paving: Subbase, Type <u>D. G. A.</u>	<u>730 CY</u>	<u>\$25.00</u>	<u>\$18,250.00</u>
Base Course, Mix <u>I - 2</u>	<u>1,700 Tons</u>	<u>\$33.00</u>	<u>56,100.00</u>
Surface Course, Mix <u>I - 5</u>	<u>650 Tons</u>	<u>\$35.00</u>	<u>22,750.00</u>
Bituminous Surface Treatment			
Milling, <u>0" - 13"</u>	<u>5,200 SY</u>	<u>\$6.00</u>	<u>31,200.00</u>
Roadway Excavation	<u>1,450 CY</u>	<u>\$15.00</u>	<u>21,750.00</u>
Curb	<u>2,857 LF</u>	<u>\$18.00</u>	<u>51,426.00</u>
Sidewalk	<u>140 SY</u>	<u>\$50.00</u>	<u>7,000.00</u>
Driveways			
Curb Ramp Delineation			
Drainage: Pipe (underdrains)	<u>900 LF</u>	<u>\$20.00</u>	<u>18,000.00</u>
Manholes			
Inlets			
Bicycle Safe Grates			
Sawing & Sealing of Bituminous Concrete			
Beam Guide Rail			
Traffic Stripes	<u>4,100 LF</u>	<u>\$1.00</u>	<u>4,100.00</u>
Traffic Markings (Stop Bars)	<u>300 LF</u>	<u>\$3.00</u>	<u>900.00</u>
Signs			
Maintenance & Protection of Traffic	<u>1 LS</u>	<u>\$10,000.00</u>	<u>10,000.00</u>

Incidentals (Description) _____


Traffic Signal(s) and/or Channelization _____
 (ATTACH COPY OF AUTHORIZATION TO DESIGN OR INSTALL)

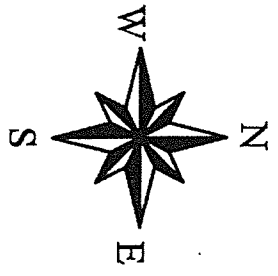
Structures (if any) _____
 (IF A BRIDGE, CONTACT DISTRICT OFFICE, BUREAU OF LOCAL AID, FOR "APPENDIX A")

Design Engineering (List only if eligible for Urban Aid or Depressed Rural Centers Aid) 21,732.84
 Construction Inspection & Material Testing (10% maximum) 24,147.60
TOTAL ESTIMATED COST \$ 287,356.44

Garfield Drive




Garfield Drive, Section IV
Garfield Drive, Sections II & III
Garfield Drive, Section I



Christopher J. Bouffard, PLS & PP
June 1998

AND BE IT FURTHER RESOLVED that if this application is approved and accepted by the New Jersey Department of Transportation ("the Department"), the Sponsor agrees that:

- a. It will arrange for financing of the total cost of the project provided for in this Agreement.
- b. It recognizes and agrees that continuation of funding under this Agreement is expressly dependent upon the availability to the Department of funds appropriated by the State Legislature from State revenues or such other funding sources as may be applicable. The Department shall not be held liable for any breach of this Agreement because of the absence of available appropriation.
- c. In the event that the Department approves funds in an amount less than requested, the Sponsor, at its option, 1) may either rescind this Agreement or 2) continue with the project and assume the entire difference between the total cost of the project and the allotment of State funds or 3) reevaluate the project limits or scope and submit a revised Resolution, Application, and Agreement for Department approval. In the event the Sponsor rescinds the Agreement, the allotted funds will revert to the Transportation Trust Fund.
- d. The Sponsor must notify the Department of its rescision of this Agreement within sixty (60) days of its receipt of notification of the amount allotted by the Department.
- e. Any purported transfer or assignment of the written obligations of the Sponsor contained herein without prior approval of the Department shall be void.
- f. Failure to comply with all provisions contained in this Resolution, Application and Agreement may result in the suspension and/or termination of funding as defined and enumerated in Office of Management & Budget's Circular 89-19.
- g. The work to be performed by the Sponsor under this Agreement shall include but not be limited to the following:
 1. Preparation of contract drawings and supplementary specifications.
 2. The acquisition of all necessary right-of-way, easements, slope rights and permits.
 3. Construction of the above referenced improvement.
 4. Monitoring and supervising compliance with all provisions of this Agreement.
- h. It shall defend, indemnify, protect and save harmless the State and its officers, agents, servants, and employees from and against any and all suits, claims, demands or damages of whatsoever kind and nature arising out of, or claimed to arise out of, any act, error or omission of the Sponsor, its consultants, contractors, agents, servants and employees in the performance of the work of the project including, but not limited to, expenditures for and costs of investigations, hiring of expert witnesses, court cost, counsel fees, settlements, and judgments.
- i. It will engage a Professional Engineer, registered in the State of New Jersey, for design services on the project. In its agreement for professional services, the Sponsor shall require the provision of professional liability insurance or errors and omissions insurance sufficient to protect against liabilities arising out of the professional obligations performed pursuant to the agreements.
- j. In its agreements for professional and non-professional services, the Sponsor shall require the provisions of public liability insurance and every such policy shall include the Sponsor and State as additional named insureds.
- k. All design work shall conform to the applicable American Association of State Highway and Transportation Officials (AASHTO) design criteria. The design of traffic barriers and drainage systems shall conform to the Department's Roadway Design Manual. No deviation shall be allowed without the knowledge of the Department. If there is deviation from those standards, the Sponsor shall accept any and all responsibility for any injury or damage by such deviation to any person or property and shall indemnify the State as outlined in this Agreement. All design shall also conform to the current "Manual On Uniform Traffic Control Devices" published by Federal Highway Administration.
- l. It will provide maps, reports, detailed plans, supplementary specification and contract documents required by the Department.
- m. All workmanship and materials shall conform to current "New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction" as amended for State Aid.
- n. It is the responsible authority, without recourse to the State, regarding the settlement and satisfaction of all contractual and administrative issues arising out of the procurement entered in support of this funding.
- o. Prior to advertising for bids, the Sponsor shall notify the Department if it intends to substantially change the scope of the project proposed in the Resolution, Application, and Agreement. No substantial change shall be included in the project unless it has been approved by the Department.
- p. Any changes in work after the award of contract shall be documented with a Department approved change order.
- q. Fifteen (15) calendar days prior to advertisement, the Sponsor shall submit the following to the Bureau of Local Aid District Office:
 1. One (1) copy of the contract plans, specifications, engineer's estimate, and engineer's design certification.
 2. Other documents as required.
- r. It will advertise and award the contract in accordance with the provisions of the Local Public Contracts Law, N.J.S.A. 40 A:11-1 et. seq.
- s. It will comply with all applicable Federal, State and Local laws, rules, ordinances and regulations.
- t. Within thirty (30) calendar days of construction bids, unless the Department grants an extension of this time, the Sponsor shall submit the following to the Bureau of Local Aid District Office:
 1. Two (2) copies of the summary of construction bids.
 2. A resolution awarding the contract to the lowest responsible bidder submitting a responsive bid, subject to the approval of the Department.
- u. It will award a construction contract for the project within twelve (12) months of approval of this Resolution, Application, and Agreement by the Department. The Department in its sole discretion, may grant an extension of this twelve (12) month period after receiving a fully documented request from the Sponsor. The Department may cancel the funds allotted to the project if the Sponsor does not award the construction contract within the specified time.

NEW JERSEY DEPARTMENT OF TRANSPORTATION
RESOLUTION, APPLICATION, AND AGREEMENT FOR
STATE AID TO COUNTIES AND MUNICIPALITIES
UNDER THE NEW JERSEY TRANSPORTATION TRUST FUND AUTHORITY ACT

(DEPARTMENT OF TRANSPORTATION USE ONLY)
APPROVED FUNDING

FUND:
FY:
JOB NO:
ACCT NO:
MAXIMUM
STATE FUNDS:

CERTIFICATION OF FUNDS _____ BY _____
(Date) Director, Division of Accounting and Auditing

Name of Sponsor/Applicant: Township of Willingboro

Mailing Address: One Salem Road
Willingboro, NJ 08046

Federal Tax ID No. 21-6007381
(Must be inserted by Municipality/County)

Municipal Aid - Application Priority No. 1 (To be inserted by Municipality)

BE IT RESOLVED, that application is hereby made to the Commissioner of Transportation for aid under the New Jersey Transportation Trust Fund Authority Act for the improvement of that section of road known as

Garfield Drive
(Local Name of Road)

FROM: From the end of the Garfield Drive Section III NJDOT Funded Project (45+00)

TO: The end of Garfield Drive at Levitt Parkway (60+50)

in the Municipality of Willingboro Township County of Burlington

State of New Jersey for a distance of 0.3 miles (or such portion thereof as may be approved by the Commissioner of Transportation). The total cost estimate for this improvement is \$ 287,356.44. The Sponsor requests \$ 287,356.44 in State funds and anticipates contributing \$ _____; AND BE IT RESOLVED that any aid received as a result of this application will only be used for eligible costs for a project comprised of the following improvements:

TYPE OF IMPROVEMENTS (CHECK ALL THOSE APPLICABLE)

- | | |
|--|--|
| <input type="checkbox"/> Resurfacing | <input type="checkbox"/> Bridge (Less than 20 foot span) |
| <input checked="" type="checkbox"/> Roadway Reconstruction | <input type="checkbox"/> Bridge (20 foot span or greater) |
| <input type="checkbox"/> Surface Treatment | <input type="checkbox"/> Safety Improvement |
| <input type="checkbox"/> Traffic Signal Installation | <input type="checkbox"/> Other (Describe Below) |
| <input type="checkbox"/> Intersection Improvement | <input checked="" type="checkbox"/> Curb and Handicapped Ramp |

Is utility work planned within the project limits within the next five (5) years? Yes _____ No XX
Is the purchase of right-of-way required before the start of project construction? Yes _____ No XX
Does the project intersect a State Highway? Yes XX No; If yes, which highway? _____
Is there a railroad crossing within the project limits or 1,000 feet outside of the project limits? Yes _____ No XX

TOWNSHIP OF WILLINGBORO

RESOLUTION NO. 1998-91

A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO REQUESTING THAT THE NEW JERSEY DEPARTMENT OF PERSONNEL RECOGNIZE THE TOWNSHIP OF WILLINGBORO AS A SINGLE EMPLOYING ENTITY.

Whereas, the Township Council of the Township of Willingboro is the duly elected governing body of the Township of Willingboro, and

Whereas, the Township Council of the Township of Willingboro finds that the New Jersey Department of Personnel treats each Department of Township government as a separate employing entity, and

Whereas, the treatment of each Department as a separate employing entity limits promotional opportunities to those within each Department, without regard to the limited number of employees in each Department, and

Whereas, the treatment of each Department as a separate employing entity severely restricts the ability of the Township Manager, as the Chief Executive Officer of the Township to assign employees to duties within the various Departments, including lateral transfers, in accordance with the skills of the employee and the needs of the Township, and

Whereas, the present system of treating each Department as a separate employing entity for personnel purposes is contrary to good management and is not consistent with the structure of municipal government under which departments of municipal government have no legal existence separate and distinct from the municipality, and

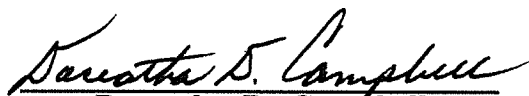
Whereas, the Township Council believes that it is in the best interests of efficient and effective government and sound management principles to have the Township of Willingboro treated as a single employing entity, thereby allowing management to make appropriate assignments of personnel among the Departments and providing employees promotional opportunities without regard to the limitations of a single Department,

Now, Therefore, Be It Resolved by the Township Council of the Township of Willingboro, assembled in public session on June 16, 1998, that the Township Council of the

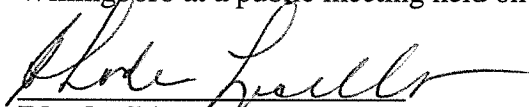
Township of Willingboro
Resolution Requesting Designation of the
Township of Willingboro as a Single Employing Entity
June 16, 1998
Page 2.

Township of Willingboro hereby requests that the New Jersey Department of Personnel and the Commissioner of the New Jersey Department of Personnel recognize the Township of Willingboro as a single employing entity for the employees of the Township of Willingboro, and to be known as the Township of Willingboro.

Be It Further Resolved that a certified copy of this Resolution shall be provided to the New Jersey Department of Personnel for their information and attention.


Doreatha D. Campbell
Mayor

The foregoing Resolution is certified to be a true copy of the Resolution adopted by the Township Council of the Township of Willingboro at a public meeting held on June 16, 1998.


Rhoda Lichtenstadter, RMC
Township Clerk



TOWNSHIP OF WILLINGBORO

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

COUNCIL MEMBERS

James E. Ayer
Doreatha D. Campbell
Lavonne B. Johnson
Jeffrey E. Ramsey
Paul L. Stephenson

TOWNSHIP MANAGER
Norton N. Bonaparte, Jr.


June 22, 1998

Ms. Marsha Weinstein
New Jersey Department of Personnel
44 South Clinton Avenue
CN - 317
Trenton, New Jersey 08625

Dear Ms. Weinstein:

Enclosed please find a certified copy of Resolution No. 91-1998 adopted at the Willingboro Township Council meeting of June 16, 1998 requesting that the New Jersey Department of Personnel recognize the Township of Willingboro as a Single Employing Entity.

Sincerely,


Rhoda Lichtenstadter, RMC
Township Clerk

Encl.



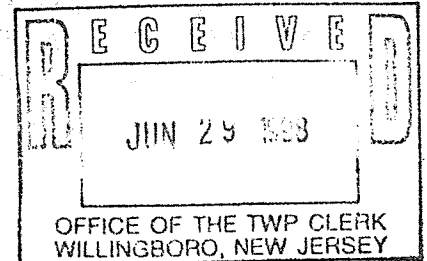
Com
Srl.

