

RESOLUTION NO. 5 - 1996

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

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 1st day of January, 1996, that the following are appointed to the positions and for the terms designated:

1. CONSTABLES, 1 year term expiring 12/31/96
Frank Cuspilich
2. HERITAGE COMMISSION, 3 year term expiring 12/31/98
Mary Ellen Flynn Marie Ida George Karen Abdul Malik
Dr. Gloria Dickenson - unexpired term to 12/31/96
Dr. Betty Spinner, for a term expiring 12/31/98
Betty Gernant - for a term expiring 12/21/97
3. HUMAN RELTIONS COMMISSION - 3 year term expiring 12/31/98
Addie Hatten Marilouise James
Ann Whitt - for an unexpired term ending 12/31/96
Margaret Davis - for an unexpired term ending 12/31/97
Rev. Ladell W. Mayers, Sr. - for an unexpired term ending 12/31/97
Rev. Greg Young - for an unexpired term ending 12/31/96
4. PLANNING BOARD - 4 year term expiring 12/31/99
Linda Bolden
Alt. #1 - Dorothy Collins - for an unexpired term ending 12/31/96
Alt. #2 - Shelly Pollen - for an unexpired term ending 12/31/96
5. PUBLIC COMMUNICATIONS - 2 year term expiring 12/31/97
William Hall David Lubeck
Joyce Payne - for an unexpired term ending 12/31/96
6. ADVISORY BOARD/SHELTER FOR ABUSED WOMEN - 3 year term ending 12/31/98
Sally Scheidemantel - Rovena Brunson - Rev. R.W. Jones
Connie House - Sarah Holley
Wilma Stephenson - for an unexpired term ending 12/31/97

ADVISORY BOARD/SHELTER FOR ABUSED WOMEN

Ronald M. Groomes - for an unexpired term ending 12/31/96

Rev. Patricia Medley - for a term expiring 12/31/97

Dorothy Frank - for a term expiring 12/31/96

Martha Epps - for a term expiring 12/31/96

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

Alt. #2 - Paul Krane for a term expiring ~~12/31/96~~ 12/31/2001

8. ZONING BOARD OF ADJUSTMENT - 4 year term expiring 12/31/99

Lawrence Brown - Edward McFadden

Alt. #1 - Wayne Browne - for a term expiring 12/31/96

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.


JEFFREY RAMSEY
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

MAYOR'S APPOINTMENTS - 1996

BURLINGTON COUNTY COMMITTEE OF FIFTY (one year)

Mildred Gama 12/31/96

ENVIRONMENTAL COMMISSION (3 year terms expiring 12/31/98)

Kathleen Hill

David Worrell

LIBRARY BOARD OF TRUSTEES (5 year term expiring 12/31/2000)

Martha Hall

YOUTH ACHIEVEMENT COMMITTEE - 1 year term expiring 12/31/96

Thelma Allen - Sandra Solomon - Gigila Moore - Ida Peace - Patricia Toatley
Sherrie Morris - Anne Lubeck - Karen Hicks - Lizzie Morris - John E. Collins

TOWNSHIP PHOTOGRAPHER - 1 year term expiring 12/31/96

George Bussey, Sr.

MANAGER'S APPOINTMENTS FOR 1996

HUMAN RELATIONS COMMISSION - 3 year term

Heidi Smith Kondering 12/31/98

Gloria Shegda 12/31/98

Police Department Representative (Two year Term)

Sgt. Jose Ortiz

LOCAL ASSISTANCE BOARD - (four year term)

Thomas Scholtis 12/31/99

Appointment of firm of Lord, Anderson, Worrell and Barnett as Township Engineers.

RESOLUTION NO. 6 - 1996

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.

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 1st day of January, 1996, that the following Council members are appointed to the following positions for the year 1996.

Class III Member, Planning Board	DOREATHA CAMPBELL
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


JEFFREY E. RAMSEY
MAYOR

ATTEST


Rhoda Lichtenstadter, RMC
Township Clerk

RESOLUTION NO. 7 - 1996

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 1st day of January, 1996, 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.


JEFFREY E. RAMSEY
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

COUNCIL MEETINGS - 1996

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 - 1996 (BUDGET - THURSDAY)

JANUARY 1(reorg), 16, (Thur-18), (Thur-25), 30.

FEBRUARY 6, (Thur-8), (Thur-15), 20, (Thurs-22nd)27, (Thur-29)

MARCH 5, 19, 26

APRIL 2, 16, 30.

MAY 7, 21, 28

JUNE 18, 25.

JULY 2, 30

AUGUST 6, 27

SEPTEMBER 3, 17, 24

OCTOBER 1, 15, 29

NOVEMBER 12, 26 (3rd week League of Mun.)

DECEMBER 3, 17, 31

township of Willingboro

Memo To: Ramona Barrientos
Recreation/Public Works

From: Rhoda Lichtenstadter
Township Clerk

Date: 1/2/96

Subject: 1996 Scheduled Council Meetings

Attached is the 1996 scheduled Council meetings.

/cb

municipal complex

saalem road

an equal opportunity employer

willingboro, new jersey 08046

(609) 877-2200

FOR INFORMATION ONLY

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SEPTEMBER 3, 17, 24

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NOVEMBER 12, 26 (3rd week League of Mun.)

DECEMBER 3, 17, 31

1996 HOLIDAY SCHEDULE

1. Monday, January 1, 1996 - Observance of New Year's Day
2. Monday, January 15, 1996 - Martin Luther King Day
3. Monday, February 19, 1996 - President's Day
4. Friday, April 5, 1996 - Good Friday
5. Monday, May 27, 1996 - Memorial Day
6. Thursday, July 4, 1996 - Fourth of July
7. Monday, September 2, 1996 - Labor Day
8. Monday, October 14, 1996 - Columbus Day
9. Monday, November 11, 1996 - Veteran's Day
10. Thursday, November 28, 1996 - Thanksgiving Day
11. Friday, November 29, 1996 - Day after Thanksgiving
12. Wednesday, December 25, 1996 - Christmas Day Observance

1996 OTHER DATES OF INTEREST

Zon. Bd. Reorg. Wed. Jan. 3rd & Planning Bd. Reorg. Monday Jan. 8th

- | | |
|-----------------------|--|
| Wednesday, April 3rd | - First Night of Passover |
| Sunday, April 7th | - Easter Sunday |
| Tuesday, April 16th | - School Board Election |
| Wednesday, April 10th | - Rabies Clinic |
| Wednesday, May 15th | - Rabies Clinic |
| Tuesday, June 4th | - Primary Day |
| Fri. P.M. Sept. 13th | - First night of Rosh Hashana, first day Sept 14th |
| Sun. P.M. Sept. 22nd | - Yom Kippur Night, Sept. 23rd, Yom Kippur |
| Tuesday, November 5th | - Election Day. |

RESOLUTION NO. 8 - 1996

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 1st day of January, 1996, 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.


JEFFREY E. RAMSEY
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

RESOLUTION NO. 9 - 1996

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 1st day of January, 1996, that Norton N. Bonaparte, Jr. is hereby appointed as Insurance Fund Commissioner representing the Township of Willingboro for a term expiring December 31, 1996, and Denise Rose is hereby appointed as the alternate Insurance Fund Commissioner for a term expiring December 31, 1996, to represent the Township of Willingboro whenever Norton N. Bonaparte, Jr. is unable to attend a meeting.


JEFFREY E. RAMSEY
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

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Dr. Gloria Dickenson - unexpired term to 12/31/96
Dr. Betty Spinner, for a term expiring 12/31/98
Betty Gemant - for a term expiring 12/21/97
3. HUMAN RELTIONS COMMISSION - 3 year term expiring 12/31/98
Addie Hatten Marilouise James
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Rev. Ladell W. Mayers, Sr. - for an unexpired term ending 12/31/97
Rev. Greg Young - for an unexpired term ending 12/31/96
4. PLANNING BOARD - 4 year term expiring 12/31/99
Linda Bolden
Alt. #1 - Dorothy Collins - for an unexpired term ending 12/31/96
Alt. #2 - Shelly Pollen - for an unexpired term ending 12/31/96
5. PUBLIC COMMUNICATIONS - 2 year term expiring 12/31/97
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Lawrence Brown - Edward McFadden

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JEFFREY RAMSEY
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

MAYOR'S APPOINTMENTS - 1996

BURLINGTON COUNTY COMMITTEE OF FIFTY (one year)

Mildred Gama 12/31/96

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Kathleen Hill

David Worrell

LIBRARY BOARD OF TRUSTEES (5 year term expiring 12/31/2000)

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Thelma Allen - Sandra Solomon - Gigila Moore - Ida Peace - Patricia Toatley
Sherrie Morris - Anne Lubeck - Karen Hicks - Lizzie Morris - John E. Collins

TOWNSHIP PHOTOGRAPHER - 1 year term expiring 12/31/96

George Bussey, Sr.

MANAGER'S APPOINTMENTS FOR 1996

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Heidi Smith Kondering 12/31/98

Gloria Shegda 12/31/98

Police Department Representative (Two year Term)

Sgt. Jose Ortiz

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Thomas Scholtis 12/31/99

Appointment of firm of Lord, Anderson, Worrell and Barnett as Township Engineers.

RESOLUTION NO. 6 - 1996

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.

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 1st day of January, 1996, that the following Council members are appointed to the following positions for the year 1996.

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Public Communications Committee	JAMES AYRER
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ATTEST


Rhoda Lichtenstedter, RMC
Township Clerk

RESOLUTION NO. 7 - 1996

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 1st day of
January, 1996, 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.


JEFFREY E. RAMSEY
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

COUNCIL MEETINGS - 1996

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.

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DECEMBER 3, 17, 31

township of Willingboro

Memo To: Ramona Barrientos
Recreation/Public Works

From: Rhoda Lichtenstadter
Township Clerk

Date: 1/2/96

Subject: 1996 Scheduled Council Meetings

Attached is the 1996 scheduled Council meetings.

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municipal complex

saalem road

an equal opportunity employer

willingboro, new jersey 08046

(609) 877-2200

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1996 OTHER DATES OF INTEREST

Zon. Bd. Reorg. Wed. Jan. 3rd & Planning Bd. Reorg. Monday Jan. 8th

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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 1st day of January, 1996, 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.


JEFFREY E. RAMSEY
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

RESOLUTION NO. 9 - 1996

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 1st day of January, 1996, that Norton N. Bonaparte, Jr. is hereby appointed as Insurance Fund Commissioner representing the Township of Willingboro for a term expiring December 31, 1996, and Denise Rose is hereby appointed as the alternate Insurance Fund Commissioner for a term expiring December 31, 1996, to represent the Township of Willingboro whenever Norton N. Bonaparte, Jr. is unable to attend a meeting.


JEFFREY E. RAMSEY
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

RESOLUTION NO. 10 - 1996

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 1996:

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in reorganizational session this 1st day of January, 1996, that the following fee schedule is hereby established for professional fees:

Principal Engineer	-----	\$110/hr.
Associate Engineer	-----	94/hr
Professional Engineer	-----	83/hr
Project Engineer	-----	78/hr
Engineer/technician	-----	58/hr
Project Coordinator	-----	50/hr
Survey Coordinator	-----	80/hr
Survey Analyst	-----	39/hr
Party Chief	-----	57/hr
Transitman	-----	41/hr
Rodman	-----	26/hr
Environmental Scientist	-----	73/hr
Sanitarian	-----	58/hr
Sanitarian Technician	-----	27/hr
Chief Drafter	-----	62/hr
CAD Drafter	-----	60/hr
Design Drafter	-----	57/hr
Drafter	-----	46/hr
GIS/Mapping Specialist	-----	66/hr
Planner	-----	62/hr
Landscape Architect	-----	54/hr
Recreational Designer	-----	37/hr
Technical Aide	-----	19/hr
Chief Inspector	-----	64/hr
Project Inspector	-----	59/hr
Inspector	-----	55/hr
Mileage	-----	0.25/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 - 1996 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.


