

RESOLUTION NO. 1997 - 1

A RESOLUTION FOR THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF  
WILLINGBORO PROVIDING FOR TEMPORARY BUDGET  
APPROPRIATIONS FOR 1997.

WHEREAS, the Revised Statute 40A:4-19 provides that temporary appropriations should be made for the purpose and amounts required as hereinafter provided;

WHEREAS, this temporary budget must be adopted prior to January 31, 1997, for the purposes required therein; and

WHEREAS, it has been determined that one-fourth of the total appropriations in the 1996 budget, exclusive of any appropriations made for Debt Service, Capital Improvement Fund, Public Welfare Administration and Public Assistance (State Aid Agreement) in the said 1996 budget is the sum of \$3,773,174.

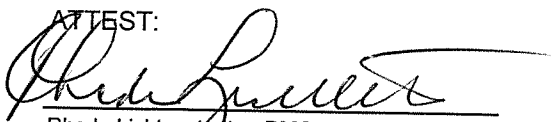
NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in Reorganization session this 4th day of January, 1997, at the Municipal Complex, Salem Road, Willingboro, New Jersey, that the following temporary appropriations be made and that a certified copy of the Resolution be transmitted to the Chief Financial Officer and such other Municipal and State Officials as required by law.

**TEMPORARY BUDGET APPROPRIATIONS FOR 1997**

Township Council	SW	7,750
Township Council	OE	4,250
Township Manager	SW	35,250
Township Manager	OE	6,560
Township Clerk	SW	18,790
Township Clerk	OE	6,150
Receptionist/Comm.	OE	16,700
Finance	SW	41,300
Finance	OE	16,890
Tax Collection	SW	31,870
Tax Collection	OE	1,000
Tax Assessment	SW	20,100
Tax Assessment	OE	5,450
Employee Group Insurance	OE	232,164
Other Insurance	OE	256,000
Legal Services	SW	20,800
Legal Services	OE	44,900
Municipal Court	SW	36,000
Municipal Court	OE	3,850
Planning Board	SW	450
Planning Board	OE	2,000
Zoning Board	SW	600
Zoning Board	OE	150
Construction Official	SW	13,560
Construction Official	OE	2,000
Uniform Fire Safety Act	SW	7,330
Uniform Fire Safety Act	OE	350
Housing Inspection	SW	34,000
Housing Inspection	OE	1,000
Fire Marshall	SW	2,300

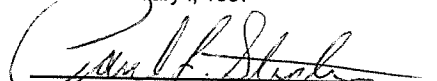
Fire Marshall	OE	400	
Electric & Plumbing Inspection	SW	20,860	
Electric & Plumbing Inspection	OE	43,000	
Advisory Board	OE	6,350	
Traffic Signals	OE	4,500	
Fire Company	SE	35,750	
Fire Company	OE	60,000	
Emergency Squad	OE	8,750	
Emergency Management	OE	5,400	
Police	SW	1,166,000	
Police	OE	99,500	
Public Works Administration	SW	17,250	
Roads and Streets	SW	228,500	
Roads and Streets	OE	35,800	
Snow Removal	SW	30,000	
Snow Removal	OE	32,000	
Public Building and Grounds	SW	16,500	
Public Building and Grounds	OE	43,300	
Street Lighting	OE	99,600	
Refuse Collection	OE	395,000	
Recycling	SW	8,450	
Recycling	OE	22,000	
Township Engineer	OE	3,500	
Clinical Services	SW	15,000	
Clinical Services	OE	4,900	
Public Assistance	SW	11,700 *	
Public Assistance	OE	2,100 *	
Library	SW	7,900	
Library	OE	204,200	
Recreation	SW	68,500	
Recreation	OE	63,000	
Public Events	OE	3,850	
Clean Communities	SW	8,500	
Clean Communities	OE	1,750	
Debt Service	OE	2,821,992 *	
Capital Improvement	OE	197,655 *	
Social Security	OE	143,650	
TOTAL OPERATIONS			6,806,621
LESS: Debt Service		2,821,992	
Capital Improvement		197,655	
Public Assistance		13,800	3,033,447
TOTAL TEMPORARY BUDGET			<u>3,773,174</u>

ATTEST:



Rhoda Lichtenstader, RMC  
Township Clerk

Dated: January 1, 1997

  
Paul L. Stephenson, Mayor

RESOLUTION NO. 1997 - 2

A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO PROVIDING FOR THE APPOINTMENT OF MUNICIPAL PROSECUTOR/ASSISTANT TOWNSHIP SOLICITOR; SUBSTITUTE PROSECUTOR; PUBLIC DEFENDER; SUBSTITUTE PUBLIC DEFENDER, AUDITOR AND BOND COUNSEL.


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WHEREAS, the terms of the Office of the Municipal Prosecutor/Assistant Township Solicitor; Public Defender; Substitute Public Defender; Substitute Prosecutor; Auditor and Bond Counsel have expired; and

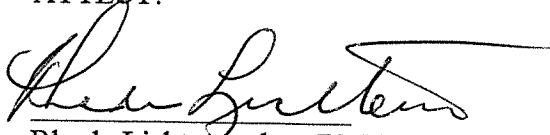
WHEREAS, the services to be performed in such offices are regulated by law and the persons to be appointed are practicing recognized professions;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in Reorganizational Session this 4th day of January, 1997, that JOHN E. COLLINS, is appointed as MUNICIPAL PROSECUTOR, pursuant to N.J.S.A.-2B:12-27, and shall also serve as ASSISTANT TOWNSHIP SOLICITOR; CINDI S. COLLINS, is appointed as PUBLIC DEFENDER; MICHAEL A. ARMSTRONG is appointed as SUBSTITUTE PUBLIC DEFENDER; DENISE A. KUESTNER, ESQ., SUBSTITUTE PROSECUTOR; STEPHEN E. RYAN, Acting for Edmund D. Bowman is appointed as TOWNSHIP AUDITOR and EDWARD J. MCMANIMON, III, BOND COUNSEL, for a term expiring 12/31/97.

BE IT FURTHER RESOLVED, that each of said appointees shall be compensated in accordance with salary ordinance or by agreement.

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

RESOLUTION NO. 1997 - 3

A RESOLUTION OF THE TOWNSHIP OF WILLINGBORO AUTHORIZING PROFESSIONAL SERVICE CONTRACTS WITH WILLIAM J. KEARNS, JR., JOHN E. COLLINS, ESQ., CINDI S. COLLINS, ESQ., MICHAEL A. ARMSTRONG, ESQ., DENISE A. KUESTNER, ESQ; STEPHEN E. RYAN, ARNOLD W. BARNETT and EDWARD McMANIMON III.

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

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in Reorganizational Session this 4th day of January, 1997, as follows:

1. The Mayor and Clerk are hereby authorized and directed to execute the attached agreements with:

- A. WILLIAM J. KEARNS, JR., Township Solicitor
- B. JOHN E. COLLINS, Muncipal Prosecutor/Asst. Township Solicitor
- C. CINDI S. COLLINS, Public Defender
- D. MICHAEL A. ARMSTRONG, Assistant Public Defender
- E. DENISE A. KUESTNER, Assistant . Prosecutor
- F. STEPHEN E. RYAN, Acting for Edmund D. Bowman, Auditor
- G ARNOLD W. BARNETT, Township Engineer
- G. EDWARD J. MCMANIMON, III - Bond Counsel

2. These contracts are awarded without competitive bidding as a professional service in accordance with N.J.S.A. 40A:11-5 (1)(a) of the Local Public Contracts Law because the services are to be performed by a person authorized by law to practice a recognized profession.

3. A notice of this action shall be printed once in the Burlington County Times.

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

RESOLUTION NO. 1997 - 4

A RESOLUTION FOR THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO PROVIDING FOR THE DESIGNATION OF AUTHORIZED DEPOSITORIES, OFFICIAL NEWSPAPERS, MEETING TIMES AND OTHER PROCEDURAL REQUIREMENTS.

BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 4th day of January, 1997 as follows:

1. Core States Bank; First Union Bank NA South Jersey; United Jersey Bank; Farmers & Mechanics; Midlantic National Bank; National Westminster Bank; New Jersey State Cash Management Fund, are designated as depositories for any and all funds of the Township for the calendar year 1997. The custodian shall be the Township Treasurer. All disbursements shall be made by check signed by the Manager and the Treasurer or Mayor, after review and initial approval of the voucher by the Township Manager. The voucher will thereafter be presented to Township Council at its next meeting for ratification. The term "Manager" shall include the Acting Manager during that period of time when an Acting Manager is so designated by the Township Manager.

2. The Burlington County Times is designated as the primary advertising medium for all public notices pursuant to R.S. 35:1-2.1, and the Burlington County Times Philadelphia Inquirer, Trenton Times and Courier Post are designated as the newspapers to receive notice under the Open Public Meetings Act.

3. The first Tuesday of each month, at 7:30 p.m. prevailing time, at the Municipal Complex, One Salem Road, Willingboro, New Jersey, is designated as the formal meeting of Township Council for the receipt of public comments, subject to further changes as may be determined by Council, and this shall be the meeting place for all other governmental bodies of the Township, except the Municipal Utilities Authority.

4. The rate of interest to be charged for the non-payment of taxes or added assessments in the event that any payment or any installment is not made within the tenth (10) calendar date after the date the same shall become payable, shall be either percent (8%) per annum on the first one thousand five hundred dollars (\$1,500) of the delinquency, and eighteen percent (18%) on any amount in excess of one thousand five hundred dollars (\$1,500), which shall be computed and charged to the principal sum due.

Taxpayers with a delinquency in excess of \$10,000 who fails to pay the delinquency prior to the end of the calendar year, shall be charged a penalty of 6% of the delinquency.

