

RESOLUTION NO. 140 - 1994

WHEREAS, the Township Council of the Township of Willingboro has requested that bids be submitted for Printing, and

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

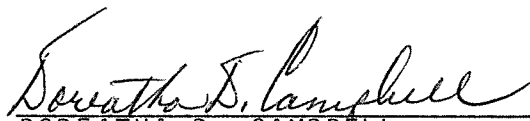
WHEREAS, it appears to be in the best interest of the Township to accept the bids of Halprint, MGL Forms, Trenton Printing, Hermitage Press, Tapco, and Good Impressions; and

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

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

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 6th day of December, 1994, that the bids be accepted as per the attached schedule; and

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

  
DOREATHA D. CAMPBELL  
MAYOR

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

RESOLUTION NO. 140, 1994 cont'd.

Schedule of Award of Printing Bid - Dec. 6, 1994

HALPRINT IS AWARDED ITEMS: 1, 2, 3, 5, 6, 10, 23, 24, 25, 28, 29, 30, 32, 38, 39, 40, 43, 48, 51, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 67, 68, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 85, 91, 92, 93, 95, 96, 98, 99, 100, 101, 102, 103, 105, 106, 107, 108, 109, 111, 113, 114, 117, 120, 124, 125 and 126.

M. G. L. FORMS IS AWARDED ITEMS: 17, 18, 19, 20, 26, 27, 35, 36, 37, 42, 52, 86, 87 and 88.

TRENTON PRINTING IS AWARDED ITEMS: 4, 13, 15, 16, 21, 22, 33, 34, 44, 47, 63, 64, 65, 66, 69, 70, 84, 94, 112, 116, 119, 121, and 122

TAPCO INC., IS AWARDED ITEM: 8

HERMITAGE PRESS, INC. IS AWARDED ITEMS: 7, 9, 31, 49, 50, 90, 97 and 118.

GOOD IMPRESSIONS IS AWARDED ITEMS: 11, 89, 110, 115 and 104

NO BIDS - NO AWARD FOR THE FOLLOWING NUMBERED ITEMS:

12, 14, 41, 45, 46, 104 and 123.

Halprint Incorporated  
825 Route 38  
Mt. Holly, N.J. 08060  
261-1120

M. G. L. Forms - Systems  
17 Commerce Street  
P.O. Box 300  
Chatham, N.J. 07928-0300  
(201) 635-6073

Trenton Printing Co., Inc.  
1200 Southard Street  
Trenton, N.J. 08638  
882-8972

TAPCO Incorporated  
Fort Dix Road  
P.O. Box 307  
Pemberton, N.J. 08068  
894-2282

Hermitage Press Inc.  
1595 Fifth Street  
Trenton, N.J. 08638  
882-3600

Good Impressions  
13 Scott Street  
P.O. Box 409  
Riverside, N.J. 08075  
461-3232

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 HALPOINT, M&L Farms Trenton Printing, Hermitage Press, TAPCO & Good Impressions. The money necessary to fund said contract is in the amount of 2500<sup>00</sup> and, upon approval of the contract, the funds shall be charged to the following line item appropriation of account number Printing (Pending 1995 Budget). These funds are not being certified as being available for more than one pending contract.

*Pending approval of 1994 Budget.*  
Joanne M. Diggs  
Joanne Diggs  
Finance Director

cc: Township Solicitor  
Township Auditor

B I D F O R M

SAMPLES OF ITEMS FOR BID ARE AVAILABLE AT THE OFFICE OF THE TOWNSHIP CLERK. QUANTITIES LISTED ARE APPROXIMATE AND NOT GUARANTEED. PLEASE BEAR THAT IN MIND WHEN YOU ARE SUBMITTING YOUR BID. PLEASE BEAR THAT IN MIND QUANTITIES SHOWN ARE FOR YEAR -- NOT NECESSARILY ORDERED AT ONE TIME.

BIDS ARE TO BE MADE ON THE SAMPLES PROVIDED AS TO PAPER QUALITY, COLOR, NCR, ETC. ANY MODIFICATIONS TO THE SAMPLES PROVIDED ARE TO BE NOTED ON THE BID FORM. IF NO MODIFICATIONS ARE NOTED, THE ASSUMPTION IS THAT YOU WILL PROVIDE THE ITEM EXACTLY AS SAMPLE.

BID PRICES ARE TO BE IN EFFECT FOR THE TERM OF THE CONTRACT FROM DECEMBER 1994 TO DECEMBER 31, 1995.

GENERAL ITEMS:

GENERAL ITEMS:	APPROXIMATE QUANTITIES	Halprint Inc. PER 100 OR 1000 BID PRICE	MGL-FORMS PER 100 OR 1000 BID PRICE	Trenton Printing PER 100 OR 1000 BID PRICE	TAPCO, INC. PER 100 OR 1000 BID PRICE	HERMITAGE PRESS, INC. PER 100 OR 1000 BID PRICE	GOOD IMPRESSIONS PER 100 OR 1000 BID PRICE
1. Business Cards (2 color-Heavier Paper)	2,000	\$50.00 per name	N/B	\$ 60.00/D 240.00/Lot	N/B	N/B	700.00/Lot One Name
2. Letterhead 8 1/2 X 11 (Reflex 81/Gr 368)	13,000	42.50/M *	"	52.00/M (676.00)	"	\$ 46.50/M (604.50)	N/B
3. Letterhead 2nd Sheet 8 1/2 X 11 (31-Border 368)	1,000	59.00/M *	"	85.00/M 118.00/M (295.00)	"	183.00/M 156.80/M (392.00)	N/B
4. Reply Message, 3pt, NCR, Perforated at top	2,500	119.99/M *	"	733.00/Lot	"	724.00/M	750.00/Lot
5. Memo Pads 5 1/2 X 8 1/2 (50 to pad)	1,000 pads	498.99/Lot	"	N/B	"	77.00/M (308.00)	N/B
6. Letterhead 8 1/2 X 7 1/4 (81/Gr 368)	4,000	52.00/M *	"	"	"	66.50/M (133.00)	"

TOWNSHIP MANAGER'S OFFICE:

7. Press Release (White Bond 8 1/2 X 11 Reflex 81)	2,000	78.00/M *	"	N/B	"	"	"
8. "Willingboro" Newsletter, 2 sided 17 1/2 X 23 folded in quarters for mailing. Web press 50 lb. white stock, two colors. (SEE ATTACHED REQUIREMENT & ALTERNATE)	52,000	N/B	"	N/B	4pg: 1300-Issue 8pg: 1800-Issue	N/B	"
9. Employment Application - 2 sided copy	2,000	62.95/M	"	139.00/Lot	N/B	54.00/M (108.00)	"
10. Employment Status Form, 3 color, NCR	1,000	107.56/Lot	"	110.00/Lot	"	N/B	"
11. Map of Willingboro, 2 sided, 22 1/2 X 17 1/2	3,000	N/B	"	454.00/Lot	"	199.00/M (597.00)	449.00/Lot
12. Employee Identification Card (Mh w/B18Gr) (N/B) (Heavy Card Stock)	500	N/B	"	N/B	"	N/B	N/B
13. Information Mailing Postcard 9 1/2 X 4 1/2	13,000	N/B	"	645.00/Lot	"	65.30/M (849.00)	890.00/Lot
14. Self-Adhesive Label 5 1/2 X 3 (81/Gr 368) (N/B)	2,000	N/B	"	N/B	"	N/B	N/B
15. Employee Personnel Manual (approx 50 pgs. per set) 8 1/2 X 11 -- NOT PRINTING JOB -- DUPLICATE OR COPY ON MACHINE	200 sets	495.00/Lot	"	450.00/Lot	"	N/B	499.00/Lot