JEFFREY E. RAMSEY
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

RESOLUTION NO. 11 - 1996

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 1st day of January,
1996, 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.


JEFFREY E. RAMSEY
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

CASH MANAGEMENT PLAN
FOR
WILLINGBORO TOWNSHIP

This plan is established to comply with the requirements of NJSA 40A:5-14 and to provide a guide to municipal officials and employees in carrying out their duties concerning the receipt and disbursement of all funds of Willingboro Township.

The following requirements shall be adhered to:

- A. The Township Council shall annually, at its reorganization meeting, designate the legal depositories for all municipal funds. The resolution may be amended or supplemented from time to time as the Township Council deems necessary. Such resolution(s) shall be deemed a part of the Cash Management Plan.
- B. The Township Council shall annually establish by resolution, adopted at its annual reorganization meeting, the required signatories to all municipal bank accounts.
- C. All municipal funds received by any official or employee shall be either deposited within 48 hours to an interest-bearing account in the name of Willingboro Township, or shall be turned over to the Treasurer within 48 hours of receipt.
- D. All revenues received by the Treasurer shall be deposited to interest-bearing accounts in the legal depositories.
- E. The following funds shall not be required to be maintained in interest-bearing accounts:
 1. Change Funds
 2. Petty Cash Funds
 3. Payroll Funds
 4. Trust Funds, to the extent that the deposit of such funds to an interest-bearing account would require by law the payment of interest to the provider of funds.
 5. Checking accounts established for the express purpose of paying bills approved by the governing body. The balances in these funds shall be kept at the minimum amount required for the orderly operation of the account.
 6. Compensating balances maintained for the purpose of obtaining specific services from financial institutions. Such accounts shall be established only under terms of written agreements approved by the Township Council.

CASH MANAGEMENT PLAN (CONTINUED)

- F. The Tax Collector shall promptly remit any funds collected during the month to the Treasurer.
- G. No municipal funds shall be disbursed by the Treasurer prior to approval of the Township Council except for:
1. Debt Service Payments
 2. Investments
 3. Payroll turnovers to agencies
 4. Discount vouchers

Debt service payments and discount vouchers must be ratified after payment.

It shall be the responsibility of the Treasurer to analyze the cash flow and to invest funds in legal investments so as to maximize interest earnings. When investing funds in commercial banks, savings banks, savings and loan associations, etc., the Treasurer shall obtain a minimum of three quotations and shall invest at the institution offering the highest effective rate. The Treasurer shall determine which type of legal investment will best serve the needs of the municipality and is authorized to place the funds in any such legal investment, unless otherwise restricted by the governing body.

The Treasurer shall report monthly all investment transactions, as required by NJS 40A:5-15.2, to the Township Council.

RESOLUTION NO. 12 - 1996

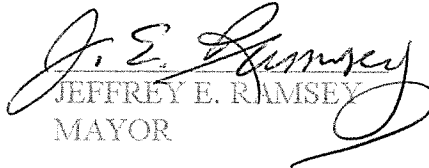
WHEREAS, the provisions of N.J.S.A. 40A:5-16 permit the governing body of any local unit, by resolution, to provide for and authorize payment of advances to officers and employees of the local unit toward their expenses for authorized official travel; and

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 1st day of January, 1996, that this resolution covers all such expenditures from the 1996 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.


JEFFREY E. RAMSEY
MAYOR

ATTEST


Rhoda Lichtenstadter RMC
Township Clerk

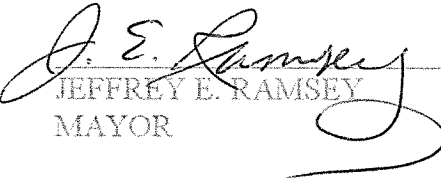
RESOLUTION NO. 13 - 1996

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 ~~1st~~ day of **January 1996** 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.


JEFFREY E. RAMSEY
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

Source One Mtg. 27555 Farmington Road Farmington Hills, MI. 48334-3357 B-1021 L- 17 89 Niagara Lane Overpayment Taxes	\$1414.14
Alonzo & Maxine Dixon 225 Evergreen Drive. B-832 L- 10 225 Evergreen Drive Overpayment Taxes	1562.61
Dave Davis 33 Belmont Lane Will., N.J. 08046 B-243 L- 33 33 Belmont Lane Veteran Deduction	50.00
Linda & John Mathis 37 Tiffany Lane Will., N.J. 08046 B-1106.02 L- 20 37 Tiffany Lane Veteran Deductions	100.00
Frank Mecklenburg 92 Niagara Lane Will., N.J. 08046 B-1020 L- 27 92 Niagara Lane Overpayment Taxes	261.52
US Dept of HUD 800 Hudson Square Camden, N.J. 08102-1156 B-609 L- 45 112 Hampshire Lane Overpayment Taxes	1813.81

First Fidelity Bank N.A. Collateral Trustee/MDSMFP 765 Broad St., C76507 Newark, N.J. 07102 B-537 L- 49 11 Mercador Lane Overpayment Taxes	\$2452.71
Josephine Bennett 19 Creekview Road Will., N.J. 08046 B-16 L- 1 6.03 19 Creekview Road Overpayment Taxes	383.78
Asher Kazanjian 50 Lake Drive Beverly, N.J. 08010 B-15 L-18 50 Lake Drive Overpayment Taxes	617.47
Fleet Mtg. Inc. PO Box 100563 Florence, S.C. 29501-0563 B-630 L- 7 167 Hazelwood Circle Overpayment Taxes	548.25

RESOLUTION NO. 14, 1996

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 1st day of Jan. 1996, 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 and to remove the liens listed in error.


JEFFREY E. RAMSEY
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

INTEROFFICE MEMORANDUM

MEMO TO: Rhoda Lichtenstadter
FROM: Leonard Mason
DATE: January 2, 1996
SUBJECT: PROPERTY MAINTENANCE VIOLATIONS

Under the Township's Property Maintenance Ordinance liens have been imposed on properties in amount of \$5396.00 for the time period of November 7, 1995 thru January 2, 1996.

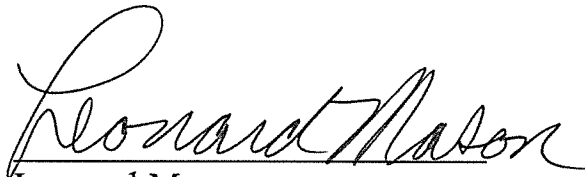
Under Ordinance 21-9.13 I am placing liens against the following properties:

<u>ADDRESS</u>	<u>BLOCK & LOT</u>	<u>AMOUNT</u>	<u>WORK DONE</u>
<u>GRASS CUTTING</u>			
527 Charleston	609-19	\$ 40.00	
63 Granby	716-11	\$ 40.00	
42 Gentry	718-9	\$ 40.00	
14 Guild	727-16	\$ 40.00	
21 Holmes	638-18	\$ 40.00	
21 Excell	840-29	\$ 40.00	
8 Exton	814-59	\$ 40.00	
18 Montrose	507-2	\$ 40.00	
59 Echohill	803-13	\$ 40.00	
56 Sandstone	129-9	\$ 40.00	
96 Clubhouse	409-54	\$ 40.00	
2 Henderson	621-1	\$ 75.00	Cut grass;rem trash
16 Elridge	808-13	\$ 40.00	
20 Blueberry	206-6	\$ 40.00	
11 Snowdon	112-8	\$ 40.00	
110 Somerset	125-2	\$ 40.00	
41 Snowflower	111-13	\$ 40.00	
47 Spiralwood	137-2	\$ 40.00	
29 Stirrup	121-15	\$ 40.00	
18 Pastoral	323-5	\$ 40.00	
11 Parson	325-24	\$ 40.00	
173 Hazelwood	630-5	\$ 40.00	

18 Helm	634-3	\$	40.00
25 Sheffield	107-39	\$	40.00
140 Sheffield	110-13	\$	40.00
37 Sheffield	107-36	\$	40.00
41 Hopewell	614-18	\$	40.00

69 Beaverdale	226-22	\$	40.00	Secure property
20 Blueberry	206-6	\$	410.00	Clean up/dispose of trash; secure prop
18 Pastoral	323-5	\$	220.00	Clean up trash; secure property
4 Ridgewood	904-18	\$	1210.00	Repair/paint fascia
11 Highland	625-20	\$	2305.00	Replace roof;repair/ paint ext. of house
14 Highland	627-4	\$	965.00	Replace roof
TOTAL		\$	5396.00	

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



Leonard Mason
Director of Inspections

LM/ba

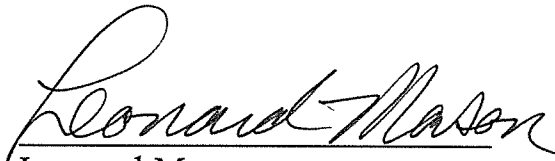
Copy: C. Hill

INTEROFFICE MEMORANDUM

MEMO TO: Rhoda Lichtenstadter
FROM: Leonard Mason
DATE: January 2, 1996
SUBJECT: REMOVAL OF LIEN BILLS

Please prepare a resolution for approval of Township Council as required for removal of the following liens:

No. 5325	14 Elder La	BL 827 L 5	\$50.00	Property sold in August; work done in July
----------	-------------	------------	---------	--


Leonard Mason
Director of Inspections

LM/ba

RESOLUTION NO. 15 - 1996

WHEREAS, at the request of the applicant, ALPHA BAPTIST CHURCH, an inspection was made for the purposes of a performance guarantee reduction; and


WHEREAS, it was determined by the engineer, in accordance with his letter dated December 28, 1995, that the majority of work has been satisfactorily completed on the referenced lots,

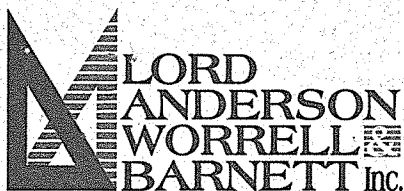
NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 16th day of January, 1996, that the performance guarantee reduction requested by the applicant be granted for the two items listed totaling \$53,431.50.

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


JEFFREY E. RAMSEY
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk



More than a Civil Engineering Firm

December 28, 1995

To Council
for Action

651 High Street
P.O. Box 68
Burlington, NJ 08016

RECEIVED

(609) 387-2800
Fax (609) 387-3009

JAN 3 1996

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

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

OFFICE
WILLINGBORO

RE: Performance Guarantee Reduction Estimates
Lots 5.02 and 5.03, Block 8
Willingboro Township
LAWB No. 94-39-88

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

Dear Mr. Bonaparte:

This is a revision to my original letter to you of December 22, 1995.

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

We were contacted by Mr. Ron Davis last week with regard to the Performance Guarantee posted for Lots 5.02 and 5.03, Block 8, Willingboro Township. Mr. Davis advised us that he posted the Performance Guarantee for both lots. The referenced lots were sub-divided from the Alpha Baptist Church property. Under Planning Board approval, a funeral home is being constructed on Lot 5.02, Block 8, and a beauty parlor is being constructed on Lot 5.03, Block 8.