5. A petty cash fund in the amount of two-thousand dollars (\$2,000) is established pursuant to R.S.40A:5-21 for the utilization by the Office of the Welfare Director of the Township, in order to permit the Director to draw checks for emergency assistance as provided by law, when the Treasurer's Office of the Township is closed.

Resolution No. 1997 - 4 cont'd.

The custodian of such funds shall be Bonnie Chehames, and the fund shall be closed out prior to December 31, 1997, in accordance with existing law.

6. A petty cash fund in the amount of fifty dollars (\$50) is established pursuant to R.S. 40A:5021 for utilization by the Township Recreation Department to make payments for small purchases. The custodian of such funds shall be Harry W. McFarland and the existing fund shall be closed out prior to December 31, 1997, in accordance with existing law.

7. A petty cash fund in the amount of one hundred dollars (\$100) is established pursuant to R.S. 40A5-21 for utilization by the Township Treasurer's Office. The custodian of such funds shall be Joanne G. Diggs, provided that such funds shall be closed out prior to December 31, 1997, in accordance with existing law.

8. A petty cash fund in the amount of five hundred dollars (\$500) is established pursuant to R.S. 40A:5-21 for utilization by the Police Department, to pay for information provided to the Department. The custodian of such funds shall be Director of Public Safety, Benjamin C. Braxton, provided such funds shall be closed out prior to December 31, 1997, in accordance with existing law.


9. The Township Manager is hereby authorized and directed to approve refunds of Recreation Department program fees; tax refunds on residential properties due to tax appeals; refunds for duplicate payments, overpayments and cancellations of building and insecton permits in the calendar year within which the permit was obtained, subject to ratification by Township Council.

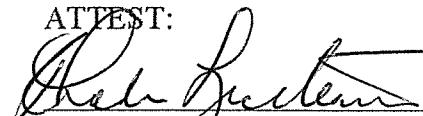
10. The Tax Collector of the Township is authorized to discontinue the collection of interest for taxes in sums less than fifty cents (50).

11. Pursuant to Revised Ordinances, Section 2-5.9, the following are hereby designated as Deputy Township Clerks, to perform the duties provided by law, at no added compensation:

EDITH BALDWIN and CARMELA SPYCH and MARIE ANNESE is hereby designated as DEPUTY TOWNSHIP CLERK, to perform the duties as provided by law and to be compensated in accordance with the Township Salary Ordinance.

BE IT FURTHER RESOLVED, that copies of this Resolution be submitted to appropriate Township officials for their information, ~~attention~~ and compliance.

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

TOWNSHIP MANAGER  
Norton N. Bonaparte, Jr.


January 7, 1997

National Westminster Bank  
Route 130  
Willingboro, New Jersey 08046

Dear Sir/Madam:

Enclosed please find Resolution No. 4 - 1997 adopted by Willingboro Township Council on January 4, 1997 at the Reorganization Meeting.

Sincerely,

  
Rhoda Lichtenstadter, RMC  
Township Clerk

/eb

Encl.

c: First Union Bank/NA South Jersey  
Farmer's & Mechanics  
New Jersey National/Core States Bank  
Midlantic National Bank  
Dean Witter Trust Company/State of NJ Cash Management Fund  
United Jersey Bank

RESOLUTION NO. 1997 - 5

A RESOLUTION FOR THE TOWNSHIP COUNCIL OF THE TOWNSHIP  
OF WILLINGBORO PROVIDING FOR APPOINTMENTS TO VARIOUS  
TOWNSHIP BOARDS.

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WHEREAS, vacancies exist on various Township Boards and Comissions;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of  
the Township of Willingboro, assembleld in Reorganizational session this 4th day of  
January, 1997, that the following are appointed to the positions and for the terms  
designated:

1. CONSTABLES, 1 year term expiring 12/31/97  
Frank Cuspilich
2. HERITAGE COMMISSION, 3 year term expiring 12/31/99  
William McGrath Leon Arasim Dr. Gloria Dickinson
3. HUMAN RELTIONS COMMISSION - 3 year term expiring 12/31/99  
Ann Whitt - for an unexpired term ending 12/31/99  
Vacancy - 12/31/99
4. PLANNING BOARD - 4 year term expiring 12/31/2000  
Roy Willitts  
Alt. #1 - Dorothy Collins - for a term ending 12/31/98  
Alt. #2 - Shelly Pollen - for a term ending 12/31/97
5. PUBLIC COMMUNICATIONS - 2 year term expiring 12/31/98  
Harry Kendall Joyce Payne
6. ADVISORY BOARD/SHELTER FOR ABUSED WOMEN - 3 year term  
ending 12/31/99  
Ellen B. Kearns - Carol Ramsey - Ronald Groomes  
Dorothy Franc - Martha Epps



Page 2.

. 5 -1 1997 Cont'd.

7. W.M.U.A. 5 year term

David Bryant - for a term expiring 1 /31/2001

Thomas Scholtis - for a term expiring 1 /31/2002

8. ZONING BOARD OF ADJUSTMENT - 4 year term expiring 12/31/2000

Erma Sobol - David Bryant

Alt. #1 - Vacancy

Alt. #2 - Vacancy

9. SPECIAL EVENTS - One year term

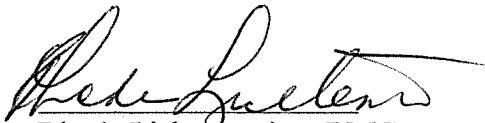
Wayne Brown	Director	12-31-97
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Keith Allen	Asst. Director	12-31-97
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BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to the above appointees and to the Chairpersons of their respective Boards, for their information and attention.

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

MAYOR'S APPOINTMENTS

BURLINGTON COUNTY COMMITTEE OF FIFTY

Millie Gama (one year)

ENVIRONMENTAL COMMISSION

Stan Schechter 12-31-99

Constancia House “

Lizzie Morris “

#1 alternate vacancy

#2 alternate “

LIBRARY BOARD OF TRUSTEES 5 year term

Ellen B. Kearns 12-31-2001

YOUTH ACHIEVEMENT COMMITTEE (one year)

Sandra Solomon Gigila Moore

Ida Peace Patricia Toatley

Sherrie Morris Lizzie Morris

Anne Lubeck John E. Collins

Karen Hicks Thelma Allen

TOWNSHIP PHOTOGRAPHER

George Bussey, Sr. 12-31-97

MANAGER'S APPOINTMENTS FOR 1997

HUMAN RELATIONS COMMISSION - 3 year term

Antonio Hopkins 12-31-99

John Cottman “

LOCAL ASSISTANCE BOARD - (four year term)

Rev. Joseph Yundt - 12-31-2000

Lord, Anderson, Worrell and Barnett as Township Engineers.  
for a 3 year term pursuant to N.J.S.A. 40A:9-140

SHELTER BOARD

1-Manager to appoint a member of Police Dept - DONNA DIMITRI

2-Manager to appoint a member of the HRC as liaison to Shelter Board - Heidi Smith  
Kondering



# TOWNSHIP OF WILLINGBORO

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

## COUNCIL MEMBERS

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

TOWNSHIP MANAGER  
*Norton N. Bonaparte, Jr.*

January 3, 1997

Lieutenant Detective Donna Dimitri  
Willingboro Police Department  
Municipal Complex  
One Salem Road  
Willingboro, New Jersey 08046

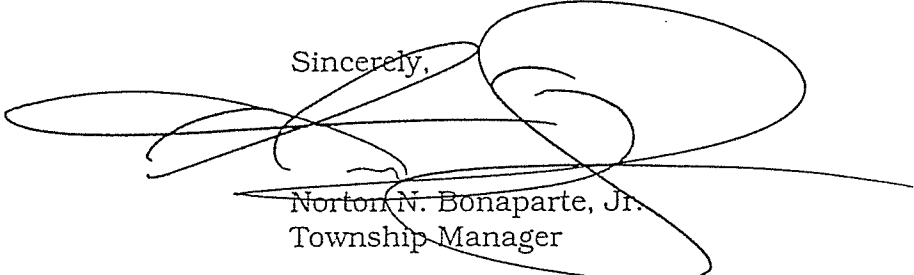
Dear Lieutenant Dimitri:

I would like to express my appreciation for your agreeing to serve as the Police Liaison to the Advisory Board for the Shelter for Abused Women. This term will begin January 1, 1997 and expire December 31, 1997.

Enclosed for your review is a copy of the meeting schedule and guidelines for the members of the Board. If you have any questions regarding the Board please contact Sally Scheidemantel, the current Chairwoman, at 871-2390. The Reorganization meeting is scheduled for January 14, 1997 at 7:30 PM in the Library Conference Room.

I am looking forward to the contributions you will make to the Board. Thank you again.

Sincerely,



Norton N. Bonaparte, Jr.  
Township Manager

NNB:cs  
Enclosure  
c: Jeannie Metz, Director, Willingboro Shelter  
Township Clerk Lichtenstadter



# 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.

January 3, 1997

Heidi Smith Kondering  
15 Poppy Turn  
Willingboro, New Jersey 08046

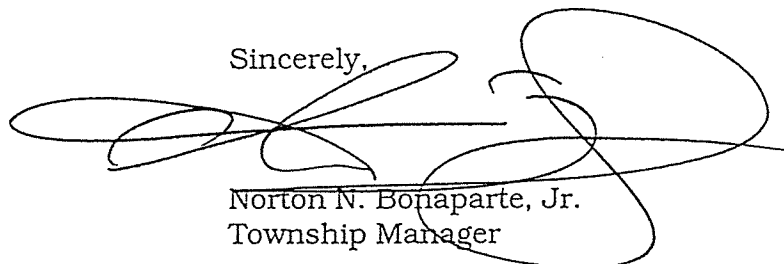
Dear Ms. Smith-Kondering:

I would like to express my appreciation for your accepting my appointment as the Human Relations Liaison to the Advisory Board for the Shelter for Abused Women. Your term will run concurrent with your term on the Human Relations Commission.