\* Typesetting Included

TOWNSHIP CLERK'S OFFICE:	APPROXIMATE QUANTITIES	Halprint Inc.	MGL-FORMS	TRENTON PRINTING	TAPCO, INC.	HERMITAGE	GOOD IMPRESSIONS
16. Solicitor/Peddler Licenses	100	\$ 74.95/Lot	N/B	74.00/Lot	N/B	N/B	N/B
17. Application for Raffle License	500	N/B	\$ 19.00/100	(\$439.00/Lot ORDERED)	"	\$ 59.00/C (\$295.00)	"
18. Report of Raffle	500	"	19.00/100	AT	"	N/B	"
19. Application for Bingo License	500	"	19.00/100	(SAME TIME)	"	"	"
20. Report of Bingo	500	"	19.00/100	30.00/Lot	"	13.00/C (\$65.00)	"
21. Findings and Determinations	500	34.95/Lot	34.00/Lot	30.00/Lot	"	13.00/C (\$65.00)	"
22. Licenses for Bingo & Raffle	500	34.95/Lot	34.00/Lot	30.00/Lot	"	(65.00)	"
23. Municipal Improvement Searches Numbered, 2 part, NCR	1,000	125.00/M sets	225.00/Lot	N/B	"	226.00/M	"
24. Certificate of Appreciation w/writing	500	69.00/Lot	N/B	"	"	N/B	"
25. Certificate (wh & bl w/township seal)	500	82.99/Lot	"	"	"	"	"
26. Dog Licenses, 3 color, 3 part, NCR Numbered & Perforated 3 parts per page	5,000	84.99/M	83.00/M	"	"	"	440.00/Lot
27. Dog Tags & Links	5,000	N/B	135.00/M	"	"	"	N/B
28. Dog Info Hangers for Dog Census	10,000	38.99/M	N/B	"	"	"	410.00/Lot
29. Dog Information Brochure	5,000	43.99/M	"	"	"	45.80/M (\$229.00)	230.00/Lot
30. Oath of Office	500	47.50/Lot	50.00/Lot	"	"	15.60/C (\$78.00)	N/B
31. Certificate of Marriage	100	N/B	N/B	"	"	100.00/C	"
32. Proclamation Forms	200	47.50/Lot	"	"	"	35.00/C (\$70.00)	"
33. Taxi Operator - Green Card	500	70.95/Lot	"	70.00/Lot	"	N/B	"
34. Taxi Cab - Vehicle Inspection Card	500	N/B	"	77.00/Lot	"	"	"
35. Food Establishment License, Numbered books of 50, bound & perforated at stub	2 Bks.	"	170.00/Lot	N/B	"	"	177.00/Lot
36. Taxi Cab License, Numbered books of 50, bound & perforated at stub	2 Bks.	"	170.00/Lot	"	"	"	177.00/Lot
37. Vending License, 14 1/2 X 5 1/2, Numbered books of 50, bound & perforated at stub	2 Bks.	"	170.00/Lot	"	"	"	177.00/Lot
38. Letter Envelope	300	59.95/Lot	N/B	"	"	"	N/B
FINANCE DEPARTMENT							
39. Purchase Order - (heavier paper)	5,000	145.95/M	159.00/M	795.00/Lot (\$159.00/M)	"	"	"
40. Birth Registration Certificates	3,000	47.50/M	N/B	N/B	"	"	"

FINANCE DEPARTMENT cont'd.  
 41. Marriage Registration Certificates (N/B)  
 42. 6 X 9 Envelopes for Certificates 5,000

APPROPRIATE QUANTITIES 300  
 HALPRINT, INC.  
 N/B

MGL-FORMS  
 N/B  
 47.00/M

TRENTON  
 N/B

TAPCO  
 N/B

HERMITAGE  
 N/B  
 72.50/M  
 (362.50)

GOOD IMPRESSIONS  
 N/B  
 230.00/Lot

43. Search for Municipal Liens - Continuation  
 10 Pads/50 per pad/2pg/2 color/NCR/Numbered 10 Pads

83.75/Lot

N/B

30.00/Lot

"

"

"

44. Payroll Change form - 10 Pads - 50 per pad  
 45. Notice of Deposit - Perforated in middle (N/B)  
 2,000

N/B

"

N/B

"

"

"

46. Birth Certificates (8 1/2 x 11) Numbered (N/B)  
 LOCAL ASSISTANCE  
 47. Pharmaceutical I.D. Card 250

98.00/Lot

"

90.00/Lot

"

"

120.00/Lot

48. GA-1 (Appl./Affidavit for General Assistance)  
 TAX ASSESSOR  
 49. Legal Envelopes for Business Reply Mail 15,000

109.00/Lot

"

415.00/Lot

"

30.50/M  
 (457.50)

500.00/Lot

50. Legal Envelope w/Window-Tax Assessor's Office 30,000

N/B

32.00/M

900.00/Lot

"

31.00/M  
 (930.00)

990.00/Lot

51. Letterhead on Computer Paper - as per sample  
 2000 sheets per case 2 cases

84.75/M

185.00/Case

N/B

"

N/B

N/B

52. Letterhead Paperweight 20lb./White Paper  
 Blue & Green Ink 4 cases

N/B

185.00/Case

930.00/Lot

"

95.00/M  
 (190.00)

"

INSPECTIONS DEPARTMENT:  
 53. Fire Inspection Receipt, 3 pg NCR, Numbered 250

73.50/Lot

N/B

125.00/Lot

"

N/B

"

54. Trash Notice, 2 sided 1,000

79.50/M

"

507.00/Lot

"

127.00/M

"

55. Landscape Notice, 2 sided 1,000

79.50/M

"

"

"

112.00/M

"

56. Home Repair Notice, 2 sided 1,000

79.50/M

"

"

"

112.00/M

"

57. Paint Notice, 2 sided 1,000

79.50/M

"

"

"

112.00/M

"

58. Repair Notice, 2 sided 1,000

79.50/M

"

"

"

112.00/M

"

59. Fence Notice, 2 sided 1,000

79.50/M

"

"

"

112.00/M

"

60. Fence Permit, 2 pg NCR, Numbered 500

98.75/Lot

"

108.00/Lot

"

