

**Meeting Minutes**

**April 5, 2022**

**7:00 pm**

**Call to Order**

**Roll Call**

<b>Councilmember</b>	<b>Present</b>	<b>Absent</b>
Councilman Anderson	X	
Councilwoman Perrone	X	
Councilwoman Worthy	X	
Deputy Mayor Whitfield	X	
Mayor McIntosh	X	

**Prayer by Township Manager (Dwayne Harris)**

**Flag Salute**

**Statement**

**In compliance with the Open Public Meetings Act, this is to announce that adequate notice of this meeting was provided in the following manner:**

**On January 10, 2022, advance written notice of this meeting was posted on the bulletin board in the Municipal Complex and was mailed to the Burlington County Times, the Intelligencer, and the Courier Times.**

**On January 10, 2022, advance written notice of this meeting was filed with the Township Clerk. The Clerk is directed to enter into the minutes of this meeting this public announcement.**

**Proclamation**

- *Distracted Driver Awareness Month*
- *Autism Awareness Month*

**PUBLIC HEARING      BUDGET AND TAX RESOLUTION**

**Township Clerk** – I just received two resolutions that I need to read one before the public hearing and the adoption of the budget afterwards. By title Res. 2022- 40...

**Mr. Craven** – The first resolution is just to read the budget by title only, the township has made the budget available through the website. Basically, it is a formality, so the budget doesn't need to be read line by line. At that point you will have the public hearing and the public will speak then after that you will vote or table the vote to adopt the resolution.

**Mayor McIntosh** – So we have an option to table?

**Mr. Craven** – Yes, the budget does not need to be adopted tonight. The public hearing was advertised so that needs to happen if council wishes to go back and amend the budget after the public hearing that's an option available. It's resolution to read by title only, public hearing and vote or table resolution to adopt.

**Mayor McIntosh** – The deadline is still the end of April to adopt this budget or the first meeting after?

**Mr. Craven** – Yes, the deadline to adopt would be the first meeting in May.

**Mayor McIntosh** –Any amendments between or then or is there a deadline to make amendments?

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**Mr. Craven** – The only requirement would be if the amendment makes certain changes it needs to be advertised 3 days before. I would advise probably a week ahead of that meeting.

**Councilwoman Perrone** – Mr. Craven, it was explained to use that we could vote to approve this budget, however we have the opportunity to adjust the amendments if we are to exceed, I think it is 10% then the budget needs to be reintroduced. Is that information, correct? Can you summarize if we do make amendments and it does exceed over what we tentatively accept or 10% less than accepted do we have to reintroduce the budget and re-advertise?

**Mr. Craven** - There are three exceptions, I think it is one percent of the budget as new reappropriation changing anything greater than 10% and the 5%. If you exceed any of those you don't need to reintroduce the budget, there is nothing that needs to be done it's just you would need to advertise the amendment and then hold another public hearing. You can make as many changes as you want to the budget, it's if you violate the one, three, five and ten percent you would just need to advertise the public hearing. You don't have to restart the process, it's just a matter of whether or not you would need to advertise the amendment and hold another public hearing. If the budget is adopted tonight, there would be no other changes at that point so it would be either at the discretion of council to table that budget and wish to make amendments or you adopt the resolution then the budget process would be concluded.

**Councilwoman Perrone** – Ok, thank you for explaining that. If I'm hearing correctly, therefore if we decided to take another look or view it further, we should not adopt the budget, but we can table the budget?

**Mr. Craven** – Correct. Any additional changes over and above what we discuss with the state, it would also require state approval I don't anticipate any issues as far getting that approval, we kind of made them aware that we anticipate amendments so their aware of it and they should be able to get back to us fairly quickly.

**Councilwoman Perrone** – Ok, my last question if we did exceed the percentage and we have to readvertise going in that direction do we have any timelines that we are held beyond that we have to advertise and get things closed in at that point?