Enclosed for your review is a copy of the meeting schedule and guidelines for the members of the Board. If you have any questions regarding the Board, please contact Sally Scheidemantel, the current Chairwoman, at 871-2390. The Reorganization meeting is scheduled for January 14, 1997 at 7:30 PM in the Library Conference Room.

I am looking forward to the contributions you will make to the Board. Thank you again.

Sincerely,



Norton N. Bonaparte, Jr.  
Township Manager


NNB:cs  
Enclosure  
c: Jeannie Metz, Director, Willingboro Shelter  
Township Clerk Lichtenstadter



# TOWNSHIP OF WILLINGBORO

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

Memo To: Appointed Board Members/Youth Achievement Committee  
Sandra Solomon, Ida Peace, Sherrie Morris, Anne Lubeck, Karen Hicks,  
Gigila Moore, Patricia Toatley, Lizzie Morris, John E. Collins, and  
Thelma Allen

From: Township Clerk's Office 

Date: January 9, 1997

Subject: Appointment / Oath

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Enclosed please find Resolution No. 5-1997 adopted by Willingboro Township Council at the Reorganization Meeting of January 4, 1997, appointing you to the Youth Achievement Committee for a 1 year term expiring 12/31/97. Also attached is an Oath of Office which should be signed and returned to this office.

Thank you.

/eb

Attachments

2

RESOLUTION NO. 1997 - 6

A RESOLUTION FOR THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO PROVIDING FOR THE DESIGNATION OF THE TOWNSHIP COUNCIL MEMBERS TO SERVE AS LIAISONS ON TOWNSHIP BOARDS.

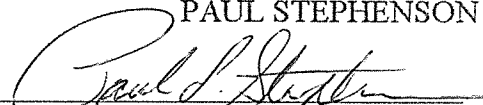
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WHEREAS, all members of Township Council are ex-officio members of all Township Boards, plus specific liaison members of Boards; and

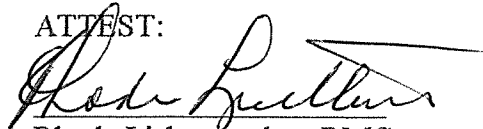
WHEREAS, Township Council is empowered to appoint its members to various positions on official boards and offices in the Township;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in Reorganizational session this 4th day of January, 1997, that the following Council members are appointed to the following positions for the year 1997.

Class III Member, Planning Board	DOREATHA CAMPELL
Advisory Board, Shelter for Abused Women	JEFFREY RAMSEY
Environmental Commission Liaison	LAVONNE JOHNSON
Heritage Commission Liaison	PAUL STEPHENSON
Human Relations Commission Liaison	LAVONNE JOHNSON
Local Assistance Board Liaison	JAMES AYRER
Public Communications Committee	JAMES AYRER
Youth Achievement Committee	DOREATHA CAMPBELL
N.J. Motion Picture TV Council	PAUL STEPHENSON

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

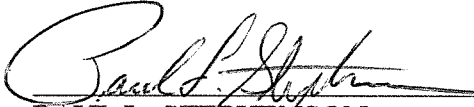
RESOLUTION NO. 1997 - 7

A RESOLUTION FOR THE TOWNSHIP COUNCIL OF THE TOWNSHIP  
OF WILLINGBORO ESTABLISHING MEETING DATES, TIMES AND  
PLACES OF THE TOWNSHIP COUNCIL MEETINGS.

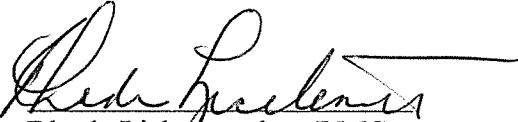
WHEREAS, the Open Public Meetings Act requires Township Council to  
adopt a Resolution establishing dates, times and places for their meetings and to give  
notice thereof;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of  
the Township of Willingboro, assembled in Reorganizational Session, this 4th day of  
January, 1997, that the Willingboro Township Council shall meet at the Municipal  
Complex, One Salem Road, Willingboro, New Jersey, on the dates and at the times  
set forth on the attached schedule; and

BE IT FURTHER RESOLVED, that the Township Clerk give notice  
pursuant to the Open Public Meetings Act.

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk



COUNCIL MEETINGS - 1997)

THE FIRST TUESDAY OF EACH MONTH (except where indicated) AT 7:30 P.M. PREVAILING TIME, AT THE MUNICIPAL COMPLEX, ONE SALEM ROAD, WILLINGBORO, NEW JERSEY, IS DESIGNATED AS THE FORMAL MEETING OF THE TOWNSHIP COUNCIL FOR THE RECEIPT OF PUBLIC COMMENT, SUBJECT TO FURTHER CHANGES AS MAY BE DETERMINED BY TOWNSHIP COUNCIL. THE FIRST HOUR OF EACH FORMAL SESSION SHALL BE A CONFERENCE SESSION. TOWNSHIP COUNCIL NORMALLY SCHEDULES THREE MEETINGS EACH MONTH. THE SUMMER SCHEDULE IS NORMALLY TWO MEETINGS DURING JULY AND TWO MEETINGS DURING AUGUST.

TENTATIVE DATES - 1997 (BUDGET - THURSDAY)

JANUARY 4(reorg), 14, (Thur-16), (Thur-23), 28, (Thur. 30.)

FEBRUARY 4, (Thur-6), (Thur-13), 18, (Thurs-20th) 25, (Thur-27)

MARCH 4, 18, 25

APRIL 1, 15, 29.

MAY 6, 20, 27

JUNE 10, 17, 24.

JULY 1, 29

AUGUST 5, 26

SEPTEMBER 2, 16, 30

OCTOBER 7, 21, 28

NOVEMBER 12, 25 (3rd week League of Mun.)

DECEMBER 2, 16, 30

TENTATIVE

1997\_HOLIDAY SCHEDULE

1. Wednesday, January 1, 1997 - Observance of New Year's Day
2. Monday, January 20, 1997 - Martin Luther King Day
3. Monday, February 17, 1997 - President's Day
4. Friday, March 28, 1997 - Good Friday
5. Monday, May 26, 1997 - Memorial Day
6. Friday, July 4, 1997 - Fourth of July
7. Monday, September 1, 1997 - Labor Day
8. Monday, October 13, 1997 - Columbus Day
9. Tuesday, November 11, 1997 - Veteran's Day
10. Thursday, November 27, 1997 - Thanksgiving Day
11. Friday, November 28, 1997 - Day after Thanksgiving
12. Thursday, December 25, 1997 - Christmas Day Observance

1997 OTHER DATES OF INTEREST

Zon. Bd. Reorg. Wed. Jan. 8th & Planning Bd. Reorg. Monday Jan. 13th

- Monday, April 21st - First Night of Passover
- Sunday, April 30th - Easter Sunday
- Tuesday, April - School Board Election
- Wednesday, April 16th - Rabies Clinic
- Wednesday, May 14th - Rabies Clinic
- Tuesday, June 3rd - Primary Day
- Wed, P.M. Oct. 1st - First night of Rosh Hashana, first day Oct. 2nd.
- Fri. P.M. Oct. 10th - Yom Kippur Night, Oct. 11th, Yom Kippur Day
- Tuesday, November 4th - Election Day.

RESOLUTION NO. 1997 - 8

A RESOLUTION FOR THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO ESTABLISHING PROCEDURES ON THE FILING, DEFENSE AND SETTLEMENT OF TAX APPEALS.

WHEREAS, statutory provision exists for review and correction of errors prior to certification of an assessment list; and

WHEREAS, provisions also allow for the discovery and correction of errors after establishment of the tax rate; and

WHEREAS, responsibility for maintenance of the assessment list rests with the local assessor subject to applicable laws and regulations; and

WHEREAS, there are other appeals that may be filed with the Burlington County Board of Taxation or the New Jersey Tax Court on behalf of the Township of Willingboro or in which the Township of Willingboro has an interest;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in reorganizational session this 4th day of January, 1997, that the Willingboro Township Assessor, in fulfillment of her duties and the requirements of her office, is authorized to file with the Burlington County Board of Taxation such appeals as may be necessary to maintain accuracy and equality in the assessment list of the Township of Willingboro or such appeals as may be necessary to protect the interests of the Township of Willingboro; and

BE IT FURTHER RESOLVED, that the Assessor and the Solicitor of the Township of Willingboro are hereby authorized to represent the interests of the Township of Willingboro in any appeal in which the Township of Willingboro has an interest and they are each authorized to execute stipulations or settlements on behalf of the Township of Willingboro; and

BE IT FURTHER RESOLVED, that a certified copy of this Resolution accompany any appeal filed by the Assessor with the Burlington County Board of Taxation; and

BE IT FURTHER RESOLVED, that copies of this Resolution be forwarded to the Assessor and the solicitor of the Township of Willingboro and to the Burlington County Board of Taxation for their information and attention.

  
PAUL L. STEPHENSON  
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. Ayrer*  
*Doreatha D. Campbell*  
*Lavonne B. Johnson*  
*Jeffrey E. Ramsey*  
*Paul L. Stephenson*

TOWNSHIP MANAGER  
*Norton N. Bonaparte, Jr.*

January 7, 1997

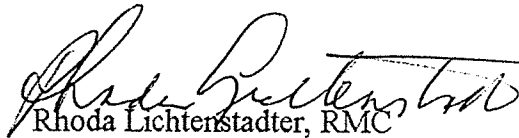
Mr. John Aloï  
County Tax Administrator  
Board of Taxation  
P.O. Box 6000  
Mt. Holly, New Jersey 08060

Dear Mr. Aloï:

Enclosed please find Resolution No. 8 -1997 adopted by Willingboro Township Council at the Reorganizational meeting of January 4, 1997.

Thank you.

Sincerely,

  
Rhoda Lichtenstadter, RMC  
Township Clerk

/eb

Encl.