STATE OF NEW JERSEY
DEPARTMENT OF PERSONNEL

CHRISTINE TODD WHITMAN
GOVERNOR

JANICE MITCHELL MINTZ
COMMISSIONER

June 25, 1998



Rhoda Lichtenstadter, RMC
Township Clerk
Township of Willingboro
Municipal Complex
One Salem Road
Willingboro, New Jersey 08046

Dear Ms. Lichtenstadter:

We are in receipt of your letter informing us of Resolution No. 91-1998 establishing one single department for the township.

We are presently in the process of eliminating all current department codes and establishing one department jurisdiction code for the township. We are also in the process of reviewing the status of all outstanding promotional lists for the abolished departments. These outstanding lists (if any) will be canceled.

As soon as the conversion of the records is complete, we will begin announcing all requested promotional examinations under the one department code. As you know, all promotions from that time on will be open to all employees within Willingboro Township government who meet the requirements of the position.

If I can be of further assistance, please do not hesitate to contact me at 609/984-2344.

Sincerely,

Marsha Weinstein,
Human Resources Management Consultant

c: Norton N. Bonaparte, Jr, Township Manager
Denise Rose - Assistant Township Manager

Shaping a quality work force through competence, caring, and commitment

New Jersey is an Equal Opportunity Employer

www.state.nj.us/personnel

TOWNSHIP OF WILLINGBORO

RESOLUTION NO. 1998-92

A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO AUTHORIZING THE MAYOR AND THE TOWNSHIP CLERK TO EXECUTE THE NECESSARY DOCUMENTS IN ORDER TO ACCOMPLISH THE TRANSFER OF BLOCK 3 LOT 4.01 FROM LENNAR NORTHEAST XII LIMITED PARTNERSHIP TO THE TOWNSHIP OF WILLINGBORO

Whereas, the Township Council of the Township of has established a Redevelopment Area located in the Route 130 corridor between the Willingboro Township-Burlington Township line and Pennypacker Drive, and specifically including the Block 3, Lot 4.01 on the Tax Map of the Township of Willingboro, which property is generally identified as the Willingboro Plaza, and

Whereas, the Township Council of the Township of Willingboro has adopted a Redevelopment Plan in accordance with Ordinance 1998-4 and pursuant to the "Local Redevelopment and Housing Law", N.J.S.A. 40A:12A-1 et seq, and

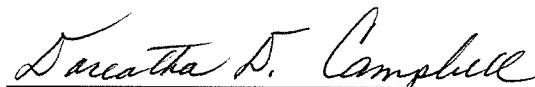
Whereas, the title to the property identified as Block 3, Lot 4.01 is to be transferred from Lennar Northeast XII Limited Partnership to the Township of Willingboro,

Now, Therefore, Be It Resolved by the Township Council of the Township of Willingboro, assembled in public session on June 16, 1998, that the Mayor and Township Clerk are hereby authorized to execute, on behalf of the Township of Willingboro, all documents necessary to accomplish the transfer of title to Block 3, Lot 4.01 from Lennar Northeast XII Limited Partnership to the Township of Willingboro, and

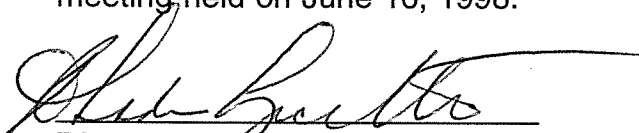
Be It Further Resolved that, in accordance with the Redevelopment Agreement between the Township of Willingboro and Renewal Willingboro LLC, the construction code fines imposed by the Township of Willingboro on Block 4, Lot 3.01 are hereby canceled effective with the transfer of title to the Township of Willingboro

and the waiver by Lennar Northeast XII Limited Partnership of the tax refund due from the Township of Willingboro arising out of the tax appeals applicable to the subject property, and

Be It Further Resolved that in accordance with the Redevelopment Agreement between the Township of Willingboro and Renewal Willingboro LLC, the Township of Willingboro hereby accepts the contribution of \$15,000, which amount shall be applied to the expenses incurred by the Township in conjunction with the tax appeals, code enforcement and redevelopment efforts of the Township with respect to the subject property.


Doreatha D. Campbell
Mayor

The foregoing Resolution is certified to be a true copy of the Resolution adopted by the Willingboro Township Council at a public meeting held on June 16, 1998.


Rhoda Lichtenstadter, RMC
Township Clerk

RESOLUTION NO. 1998 - 93

A RESOLUTION AMENDING THE 1998 WILLINGBORO
TOWNSHIP BUDGET.

WHEREAS, the local municipal budget for the year 1998 was approved on the
19th day of February, 1998; and

WHEREAS, the public hearing on the budget has been held as advertised; and

WHEREAS, it is desired to amend the approved budget.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the
Township of Willingboro, County of Burlington that the following amendments to the
approved budget of 1998 be made:

(SEE ATTACHED)

Recorded vote:

Aye: Ayrer, Ramsey,
Stephenson, Johnson, Campbell


Abstain: None

Nay: None


Absent: None

BE IT FURTHER RESOLVED, that two certified copies of this resolution be filed
forthwith in the Office of the Director of Local Government Services for certification of
the local municipal budget so amended.

BE IT FURTHER RESOLVED, that this complete amendment, in accordance
with the provisions of N.J.S.A. 40A:4-9, be published in the Burlington County Times in
the issue of June 23, 1998, and that the publication shall contain notice of public hearing
on the amendment to be held at the Municipal Complex, Salem Road on June 30, 1998.


DOREATHA D. CAMPBELL
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

	<u>From</u>	<u>To</u>
GENERAL REVENUES		
3. Miscellaneous Revenues - Section B: State Aid Without Offsetting Appropriations		
Discretionary Supplemental Municipal Property Tax Relief Act (N.J.S.A. 52:27D-118.3)	---	\$200,000.00
Total Section B: State Aid Without Offsetting Appropriations	\$4,259,191.00	4,459,191.00
3. Miscellaneous Revenues - Section F: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services-Public and Private Revenues		
Handicapped Recreation Opportunities Grant	7,000.00	6,000.00
Governor's Council on Drug Abuse - Municipal Drug Alliance	17,750.00	18,500.00
COPS Fast Program	10,333.00	35,333.00
Local Law Enforcement Block Grant	---	32,544.00
Environmental Services Program Grant	---	2,500.00
Natural and Historic Resources Grant	---	2,000.00
Total Section F: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services-Public and Private Revenues	273,512.37	335,306.37
Summary of Revenues		
3. Miscellaneous Revenues:		
Total Section B: State Aid Without Offsetting Appropriations	4,259,191.00	4,459,191.00
Total Section F: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services-Public and Private Revenues	273,512.37	335,306.37
Total Miscellaneous Revenues	6,172,000.00	6,433,794.00
5. Subtotal General Revenues (Items 1, 2, 3 and 4)	8,872,000.00	9,133,794.00
6. Amount to be Raised by Taxes for Support of Municipal Budget:		
a) Local Tax for Municipal Purposes Including Reserve for Uncollected Taxes	12,304,900.00	12,030,696.00
b) Addition to Local District School Tax		
Total Amount to be Raised by Taxes for Support of Municipal Budget	12,304,900.00	12,030,696.00
7. Total General Revenues	\$21,176,900.00	\$21,164,490.00

Summary of Appropriations

(A) Operations: (a+b) Within "CAPS" - Including Contingent Statutory Expenditures	\$13,785,774.63	\$13,710,730.63
(a) Operations - Excluded from "CAPS"		
Other Operations	1,012,145.00	1,025,145.00
Uniform Construction Code		
Interlocal Municipal Service Agreements		
Additional Appropriations Offset by Revs.		
Public & Private Progs Offset by Revs.	311,945.87	373,989.87
Total Operations-Excluded from "CAPS"	1,333,790.87	1,408,834.87
(C) Capital Improvements		
(D) Municipal Debt Service		
(E) Total Deferred Charges (sheet 18 + 28)		
(F) Judgments		
(G) Cash Deficit		
(K) Local District School Purposes		
(N) Transferred to Board of Education		
(M) Reserve for Uncollected Taxes	1,621,100.00	1,608,690.00
Total General Appropriations	\$21,176,900.00	\$21,164,490.00

CURRENT FUND - APPROPRIATIONS	From	To
8. General Appropriations		
(A) Operations - within "CAPS"		
Municipal Prosecutor and Public Defender		
Salaries and Wages	\$37,670.00	\$27,670.00
Other Expenses	3,000.00	—
Police		
Salaries and Wages	5,058,809.63	5,033,809.63
Other Expenses	384,434.00	351,890.00
Road Repairs and Maintenance		
Other Expenses	210,150.00	205,650.00
Total Operations {Item 8(A)} within "CAPS"	13,785,774.63	13,710,730.63
Total Operations Including Contingent - within "CAPS"	13,785,774.63	13,710,730.63
Detail:		
Salaries & Wages	8,276,955.63	8,241,955.63
Other Expenses (Including Contingent)	5,508,819.00	5,468,775.00
(H-1) Total General Appropriations for Municipal Purposes within "CAPS"	14,991,462.35	14,916,418.35
8. General Appropriations		
(A) Operations - Excluded from "CAPS"		
Public Defender		
Salaries & Wages	---	10,000.00
Other Expenses	---	3,000.00
Total General Appropriations-Operations - Excluded from "CAPS"	1,012,145.00	1,025,145.00
Public and Private Programs Offset by Revenues		
COPS Fast Program	10,333.00	35,333.00
New Jersey Department of Community Affairs-		
Handicapped Persons Recreation Opportunities Grant	8,400.00	7,462.50
Governor's Council on Drug Abuse-Municipal Drug Alliance	22,187.50	23,125.00
Local Law Enforcement Block Grant	---	32,544.00
Environmental Services Program Grant	---	2,500.00
Natural and Historic Resources Grant	---	2,000.00
Total Public and Private Programs Offset by Revenues	311,945.87	373,989.87
Total Operations - Excluded from "CAPS"	1,333,790.87	1,408,834.87
Detail:		
Salaries & Wages	280,888.73	315,888.73
Other Expenses	1,052,902.14	1,092,946.14
(H-2) Total General Appropriations for Municipal Purposes Excluded from "CAPS"	4,564,337.65	4,639,381.65
(O) Total General Appropriations - Excluded from "CAPS"	4,564,337.65	4,639,381.65
(L) Subtotal General Appropriations {Items (H-1) and (O)}	19,555,800.00	19,555,800.00
(M) Reserve for Uncollected Taxes	1,621,100.00	1,608,690.00
9. Total General Appropriations	\$21,176,900.00	\$21,164,490.00

1995		1996		1997		1997		1998		1998		1998		1998		1998		Difference		
Realized	Anticipated	Realized	Anticipated	Realized	Anticipated	Realized	Anticipated	Township Manager's Anticipated	Township Council Intrim	Township Council Anticipated	Township Council Anticipated	Township Council Anticipated	Township Council Anticipated	Township Council Anticipated	Township Council Anticipated	Township Council Anticipated	Township Council Anticipated	Township Council Anticipated	Anticipated 1997	Anticipated 1998
\$12,669	\$10,900	\$10,900	\$10,900	\$6,328	\$6,300	\$6,300	\$6,500	Licenses												
\$244,214	\$205,200	\$205,200	\$205,200	\$178,273	\$178,000	\$178,000	\$178,000	Building Fees & Permits												
\$40,263	\$47,800	\$47,800	\$47,800	\$42,282	\$42,000	\$42,000	\$41,000	Other Fees & Permits												
\$207,198	\$189,000	\$189,000	\$189,000	\$259,035	\$259,000	\$259,000	\$255,000	Court Fines												
\$287,252	\$235,067	\$235,067	\$235,067	\$360,938	\$360,000	\$360,000	\$350,000	Interest & Costs on Taxes												
\$244,478	\$341,650	\$341,650	\$341,650	\$407,086	\$407,000	\$407,000	\$400,000	Interest on Deposits												
\$51,794	\$54,184	\$54,184	\$54,184	\$77,063	\$77,000	\$77,000	\$79,000	Recreation Fees												
\$51,284	\$52,795	\$52,795	\$52,700	\$55,786	\$55,000	\$55,000	\$55,000	CATV Franchise Fee												
\$460	\$73,485	\$73,485	\$73,485	\$9,798	\$9,700	\$9,700	\$9,700	Interlocal Service Agreement												
\$1,540,820	\$1,542,883	\$1,542,883	\$1,542,702	\$1,545,702	\$1,545,702	\$1,545,702	\$1,545,702	Franchise & Gross Receipts Tax												
\$191,197	\$86,474	\$86,474	\$92,674	\$92,674	\$92,674	\$92,674	\$92,674	Supplemental Franchise & Gross Receipts												
\$90,248	\$26,430	\$26,430	\$30,164	\$30,164	\$30,164	\$30,164	\$30,164	Reserve Supplemental Franchise & Gross Receipts												
\$2,446,710	\$2,446,710	\$2,446,710	\$2,446,710	\$2,446,710	\$2,446,710	\$2,446,710	\$2,446,710	Property Relief Aid												
\$245,172	\$154,924	\$154,924	\$154,924	\$154,924	\$154,924	\$154,924	\$154,924	Legislative Block Grant												
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Reserve for Legislative Block Grant												
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<i>Discretionary Aid</i>												
\$27,737	\$39,864	\$39,864	\$39,864	\$39,864	\$39,864	\$39,864	\$39,864	Clean Communities												
\$902	\$1,193	\$1,193	\$0	\$0	\$0	\$0	\$0	Res. Clean Communities												
\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	Handicap Person Grant												
\$14,765	\$16,042	\$16,042	\$13,007	\$14,299	\$14,000	\$14,000	\$13,007	Uniform Fire Safety Act												
\$6,782	\$5,903	\$5,903	\$5,903	\$5,903	\$5,903	\$5,903	\$5,903	Drunk Driving Enforcement Fund												
\$33,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	Community Development Grant												
\$14,350	\$17,750	\$17,750	\$17,750	\$17,750	\$17,750	\$17,750	\$17,750	Municipal Drug Alliance												
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Aggressive Driving Grant												
\$18,343	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	Operation Buckle Down												
\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	Safe & Secure Communities												
\$5,241	\$13,650	\$13,650	\$11,238	\$11,238	\$11,238	\$11,238	\$0	Recycling Tonnage Grant												
\$5,997	\$7,239	\$7,239	\$2,412	\$2,411	\$2,411	\$2,411	\$0	Reserve for Recycling Tonnage Grant												
\$41,667	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$10,333	COPS Fast												
\$0	\$0	\$0	\$0	\$21,766	\$21,766	\$21,766	\$0	Reserve for Pothole Repair Grant												
\$0	\$0	\$0	\$30,370	\$30,370	\$30,370	\$30,370	\$97,785	US Justice Department Law Enforcement Grant												
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Local Law Enforcement Program Grant												
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Environmental Services Program Grant												
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Natural and Historic Resources Grant												
\$1,369,331	\$1,080,000	\$1,080,000	\$1,200,000	\$1,315,437	\$1,300,000	\$1,300,000	\$1,200,000	Receipt of Delinquent Taxes												
\$1,450,000	\$1,080,000	\$1,080,000	\$2,025,000	\$2,025,000	\$2,025,000	\$2,025,000	\$1,100,000	Surplus Anticipated												
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	Liquidation of Dog Trust Inter-Fund												
\$0	\$57,155	\$57,155	\$0	\$0	\$0	\$0	\$0	Reserve to Pay Bonds												
\$8,708,873	\$8,082,460	\$8,082,460	\$8,996,900	\$9,306,800	\$9,306,800	\$9,306,800	\$8,335,016	Total Miscellaneous Revenue												
\$11,383,731	\$11,378,500	\$11,378,500	\$11,347,900	\$11,239,608	\$11,239,608	\$11,239,608	\$12,853,708	Local Property Tax												
\$20,092,604	\$19,460,960	\$19,460,960	\$20,344,800	\$20,546,407	\$20,546,407	\$20,546,407	\$21,188,724	Total Revenue Estimate												