**Mr. Craven** – Basically you have to advertise three days before any amendment so their can be public hearing. That's the only timeline obviously you're being held to, your first meeting in May final deadline will be to adopt the budget beyond that there are no necessary timelines or time restrictions if you have those requirements. A new appropriation excess of 1% of the total of the budget increase or decrease of any appropriation by more than 10% an increase amount to be raised by taxes of more than 5%. So, any of those will trigger an advertisement and another public hearing. As long as we don't make any of those changes you will be able to introduce the amendment and vote to adopt the budget.

**Township Clerk** – Resolution 2022 – 40, whereas NJS40A-8 amended by public law 2015, 95,14, 2015 provide that the budget may be read by title only at the time of the public hearing if a resolution is passed by not less than the majority of the full governing body provided by one week prior to the date of hearing the complete copy of the budget has been made available for public inspection has been made available to each person upon request whereas these two conditions haven't met that will be resided they will be read

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by title only. Resolution to read the budget by title only. This is now public hearing for the introduction of the budget.

**Township Manager** – Ms. Bligen, I believe you have to pass the resolution first.

**Township Clerk** – I thought the resolution was already passed.

**Township Manager** – It requires a vote.

**Solicitor** – This is the resolution to have the hearing, correct?

**Township Clerk** – Right.

**Solicitor** – Right so pass the resolution to have the hearing then that will open the floor for the hearing.

I need a motion please

<i>Councilmember</i>	<i>Motion</i>	<i>2<sup>nd</sup></i>	<i>Yea</i>	<i>Nay</i>	<i>Recuse</i>	<i>Abstain</i>	<i>Absent</i>
<i>Councilman Anderson</i>		X	X				
<i>Councilwoman Perrone</i>	X		X				
<i>Councilwoman Worthy</i>			X				
<i>Deputy Mayor Whitfield</i>			X				
<i>Mayor McIntosh</i>			X				

**Township Clerk** - Public Hearing is now open for the introduction of the budget.

**Mayor McIntosh** – Mr. O’Bryant is there anyone raising their hand or on the line for public comment?

**Mr. O’Bryant** – Not at the moment Mayor McIntosh.

**Township Clerk** – Public hearing is now closed. Mayor, am I supposed to ask for a motion to adopt or table the resolution?

**Mr. Craven** – Yes, the public hearing was met so now it would be the other resolution sent over, now basically this is the resolution to adopt the budget, you can table, have discussion however you see fit.

**Resolution 2022 – 40**

WHEREAS, the Annual Capital Budget for the Township of Willingboro had for the year beginning January 1, 2021, and ending, December 31, 2021, has been presented before the township council of the township of Willingboro and it’s open public meeting on April 5<sup>th</sup>, 2022; and

WHEREAS, the Annual budget has introduced reflect Total Revenues \$47,874,000 and total appropriation of \$47,874,000.00; and the 6 year Capital Budget as introduced reflects current year \$2,256,000.00; next five year \$13,963,736.00, Total Capital Appropriations of \$16,219,736.00; and

WHEREAS, the public hearing will introduce it was held on April 5, 2022, and

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NOW, THEREFORE BE IT RESOLVED, on April 5, 2022, by the Township Council of the Township of Willingboro, at an open public meeting held on April 5, 2022, that the Annual Budget of the Township of Willingboro for the year beginning, January 1, 2022, and ending, December 31, 2022, is hereby adopted; and

**Township Clerk** – I need a motion

Motion to table Resolution 2022 – 40 until May 3<sup>rd</sup> meeting

<i>Councilmember</i>	<i>Motion</i>	<i>2<sup>nd</sup></i>	<i>Yea</i>	<i>Nay</i>	<i>Recuse</i>	<i>Abstain</i>	<i>Absent</i>
<i>Councilman Anderson</i>			X				
<i>Councilwoman Perrone</i>			X				
<i>Councilwoman Worthy</i>		X	X				
<i>Deputy Mayor Whitfield</i>	X		X				
<i>Mayor McIntosh</i>			X				

**Mayor McIntosh** – Now onto the Township Manager for Manager’s Municipal update which will include discussion for the capital budget.