C. ASSESSOR

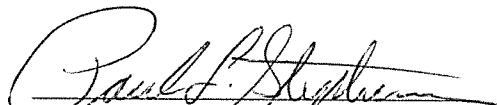
RESOLUTION NO. 1997 - 9

A RESOLUTION FOR THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO APPOINTING A COMMISSIONER AND ALTERNATE COMMISSIONER WITH REGARD TO THE MUNICIPAL JOINT INSURANCE FUND.

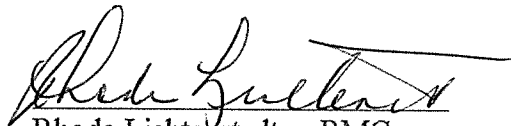
WHEREAS, Willingboro Township is a member of the Professional Municipal Management Joint Insurance Fund and Municipal Excess Liability Joint Insurance Fund; and

WHEREAS, N.J.S.A. 40:10-36 et seq. provides for the appointment and term of an Insurance Fund Commissioner:

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in reorganizational session this 4th day of January, 1997, that Norton N. Bonaparte, Jr. is hereby appointed as Insurance Fund Commissioner representing the Township of Willingboro for a term expiring December 31, 1997, and Denise Rose is hereby appointed as the alternate Insurance Fund Commissioner for a term expiring December 31, 1997, to represent the Township of Willingboro whenever Norton N. Bonaparte, Jr. is unable to attend a meeting.

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

RESOLUTION NO. 1997 - 10

A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO PROVIDING FOR THE ESTABLISHMENT OF THE SCHEDULE OF PROFESSIONAL REVIEW FEES.

WHEREAS, Willingboro Township Council on May 20, 1974, did adopt Resolution No. 51, which established a schedule for professional fees in accordance with Section 20-5.5(d) of the Revised General Ordinances of the Township of Willingboro; and

WHEREAS, Willingboro Township Council on March 21, 1977, did adopt Resolution No. 33, which established a schedule for professional review for the Planning Board and Zoning Board of Adjustment; and

WHEREAS, a Resolution should be adopted establishing a fee schedule for professional review for 1997:

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in reorganizational session this 4th day of January, 1997, that the following fee schedule is hereby established for professional fees:

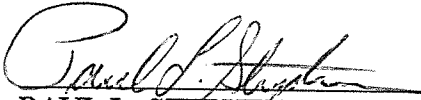
Principal Engineer	-----	\$110/hr.
Associate Engineer	-----	94/hr
Professional Engineer	-----	85/hr
Project Engineer	-----	81/hr
Engineer/technician	-----	60/hr
Project Coordinator	-----	50/hr
Survey Coordinator	-----	82/hr
Survey Analyst	-----	42/hr
Party Chief	-----	59/hr
Transitman	-----	43/hr
Rodman	-----	27/hr
Environmental Scientist	-----	76/hr
Environmental Technician	-----	50/hr
Sanitarian	-----	58/hr
Sanitarian Technician	-----	27/hr
Chief Drafter	-----	65/hr
CAD Drafter	-----	63/hr
Design Drafter	-----	57/hr
Drafter	-----	48/hr
GIS/Mapping Specialist	-----	66/hr
Planner	-----	62/hr
Landscape Architect	-----	65/hr
Recreational Designer	-----	40/hr
Technical Aide	-----	20/hr
Chief Inspector	-----	67/hr
Project Inspector	-----	62/hr
Inspector	-----	48/hr
Mileage	-----	0.30/mile

BE IT FURTHER RESOLVED, that all applicants before the Planning Board and Zoning Board of Adjustment be provided with copies of this Resolution; and

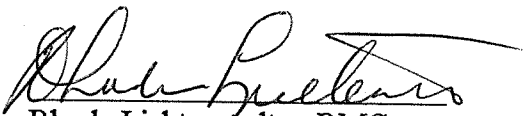
Page 2

RESOLUTION NO. 10 - 1997 cont'd.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Planning Board, Zoning Board of Adjustment and any other municipal authorities for their information, attention and compliance.

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

**LORD, ANDERSON, WORRELL & BARNETT, INC.**  
**1997 SCHEDULE OF HOURLY FEES**

TITLE	HOURLY FEE
Principal	\$110.00
Associate Principal	94.00
Professional Engineer	85.00
Project Engineer	81.00
Engineer/Technician	60.00
Project Coordinator	50.00
Survey Coordinator	82.00
Survey Analyst	42.00
Party Chief	59.00
Transitman	43.00
Rodman	27.00
Environmental Scientist	76.00
Environmental Technician	50.00
Sanitarian	58.00
Sanitarian Technician	27.00
Chief Drafter	65.00
CAD Drafter	63.00
Drafter	48.00
GIS/Mapping Specialist	66.00
Planner	62.00
Landscape Architect	65.00
Recreational Designer	40.00
Technical Aide	20.00
Chief Inspector	67.00
Project Inspector	62.00
Inspector	48.00
Meeting Attendance (Per Meeting)	100.00
Mileage (Per Mile)	0.30

Fees for administrative services (secretarial, accounting, etc.) are included in the above rates.



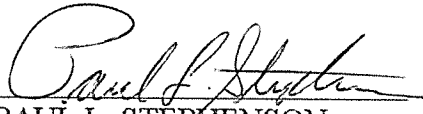
RESOLUTION NO. 11 - 1997

A RESOLUTION REQUIRING THE ADOPTION OF  
A CASH MANAGEMENT PLAN .

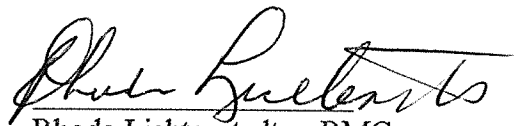
WHEREAS, N.J.S.A. 40A:5-14 requires that Municipalities adopt a  
Cash Management Plan;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of  
the Township of Willingboro, assembled in reorganizational session this 4th day of  
January, 1997, that the Township Council has entered into a Cash Management Plan, as  
per the  
attached, to comply with the requirements of N.J.S.A. 40A:5-14;

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

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

RESOLUTION NO. 1997 - 12  
A RESOLUTION PERMITTING THE AUTHORIZATION OF  
PAYMENT IN ADVANCE FOR OFFICIAL TRAVEL.

WHEREAS, the provisions of N.J.S.A. 40A:5-16 permit the governing body of any local unit, by resolution, to provide for and authorize payment of advances to officers and employees of the local unit toward their expenses for authorized official travel; and

WHEREAS, any such resolution shall provide for the verification and adjustment of such expenses and advances and the repayment of any excess advanced, by means of a detailed bill of items or demand; and

WHEREAS, the Willingboro Township travel expense report, certified by the Department Head and approved by the Township Manager, shall be submitted within (10) days after the completion of the travel for which an advance was made;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in reorganizational session this 4th day of January, 1997, that this resolution covers all such expenditures from the 1997 budget; and

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to all Township Department Heads and the Township Finance Director for their information and compliance.

  
PAUL S. STEPHENSON  
MAYOR

ATTEST:

  
Rhoda Lichtenstädter RMC  
Township Clerk

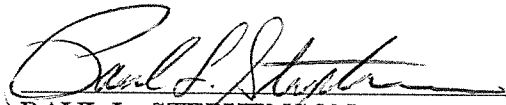
RESOLUTION NO. 1997 - 13  
A RESOLUTION AUTHORIZING REFUNDS FOR OVER-  
PAYMENTS OF TAXES DUE TO PAYMENTS IN ERROR,  
EXEMPTIONS FOR VETERANS AND SENIOR CITIZENS.

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

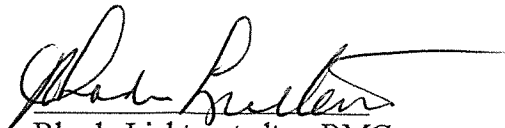
WHEREAS, refunds are due for these overpayments as listed on the attached schedule and made a part hereto;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in reorganizational session this 4th day of January, 1997, 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.

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

Helena Howard  
16 Eagen Lane  
Block 829  
Lot 18  
16 Eagen Lane  
Veteran Deduction

\$50.00

Fleet Mtg. Group  
PO Box 100563  
Florence, S.C. 29501-9901  
Block 18  
Lot 4  
31 Beechnut Lane  
Appeal

1244.98

FUNB  
1700 Palm Beach Lakes  
W. Palm Beach, Florida 33401  
Block 125  
Lot 22  
16 Spindletop Lane  
Block 137  
Lot 2  
47 Spiralwood Lane  
Block 503  
Lot 15  
27 Meadowlark Lane  
Overpayment Taxes

2146.73

Source One Mtg.  
PO Box 1800  
Farmington Hills, MI 48333  
Block 1111  
Lot 51  
21 Triangle Lane  
100% Exempt

295.12



RESOLUTION NO. 97 - 15

A RESOLUTION AWARDDING BID FOR UNDERGROUND  
STORAGE TANK REMOVAL

WHEREAS, the Township Council of the Township of Willingboro  
has requested that bids be submitted for the 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 the Tyre Organization, Burlington, New Jersey; and

WHEREAS, the bid of the above has been found to be satisfactory both  
in form and in content; and

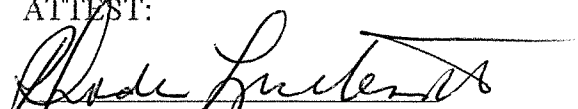
WHEREAS, funds are available for this purpose as indicated by the attached  
Treasurer's Certification.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the  
Township of Willingboro assembled in public session this 14th day of January, 1997,  
that the bid be accepted as per the attached recommendation; and

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

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:

  
Rhoda Lichtenstädter, RMC  
Township Clerk

CERTIFICATE OF AVAILABILITY  
OF FUNDS FOR CONTRACT

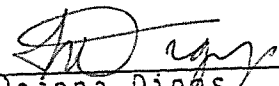
I, Joanne Diggs, Treasurer of the Township of Willingboro, being the Chief Financial Officer of the Township of Willingboro, do hereby certify, pursuant to the Rules of The Local Finance Board, that there are -- are not (cross out one) available adequate funds for the proposed contract between the Township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

(Underground Storage Tank Removal)

The money necessary to fund said contract is in the amount of 14,175. and, upon approval of the contract, the funds shall be charged to the following line item appropriation of account number PENDING ADOPTION OF 1997

CAPITAL FUND BUDGET AND CRD.

