

Public Agenda – March 8, 2022

Attention

Attached is the Township Council packet. This packet is posted online as a courtesy to the public.

Please take note that packets are generally posted the Monday prior to the Tuesday meeting. If there are any changes additions or deletions made between the time of the packet posting and the meeting, same may not be reflected within this packet.

Subsequent to the packet posting, should you require additional information or a copy of a public document that is the subject of the meeting that was not available at the time of the packet posting, but is available prior to the meeting, you may contact the Township Clerk's office via email at bbligen@willingboronj.gov or by calling 609.877.2200 x1028.

Subsequent to the Council meeting, you may request documents by filing an Open Public Records Act (OPRA) request. You may obtain an OPRA form by going to the Township's website, www.willingboronj.gov, and typing OPRA in the search engine. Once you complete the online form and click SUBMIT, your request is automatically forwarded to the Township Clerk for response (within seven (7) business days).

Thank you,

Brenda Bligen, MBA
Acting Township Clerk

**WILLINGBORO TOWNSHIP "SPECIAL" COUNCIL MEETING AGENDA
March 8, 2022**

To Join Zoom Meeting.

1. Type in the address bar: <https://zoom.us>
2. Click "Join Meeting" on the top menu bar
3. Meeting ID: 953 6953 7139
4. Password: 531748

5:00 PM
Call to order
Roll Call
Flag Salute
Statement

WORKING BUDGET DISCUSSION WITH DEPARTMENT DIRECTORS

- Library
- Facilities
- IT

PUBLIC COMMENT

COUNCIL COMMENT

Res 2022 – 55 RESOLUTION AUTHORIZING EXECUTIVE SESSION (IF NEEDED)

ADJOURNMENT

**ALL BUSINESS ITEMS ARE TENTATIVE, PENDING THE REVIEW AND APPROVAL OF THE
LAW DEPARTMENT**

Range of Budget Accounts: 2-01-26-310-000-020 to 2-01-26-310-000-299
For Budget: %PY = ((Budgeted / (Appropriated + Transfers)) - 1) * 100

Description Budget Account Number	2017	2018	2019	2020	2021	***** 2022 *****			%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Requested	Admi n. Recmnd	Budgeted	
BUILDING & GRD OTHER EXPENSES:									
2-01-26-310-000-020									
BUILDING & GRD Training									
2-01-26-310-000-028	5,000.00	2,000.00	2,500.00	2,000.00	2,000.00	1,000.00			0.00
	660.00	4,634.08	0.00	449.00	189.43				
Note: \$1,000 allowance per employee for maintenance trade continuing education training									
BUILDING & GRD Books & Publish									
2-01-26-310-000-030	500.00	500.00	500.00	500.00	500.00	1,500.00			0.00
	0.00	1,040.99	0.00	0.00	0.00				
Note: RS Means facility maintenance cost data for estimating									
BUILDING & GRD Clothes & Equip									
2-01-26-310-000-032	3,000.00	3,000.00	2,500.00	3,000.00	3,500.00	3,000.00			0.00
	2,979.05	0.00	1,906.01	3,022.63	2,982.82				
Note: \$1000.00 allowance per employee for work uniforms and boots per union contract									
BUILDING & GRD License & Reg									
2-01-26-310-000-037	6,500.00	10,000.00	5,000.00	15,000.00	15,000.00	20,000.00			0.00
	8,731.50	2,677.80	5,106.49	14,884.00	37,203.50				
Note: BFCE Registration fees (Life Hazard Use Registration Fees) and penalties for WPL, DPW, and JFK									
BUILDING & GRD Janitorial									
2-01-26-310-000-054	500.00	500.00	0.00	0.00	15,000.00	4,600.00			0.00
	95.52	0.00	0.00	18,860.02	9,399.38				
Note: In-House purchases of cleaning supplies and disinfecting chemicals, outside disinfecting services									
BUILDING & GRD Small Tools									
2-01-26-310-000-055	2,500.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00			0.00
	904.05	1,000.00	0.00	110.85	250.00				
Note: Tool purchases for in-house repairs									
BUILDING & GRD Public Events									
2-01-26-310-000-074	500.00	0.00	0.00	0.00	0.00				0.00
	0.00	0.00	0.00	0.00	0.00				
BUILDING & GRD Medical Exams									
2-01-26-310-000-098	0.00	0.00	0.00	100.00	100.00	150.00			0.00
	0.00	0.00	97.00	0.00	100.00				
Note: CDL Commercial drivers license required annual medical exam for S. Gauthney									