### *Manager’s Municipal Update*

- *Capital Budget*

**Township Manager** – Good evening, everyone, I just want to give you a few highlights of what has been happening here in the departments and then we’ll go into the capital budget. I just wanted to make you aware that the finance department is in the final stages of transitioning from our server-based admin system to a web-based admin system. The data has been migrated and being reviewed for accuracy this will enable us to access admins without having to go through our server and transfers some of these obligations from the townships server to the service provided. In one of the previous meetings, we talked about the amount of money that we have been spending in Office 365 licensing through that review we are going to be eliminating 33 defender and 22 G3 licenses as well as downgrading 28 G3 licenses to G1 through the department of DPW. Because of these changes we are going to be saving \$824 per month or about \$10,000 per year just in our Office 365 spenders. For public safety, as requirement of our JIF we established a Willingboro Township Safety Committee that’s going to be led by Deputy Chief Marc Friddell. The committee had its first meeting on April 1<sup>st</sup> being made up of one representative from each department which will meet quarterly to work towards providing a safe and healthy work environment and shall apply the applicable both safety and health regulations provided by the state and the JIF. Just a miscellaneous, on March 18<sup>th</sup> we had a meeting with the New Jersey Economic Development Association to discuss a grant awarded to Willingboro in amount of \$50,000 to do a study and develop a plan for the reuse of Willingboro Grand Market Place. This grant was awarded under the 21<sup>st</sup> Century Redevelopment Program in a couple street components, market analysis, visibility analysis and concept development. When those funds are issued, we will continue to work with that and move forward with the council, community, and our planner developing a whole plan for the Willingboro Grand Market Place. On the 21<sup>st</sup> of March we had an initial discussion with Ms. Drum from the County Engineers Office regarding the pending resurficing on Levitt Parkway. It’s a major way the county is planning to resurface from JFK

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to Route 130 which includes some updating of traffic signals at the four intersections along the way and the county wanted to get some feedback possibly doing a road diet on Levitt Parkway which would essentially bring it from 4 lanes to 2 lanes one in each direction. They're going to process the developing preliminary plans and what that would look like, they are doing traffic studies and that information will be presented to the governing body for your intro and discussion for any final plans or approvals that moves forward in that direction. For the 3<sup>rd</sup> of March, we had the preconstruction meeting for the Amphitheatre project contractor construction officials to review the plans and walk through the site, construction will begin after the contractor establishes a timeline for material delivery once that has been established a letter to proceed will be issued and they will have 45 days to build the Amphitheatre. On March 28<sup>th</sup>, Mayor McIntosh, Mr. Lawry, and I had a meeting with PSE&G to further our discussion regarding the power outages, street lighting and vegetation issues in the township. The number of streetlight issues has been addressed and PSE&G has agreed to be present at the meeting in May to provide a report to the council with what issues have been resolved and their objectives moving forward.

**Councilwoman Worthy** – Mr. Harris, the information from the county regarding the study from Levitt going from four lanes possibly to two lanes, is there a date for when that presentation will be made to the public and the council?

**Township Manager** – There is no date as of yet. They will be drawing up their plans, they just wanted to see what the townships feeling was. One of the things they are going to look at is how that would impact traffic or the buildup of traffic. They are going to look at Levitt Parkway and the four intersections and come to the council with a plan.

**Councilwoman Worthy** – In terms of the PSE&G presentation, at the end of 2020, Mr. Taylor helped us have a forum with PSE&G and we had some of their leaders join us in the discussion and the public was able to have conversation and share at that point. I was wondering if the presentation from PSE&G would be a forum where the public can speak and share what their experiences have been or is it likely to be more of a presentation during a council meeting, do you know what that would look like yet?

**Township Manager** – PSE&G asked if they could be present at one of the council meetings, if this is the desire of this body, I would be willing to set up a separate forum, that will be something I can discuss with them.

**Councilwoman Worthy** – I remember the public had the opportunity to share, it wasn't a council meeting it was separate. It wasn't a requirement for all of council to be there, but it gave the residents a voice more than their typical four minutes.

**Mayor McIntosh** – I think we should get a consensus now so that this doesn't fall between the cracks. Mr. Taylor, would we have to vote on that or could we just have a conversation about it.