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 Action  
mm

PUBLIC WORKS DEPARTMENT

Memorandum

DATE: January 7, 1997

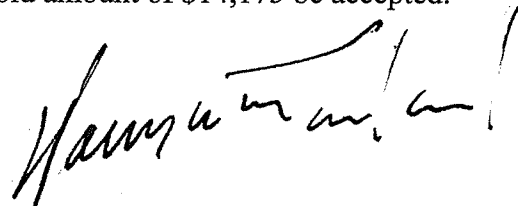
To: NORTON N. BONAPARTE, TOWNSHIP MANAGER  
From: HARRY W. McFARLAND, SUPERINTENDENT  
Subject: UNDERGROUND STORAGE TANK BIDS

I have reviewed the bids submitted for the inspection of underground fuel storage tanks and removal of one.

The low bid of Tyre Organization is acceptable, meeting all specifications.

Both the specifications and low bid have also been reviewed by Mr. Richard Erickson, Senior Project Manager for PMK Group, the consulting engineers for the Joint Insurance Fund.

I am recommending that the bid amount of \$14,175 be accepted.



Harry W. McFarland, Superintendent  
Public Works/Recreation Department

HWM/cm

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BID OPENING UNDERGROUND TANK REMOVAL  
JANUARY 6, 1996 - 11:00 a.m.  
PRESENT: Harry McFarland  
Bids opened by Rhoda Lichtenstadter, Township Clerk

T. SLACK . WILKINS CONSTR. CASIE PROTK TYRE OR.

1. Affirmative Action	x	x	x	x
2. Conflict of Interest	x	x	x	x
3. Disclosure Statement	x	x	x	x
4. Non-Collusion	x	x	x	x
5. Bid Bond	x	x	x	c.ck \$2,000
6. Consent of Surety	x	x	x	—
7. Bid Proposal	\$19,400	\$38,497	\$16,595	\$14,175

EXCEPTIONS

BIDS GIVEN TO MR. MCFARLAND TO CHECK  
RECOMMENDATION WILL BE SENT BY MR. MCFARLAND.

files/bd/un/tk.

RESOLUTION NO. 16 - 1997

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

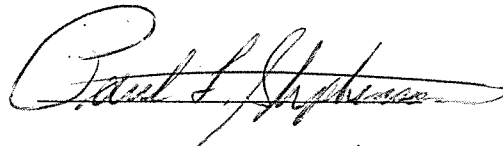
WHEREAS, it is necessary for the Township Council of the Township of Willingboro to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

✓ (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 1/14, 1997, that an Executive Session closed to the public shall be held on 1/14, 1997, at 9:18 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. 97 - 17


A RESOLUTION APPOINTING A SPECIAL FUND  
COMMISSIONER TO THE PROFESSIONAL MANAGEMENT  
JOINT INSURANCE FUND.

WHEREAS, the Township of Willingboro is a member of the Professional  
Municipal Management Joint Insurance Fund; and


WHEREAS, it is necessary for the Township of Willingboro to appoint a Special  
Fund Commissioner for 1997 in accordance with the By-Laws of the Professional  
Municipal Management Joint Insurance Fund.

NOW, THEREFORE, be it resolved by the Township Council of the Township of  
Willingboro, assembled in public session this 14th day of January, 1997, that Denise M.  
Rose be and hereby is appointed as the Special Fund Commissioner for 1997 for the  
Professional Municipal Management Joint Insurance Fund; and

BE IT FURTHER RESOLVED, that copies of this resolution shall be provided to  
the Professional Municipal Management Joint Insurance Fund for their information and  
attention.

  
PAUL L. STEPHENSON  
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. Ayer*  
*Doreatha D. Campbell*  
*Lavonne B. Johnson*  
*Jeffrey E. Ramsey*  
*Paul L. Stephenson*

TOWNSHIP MANAGER  
*Norton N. Bonaparte, Jr.*

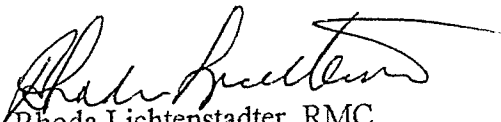
January 16, 1997

Ms. Kathleen Miller  
Account Manager  
Public Entity Risk Management Administration, Inc.  
Professional Municipal Management Joint Insurance Fund  
Park 80 West, Plaza One  
Saddle Brook, New Jersey 07663

Dear Ms. Miller:

Enclosed please find a copy of Resolution No. 17 - 1997 adopted by Willingboro Township Council at their meeting of January 14, 1997, appointing Ms. Denise M. Rose as a Special Fund Commissioner to the Professional Management Joint Insurance Fund.

Sincerely,

  
Rhoda Lichtenstadter, RMC  
Township Clerk

/eb

Encl.

Professional Municipal Management Joint Insurance Fund  
Park 80 West, Plaza One  
Saddle Brook, NJ 07663  
Telephone (201) 587-0555 Fax (201) 587-8662

To  
Council  
for Action  
m m m

January 7, 1997

Norton Bonaparte  
Willingboro Township  
1 Salem Road  
Willingboro, NJ 08046

RE: SPECIAL COMMISSIONER APPOINTMENT

Dear Mr. Bonaparte:

Bylaws of the Professional Municipal Management Joint Insurance Fund require the Fund appoint a Special Commissioner in the event the total number of participating municipalities is an even number. The appointment, if appropriate, is made on a rotating basis alphabetically and is designed to avoid tying votes in Fund Elections.

Because the Fund's total enrollment of 4 is an even number, the Township of Willingboro is entitled to appoint this Special Commissioner. The privilege remains with your municipality for the remainder of the 1997 Fund Year, regardless of whether the membership should change. The Township of Moorestown appointed the Special Commissioner for the 1996 Fund Year.

Accordingly, we would appreciate your advising us of your appointment as soon as possible. Your Special Commissioner must be either an elected official or a municipal employee and is in addition to your present Fund Commissioner.

Thank you for your cooperation in this matter. If we can be of assistance, please advise.

Very Truly Yours,  
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND



Kathleen Miller, Account Manager  
Public Entity Risk Management Administration, Inc.

/km

cc: William J. Kearns, Fund Attorney

RESOLUTION NO. 18 1997

WHEREAS, by Resolution No. 7, 1997, Willingboro Township Council established meeting dates, times and places; and

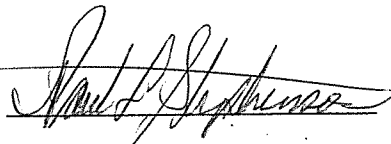
WHEREAS, said resolution may be amended to modify said listing;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this .23rd. day of .January 1997, that the list of meeting dates be amended as follows:

ADD - Saturday, March 15, 1997 at 9:30 A.M.

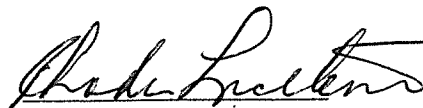
DELETE - Tuesday, April 15, 1997

BE IT FURTHER RESOLVED, that the Township Clerk give notice hereof pursuant to the Open Public Meetings Act.



MAYOR

ATTEST:



Rhoda Lichtenstadter, RMC  
Township Clerk

RESOLUTION NO. 19 1997

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

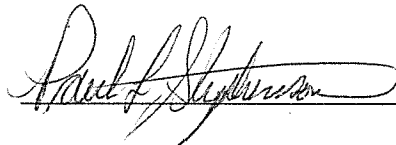
WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

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 1/23, 1997, that an Executive Session closed to the public shall be held on 1/23, 1997, at 7:45 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. 1997 - 20

A RESOLUTION APPROVING A CHANGE ORDER  
ON THE FIRE STATION NO. 163 ROOF.

WHEREAS, the Township Council has received and reviewed a proposed change order for the new roof at Fire Station No. 163; and

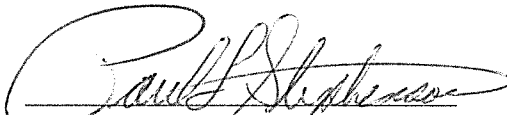
WHEREAS, the proposed change order exceeds 20% on the contract price; and

WHEREAS, the Township Council has received and reviewed the report from the Township Engineer which demonstrates that the work reflected in the change order was essential and could not have reasonably been appreciated when the specifications were prepared; and

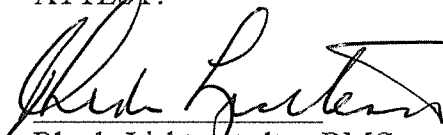
WHEREAS, the Township Council has determined that the delay of the work covered by the change order would jeopardize the repair work at Fire Station No. 163 and the delay of the work would be contrary to the public interest.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 28rd day of January, 1997, that the change order on the new roof at Fire Station No. 163 be and hereby is approved; and

BE IT FURTHER RESOLVED that copies of this resolution be provided to the Township Engineer and the Chief Financial Officer for their information and attention.

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk







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

CHANGE ORDER NO. \_\_\_\_\_

1

Date January 10, 1997

Contractor McAllister Roofing, Inc.

Project No. 96-39-15E

Address 345 Harding Highway

New Roof at Fire Station 163

Pittsgrove, NJ 08318

Willingboro Township

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. For the repair of broken roof drain castings, elimination of nonfunctional roof drains, repairs to the plywood roof decking and the reconstruction of a severely deteriorated section of balcony wall.