43.00/C  
 (215.00)

"

61. Uniform Inspection Report, 3 pg/color/NCR 1,000

168.50/M

"

199.00/Lot

"

255.00/M

"

62. Consent to Search Form, 2pg/color/NCR 250

41.25/Lot

"

58.00/Lot

"

132.00/Lot

"

63. Cross File Cards 3,000

N/B

"

75.00/Lot

"

N/B

"

64. Artisan License 200

34.50/Lot

"

34.00/Lot

"

"

"

65. Door Knob Notice 500

98.50/Lot

"

90.00/Lot

"

"

"

66. Grass Door Knob Notice 2,000

106.00/M

"

190.00/Lot

"

"

"

67. Invoice for Grass Cutting 3pg/color/NCR, Numbered 1,000

199.25/M

"

228.00/Lot

"

319.00/M

"

# 115-49-50-51-52

INSPECTIONS DEPARTMENT CONT'D:

APPROXIMATE QUANTITIES

HALFPRINT

MGL-FORMS

TRENTON

TAPCO

HERMITAGE

GOOD IMPRESSIONS

68. Certificate of House Code Compliance, 3pg/NCR	1,000	158.50/M	N/B	170.00/Lot	N/B	206.00/M	N/B	
69. Sign Permit, 2 pg/NCR, Numbered	200	95.00/Lot	"	75.00/Lot	"	107.50/C (215.00)	"	
70. Dept of Code Enforcement Inspection Notice	500	48.50/Lot	"	40.00/Lot	"	N/B	"	
71. Zoning Permit, 3pg/NCR/Numbered	200	89.00/Lot	"	135.00/Lot	"	119.00/C (238.00)	"	
72. Certificate of Rental Inspection, 2pg/NCR	1,000	99.25/M sets	"	110.00/Lot	"	175.00/M	"	
73. Swimming Pool Permit 3pg/NCR	1,000	158.50/M sets	"	175.00/Lot	"	206.00/M	"	
74. Grass Notice, 2pg/NCR (25 to a pad)	40 Pads	148.50/Lot	"	N/B	"	N/B	"	
75. Grass Letter to Mortgage Co., 2pg/NCR	200	49.75/Lot	"	68.00/Lot	"	84.50/C (169.00)	"	
76. Grass Letter to Homeowner, 2pg/NCR	100	39.50/Lot	"	50.00/Lot	"	166.00/Lot	"	
77. No Smoking Sign	100	59.00/Lot	"	N/B	"	N/B	"	
78. Annual Bills, 3pg/NCR, Numbered	500	124.00/Lot	"	138.00/Lot	"	46.00/C (230.00)	"	
79. Property Maintenance Inspection Report	1,500	39.50/M <sup>20 per B.A. 11/23</sup>	"	70.00/Lot	"	59.00/M (88.50)	"	
80. Thank You Notes & Envelopes	500	195.00/Lot	"	N/B	"	N/B	"	
81. Building Occupancy Sign	200	43.75/Lot	"	"	"	82.00/Lot	"	
82. Grass Notice - Post Card	500	30.00/Lot	"	"	"	N/B	"	
<b>MUNICIPAL COURT</b>								
83. Notice to Appear, 5pg/color/NCR	2,000	187.50/M sets	"	456.00/Lot	"	"	456.00/Lot	
84. Subpoena to Testify, 3pg/color/NCR	1,000	168.50/M sets	"	110.00/Lot	"	206.00/M	118.00/Lot	
85. Order Payment of Fines, 2pg/color/NCR	1,000	110.00/M sets	"	140.00/Lot	"	160.00/M	118.00/Lot	
86. Non-Indictable Summons, 25 per book	200 Bks.	N/B	1150.00/Lot	N/B	"	N/B	N/B	
87. Traffic Summons, 10 per book	500 Bks.	"	11275.00/Lot	"	"	"	"	
88. Receipt Books, 3pg/color/NCR, 25 per book	200 Bks.	"	3.50/BK	"	"	"	"	
89. Notice to Officer, 3pg/color/NCR	1,000	168.50/M sets	N/B	130.00/Lot	"	87.00/M	109.00/M	
90. Bench Warrant, 2 sided	1,000	N/B	"	190.00/Lot	"	71.00/M	110.00/Lot	
91. Recognizance - Bail	1,000	49.99/M	"	108.00/Lot	"	71.00/M	58.00/Lot	
92. Affidavit of Income & Assets, 2pg/NCR	1,000	98.99/M	"	190.09/Lot	"	160.00/M	108.00/Lot	
93. Order-Payment of Fines & Costs 2 pg/color/NCR	1,000	108.50/M sets	"	140.00/Lot	"	160.00/M	130.00/Lot	
94. Affidavit of Defense - Traffic	1,000	74.75/M	"	67.00/Lot	"	71.00/M	90.00/Lot	
95. Court Letterhead (Erasable Bond)	1,000	98.50/M	"	N/B	"	99.00/M	99.00/Lot	

#119  
#894

	MUNICIPAL COURT CONT'D:	APPROXIMATE QUANTITIES	HALPRINT	MGL-FORMS	RENTON	TPCCO	HERITAGE	GOOD IMPRESSIONS
96.	Notice in Lieu of Complaint, 3pg/color/NCR	1,000	98.50/M sets	N/B	240.00/Lot	N/B	206.00/M	115.00/Lot
97	Municipal Court Procedures, 2 sided	1,000	108.50/M	"	227.00/Lot	"	87.00/M	N/B
98	Partial Payment Record	1,000	73.50/M	"	121.00/Lot	"	N/B	N/B
99.	Rescinding Order, 3 pg/color, NCR	1,000	108.00/M sets	"	254.00/Lot	"	206.00/M	109.00/M
100	Notice of Proposed Suspension 4 pg/color, NCR	1,000	199.00/M sets	"	N/B	"	N/B	220.00/M
101.	Intoxicated Driver Penalty Provisions 4 pg/color, NCR	1,000	199.00/M sets	"	"	"	"	220.00/M
102.	Notice to Defendant following Conviction 2 pg/color, NCR	1,000	104.95/M sets	"	140.00/Lot	"	160.00/M	110.00/M
103.	Commitment, 3pg/color/NCR	1,000	112.99/M sets	"	190.00/Lot	"	206.00/M	115.00/Lot
RECREATION/PUBLIC WORKS DEPARTMENT								
104.	Program Regis. Form, NCR-numbered 150 per page (N/B)	10 pads	N/B	"	N/B	"	N/B	250.00/Lot
105.	Surrey Bus Pass	500	78.95/Lot	"	"	"	"	N/B
106.	Surrey Reservation Log - Page 1, 50 NCR sets	10 pads	109.00/Lot	"	"	"	"	"
107.	Surrey Reservation Log - Page 2, 50 NCR sets	10 pads	109.00/Lot	"	"	"	"	"
108.	Leaves-Door Knob Notice-2 sided/heavy coverstock, 4 1/4 x 11, Yellow, Green Ink	1,000	150.00/M *	"	(COMBINED)	"	"	"
109.	Debris-Door Knob Notice-2 sided/heavy coverstock, 5 x 11, Yellow, Green Ink	1,000	150.00/M *	"	AT 353.00/Lot	"	"	150.00/Lot
POLICE DEPARTMENT								
110.	Photo ID File Sticker	2,000	N/B	"	N/B	"	"	N/B
111.	Miranda Warning	2,000	34.75/M	"	"	"	"	980.00/Lot
112.	Incident Report (NOT IN PAD FORM) NCR/2pg	30,000	N/B	"	29.00/M (870.00)	"	"	290.00/Lot
113.	Vehicle Repair Tag	3,000	90.50/M	"	N/B	"	"	490.00/Lot
114.	Tow Sticker	2,000	122.50/M	"	"	"	"	200.00/Lot
115.	Violation Notice	2,000	N/B	"	"	"	"	N/B
116.	Certificate of Registration, 2 sided (perforated in thirds)	500	N/B	"	97.00	"	"	230.00/M
117	Juvenile Complaint Report - 4 part NCR (perforated at top)	1,000	210.00/M sets	"	"	"	140.00/M (280.00)	N/B
118.	Crime Watch Letterhead, 2 sided	2,000	N/B	"	"	"	"	"