Revenue changes in bold italic

Total increase in revenue from Council intrim to Council anticipated is about

\$262,044 to off-set budgeted expenditures

Total increase in local property tax is \$682,796 instead of \$957,000

Other Expenditure Summary

1995	1996	1997	1997	Object of Expenditure	Account Code	1998		Difference
						Department Director Request	Township Manager's Recommended Tentative	
Actual \$14,100	Actual \$17,938	Approved \$22,187	Estimate \$13,324	Municipal Drug Alliance	153	\$22,187	\$22,187	\$0
\$2,345,459	\$2,821,550	\$3,001,387	\$3,001,387	Debt Service	160	\$3,131,239	\$3,087,650	\$86,263
\$854,951	\$1,001,822	\$1,140,614	\$1,140,614	Pension & Social Security	161	\$1,128,898	\$1,128,898	(\$11,716)
\$31,120	\$23,381	\$35,000	\$25,091	Unemployment	164	\$35,000	\$35,000	\$0
\$104,554	\$115,908	\$64,039	\$64,039	Deferred Charges	165	\$170,000	\$41,790	(\$22,249)
\$364,000	\$125,070	\$197,655	\$197,655	Reserve for Capital		\$0	\$0	(\$197,655)
\$1,803,500	\$1,237,353	\$1,357,700	\$1,357,700	Reserve - Uncollected Taxes	167	\$1,357,700	\$1,624,276	\$250,990
\$5,517,684	\$5,343,022	\$5,818,582	\$5,799,810	Other		\$5,845,024	\$5,939,801	\$105,633

RESOLUTION NO. 1998 - 94

A RESOLUTION APPROVING A CHANGE ORDER
FOR 1996 ROADWAY REPAIRS PROJECT.

WHEREAS, the Township Council has received the recommendation of the Township Engineer with regard to the 1996 Roadway Repair Project; and

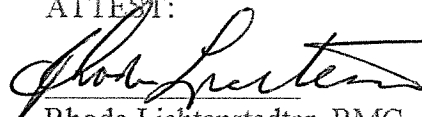
WHEREAS, the recommendation of the Township Engineer includes a recommendation for approval of Change Order No. 1 which will adjust the contract to as built quantities and decreases by 11.3%, said decrease being primarily due to less than anticipated quantities required for base repairs as well as reduction in driveway apron construction resulting from moving underdrains in certain areas.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 16th day of June, 1998, that Change Order No. 1 on the 1996 Roadway Repair Project is approved in accordance with the recommendation of the Township Engineer in his report dated June 10, 1998.

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


DOREATHA D. CAMPBELL
MAYOR

ATTEST:

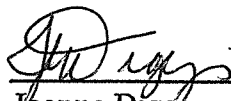

Rhoda Lichtenstadter, RMC
Township Clerk

CERTIFICATE OF AVAILABILITY
OF FUNDS FOR CONTRACT

I, Joanne Diggs, Treasurer of the Township of Willingboro, being the Chief Financial Officer of the Township of Willingboro, do hereby certify, pursuant to the Rules of The Local Finance Board, that there are -- are not (cross out one) available adequate funds for the proposed contract between the Township of Willingboro and

Robert T. Winzinger, Inc.
1996 Roadway Repair - Charge Ord #1
decrease 11.3%

The money necessary to fund said contract is in the amount of \$ (117,906.58) and, upon approval of the contract, the funds shall be charged to the following line item appropriation of account number 04 0296 DRDNY. These funds are not being certified as being available for more than one pending contract.



Joanne Diggs
Finance Director

cc: Township Solicitor
Township Auditor



More than a Civil Engineering Firm

To Council for Action

651 High Street
Burlington, NJ 08016
(609) 387-2800
(Fax) 387-3009

1717 Swede Road
Suite 102
Blue Bell, PA 19422
(800) 640-8921

June 10, 1998

Norton N. Bonaparte, Jr., Manager
Township of Willingboro
Municipal Complex
One Salem Road
Willingboro, NJ 08046

Re: Change Order no. 1
Partial estimate no. 7
1996 Roadway Repairs Project
Willingboro Township
LAWB file no. 96-39-31

Robert W. Lord, PE & LS, PP
Symmond L. Worrell, II, PE & LS, PP
Arnold W. Barnett, PE & LS
Thomas J. Miller, PE & PP
Frederic S. Richter, PE & PP

Dear Mr. Bonaparte:

John P. Augustino
Stephen L. Berger
Christopher J. Bouffard, PLS & PP
Terry S. Dirkin
Mark E. Malinowski, PE
Hvin G. Patel, PE
William D. Taylor, CLA & PP

This is to certify that Robert T. Winzinger, Inc., 1704 Marne Highway, Hainesport, NJ 08036 has partially completed work on the 1996 Roadway Repairs Project and is therefor entitled to payment in the amount of

Two Hundred Two Thousand Three Hundred Sixty Seven and 73/100 Dollars (\$202,367.73)

in accordance with the attached estimate. Please note that this estimate includes payment for supplemental items that are reflected on Change Order no. 1, which we are enclosing herewith. Change Order No. 1 adjusts the contract to as-built quantities, and decreases the contract by 11.3%. The decrease in the contract amount is primarily due to less than anticipated quantities for base repairs, as well as a reduction in driveway apron construction resulting from moving the underdrains in certain areas from the planter strip to the street. We would appreciate this Change Order being included on the earliest possible agenda.

Edward L. Lenher, LS
Theresa C. McGettigan, CLP
Kevin R. Ruble, LS
Rachan Sethi, PE
Fred L. Wright, PE & PP
Mary Zube, LS

Should you have any questions, please do not hesitate to call.

Consultant
Kenneth Anderson, PE & LS, PP

Very truly yours,

LORD, ANDERSON, WORRELL, & BARNETT, INC.

Carl A. Turner, PE
Willingboro Township Engineer

Enclosures

CAT: CJB: cjb
Usr\carl\june96rdsCOpay (98)



*To
Council
for
Action*

651 High Street
Burlington, NJ 08016
(609) 387-2800
(Fax) 387-3009

1717 Swede Road
Suite 102
Blue Bell, PA 19422
(800) 640-8921

More than a Civil Engineering Firm

June 10, 1998

Norton N. Bonaparte, Jr., Manager
Township of Willingboro
Municipal Complex
One Salem Road
Willingboro, NJ 08046

Robert W. Lord, PE & LS, PP
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Debra C. McGettigan, CLP
John R. Ruble, LS
Ajayachan Sethi, PE
Richard L. Wright, PE & PP
Zube, LS

Consultant
Kenneth Anderson, PE & LS, PP

Re: Change Order no. 1
Partial estimate no. 7
1996 Roadway Repairs Project
Willingboro Township
LAWB file no. 96-39-31

Dear Mr. Bonaparte:

This is to certify that Robert T. Winzinger, Inc., 1704 Marne Highway, Hainesport, NJ 08036 has partially completed work on the 1996 Roadway Repairs Project and is therefor entitled to payment in the amount of

Two Hundred Two Thousand Three Hundred Sixty Seven and 73/100 Dollars (\$202,367.73)

in accordance with the attached estimate. Please note that this estimate includes payment for supplemental items that are reflected on Change Order no. 1, which we are enclosing herewith. Change Order No. 1 adjusts the contract to as-built quantities, and decreases the contract by 11.3%. The decrease in the contract amount is primarily due to less than anticipated quantities for base repairs, as well as a reduction in driveway apron construction resulting from moving the underdrains in certain areas from the planter strip to the street. We would appreciate this Change Order being included on the earliest possible agenda.

Should you have any questions, please do not hesitate to call.

Very truly yours,

LORD, ANDERSON, WORRELL, & BARNETT, INC.

Carl A. Turner, PE
Willingboro Township Engineer

Enclosures

CAT: CJB: cjb
Usr\carl\june\96rdsCOpay (98)



651 High Street, P. O. Box 68
Burlington, New Jersey 08016

Change Order No. 1

Date June 24, 1998

Project No. 96-39-31

Contractor Robert T. Winzinger, Inc.

1996 Roadway Repairs Project

Address 1704 Marne Highway

Willingboro Township

Hainesport, NJ 08037

Gentlemen:

In accordance with the provisions of the specifications for the above project, you are hereby advised of the following changes in the contract quantities or in the case of supplementary work you agree to its performance at the prices stated.

Location and reason for changes.

Adjustment to As-Built Quantities

SUPPLEMENTAL

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
	Time extension from December 15, 1997 to June 10, 1998	178	Days		
15S.	Emergency Storm Sewer Repairs, Mayapple Ln.	1	LS	\$2,100.00	\$2,100.00
16S.	Saw Cutting & Base Repairs for relocated Underdrains	1,926	LF	\$11.76	22,649.76
					<u>\$24,749.76</u>

EXTRA

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
1.	Milling, 0" - 3"	11,386.9	SY	\$1.50	\$17,080.35
4.	Dense Graded Aggregate, 4" Thick	1,775.3	SY	\$4.00	7,101.20
6.	Vertical Concrete Curb	556.5	LF	\$15.00	8,347.50
9.	6" R. C. Handicapped Ramps	41.1	SY	\$40.00	1,644.00
11.	Reconstruct Inlet	1	UT	\$1,200.00	1,200.00
12.	6" P. V. C. Underdrains	350	LF	\$18.00	6,300.00
14.	Bituminous Concrete Surface Course, Mix I - 5	1,078.12	TN	\$34.25	36,925.61
					<u>\$78,598.66</u>

REDUCTION

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
2.	Remove Concrete Base	6,458.9	SY	\$4.00	\$25,835.60
3.	Roadway Excavation, Earth	3,888.1	CY	\$4.00	15,552.40
5.	Road Mixed Stabilization, Hydrated Lime	10,154	SY	\$4.00	40,616.00
7.	Rolled Concrete Curb	708.5	LF	\$15.00	10,627.50
8.	6" R. C. Driveway Aprons	179.8	SY	\$35.00	6,293.00
13.	Bituminous Stabilized Base Course, Mix I - 2	4,551.61	TN	\$27.00	122,893.47
					<u>\$221,817.97</u>

Change Order No. 1
96-39-31
June 24, 1998
Page 2

Amount of Original	<u>\$1,043,421.00</u>
Amount of Contract Due to Previous Change	<u> </u>
Supplemental.....	<u>\$24,749.76</u>
Extra.....	<u>\$78,598.66</u>
Reduction.....	<u>\$221,817.97</u>
Adjusted Contract	<u>\$924,951.45</u>
Change in	<u>-11.35%</u>

Carl A. Turner

Engineer Carl A. Turner, PE

Willingboro Township

Municipality

Sarahtha D. Campbell

Mayor

Robert T. Winzinger, Inc.

Contractor

John Pludner

By

Project Manager 6/25/98

Title

Date

RESOLUTION NO. 1998 - 95

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

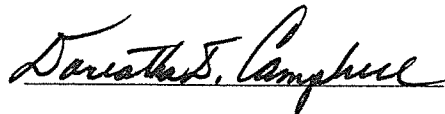
WHEREAS, The Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

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 June 16, 1998, that an Executive Session closed to the public shall be held on June 16, 1998, at 9:00 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.



MAYOR

ATTEST:



Rhoda Lichtenstadter, RMC
Township Clerk

RESOLUTION NO. 199-96

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

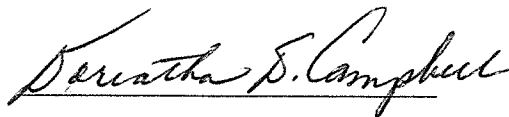
WHEREAS, The Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

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 failing 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

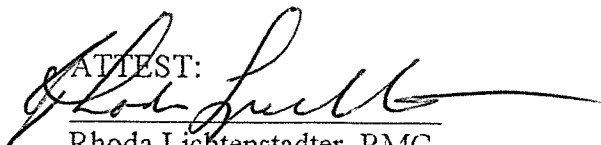
NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session on June 23, 1998, that an Executive Session closed to the public shall be held on June 23, 1998, at 7:35 p.m. in the Willingboro Township Municipal Complex, One Salem Road, Willingboro, 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.