EXTRA

<u>Item</u>	<u>Description</u>	<u>Qty.</u>	<u>Ut</u>	<u>Price</u>	<u>Amount</u>
2.	Reconstruction of Plywood Decking, If and Where Directed	300	SF	\$7.40	\$2,200.00

SUPPLEMENTAL

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Ut</u>	<u>Price</u>	<u>Amount</u>
5S.	Replace Broken Roof Drain Castings	2	Ut	\$728.00	\$1,456.00
6S.	Reconstruct Sky Light Framing, 4 Units	1	LS	331.25	331.25
7S.	Eliminate Nonfunctional Roof Drains	1	LS	59.20	59.20
8S.	Reconstruct Section of Balcony Wall	1	LS	4,550.00	4,550.00
					<u>\$6,396.45</u>

Amount of Original Contract..... \$36,715.00

*James W. Barrett* 1/10/97  
Engineer Date

Adjusted amount of Contract due to previous Change Orders..... \$36,715.00

Township of Willingboro

Supplemental..... \$6,396.45

Municipality

Extra..... \$2,200.00

*Paul S. Stephenson* 1/28/97  
Mayor Date

Reduction..... 0.00

McAllister Roofing, Inc.

Contractor

Adjusted Amount of Contract..... \$45,311.45

Change in Contract..... +23.4 %

By: *W. S. C.*  
Title President

Date 1/13/97



# TOWNSHIP OF WILLINGBORO

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

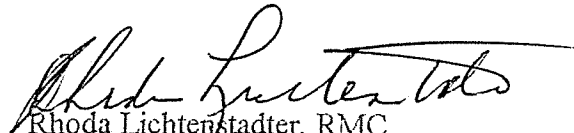
January 29, 1997

Mr. Arnold W. Barnett  
Lord, Anderson, Worrell & Barnett  
651 High Street  
P.O. Box 68  
Burlington, New Jersey 08016

Dear Mr. Barnett:

Enclosed please find a copy of Resolution No. 20 -1997 adopted by Willingboro Township Council at their meeting of January 28, 1997 approving a Change Order on the Fire Station No. 163 for the new roof, along with two originals of Change Order #1.

Sincerely,

  
Rhoda Lichtenstadter, RMC  
Township Clerk

/eb

Enclosures



**LORD  
ANDERSON  
WORRELL  
BARNETT Inc.**

*To Council*  
*[Signature]*

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

*More than a Civil Engineering Firm*

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

January 17, 1997

Robert W. Lord, PE & LS, PP  
Raymond L. Worrell, II, PE & LS, PP  
Arnold W. Barnett, PE & LS

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

Thomas J. Miller, PE & PP  
Jeffrey S. Richter, PE & PP

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

**Re: Change Order no. 1  
Adjustment to as-built quantities  
New Roof at Fire Station 163  
Willingboro Township  
LAWB file no. 95-39-15E**

Gordon L. Lenher, LS  
Theresa C. McGettigan, CLP  
Edwin R. Ruble, LS  
Gurbachan Sethi, PE  
Alfred L. Wright, PE & PP  
Gary Zube, LS

**Dear Mr. Bonaparte:**

Enclosed please find three (3) original copies of Change Order no. 1 for the New Roof at Fire Station 163 project. Change Order no. 1 is the final Change Order and adjusts the contract to as-built quantities.

Please note that completion of the extra and supplemental items are due to the discovery of hidden water damage from the failure of the old roofing system. Those items include reconstruction of deteriorated plywood roof decking, replacing broken roof drain castings, reconstruction of the framing supporting 4 sky lights, the elimination of nonfunctional roof drains and the reconstruction of a portion of the balcony wall located in the rear of the building. The noted repairs represent an increase of 23.4% over the original contract amount.

Once Council has acted on this Change Order, please have the Mayor sign the three (3) original copies. One copy should be kept for your project files and the remaining copies returned to this office.

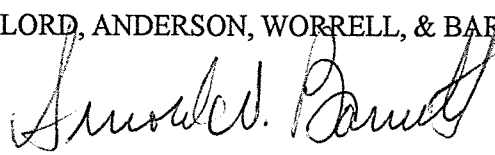
Consultant  
C. Kenneth Anderson, PE & LS, PP

Norton N. Bonaparte, Jr.  
January 17, 1997  
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 cursive script, appearing to read "Arnold W. Barnett".

Arnold W. Barnett, PE & LS  
Willingboro Township Engineer

AWB:CJB:cjb

Enclosures

cc: Rhoda Lichtenstadter, Township Clerk

usr\arnold\dec\bonaparte.d17

RESOLUTION NO. 21 - 1997

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

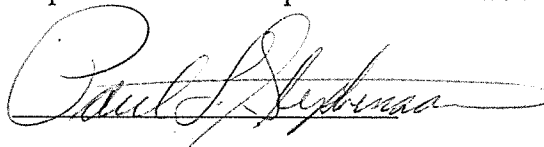
WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

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.

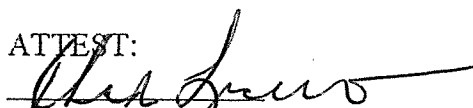
NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session on 1/28, 1997, that an Executive Session closed to the public shall be held on 1/28, 1997, at 9:45 p.m. in the Willingboro Township Municipal Complex, One Salem Road Willingboro, New Jersey, 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

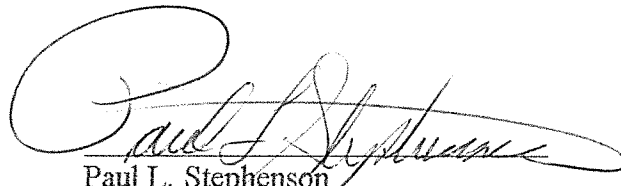
RESOLUTION NO. 1997 -22

A RESOLUTION AUTHORIZING THE MAYOR AND  
CLERK TO EXECUTE AN AGREEMENT FOR DIRECTOR  
OF PUBLIC SAFETY.


WHEREAS, the Township Council has entered into an Agreement with  
BENJAMIN C. BRAXTON, as Public Safety Director, in accordance with the  
attached agreement,

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the  
Township of Willingboro, assembled in public session this 28th day of January, 1997,  
that the Township Council that the Township Council approve said contract; and

BE IT FURTHER RESOLVED, that copies of this resolution be provided  
to Benjamin C. Braxton, the Treasurer and the Clerk for their information and  
attention.

  
Paul L. Stephenson  
Mayor

ATTEST:

  
Rhoda Lichtensadter, RMC  
Township Clerk

**EMPLOYMENT AGREEMENT**  
**BETWEEN THE**  
**TOWNSHIP OF WILLINGBORO**  
**AND**  
**BENJAMIN C. BRAXTON**

**Whereas**, the Township Manager of the Township of Willingboro has appointed Benjamin C. Braxton to an additional term as Director of Public Safety for the Township of Willingboro, and

**Whereas**, it is in the interest of both the Township of Willingboro and Benjamin C. Braxton to enter into an Agreement setting forth the terms and conditions of employment,

**Now, therefore, this Agreement** is entered into between the Township of Willingboro and Benjamin C. Braxton this 28th day of January, 1997, as follows:

1. Benjamin C. Braxton will be responsible to and will report directly to the Township Manager and will be responsible for the day-to-day operations and management of the Police Department of the Township of Willingboro, to the maximum extent permitted by law for a Public Safety Director.

2. The benefits to be provided to Benjamin C. Braxton are:

a. Salary - To be fixed in accordance with the Salary Ordinance and to provide for annual compensation of:

\$ 75,000.00 for 1997

\$ 77,500.00 for 1998

\$ 80,000.00 for 1999



- b. Medical and Dental Coverage for Husband and Wife to be chosen from among the plans offered to Township employees;
- c. Pension and Life Insurance - as provided through the New Jersey Public Employees Retirement System (PERS);
- d. Paid Holidays - The number of paid Holidays as provided for other Township management employee.
- e. Sick Leave - The same number and accrual policy as applicable to other Township management employees [Fifteen (15) days for a full year], no limit on accrual with any payout on retirement to be limited to \$10,000.00]. Allowable sick leave to be pro-rated for any year in which the full year has not been completed as a Township employee.
- f. Vacation Leave - The same number and accrual policy as applicable to other Township management employees, [1 day for each full month of employment during the first year of employment; beginning with the second year of employment 15 working days per year] subject to the Township's "use or lose" policy. [Any carry-over request must be approved by the Township Manager.]
- g. Membership Dues - Paid membership for Professional Law Enforcement Organizations and Conference attendance for professional development as approved in the annual budget, including conference attendance at the Police Executive Research Forum - National Meeting; the National Organization of Black Law Enforcement Executives [NOBLE] Mid-Year CEO Conference and the International Association of Chiefs of Police [IACP] Annual Conference.
- h. "Regular Office Hours" - Hours will be 9:00 A.M. to 5:00 P.M., Monday through Friday. Professional judgment and duty requirements will dictate "Actual Hours" required. The Director of Public Safety position is a management level position and is not eligible for overtime compensation.
- i. A Township vehicle equipped with radio and telephone for Township Police business purposes.
- j. Benjamin C. Braxton will be required to live in the Township during the term of his appointment.

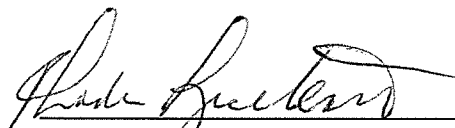
5. The appointment has been made by the Township Manager for a term of three [3] years, and may, at the discretion of the Township Manager be renewed for additional terms of three [3] years.

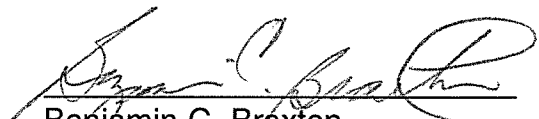
6. As provided by Township Ordinance and as specifically agreed to by the parties as a condition of this Agreement, the Township Manager may terminate the appointment of the Director of Public Safety, with or without cause, by providing the Director of Public Safety with ninety [90] days written notice of termination. In the event of termination of the Agreement, the liability of the Township shall be limited to the compensation and benefits during the ninety [90] day period between the provision of notice and the actual termination.

