

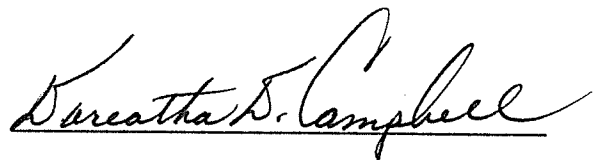
RESOLUTION NO. 110- 1994

WHEREAS, The Township Council of the Township of Willingboro at their Reorganization meeting on January 2, 1994, designated depositories for any and all funds of the the Township for the calendar year 1994; and

WHEREAS, the need exists for an additional depository,

NOW, THEREFORE BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 20th day of September, 1994, that Farmers' and Mechanics' Savings Bank be designated as an additional depository for the Township of Willingboro,

BE IT FURTHER RESOLVED that copies of this resolution be provided to the Tax Collector and Farmers' and Mechanics' Savings Bank for their information and attention.



DOREATHA D. CAMPBELL

MAYOR

ATTEST:



Rhoda Lichtenstadter
Township Clerk

✓

RESOLUTION NO. 111 - 1994
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 Sept 20, 1994, that an Executive Session closed to the public shall be held on Sept 20, 1994 at 8:45 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.


DOREATHA D. CAMPBELL
MAYOR

ATTEST:


Rhoda Lichtenstadter
Township Clerk

RESOLUTION NO. 112 - 1994

WHEREAS, the Township Council of the Township of Willingboro has received and reviewed the annual audit for 1993; and

WHEREAS, the Chief Financial Officer of the Township is required to prepare a Corrective Action Plan, addressing the comments in the 1993 Audit; and

WHEREAS, the Township Council has received and has 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 27th day of September, 1994, that the Corrective Action Plan prepared by the Chief Financial Officer of the Township of Willingboro, for the 1993 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 to the Division of Local Government Services for their information and attention.


DOREATHA D. CAMPBELL
MAYOR

ATTEST:


Rhoda Lichtenstadter
Township Clerk

Willingboro Township
Corrective Action Plan
For
1993 Audit

Comment No. 1

Condition:

Three Tax Title Lien Certificates were not available for audit.

Recommendation:

That all Tax Title Lien Certificates be available for audit.

Corrective Action:

In preparing to issue certificates after the tax sale we assigned certificate numbers to the properties sold before preparing the certificates. The taxes on the three certificates in question were paid before the certificates were issued therefore no certificates were issued for those properties and the certificate numbers was not used. The certificates are not missing, they were never issued. In the future we will assign certificate numbers after the certificates are prepared.

Comment No. 2

Condition:

Cash receipts recorded by the Office of the Registrar of Vital Statistics for six marriage licenses were not deposited intact.

Recommendation:

That the Registrar of Vital Statistics deposit all cash receipts intact.

Corrective action:

The Registrar of Vital Statistics will deposit all cash receipts promptly.

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 the missing permits in the computer record.

Recommendation:

That the computerized permit log be reconciled with the cash receipts record and that the amount of D.C.A. fees collected be remitted to the State.

Corrective Action:

At the end of each day the Permit Clerk will do a computer run to be checked against the deposit to be made. NOTE: Monies received on the last day of each month are not deposited until the first business day of the following month. Therefore, the deposit ledger will not coincide with the Permit Clerk's permit monthly log which reflects receipts for the calendar month. If, in doing your reconciliation, you take the ledger figures starting with the second working day of one month and include the ledger figures for the first working day of the following month, amounts should add up.

TOWNSHIP OF WILLINGBORO

Resolution No. 113

WHEREAS, the Township Council of the Township of Willingboro has determined to retain an executive recruiting service to assist the Township Council in the process of interviewing, selecting and hiring a Township Manager; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.) requires that the resolution authorizing the award of contracts for "Extraordinary, Unspecifiable 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 September, 1994, that a contract be awarded to Jersey Professional management Corporation, 23 North Avenue East, Cranford, New Jersey 07016, without competitive bidding, in accordance with the requirements for extraordinary, unspecifiable services of N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because of the complexities of recruiting suitable candidates for key municipal government positions; the need for a thorough grasp of duties required of various public employees; special skills required to prepare job descriptions, and necessity to utilize an agency having substantial expertise, training and thorough knowledge of local municipal affairs as well as a proven reputation of recruitment of qualified employees for local government services.

Be it Further Resolved, that the Township Council has determined that Jersey Professional Management Corporation has been in existence for several years, has previously provided similar services to the Township of Willingboro and has served many other New Jersey municipalities in providing similar services and that the

principals are extremely knowledgeable and have developed an expertise in recruiting for local government positions, and

Be It Further Resolved, that for the reasons indicated above and for the services to be provided, Jersey Professional Management Corporation shall be paid a sum not to exceed Seven Thousand, Eight Hundred (\$7,800.00) Dollars, plus direct advertisement costs, and

Be It Further Resolved, that the Mayor and Township Clerk are hereby authorized and directed to execute an appropriate agreement with Jersey Professional Management Corporation, and

Be It Further Resolved, that copies of this Resolution shall be provided to the Township Manager, Township Clerk, Township Solicitor and to Jersey Professional Management Corporation for their information and attention and that notice of the award of this contract shall be published as required by Law.