MAYOR

ATTEST:



Rhoda Lichtenstadter, RMC
Township Clerk

RESOLUTION NO. 1998 - 97

A RESOLUTION AUTHORIZING RENEWAL OF
CLUB LICENSE FOR FOSTER MILITARY LODGE.

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 this 30th day of June, 1998, that the Township Council makes the following findings.

a. The Township Council has reviewed the applications 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 clubs 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

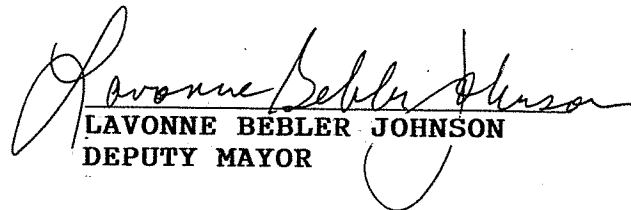
c. The club shall maintain all records required pursuant to N.J.A.C. 13:2-8.8 and 13:2-8.12; and

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, 1998 through June 30, 1999; and

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


LAVONNE BEBLER JOHNSON
DEPUTY MAYOR

ATTEST:

Rhoda Lichtenstadter, RMC, Twp. Clerk

RESOLUTION NO. 1998 - 98

A RESOLUTION APPLYING FOR A GRANT
FROM DEP UNDER THE MATCHING GRANTS
PROGRAM.


WHEREAS, the Township of Willingboro through the Willingboro Township Environmental Commission has applied for a matching grant from the New Jersey Department of Environmental Protection, Environmental Services Program (ESP), Matching Grants Program established pursuant to N.J.S.A. 13:1H-1 et seq., for funding in connection with a project entitled SHELTER FOR ENVIRONMENTAL EDUCATION, the total cost of the Project being \$5,000; and

WHEREAS, the Department has reviewed the application submitted by the Commission and found it to conform with the scope and intent of the ESP Matching Grants Program and has approved the TOWNSHIP'S request for funding in the amount of \$5,000, contingent on the TOWNSHIP'S providing the required matching funds; and


WHEREAS, in order to obtain the grant funds, it is necessary that the Township of Willingboro certify that matching funds in the amount of \$2,500 will be provided by the Township of Willingboro to the TOWNSHIP for the PROJECT.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 30th day of June, 1998:

1. That the Township COMMISSION has been created and continues to exist in accordance with the laws of the State of New Jersey.
2. That the Township Council recommends that the DEPARTMENT approve the TOWNSHIP'S application for funding.
3. That the TOWNSHIP is authorized to enter into a grant agreement with the DEPARTMENT in connection with the PROJECT, Office of Environmental Services Program, Grant Number...E598-012.....
4. That upon execution of the above grant agreement, the Township of Willingboro will provide matching funds in the amount of \$2,500 for the PROJECT, and
5. That this resolution shall take effect immediately


LAVONNE B. JOHNSON
DEPUTY MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

Resolution Number 1998-99

Award of Professional Services Contract for an Architectural Feasibility Study

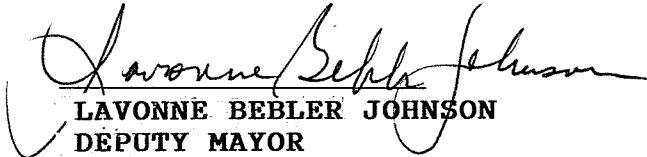
WHEREAS, the Township Council of the Township of Willingboro has requested that proposals be submitted for Professional Services for the purposes of undertaking an architectural study of the feasibility of expanding the Municipal Complex and any alternatives to such a plan that might be appropriate; and

WHEREAS proposals have been received, opened and read in public; and

WHEREAS it appears to be in the best interest of the Township to accept the proposal of the Tarquini Organization of Camden, New Jersey; and

WHEREAS, funds are available for this purpose as indicated by the attached Treasurer's Certification.

NOW THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 30th day of June, 1998, that the proposal be accepted as per the attached Scope of Services.


LAVONNE BEBLER JOHNSON
DEPUTY MAYOR

Attest:

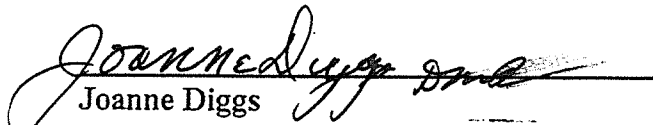

Rhoda Lichtenstadter, RMC
Township Clerk

CERTIFICATE OF AVAILABILITY
OF FUNDS FOR CONTRACT

I, Joanne Diggs, Treasurer of the Township of Willingboro, being the Chief Financial Officer of the Township of Willingboro, do hereby certify, pursuant to the Rules of The Local Finance Board, that there are -- are not (cross out one) available adequate funds for the proposed contract between the Township of Willingboro and

The Tarquini Organization

The money necessary to fund said contract is in the amount of \$ 20,000 and, upon approval of the contract, the funds shall be charged to the following line item appropriation of account number Capital-Municipal Comp. These funds are not being certified as being available for more than one pending contract.


Joanne Diggs
Finance Director

cc: Township Solicitor
Township Auditor



TOWNSHIP OF WILLINGBORO

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

COUNCIL MEMBERS

James E. Ayer
Doreatha D. Campbell
Lavonne B. Johnson
Jeffrey E. Ramsey
Paul L. Stephenson

TOWNSHIP MANAGER
Norton N. Bonaparte, Jr.

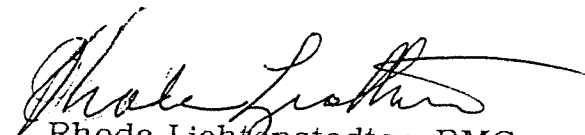
July 2, 1998

Tarquini Organization
Architects & Planners
1812 Federal Street
Camden, New Jersey 08105

Gentlemen:

Enclosed please find a copy of Resolution No. 99 - 1998 adopted at the Willingboro Township Council meeting of June 30, 1998 awarding a Professional Services Contract for an Architectural Feasibility Study to Tarquini Organization, Camden, New Jersey.

Sincerely,


Rhoda Lichtenstadter, RMC
Township Clerk

Enclosure

/cb

RESOLUTION NO. 1998 - 100

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

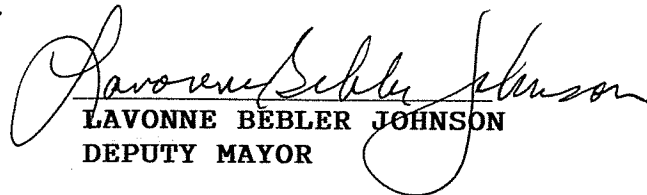
WHEREAS, The Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and


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 6/30, 1998, that an Executive Session closed to the public shall be held on 6/30, 1998, at 9:50 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.


LAVONNE BEBLER JOHNSON
DEPUTY MAYOR

ATTEST:

Rhoda Lichtenstadter, RMC
Township Clerk

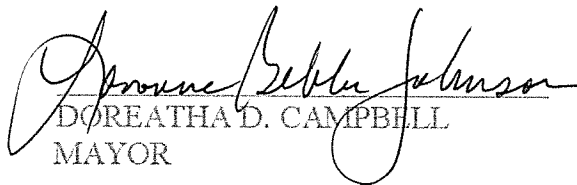
RESOLUTION NO. 1998-101
A RESOLUTION AUTHORIZING REFUNDS FOR OVER-
PAYMENTS OF TAXES DUE TO PAYMENTS IN ERROR,
EXEMPTIONS FOR VETERANS AND SENIOR CITIZENS.

WHEREAS, the records of the Tax Collector of the Township of Willingboro indicated overpayments of taxes due to payments in error, 100% exemptions, veteran deduction, senior citizen deduction; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 7th day of July, 1998, that refunds be made as per the attached schedule; and

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


DORATHA D. CAMPBELL
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

SEGAL, SEGAL & LIEBERMAN 5601 TULIP STREET PHILADELPHIA, PA. 19124 BLOCK 2 LOT 3 4314 ROUTE 130 OVERPAYMENT TAXES	69.79
DELTA FUNDING CORP. 1000 WOODBURY ROAD ATTN: TAX DEPT. WOODBURY, NEW YORK 11797-9892 BLOCK 513 LOT 5 11 MARCHMONT LANE OVERPAYMENT TAXES	37.66
FARMERS & MECHANICS PO BOX 1678 3 SUNSET ROAD BURLINGTON, N.J. 08016 BLOCK 604 LOT 20 39 HANCOCK LANE OVERPAYMENT TAXES	649.15
SPELLMAN, ALONZO R. 216 CLUB HOUSE DRIVE WILLINGBORO, N.J. 08046 BLOCK 409 LOT 76 216 CLUB HOUSE DRIVE OVERPAYMENT TAXES	921.59
GOURDINE, JACK M. & MIE S. 51 NOTTINGHAM DRIVE WILLINGBORO, N.J. 08046 BLOCK 1005 LOT 8 51 NOTTINGHAM DRIVE OVERPAYMENT TAXES	21.92
TAJUANA PERSON 111 CLUB HOUSE DRIVE WILLINGBORO, N.J. 08046 BLOCK 415 LOT 12 111 CLUB HOUSE DRIVE OVERPAYMENT TAXES	21.46

STEIN, HERMAN & EVELYN 4735 E. LUCERNE LAKES BLVD. APT. #404 LAKE WORTH, FLORIDA 33467-8901 BLOCK 112 LOT 12 19 SOUTHAMPTON DRIVE OVERPAYMENT TAXES	63.26
GADDY, FRAZIER & MARJORIE 17 TOBIN COURT WILLINGBORO, N.J. 08046 BLOCK 1132 LOT 25 17 TOBIN COURT OVERPAYMENT TAXES	44.49
TRANSAMERICA REAL ESTATE TAX SERVICE 172 EAB PLAZA W. TOWER 15TH FLOOR UNIONDALE, NY 11556-0172 BLOCK 615 LOT 19 23 HORNBLLENDE LANE OVERPAYMENT TAXES	763.42
FIRSTRUST BANK 1931 COTTMAN AVENUE PHILADELPHIA, PA. 19111-3897 BLOCK 1006 LOT 21 28 NEW COACH LANE OVERPAYMENT TAXES	60.20
LERETA CORP. 1123 PARKVIEW DRIVE COVINA, CA. 91724 BLOCK 128 LOT 18 35 SANDSTONE LANE OVERPAYMENT TAXES	61.94
T&A TITLE CO. 790 WOODLANE ROAD MT. HOLLY, N.J. 08060 BLOCK 1015 LOT 6 35 NEVADA LANE OVERPAYMENT TAXES	749.32

VERA RUBNITZ 37.20
11 MYSTIC WAY NORTH
BURLINGTON, N.J. 08016
BLOCK 836
LOT 8
134 EDGE LANE
OVERPAYMENT TAXES

VERA RUBNITZ 608.77
11 MYSTIC WAY NORTH
BURLINGTON, N.J. 08016
BLOCK 604
LOT 6
28 HADLEY LANE
OVERPAYMENT TAXES

MARCELLA JOHNSON 58.67
124 EAST RIVER DRIVE
WILLINGBORO, N.J. 08046
BLOCK 805
LOT 95
124 EAST RIVER DRIVE
OVERPAYMENT TAXES

RESOLUTION NO. 1998- 102

A RESOLUTION AUTHORIZING LIENS AGAINST
REAL PROPERTY FOR THE ABATEMENT OF
CERTAIN CONDITIONS IN ACCORDANCE WITH
THE PROPERTY MAINTENANCE CODE OF THE
TOWNSHIP OF WILLINGBORO.

WHEREAS, the New Jersey State Uniform Construction Code provides for fines to be imposed by the Construction Official; and

WHEREAS, Section 21-9.12 of the Revised General Ordinances of the Township of Willingboro provides for the abatement of certain conditions, and Section 21-9.13 provides that the cost of any abatement shall become a lien against real property; and

WHEREAS, the Director of Inspections has cited several properties and has imposed fines and expenses of repair on those properties as per the attached list; and

WHEREAS, Section 21-9.13 further provides that the Township Council, must by Resolution, approve the expenses and costs and that they shall thereafter become a lien against the properties listed and shall be collectible as provided by law; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 7th of July, 1998 that the fines and expenses certified by the Director of Inspections and listed on the attached schedule are hereby approved and certified to the Tax Collector of the Township of Willingboro as liens against the specific properties listed and to draw interest as tax liens as provided by law.


DOREATHA D. CAMPBELL
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

INTEROFFICE MEMORANDUM

MEMO TO: Norton N. Bonaparte, Township Manager
Rhoda Lichtenstadter, Township Clerk
FROM: Leonard Mason
DATE: July 7, 1998
SUBJECT: PROPERTY MAINTENANCE VIOLATIONS

Under the Township's Property Maintenance Ordinance liens have been imposed on properties in amount of \$18,894.00 for the time period of June 2, 1998 thru July 7, 1998.

Under ordinance 21-9.13 I am placing liens against the following properties:

ADDRESS BLOCK & LOT AMOUNT WORK DONE

GRASS CUTTING

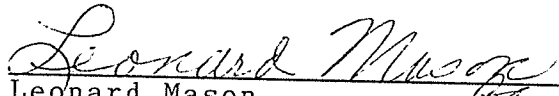
See attached list:

95 Properties @\$80.00 \$ 7600.00

Table with 4 columns: Address, Block & Lot, Amount, Work Done. Lists various properties and their associated costs and maintenance work.

ADDRESS	BLOCK & LOT	AMOUNT	WORK DONE
32 Marblestone	517-10	\$ 85.00	Grass/resecure lock
66 Hasting	623-21	\$ 270.00	Grass/rem debris
27 Balfour	215-9	\$ 270.00	Grass;rem debris
13 Radcliffe	903-13	\$ 270.00	Grass/rem debris
1 Bucknell	223-38	\$ 165.00	Rem tree stump
26 Raeburn	903-42	\$ 395.00	Board dr/win; chain/padl gate
225 Somerset	131-15	\$ 55.00	Repair fence
16 Elridge	808-33	\$ 825.00	Rem 2 dead trees
TOTAL		\$ 18894.00	

Please prepare a resolution for approval of Township Council as required for certification and filing with the Tax Collector.