Description Budget Account Number	2017	2018	2019	2020	2021	***** 2022 *****		Budgeted	%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Requested	Admi n. Recmnd		
BUILDING & GRD Equipment									
2-01-26-310-000-101	0.00	0.00	0.00	0.00	0.00				0.00
	0.00	0.00	4,247.59	15,000.00	0.00				
Note: Purchases of commercial cleaning equipment (i.e. buffers, scrubbers, vacuume cleaners, custodial carts, etc.) in preparation for in-house custodial cleaning operations 2023 per council									
BUILDING & GRD Equip (Non-Cap)									
2-01-26-310-000-111	20,000.00	5,000.00	10,000.00	2,500.00	2,500.00	2,500.00			0.00
	815.00	4,657.27	2,003.26	1,631.28	2,321.96				
Note: Purchase of misc. equipment for seasonal works (i.e. snow shovels, de-icing spreaders etc.)									
BUILDING & GRD Contractual									
2-01-26-310-000-132	425,000.00	421,150.00	500,000.00	525,000.00	500,000.00	455,500.00			0.00
	399,300.00	482,844.59	482,042.13	420,567.03	390,681.12				
Transfers	0.00	79,860.00	0.00	85,000.00-	0.00				
Note: Pest control services, elevator maintenance services, sprinkler system inspection services, RTK risk control assesment, fire alarm and fire sprinkler inspections, bottled water service, custodial services vendor contract									
BUILDING & GRD JFK BLDG MAINTENANCE									
2-01-26-310-000-145	100,000.00	90,000.00	90,000.00	90,000.00	67,000.00	67,000.00			0.00
	82,092.80	67,890.63	76,219.46	56,913.56	71,294.06				
Note: Vendor repair services for JFK boilers, fire alarm, HVAC, electrical repairs, repair parts purchases JFK building									
BUILDING & GRD Equip Repair									
2-01-26-310-000-151	30,000.00	21,000.00	25,000.00	30,000.00	25,000.00	35,500.00			0.00
	18,517.79	20,520.26	30,757.11	6,141.35	23,387.54				
Note: Vendor repair services for JFK boilers, overhead doors, electrical repairs, repair parts purchases all other buildings									
BUILDING & GRD B&G Maint									
2-01-26-310-000-158	25,000.00	30,000.00	30,000.00	30,000.00	26,250.00	40,000.00			0.00
	22,519.54	24,860.42	23,873.58	27,580.30	39,378.72				
Note: Digital sign maintenance, electric motor repairs, locksmith services, elevator maintenance, door glass repairs, misc. repairs									
BUILDING & GRD Building Improv									
2-01-26-310-000-159	50,000.00	45,000.00	45,000.00	0.00	33,250.00	10,000.00			0.00
	37,692.85	35,035.60	36,356.91	17,878.39	8,129.88				
Note: Upgrade of restroom partitions, plumbing fixtures, exterior doors									
BUILDING & GRD Oth Equip Maint									
2-01-26-310-000-165	2,000.00	2,000.00	2,000.00	5,000.00	2,750.00	10,000.00			0.00
	2,000.00	820.42	4,061.96	1,058.01	9,339.00				