\* Typesetting Included



POLICE DEPARTMENT CONT'D:	APPROXIMATE QUANTITIES	HALPRINT	MGI-FORMS	TRENTON	TAPCO	HERMITAGE	GOOD IMPRESSIONS
119. Calibration Certification	1,000	117.50/M	N/B	115.00/Lot	N/B	117.00/M	140.00/M
120. Burglary Prevention Guide (Home)	1,000	325.00/M	"	627.00/Lot	"	N/B	336.00/M
121. Operation Identification (Home)	200	N/B	"	440.00/Lot	"	"	N/B
122. Operation Identification (Vehicle)	200	N/B	"	440.00/Lot	"	"	"
123. Warning Notice, 2 pg/color NCR, Numbered in pads of 50	100 Pads	N/B	"	N/B	"	"	"
124. Curfew Ordinance Violation Custody Card 3 pg/color NCR	500	79.00/Lot	"	"	"	"	"
125. Uniform Arrest Report, 4 pg/color NCR Perforated tops	5,000	132.50/M sets	"	674.00/Lot	"	"	680.00
126. Crime Investigation Report Perforated tops	5,000	132.50/M sets	"	745.00/Lot	"	"	680.00
				<b>Total</b>		<b>\$12,645</b>	

SAMPLES OF ALL ITEMS ARE AVAILABLE IN THE TOWNSHIP CLERK'S OFFICE  
 ALL INTERESTED BIDDERS ARE ADVISED TO LOOK OVER THE SAMPLES SO THAT THEY CAN BID ACCORDINGLY . . . MANY ITEMS CARRY SPECIAL INSTRUCTIONS.  
 IT IS SUGGESTED THAT YOU CALL (877-2200 EXT. 6202, 6203 OR 6204) SO THAT A DAY AND TIME CAN BE SET UP FOR REVIEW. THANK YOU.

Name/Print \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Position \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone No. \_\_\_\_\_

RESOLUTION NO. 141- 1994

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 to remove three previous liens as per attached

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 6st day of December, 1994 that the fines and expenses certified by the Director of Inspections and listed on the attached schedule are hereby approved and certified to the Tax Collector of the Township of Willingboro as liens against the specific properties listed and to draw interest as tax liens as provided by law.

  
DOREATHA D. CAMPBELL  
MAYOR

ATTEST:

  
Rhoda Lichtenstadter  
Township Clerk

# township of Willingboro

MEMO TO: Rhoda Lichtenstadter  
 FROM: Leonard Mason  
 DATE: December 6, 1994  
 SUBJECT: PROPERTY MAINTENANCE VIOLATIONS

Under the Township's Property Maintenance Ordinance liens have been imposed on properties in amount of \$30207.00 for the time period of November 1, 1994 thru December 6, 1994.

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

<u>ADDRESS</u>	<u>BLOCK &amp; LOT</u>	<u>AMOUNT</u>	<u>WORK DONE</u>
125 Eastbrook	808-17	\$ 40.00	Cut grass
16 Eldridge	808-33	\$ 40.00	" "
62 East Stokes	818-69	\$ 40.00	" "
39 Eddington	814-18	\$ 140.00	Rem tires/debris
55 Princeton	313-27	\$ 95.00	Rem limbs/bushes
28 Eastern	830-2	\$ 40.00	Cut grass
1 Hargrove	613-30	\$ 40.00	" "
53 Hewlett	618-23	\$ 40.00	" "
59 Edison	842-12	\$ 40.00	" "
550 Charleston	608-37	\$ 40.00	" "
19 Peachfield	332-29	\$ 85.00	Remove trash
45 Norwood	1010-10	\$ 95.00	Trim hedges;clean up/ remove debris
70 Buckingham	239-52	\$ 90.00	Disp limbs
1 Marblestone	516-21	\$ 250.00	Rem dead tree
23 Buckingham	224-1	\$ 190.00	" " "
58 Clubhouse	409-46	\$ 90.00	Disp trash
1 Bendix	224-33	\$1030.00	Board windows/drs
18 Mandolin	510-2	\$ 190.00	Rem dead tree
40 Middleton	541-9	\$ 85.00	Rem stump/limbs
36 Barrington	242-11	\$ 85.00	Disp trash
170 Nottingham	1006-12	\$ 95.00	Disp limbs
16 Bonnie	228-6	\$ 95.00	Rem dead tree/debris
115 Millbrook	520-24	\$ 60.00	Cut hedges/rem debris
35 Birchwood	227-19	\$2740.00	Install boiler
38 Harrington	642-30	\$1720.00	Replace roof
24 Helm Turn	634-5	\$1935.00	" " "
33 Neptune	1009-106	\$1566.00	" " "
31 Newcastle	1020-106	\$1925.00	" " "
40 Niagara	1023-35	\$2430.00	" " "
127 Garfield	727-3	\$ 40.00	" " "
136 Niagara	1020-14	\$2355.00	" " "
39 Nimitz	1022-10	\$1566.00	" " "
36 Norwick	1009-50	\$2010.00	" " "
128 Rittenhouse	904-13	\$ 780.00	" " "
33 Tempest	1116-2	\$1710.00	" " "
58 Garrett	709-1	\$3865.00	" " "

an equal opportunity employer

municipal complex

salem road

willingboro, new jersey 08046

(609) 877-2200

16 Weldon

405-4


\$2570.00

Replace roof

TOTAL

\$30207.00

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

RESOLUTION NO. 142- 1994

RESOLUTION FOR RENWAL OF MEMBERSHIP IN THE  
CAMDEN/BURLINGTON REGIONAL EMPLOYEE BENEFITS FUND

WHEREAS, the Township of Willingboro is a member of the Camden/Burlington Regional Employee Benefits Fund; and

WHEREAS, said renewed membership terminates as of December 31, 1994, unless earlier renewed by agreement between the Municipality and the Fund; and

WHEREAS, the Municipality desires to renew said membership;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 6th day of December, 1994, as follows:

1. The Township of Willingboro agrees to renew its membership in the Camden/Burlington Regional Employee Benefits Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.