Leonard Mason
Director of Inspections

ba

Att.

Sandstone 16	130-19
Shelbourne 2	124-18
Shelbourne 38	124-28
Shelbourne 46	124-31
Sherwood 65	
Snowflower 35	
Somerset 74	
Somerset 110	125-2
Somerset 197	
Somerset 225	
Somerset 232	
Stirrup 29	121-15
Sudberry 7	
Hall 6	603-14
Hasting 66	
Heath 20	620-5
Heath 36	
Henderson 2	621-1
Hillcrest 38	625-5
Hillcrest 58	625-11
Hinsdale 62	
Hinsdale 82	624-23
Holiday 2	639-8
Holiday 11	
Holmes 21	638-18
Holstone 6	
Hopewell 29	
Holyoke 67	617-20
Hudson 12	
Gabriel 97	
Gallant 10	727-87
Galloway 8	731-31
Galloway 44	
Gardenbrook 51	708-1
Garfield 17	727-3
Garner 26	
Glenview 43	720-15
Glenview 47	
Granby 42	
Gunner 2	725-6
Earnshaw 22	
East 28	806-9
East Stokes 7	819-2
Eddington 45	814-20
Eden Rock 1	843-10
Edgemont 17	802-5
Edgewater 5	824-20
Elderberry 8	
Elderberry 34	

Elderberry 48	
Elderberry 81	
Elridge 16	807-33
Ember 48	833-75
Enderly 44	816-10
Enfield 52	811-30
Evergreen 100	805-60
Excell 21	840-29
Executive 85	835-12
Expert 11	835-3
Express 32	823-9
Fleetwood 30	
Temple 43	1124-29
Torrington 55	1110-2
Twig 12	
Twilight 35	1113-34
Twin Hill Dr 25	1101-78
Twin Hill Dr 41	1101-74
Twisting 24	1132-17
Palfrey 11	329-37
Palfrey 59	329-23
Parkside 44	326-9
Pastoral 18	323-5
Peachfield 52	
Peartree 36	
Pennant 29	314-36
Pennant 54	
Pensdale 12	301-4
Pensdale 16	301-5
Pennypacker 30	327-20
Pinetree 30	322-1
Beaverdale 65	
Beechnut 17	18-3.01
Belmont 60	
Belmont 70	
Berkshire 31	241-41
Berkshire 60	239-19
Bloomfield 45	209-17
Bloomfield 54	
Bloomfield 65	
Blueberry 28	
Bonnie 38	228-12
Brooklawn 5	201-2
Brooklawn 63	
Bucknell 15	223-34
Northgate 76	1020-102
Norwood 9	1010-3
Nottingham 3	1003-102
Nottingham 12	1002-6

Madestone 35	525-23
Marshal 37	512-9
Medford 38	
Roxburn 3	
Mobil Stn, Levitt Pkwy	5.02-6
Quigley Bldg. Rt 130	
Drug Store	

Resolution Number 1998-103

WHEREAS, the need exists for professional services for the conduct of a classification and compensation study of Township positions; and

WHEREAS, the Township Council of the Township of Willingboro has requested that proposals for professional services in the field of personnel classifications and compensation be submitted; and

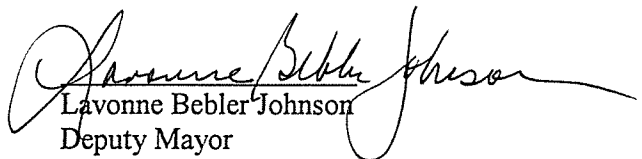
WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq) requires that a resolution authorizing the award of a contract for professional services be made by the Township Council; and;

WHEREAS, it appears to be in the best interest of the township to accept the proposal of the New Jersey State Department of Personnel with offices in Trenton, New Jersey, and;


WHEREAS, no funds are required for this purpose;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 7th day of July 1998, that the contract for the provision of professional services in the field of personnel classification and compensation is awarded to the New Jersey State Department of Personnel.

BE IT FURTHER RESOLVED, that the Mayor and Clerk are hereby authorized and directed to execute any necessary and appropriate documents, upon the review and approval of the Township Solicitor.


Lavonne Bebler Johnson
Deputy Mayor

Attest:


Rhoda Lichtenstadter, RMC
Township Clerk



TOWNSHIP OF WILLINGBORO

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

COUNCIL MEMBERS

James E. Ayres
Doreatha D. Campbell
Lavonne B. Johnson
Jeffrey E. Ramsey
Paul L. Stephenson

TOWNSHIP MANAGER
Norton N. Bonaparte, Jr.

July 13, 1998

Mr. Harry J Kyler
Manager of Classification
Department of Personnel
CN 317 - 44 South Clinton Ave.
Trenton, New Jersey 08625

Dear Mr. Kyler:

Enclosed please find a certified copy of Res. No. 1998 - 103,
adopted by Willingboro Township Council at their meeting of July 7,
1998.

Sincerely,

Rhoda Lichtenstadter, RMC
Township Clerk

rl
Enc.

Township of Willingboro

Memorandum

To: Norton N. Bonaparte, Jr., Township Manager
From: Denise M. Rose, Deputy Township Manager
Date: July 7, 1998
Re: Classification Study

Request for Proposals for the conduct of a Classification and Pay Study have been let on three occasions during the past year. The request was advertised in the Burlington County Times and was sent to the following Human Resource Organizations:

Hay Group, Inc.
Jersey Professional Management
New Jersey Department of Personnel
Watson Wyatt, Inc.
William M. Mercer, Inc.

On the first occasion no proposals were received, but the New Jersey Department of Personnel and Jersey Professional Management expressed interest in the project, but both missed the submittal deadline.

On the second occasion the New Jersey Department of Personnel was the only organization that submitted a proposal. Its proposal was in excess of \$60,000 for the conduct of the study. This far exceeded the estimates for the project. Jersey Professional Management expressed interest in the project again, but missed the submittal deadline.

On the third occasion the New Jersey Department of Personnel was once again the only organization that submitted a proposal. Its proposal was submitted in two phases: phase one will be at no cost and will consist of a classification study to include a proposal for updated job titles and descriptions in compliance with all federal and state laws. Phase two will consist of either a salary study of comparable titles and pay ranges at no cost, or a more detailed study of pay data and recommendations at a cost of \$11,050.

I recommend that Township proceed with the no cost option offered by the New Jersey Department of Personnel.

I spoke with Township Solicitor Kearns about the project and procedures to move forward with this study. He recommended that Township Council should treat this as a Professional Service under New Jersey Public Contracts Law.

I have attached a copy of the request for proposals, the submittal by the New Jersey Department of Personnel, as well as a Resolution for Council review and consideration.



STATE OF NEW JERSEY
DEPARTMENT OF PERSONNEL

CHRISTINE TODD WHITMAN
GOVERNOR

JANICE MITCHELL MINTZ
ACTING COMMISSIONER

June 4, 1998

Ms. Denise Rose
Deputy Township Manager
Township of Willingboro
Municipal Complex
1 Salem Road
Willingboro, NJ 08046

Dear Ms. Rose:

The Division of Human Resource Management is pleased to submit this proposal to assist the Township of Willingboro in a Classification and Compensation study of its employees. Our proposal is divided into three segments all or any one of them may be selected by the Township to be performed by the Division.

The Division believes that we are qualified to perform these studies and have recent experience in such large surveys in the State of New Jersey. The staff has daily knowledge of the local government classification system and knowledge of various compensation systems.

We are prepared to meet with your representative to give an oral representatives regarding our proposal and to answer any questions you may have.

We look forward to the opportunity to assist the Township of Willingboro in this undertaking. If you have any immediate questions about the proposal, please do not hesitate to call me at 292-8919.

Sincerely,

Harry J. Kyler
Manager of Classification

HJK/chd

5/09

Introduction

The Division of Human Resource Management (DHRM) in the New Jersey Department of Personnel has prepared this proposal to perform work for the Township of Willingboro in the area of Classification and Compensation. This proposal reflects our understanding of the needs of the Township of Willingboro and our approach to meeting those needs in the most economical way for the Township. Obviously, as a division within the Department of Personnel, which develops the rules and regulations under which the Township of Willingboro, operates its personnel system, it has a good understanding of the classification system. In addition, we have some expertise in various compensation systems. Our goal is to provide for you a system which is economical and meets your needs. The proposal will be presented in segments. All or some of the segments may be accepted by the Township depending on its fiscal and time resources.

Scope of Project

Segment 1

The proposed classification study would survey all full-time, and part-time employees and seasonal employees, if currently on the payroll. The survey methods would be using closed-ended questionnaires based on an automated classification system for the majority of the employees, open-ended questionnaires for the employees in protective service titles and for those few employees whose classification was not resolved by the automated system. The survey usually takes one to two hours to complete, whether they are open-ended or not. The administration of the surveys will be by the personnel staff of the Township of Willingboro. Surveys may be taken home to be completed, if the township desires to use that option. However, the surveys are the property of the Department of Personnel and are copyrighted. Therefore, all must be returned to the Department of Personnel and cannot be photocopied. DHRM personnel would meet with employees, employee

relations groups, and management to describe the process in detail and answer any questions about it. The results of the classification survey would be presented to the Township Manager three weeks after the completion of all questionnaires. The duration of this phase of the project is estimated at three months.

Segment 2

The salary survey segment would be done using the comparable-job method. In this method we use salary information from municipalities in Mercer, Burlington, Ocean and Camden counties and private sector salary information from the same areas. The DHRM would utilize State databases to compile this information. Benchmark titles will be selected by the Township of Willingboro to represent a progression of organizational value from highest to lowest. Salary survey information will be regressed on these benchmarks to ensure the market has similar value associated with each benchmark. Adjustment in the salaries or benchmarks will be made to ensure a reasonable progression in salary from low value jobs to higher value jobs. This segment should take approximately two months and utilize the resources of the project director, computer personnel and experienced analysts.

A point-factor job evaluation method would require more resources both by the Township of Willingboro and the DHRM. Typically, such a method involves the training of a standing evaluation committee and the committee evaluating each of the benchmark titles using the selected point-factor method. This committee is maintained for a period of 2 years to ensure new jobs are evaluated using the same criterion. After that period, personnel staff can typically evaluate new jobs and handle requests for reevaluations.

Because of resource commitments, the DHRM cannot propose the development of a point-factor system. We can only propose a market-based comparable title system which can be updated every 3 years.

Project Costs

Segment 1

The Classification survey of the Township would come at no cost to the Township.

Segment 2

The cost of the compensation study would be 100 hrs for project manager at \$66.00 per hour; a 100 hrs for computer personnel at \$28.00 per hour and 50 hrs for experienced analyst at \$33.00 per hour for a cost of this segment of \$11,050.00.

An alternative method would be a simple salary survey, which would give comparable salaries of Township of willingboro jobs from state-wide information, state government titles, and comparable titles from surrounding Merit System jurisdictions. This method is available at no cost. However, the decision of a particular salary range for a title would be the sole responsibility of the Township of Willingboro and the information is for guidance purposes only.

Cost Summary

Segment 1- \$0.00

Segment 2- \$11,050.00 or \$0.00 depending on method.

Total for	-----	
Segments	\$11,050.00	or \$0

Staff

The project director, Harry J. Kyler, is currently the Manager of Classification for the Division of Human Resource Management and

has 10 years experience in the New Jersey Classification System and an additional 10 years in examination development. He received his Ph.D in Psychology in 1970 and has worked in developing compensation system alternative for state government for the last 3 years. He is very knowledgeable about the job title structure within local and state government.

Analysts, who would work on the Segments 2 and 3, would have a minimum of ten years experience in classification and job specification development.

Computer personnel would have at least eight years experience in program development and use of statistical packages to analyze data.

Specific resumes of assigned personnel would be given to the Township management for their approval if the proposal is accepted.

References and Work in Progress

The division has just completed a massive classification survey of over 700 employees for Sussex County. It is our impression that the county administration was pleased with the result.

Using the methodology, we recently completed a small classification survey for Burlington County personnel office and again our impression is that they were pleased with the result.

The Division is currently analyzing the result of a classification study of clerical titles in the Millville School District and in the process of doing a survey for the Department of Public Works in Camden City and preparing a survey for the Camden City Housing Authority.

Finally, the division finished a salary survey of the town of Nutley. This type of survey is available at no cost.(see attachment)

Township of Willingboro Study
Project Plan

Project Kickoff	Month 1	Month 2	Month 3	Month 4	Month 5
Segment 1					
Meeting with Township management to explain the process					
Meeting with Employee bargaining group representatives to explain the process	X				
Meeting with other interested parties					
Training of survey administrators	X				
Administer surveys	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX		
Analyze results				XXXXXXXXXXXXXXXXXXXX	
Segment 2					
Salary survey				XXXXXXXXXXXXXXXXXXXX	
Benchmarking					XXXXXXXXXXXXXXXXXXXX

A PROPOSAL TO ASSIST THE TOWNSHIP OF WILLINGBORO IN A
CLASSIFICATION AND COMPENSATION STUDY OF TOWNSHIP
EMPLOYEES

Submitted by:
The Division of Human Resource Management
New Jersey Department of Personnel
June, 1998

TIME LINE FOR GOAL ACCOMPLISHMENT

GOAL	1998			1999			2000																		
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Review & Update Descriptions																									
Investigation																									
Develop Training (In-house & Non-Admin)																									
Develop Training (Drivers)																									
Develop existing D Project																									
New Clients																									
Use Client Services by 3%/yr.																									
Accounting Budgeting Budgets																									
Investigate Systems																									
Report to CFO																									
Implement																									
Increase Participation																									
W.C. / 40%																									

Expand to Other States

McGuire Daycare II

Develop Budget with administrative staff

Revise Accounting Procedure

Increase Participation - 10%

Increase Participation - 10%

Revise Rate 15%

Reduce Rate 10%

TIME LINE FOR GOAL ACCOMPLISHMENT

GOAL	1998			1999			2000					
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Goal Description	Research			Market Service to Private/Public Sector			Evaluate					
Goal Description	Decrease Costs 10%			Decrease Costs 5%			Decrease Costs 3%					
Goal Description	Research & Development			Start Up			Production & Sales					
Goal Description	Develop Marketing Plan			Implement Plan			Evaluate Results			Adjust or Modify Plan		
Goal Description	Explore Options			Establish Short-term Eval.			Expand Competitive Placement Opportunities					
Goal Description	Develop Curriculum			Implement (On-going)								
Goal Description	Review Feasibility			Evaluate Findings								

Y.