This Resolution was adopted at a public meeting of the Township Council of the Township of Willingboro held on September 27, 1994.


Doreatha D. Campbell
Mayor

ATTEST:


Rhoda Lichtenstadter
Township Clerk

township of Willingboro

September 28, 1994

Mr. Joseph Bright
Burlington County Times
Rt. 130
Willingboro, New Jersey 0046

Dear Ms. Violante:

In accordance with a Resolution adopted by Willingboro Township Council at their meeting of September 27, 1994, we are herewith returning your original Certified Check in the amount of \$161.88 that you posted as a maintenance guarantee.

If you have any further questions, please let me know.

Sincerely,



Rhoda Lichtenstadter, RMC
Township Clerk

r1

Enc. municipal complex

an equal opportunity employer

saalem road

willingboro, new jersey 08046

(609) 877-2200

Burlington County Times

published by Burlington Times Inc
Route 130, Willingboro, New Jersey 08046 609-871-8000

55-146
312

NO. 135086

DATE

02/21/91

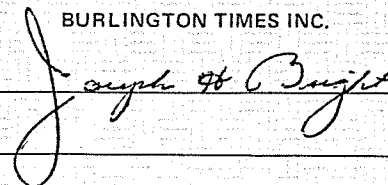
PAY TO THE ORDER OF

NET CHECK

*****161.88**

TWP. OF WILLINGBORO

BURLINGTON TIMES INC.



VOID 60 DAYS FROM DATE
FIRST FIDELITY BANK, N.A.
SOUTH JERSEY

Maintenance Guarantee

⑈ 135086 ⑈ > ⑆ 03 120 146 ⑆ ⑆ 00 1 077884 0 ⑈

**LORD
ANDERSON
WORRELL &
BARNETT, INC.**

CIVIL ENGINEERING AND SURVEYING
PLANNING, PARKS AND RECREATION

July 14, 1994

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
Barry S. Dirkin
Mark E. Malinowski, PE
Ashvin G. Patel, PE

James R. Datz, PLS
Gordon L. Lenher, LS
Edwin R. Ruble, LS
Gurbachan Sethi, PE
Scott D. Taylor, CIA
L. Gary Zube, LS

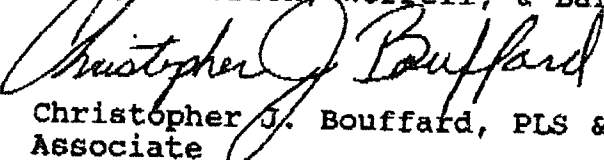
Ms. Joan Violante
St. Paul/Seaboard Surety Co.
Plymouth Meeting Executive Campus
600 West Germantown Pike
Suite 260
Plymouth Meeting, PA 19462-1046
Telefax #610-828-2309

Re: Bond No. 400 HX 4782
Levittown Times Corp.
Township of Willingboro
LAWB file no. 88-39-88

Dear Ms. Violante:

In response to your letter dated June 21, 1994, we have researched our files to determine the status of the referenced bond. The attached copy of a letter from this office, dated February 6, 1991, addressed the release of the Performance bond. If you should require further information, please do not hesitate to contact me.

Very truly yours,
Lord, Anderson, Worrell, & Barnett, Inc.


Christopher J. Bouffard, PLS & CET
Associate

for

Arnold W. Barnett, PE & LS
Willingboro Township Engineer

cc: Arnold W. Barnett, PE & LS
Rhoda Lichtenstadter, Township Clerk

Enclosures

**LORD
ANDERSON
WORRELL
& BARNETT**

CIVIL ENGINEERING AND SURVEYING
PLANNING, PARKS AND RECREATION

Robert W. Lord, PE & I S, 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

James E. Thorpe, PLS
L. Gary Zube, LS

February 6, 1991

Lenore Stern, Clerk
Township of Willingboro
Municipal Complex, Salem Road
Willingboro, NJ 08046

RE: Performance Guarantee
Burlington County Times
Our File No. 88-39-88

Dear Mrs. Stern:

At the request of the applicant, we have performed a final inspection of the work performed at Marvin Ellis Way and Charleston Road relative to the reconfiguration of that intersection.

Our inspection has determined that the work has been completed satisfactorily. I therefore recommend that upon the applicant posting a maintenance guarantee in the amount of 20% (\$161.88) for a period of two years and satisfying any outstanding escrow deficiencies, Council release the performance guarantee which has been posted.

If you have any questions, please call.