Description Budget Account Number	2017	2018	2019	2020	2021	*****	2022 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Requested	Admi n.	Recmnd Budgeted	
Note: Funds for other equipment breakdowns									
BUILDING & GRD Miscellaneous									
2-01-26-310-000-299	500.00 67.47	500.00 0.00	500.00 0.00	500.00 0.00	500.00 0.00	500.00			0.00
Note: Contingencies									
Control Total	671,000.00 576,375.57	631,650.00 645,982.06	714,000.00 666,671.50	704,600.00 584,096.42	694,350.00 594,657.41	652,250.00	0.00	0.00	0.00
Transfers	0.00	79,860.00	0.00	85,000.00-	0.00				
Extd Total	671,000.00 576,375.57	631,650.00 645,982.06	714,000.00 666,671.50	704,600.00 584,096.42	694,350.00 594,657.41	652,250.00	0.00	0.00	0.00
Transfers	0.00	79,860.00	0.00	85,000.00-	0.00				
Department Total	671,000.00 576,375.57	631,650.00 645,982.06	714,000.00 666,671.50	704,600.00 584,096.42	694,350.00 594,657.41	652,250.00	0.00	0.00	0.00
Transfers	0.00	79,860.00	0.00	85,000.00-	0.00				
CAFR Total	671,000.00 576,375.57	631,650.00 645,982.06	714,000.00 666,671.50	704,600.00 584,096.42	694,350.00 594,657.41	652,250.00	0.00	0.00	0.00
Transfers	0.00	79,860.00	0.00	85,000.00-	0.00				
Budgeted Total	671,000.00 576,375.57	631,650.00 645,982.06	714,000.00 666,671.50	704,600.00 584,096.42	694,350.00 594,657.41	652,250.00	0.00	0.00	0.00
Transfers	0.00	79,860.00	0.00	85,000.00-	0.00				
Non-Budget Total	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00
Budget Fund Total	671,000.00 576,375.57	631,650.00 645,982.06	714,000.00 666,671.50	704,600.00 584,096.42	694,350.00 594,657.41	652,250.00	0.00	0.00	0.00
Transfers	0.00	79,860.00	0.00	85,000.00-	0.00				
Year Total	671,000.00 576,375.57	631,650.00 645,982.06	714,000.00 666,671.50	704,600.00 584,096.42	694,350.00 594,657.41	652,250.00	0.00	0.00	0.00
Transfers	0.00	79,860.00	0.00	85,000.00-	0.00				

Range of Budget Accounts: 2-01-20-100-103-020 to 2-01-20-100-103-299
For Budget: %PY = ((Budgeted / (Appropriated + Transfers)) - 1) * 100

Description Budget Account Number	2017	2018	2019	2020	2021	***** 2022 *****			%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Requested	Admi n. Recmnd	Budgeted	
TECHNOLOGY OTHER EXPENSES:									
2-01-20-100-103-020									
TECHNOLOGY Awards & Dues									
2-01-20-100-103-021	500.00	500.00	250.00	250.00	250.00	250.00			0.00
	0.00	0.00	0.00	0.00	0.00				
Note:	SORA, CPR								
TECHNOLOGY Travel Expense									
2-01-20-100-103-022	700.00	700.00	350.00	700.00	700.00	500.00			0.00
	700.00	0.00	751.75	0.00	0.00				
Note:	League of Municipalities								
TECHNOLOGY Office Supplie									
2-01-20-100-103-023	1,000.00	1,200.00	1,200.00	600.00	600.00				0.00
	498.28	4,031.39	277.18	1,464.50	0.00				
Note:	General Office Supplies								
TECHNOLOGY Printing									
2-01-20-100-103-024	0.00	0.00	250.00	0.00	0.00				0.00
	0.00	151.94	0.00	0.00	0.00				
TECHNOLOGY Online Services									
2-01-20-100-103-026	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,700.00			0.00
	7,922.66	11,910.27	6,059.63	5,919.64	5,663.93				
Note:	Website Hosting, dotgov, sitelock, Godaddy								
TECHNOLOGY Training									
2-01-20-100-103-028	11,000.00	5,000.00	7,500.00	12,000.00	12,000.00	8,000.00			0.00
	110.00	455.00	1,399.00	0.00	0.00				
Transfers	10,000.00-	0.00	0.00	0.00	0.00				
Note:	SORA, CPR & AED, Customer Service, IT								
TECHNOLOGY Books & Publis									
2-01-20-100-103-030	300.00	300.00	0.00	300.00	300.00				0.00
	0.00	0.00	0.00	0.00	0.00				
TECHNOLOGY OFFICE EQUIPMENT									
2-01-20-100-103-107	10,000.00	8,000.00	6,000.00	5,000.00	3,000.00	3,000.00			0.00
	6,891.54	2,409.10	4,371.94	2,527.37	182.00				
Note:	Equipment and replacements for IT, Communications and security.								