**Solicitor** – A conversation about what happened in the public meeting?

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**Mayor McIntosh** – Yes, a separate forum versus just embedding a presentation into our regular meeting.

**Solicitor** – If you have a separate forum that's going to be attended by majority or more of the council you just have to advertise it as a public meeting you don't have to necessarily vote you as the mayor and of course with the consensus of your colleagues can pick a date, schedule a public meeting at which a hearing and presentation will be made. You may want to consult with the other stakeholders to make sure they are available on that date and time.

**Mayor McIntosh** – Does council have a preference on whether we want to keep it within the confines of a regular council meeting or would we want to separate the PSE&G conversation? To Dr. Worthy's point, it did open it up to residents to have a more robust conversation, I'm in favor of making it a separate forum.

\*Council is all in support of making it a separate forum.

**Mayor McIntosh** – Mr. Harris you can resume our conversation with PSE&G, and we can make it a separate forum.

**Deputy Mayor Whitfield** – I just wanted to comment on the Levitt Parkway discussion I did provide some feedback to Mr. Harris about some of the challenges of putting Levitt Parkway on a road diet. Typically, with road diets there's no center island which gives you a little bit more space to have flexibility between lanes but because our street is set up two roads and one way and two lanes and the other way and the median in the middle that posts some challenges for that.

*Township Manager shares Capital Budget Presentation*

### Fire/EMS

*Deputy Chief Friddell shares his presentation*

### Discussion –

**Deputy Mayor Whitfield** - How often are all three ambulances out at the same time?

**Deputy Chief Friddell** – Not often at this point but we do rotate them to minimize the amount of wear and tear each ambulance is sustained. One might be out for servicing; we do rotate them on a weekly basis that way they are not all being run down at the same time.

**Deputy Mayor Whitfield** - How many helmets are still within the lifespan? Do you know how many years they have left on them and how many helmets are being decommissioned?

**Deputy Chief Friddell** – We are looking for 32 we have approximately 40 helmets. We have 4 helmets from 2015 which would have another 3-year lifespan maybe 4 years depending on the actual date inside the helmet. We have close to 27 that are outside. I would have to look in the dates of the helmets for the manufacturer date, I can send that information over if you would like.

**Deputy Mayor Whitfield** – That would be great. Thank you.

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**Councilwoman Worthy** – When Deputy Mayor asked about the helmets, you said there are 27 that are outside, are you saying outside of that 10 year?

**Deputy Chief Friddell** – Yes. We do have some that are 2011, 2009 and 2002. The 2002 ones are for juniors and people that are structural inside the housefire firefighter.

**Councilwoman Worthy** – How long does it take to receive the helmets once the order is placed? We learned that a firetruck takes a year to be manufactured. When is the timeline for these helmets?

**Deputy Chief Friddell** – At the end of last year, it was taking from 4 months to 6 months to get helmets depending on the make of the helmet. It could be 4 months I know that they don't have inventory like they used to. It does take some time.

Building/Grounds

*Mr. Minter shares his presentation*

Discussion –

**Councilwoman Worthy** – I remember the women's bathroom was on the list to be addressed to be re-evaluated and I didn't see that this year, so I was wondering where that was in terms of priorities also.

**Mr. Minter** – I have not had many discussions about the women's lavatory, it has been mentioned that it does need to be renovated. However, depending on the cost of the renovation that would determine whether or not that's something that would be in buildings and grounds or something that we would have to involve or engage our engineer in. We do recognize that the women's lavatories are tight. Same thing in the men's room they had a cosmetic makeover. I have not had any discussions about today's layout for the bathrooms with the handicap accessibility.

**Councilwoman Worthy** – I know there was also a discussion about the sunlight's, in the gym at JFK leaking. Have those been addressed or is that something that's on the future list? Can you shed some light there?

**Mr. Minter** – Concerning the skylights in JFK's gym, we do have a leaking skylight, we do patch and repair, but the skylights are as old as the rest of the building. They could be replaced however the cost of the skylights are very expensive. If we were to go with the skylights, I would also recommend a fence barrier along the baseball field wall on the second floor to prevent the baseballs from cracking the skylights. In terms of cost, the skylight purchase itself is about \$2,500 and the Kennedy Center has at least 10 skylights. The cost of the skylight and the cost to install is costly so this is not something we had looked at replacing this budget year.