PROFESSIONAL SERVICES

CURRENT OPERATIONS

In 1995, the O.T.C. increased its Adult Training Services from two to five centers. As part of the privatization of state operated Adult Training Centers, the O.T.C. was the only free standing agency to be awarded three centers (two ATCs and a Crew Labor). Currently, the O.T.C. is contracted to provide Adult Training services to two hundred (200) individuals with disabilities. While it is not anticipated that D.D.D. will contract to open additional ATCs, D.D.D. needs to provide day programs for individuals on the waiting list for same, under the Governors initiative and for individuals being placed into the community from North Princeton Developmental Center. D.D.D. has been contracting with agencies to increase the Level Of Service (LOS) on a case by case basis. In 1997, the O.T.C. contracted to increase services by eight individuals. The ability to continue to increase the LOS of the program is limited by the size of the buildings in which the programs are located.

In 1996, a "Special Needs" component was added to the Cherry Hill ATC. This program serves individuals with physical conditions such as Spina Bifida, Severe Spastic Quadriplegia and Static Encephalopathy. Such conditions require extensive care from an array of professionals. A registered nurse is available to address issues such as catheterization, medication administration and related medical issues, Occupational Therapy services are contracted to provide on-going therapy that incorporates issues such as range of motion, sensory stimulation, and appropriate seating and positioning. The program follows an integrated model in which medical needs are

addressed along with the opportunity for social interaction through non-special needs programming and community involvement.

The O.T.C.'s workshop services provides vocational services to over three hundred and twenty (320) individuals. In 1996 the demand for services was greater than could be accommodated and a waiting list was created. The waiting list has ranged from forty five (45) individuals to twenty-six (26) individuals at the end of 1997. The waiting period for services has varied from a few weeks to eleven months depending on the services individuals are seeking.

The O.T.C. also provides vocational services to over ninety (90) laborers. The laborers are individuals with disabilities in the Resource Recovery or JWOD programs who are considered disabled for the job and need supports to maintain their positions but are not in need of the traditional "funded" services.

In 1990, the D.D.D. contracted with the O.T.C. to provide Supported Employment services to thirty-two (32) individuals. Services are provided in both enclaves operated by the O.T.C. and individual placements within the community. Individuals in Supported Employment are provided with job procurement, job coaching and follow along services. These individuals earn a minimum of \$5.15 per hour and work twenty-five (25) hours or more per week.

STAFFING

1. Adult Training Centers

An additional twenty-seven (27) staff were required to cover the Crew Labor program and the Burlington and Cherry Hill ATCs. There are a total of forty-nine staff positions in all ATC programs. These programs are supervised by the Coordinator of Adult Training Services who reports to the Director of Professional Services.

2. Professional Services

Eight (8) counselors provide Outreach, Evaluation, Work Adjustment, Extended Employment and Placement services to the three hundred and twenty-three (323) clients receiving workshop services and ninety-one (91) labors in the Resource Recovery and JWOD programs. Two (2) additional staff may be needed as services expand into the Welfare to Work program and Housing. The counseling staff is supervised by the Director of Professional Services.

3. Supported Employment

Four (4) staff provide job procurement, coaching and follow along services to thirty-two (32) consumers. Supported Employment staff report to the Director of Professional Services.

GOALS AND OBJECTIVES

1. INCREASE COMMUNITY INVOLVEMENT WITHIN THE ADULT TRAINING CENTERS

The ATCs became committed to shifting from center-base to community-based services at the time the O.T.C. was awarded the Crew Labor, Burlington and Cherry Hill ATCs . The centers have been developing programs such as travel training; delivering meals on wheels; shopping for shut-ins, visiting and assisting in providing recreational activities at nursing home; collecting, sort and delivering donations to a Soup Kitchen, Catholic Charities, Providence House; and participating in "Hug a bear donation" by cutting out and stuffing fabric bears and donating them to the Lumberton Emergency Squad to be used for children in ambulances. In addition, work opportunities are also sought, such as beach clean up for the DEP and litter abatement at parks and office buildings. The centers will continue to carry out this commitment by increasing it's community participation by ten percent each year, over the next three years.

2. PROVIDE ADDITIONAL MANAGEMENT TRAINING FOR CENTER SUPERVISORS

During 1997, stronger emphasis was placed on providing management training to the Center Supervisors. This commitment to training will continue through the next three years. The ATC deal with a number of challenges in working with individuals with severe and profound disabilities. Therefore it is important for the Center Supervisors to be able to lead the staff and assist them in working as a team. In addition, as front line supervisors they need to be aware of employment law issues as to avoid potential problems. The Center Supervisors will be provided with a minimum of 20 additional management training hours per year for the next five years.

3. RESTRUCTURE PRE-VOCATIONAL EVALUATION AND W.A.T.

The evaluation program is continually being reviewed and changed to meet the needs of the individuals we serve. During the past 5 years the evaluation program has placed a strong emphasis on starting individuals directly in a community based program and conducting the evaluation on-site. This was a change in focus from providing traditional standardized testing and the benchwork program prior to entering a community based program. Currently, over 90% of the individuals served are provided with an on site evaluation in a community based program. In addition, the NISH Skills Training program was developed in 1996. This program is for individuals who do not need the traditional evaluation and work adjustment training programs but do require training and countinuing supports. Individuals in this program receive six months of training in janitorial services at a NISH project on McGuire Air Force Base, the Trenton and Camden Federal Court Houses.

During the course of the next three years Pre-vocational and WAT programs will be restructured to provide another option in the evaluation program. The evaluation will focus more on skills training with-in a community based program and placement services within the community. At the end of evaluation the individual will be referred for job coaching services in lieu of WAT. Currently, job coaching is offered, however, this service has been underutilized. This will be a viable option for individuals who are interested in competitive employment but may need short term vocational training and assistance in adapting to a competitive job.

4. BECOME A SUPPORTED EMPLOYMENT VENDOR

Since 1990, the O.T.C. has been providing D.D.D. sponsored Supported Employment Services to approximately thirty individuals. This program has been successful in providing job procurement, job coaching and especially follow along services. The follow along services focuses on providing continuous contact with the individual we serve, the employer and family and or advocate. The continuous contact provides a proactive approach to the individuals personal, social and employment needs. The O.T.C. will also be applying to vend services for Supported Employment from D.V.R. Becoming a vender for Supported Employment services will enable the O.T.C. to expand and provide this services to other individuals.

While options such as the NISH Skills Training and evaluation and job coaching, on site evaluations at community based programs and Supported Employment have been or will be developed the O.T.C. will continue to offer the traditional Evaluation and Work Adjustment Training services in the benchwork program. In offering an array of services, individuals are provided with an opportunity to choose the program that they feel will best meet their needs.

In addition to providing vocational services to individuals with disabilities, the O.T.C. serves the economically disadvantaged. In the past, Project Reach has referred welfare recipients for vocational training and one of the eligibility criteria for working in our Resource Recovery program is to be economically disadvantaged.

5. INVESTIGATE BECOMING A VENDOR FOR WELFARE TO WORK

With the national movement of "welfare to work" many employers are stating that they are willing to train someone who wants to work. However, they are finding that many welfare recipients are not work ready. They have difficulty in areas such as getting to work, being on time and dealing with others. The O.T.C. has over thirty years experience in training individuals with disabilities in work assistant training, and for approximately 10 years of experience with the economically disadvantaged through our recycling program. In order to provide additional services for this population the OTC will be investigating becoming a vendor for Welfare to Work.

6. RESEARCH HOUSING OPPORTUNITIES

Housing is another major issue facing both individuals with disabilities and the economically disadvantaged. The waiting list for housing through D.D.D. grows by the hundreds every year. While new initiatives are being made available to place individuals they can not accomodate with the demand. Affordable housing is being developed in Burlington County however this is not addressing the needs of the economically disadvantaged in need of low income housing.

Within the population of the O.T.C. we have seen a need for housing for both populations. Individuals are living at home with elderly parents who want to see their son or daughter placed

and settled in an apartment or group home prior to their death. But, unfortunately, their son or daughter may remain on a waiting list for years.

Individuals with low income who lose their housing or must move out on their own have very few housing options. While the O.T.C.'s focus has always been vocational, out of concern for the individuals we serve staff have become involved in a time of housing crisis. The problem is always the same, there is very little available for low income people and there are always waiting lists for this type of housing. It is for these reasons that the O.T.C. will be researching housing opportunities and exploring the possibility of offering these services.

7. INCREASE CLIENT WAGES BY 3% PER YEAR

Client wages are one of the strongest indicators of success of the program. In the next three years client wages will increase by 3% per year.

**TOWNSHIP OF WILLINGBORO
BURLINGTON COUNTY, NEW JERSEY**

NOTICE TO PERSONNEL PROFESSIONALS

REQUESTS FOR PROPOSALS FOR

CLASSIFICATION AND COMPENSATION STUDY

NOTICE is hereby given that sealed proposals for classification and compensation plan will be received by the Willingboro Township Clerk no later than June 6, 1998, at 4:30 p.m. prevailing time in the Township Manager's Conference Room, Municipal Complex, One Salem Road, Willingboro New Jersey 08046.

No proposal will be accepted which is not in a sealed envelope or which is received after the specified time and date. Any proposals which are received in an unsealed condition or which are received after the time and date specified will be rejected.

All of the sealed proposals which have been properly submitted will be opened and read aloud in the Township Manager's Conference Room of the Willingboro Township Municipal Complex on the date and at the time specified above.

Proposal forms, Instructions to proposers, Specifications, Affirmative Action Affidavits and other proposal documents may be examined or obtained at the office of the Township Clerk during normal business hours.

The Township Council reserves the right to reject any or all proposals in whole or in part and to waive any provisions as may be permitted by law.

Each proposal must be accompanied by a performance guaranty as required by the specifications.

Professionals are required to comply with the applicable provisions of law, including the New Jersey Public Contracts Law, N.J.S. 40A:11-1 et seq.; the affirmative action requirements of N.J.S.A. 10:5-31, et seq.; the disclosure requirements of N.J.S.A. 52:25-24.2 et seq. and with the applicable provisions of the New Jersey Administrative Code.

The contract, if it is awarded, will be awarded within the time provided by law. No proposal may be withdrawn prior to either the execution of the contract or the expiration of the sixty (60) day period after the opening of the proposals, whichever event shall first occur.

All professionals are advised that no contract will be awarded to any corporation not authorized to do business New Jersey or whose charter or authorization to do business in New Jersey has been suspended.

**RHODA LICHTENSTADTER, RMC
TOWNSHIP CLERK**

TOWNSHIP OF WILLINGBORO
REQUEST FOR PROPOSALS FOR THE PROVISION OF
PERSONNEL SERVICES

STATEMENT OF POLICY

It is the policy of the Township to retain, when necessary, Professional services on the basis of demonstrated competence and qualifications for the type of services required at a fair and reasonable price. It is recognized that competence, experience and ability are important considerations, and amount of fee alone is not the only criteria in selecting professional services. It is further the policy of the Township that professional services shall be procured without regard to race, color, creed, sex, sexual orientation, age, or national origin.

GENERAL INFORMATION TO PROFESSIONALS

1. The Township reserves the right to waive any defect in any request for proposal and reserves the right to reject any or all proposals. The Township also reserves the right to award all and/or a portion of Scope of Services to one or more parties. Proposals, amendments to Proposals or withdrawals of Proposals after the deadline set for acceptance will not be considered.
2. All Professionals and Proposals are subject to, and must comply with, the equal opportunity and non-discriminatory provisions set forth in local, state, and federal rules, regulations and laws.
3. The Professional shall at all times observe and comply with all laws, ordinances, and regulations of the federal, state, and local government which may in any way affect the preparation or the performance of the proposal or proposals.
4. All blank spaces on submittal forms must be filled in, either typed in or written legibly. Signatures must be in longhand by legally empowered representatives of the responder. Prices and amounts must be filled in, in both words and words and numbers.

PROJECT BACKGROUND

The Township of Willingboro is a Civil Service community and its personnel function is governed by New Jersey statutes and administrative codes. It employs approximately 250 full-time employees and 150 seasonal and part-time employees. Approximately two-thirds of its work force is unionized. Bargaining units include the Fraternal Order of Police, Law Enforcement Supervisors Association, School Crossing Guards Association, Special Police Association, Burlington County Fire Fighters Association, and American Federation of State, County and Municipal Employees. The Township's public works employees, department directors, non-police supervisors and confidential clerical employees are not unionized. The last classification and pay study was performed approximately twenty years ago. Since that time the Township and the work of its employees has changed significantly. Those changes include but are not limited to the scope of Township services and the computerization of many of its administrative functions. The Township's job descriptions and its salary and classification plans may not accurately reflect those changes or the duties of its employees. This project shall entail a comprehensive review and update of job descriptions, classifications and salaries where appropriate.