Description Budget Account Number	2017	2018	2019	2020	2021	***** 2022 *****		%PY	
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Requested	Admi n. Recmnd Budgeted		
TECHNOLOGY Network Equip									
2-01-20-100-103-108	10,000.00	10,000.00	5,000.00	1,000.00	1,000.00	1,000.00			0.00
	8,858.45	6,271.79	743.98	0.00	0.00				
Note: Small, Not Capital network equipment replacement, eg card readers or door controllers.									
TECHNOLOGY Veh Purchase									
2-01-20-100-103-112	0.00	0.00	0.00	0.00	0.00				0.00
	0.00	0.00	0.00	0.00	0.00				
TECHNOLOGY Contractual									
2-01-20-100-103-132	30,000.00	30,000.00	30,000.00	120,000.00	200,000.00	212,000.00			0.00
	22,090.80	49,394.93	30,210.84	156,460.13	154,837.14				
Transfers	0.00	25,000.00	0.00	15,000.00	0.00				
Note: Office 365, WIPP-AR, WIPP-MISC Nixle, Hootsuite									
TECHNOLOGY Equip Repair									
2-01-20-100-103-151	3,500.00	3,500.00	2,500.00	2,500.00	2,500.00	5,000.00			0.00
	2,911.73	463.12	1,071.31	3,038.75	5,255.50				
Note: Access Control System repairs and server repairs									
TECHNOLOGY Copier Leasing									
2-01-20-100-103-152	0.00	0.00	0.00	0.00	0.00				0.00
	0.00	0.00	0.00	0.00	0.00				
GENERAL GOV'T TECHNOLOGY-COMMUNICATIONS									
2-01-20-100-103-153	0.00	0.00	6,000.00	0.00	0.00				0.00
	0.00	0.00	5,201.75	2,687.00	4,382.47				
Note: Marketing, New Resident Packets, Township App, Quarterly Resident mailings, Community Newspaper. transfer to the manager's office									
GENERAL GOV'T TECHNOLOGY-SECURITY OE									
2-01-20-100-103-154	0.00	0.00	6,500.00	10,000.00	10,000.00				0.00
	0.00	0.00	7,892.23	0.00	9,502.82				
Note: Lobby Guard License and Supplies. tfd to public safety									
TECHNOLOGY Computer Repair									
2-01-20-100-103-156	2,000.00	2,000.00	750.00	750.00	750.00	1,000.00			0.00
	574.00	0.00	0.00	0.00	0.00				
Note: laptop, ipad, phone repairs.									
TECHNOLOGY Miscellaneous									
2-01-20-100-103-299	3,000.00	3,000.00	1,000.00	1,500.00	1,500.00	1,500.00			0.00
	2,017.82	341.34	3,068.25	1,323.66	1,524.07				
Note: parts for computers									