**Councilwoman Worthy** – I'm just trying to get an idea on what some of the needs are based on conversations that come up throughout the year and then compare that to the list that was presented for council to review.

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**Councilman Anderson** – Mr. Minter as it relates to Millcreek Park, the tennis courts and Fairmount Park tennis courts how many lights are we speaking about?

**Mr. Minter** – At Millcreek Park it's about 26 lights and at Fairmount Park it's 10. We did receive quotes for that and to switch over to LED lighting at the tennis courts at Millcreek Park will be approximately \$26,000 installed. At Fairmount, we received quotes with the average being about \$10,000 for the Fairmount Park tennis court.

**Councilman Anderson** – So it's \$1,000 per fixture?

**Mr. Minter** – Approximately.

**Mayor McIntosh** – When was the last time those lights were replaced? Are those new lights?

**Mr. Minter** – No. Those are old lights with new bulbs.

**Mayor McIntosh** – Do you know the life expectancy of those lights?

**Mr. Minter** – I would say they're past their life expectancy. The difficulty with Fairmount Park and Millcreek Park they are not easily replaced. The old style is no longer available. My plan if you chose to do one tennis court over the other is we would recycle one year. Fix the lights at Millcreek or Fairmount take them to the other location that uses the similar light fixture and place them there the following year, get rid of all of the old lighting and have all new LED. We're in discussion with a company that promises to provide low-cost LED fixtures that we would have to install ourselves.

**Councilman Anderson** – Do you know what the activity is at the Fairmount Park tennis court?

**Mr. Minter** – I do not. We do receive calls when the lights are out.

**Deputy Mayor Whitfield** – Some photos would have helped to see the details of what you are explaining. How many projects do you think you would be able to finish in the 2022 calendar year?

**Mr. Minter** – The LED lighting is possible in all three locations, the exterior trim painting for the Kennedy Center is something that can be accomplished this year, we have plans to replace unreparable doors at the Kennedy Center. Some of these projects are in-house projects. We also rely on contractors to get the job done. The roof needs to be done over too.

**Deputy Mayor Whitfield** – With the roof, is the replacement of the skylights included?

**Mr. Minter** – I did not include that.



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**Deputy Mayor Whitfield** – For the lights in the parking lot, at the Municipal Complex, the exterior front lights need to be replaced, does that include the lights in the parking lot or is that single operated light? Is lighting included in your estimate?

**Mr. Minter** – Yes lighting for the rotunda in front of the Municipal building is included and the parking lot lighting. A Public Works employee made a great suggestion, that instead of that charging station that we call PSE&G and ask them to add another light pole there. We could order LED lighting from PSE&G.

**Deputy Mayor Whitfield** – Is that included in the list?

**Mr. Minter** – No.

**Deputy Mayor Whitfield** – The repair in the pool houses, would that be a plan for this year?

**Mr. Minter** – We're going to be constrained by the availability of materials as well. If we get a head start of the doors, we could be done in 12 weeks.

**Deputy Mayor Whitfield** – That will be a project done after the pool season?

**Mr. Minter** – Yes.

**Mayor McIntosh** – Speaking on the pools, are we also keeping in mind the materials to be used that can be prolonged for certain assets considering it corrodes with chlorine? Are we utilizing the most modernized revamp for certain buildings that were doing?

**Mr. Minter** – No. We're looking for lower cost options, the best option is double the price for metal frames and steel doors or FRP doors. You'll see FRP doors at the Kennedy Center for the gym. It's water resistant and fire resistant, aluminum but twice the cost of hollow metal frame and hollow metal steel. I rather buy something that will last and stand the test of time.

**Mayor McIntosh** – It tends to cost more for replacement. I think that this should be presented to council for consideration. It would be beneficial to include the skylights with doing the roof as an option. In terms of replacing the roof, is a large portion of what we have to replace still under solar panel?