2. The Mayor and Clerk shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the Camden/Burlington Regional Employee Benefits Fund evidencing the Municipality's intention to renew its membership.

  
DOREATHA D. CAMPBELL  
MAYOR

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

AGREEMENT TO RENEW MEMBERSHIP IN THE  
CAMDEN/BURLINGTON REGIONAL EMPLOYEE BENEFITS FUND

WHEREAS, the Camden/Burlington Regional Employee Benefits Fund (hereinafter the Fund) is a duly chartered Municipal Insurance Fund as authorized by N.J.S.A. 40A:10-36 et seq.; and

WHEREAS, the Township of Willingboro is currently a member of said Fund; and

WHEREAS, effective December 31, 1994, said membership will expire unless earlier renewed; and


WHEREAS, the Mayor and Council of the Township of Willingboro have resolved to renew said membership;

NOW, THEREFORE, it is agreed as follows:

1. The Township of Willingboro hereby renews its membership in the Camden/Burlington Regional Employee Benefits Fund for a three (3) year period, beginning January 1, 1995 and ending January 1, 1998 (12:01 am)
2. The Township of Willingboro hereby ratifies and reaffirms the Indemnity and Trust Agreement, Bylaws and other organizational and operational documents of the Camden/Burlington Regional Employee Benefits Fund as from time to time amended and altered by the Department of Insurance in accordance with the Applicable Statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.
3. The Township of Willingboro agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. In consideration of the continuing membership of the Township of Willingboro in the Camden/Burlington Regional Employee Benefits Fund agrees, subject to the continuing approval of the Commissioner of Insurance, to accept the renewal application of the Township of Willingboro.
5. Executed the 6th day of December, 1994, as the lawful and binding act and deed of the Township of Willingboro, which execution has been duly authorized by public vote of the governing body.

  
DOREATHA D. CAMPBELL, MAYOR

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk

CAMDEN/BURLINGTON REGIONAL  
EMPLOYEE BENEFITS FUND.

# township of Willingboro

December 7, 1994

Janet Gibson  
Camden/Burlington Regional Benefits Fund  
118 Ellis Street P.O. Box 60  
Haddonfield, New Jersey 08033

Dear Ms. Gibson:

Enclosed please find a copy of Res. No. 142 - 1994, adopted by Willingboro Township Council at their meeting of December 6, 1994, authorizing the signing of the attached agreement.

Also enclosed are two (2) copies of the Agreement. Please sign and return both of them to me and a fully executed one will be returned to you.

Thank you for your cooperation.

Sincerely,

Rhoda Lichtenstadter  
Township Clerk  
rl  
Encs.

AGREEMENT TO RENEW MEMBERSHIP IN THE  
CAMDEN/BURLINGTON REGIONAL EMPLOYEE BENEFITS FUND

WHEREAS, the Camden/Burlington Regional Employee Benefits Fund (hereinafter the Fund) is a duly chartered Municipal Insurance Fund as authorized by N.J.S.A. 40A:10-36 et seq.; and


WHEREAS, the Township of Willingboro is currently a member of said Fund; and

WHEREAS, effective December 31, 1994, said membership will expire unless earlier renewed; and

WHEREAS, the Mayor and Council of the Township of Willingboro have resolved to renew said membership;

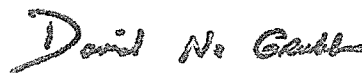
NOW, THEREFORE, it is agreed as follows:

1. The Township of Willingboro hereby renews its membership in the Camden/Burlington Regional Employee Benefits Fund for a three (3) year period, beginning January 1, 1995 and ending January 1, 1998 (12:01 am)
2. The Township of Willingboro hereby ratifies and reaffirms the Indemnity and Trust Agreement, Bylaws and other organizational and operational documents of the Camden/Burlington Regional Employee Benefits Fund as from time to time amended and altered by the Department of Insurance in accordance with the Applicable Statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.
3. The Township of Willingboro agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. In consideration of the continuing membership of the Township of Willingboro in the Camden/Burlington Regional Employee Benefits Fund agrees, subject to the continuing approval of the Commissioner of Insurance, to accept the renewal application of the Township of Willingboro.
5. Executed the 6th day of December, 1994, as the lawful and binding act and deed of the Township of Willingboro, which execution has been duly authorized by public vote of the governing body.

  
DOREATHA D. CAMPBELL, MAYOR

ATTEST:

  
Rhoda Lichtenstadter, RMC  
Township Clerk



CAMDEN/BURLINGTON REGIONAL  
EMPLOYEE BENEFITS FUND.



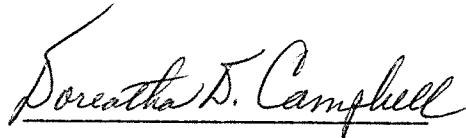
RESOLUTION NO. 143- 1993

WHEREAS, the Tax Collector of the Township of Willingboro has indicated that funds for Capital projects in the amount of \$235,000 were not required; and

WHEREAS, these funds must be cancelled by resolution of Township Council;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 20th day of December, 1994, that these capital project funds be cancelled.

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to the Tax Collector and Auditor for their information and attention.



DOREATHA D. CAMPBELL  
MAYOR

ATTEST:



Marie Annese  
Deputy Township Clerk

✓

RESOLUTION NO. 144 - 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 Dec. 20, 1994, that an Executive Session closed to the public shall be held on Dec. 20, 1994 at 8:20 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.

  
DOREATHA D. CAMPBELL  
MAYOR

ATTEST:



Marie Annese  
Deputy Township Clerk

RESOLUTION NO. 145 - 1994

WHEREAS, there are certain budget appropriations of the Township of Willingboro which are insufficient to meet the requirements for operating the affairs of the Township; and

WHEREAS, there are other 1994 budget appropriations where there are unexpended balances which will not be needed for such purposes; and

WHEREAS, the Revised Statutes 40A:4-58 provide for such transfers from such accounts that have unexpended balances to those accounts which have insufficient balances:

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 27th day of December, 1994, that the following transfers be made:


FROM:

Employee Health Insurance	\$ 3,000.00
Other Insurance	15,830.00
Street Lighting	<u>9,000.00</u>
	\$27,930.00

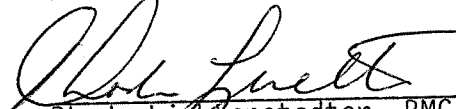
TO:

Manager - SW	5,000.00
Legal - OE	<u>22,830.00</u>
	\$27,830.00

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

  
\_\_\_\_\_  
DOREATHA D. CAMPBELL  
Mayor

ATTEST:

  
\_\_\_\_\_  
Rhoda Lichtenstadter, RMC  
Township Clerk

*12/22/94*

*J.D.*

WHEREAS, there are certain budget appropriations of the Township of Willingboro which are insufficient to meet the requirements for operating the affairs of the Township; and

WHEREAS, there are other 1994 budget appropriations where there are unexpended balances which will not be needed for such purposes; and

WHEREAS, the Revised Statutes 40A:4-58 provide for such transfers from such accounts that have unexpended balances to those accounts which have insufficient balances:

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 6th day of December, 1994, that the following transfers be made:

FROM:

Emergency Management - OE	\$18,000.00
Public Employee Retirement - OE	47,624.00
Recreation - OE	10,000.00
Assessor - SW	3,034.00
Welfare - SW	
Sala	

197,976.00

TO:

*From:*

Counc	<i>Employee Health Ins</i>	<i>3,000</i>
Teleph	<i>Other Insurance</i>	<i>15,850</i>
Traffi	<i>Street Lighting</i>	<i>9,000</i>
Public		
Social		
Unempl		<i>27,850<sup>00</sup></i>
Police		
Managel		
Recept		
Finance		

*To:*

Taxes -	<i>Manager - SW</i>	<i>3,000</i>
Legal -	<i>Legal - OE</i>	<i>24,850</i>
Court -		
Police		<i>27,850<sup>00</sup></i>

7,976.00

BE IT F  
resolution be pro  
information and al

or their

*Doreatha D. Campbell*  
DOREATHA D. CAMPBELL  
Mayor

ATTEST:

*Rhoda Lichtenstadter*  
Rhoda Lichtenstadter, RMC  
Township Clerk

TOWNSHIP OF WILLINGBORO

Resolution 1994-146

**A Resolution Appointing a Township Manager and Fixing the Compensation in Accordance with the Salary Ordinance of the Township of Willingboro.**

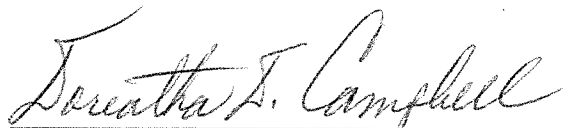
**Whereas**, Township Manager Sadie L. Johnson has announced her retirement as of March 31, 1995, and

**Whereas**, the Township Council has conducted a search for a new Township Manager, and

**Now Therefore, Be It Resolved**, by the Township Council of the Township of Willingboro, assembled in public session this 27th day of December, 1994, that Norton N. Bonaparte, Jr., be and hereby is appointed as Township Manager of the Township of Willingboro to begin as Township Manager Designate on January 16, 1995 and to assume the full duties as Township Manager upon the retirement of Sadie L. Johnson, , and to hold that position at the pleasure of the Township Council, as provided by the Optional Municipal Charter Law and by the Administrative Code of the Township of Willingboro, and

**Be It Further Resolved** that Norton N. Bonaparte, Jr. shall be compensated during 1995 at the annual salary rate of \$62,000.00, and

**Be It Further Resolved** that copies of this Resolution shall be provided to Norton N. Bonaparte, Jr. and the Township Chief Financial Officer for their information and attention.



**DOREATHA D. CAMPBELL**

Mayor

ATTEST



Rhoda Lichtenstadter  
Township Clerk

**TOWNSHIP OF WILLINGBORO**  
MUNICIPAL COMPLEX  
SALEM ROAD  
WILLINGBORO, NEW JERSEY 08046  
609-877-2200

**FOR IMMEDIATE RELEASE.....**

**4:00 P.M., December 27, 1994**

**Released by:**

**Doreatha D. Campbell, Mayor**

Willingboro Mayor Doreatha D. Campbell announced today that the search for a new Township Manager has been concluded and that the Township Council has selected **Norton N. Bonaparte, Jr.** to succeed Sadie L. Johnson who is retiring as Township Manager as of March 31, 1995.

Bonaparte, who resides in Kettering, Maryland, has served as Manager in Glenarden, MD and as a Consultant with the Institute for Government Service of the University of Maryland in College Park Md.

Bonaparte received his BS in Urban Studies from Worcester Polytechnic Institute [Worcester, MA] and a Masters degree in Public Administration from Cornell University, Graduate School of Management [Ithaca, NY]. He has taken doctoral courses in Public Administration at George Mason University [Fairfax, VA]. He has served as President of the Maryland City and County Management Association and of the City and Town Administrators Department of the Maryland Municipal League. He has also been a member of the Board of Directors of the Maryland Municipal League, the Maryland Chapter of the American Society for Public Administration and the Prince George's County Chapter of the American Red Cross.

**TOWNSHIP OF WILLINGBORO  
NEWS RELEASE**

Retirement of Township Manager  
September 23, 1994

Page 2.

In the academic field, Bonaparte has served as a Senior Adjunct Instructor in the School of Management and Business at National Louis University in McLean, VA and as an Instructor in State and Local Government at the Prince George's Community College in Largo, Md.

Mayor Campbell indicated that the search had begun when Mrs. Johnson announced her retirement in September and that the Council had initiated a nationwide search with the goal of being able to select a successor who would be able to begin working with the Council and Mrs. Johnson in January to provide for a smooth transition.

"The members of the Council received and reviewed more than 40 applications," according to Campbell. "We were impressed by the truly outstanding quality of the applicants and it was challenging to narrow the pool of applicants through questionnaires, interviews and background checks.

"The appointment of the Township Manager is one of the most important decisions that can be made by the Township Council and we believe that Mr. Bonaparte will fit in well as a part of the team dedicated to providing quality services to the citizens of Willingboro while recognizing the financial limitations on municipal government."

Johnson, who has served as Township Manager since 1987, filed an application earlier this year to take early retirement, but had agreed to the Township Council request that she delay that retirement until next March.

**TOWNSHIP OF WILLINGBORO  
NEWS RELEASE**

Retirement of Township Manager  
September 23, 1994

Page 3.

Johnson has been on sick leave recuperating from surgery, but will be working with the Council, Deputy Manager Richard Crane and Bonaparte during a transition period which will include the development of the 1995 Township budget.

Mayor Campbell expressed the appreciation of the Township Council for Johnson's efforts as the chief executive and administrative official of the municipality, "Sadie Johnson has served Willingboro well and, while we understand her desire to spend more time with her family, we will miss her as an integral part of the governmental team. Sadie brought a wonderful sense of compassion and caring to her role as Township Manager, along with her professional background in local government.

"We are excited, however, at the opportunity to bring Norton Bonaparte to Willingboro and to work with him.

"Every source that we could find was uniform in praising the skills of Mr. Bonaparte as a Manager and in his ability to work with citizens, elected officials and employees. He has a deep commitment to implementing the Council policy that municipal government exists to serve its citizens."