Description Budget Account Number	2017	2018	2019	2020	2021	***** 2022 *****		Budgeted	%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Requested	Admi n. Recmnd		
Control Total	80,500.00	72,700.00	75,800.00	163,100.00	241,100.00	240,950.00	0.00	0.00	0.00
	52,575.28	75,428.88	61,047.86	173,421.05	181,347.93				
Transfers	10,000.00-	25,000.00	0.00	15,000.00	0.00				
Extd Total	80,500.00	72,700.00	75,800.00	163,100.00	241,100.00	240,950.00	0.00	0.00	0.00
	52,575.28	75,428.88	61,047.86	173,421.05	181,347.93				
Transfers	10,000.00-	25,000.00	0.00	15,000.00	0.00				
Department Total	80,500.00	72,700.00	75,800.00	163,100.00	241,100.00	240,950.00	0.00	0.00	0.00
	52,575.28	75,428.88	61,047.86	173,421.05	181,347.93				
Transfers	10,000.00-	25,000.00	0.00	15,000.00	0.00				
CAFR Total	80,500.00	72,700.00	75,800.00	163,100.00	241,100.00	240,950.00	0.00	0.00	0.00
	52,575.28	75,428.88	61,047.86	173,421.05	181,347.93				
Transfers	10,000.00-	25,000.00	0.00	15,000.00	0.00				
Budgeted Total	80,500.00	72,700.00	75,800.00	163,100.00	241,100.00	240,950.00	0.00	0.00	0.00
	52,575.28	75,428.88	61,047.86	173,421.05	181,347.93				
Transfers	10,000.00-	25,000.00	0.00	15,000.00	0.00				
Non-Budget Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00				
Budget Fund Total	80,500.00	72,700.00	75,800.00	163,100.00	241,100.00	240,950.00	0.00	0.00	0.00
	52,575.28	75,428.88	61,047.86	173,421.05	181,347.93				
Transfers	10,000.00-	25,000.00	0.00	15,000.00	0.00				
Year Total	80,500.00	72,700.00	75,800.00	163,100.00	241,100.00	240,950.00	0.00	0.00	0.00
	52,575.28	75,428.88	61,047.86	173,421.05	181,347.93				
Transfers	10,000.00-	25,000.00	0.00	15,000.00	0.00				

Range of Budget Accounts: 2-01-29-390-000-132 to 2-01-29-390-000-299
For Budget: %PY = ((Budgeted / (Appropriated + Transfers)) - 1) * 100

Description Budget Account Number	2017	2018	2019	2020	2021	***** 2022 *****				%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Requested	Admi n.	Recmnd	Budgeted	
WARNING: Sub without Control Account!										
LIBRARY Contractual										
2-01-29-390-000-132	1,355,000.00	1,355,000.00	1,385,000.00	1,192,500.00	1,192,500.00	1,192,500.00				0.00
	1,355,000.00	1,355,000.00	1,385,000.00	1,192,500.00	1,192,500.00					
LIBRARY Retirement										
2-01-29-390-000-222	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00					
LIBRARY Miscellaneous										
2-01-29-390-000-299	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00					
Control Total	1,355,000.00	1,355,000.00	1,385,000.00	1,192,500.00	1,192,500.00	1,192,500.00		0.00	0.00	0.00
	1,355,000.00	1,355,000.00	1,385,000.00	1,192,500.00	1,192,500.00					
Extd Total	1,355,000.00	1,355,000.00	1,385,000.00	1,192,500.00	1,192,500.00	1,192,500.00		0.00	0.00	0.00
	1,355,000.00	1,355,000.00	1,385,000.00	1,192,500.00	1,192,500.00					
Department Total	1,355,000.00	1,355,000.00	1,385,000.00	1,192,500.00	1,192,500.00	1,192,500.00		0.00	0.00	0.00
	1,355,000.00	1,355,000.00	1,385,000.00	1,192,500.00	1,192,500.00					
CAFR Total	1,355,000.00	1,355,000.00	1,385,000.00	1,192,500.00	1,192,500.00	1,192,500.00		0.00	0.00	0.00
	1,355,000.00	1,355,000.00	1,385,000.00	1,192,500.00	1,192,500.00					
Budgeted Total	1,355,000.00	1,355,000.00	1,385,000.00	1,192,500.00	1,192,500.00	1,192,500.00		0.00	0.00	0.00
	1,355,000.00	1,355,000.00	1,385,000.00	1,192,500.00	1,192,500.00					
Non-Budget Total	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00					
Budget Fund Total	1,355,000.00	1,355,000.00	1,385,000.00	1,192,500.00	1,192,500.00	1,192,500.00		0.00	0.00	0.00
	1,355,000.00	1,355,000.00	1,385,000.00	1,192,500.00	1,192,500.00					
Year Total	1,355,000.00	1,355,000.00	1,385,000.00	1,192,500.00	1,192,500.00	1,192,500.00		0.00	0.00	0.00
	1,355,000.00	1,355,000.00	1,385,000.00	1,192,500.00	1,192,500.00					