SCOPE OF SERVICES

1. The selected Professional shall conduct a comprehensive review of current job descriptions and resulting classification system for full-time employees.
2. The Professional shall evaluate the current job requirements of the Township's full-time employees through surveys, interviews and discussions with key stakeholders. These stakeholders may include employees, supervisory personnel, department directors and elected officials.
3. The Professional shall update the job descriptions in light of the changes to the responsibilities of the positions and the needs of the Township, utilizing the New Jersey Civil Service Job Specifications. Descriptions must include an overview of the position, definition of essential functions, determination of the intellectual, experiential and physical requirements of the job, the scope of authority and the influence of the incumbent. Descriptions must conform to all applicable laws and regulations (i.e. NJ Civil Service, ADA, FLSA, etc.)
4. The Professional shall re-evaluate and re-classify full-time, non-law enforcement jobs as appropriate, based on the up-dated job descriptions. The classifications must be based on a recognized and validated evaluation system, such as the Hay system (or similar system).
5. The Professional shall develop a pricing structure for the revised classifications based on comparable jobs in the public and private sector. Employers surveyed should be of similar size and have jobs that are similar in nature, including private firms, public

utilities, other governmental agencies, neighboring jurisdictions and similarly sized municipalities in Southern and Central New Jersey and the Philadelphia region.

6. The Professional shall develop salary range recommendations for each job as defined in the classification and pricing structure.
7. The Professional shall review the salary and benefits provided to executive level employees and shall develop recommendations based on the executive compensation trends in the public and private sector.

PROPOSED PROJECT SCHEDULE

June 6, 1998	Submission of Proposals
July 15, 1998	Selection and notice to proceed
September, 1998	Presentation of Classification and Salary Plan to Township Manager for review
October, 1998	Presentation of recommendations to Township Council

PROPOSALS

Proposals should provide any information that the Professional considers as special qualifications that should be brought to the attention of the township. In addition, Proposals should include the following specific information:

1. Name, address and telephone number of the firm.
2. History of firm, to include:
 - A. Date of Incorporation/Partnership
 - B. Names and addresses of original principals
 - C. Names and addresses of present officers
 - D. List of similar projects undertaken by the firm within the past three years within a 100-mile radius
 - E. A list of names, addresses and telephone numbers of contacts for the projects listed in "D"
 - F. Such other information as deemed necessary and helpful by the respondent
3. Identification of the key project staff, their complete resumes, their roles and relevant experience.
4. Names and educational background of all other employees who may be assigned to this project.
5. The geographic location of key personnel.

6. A description of the experience of both the key personnel and the firm in the development of position classification plans and salary schedules.
7. The proposed budget for the project

SCREENING OF PROPOSALS

The staff committee will review the Proposals. The facts to be determined will include:

1. Specialized experience in the type of work required.
2. Record of the firm in accomplishing work on other projects in a timely manner.
3. Quality of work previously performed for the Township, if any.
4. The professional background, experience and expertise of principals and potential project managers.
5. Recent experience showing accuracy of cost estimates.
6. Community relations including evidence of sensitivity to citizens' and employee's concerns.
7. Geographic location of principal officer of the firm.
8. The amount of work presently underway.
9. The ability of the firm to complete the work in a timely fashion
10. A description of how the project would be conducted.
11. An evaluation of funds necessary to accomplish the proposed project.

SELECTION OF PROFESSIONAL

Upon receipt of detailed proposals, staff will review the proposals and may require interviews with the proposers. Recommendation by staff to the Township Council for award of contract shall be based on qualifications, availability, staffing and professional competence. Township Council shall award the contract.

The Township reserves the right to accept any proposal (whether or not the low proposal) and/or reject any or all proposals. The Township also reserves the right to waive any informality or defect in the RFP.

QUESTIONS AND INQUIRIES

Questions regarding the RFP should be directed to Denise M. Rose, Deputy Township Manager, (609) 877-2200, extension 6218 FAX (609) 835-0782.

INFORMATION AVAILABLE FOR REVIEW

1. existing classification plans;
2. existing job descriptions, and
3. union agreements
4. salary ordinances

RESOLUTION NO. 1998 - 104

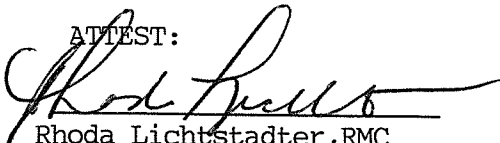
WHEREAS, the need exists for conducting an infrared survey on the roof system at the Emergency Services Building; and

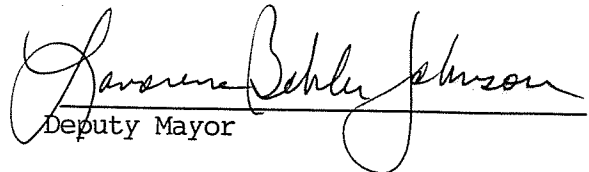
WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq) requires that a resolution authorizing the award of a contract for professional services without competitive bids and the contract itself must be available for public inspection;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 7th day of July, 1998, as follows:

1. The Mayor and Clerk are hereby authorized and directed to execute the attached agreement with Richard A. Nephew in an amount not to exceed \$1,750.00;
2. This contract is awarded without competitive bidding as a professional service in accordance with N.J.S.A. 40-11-5(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 published once in the Burlington County Times.

ATTEST:


Rhoda Lichtstadter, RMC
Township Clerk

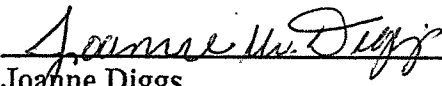

Deputy Mayor

CERTIFICATE OF AVAILABILITY
OF FUNDS FOR CONTRACT

I, Joanne Diggs, Treasurer of the Township of Willingboro, being the Chief Financial Officer of the Township of Willingboro, do hereby certify, pursuant to the Rules of The Local Finance Board, that there are -- are not (cross out one) available adequate funds for the proposed contract between the Township of Willingboro and

Richard A. Neplew - Intra Red Survey.
Emerg. Serv. Bldg.

The money necessary to fund said contract is in the amount of \$1,750.00 and, upon approval of the contract, the funds shall be charged to the following line item appropriation of account number 04-02-28COP. These funds are not being certified as being available for more than one pending contract.



Joanne Diggs
Finance Director

cc: Township Solicitor
Township Auditor



TOWNSHIP OF WILLINGBORO

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

TOWNSHIP MANAGER
Norton N. Bonaparte, Jr.

COUNCIL MEMBERS
James E. Ayer
Doreatha D. Campbell
Lavonne B. Johnson
Jeffrey E. Ramsey
Paul L. Stephenson

July 10, 1998

Richard A. Nephew
Commercial Roofing Analysts, Inc.
984 Fuller Road
Peru, New York. 12972

Dear Mr. Nephew:

Enclosed please find a copy of Res. No. 1998 - 104 adopted by Willingboro Township Council at their meeting of July 7, 1998.

Also enclosed please find two (2) copies of a Professional Services Agreement. Please sign both copies, return them both to me and a fully executed one will be sent back to you.

Thank you for your cooperation.

Sincerely,

Rhoda Lichtenstadter, RMC
Township Clerk

rl
Encs.

PROFESSIONAL SERVICES AGREEMENT

between the Township of Willingboro
and RICHARD A. NEPHEW

WHEREAS, the Township of Willingboro requires the services of a professional consultant; and

WHEREAS, RICHARD A. NEPHEW, is a consultant authorized to practice in the State of New Jersey and is hereafter identified as the consultant.

NOW, THEREFORE, it is agreed by and between the Township of Willingboro and RICHARD A. NEPHEW, a consultant of the State of New Jersey as follows:

I. APPOINTMENT: RICHARD A. NEPHEW, is hereby appointed to provide consulting services for the Township of Willingboro.

II. TERM. This appointment shall commence July 7, 1998 and shall continue until completion.

III. SERVICE. During the term of this Agreement, the consultant agrees to provide consulting services to the Township of Willingboro as set forth in Resolution No. 1998-104

1. During the term of this Agreement, the consultant shall be compensated in accordance with Resolution No. 1998 - 104.

V EQUAL OPPORTUNITY.

1. In consideration of the execution of this Agreement, the consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, marital status, or national origin. The Special Counsel shall comply with the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq. and all other applicable Federal and New Jersey statutes of a similar nature.

2. The attention of the Consultant is particularly drawn to the affirmative action provisions of the New Jersey Law Against Discrimination as set forth in N.J.S.A. 10:5-31 and the applicable regulations thereunder. The Consultant shall execute such additional documents as may be required of a person, partnership, or corporation doing business in the public sector within the State of New Jersey and shall comply with the rules and regulations relating thereto.

VI. MANDATORY AFFIRMATIVE ACTION LANGUAGE REQUIRED IN ALL CONTRACTS WITH A PUBLIC AGENCY IN THE STATE OF NEW JERSEY. In accordance with the requirements of P.L. 1975, C. 127, and of N.J.A.C. 17:27, during the performance of this contract, the contractor agrees as follows:

*copy in
prob Dept
of (Casper)*

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status or sex. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated, during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause;

The contractor or subcontractor, where applicable, will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, or sex;

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or worker's representative, of the contractor's commitments under this act and shall post copies of this notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer of the State of New Jersey, pursuant to P.L. 1975, c.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer of the State of New Jersey, pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals described by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer of the State of New Jersey, pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies, in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to advise any of its testing procedures, if necessary, to assure that all personnel test conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable federal law and applicable federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey and applicable federal law and applicable federal court decisions.

The contractor and its subcontractor shall furnish such reports or other documents to the Affirmative Action Office, in the New Jersey Department of the Treasury, as may be requested by the office from time to time in order to carry out the purpose of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

VII. NEW JERSEY LAW. This Agreement shall be governed by and in accordance with the laws of the State of New Jersey.

VIII. MODIFICATION. No modification of this Agreement shall be valid or binding unless the modification shall be in writing and executed by the Township of Willingboro and the Engineer.

IX. NO WAIVER. No waiver of any term, provision or condition contained in this Agreement, or any breach of any such term, provision or condition shall constitute a waiver of any subsequent breach of such term, provision or condition by either party, or justify or authorize the non-observance on any other occasion of the same or any other term, provision or condition of this Agreement by either party.

X. CAPTIONS. the captions or the paragraph headings contained in this Agreement are solely for purposes of convenience and shall not be deemed part of this Agreement for the purpose of construing the meaning thereof or for any other purpose.

XI. ENTIRE AGREEMENT. This instrument contains the entire Agreement of the Parties hereto and may not be amended, modified, released or discharged, in whole or in part, except as specifically provided herein or in any writing executed by the parties hereto.

XII. AMENDMENTS. The parties hereto may, by mutual agreement, change the scope of services or the amount of compensation set forth in this Agreement.

TOWNSHIP OF WILLINGBORO

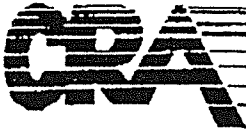
DOREATHA D. CAMPBELL
MAYOR

RICHARD A. NEPHEW

ATTEST:

Rhoda Lichtenstadter, RMC
Township Clerk

DATE



To
Council
for
Action
[Signature]

COMMERCIAL ROOFING ANALYSTS, INC.

984 Fuller Road, Peru, N.Y. 12972
518 / 643-7826

Date: June 24, 1998

Mr. Harry McFarland
Willingboro Township
479 JFK Way
Willingboro, NJ 08046

Subject: Infrared Moisture Survey
Emergency Services & Fire Station Building
Our File WNY0303

Dear Mr. McFarland:

CRA, Inc. is pleased to submit this proposal to conduct an infrared survey on the roof system on the above-referenced facility. The following Proposed Scope of Services:

PROPOSED SCOPE OF SERVICES

A. Qualifications

1. Operator/Analyst

- a. Certification that our full time infrared operator/analyst has earned a minimum Level I Building Thermographer's certification as a result of successful completion of a Building Thermographics Training Course.
- b. Our infrared operator/analyst has registered and attended roofing technology seminars on roof fundamentals and non-destructive evaluation of roofing systems sponsored by the Roofing Industry's Educational Institute.
- c. Our infrared operator/analyst has completed the Advanced Thermography Course offered by AGA (Agema), the infrared equipment manufacturer of the Thermovision Infrared System.

2. Equipment

- a. **Radiometry System:** Our infrared imaging radiometry system is the AGA Thermovision Model #782. This system includes video recording and imaging capabilities for recording in-the-field data in black and white and from which hard-copy thermograms can be produced; all in accordance with ASHRAE Thermographic Standards #101. The system detects thermal energy radiating from an object in the infrared spectral band. The system converts the energy into a video signal, amplifies and displays the signal as a real time TV-like image. The basic field system comprises a single scanner unit and a black and white monitor chassis. Moisture is detected by minute temperature differences. The CRA-Scan measures to 1/100th of a degree, 10 to 20 times the accuracy of other scanning devices.
- b. **Camera:** Infrared energy from the object being viewed is focused via the front lens of the scanner through rotating prisms and collimating optics for the infrared detection element. The Indium Antimonide (InSb) detector element is set into the inner wall of a Dewar flask.
- c. **Display Monitor:** Comprises a 50mm x 50mm display screen with a mask, graduated for measurement and hard-copy profile thermograms.
- d. **Thermal Profiler:** Allows for signal processing and analysis, used for thermal measurement and hard-copy profile thermograms.
- e. **Computer System:** This system, used in conjunction with the Thermovision Oscar System, allows for digitizing, colorizing and temperature measurements. A Thermoteknix card and program diskette are used for all thermal processing.
- F. **R-G-B High Resolution Color Monitor** Colorized thermograms are produced by photographing the digitized thermal image off the screen with 400 ASA 35mm color print film. The MicroVitec 16 Color Monitor has a minimum resolution of 128 by 128 scan lines.

B. Execution

1. Job Conditions

The choice for the optimum combination of prevailing conditions under which the Infrared Roof Survey is performed shall be the sole responsibility of the

infrared operator/analyst.

The following are optimum conditions for IR scanning. These conditions should be met, but are not limited to:

- a. Roof areas must be dry and free of ponding water.
- b. Skies should be clear with minimal cloud coverage.
- c. Wind velocity average for the day must be less than 15 miles per hour.
- d. Wind velocity at the time of the scan must be less than 15 miles per hour.
- e. There must have been no precipitation within 12 hours of the survey time.
- f. Summer conditions require that the survey time must be no earlier than two (2) hours nor later than eight (8) hours after sunset. Winter conditions allow scanning immediately after dark.