**Norton N. Bonaparte, Jr.**

32 Bannington Drive  
Kettering MD 20772

December 23, 1994

Hon. Doreatha D. Campbell, Mayor  
Hon. Paul Krane, Deputy Mayor  
Hon. James E. Ayrer, Councilman  
Hon. Jeffrey E. Ramsey, Councilman  
Hon. Paul Stephenson, Councilman  
Township of Willingboro  
Municipal Complex  
One Salem Road  
Willingboro NJ 08046

RE: Willingboro Township Manager

Dear Mayor and Members of Council:

Thank you for the offer to appoint me as the Willingboro Township Manager, as set forth in the letter from the Willingboro Township Solicitor of December 22, 1994.

I accept your offer and I look forward to working with you, with the municipal employees and with the citizens of Willingboro.

I will arrange to be in Willingboro, along with members of my family, for the announcement on Tuesday, December 27, 1994, at 4:00 p.m.

Very truly yours,



NORTON N. BONAPARTE, JR.

# KEARNS, VASSALLO, GUEST & KEARNS



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630 BEVERLY-RANOCAS ROAD • WILLINGBORO, NJ 08046-3718

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WILLIAM JOHN KEARNS, JR.  
JOHN F. VASSALLO, JR.  
BRIAN M. GUEST  
ELLEN B. KEARNS

609-877-6550

WILLIAM D. HILL - Of Counsel  
GEORGE E. WILSON\* - Of Counsel

FAX 609-835-4646

\*Admitted in NJ, NY, PA

December 22, 1994

Norton N. Bonaparte, Jr.  
32 Bannington Drive  
Kettering MD 20772

RE: Willingboro Township Manager

Dear Mr. Bonaparte:

As you know the Willingboro Township Council has been engaged in a search for a Township Manager over the past several months. This search has resulted in over 40 applications from throughout the country.

As a result of the interviews, an evaluation of your background and experience and the various recommendations that we have received regarding you, the Township Council has directed me to convey to you an offer to appoint you as the Willingboro Township Manager.

The Township Manager is the chief executive and administrative official of the municipality and functions as an integral part of the governmental team with the Township Council. The Township Council regards this as the most important appointment to be made by the Council and the Council members look forward to working with you.

It is important that there be a basic understanding between you and the Township Council regarding the appointment and the terms and conditions of your employment as Township Manager. The Township Council has asked me to outline the proposal in this letter for your consideration.

Norton N. Bonaparte, Jr.  
RE: Willingboro Township Manager  
December 22, 1994  
Page 2.

**Appointment:** The appointment will be made at the meeting of the Willingboro Township Council on Tuesday, December 27, 1994. As you know, the current Township Manager, Sadie L. Johnson, will be retiring as of March 31, 1995, so that your appointment will be as "Township Manager Designate" from the date in January that you are able to begin working with us until her retirement. It is the expectation of the Township Council that the transition period will enable you and Mrs. Johnson to work together with the Township Council through the 1995 budget process, so that you will be fully familiar with the activities of the Township when you assume the full position as of April 1, 1995.

**Announcement:** This offer should remain confidential, even after your acceptance, so that an appropriate announcement can be made by the Township Council. It is anticipated that the Township employees will be invited to attend a Press Conference at 4:00 P.M. on Tuesday, December 27th so that the announcement can be made to them and to the press at the same time. No mention of the Press Conference will be made to the press or to the employees until the morning of December 27th, when they will be invited to attend a press conference to meet the new Township Manager.

**Salary:** The salary would be fixed at \$ 62,000.00 per year for 1995. The salary would be subject to review on an annual basis during the annual budgetary process with any adjustment to the salary being effective on a calendar year basis. The salary review will also serve as the opportunity for an annual performance evaluation and a discussion of that evaluation between the Manager and the Council. The salary of the Township Manager is not fixed on a particular scale or in relation to the salaries of other Township employees. Because of the unique position of the Township Manager, that salary is subject to annual review and negotiation with the Township Council.

**Other Employment:** The duties of the Township Manager require full-time commitment to the position and will frequently involve responsibilities during the evening and on weekends. Other employment is inappropriate. The Township Council recognizes, however, that there are occasions when the Manager may be invited to serve as a consultant or to teach on a limited basis that will not interfere with the primary responsibilities to the Township. Any such invitations should be reviewed with the Council before they are accepted.

**Automobile:** The Township Council recognizes that the position of Township Manager requires extensive use of an automobile both within the community and in representing the community at various meetings. Accordingly, the Township will provide a mid-sized automobile, to be maintained by the Township, for your use. There is a vehicle currently assigned to the Township Manager and that vehicle will be available for your use when you assume the position. As the Chief Executive and Administrative official of the Township, the Manager is always "on duty" and the

Norton N. Bonaparte, Jr.  
RE: Willingboro Township Manager  
December 22, 1994  
Page 3.

Council will not make any distinction between official and personal use of the vehicle, but it is expected that it will not be used for personal vacation trips.

**Benefits:** You will receive the benefits available to Township employees on the basis that they are available to those employees, including medical, hospitalization and dental insurance programs; sick leave; and participation in the Public Employee Retirement System. The Township also has a deferred compensation program, through the ICMA, which is available for your participation.

**Vacations:** With respect to vacation time, the Township will recognize that you are not a "starting employee" with respect to vacation time. The Council will authorize fifteen (15) days, i.e., the equivalent of three weeks of paid vacation each year. In accordance with Township Policy, unused vacation time does not carry over into subsequent years. It is also expected that vacations will be scheduled so that any disruption of meetings and the needs of the community will be minimized. That concern is particularly focused on the period of intense Council-Manager activity surrounding the annual budget process. The Council should be given advance notice of any vacation time beyond one day. In the event that you are unable to use your annual vacation leave due to the demands of your duties as Township Manager, the Council is willing to discuss with you some alternative arrangement.

**Personal Days:** The Township Council recognizes that the position of Township Manager requires the expenditure of time beyond the normal working day and on weekends to attend Council meetings and to work with various community organizations. To a great extent, those responsibilities are part of the job of the Township Manager. In order to recognize those demands on your time, however, the Township Council will authorize three (3) personal days. No other adjustment for time, whether by overtime or compensatory time will be appropriate for the Township Manager. Just as with vacation time, the personal days must be used within the calendar year, unless the Township Council specifically authorizes a carry forward for exceptional circumstances.

**Professional Memberships:** The Township recognizes the value of professional memberships and has traditionally provided for the Manager to maintain membership and participation in the International City Management Association (ICMA) and in the New Jersey Municipal Management Association. The Township is also an active member of the New Jersey State League of Municipalities.

**Conferences:** The Township has traditionally provided for the Manager to attend the annual conference, within the continental United States, of the International City Management Association, the New Jersey Municipal Management Association and the New Jersey State League of Municipalities. Additionally, the Manager has the discretion, within budgetary limitations, to attend conferences that the Manager has deemed appropriate and which take place in the geographical area constituting the

Norton N. Bonaparte, Jr.  
RE: Willingboro Township Manager  
December 22, 1994  
Page 4.

New York City-Washington, D.C. corridor. Other conferences may be authorized, where appropriate, by the Township Council.