Gordon L. Lenher, LS
Edwin R. Ruble, LS
Gurbachan Sethi, PE
Scott D. Taylor, CLA & PP
L. Gary Zube, LS

The majority of site improvements proposed have been constructed on each of the noted lots. As the Guarantor, Mr. Davis has requested a reduction in the required Performance Guarantee. Mr. Davis was advised that he should contact your office to request that Council reduce the guarantee. For Mr. Davis's benefit, we have calculated the value of items constructed. They are as follows:

Block 8, Lot 5.02 (Funeral Home)

Guarantee Posted:	\$54,207.50
Amount of Recommended Bond Release:	<u>\$45,071.50</u>
Balance to finish:	\$9,136.00

Block 8, Lot 5.03 (Beauty Parlor)

Guarantee Posted:	\$12,471.50
Amount of Recommended Bond Release:	<u>\$8,360.00</u>
Balance to finish:	\$4,111.50

A total bond release in the amount of \$53,431.50 is recommended.

We hope the above information will be of assistance to Council in their consideration of Mr. Davis's request for Performance Guarantee reduction.

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

Very truly yours,

LORD ANDERSON, WORRELL & BARNETT, INC.

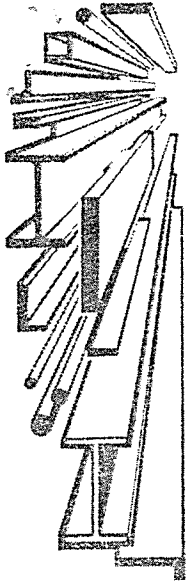
Arnold W. Barnett
Arnold W. Barnett, PE & LS
Willingboro Township Engineer

cc: Township Clerk

AWB:cjb:jmd

ARNOLD\DEC\BONAPART.D28

CIVIL ENGINEERING ■ SURVEYING ■ PLANNING ■ PARKS & RECREATION



TRI-STATE DESIGN CONSTRUCTION CO., INC.

RECEIVED

DEC 14 1995

OFFICE OF THE TOWNSHIP CLERK
WILLINGBORO, NEW JERSEY

December 12, 1995

Ms. Rhoda Lichtenstadter
Township Clerk
Municipal Complex
1 Salem Road
Willingboro, NJ 08046

RE: Ms. Dias / Funeral Home / Beauty Salon, Willingboro, NJ

Dear Ms. Lichtenstadter:

We are requesting a reduction in the performance guarantee for the above referenced project.

Thank you for your attention in this matter.

Sincerely,

Ronald U. Davis
President

RD:ead

cc: Mr. Arnold Barnett, PE

RESOLUTION NO. 16 - 1996

WHEREAS, Willingboro Township Council, by Resolution No. 120, 1994, awarded a contract to Arawak Paving Co. for 1994 Roadway Repairs Project I in the amount of \$529,560.70; and

WHEREAS, the attached Change Order No. 3, adjusts the contract to as-built quantities and reduces the contract to \$585,843.65 in accordance with the attached letter from the Engineer dated January 5, 1996; and

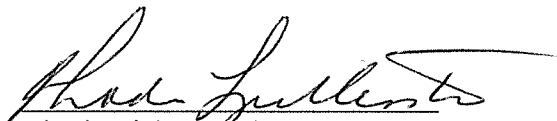
WHEREAS, the rules of the Local Finance Board require such change order to be approved by prior resolution of the Township Council, funds being available as per the attached certificate of availability.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 16th day of January, 1996, that the above change order be approved.

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


JEFFREY E. RAMSEY
MAYOR

ATTEST:


Rhoda Lichtensfader, 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 ARAWAK PAVING

1994 Roadway Repairs Proj. Contract I

The money necessary to fund said contract is in the amount of 585,843.65 ^{AS BUILT quantities} and, upon approval of the contract, the funds shall be charged to the following line item appropriation of account number DECREASE CONTRACT #40,059.08
04-0594-A. These funds are not being certified as being available for more than one pending contract.

Joanne Diggs
Joanne Diggs
Finance Director

cc: Township Solicitor
Township Auditor

Project	1994 Roadway Repairs (Phase 1)	Explanation
Original Contract	\$529,560.70	
Change Order #1	-\$3,657.97	Reduced Unit Price for Curb
Change Order #2	\$100,000.00	Added More Streets
Change Order #3	-\$40,059.08	Adjustments to As-Built
Total Adjusted Contract	\$585,843.65	



More than a Civil Engineering Firm

*To Council
for Action*

651 High Street
P.O. Box 68
Burlington, NJ 08016

(609) 387-2800
Fax (609) 387-3009

January 5, 1996

Robert W. Lord, PE & LS, PP

C. Kenneth Anderson, PE & LS, PP

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

Arnold W. Barnett, PE & LS

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

Gordon L. Lenher, LS

Edwin R. Ruble, LS

Gurbachan Sethi, PE

Scott D. Taylor, CLA & PP

L. Gary Zube, LS

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

RE: 1994 Roadway Repairs Project, Contract I
Township of Willingboro
Change Order no. 3
LAWB File No. 94-39-31

Dear Mr. Bonaparte:

Enclosed for execution by Council please find three (3) original copies of Change Order No. 3 for the 1994 Roadway Repairs Project. Change Order No. 3 adjusts the contract to as-built quantities. The adjustment reduces the contract from \$625,902.73 to \$585,843.65 to account for funding that was not required to accomplish the reconstruction of the additional streets noted on Change Order no. 2.

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

Very truly yours,

LORD, ANDERSON, WORRELL & BARNETT, INC.

Arnold W. Barnett
Arnold W. Barnett, PE & LS
Willingboro Township Engineer

AWB:cjb:jmd

cc. Arawak Paving Company

ARNOLD\JAN\BONAPART.J5 (96)



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

CHANGE ORDER NO. 3

Date December 11, 1995

Contractor Arawak Paving Company
Address 7503 Weymouth Road
Hammonton, NJ 08037

Project No. 94-39-31
1994 Roadway Repairs
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. *Adjustment to As - Built Quantities*

Item	Description	Quantity	Unit Price	Amount
<u>Supplemental</u>				
14S.	Concrete Curb, minus base repair	7,391 LF	19.00	\$140,429.00
15S.	Remove and Replace 21" Reinforced Concrete Pipe	1 LS	1,909.03	<u>1,909.03</u>
				\$142,338.03
<u>Extra</u>				
1.	6" P. V. C. Underdrain	409 LF	15.90	\$6,503.10
5.	Milling, 0" - 2"	6,418 SY	.90	5,776.20
9.	Bituminous Concrete Surface Course, Mix I - 5	2,119.37 Tns	29.50	62,521.42
10.	Repair Inlet	3 Ut.	950.00	2,850.00
12.	Casting Adjustment	12 Ut.	500.00	<u>6,000.00</u>
				\$83,650.72
<u>Reduction</u>				
2.	Seal Existing Pipe Joints	55 LF	80.00	\$4,400.00
3.	Concrete Curb, with base repairs	5,567 LF	20.00	111,340.00
4.	6" R. C. Drive Aprons	60.8 SY	46.00	2,796.80
6.	Roadway Excavation, Earth	1,124 CY	10.00	11,240.00
7.	Dense Graded Aggregate, Variable Thick	709 CY	16.00	11,344.00
8.	Bituminous Stabilized Base Course, Mix I - 2	812.8 Tns	30.00	24,384.00
11.	Reconstruct Inlet	3 Ut.	1,300.00	3,900.00
13.	Traffic Stripes	1,204 LF	.25	<u>301.00</u>
				\$169,705.80

Amount of Original Contract..... \$529,560.70

[Signature] 12/28/95
Engineer Date

Adjusted amount of Contract due to previous Change Orders..... \$625,902.73

Township of Willingboro

Supplemental..... \$142,338.03

Municipality

Extra..... \$83,650.72

[Signature] 1-16-96
Mayor Date

Reduction..... \$169,705.80

Arawak Paving Company

Adjusted Amount of Contract..... \$585,843.65

Contractor

Change in Contract..... +10.62 %

By: *[Signature]* 12/15/95
TITLE PRESIDENT Date

RESOLUTION NO. 17 - 1996

WHEREAS, Willingboro Township Council, by Resolution No. 51, 1995, awarded a contract to Shore Slurry Seal, Inc. for 1994 Roadway Repairs Project II in the amount of \$663,592.05; and

WHEREAS, the attached Change Order No. 3, adjusts the contract to as-built quantities, the net result of which is a decrease to \$785,071.94 in accordance with the attached letter from the Engineer dated January 9, 1996; and


WHEREAS, the rules of the Local Finance Board require such change order to be approved by prior resolution of the Township Council, funds being available as per the attached certificate of availability.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 16th day of January, 1996, that the above change order be approved.

BE IT FURTHER APPROVED, that copies of this resolution be forwarded to the Finance Director, Auditor and Engineer for their information and attention.


JEFFREY E. RAMSEY
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 Shore Shurry Seal

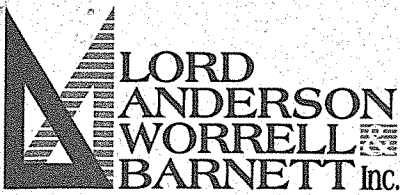
1994 Roadway Repairs Res Con. II

The money necessary to fund said contract is in the amount of 785,071.94 ^{As Built Quantities} and, upon approval of the contract, the funds shall be charged to the following line item appropriation of account number Decrease 4 11,238.64 04-0594 A

_____. These funds are not being certified as being available for more than one pending contract.

Joanne M. Diggs
Joanne Diggs
Finance Director

cc: Township Solicitor
Township Auditor



More than a Civil Engineering Firm

To Council for Action

651 High Street
P.O. Box 68
Burlington, NJ 08016

(609) 387-2800
Fax (609) 387-3009

January 9, 1996

Robert W. Lord, PE & LS, PP
C. Kenneth Anderson, 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

RE: 1994 Roadway Repairs Project, Contract II
Township of Willingboro
LAWB File No. 94-39-32

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

Dear Mr. Bonaparte:

Enclosed please find three (3) original copies of Change Order No. 3 for the 1994 Roadway Repairs Project, Contract II. Change Order No. 3 adjusts the contract to as-built quantities. The net result of Change Order No. 3 is that it decreases the contract from the amount of \$796,310.58 authorized under Change Order No. 2, to the \$785,071.94 reflected on this Change Order.

Gordon L. Lenher, LS
Edwin R. Ruble, LS
Gurbachan Sethi, PE
Scott D. Taylor, CLA & PP
L. Gary Zube, LS

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

Very truly yours,

LORD, ANDERSON, WORRELL & BARNETT, INC.