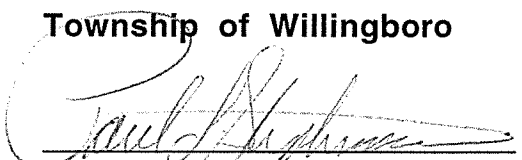
7. The effective date of this agreement shall be January 21, 1997, subject to ratification and approval by the Township Council.

**In Witness Whereof** this Agreement has been executed by Benjamin C. Braxton and by the Mayor and Township Clerk of the Township of Willingboro.

Witness

  
Rhoda Lichtenstadter, RMC  
Township Clerk

  
Benjamin C. Braxton

**Township of Willingboro**  
  
Paul L. Stephenson  
Mayor

RESOLUTION NO. 1997 - 23  
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

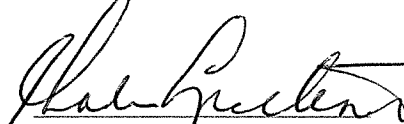
WHEREAS, refunds are due for these overpayments as listed on the attached schedule and made a part hereto;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 4th day of February, 1997, 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.

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

Alexander, Septimus & Sybil 17 Needwood Lane Block 1001 Lot 9 17 Needwood Lane Overpayment Taxes	\$12.27
Life Center Academy 2045 Columbus Road Burl, N.J. 08016 Block 621 Lot 1 2 Henderson Lane Taxes paid in error	686.55
Harold Marshall 510 Beverly Rancocas Rd. Block 1101 Lot 83 510 Beverly Rancocas Rd. Senior Citizen Deduction	250.00
Desmond Jackson 24 Hinsdale Lane Block 624 Lot 7 24 Hinsdale Lane Veteran Deduction	50.00
Anna Brown 78 Boxwood Lane Block 234 Lot 23 78 Boxwood Lane Senior Citizen Deduction	250.00
FUNB 1700 Palm Beach Lakes Blvd. Suite 1100 West Palm Beach, FL. 33401 B-243 L- 8 B-1009 L-24 B-1003 L-134 B-833 L-84 Paid Taxes in error	7442.78

RTL Partners \$653.85  
315 SE Mizner Blvd.  
Boca Raton, Fla. 33432  
Block 314  
Lot 36  
Taxes paid in error

RTL Partners 736.86  
315 SE Mizner Blvd.  
Boca Raton, Fla. 33432  
Block 301  
Lot 5  
16 Pensdale Lane  
Taxes paid in error

Howard Johnson 50.00  
46 Bolton Lane  
Block 213  
Lot 14  
Veteran Deduction

Arthur Klein 50.00  
5 Pilgrim Lane  
Block 321  
Lot 18  
Veteran Deduction

Emma Jean Ayers 250.00  
19 Earnshaw Lane  
Block 821  
Lot 68  
Disabled Deduction

Joseph S. Cooper 250.00  
30 Nevada Lane  
Block 1020  
Lot 63  
Disable Deduction

Jean McLean 250.00  
20 Raleigh Place  
Block 901  
Lot 66  
Senior Citizen Deduction

RESOLUTION NO. 1997 - 24

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.

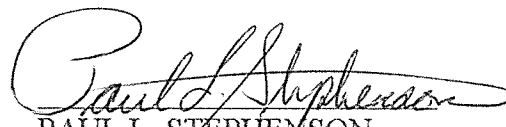
WHEREAS, the New Jersey State Uniform Construction Code provides for fines to be imposed by the Construction Official; and

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 4th day of February, 1997, 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.

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

\*\*\*\*\*  
**INTEROFFICE MEMORANDUM**  
 \*\*\*\*\*


MEMO TO: Rhoda Lichtenstadter  
 FROM: Leonard Mason  
 DATE: February 4, 1997  
 SUBJECT: PROPERTY MAINTENANCE VIOLATIONS

-----  
 Under the Township's Property Maintenance Ordinance liens have been imposed on properties in amount of \$7885.00 for the time period of December 3, 1996 thru February 4, 1997.

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

<u>ADDRESS</u>	<u>BLOCK &amp; LOT</u>	<u>AMOUNT</u>	<u>WORK DONE</u>
Lot @Sidney & Charleston	1-4	\$ 170.00	Cut grass
Olympia Lakes Route 130	13-2.01	\$ 540.00	Cut grass/bushes
23 Hummingbird	607-11	\$ 65.00	Padlock shed; Secure windows
219 Somerset	131-13	\$ 50.00	Sec front door
29 Stirrup	121-15	\$ 40.00	Lock shed w/new lock & key
23 Placid	315-34	\$ 720.00	Board windows
29 Tower	1127-6	\$1365.90	Reroof;repl fascia
47 Spiralwood	137-2	\$ 50.00	Open padlock
48 Medley	521-15	\$4620.00	Emer repl of hot hot water boiler
45 Eddington	814-20	\$ 85.00	Rem trash/clean up
28 East La	806-9	\$ 100.00	Rem trash;sec shed; rem tires
23 Placid	315-34	\$ 40.00	Rake yard;rem btls
36 Courtland	408-8	\$ 40.00	Rem branches
TOTAL		\$7885.00	

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  
 Copy: C. Hill

RESOLUTION NO. 24 1997

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

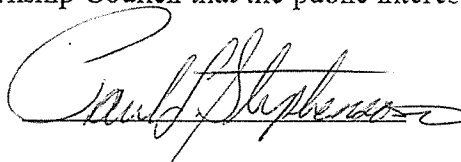
WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

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 2/4, 1997, that an Executive Session closed to the public shall be held on 2/4, 1997, at 7:45 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. 1997 - 26

A RESOLUTION AWARDING A BID FOR LEAF  
REMOVAL FOR PUBLIC WORKS DEPT.

WHEREAS, the Township Council of the Township of Willingboro  
has requested that bids be submitted for the Removal of collected leaves to a  
DEP approved site; and

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

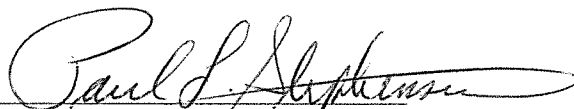
WHEREAS, it appears to be in the best interest of the Township to accept  
the bid of Robert Winzinger, Hainsport, New Jersey in the amount of \$43,000; and

WHEREAS, the bid of the above has been found to be satisfactory both  
in form and in content; and

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

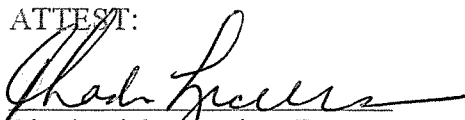
NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the  
Township of Willingboro, assembled in public session this 4th day of February, 1997,  
that the bid be accepted as per the attached recommendation; and

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



PAUL L. STEPHENSON  
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 W. Winger

*for Leaf Removal*

The money necessary to fund said contract is in the amount of \$43,000 and, upon approval of the contract, the funds shall be charged to the following line item appropriation of account number 01 36 302 <sup>PENDING</sup> (1997 BUDGET). These funds are not being certified as being available for more than one pending contract.

*Joanne W. Diggs*

Joanne Diggs  
Finance Director

cc: Township Solicitor  
Township Auditor

PUBLIC WORKS DEPARTMENT

To  
forward  
for  
A.D. Don  
m.m.d.

Memorandum

DATE:  
January 28, 1997

To: NORTON N. BONAPARTE, TOWNSHIP MANAGER

From: HARRY W. McFARLAND, SUPERINTENDENT

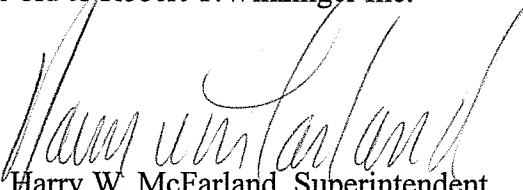
Subject: LEAF REMOVAL BID RECOMMENDATIONS

The bids for the removal and delivery of our collected leaves to an approved site was opened on Monday, January 27, 1997.

The specifications required the removal of all leaves in the enclosed compost site, with an estimate only of 18,000 cubic yards.

The bid of Robert Winzinger was lowest, with a figure of \$43,000; and, the site for deposit is the Borough of Bellmawr. Both the hauler and site are NJDEP approved.

I recommend the award of the bid to Robert T. Winzinger Inc.

  
Harry W. McFarland, Superintendent  
Public Works/Recreation Department

HWM/cm

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LEAF/COMPOST PICKUP - BID OPENING JANUARY 27, 1997  
10:30 a.m. Bids were opened by Rhoda Lichtenstadter, Township Clerk  
Present was Harry McFarland, PW/REC.  
Four bidders were present.

BIDDERS: PRICKETT TRIPLE R ENT EAST ENER WOOLSTON WINZING.

1. Bid Price:	9.45 Per yd.	\$71,800	59,000	77,760	43,000
2. bid Guarantee	none	x	x	x	x
3. Disclosure	x	x	x	x	x
4. Non-Collusion:	x	x	x	x	x
5. Aff. Action Aff.	x	x	x	x	x
6. Exceptions:	no bid bond or certif chk.				

file/leaf/doc.

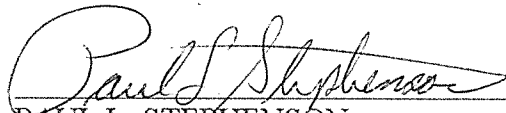
RESOLUTION NO. 1997 - 27

REAPPOINTMENT OF MUNICIPAL COURT JUDGE  
FOR A THREE YEAR TERM.