**Notice of Termination:** Under the provisions of the Optional Municipal Charter Law, under which Willingboro is governed, the Township Manager shall hold office for an indefinite term and may be removed by a majority vote of the council. Unless a removal is "for cause" a terminated Manager is entitled to be paid for the next three calendar months. In the event that you were to decide to leave the position, the Township Council would request that you provide at least 45 days notice to the Township.

**Civic Activities:** The Township Council encourages the Manager to participate in community activities but those activities should not conflict with the primary responsibility to the Township. Within budgetary limitations, the Township has covered costs related to these activities, for example, costs related to the Burlington County Chamber of Commerce.

**Residency:** The Township Manager is expected to be a resident of the municipality.

**Relocation Expenses:** In order to assist with relocation expenses, the Township will authorize the expenditure of up to Five Thousand (\$5,000.00) to defray those expenses. It is suggested that any portion of that amount used for moving furniture or similar expenses be arranged through a Township purchase order since the Township would be tax exempt. If a Maryland mover would still have to collect Maryland taxes, we could make the arrangements through a New Jersey moving company. We understand that there may be discounted rates available to you through ICMA and we would expect to work with you in order to achieve the most beneficial moving arrangements.

**Professional Seminars and Education:** It may be appropriate for you to attend various professional seminars or to take various courses related to the duties and responsibilities of the Township Manager. Willingboro Township has traditionally encouraged training programs for employees and would encourage you to participate in programs that will enhance your abilities as Township Manager. The costs related to the programs should be reviewed with the Township Council and should be within budgetary limitations approved by the Council.

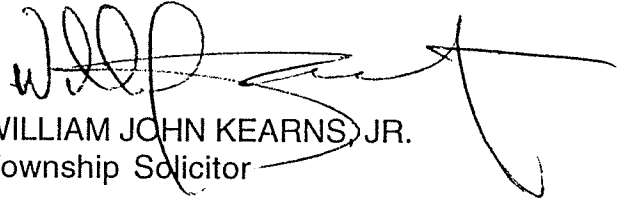
Your prompt response will be appreciated.

If the terms outlined in this letter are agreeable to you, we would appreciate receiving a written acceptance, addressed to the Willingboro Township Council.

Norton N. Bonaparte, Jr.  
RE: Willingboro Township Manager  
December 22, 1994  
Page 5.

Upon receipt of your acceptance we will then proceed with the plans to formalize the appointment, as outlined above. The specific terms set forth in this letter will be incorporated by reference into the formal Resolution to be adopted by the Township Council on December 27, 1994, making the appointment.

Very truly yours,

A handwritten signature in black ink, appearing to read 'W. J. Kearns Jr.', with a long horizontal flourish extending to the right.

WILLIAM JOHN KEARNS JR.  
Township Solicitor

WJK:mm

cc: Hon. Doreatha D. Campbell, Mayor  
Hon. Paul Krane, Deputy Mayor  
Hon. James E. Ayrer, Councilman  
Hon. Jeffrey E. Ramsey, Councilman  
Hon. Paul Stephenson, Councilman

# township of Willingboro

MEMO TO: ALL DEPARTMENT HEADS  
FROM: MAYOR DOREATHA D. CAMPBELL  
DATE: DECEMBER 27, 1994

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You are invited to join the Willingboro Township Council in the Council Meeting Room at 4:00 PM today for a Press Conference at which we will introduce the individual selected by the Township Council to become the Township Manager upon the retirement of Manager Sadie L. Johnson.

It is the expectation of the Township Council that the new Manager will work with Mrs. Johnson, the Council and you during the annual review of the budget by the Council that will begin in mid-January.

Please extend the invitation to attend the Press Conference to the employees in your Department.

# TOWNSHIP OF WILLINGBORO

MUNICIPAL COMPLEX  
ONE SALEM ROAD  
WILLINGBORO, NEW JERSEY 08046  
609-877-2200

DOREATHA D. CAMPBELL  
Mayor  
PAUL KRANE  
Deputy Mayor  
JAMES E. AYREB  
Councilman  
JEFFREY E. RAMSEY  
Councilman  
PAUL L. STEPHENSON  
Councilman

SADIE L. JOHNSON  
Township Manager  
RHODA LICHTENSTADTER, RMC  
Township Clerk  
WILLIAM JOHN KEARNS, JR.  
Township Solicitor

December 27, 1994

To All Department Heads  
From Mayor Doreatha D. Campbell

You are invited to join the Willingboro Township Council in the Council Meeting Room at 4:00 P.M. today for a Press Conference at which we will introduce the individual selected by the Township Council to become the Township Manager upon the retirement of Manager Sadie L. Johnson.

It is the expectation of the Township Council that the new Manager will work with Mrs. Johnson, the Council and you during the annual review of the budget by the Council that will begin in mid-January.

Please extend the invitation to attend the Press Conference to the employees in your Department.



**KEARNS, VASSALLO, GUEST & KEARNS**

630 Beverly-Rancocas Road  
Willingboro NJ 08046-3718

**Phone - 609-877-6550**

FAX - 609-835-4646

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**I WANT YOU . . . .**

*To read this message right away.  
It is important, and that is why it  
was sent to you by FAX.*

---

**TO Rhoda Lichtenstadter, RMC, Willingboro  
Township**

**FAX 835-0782**

**FROM William Kearns • KVGK**

**DATE Tuesday, December 27, 1994**

**PAGES 4**

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I have the copies to bring to the press conference, but wanted you to have this right away.

TOWNSHIP OF WILLINGBORO

Resolution 1994- 147

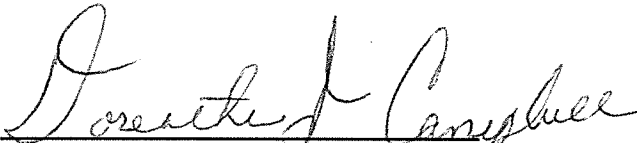
**A Resolution Adjusting the Compensation of the Deputy Township Manager in Accordance with the Salary Ordinance of the Township of Willingboro.**

**Whereas**, Township Manager Sadie L. Johnson has been on extended sick leave to recover from surgery, and


**Whereas**, Deputy Township Manager Richard Crane has assumed and fulfilled the duties of the Township Manager in the absence of the Township Manager, and

**Now Therefore, Be It Resolved**, by the Township Council of the Township of Willingboro, assembled in public session this 27th day of December, 1994, that the compensation of Deputy Township Manager Richard Crane shall be adjusted to compensate for the time and responsibility that he has undertaken and fulfilled and will continue to perform as Acting Township Manager by the payment to him of a one-time, lump sum adjustment of Five Thousand (\$5,000.00) , and

**Be It Further Resolved** that copies of this Resolution shall be provided to Richard Crane. and to the Township Chief Financial Officer for their information and attention.

  
**DOREATHA D. CAMPBELL**  
Mayor

ATTEST

  
Rhoda Lichtenstadter  
Township Clerk