Very truly yours,
Arnold W. Barnett
Arnold W. Barnett, PE & LS
Willingboro Township Engineer

AWB:mab

*Done
Dec 29 - 91*

The **St Paul**

Surety

Seaboard Surety Company
Plymouth Meeting Executive Campus
600 W Germantown Pike, Ste. 260
Plymouth Meeting, PA 19462-1046
Telephone 610.828.2221
Facsimile 610.828.2309

September 6, 1994

RECEIVED

SEP 7 1994

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

OFFICE OF THE TOWNSHIP CLERK
WILLINGBORO, NEW JERSEY

RE: LEVITTOWN TIMES CORPORATION
BOND NO. 400 HX 4782

Dear Ms. Lichtenstadter:

On July 15th I wrote you concerning the release of the above captioned bond. Enclosed is a letter received from Lord Anderson Worrell & Barnett, Inc.

Because there were conditions to be met before releasing this bond, we still need to know if all those conditions were met and that we might now be able to close this file. Would you please confirm if we are able to close this bond. I am enclosing a copy of the bond for your information.

Thank you for your cooperation.

Very truly yours,

St. Paul/Seaboard Surety Company



Joan Violante

/jmv

Enc.

Seaboard Surety
Company
St. Paul Fire and Marine
Insurance Company
St. Paul Mercury
Insurance Company
St. Paul Guardian
Insurance Company

CONTRACT BOND

Bond No. 400HX 4782

KNOW ALL MEN BY THESE PRESENTS, THAT WE, LEVITTOWN TIMES CORPORATION
Route 130 and Charleston Road
Willingboro, New Jersey 08046 as Principal,

and the ST. PAUL MERCURY INSURANCE COMPANY, a corporation organized under the laws of the State of Minnesota
and duly authorized to transact business in the State of New Jersey as Surety, are held and firmly bound

unto TOWNSHIP OF WILLINGBORO, NEW JERSEY
Municipal Complex, Salem Road
Willingboro, New Jersey 08046

as Obligee,

in the sum of TWO HUNDRED SEVENTEEN THOUSAND THREE HUNDRED FORTY-FOUR AND 00/100

DOLLARS, for the payment whereof well and truly to be made, the Principal and the Surety bind themselves, their heirs,
executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED, sealed, and dated this 7th day of June 19 89

WHEREAS the Principal and the Obligee have entered into a written contract, a copy of which is or may be attached hereto,

dated the 1st day of May 19 89, for

Parking Lot Improvements - Levittown Times Corporation
Route 130 and Charleston Road
File #88-39-88

NOW, THEREFORE, the condition of the foregoing obligation is such that if the Principal shall indemnify the Obligee for all
loss that the Obligee may sustain by reason of the Principal's failure to comply with any of the terms of said contract, then this
obligation shall be void; otherwise it shall remain in force.

Any suit under this bond must be instituted before the expiration of two (2) years from the date on which final payment falls due.

LEVITTOWN TIMES CORPORATION (Seal)
Principal

By _____ Title

ST. PAUL MERCURY INSURANCE COMPANY
Nancy M. Kurold
Nancy M. Kurold Attorney-in-fact

RESOLUTION NO. 29 - 1991

WHEREAS, a request has been received from the Burlington County Times for release of a performance bond with the Township of Willingboro; and

WHEREAS, the Engineer inspected the property and by letter dated February 6, 1991 recommended that the bond be released upon posting of a maintenance guarantee in the amount of \$161.88 for two years and satisfying any outstanding escrow deficiencies;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 12th day of February, 1991, that the performance bond be released upon compliance with the conditions set forth in the Engineer's letter; and

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to the Engineer, Treasurer and the applicant for their information and attention.

Paul Krane

PAUL KRANE
DEPUTY MAYOR

ATTEST:

Lenore Stern
Lenore Stern
Township Clerk

If you have any questions, please call.

Very truly yours,

Handwritten notes and signatures:
Copy to Rhoda of
BSPH
✓

*Copied
Chak*

RECEIVED

FEB 7 1991

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

OFFICE OF THE TOWNSHIP CLERK
WILLINGBORO, NEW JERSEY

James E. Thorpe, PLS
L. Gary Zube, LS

**LORD
ANDERSON
WORRELL
& BARNETT**

CIVIL ENGINEERING AND SURVEYING
PLANNING, PARKS AND RECREATION

February 6, 1991

Lenore Stern, Clerk
Township of Willingboro
Municipal Complex, Salem Road
Willingboro, NJ 08046

RE: Performance Guarantee
Burlington County Times
Our File No. 88-39-88

Dear Mrs. Stern:

At the request of the applicant, we have performed a final inspection of the work performed at Marvin Ellis Way and Charleston Road relative to the reconfiguration of that intersection.

Our inspection has determined that the work has been completed satisfactorily. I therefore recommend that upon the applicant posting a maintenance guarantee in the amount of 20% (\$161.88) for a period of two years and satisfying any outstanding escrow deficiencies, Council release the performance guarantee which has been posted.

If you have any questions, please call.

Very truly yours,

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

AWB:mab