WHEREAS, the term of the Office of Municipal Court Judge expires  
on February 11, 1997; and

WHEREAS, the need exists for a Municipal Court Judge for the  
Township of Willingboro;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of  
the Township of Willingboro, assembled in public session this 4th day of February,  
1997, that Marie White Bell is hereby reappointed as Municipal Court Judge for  
the Township of Willingboro, for a term expiring February 4, 2000, to be compensated  
in accordance with the salary ordinance of the Township of Willingboro.

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

RESOLUTION NO. 1997 - 28

A RESOLUTION SUPPORTING SUBMISSION OF JOINT SERVICES  
INCENTIVE GRANT APPLICATION TO THE NJ MUNICIPAL ENV.  
RISK MANAGEMENT FUND.

WHEREAS, the members of the NJ Municipal Environmental Risk Management Fund (EJIF) are concerned about the many problems associated with foreclosing, redeveloping, and marketing abandoned properties with known or suspected environmental contamination referred to as "brownfields"; and

WHEREAS, Willingboro Township, Hanover Township, Berlin Borough, Stafford Township the Town of Dover, and such other member municipalities of the EJIF as may agree to participate wish to apply for a Joint Incentive Grant for a project to study the feasibility of establishing a joint program to support the redevelopment of municipal and abandoned properties with known environmental contamination; and

WHEREAS, said grant application will make application for funding to support a feasibility study to assess the potential for a new joint service program; and

WHEREAS, the total anticipated cost of the feasibility study is not to exceed \$50,000; and

WHEREAS, the purpose of these grants is to promote and encourage joint efforts under the Interlocal Services Act, NJSA 40:8A-1 et seq; and

WHEREAS, said grant application requires an adopted resolution from each member municipality which supports studying the feasibility of establishing the joint program.

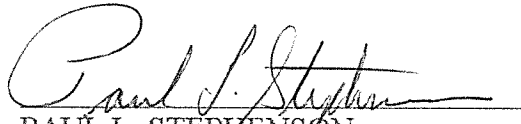
WHEREAS, the grant application is for \$25,000 with the intent of the New Jersey Municipal Environmental Risk Management Fund to fund the balance of the monies needed for the feasibility study as authorized in its Resolution 25-96.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 4th day of February, 1997, that said application, for \$25,000 for the feasibility study be and is hereby approved.

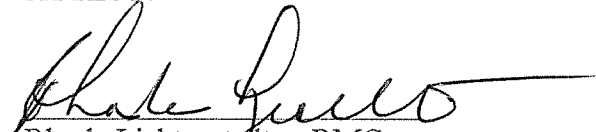
BE IT FURTHER RESOLVED, that should the members the NJ Municipal Environmental Joint Insurance Fund be a successful applicant, that Hanover Township as lead agency will enter into the required Interlocal Services Agreement on behalf of Willingboro Township and the other participating EJIF member municipalities.

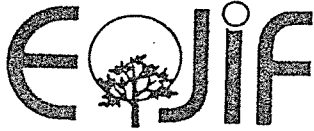
BE IT FURTHER RESOLVED, a certified copy of this resolution shall be forwarded to the New Jersey Municipal Environmental Risk Management Fund (c/o

PERMA, Plaza One, Park 80 West, Saddle Brook, NJ. 07663 by February 18, 1997 for inclusion in the application.

  
PAUL L. STEPHENSON  
MAYOR

ATTEST:

  
Rhoda Lichtenstalter, RMC  
Township Clerk



**New Jersey Municipal Environmental  
Risk Management Fund**

Park 80 West, Plaza One  
Saddle Brook, New Jersey 07663  
*Tel (201) 587-0555*  
*Fax (201) 587-8662*

New Jersey Municipal Environmental Risk Management Fund  
(The EJIF)  
Brownfields Initiative

The EJIF is applying to DCA for a Joint Services Incentive Grant to fund a feasibility study. The proposed program would establish a joint municipal facility to provide a uniform approach and individual support to the redevelopment of municipal properties with known contamination (commonly referred to as "brownfields"). To be successful we need resolutions from several member municipalities endorsing the grant application.

For your convenience a DCA reviewed draft resolution has been prepared. A copy is attached.

In order to meet the DCA application deadline we need a copy of your municipality's resolution at the office of the EJIF Executive Director by February 18. The enclosed information is intended to address your questions. You should also feel free to call if you need clarification or other help.

The following material addresses:

- \* an application for a "Joint Services Incentive Grant" from DCA to fund a proposed feasibility study for a municipal "brownfields" program
- \* the required municipal resolutions supporting the application to DCA for the grant
- \* the fact that there is no financial commitment imposed on the supporting municipalities

Outline

Overview

Background and "Brownfields" Challenges

A Program to Address the Challenges

HAI997-EJIF-AGENDA\NCENT\_3.CVR



## Next Steps

### Overview

The New Jersey Municipal Environmental Risk Management Fund (the EJIF) provides protection from many environmental liability exposures related to municipal operations. Many member municipalities have expressed a need for a program to address liabilities related to properties with known contamination. These are now commonly referred to as "brownfields". The EJIF Board believes that **a program for municipal brownfields** would be of value to many of the fund's members and has proposed that a feasibility study be prepared to investigate alternative program structures.

As part of this effort the board of the New Jersey Municipal Environmental Risk Management Fund (the EJIF) is seeking the support of a representative group of its 200 member municipalities for the fund's **application for a Joint Services Incentive Grant** from the Department of Community Affairs. To be effective this **support must be in the form of a resolution**; for your convenience proposed wording has been reviewed by DCA and is attached.

This act of support entails **no financial commitment** from the individual municipalities for either the proposed study or any resulting program. Indeed, the proposed feasibility study is intended to examine ways to develop a voluntary program for EJIF members so that only those interested would contribute to its funding.

### Background

The New Jersey Municipal Environmental Risk Management Fund provides coverage for a broad range of environmental liability exposures related to daily municipal operations. Several members have expressed a need for a program to help them deal with properties with known contamination or special projects with environmental exposures. Specific examples include:

- \* abandoned gasoline stations and auto repair facilities with underground storage tanks and related contamination
- a small manufacturing plant with radioactive contamination
- comparable industrial and commercial sites with municipal held tax title liens
- \* a deteriorated town center shopping strip with contamination from abandoned

dry cleaning and gasoline station sites; being considered for condemnation for inclusion in a redevelopment project

- \* an idle former DPW yard near the center of town; currently unsalable without at least some remediation
- \* several pending municipal projects to remove and/or replace existing underground storage tanks in order to comply with environmental regulations
- \* municipal owned closed landfills; of potential interest to developers because of size and location; additional remediation/containment is likely and liability protection afforded the new owner or user as part of marketing the property

While each situation has its own issues collectively these municipalities must address **several challenges** if they choose to redevelop these properties with known contamination:

- \* exposure to mandated remedial action as owner
- \* unknown projected costs to remediate
- \* exposure to unbudgeted cost overruns during remediation
- \* uncertain market value after remediation
- \* limited expertise and access to funding for investigations, remediation, and remarketing
- \* limited expertise and access to insurance to mitigate the financial exposures

### Addressing the Challenges

In its capacity as Executive Director of the EJIF PERMA has talked to many of the relevant parties about developing a program to address these challenges. These include several EJIF member municipalities, the NJ Department of Community Affairs, the NJ Department of Environmental Protection, the US EPA, the NJ Office of State Planning, environmental insurers, developers, bankers, and environmental attorneys. These discussions have been very encouraging.

One thing is clear. There is no standard approach and only limited understanding of the challenges in redeveloping municipal properties with contamination. The fundamental objective of the proposed program is to establish a standard, comprehensive approach to

managing the redevelopment of municipal brownfields and then to be able to provide support services those participants that seek them:

Subject to member approval the program potentially would be capable of providing on an "as needed/as desired" basis the following services:

- \* access to a broad range of insurance coverages, either through EJIF or a special purpose "brownfields" joint insurance fund

- third party liability as owner
  - costs of unanticipated mandated remediation
  - remediation budget cost overruns
  - liability protection to new owners and their lenders
  - defense costs

- \* support in obtaining funding for environmental investigations including Phase I and Phase II studies as well as remedial investigations. The source typically will be grants from the NJ Hazardous Discharge Site Remediation Fund;
- \* support in the foreclosure process;
- \* support in identifying alternative reuses and sources of funding for the level of remediation appropriate for the proposed reuse
- \* support in remarketing the property
- \* support generally in working with State and Federal regulatory authorities

Based on discussions with officials from more than 20 EJIF members it is clear that at any point in time many members will benefit from the availability of such a program and that over time the majority are likely to utilize its services.

Therefore, the Board of the EJIF has decided to tackle this problem by sponsoring the preparation of a feasibility study and implementation plan. The Board has set aside a portion of its 1996 surplus to help fund the study. But the Board is requiring additional, outside financial support. The DCA's Joint Service Incentive Grant is one of the most likely potential sources of these additional funds.

### Next Steps

For the grant application to be successful the EJIF needs your support. In particular a large number of member municipalities need to endorse the EJIF's effort by passing a version of the attached resolution. In order to complete and submit the final application to the DCA by the due date we need to have copies of completed resolutions by February 18.

If you have questions please address them to Harry Shuford, the Deputy Executive Director of the EJIF. He can be reached at PERMA (201-587-0555). The EJIF board members are also available to discuss this brownfield initiative.

Enclosures:

proposed draft resolution

Notice of Joint Services Incentive Grants from DCA



# 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.*

February 6, 1997

New Jersey Municipal Environmental  
Risk Management Fund  
c/o PERMA  
Park 80 West, Plaza One  
Saddle Brook, New Jersey 07663

Gentlemen:

Enclosed please find a copy of Resolution No. 27 - 1997 adopted by Willingboro Township Council at their meeting of February 4, 1997, supporting submission of Joint Services Incentive Grant Application to the New Jersey Municipal Environmental Risk Management Fund.

Sincerely,

Rhoda Lichtenstadter, RMC  
Township Clerk

/eb

Encl.