**Mr. Minter** – Yes. I do agree we should look at the other options. We're currently doing a facilities assessment. Once we have inspected each building, we're going to give you a list of repairs, ages, the HVAC equipment, and other repair items.

**Mayor McIntosh** – How long will that take? What will be the time period that we receive that?

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**Mr. Minter** – Currently, we're completing the HVAC systems heating and air. We can give a list of ongoing repairs for the buildings. I would ask for a little less than 90 days for the assessment to be completed.

**Councilman Anderson** – There are leaks in the gymnasium. What are we currently doing to address those issues?

**Mr. Minter** – We do repair leaks. We do in-house repair leaks. The roof is over twenty years old. The JFK roof is past its life cycle.

*Mr. Brevogel shares his presentation*

Discussion –

**Councilwoman Worthy** –

- Is there another solution for dispensing the brine that may be more cost effective than replacing the dump truck?

**Mr. Brevogel** –

- We have a tank that you allowed us to purchase last year. That tank is being put onto a roll off body so it can be used for multiple applications, leaf removal and traditional roll off. It's a tank that's put in the body of the truck. You can put saddle tanks on the truck to dispense the brine or you could use a trailer. There are different options.

**Councilman Anderson** –

- Do we know what the time frame is that Balfour Lane repairs will be complete?

**Mr. Brevogel** –

- The bids were received on March 22<sup>nd</sup>. I gave Mr. Harris a RFA which is contingent on the passing of the capital ordinance. We have 60 days to award. We would need to award by May 22<sup>nd</sup>, once that's done, we can set up a pre-meeting. To answer your question, soon as we get the authorization, we can get the contract started.

**Deputy Mayor Whitfield** – How many leaf vacuums do we have that are operable currently? How many would help the process go smoother for collection?

**Mr. Brevogel** – We currently have 6 units that are operable, during leaf season we use two units and two on the road. We would need four in the future. They are at the end of their life. They are all over twenty years old.

**Mayor McIntosh** – As technology evolves, are we looking at different strategies for issues that DPW is responsible for? Are there any alternative ways to collect leaves? Are we evolving with the times?

**Mr. Brevogel** – 1. Leaf vacuums. 2. The claw is put in front of a loader, but you always have to clean up the mess afterwards. 3. The other option to have residents bring the leaves down. There's not a lot of technologies to collect leaves. We're going to continue to talk to our peers.

**Mayor McIntosh** – I think it would be beneficial to look at new technology so we're up-to-date and efficient in what your department is responsible for. Are the employees documenting where they are finding the excess rubble or the things that are breaking the machines?

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**Mr. Brevogel** – Yes, it's hard to determine who would be responsible. The employees understand that if they destroy the equipment, it makes it harder for us manually. We do document where we have problems.

**Councilman Anderson** – When we spread the brine, is it throughout the town or a certain area?

**Mr. Brevogel** – Mainly our two main roads. The additional truck allows us to cover more ground. We hit the major two-lane roads.

**Councilman Anderson** – What do we do for the interior roads? They don't see brine at all?

**Mr. Brevogel** – No.

- **Inspections Department**

*Mr. Tunstall shares his presentation –*

Discussion –

**Councilwoman Worthy** –

- Have you considered what the cost may be to transition to electrical cars?

**Mr. Tunstall** –

- Our Township Manager has challenged us to come up with alternatives in ways what we can save and the cost of vehicles. I would like to explore the opportunity to transition to electrical cars.

**Township Manager** –

- I met with a company that specializes in electrical cars and charging stations. I'm meeting with them next week to look around Willingboro for possible locations.

**Deputy Mayor Whitfield** –

- If we're looking to transition the fleet, would it make sense to look at that transition for these two vehicles?

**Mr. Tunstall** –

- We have to look at more details as far as charging stations. If it were to only be two vehicles this year, that's a start.

**Township Manager** – Total budget request is \$65,500 for the Police Department.

- **Police Department** –

*Captain Bucs share his presentation*

No Discussion

- **Information Technology** –

*Mr. Howard shares his presentation*

Discussion –

**Deputy Mayor Whitfield** – With the repurpose funds what projects will you be taking care of if that exceeds \$1,000 that will be repurposed?