Arnold W. Barnett, PE & LS
Willingboro Township Engineer

AWB:CJB:jmd

Enclosure

ARNOLD\JAN\BONAPART.J9 (96)



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

CHANGE ORDER NO. 3

Date December 27, 1995

Contractor Shore Slurry Seal, Inc.
Address P. O. Box 500
Hammonton, NJ 08037

Project No. 94-39-32
1994 Roadway Repairs Project, Contract II
Township of Willingboro

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.	<i>Adjustment to As-Built Quantities</i>		Quantity	Unit Price	Amount
Item	Description				
<u>SUPPLEMENTAL</u>					
16S.	Concrete Gutter Swale		1 LS	2,275.00	\$2,275.00
15S.	Lime Stabilization		17,264 SY	3.85	<u>66,466.40</u>
\$68,741.40					
<u>EXTRA</u>					
2.	Removal of Concrete Base		9,770 SY	7.00	\$68,390.00
7.	Vertical Curb		224.5 LF	14.00	3,143.00
8.	Rolled Curb		4,321 LF	16.00	69,136.00
9.	Reconstruct 6" R. C. Drive Aprons		413.5 SY	36.00	14,886.00
12.	Adjust Castings		2 UT	300.00	600.00
13.	6" Underdrains		640 LF	20.00	<u>12,800.00</u>
\$168,955.00					
<u>REDUCTION</u>					
1.	Milling, 0" - 3"		19,813 SY	0.95	\$18,822.35
3.	Roadway Excavation, Earth		3,677.34 CY	5.00	18,386.70
4.	Dense Graded Aggregate, Variable Thickness		2,939 CY	2.00	5,878.00
5.	Bituminous Stabilized Base Course, Mix I-2		251.18 TNS	27.00	6,781.86
6.	Bituminous Concrete Surface Course, Mix I-5		2,150.7 TNS	28.00	60,219.60
10.	Repair Inlet		6 UT	600.00	3,600.00
11.	Reconstruct Inlet		2 UT	1,000.00	2,000.00
14.	Traffic Stripes		352 LF	1.50	<u>528.00</u>
\$116,216.51					

Amount of Original Contract.....	\$663,592.05	<u>Andrew Barnett 1/8/96</u>	Engineer	Date
Adjusted amount of Contract due to previous Change Orders.....	\$796,310.58	Township of Willingboro		
Supplemental.....	\$68,741.40	Municipality		
Extra.....	\$168,955.00	<u>J. E. Shively 1-16-96</u>	Mayor	Date
Reduction.....	\$116,216.51	Shore Slurry Seal, Inc.		
Adjusted Amount of Contract.....	\$785,071.94	<u>St G Pl</u>	Contractor	
Change in Contract.....	18.30%	<u>STEVEN G. PLUMMER, CONTRACTOR</u>		<u>1/5/96</u>
		TITLE		DATE

RESOLUTION NO. 18 - 1996


WHEREAS, Willingboro Township Council, by Resolution No. 104 - 1995, awarded a contract to Meredith Paving Corporation for Van Sciver Parkway Section VII, in the amount of \$80,939.00; and

WHEREAS, the attached Change Order No. 1 is a voluntary change by the contractor to change from the bid unit prices to a fee based on time, equipment and materials, saving the Township approximately \$6,300 in accordance with the attached letter from the Engineer dated January 9, 1996.

WHEREAS, the rules of the Local Finance Board require such change order to be approved by prior resolution of Township Council, funds being available as per the attached certificate of availability.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 16th day January 1996, that the above change order be approved.

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


JEFFREY E. RAMSEY
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 Meredith PAVING

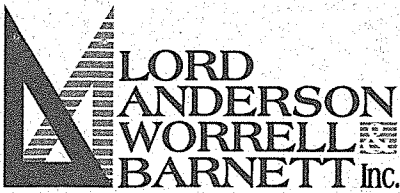
VAN SIVER Paving See VII

The money necessary to fund said contract is in the amount of 9702.17 and, upon approval of the contract, the funds shall be charged to the following line item appropriation of account number 95 Bondway 84-0695-4RD. These funds are not being certified as being available for more than one pending contract.

Joanne Diggs
Joanne Diggs
Finance Director

cc: Township Solicitor
Township Auditor

Project	VanSciver Pky Section7	Explanation
Original Contract	\$80,939.00	
Change Order #1	\$158.21	Misc. Changes to Methods of Construction
Total Adjusted Contract	\$81,097.21	



LORD
ANDERSON
WORRELL
BARNETT Inc.

More than a Civil Engineering Firm

January 9, 1996

651 High Street
P.O. Box 68
Burlington, NJ 08016

(609) 387-2800
Fax (609) 387-3009

To Council
for Action
mjm

Robert W. Lord, PE & LS, PP

C. Kenneth Anderson, PE & LS, PP

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

Arnold W. Barnett, PE & LS

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

Ashwin G. Patel, PE

Gordon L. Lenher, LS

Edwin R. Ruble, LS

Gurbachan Sethi, PE

Scott D. Taylor, CLA & PP

L. Gary Zube, LS

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

RE: Van Sciver Parkway, Section VII
Township of Willingboro
Change Order No. 1
LAWB File No. 95-39-34

Dear Mr. Bonaparte:

Enclosed please find four (4) original copies of Change Order No. 1 for the Van Sciver Parkway, Section VII Project. The reason for this Change Order is to incorporate changes in the method of stabilization (change from hydrated line to portland cement), and to change the unit price for base repairs.

The base repairs originally specified included separate items for roadway excavation earth, and dense graded aggregate, variable thickness. Two large soft spots were encountered which required roadway excavation and dense graded aggregate materials totalling approximately \$16,000 in value, as originally bid. In fairness to the Township of Willingboro, Meredith Paving Corporation voluntarily offered the change from the bid unit prices to a fee based on time, equipment and materials. The total amount charged for making the noted repairs was \$9,702.17, thus saving the township approximately \$6,300.00.

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

Very truly yours,

LORD, ANDERSON, WORRELL & BARNETT, INC.

Arnold W. Barnett, PE & LS
Willingboro Township Engineer

AWB:jmd

cc. Meredith Paving Corporation

ARNOLD\JAN\NBONAPAR.J9 (96)



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

CHANGE ORDER NO. 1

Date January 5, 1996

Contractor Meredith Paving Corporation
Address P. O. Box 267
Riverton, NJ 08067

Project No. 95-39-34
Vansciver Parkway, Section VII
Township of Willingboro

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. *Changes in Methods and unit prices as detailed below*

Item	Description	Quantity	Unit Price	Amount
<u>SUPPLEMENTAL</u>				
12S.	Road Mixed Stabilization, Portland Cement	2,249 SY	3.70	\$8,321.30
13S.	3/4" Stone Aggregate Base	1 LS	1,596.24	1,596.24
14S.	Base Repairs	1 LS	9,702.17	<u>9,702.17</u>
				\$19,619.71
<u>Extra</u>				
4.	Reconstruct 6" R. C. Drive Aprons	1.25 SY	60.00	\$75.00
<u>REDUCTION</u>				
1.	Milling, 0" - 10"	298 SY	3.75	\$ 1,117.50
2.	Road Mixed Stabilization, Hydrated Lime	3,600 SY	3.70	13,320.00
3.	Concrete Curb	33 LF	15.00	495.00
5.	Construct Concrete Handicapped Ramps	3.7 SY	60.00	222.00
6.	Bituminous Stabilized Base Course, Mix I - 2, 5" Thick	299 SY	10.00	2990.00
7.	Bituminous Concrete Surface Course, Mix I - 5, 2" Thick	298 SY	4.00	1,192.00
10.	Roadway Excavation, Earth	1 CY	100.00	100.00
11.	Dense Graded Aggregate, Variable Thickness	1 CY	100.00	<u>100.00</u>
				\$19,536.50

Amount of Original Contract.....	\$80,939.00
Adjusted amount of Contract due to previous Change Orders.....	\$80,939.00
Supplemental.....	\$19,619.71
Extra.....	\$75.00
Reduction.....	\$19,536.50
Adjusted Amount of Contract.....	\$81,097.21
Change in Contract.....	+0.19%

J. E. Ramsey

Engineer
Township of Willingboro
Municipality
Date 1-11-96

J. E. Ramsey

Mayor
Meredith Paving Corporation
Contractor
Date 1-16-96

By: _____
Title _____
Date _____

✓

RESOLUTION NO. 19-1996
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.

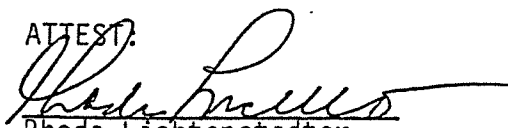
NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session on JAN 16, 1996 that an Executive Session closed to the public shall be held on JAN 16, 1996 at 9:45 p.m. in the Willingboro Township Municipal Complex, One Salem Road Willingboro, New 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


Township Clerk

RESOLUTION NO. 20 - 1996


WHEREAS, the New Jersey Housing and Mortgage Finance Agency Act of 1983 states that:

"No application for a loan for the construction, improvement or rehabilitation of a housing project containing rental units to be] rented at below market rates to be located in any municipality shall processed unless there is already filed with the secretary of the agency a certified copy of a resolution adopted by the municipality reciting that there is a need for such housing projects in the municipality."

NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of Willingboro assembled in public session this 16th day of January, 1996, finds that there is a need for such housing projects in the Township of Willingboro, the Township Clerk be, and hereby is, authorized and directed to file a certified copy of this resolution with the Secretary of New Jersey Housing and Mortgage Finance Agency.


JEFFREY E. RAMSEY
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

SAMPLE RESOLUTION OF NEED

Whereas, the New Jersey Housing and Mortgage Finance Agency Act of 1983 states that:

"No application for a loan for the construction, improvement or rehabilitation of a housing project containing rental units to be rented at below market rates to be located in any municipality shall be processed unless there is already filed with the secretary of the agency a certified copy of a resolution adopted by the municipality reciting that there is a need for such housing projects in the municipality."

NOW, THEREFORE, BE IT RESOLVED that the _____
(Governing Body)

finds that there is a need for such housing projects in the _____
(Municipality)

The _____ be, and hereby is, authorized and directed to
(Township, City Clerk)

file a certified copy of this resolution with the Secretary of New Jersey Housing and Mortgage Finance Agency.

(Date) I, _____ (Clerk)

certify that the above resolution was adopted by the _____
(City, Town, etc.)

of _____
(Municipality)

jlp
Revised 7-6-93


RESOLUTION NO. 21 - 1996

WHEREAS, the need exists for Engineering and Inspection services relative to two projects at Fire Station 163; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 30th day of January, 1996, as follows:

1. The Mayor and Clerk are hereby authorized and directed to execute the attached agreement with Arnold W. Barnett, of the firm of Lord, Anderson, Worrell and Barnett, in an amount not to exceed \$9,000.
2. This contract is awarded without competitive bidding as a professional service in accordance with N.J.S.A. 40:11-5(1)(a) of the Local Public Contracts Law because the services are to be performed by a person authorized by law to practice a recognized profession.
3. A notice of this action shall be published once in the Burlington County Times.


JEFFREY E. RAMSEY
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.

February 5, 1996

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 Res. No. 21, 1996, authorizing a professional services contract for you for engineering and inspections services for Fire Station No. 163.

Also please find enclosed two (2) copies of an agreement. Please sign and return both of them to me and one fully executed one will then be sent to you.

Thank you.

Sincerely,

Rhoda Lichtenstadter, RMC
Township Clerk
rl
Encs.