2. Temperatures

During the infrared scanning portion of the work, summer roof surface temperatures shall be above 75 degrees F. and the total hours of sunshine on that day shall be no less than three (3). During the winter, the difference between the inside and outside temperatures shall be at least 18 degrees F.

3. Tools and Instrumentation

- a. Roof coring Device.
- b. Resistance-type moisture meter.
- c. Panasonic video recorder and accessories.
- d. Modified bitumen patches as appropriate.
- e. Propane torch and accessories as appropriate.
- f. Single-ply roofing patches and adhesives as appropriate.
- g. 35mm camera for recording daylight evaluations.

- 4. Our infrared operator/analyst will conduct a preliminary daylight examination of the roof condition before the scanning procedure takes places. The roof system will be assessed for factors that may impact scan results.

5. After sunset, a preliminary scan of a selected area of the roof will be made to determine if the roof has cooled sufficiently to obtain viable scan data. When conditions are acceptable our infrared operator/analyst will scan the entire roof surface. An assistant will outline all apparent moisture affected areas (anomalies) with paint. Selected anomalies are recorded on video tape for future review.

The following morning a visual examination will be performed and core samples obtained to correlate scan data.

C. Report

1. The infrared operator/analyst will develop and produce a variety of thermographic images including black and white real time and modified VHS video tape of selected thermal anomalies seen on the roof. This video tape shall be processed from analog to digital conversion for further image enhancement, and the expanded thermal information shall become an integral part of the finished report.
2. Thermograms in 16 colors will be provided indicating selected roof anomalies, surface temperatures and degree of saturation. This is to be accomplished with the aid of a color bar positioned along the left side of the thermograms which indicates temperatures in graduated degrees. Corresponding daylight photographs of these anomalies with written descriptions of each are also included.
3. A not to scale drawing of roof segments inclusive of areas of detected wet insulation and corresponding area in square feet, date & time of scan, locations of moisture meter probes and/or core samples and description of component materials at core locations.

Note: For roof systems containing more than one (1) roof system or multiple layers of insulation, the IR scan may obtain images for the uppermost roof system and/or insulation layer only. Moisture contained in the sublaying areas may not be detected.

Concurrently, foam plastic insulation materials utilized in new construction applications, may not have absorbed sufficient quantities of moisture for detection by the IR equipment.

COST OF SERVICES

We estimate the cost of the IR survey to be \$ 1750.00

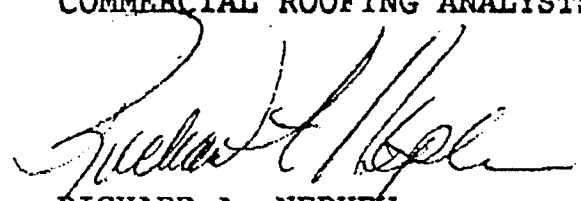
including labor, instrumentation and report. Travel related expenses are not applicable.

We will not exceed this estimate without the prior notification and approval.

CRA, Inc. sincerely appreciates the opportunity to submit this proposal and we look forward to working with you on this project. Should you have any questions or require additional information regarding this proposal, please contact our office.

Yours very truly,

COMMERCIAL ROOFING ANALYSTS, INC.



RICHARD A. NEPHEW

ACCEPTED:

By _____

Please Print _____

Title _____

Date _____

RAN/mg

RESOLUTION NO. 1998 - 105

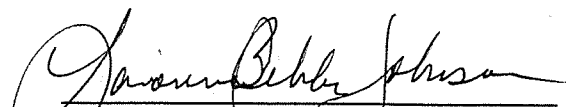
WHEREAS, the need exists for electrical engineering design services for preparation of specifications and the monitoring of work for an emergency generator, fire alarm system and ballfield lighting, and

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,


NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 7th day of July, 1998, as follows:

1. The Mayor and Clerk are hereby authorized and directed to execute the attached agreement with John C. Gabriel, P.E., in an amount not to exceed \$4,500.00;
2. This contract is awarded without competitive bidding as a professional service in accordance with N.J.S.A. 40-11-5(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 published once in the Burlington County Times.

(RESOLUTI.DOC)


Layonne B. Johnson
Deputy Mayor

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

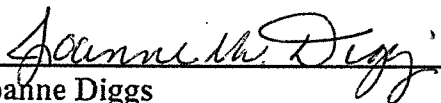
In contract file

CERTIFICATE OF AVAILABILITY
OF FUNDS FOR CONTRACT

I, Joanne Diggs, Treasurer of the Township of Willingboro, being the Chief Financial Officer of the Township of Willingboro, do hereby certify, pursuant to the Rules of The Local Finance Board, that there are -- are not (cross out one) available adequate funds for the proposed contract between the Township of Willingboro and

John C. Gabriet, P.E. / Elec. / Engr. Design.
Services, generator, Fire Alarm, Ballfield Lighting

The money necessary to fund said contract is in the amount of \$ 4,500.00 and, upon approval of the contract, the funds shall be charged to the following line item appropriation of account number 04-02-98-COP. These funds are not being certified as being available for more than one pending contract.



Joanne Diggs
Finance Director

cc: Township Solicitor
Township Auditor



TOWNSHIP OF WILLINGBORO

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

COUNCIL MEMBERS

James E. Ayer
Doreatha D. Campbell
Lavonne B. Johnson
Jeffrey E. Ramsey
Paul L. Stephenson

TOWNSHIP MANAGER
Norton N. Bonaparte, Jr.

July 10, 1998

John C. Gabriel, P.E.
520 Regenhard Ave.
Moorestown, New Jersey 08057

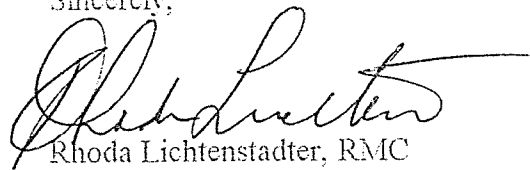
Dear Mr. Gabriel:

Enclosed please find a copy of Res. No. 1998 - 105 adopted by Willingboro Township Council at their meeting of July 7, 1998.

Also enclosed please find two (2) copies of a Professional Services Agreement. Please sign both copies, return them both to me and a fully executed one will be sent back to you.

Thank you for your cooperation.

Sincerely,


Rhoda Lichtenstadter, RMC
Township Clerk

rl
Encs.

PROFESSIONAL SERVICES AGREEMENT
between the Township of Willingboro
and JOHN C. GABRIEL, P.E.

WHEREAS, the Township of Willingboro requires the services of a professional engineer; and

WHEREAS, JOHN C. GABRIEL, P.E., is a professional engineer authorized to practice in the State of New Jersey and is hereafter identified as the engineer..

NOW, THEREFORE, it is agreed by and between the Township of Willingboro and JOHN C. GABRIEL, P.E., an engineer of the State of New Jersey as follows:

I. APPOINTMENT: JOHN C. GABRIEL, is hereby appointed to provide engineering services for the Township of Willingboro.

II. TERM. This appointment shall commence July 7, 1998 and shall continue until completion.

III. SERVICE. During the term of this Agreement, the consultant agrees to provide consulting services to the Township of Willingboro as set forth in Resolution No. 1998-105

1. During the term of this Agreement, the consultant shall be compensated in accordance with Resolution No. 1998 - 105

V EQUAL OPPORTUNITY.

1. In consideration of the execution of this Agreement, the engineer shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, marital status, or national origin. The Sepcial Counsel shall comply with the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq. and all other applicable Federal and New Jersey statutes of a similar nature.

2. The attention of the engineer is particularly drawn to the affirmative action provisions of the New Jersey Law Against Discrimination as set forth in N.J.S.A. 10:5-31 and the applicable regulations thereunder. The Consultant shall execute such additional documents as may be required of a person, partnership, or corporation doing business in the public sector within the State of New Jersey and shall comply with the rules and regulations relating thereto.

VI. MANDATORY AFFIRMATIVE ACTION LANGUAGE REQUIRED IN ALL CONTRACTS WITH A PUBLIC AGENCY IN THE STATE OF NEW JERSEY. In accordance with the requirements of P.L. 1975, C. 127, and of N.J.A.C. 17:27, during the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status or sex. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated, during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause;

The contractor or subcontractor, where applicable, will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, or sex;

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or worker's representative, of the contractor's commitments under this act and shall post copies of this notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer of the State of New Jersey, pursuant to P.L. 1975, c.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer of the State of New Jersey, pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals described by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer of the State of New Jersey, pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies, in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to advise any of its testing procedures, if necessary, to assure that all personnel test conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable federal law and applicable federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey and applicable federal law and applicable federal court decisions.

The contractor and its subcontractor shall furnish such reports or other documents to the Affirmative Action Office, in the New Jersey Department of the Treasury, as may be requested by the office from time to time in order to carry out the purpose of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

VII. NEW JERSEY LAW. This Agreement shall be governed by and in accordance with the laws of the State of New Jersey.

VIII. MODIFICATION. No modification of this Agreement shall be valid or binding unless the modification shall be in writing and executed by the Township of Willingboro and the Engineer.

IX. NO WAIVER. No waiver of any term, provision or condition contained in this Agreement, or any breach of any such term, provision or condition shall constitute a waiver of any subsequent breach of such term, provision or condition by either party, or justify or authorize the non-observance on any other occasion of the same or any other term, provision or condition of this Agreement by either party.

X CAPTIONS. the captions or the paragraph headings contained in this Agreement are solely for purposes of convenience and shall not be deemed part of this Agreement for the purpose of construing the meaning thereof or for any other purpose.

XI ENTIRE AGREEMENT. This instrument contains the entire Agreement of the Parties hereto and may not be amended, modified, released or discharged, in whole or in part, except as specifically provided herein or in any writing executed by the parties hereto.

XII. AMENDMENTS. The parties hereto may, by mutual agreement, change the scope of services or the amount of compensation set forth in this Agreement.

TOWNSHIP OF WILLINGBORO

DOREATHA D. CAMPBELL
MAYOR

JOHN C. GABRIEL, P.E.

ATTEST:

Rhoda Lichtenstadter, RMC
Township Clerk

DATE

JOHN C. GABRIEL, P.E.

To Council for Action

520 Regenhard Ave.
Moorestown, NJ 08057
(609) 235-2129
FAX (609) 231-4233

June 23, 1998

JUN 25 1998

Harry W. McFarland,
Supt of Public Works/Recreation
Township of Willingboro
Salem Road
Willingboro, NJ 08046

Dear Mr. McFarland,

Subject: Electrical Engineering Proposals for
Three Municipal Projects

At your request I am pleased to submit proposals to you for Electrical Engineering Services to design the following projects for the Township:

- 1) A new emergency generator which will carry the entire Municipal/Library building including chiller.
- 2) A new fire alarm system for the Municipal/Library building.
- 3) Electrical service to Friendship Field for lighting fields 2 and 3.

Emergency Generator

This project is a priority due to the deteriorating condition of the existing 50 kW machine. I propose to design a new diesel engine-generator installation which will include automatic transfer switch and sub-base fuel tank. The generator will be located outside the building (most likely next to the chiller) and the transfer switch will be inside. The design will be based on installation prior to the new electrical service. My calculations indicate that a 275 kW machine will satisfactorily start-up and carry the full load of the building including the chiller. A 500 gallon sub-base fuel tank will supply the engine at full load for about 24 hours. I estimate the installed cost to be around \$55,000.

The new generator, when first installed will supply the existing emergency loads only (primarily the police department). Later, when the new electrical service is completed, the rest of the building will be placed on the emergency system.

My fee for engineering services will be \$2000. This includes surveys and installation drawings and specifications in sufficient detail to obtain construction bids and for construction of the project. Also included are shop drawing review, pre-bid and pre-construction meetings. Work required during construction (meetings, inspections, punch list etc) will be performed on an hourly basis at \$75/hr. This portion of the work should not exceed 12 hrs.

Fire Alarm System

A new fire alarm system will replace the existing system. New smoke and heat detectors, pull stations, and horn/strobes will be installed in accordance with NFPA and ADA requirements. The new control panel will be modular, solid state, with battery backup. If desired, off-site communication to a central station will be provided for alarm and trouble. Since your police department is staffed 24 hrs per day in the building, notification to them may be sufficient.

The new system will be a zoned system operating at 24 volts dc. I estimate the installed cost at \$15,000. My fee for installation drawings and specifications will be \$1000. As above, the fee includes all work up to the start of construction after which the hourly rate will apply on an as-required basis.

Friendship Field Lighting

A new electrical service will be designed for fields 2 and 3. The lighting fixtures, contactors, and poles have already been specified by Musco. My calculations indicate that a 300-amp, 120/208 volt, 3-phase service is required. Three-phase power is available from PSEG poles on VanSciver Blvd next to the fields. A location for the new electrical service equipment must be selected. It appears, from my initial observations that space may be available inside the field house. This will be confirmed. My fee for installation drawings and specifications will be \$750 including all work up to the start of construction after which the hourly rate will apply on an as-required basis.

I appreciate the opportunity to offer my services to Willingboro Township and look forward to working with you again. If this proposal and fees are satisfactory, please indicate by signing below and returning a copy to me. This will be my authorization to begin work on the projects.

Sincerely,



John C. Gabriel, PE

Proposal and fees acceptable: _____ date _____

RESOLUTION NO. 1998-106

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

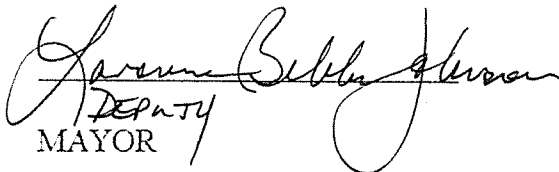
WHEREAS, The Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

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 7-7-98, 1998, that an Executive Session closed to the public shall be held on 7-7, 1998, at 8:10 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.


DEPUTY
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk