A RESOLUTION FOR THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO ESTABLISHING THE 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, 1995, that Willingboro Township Council shall meet at the Municipal Complex, One Salem Road, Willingboro, New Jersey, on the dates and at the times set forth on the attached schedule; and

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

PAUL KRANE

MAYOR

Alley:

Rhoda Lichtenstadter

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 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 Budget Dates (Thur - Thursday)

JANUARY 1(Reorg)4, 17, (Thur-19), 31, (Thur-26)

FEBRUARY 7, (Thur-9),14,(Thur-16), 21, (Thur-23),28

MARCH 7, 21, 28

APRIL 4, 18, 25

MAY 2, 16, 30

JUNE 7 (Wed.), 20, 27 (June 6th Primary Day)

JULY 5, (Wed) 25

AUGUST 1, 29

SEPTEMBER 5,19, 26 (Sept. 26th - Second of of Rosh Hashanah)

OCTOBER 3, 17, 31

NOVEMBER \mathscr{G} 21, 28, (November 7th is Election Day // November 14 - 17 League)

DECEMBER 5, 19, 26

1995 HOLIDAY SCHEDULE

1. Monday, January 2nd - Observance New Year's Day

2. Monday, January 16th

- Martin Luther King Day

3. Monday, February 20st - Presidents' Day

4. Friday, April 14th - Good Friday

5. Monday, May 29th - Memorial Day

6. Tuesday, July 4th - Fourth of July

7. Monday, September 4th

- Labor Day

8. Monday, October 9th - Columbus Day

9. Friday, November 10th - Veterans' Day

10. Thursday, November 23rd

- Thanksgiving Day

11. Friday, November 24th

- Day after Thanksgiving

12. Monday, December 25th

- Christmas Day Observance

1995 OTHER DATES OF INTEREST

Zon. Bd. Reorg. Wed, Jan. 4th & Planning Bd. Reorg. Mon. Jan. 9th

Saturday, April 14th

- First Night of Passover

Sunday, April 16th

- Easter Sunday

Tuesday, April 19th

- School Board Election (UNOFFICIAL)

Wednesday, April √th

- Free Rabies Clinic

Wednesday, May th

- Free Rabies Clinic

Tuesday, June 6th

- Primary Day

Monday, PM, Sept. 24th - First night of Rosh Hashana.

Tuesday, Sept. 25th

- First Day of Rosh Hashana.

Wednesday, PM, Oct. 3rd

- Yom Kippur Night.

Thursday, Oct. 4th

- Yom Kippur Day.

Tuesday, November 7th - Election Day

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, 1995, that the Willingboro Township Assessor, in fulfillment of her duties and the requirements of her office, is authorized to file with the Burlington County Board of Taxation such appeals as may be necessary to maintain accuracy and equality in the assessment list of the Township of Willingboro or such appeals as may be necessary to protect the interests of the Township of Willingboro; and

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

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

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

PAUL KRANE

Kine

MÁYOR

Rhoda Lichtenstadter

RESOLUTION NO. 9 - 1995

A RESOLUTION FOR THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORD 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, 1995, that Sadie L. Johnson is hereby appointed as Insurance Fund Commissioner representing the Township of Willingboro for a term expiring December 31, 1995, and Richard Crane is hereby appointed as the alternate Insurance Fund Commissioner for a term expiring December 31, 1995, to represent the Township of Willingboro whenever Sadie L. Johnson is unable to attend a meeting.

ATTEST:

Rhoda Lichtenstadter

Township Clerk

PAUL KRANE

MAYOR

RESOLUTION NO. 10 - 1995

A RESOLUTION FOR THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORD 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 1995;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 1st day of January, 1995, that the following fee schedule is hereby established for professional fees:

i i		
Principal Engineer	100 100 MG 100 100 100 100 100 100 100 100 100 10	\$110.00/hr.
Associate Engineer		90.00/hr.
Professional Engineer		80.00/hr.
Project Engineer	**** *** *** *** *** *** *** *** *** *	75.00/hr.
Engineer		55.00/hr.
Project Coordinator		50.00/hr.
Survey Coordinator		78.00/hr.
Survey Analyst	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	39.00/hr.
Party Chief		55.00/hr.
Transitman		40.00/hr.
Rodman		25.00/hr.
Environmental Scientist		70.00/hr.
Sanitarian		58.00/hr.
Sanitarian Technician		27.00/hr.
Chief Drafter		60.00/hr.
CAD Drafter		58.00/hr.
Design Drafter		55.00/hr.
Drafter		45.00/hr.
GIS/Mapping Specialist		65.00/hr.
P1 anner		62.00/hr.
Landscape Architect		52.00/hr.
Recreational Designer		36.00/hr.
Technical Aide		18.00/hr.
Chief Inspector		62.00/hr.
Project Inspector		57.00/hr.
Inspector		45 00/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 BE IT FURTHER RESOLVED, that a certified copy of this Resolution be forwarded to the Planning Board, Zoning Board of Adjustment and any other municipal authorities for their information, attention and compliance.

PAUL KRANE, MAYOR

Rhoda Lichtenstadter

Township Clerk

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THE 1 2 1994

Lord Anderson Worrell & Barnett Inc. 1995 Schedule of Fees

	Hourly
<u>TITLE</u>	Rate
Principal	\$110.00
Associate Engineer	\$90.00
Professional Engineer	\$80.00
Project Engineer	\$75.00
Engineer/Technician	\$55.00
Project Coordinator	\$50.00
Survey Coordinator	\$78.00
Survey Analyst	\$39.00
Party Chief	\$55.00
Transitman	\$40.00
Rodman	\$25.00
Environmental Scientist	\$70.00
Sanitarian	\$58.00
Sanitarian Technician	\$27.00
Chief Drafter	\$60.00
CAD Drafter	\$58.00
Design Drafter	\$55.00
Drafter	\$45.00
GIS/Mapping Specialist	\$65.00
Planner	\$62.00
Landscape Architect	\$52.00
Recreational Designer	\$36.00
Technical Aide	\$18.00
Chief Inspector	\$62.00
Project Inspector	\$57.00
Inspector	\$45.00
en e	
Mileage	\$0.25

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 public session this 1st day of January, 1995, that the Township Council has entered into a Cash Management Plan, as per the attached, to comply with the requirements of N.J.S.A. 40A:5-14.

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

PAUL KRANE

MAYOR

ATTEST;

Rhoda Lichtenstadter

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.

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;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 1st day of January, 1995, that the fines and expenses certified by the Director of Inspections and listed on the attached schedule are hereby approved and certified to the Tax Collector of the Township of Willingboro as liens against the specific properties listed and to draw interest as tax liens as provided by law.

PAUL KRANE

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MAYOR

Rhoda Lichtenstadter

township of Willingboro

MEMO TO:

Rhoda Lichtenstadter

FROM:

Leonard Mason

DATE:

January 3, 1995

SUBJECT:

PROPERTY MAINTENANCE VIOLATIONS

Under the Township's Property Maintenance Ordinance liens have been imposed on properties in amount of \$43437.00 for the time period of December 6, 1994 thru January 3, 1995.

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

ADD:	<u>RESS</u>	BLOCK & LOT	AMOUNT	WORK DONE
38	Gramercy	721-15	\$ 630.00	Repl broken window
41	Hopewell	614-18	\$ 45.00	Rem graffiti/paint
			•	garage door
56	Buttercup	207-16	\$2840.00	Install boiler
16	Spindletop	125-22	\$ 175.00	Paint (supplies)
16	Spindletop	125-22	\$ 575.00	Repairs/paint(labor)
7	Sudberry	102-13	\$ 250.00	Repair boiler
29	Clubridge	411-6	\$4670.00	Replace roof
20	Madestone	524-6	\$5505.00	11 11
31	Garland	704-10	\$3510.00	11 11
124	Niagara	1020-18	\$1725.00	11 11
2	Holiday	639-8	\$1570.00	FF tr
1	Ridgeview	901-18	\$1065.00	# #
11	Randolph	902-152	\$1055.00	11 11
14	Randolph	902-150	\$ 710.00	11 11
3	Randolph	902-160	\$ 917.00	11 11
62	Rittenhouse	904-76	\$1130.00	11 11
121	Holbrook	608-99	\$2540.00	11 11
22	Hanover	635-5	\$3430.00	11
27	Huntington	606-20	\$2410.00	ff 91
157	Genesee	631-19	\$2725.00	11
17	Gentry	717-33	\$2730.00	11 11
39	Neptune	1009-13	\$2355.00	ft 11
	Princeton	313-30	\$ 875.00	Plumbing repairs
m 0 m 1	_			

TOTAL

\$43437.00

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

Leonard Mason

an equal opportunity in the lover of Inspections

municipal complex

salem road

willingboro, new jersey 08046

(609) 877-2200

LM/ba

WHEREAS, the provisions of N.J.S. 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 ten (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 public session this 1st day of January, 1995, that this resolution covers all such expenditures from the 1995 budget; and

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

PAUL KRANE

MAYOR

41 1ES/1:

Rhoda Lichtenstadter

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

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

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in Reorganizational session this 1st day of January, 1995, that refunds be made as per the attached schedule; and

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

PAUL KRANE

Mara

MAYOR

ATTEST:

RESOLUTION

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Premium Federal Savings Bank PO Box 159 Gibbsboro, N.J. 08026 B-325 L-27 15 Parson Lane Overpayment Taxes	\$508.37
James Easton 22 Enderly Lane Will. N.J. B-816 L-14 Disable Deduction	250.00
Herby Sirota 6 Holton Lane Will., N.J. B-640 L-2 6 Holton Ln Senior Citizen Deduction	250.00
Charlotte Broscious 15 Richmond Place Will., N.J. 08046 B-902 L-19 15 Richmond Place Senior Citizen Deduction	250.00
Glenn Bauscher 29 Clearwater Dr. B-421 L-28 Senior Citizen Deduction	250.00
James Hirsch 16 Surrey Lane B-104 L-5 Senior Citizen Deduction	250.00

RESOLUTION

Alden Shultz 30 Courtland Lane B-408 L-7 Senior Citizen Deduction	250.00
James Skilton 15 Beechfern Lane B-202 L-11 Senior Citizen Deduction	250.00
Vivan Mason 24 Executive Lane B-833 L-40 Senior Citizen Deduction	250.00
Clara Ortiz 23 Placid Lane B-315 L-34 Senior Citizen Deduction	250.00
Laura Hammer 44 General Lane B-704 L-33 Senior Citizen Deduction	250.00
Margie Schultz 7 Raeburn Lane B-902 L-128 Veteran Deduction	50.00
Walter Salley 14 Earnshaw Lane B-822 L-4 Veteran Deduction	50.00
Richard Lundy 80 Gramercy Lane B-721 L-28	50.00

RESOLUTION

Jimmy Orear 47 Placid Lane B-315 L-27 Veteran Deduction	50.00
Robert Bromirski 41 Fleetwood Place B-1202 L-107 Veteran Deduction	50.00
Kenneth Murphy 17 Mainbridge Lane B-501 L-6 Veteran Deduction	50.00
Dorothy Harmon 48 Woodhaven Lane B-403 L-10 Veteran Deduction	50.00
Lewis Jones 63 Newport Lane B-1011 L-15 Veteran Deduction	50.00
Robert Rhodes 255 Clubhouse Drive B-421 L-17 Veteran Deduction	50.00
Ruth Klansek 33 Stretton Circle B-117 L-15 Overpayment Taxes	564.70
Thomas McMillan 455 Charleston Road B-605 L-1 Senior Citizen Deduction	250.00

RESOLUTION NO. 15 - 199.

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 January 4, 1995, that an Executive Session closed to the public shall be held on January 4, 1995 at 7:30 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.

PAUL KRANE

MAYOR

Rhoda Lichtenstadter

RESOLUTION NO. 16 - 1995

WHEREAS, the Township Council of the Township of Willingboro has requested that bids be submitted for a 1995 Aerialscope, and

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

WHEREAS, it appears to be in the best interest of the Township to accept the bid of Baker Equipment Engineering Co./Campbell Supply Co.; and

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

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

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 19th day of January, 1995, that the bid be accepted in the amount of \$681,942.00; contingent upon the adoption of a supplemental ordinance amending Ordinance No. 5, 1994, and estopel period; and

 $$\operatorname{\textsc{BE}}$ IT FURTHER RESOLVED, that the bids be spread upon the minutes of this meeting.

PAUL KRANE, MAYOR

Mine

ATTEST:

Marie Annese

Deputy Township Clerk

OF FUNDS FOR CONTRACT

·
I, Joanne Diggs, Treasurer of the Township of
villingboro, being the Chief Financial Officer of the Township of
Villingboro, do hereby certify, pursuant to the Rules of The
ocal Finance Board, that there are are not (cross out one)
Township of Willingboro and Campbell Supply FOR A
1995 Acrial Scape
The money necessary to fund said contract is in the
amount of 681, 942,00 and, upon approval of the contract,
the funds shall be charged to the following line item
appropriation of account number <u>04-0594-B</u>
. These funds are not being
certified as being available for more than one pending contract.
Pending adoption of amidment to ordinare 04-0594B
Joanne Diggs Finance Director

cc: Township Solicitor Township Auditor