More than a Civil Engineering Firm

To Council for ACTION

651 High Street
P.O. Box 68
Burlington, NJ 08016

(609) 387-2800
Fax (609) 387-3009

January 2, 1996

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

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

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

RE: Engineering Service for Fire Station 163
Proposal No. S-96002AB

Dear Mr. Bonaparte:

John P. Augustino
Stephen L. Berger
Christopher J. Boufard, PLS & PP
Barry S. Dirkin
Mark E. Malinowski, PE
Ashvin G. Patel, PE

At the Council meeting of December 26, 1995, Council agreed to proceed with the preparation of plans and specifications for the two projects at Fire Station 163. The two projects are:

1. Removal of Underground Storage Tanks and Parking Lot Restorations.
2. Re-Roofing of the Building

It would be proper for a Professional Services Resolution authorizing the following services to be passed:

Gordon L. Lenher, LS
Edwin R. Ruble, LS
Gurbachan Sethi, PE
Scott D. Taylor, CLA & PP
L. Gary Zube, LS

Development of Plans and Specifications and Inspection Services for Removal of the Underground Storage Tanks at Fire Station 163.	\$7,000.00
Preparation of Plans and Specifications and Inspection of a Membrane Roof Replacement at Fire State 163.	\$2,000.00

As is customary, our billing on these projects is based on our hourly fees schedule with the above stated figures as 'not to exceed' amounts.

Very truly yours,

LORD, ANDERSON, WORRELL & BARNETT, INC.

Arnold W. Barnett
Arnold W. Barnett, PE & LS
Willingboro Township Engineer

AWB:jmd

cc. Rhoda Lichtenstadter, Township Clerk

PROP\AWB\FIRES163.J2 (96)

PROFESSIONAL SERVICES AGREEMENT
between the Township of Willingboro
and Arnold W. Barnett, P.E. & L.S.

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

WHEREAS, Arnold W. Barnett is a licensed Professional Engineer authorized to practice in the State of New Jersey and is hereafter identified as the Engineer.

NOW, THEREFORE, it is agreed by and between the Township of Willingboro and Arnold W. Barnett, P.E. & L.S., a licensed Professional Engineer of the State of New Jersey as follows:

I. APPOINTMENT. Arnold W. Barnett, P.E. & L.S., is hereby appointed and retained as Engineer and Inspector relative to two projects at Fire Station 163

II. TERM. This appointment shall continue until the matters assigned have been concluded or until the services have been determined to be no longer required by the Township Council.

III. SERVICE. During the terms of this Agreement, the Engineer agrees to provide engineering and inspection services.

IV. COMPENSATION.

1. During the term of this Agreement, the engineer shall be compensated in accordance with Resolution No. 21 1996.

V EQUAL OPPORTUNITY.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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


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

TOWNSHIP OF WILLINGBORO


JEFFREY E. RAMSEY
MAYOR


ARNOLD W. BARNETT
P.E. & L.S.

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

2/23/96
DATE

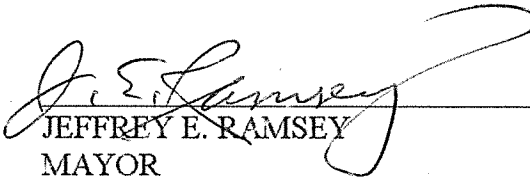
RESOLUTION NO. 22 - 1996

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

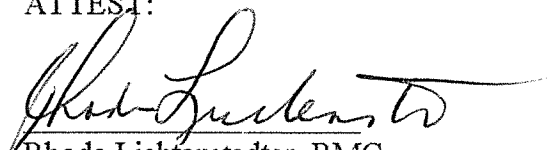
WHEREAS, refunds are due for these overpayments as listed on the attached schedule and made a part hereto;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 6th day of February, 1996, 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.


JEFFREY E. RAMSEY
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

To
Council
for Action
[Signature]

WILLINGBORO TOWNSHIP
INTEROFFICE MEMO

DATE: JANUARY 24, 1996
TO: MR. BONAPARTE
FROM: JOANNE G. DIGGS *[Signature]*
SUBJECT: ITEM FOR COUNCIL

This is to request a Council resolution to refund tax overpayments per the attached list.

c. Rhoda Lichtenstadter

Gilesa Johnson 31 Henderson Lane Block 620 Lot 26 31 Henderson Lane Veteran Deduction	50.00
Anthony Freni PO Box 509 Willingboro, N.J. 08046 Block 114 Lot 24 72 Southampton Drive Senior Citizen Deduction	250.00
Joseph Hackett 53 Sylvan Lane Block 134 Lot 14 53 Sylvan Lane Senior Citizen Deduction	250.00
Gladys Reid 9 Executive Lane Block 834 Lot 2 9 Executive Lane Senior Citizen Deduction	250.00
Willingboro Twonship- Current Acct. 1 Salem Rd. Put in Trust Other by mistake	500.00
FUNB as Custodian for National Tax Funding 1700 Palm Beach Lakes Blvd. Suite 1100 West Palm Beach, FL. 33401 Paid Subsequent Taxes that were already paid	718.38
S& H Abstract Co. 454 Columbus Rd. Burlington, N.J. 08016 Block 133 Lot 4 58 Sylvan Lane Overpayment Taxes	523.05

Michael Loch 41 Edgely Lane Willingboro, N.J. 08046 Block 824 Lot 26 103 East River Drive Refund to Tax Title Lien Holder	696.59
Lanor Brewer 37 Barnwell Lane Block 231 Lot 32 37 Barnwell Lane Senior Citizen Deduction	250.00
CRMC 200 Old Wilson Bridge Rd. Worthington, OH 43085 Block 333 Lot 1 118 Plumtree Lane Overpayment Taxes	5460.79
Source One Mtg. 27555 Farmington Road Farmington Hills, MI. 48334-3357 Block 516 Lot 10 38 Mariner Lane Overpayment Taxes	521.21
Shirley Smith 2 Peacock Lane Block 312 Lot 1 2 Peacock Lane Disable Deduction	250.00
Gladys Reid 9 Executive Lane Block 834 Lot 2 9 Executive Lane Veteran Deduction	50.00
Harold Solliday 161 Genessee Lane Block 731 Lot 20 161 Genessee Lane Overpayment Taxes	517.66

Chemical Bank of NJ PO Box 349004 Columbus, OH 43234-9004 Block 640 Lot 7 22 Holton Lane Overpayment Taxes	557.61
John Stewart 42 Botany Circle Block 238 Lot 18 42 Botany Circle Veteran Deduction	50.00
Magnolia Federal Bank Savings PO Box 1858 Hattiesburg, MS. 39403-1858 Block 632 Lot 2 52 Hazelwood Circle Overpayment Taxes	60.00
Donna Milling PO Box 98 Thornton, PA 19373 Block 516 Lot 10 38 Mariner Lane Overpayment Taxes::	173.74
Mortgage Access Corp. 1625 Rt. 10 PO Box 510 Morris Plains, N.J. 07950-0510 Block 218 Lot 24 1 Blackwell Lane Overpayment Taxes	38.98
Progress Federal Savings Transamerica Real Estate Tax Service 200 Centennial Ave. Piscataway, N.J. 08854 Block 224 Lot 16 52 Brunswick Lane Overpayment Taxes	512.03

MaryAnn Borrromeo
7 Mandolin Lane
Block 512
Lot 20
7 Mandolin Lane
Senior Citizen Deduction

250.00

RESOLUTION NO. 23-1996

WHEREAS, it is the desire of the Township Council of the township of Willingboro to provide a clean, litter-free environment for its citizens; and

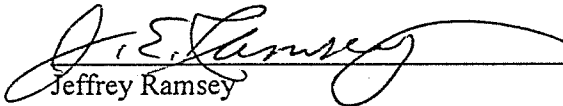
WHEREAS, the Township of Willingboro is eligible to receive an annual grant under the Clean Communities Act (N.J.S.A. 13:1E-99.1 et seq., as amended by P.L. 1989, c.108 and P.L. 1992, c.150), as administered by the New Jersey Department of Environmental Protection to create or to supplement an existing litter reduction program within the township; and

WHEREAS, to be eligible for this funding the Township Council of the township of Willingboro must adopt a model program for litter control as required by N.J.S.A. 13:1E-99.2e, and must certify that the model program has been adopted;

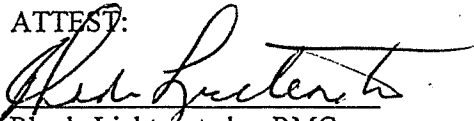
NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the township of Willingboro: that the Township Manager or his designee, is hereby authorized to apply to the New Jersey Department of Environmental Protection and execute all documents necessary for a grant no less than 39,864; that if any additional Clean Communities funding is awarded, all additional funding will be used only on a program of litter reduction in accordance with the grant requirements and with all other conditions of this application.;

BE IT FURTHER RESOLVED that the Office of the Township Manager will be responsible for the Clean Communities Program implementation, and the Deputy Township Manager (Denise Rose) is hereby designated as the Clean Communities coordinator;

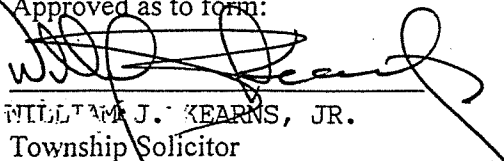
BE IT FURTHER RESOLVED, that the township has or will submit to the Department of Environmental Protection an application with an action plan and a spending plan; and that the Model Program II, with all its requirements is hereby adopted.


Jeffrey Ramsey
Mayor

ATTEST:


Rhoda Lichtenstader, RMC
Township Clerk

Approved as to form:


WILLIAM J. KEARNS, JR.
Township Solicitor

Township of Willingboro

Inter-office Memorandum

*To
Council
for Action*

To: Norton N. Bonaparte, Township Manger
From: Denise M. Rose, Deputy Township Manager
Date: January 31, 1995
Re: Clean Communities Grant Application

I am enclosing a copy of the 1996 Clean Communities Grant Application and a resolution for the Township Council's consideration.

The New Jersey Clean Communities Program provides grant funding to assist municipalities in the prevention of litter. Eligible activities include the following:

- Litter Clean-up - this activity employs people to pick-up litter from public streets and property. It also provides funding for required direct supervision, materials and supplies.
- Litter Prevention Education - this activity provides funding for public lands clean-up day, education materials and supplies, employment of educational specialists or other for such an educational program.
- Enforcement of litter related laws and ordinances- this activity provides funding for publicizing litter-related laws, the employment of a clean communities coordinator as well as materials and supplies needed for enforcement.

The program requires that municipalities implement a program that combines element of litter clean-up, enforcement of anti-litter laws and public education.

Municipalities are required to:

1. establish an 'Adopt-a-Highway' program;
2. recycle all recyclable litter;
3. provide receptacles for the deposit of litter and recyclable at suitable locations;
4. publicize and conduct two public lands clean-up days during the year;
5. enforce anti-litter laws;
6. conduct at two clean communities programs a year;
7. conduct a litter prevention program in conjunction with at least two schools or youth groups;
8. appoint a clean communities advisory committee.

Willingboro is eligible to receive Clean Communities Grant funding in the amount of \$39,864. This is \$11,062 more than the 1995 grant.

The Township's proposed 1996 Clean Communities Program expands on the activities undertaken in previous years:

1. Increase the Litter Patrol program from 5,000 hours to 7,414 hours, utilizing 23 teenage temporary employees and two temporary light laborers as well as a Saturday supervisor.
2. Sponsor two public lands clean-up days. The first will be held in April to coincide with Earth Day. The second will be held in late September.
3. Work with the School Superintendent and principals and the township's recreation staff to develop and implement a litter prevention education module for the elementary schools and the township's teen program;
4. Develop and publish an anti-litter brochure for residents;

5. Publish articles in the Township's quarterly newsletter about resident's responsibility to assist in maintaining a litter free environment, as well as publicizing the township's anti-litter ordinances and activities;
6. increase the number of roads in the township's Adopt-a-Road prom from one to three. Currently the section of Route 130 North-bound has been adopted; and
7. meet with various community groups to discuss how they can assist the township in maintaining a 'Clean Community'

The Environmental Committee has served in the capacity of a Clean Community Advisory Board, I recommend that it continue to serve in this capacity.

Due to staffing difficulties in the New Jersey Division of Solid and Hazardous Waste the Township did not receive the application for this program until late last week. The application was due in on January 31, 1996. The Clean Communities grant program requires that the Township Council vote on a resolution authorizing an official of the Township to execute all program documents and name a program coordinator, because the State was late in sending out the application and the regular public meetings of many of the municipalities are held at the beginning of the month it is allowing for the passage of a retrospective resolution.

1996

MUNICIPAL
CLEAN COMMUNITIES GRANT APPLICATION

MUNICIPAL CODE 3-37

MODEL PROGRAM LEVEL II

PART I: APPLICANT INFORMATION

Please type or print:

A: Municipality: Willingboro County: Burlington

B: Municipal mailing address: One Salem Road
Willingboro, New Jersey 08046

C: Coordinator: Denise M. Rose Title: Deputy Township Manager

D: Coordinator's mailing address: One Salem Road
Willingboro, New Jersey 08046

E. Coordinator's telephone number: (609) 877-2200 extension 6218

F. Municipal Clerk: Rhoda Lichtenstader Telephone: (609) 877-2200

G. Chief Financial Officer: Joanne Diggs

H. Title: Director of Finance Telephone: (609) 877-2200

I. Mayor: Jeffrey Ramsey

J. Exact amount of grant from the "Allocation List": \$39,864

K. Was a Clean Communities grant received last year?: Yes XX No

FOR STATE USE ONLY

Reviewed by: _____ Date: _____

Submitted by: _____ Date: _____

Approved by: _____ Date: _____

PART II: SPENDING PLAN (Attach additional sheets if needed.)

A. Litter Pickup and Removal Budget (Round off to the nearest dollar)

1. Salaries and wages:				<u>\$ 32,855</u>
Total hours	<u>7,414</u>			
2. Contributions to groups for litter pickup:				<u>\$ 0</u>
Total hours				
3. Equipment (Over \$300 and over 1 year useful life)				
Item	Quantity	Cost Ea.		
Litter Containers	<u>4</u>	<u>300</u>	<u>\$1,200</u>	
		Equipment total:		<u>\$1,200</u>
4. Material and supplies:				
<u>Adopt a Road Signs</u>			<u>\$ 600</u>	
<u>T-shirts</u>			<u>\$1,500</u>	
<u>Bags, Gloves, Rakes etc.</u>			<u>\$ 409</u>	
		Material and Supplies total:		<u>\$2,509</u>
5. Contracted services (specify activity):				
		\$		
		\$		
		Contracted services total:		<u>\$ 0</u>
6. Other cost (specify):				
		\$		
		\$		
		Other costs total:		<u>\$ 0</u>
Total for Litter Pickup and Removal:				<u>\$36,564</u>

DESCRIBE IN DETAIL THE FOLLOWING: (Attach additional sheets if needed.)

How will litter be picked-up and removed?: The Township employs a total of 43 teenagers in its litter patrol program. The program focuses on the clean-up of the Township's 'parkways.' This program provides Saturday litter clean-up during the school year and weekday litter clean-up during the summer. This program is supplemented by the Township's seasonal light labor employees, who are responsible for removing litter in the less accessible public areas of the Township, such as creek banks, storm drainage area and the parks.

Municipality's "ADOPT-a-HIGHWAY" Program: (identify the road)

The Township's 'Adopt -a Highway Program has one road that has been adopted: a Portion of Route 130 North. It hopes to expand the program to include a portion of Levitt Parkway and John F. Kennedy Way.

Municipality's "Public Lands Cleanup (s)" for 1996: The Township will hold two 'Public Lands Clean-up Days.' One will be held in April in conjunction with Earth Day. The second Clean-up will be held in late September. The Township will enlist the assistance of various community organizations and individuals.

PART II: SPENDING PLAN cont. (Attach additional sheets if needed.)

B. Public Information and Education Budget (Round off to the nearest dollar)

1. Salaries and wages:			\$ <u>0</u>
Total hours			
2. Equipment (over \$300 and over 1 year useful life)			
Item	Quantity	Cost Ea.	
		\$	
		\$	
	Equipment total:		\$ <u>0</u>
3. Material and supplies:			
<u>Advertising - Clean-up Days, Anti-Litter, etc.</u>			\$ <u>600</u>
<u>Printing- Educational Program Material</u>		\$1,000	
<u>Postage - Mailings to teachers, community groups</u>		\$ 200	
	Material and Supplies total:		\$ <u>1,800</u>
4. Contracted services (specify activity):			
<u>School Performance, Anti-litter Programs</u>		\$1,500	
		\$	
	Contracted services total:		\$ <u>1,500</u>
5. Other cost (specify):			
		\$	
		\$	
	Other costs total:		\$ <u>0</u>
Total for Public Information and Education:			\$ <u>3,300</u>

DESCRIBE IN DETAIL THE FOLLOWING: (Attach additional sheets if needed.)

How will the municipality conduct ongoing education on "LITTER PREVENTION" in the schools or with youth groups? The Township will work with the School Superintendent and Elementary School Principals to develop a litter prevention education module and to provide assembly programs at each elementary school. The assembly program will use the services of various performers to present material in an appealing and informative manner. The Coordinator will also work with the recreation department to develop and present litter prevention programs to its youth groups.

How will the municipality present the "LITTER PREVENTION" program(s) to the general public? The Township will use a variety of methods in delivering its 'litter prevention' program to the community. It will develop and publish a litter prevention brochure to inform community members of their responsibilities in maintaining a clean community. It will also meet with various community groups to discuss its program goals and ways the groups and their members may assist the Township in maintaining a "Clean Community." It will also publish articles in the Township Newsletter concerning litter prevention.

How will the results of the "Public Lands Cleanup(s)" be publicized? The Township will publish articles in its quarterly Newsletter and will send press releases to various media outlets in Burlington County.

PART II: SPENDING PLAN cont. (Attach additional sheets if needed.)

C. Enforcement of Litter Ordinance Budget (Round off to the nearest dollar)

1. Salaries and wages: \$ 0
Total hours

2. Equipment (over \$300 and over 1 year useful life)

Item	Quantity	Cost Ea.
		\$
		\$
	Equipment total:	\$ <u>0</u>

3. Material and supplies:

	\$	
	\$	
	Material and Supplies total:	\$ <u>0</u>

4. Contracted services (specify activity):

	\$	
	\$	
	Contracted services total:	\$ <u>0</u>

5. Other cost (specify):

	\$	
	\$	
	Other costs total:	\$ <u>0</u>

Total for Litter Enforcement: \$ 0

DESCRIBE IN DETAIL THE FOLLOWING: (Attach additional sheets if needed.)

How will the municipality enforce its litter related laws and ordinance? The Township utilizes its Code Enforcement Officers to enforce all anti-litter ordinances and regulations. This effort is supplemented by it Police Officers.

How will the municipality related laws and ordinances be publicized? The Township's ordinances and regulations are publicized in its quarterly newsletters and brochures, as well as speaking with community groups.

What does the municipality do with fines collected for "illegal littering and dumping?" Fines are used to supplement the Clean Communities Program activities.

PART II: SPENDING PLAN cont. (Attach additional sheets if needed.)
D. Program Administration Budget (Round off to the nearest dollar)

CANNOT EXCEED 5% OF GRANT ALLOCATION

1. Salaries and wages:			\$ <u>0</u>
Total hours			
2. Equipment (over \$300 and over 1 year useful life)			
Item	Quantity	Cost Ea.	
		\$	
		\$	
	Equipment total:		\$ <u>0</u>
3. Material and supplies:			
		\$	
		\$	
	Material and Supplies total:		\$ <u>0</u>
4. Contracted services (specify activity):			
		\$	
		\$	
	Contracted services total:		\$ <u>0</u>
5. Other cost (specify):			
		\$	
		\$	
	Other costs total:		\$ <u>0</u>
Total for Program Administration			\$ <u>0</u>
Total for Litter Pickup, Removal and Disposal			\$ <u>36,564</u>
Total for Public Information and Education			\$ <u>3,300</u>
Total for Enforcement of Litter Laws and Ordinances			\$ <u>0</u>
TOTAL OF ENTIRE CLEAN COMMUNITIES BUDGET			\$ <u>39,864</u>

PART III: DOCUMENTATION/CERTIFICATION

I, the undersigned, hereby certify that the required 1995 Clean Communities Model Program for municipalities has been duly adopted by resolution, ordinance, or regional plan and shall be implemented during the grant year, and that the Clean Communities Grant Requirements for municipalities shall be adhered to.

I also certify that the municipality maintains, either through insurance or self-insurance, general liability coverage equal to \$500,000 per person. \$1 million per occurrence for personal injury and \$250,000 per occurrence for property damage and Worker's Compensation applicable to the laws of New Jersey. I certify that the municipality shall keep, save, and hold harmless the State of New Jersey from all claims, loss, liability, expense, damage or the like arising from or in any way related to Clean Communities Program implementation or the expenditure of the Clean Communities allocation on any salaries, wages, equipment, services or any occurrence arising from such expenditure.

I also certify and attest that all information in this application is accurate, and grant the State of New Jersey access to any records and documents necessary to verify such information. I understand that falsification constitutes grounds for disqualification from eligibility for Clean Communities grant funding in addition to other possible penalties pursuant to law, and that failure to satisfactorily complete any section of this application may affect approval.

Date: January 31, 1996

Name: Denise M. Rose

Title: Deputy Township Manager

Signature: _____
(Signature of the official authorized to sign by resolution)

SUBMIT APPLICATION TO THE ADDRESS BELOW

**New Jersey Department of Environmental Protection
Division of Solid and Hazardous Waste
Clean Communities Program
Cn 414
Trenton, NJ 08625-0414**

FOR STATE USE ONLY

RESOLUTION NO. 24 1996
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 Feb 6, 1996, that an Executive Session closed to the public shall be held on Feb 6, 1996 at 7:30p.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
Township Clerk

RESOLUTION NO. *25*-199*6*

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

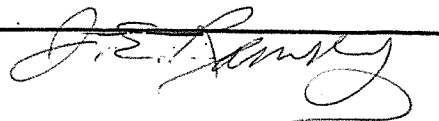
WHEREAS, it is necessary for the Township Council of the Township of Willingboro to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- (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.

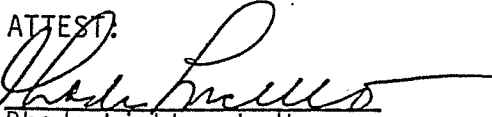
NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session on *Feb 15*, 1996, that an Executive Session closed to the public shall be held on *Feb 15*, 1996 at *10:20*p.m. in the Willingboro Township Municipal Complex, One Salem Road Willingboro, 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
Township Clerk

RESOLUTION NO. 26 - 1996

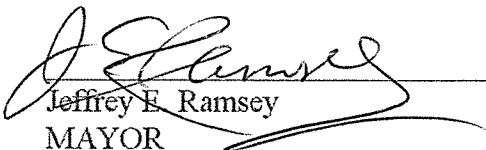
WHEREAS, the Township Council of the Township of Willingboro has received and reviewed the annual report for 1994; and

WHEREAS, the Chief Financial Officer of the Township is required to prepare a Corrective Action Plan, addressing the comments in the 1994 Audit; and


WHEREAS, the Township Council has received and reviewed the Corrective Action Plan submitted by the Chief Financial Officer of the Township of Willingboro;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro assembled in public session this 20th day of February, 1996, that the Corrective Action Plan prepared by the Chief Financial Officer of the Township of Willingboro, for the 1994 Audit, be and hereby is approved; and

BE IT FURTHER RESOLVED, that certified copies of this Resolution be provided to the Chief Financial Officer of the Township of Willingboro, to the Township Auditor and the the Division of Local Government Services for their information and attention.


Jeffrey E. Ramsey
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

WILLINGBORO TOWNSHIP
INTEROFFICE MEMO

DATE: FEBRUARY 8, 1996

TO: MR. BONAPARTE

FROM: JOANNE G. DIGGS 

SUBJECT: ITEM FOR COUNCIL

Attached is the Corrective Action Plan required by the State to answer audit comments.

c. Rhoda Lichtenstadter

CORRECTIVE ACTION PLAN

Willingboro Township

Burlington County

August 23, 1995

Comment No. 1

Condition:

The accounting records for property maintenance liens and redemption's of tax title liens were not reconciled with the receipts/revenue records.

Analysis:

Number of maintenance liens increased and our practice of manually recording them became extremely cumbersome and ineffective.

Corrective Action:

New computer software has allowed us to impute maintenance liens records as they are accumulated and payments are posted and reconciled to revenue monthly.

Implementation Date:

We began this practice in March of 1995.

Comment No. 2

Condition:

Computerized ATS cash records for the Municipal Court were not balanced with bank reconciliation.

Analysis:

Run sheet from the ATS system was not used to reconcile the cash records because it was incorrect. The cash was manually balanced each month.

Corrective Action:

We have corrected the run sheet from the ATS system and now use it to balance the cash

Implementation Date:

This practice began in August 1995.

Comment No. 3

Condition:

The cash receipts record maintained by the Construction Code office did not reconcile to the computerized permit log record and the amount of D.C.A. training fees remitted to the State was incorrect due to erroneous permits in the computer record.

Analysis:

Sample permit was entered into the computer. Also, permits issued for School Buildings were charged and the fees for the School Board are exempt.

Corrective Action:

The amount overpaid to N J Department of Community Affairs for State training fees was deducted from third and fourth quarter of 1995.

Implementation Date:

October 1995 and January 1996.

Corrective Action Plan

Willingboro Township

Burlington County

February 13, 1996

Comment No 1

Condition

The calculation of the amount of SSI reimbursable to three clients was not accurately computed. One client was underpaid \$320.00 and town clients were overpaid \$62.50 and \$47.64 each.

Analysis: Director of Human Services incorrectly computed reimbursement amounts..

Corrective action: A check in the amount of \$320 was issued to client RB on 4/18/95 to correct underpayment. Letters were sent to clients JB and TC on 2/10/96 to request repayment of the overpayments of \$62.50 and \$47.64 respectively.



RECEIVED

FEB 1 1996

Christine Todd Whitman
John De Cristofano

State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

OFFICE OF THE TOWNSHIP CLERK
WILLINGBORO, NEW JERSEY

HARRIET DERMAN
Commissioner

CHRISTINE TODD WHITMAN
Governor

M E M O R A N D U M

January 31, 1996

TO: Mayor and Governing Body
FROM: Beth Gates, Director *Beth Gates*
Division of Local Government Services
SUBJECT: Corrective Action Report for 1994 Audit Report

Our records indicate that a Corrective Action Plan has not been submitted for your 1994 audit report.

Based upon the requirements of Federal OMB Circular No. A-128, 13 (d) and the Directive by the Division of Local Government Services, Local Finance Notice 92-15 dated August 9, 1992, the chief financial officer must submit a Corrective Action Plan, relative to the findings and recommendations in the audit report. The plan is to be submitted to the Division within sixty (60) days from the date the audit is received by the governing body, along with a certified copy of the resolution of the governing body approving the Plan. Please submit the required report within forty five (45) days of receipt of this letter.

If you have any questions, you may call John De Cristofano at (609) 292-4806.

0850p
c: Chief Financial Officer



92-15

Notice Number

New Jersey Department of Community Affairs
Division of Local Government Services

7/8/92

Date

LOCAL FINANCE NOTICE

JIM FLORIO
GOVERNOR

MELVIN R. PRIMAS, JR.
COMMISSIONER

BARRY SKOKOWSKI, SR.
DIRECTOR

CORRECTIVE ACTION PLANS - NEW REQUIREMENTS FOR LOCAL UNITS

Up until now, only those municipalities and counties receiving federal aid in excess of \$25,000/year have been obligated to prepare Corrective Action Plans in accordance with the Single Audit Act, U.S. Office of Management and Budget Circular A-128, and New Jersey Office of Management and Budget Circular Letter 87-11.

In accord with the timetable set forth in this Notice, all local units (includes municipalities, counties, and fire districts and authorities operating under the Local Public Authorities Fiscal Control Act) must now prepare and submit a Corrective Action Plan as part of their annual audit process.

The Corrective Action Plan shall be prepared in accordance with the OMB circulars and this Notice. Plans are to be submitted to the Division and placed on file with the Clerk or Secretary of the local unit 60 days from the date the audit is received by the governing body. A sample typical Corrective Action Plan item is attached.

The Plan shall cover all findings and recommendations in the audit report, including state, federal, and general findings, as well as the status of all prior year findings and recommendations. It should be prepared by the Chief Financial Officer of the local unit, with assistance from other officials affected by the audit recommendations and approved by the governing body of the local unit.

Each Corrective Action Plan shall include the following for each finding:

- a) Description of the deficiency (finding, observation, questioned costs, etc.)
- b) Analysis of why the deficiency occurred
- c) Descriptions of procedures to be used to correct the deficiency or reason why the finding will not be corrected
- d) Expected date of implementation (which is required to be no later than six months after the date of the audit report)

Director's Office
609-292-6613

Administration
and Research
609-292-4584

Financial Regulation
and Assistance
609-292-4806

Local Finance
Board
609-292-5610

Local Management
Services
609-292-7842

Authority Regulation
609-984-0133

Fax
609-633-6243

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES

SAMPLE CORRECTIVE ACTION REPORT ITEM

Name of Municipality County Date of Audit Report

Finding #1

1. Description: The Tax Collector's office did not deposit cash receipts within 48 hours as required by law.
 2. Analysis: The Tax Collector was too busy to make bank deposits.
 3. Corrective Action: Cash receipts will be deposited at the bank on a daily basis by the Tax Collector or another authorized individual.
 4. Implementation Date: The policy will be effective July 1, 1992.
-

SUGGESTED AUDIT SYNOPSIS LANGUAGE FOR CORRECTIVE ACTION PLANS

A Corrective Action Plan, which outlines actions the (insert name of local unit) will take to correct the findings listed above, will be prepared in accordance with federal and state requirements. A copy of it will be placed on file and made available for public inspection in the Office of the Municipal (or County) Clerk in (insert name of local unit[s]) within 45 days of this notice.



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 22, 1996

Beth Gates, Director
Division of Local Government Services
Department of Community Affairs
CN 803
Trenton, New Jersey 08625

Dear Ms. Gates:

Enclosed please find a copy of Resolution No. 26, 1996 adopted by Willingboro Township Council at their meeting of February 20, 1996, along with a copy of the Corrective Action Plan as required by law.

Sincerely,

Rhoda Lichtenstadter, RMC
Township Clerk

rl

Encs.

RESOLUTION NO. 27- 1996
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:

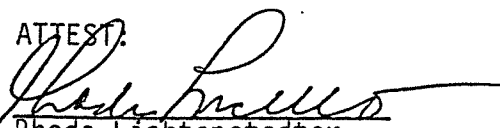
- (7) Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege: Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required 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 *Feb 20*, 1996, that an Executive Session closed to the public shall be held on *Feb 20*, 1996 at *10:20* 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
Township Clerk

RESOLUTION NO. 28 - 1996
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 *Feb 22*, 1996, that an Executive Session closed to the public shall be held on *Feb 26*, 1996 at *8:35* p.m. in the Willingboro Township Municipal Complex, One Salem Road Willingboro, New Jersey, for the discussion of matters relating to the specific items designated above.

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


MAYOR

ATTEST:


Rhoda Lichtenstadter
Township Clerk

RESOLUTION NO. 29 - 1996

WHEREAS, the applicant, Alpha Baptist Church, has requested the return of the performance bond on the Alpha Baptist Church Day Care Center; and

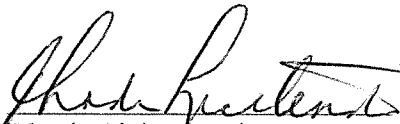
WHEREAS, the engineer, by his letter dated February 21, 1996, has indicated that an inspection has been performed on the above site and that the only remaining bond necessary is for the landscaping item.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 27th day of February, 1996, that the bond be returned and that the amount of \$2,400 be retained as a guarantee.

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


JEFFREY E. RAMSEY
MAYOR

ATTEST:


Rhoda Lichtenstadter, RMC
Township Clerk

Copy made for PK NO. 245

FAXed To AB 1/29/96

Rec'd 1/29/96



ALPHA BAPTIST CHURCH

JOSEPH O. BASS, PH.D., PASTOR

15 ROSE STREET
WILLINGBORO, NEW JERSEY 08046
TELEPHONE (609) 877-6500

January 29, 1996

Township of Willingboro
Municipal Complex
Salem Road
Willingboro, NJ 08046
Attention: Mrs. Rhoda Lichtenstadtrek

Dear Miss Rhoda:

This is a formal request for a return of the performance bond on placed with the township during the construction of the Day Care Facility on property known as Block 8 Lot 501 located at 9 Rose Street.

We have called for an inspection and Mr. Barnett's office can inform Council regarding the status of the work since an inspection will be performed this afternoon.

Thank you for your assistance in this matter.

I remain,

Yours for His way of peace,

Joseph O. Bass
Joseph O. Bass, Ph.D.



More than a Civil Engineering Firm

To review for ACTION

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

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

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

February 21, 1996

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

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

RE: Performance Bond Reduction
Alpha Baptist Church Day Care Center
LAWB File No. 95-39-86

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

Dear Mr. Bonaparte:

At the request of the applicant we have performed a Bond Reduction Inspection of the above referenced site. Based on our inspection it is our opinion that the only remaining bond necessary is for the landscaping item. The amount of retained guarantee should be \$2,400.00

If Council so chooses, they may authorize a Bond Reduction in an amount such that \$2,400.00 remains as a guarantee.

Please call if you have any questions.

Gordon L. Lenher, LS
Theresa C. McGettigan, CLP
Edwin R. Ruble, LS
Stephen J. Sauselein, PE
Gurbachan Sethi, PE
Scott D. Taylor, CLA & PP
Alfred L. Wright, PE
Gary Zube, LS

Very truly yours,

LORD, ANDERSON, WORRELL & BARNETT, INC.

Arnold W. Barnett
Arnold W. Barnett, PE & LS
Willingboro Township Engineer

cc: Rhoda Lichtenstadter, Township Clerk

AWB:mc

ARNOLD\FEB\ALPHADCC.F21

RESOLUTION NO. 30 - 1996

WHEREAS, the need exists for the renovation of the Emergency Services Building for the use of Emergency Management; and

WHEREAS, there is a need for an Architect to prepare the necessary plans; and


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

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 27th day of February, 1996, as follows:

1. The Mayor and Clerk are hereby authorized and directed to execute the attached agreement with Horace A. Reeves in an amount not to exceed \$9,410; and
2. This contract is awarded without competitive bidding as a professional service in accordance with N.J.S.A. 40:11-5(1)(a) of the Local Public Contracts Law because the services are to be performed by a person authorized by law to practice a recognized profession.
3. A notice of this action shall be published once in the Burlington County Times.


JEFFREY E. RAMSEY
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 HOENE A REEVES

The money necessary to fund said contract is in the amount of 9,410 and, upon approval of the contract, the funds shall be charged to the following line item appropriation of account number 0A-0594-T. These funds are not being certified as being available for more than one pending contract.


Joanne Diggs
Finance Director

cc: Township Solicitor
Township Auditor

Res^d 30 - 1996

PROFESSIONAL SERVICES AGREEMENT

TOWNSHIP OF WILLINGBORO

and

HORACE A. REEVES CONSTRUCTION CO., INC.

This contract is dated this 27 day of February, 1996, by and between the **Township of Willingboro**, County of Burlington, State of New Jersey (hereafter referred to as the "Township" or as the "Client" or as the "Owner") with offices located at One Salem Road, Willingboro, New Jersey 08046 and **Horace A. Reeves Construction Co., Inc.**, with Horace Albert Reeves, Jr. as the designated architect in responsible charge, (hereafter referred to as the "Professional" or the "Architect") of 700 Route # 130, Suite 201, Cinnaminson, New Jersey 08077.

Whereas, Horace A. Reeves Construction Co., Inc., with Horace Albert Reeves, Jr. as the designated architect in responsible charge is a Registered Architect licensed to practice in the State of New Jersey, and

Whereas, Horace A. Reeves Construction Co., Inc., with Horace Albert Reeves, Jr. as the designated architect in responsible charge. has by Resolution of the Township Council been designated as the Architect to act on behalf of the Township with respect to a certain project known as the "Willingboro Emergency Operations Center", and

Whereas, it is necessary and appropriate that agreements and understandings between the parties be reduced to written form:

IT IS MUTUALLY AGREED between the parties to this contract:

I. Appointment. Horace A. Reeves Construction Co., Inc., with Horace Albert Reeves, Jr. as the designated architect in responsible charge is hereby retained as the Architect for Willingboro Township with respect to the specific project identified as the "Willingboro Emergency Operations Center" project.

II. Term. This appointment shall be for the term of completion of the specific project, which term is to be for not more than one year.

III. Service. During the term of this Agreement, the Architect agrees to provide advice to the Township and to perform all of the duties of the Architect as set forth in the *Abbreviated Form of Agreement Between Owner and Architect* [American Institute of Architects Document B151] the terms of which are specifically incorporated herein by reference, except as modified by the terms set forth in this Professional Services Agreement, and in accordance with the proposal letter of the Architect dated December 5, 1995, a copy of which is attached hereto and which is incorporated herein.

IV. Modifications to AIA Document B151. The terms and conditions of the *Abbreviated Form of Agreement Between Owner and Architect* [American Institute of Architects Document B151] are hereby modified as follows:

- a. The Owner is identified as the Township of Willingboro.
- b. The Architect is identified as Horace A. Reeves Construction Co., Inc., with Horace Albert Reeves, Jr. as the designated architect in responsible charge.
- c. The Project is identified as:
Prepare a preliminary design for a new Willingboro Emergency Operating Center [EOC] to be located in the basement of the Emergency Services Building located at Charleston Road and John F. Kennedy Way in the Township of Willingboro; to prepare construction documents for the

new entry enclosure into the EOC and to supervise the contractor bidding and to inspect the construction of the facilities as set forth in the letter proposal of the Architect dated December 5, 1995.

- d. Article 2.3.3 is amended to provide that the obtaining of bids shall be in compliance with the New Jersey Public Contracts Law.
- e. Article 2.4.3 is deleted.
- f. Article 2.4.12 is amended to provide that all change orders shall be subject to approval by the Township in compliance with the New Jersey Public Contracts Law.
- g. Article 2.4.14 is deleted. The Architect shall perform his duties on behalf of and shall be responsible to and serve as a representative of the Owner [Township].
- h. Article 5.2.2 is deleted.
- i. Article 5.2.4 is deleted.
- j. Article 7 is deleted.
- k. Article 8.5 is amended to provide that all payments shall be made in accordance with vouchers submitted for approval by the Township, in accordance with procedures established by the Township for the processing of payments.
- l. Article 8.6 is amended to delete all references to Termination Expenses.
- m. Article 8.7 is deleted.
- n. Article 9.1 is amended to provide that the Agreement shall be governed by the Laws of the State of New Jersey.
- o. Article 9.2 is deleted.
- p. Article 9.4 is deleted.
- q. Article 10 is deleted.
- r. Article 11.2 is deleted.

V. Compensation. During the term of this Agreement, the Professional shall be compensated in accordance with the proposal letter of the Architect dated December 5, 1995, a copy of which is attached hereto and which is incorporated herein.

VI. Equal Opportunity.

1. In consideration of the execution of this Agreement, the Professional shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, marital status, or national origin. The Professional shall comply with the *New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq.* and all other applicable Federal and New Jersey statutes of a similar nature.
2. The attention of the Professional is particularly drawn to the affirmative action provisions of the *New Jersey Law Against Discrimination* as set forth in *N.J.S.A. 10:5-31* and the applicable regulations thereunder. The Professional shall execute such additional documents as may be required of a person, partnership, or corporation doing business in the public sector within the State of New Jersey and shall comply with the rules and regulations relating thereto.

VII. Mandatory Affirmative Action Language Required in all

Contracts with a Public Agency in the State of New Jersey. In accordance with the requirements of *P.L. 1975, C. 127*, and of *N.J.A.C. 17:27*, during the performance of this contract the Professional agrees as follows:

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

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

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective

bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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

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

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

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

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

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office [in the New Jersey Department of the Treasury] as may be requested by the office from time to time in order to carry out the purpose of these regulations and public agencies shall furnish such information as may be requested by the Affirmative

Action Office for conducting compliance investigation pursuant to Subchapter 10 of the *New Jersey Administrative Code* (N.J.A.C. 17:27).

VIII. New Jersey Law. This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

IX. Modification. No modification of this Agreement shall be valid or binding unless the modification shall be in writing and executed by both parties.

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

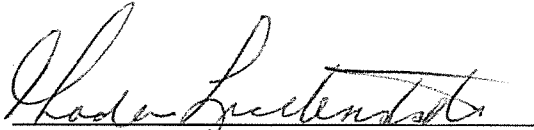
XI. Captions. The captions or the paragraph headings contained in this Agreement are solely for purposes of convenience and shall not be deemed part of this Agreement for the purpose of construing the meaning thereof or for any other purpose.


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

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

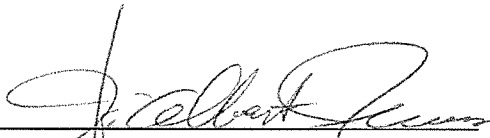
In Witness Whereof, this Agreement has been executed on the day and year set forth above, for the purposes and the term specified herein.

Township of Willingboro


Rhoda Lichtenstadter, R.M.C.
Clerk


Jeffrey E. Ramsey
Mayor

Horace A. Reeves Construction Co., Inc.

By 
H. Albert Reeves

HORACE ALBERT REEVES, JR. • ARCHITECT • ENGINEER • CONSTRUCTION MANAGER

December 5, 1995

Township of Willingboro
Municipal Complex
Salem Road
Willingboro, New Jersey 08046

Re: Revised proposal for the new Willingboro Emergency Operating Center.

The following is our revised proposal to prepare a preliminary design for a new Willingboro Emergency Operating Center (EOC) and to prepare documents for the construction of the alterations and addition required to create the facility at the Emergency Squad Building, Charleston Road and J.F. Kennedy Way in Willingboro.

The work shall be as follows:

A. Define the Project.

1. HAR will fully define the layout and function of the EOC facilities based upon consultation with the Owner, information from the Federal Emergency Management Agency (FEMA) sources and information supplied by the participating organizations through the Owner. HAR will then prepare the following:
 - (1) Prepare a schematic design drawing and an outline specification incorporating all of the recommendations and comments received to fully define the EOC facilities. The drawings and specifications will be in sufficient detail to convey an understanding of the layout and the function of the facility when it will be completed.
 - (2) Prepare a budget estimate of the expected total costs of the complete facility.
 - (3) Upon approval by the Owner, HAR will proceed to the preparation of the construction documents described below.
2. The cost for the architectural/engineering work for defining the EOC facilities, including reproduction costs, shall be \$2300.

B. Prepare Construction Documents.

1. The intended construction at this time will include only the entry enclosure, stairway and doors into the basement area that will contain the future EOC.
2. HAR shall prepare a full set of construction documents for the work described in paragraph B-1 above which shall include construction drawings and a written project manual as necessary to fully define the work and

to solicit public bids from contractors. This shall include all trades required to complete the work.

- 3. Upon completion of the bidding documents, HAR shall then solicit and supervise the receipt of bids. HAR shall make recommendations to the Township Council for the award of contracts.
- 4. The cost of preparing the construction documents and supervising the bidding shall be as follows:
 - a) For preparation of the construction documents. \$4260.00
 - b) For reproduction costs. 900.00
 - c) Total for Construction Documents. \$5160.00

C. Inspect the Construction of the Facilities.

- 1. Upon award of the construction contract to the lowest qualified bidder, HAR will inspect progress, conduct job site meetings as required and shall approve the contractor's invoices.
- 2. At substantial completion, HAR shall prepare a final inspection report incorporating items requiring the attention of the Contractor.
 - a) At the completion of the work, HAR shall perform a final inspection and shall certify the work for acceptance.
- 3. The costs for inspecting the progress of the work shall be \$300.00 per job meeting and inspection as set forth in a) through c) above. It is estimated that the construction work shall last 3 months and inspections shall be made biweekly. The total costs shall be \$1950.00 or less, if the construction time is shorter.

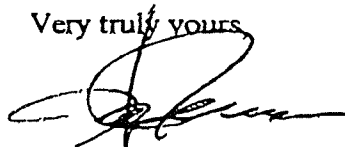
D. Summary of Costs.

- 1. Define the Project. \$2300.00
- 2. Prepare Construction Documents. 5160.00
- 3. Inspect the Construction. 1950.00
- 4. Total Agreement Cost. \$9410.00

As a part of this proposal, a copy of the standard AIA Abbreviated Form of Agreement Between Owner and Architect - AIA Document B151 has been submitted to you. If the modifications contained in this revised proposal are acceptable, please revise the Agreement to match.

Thank you for this opportunity to be of service again.

Very truly yours,



Horace Albert Reeves Jr., P.E. R.A.

Encl: AIA Document B151
CC: William Kearns, Esq.

qawrite\sales\emr1205.pro

RESOLUTION NO. 31 - 1996
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 *Feb 27*, 1996, that an Executive Session closed to the public shall be held on *Feb 27*, 1996 at *9:50*p.m. in the Willingboro Township Municipal Complex, One Salem Road Willingboro, New Jersey, for the discussion of matters relating to the specific items designated above.

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


MAYOR

ATTEST:


Rhoda Lichtenstadter
Township Clerk