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**Mr. Howard** – That would handle almost all of our capital expenditures you have the firewall servers, technology replacement, \$33,000 for desktop for Inspections, and the laptops for Communications. Those are the projects we will continue.

- **Recreation** –

*Ms. Bolden shares her presentation*

Discussion -

**Councilman Anderson** – I didn't see anything for the courts on your presentation. Are there any plans to address renovations to the basketball courts?

**Ms. Bolden** – Yes there is. We're looking to have that come out of a different line item. We're looking to get the final quotes for that. It is also in plan to replace the poles, back boards, and the rims in phases.

**Deputy Mayor Whitfield** – Did you include an umbrella or shade for the lifeguard towers?

**Ms. Bolden** – No.

**Councilwoman Worthy** – What would the timeline for that kind of project be?

**Ms. Bolden** – Through the vendor there is an eight – ten-week turnaround with regards to the materials.

**Deputy Mayor Whitfield** – Would those shade structures be ready for this season?

**Ms. Bolden** – That is the goal. If we get the green light with the budget, we will try to have them installed. However, we do have our 10 by 10 tents that we purchased to have on the location so that there is some kind of shade structure for the lifeguards.

**Mayor McIntosh** – What's projects are going on this year from prior appropriations from capital budgets?

**Ms. Bolden** – With regards to our department, it's just the pools. That's all we have going on.

**Mayor McIntosh** – And that's to be completed the prior capital budget approved?

**Ms. Bolden** – Yes. DPW is working on that now.

**Councilwoman Perrone** – Regarding the football field, the field in general the grass seems faded as well as the bleachers. Has there been any discussion with regards to updating the bleachers or doing something else or preparing more bleachers? Also, the scoreboard is outdated, have you looked into anything regarding the football field?

**Ms. Bolden** – No. If that's something you would like for me to look into, I can but there has never been any discussion of bleachers or scoreboards. I can get pricing on it.

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**Councilwoman Perrone** – Yes that would be great. I remember we got a quote on the football field as far as replacing it to an imitation grass field. Is that something that comes out of your department or Public Works? I thought it might be Recreation with regards to that. The scoreboard is very outdated, if possible, if we could look at some prices and see if that could be done this year or put on the budget for next year.

**Ms. Bolden** – I can definitely look into pricing for both of those. In regard to the turf field, we can look into any grants that we could apply to for the field. We will definitely talk into the youth group and see if they have any grants they come across. We can collaborate with them and try to get the funding with regards to the turf field.

**Councilwoman Perrone** – With regards to a Recreational Sensory Room, for Autistic children to be able to come to a place at the JFK center. Did you happen to come across any information or look into anything?

**Ms. Bolden** – No. I believe that would have to come from the Township Manager also the will of council. I didn't make any movements with regard to that because I didn't get a directive to do so.

**Councilwoman Perrone** – Have you found any information to regards what that would look like Mr. Harris? If it's something that Council or the Township Manager could look into. This would be something that we explore and try to move forward for 2023 for children that do live in our community.

**Mayor McIntosh** – Just be mindful of giving directives. We can have a consensus from council if we want to move forward with that for this year or next year.

**Councilman Anderson** – There was directives concerning the football field, around 2017, 2018. Every year it has been put on the back burner for good reasons. At some point in time, we have to give something back to the youth. We need to commit to providing a service to generate revenue. If council doesn't mind, I would love for Mr. Harris to speak with Mr. Brevogel to find out what did that plan look like as related to the idea of bonding.

**Deputy Mayor Whitfield** – In regard to the field, I have been talking with the Willingboro Community Development and they brought to my attention the grant that could possibly help with getting that field. The NFL Foundation Grassroots Program helps with local football fields. I believe they have a meeting with Mr. Harris tomorrow.

**Councilwoman Worthy** – I do support the exploration of the sensory room in JFK and comparing that to what the library may offer. I would be interested in understanding how the room would be utilized in terms of appropriating. I do support looking at enhancements for our community. It increases our residents experience in the town.

\*Council is all in approval of a presentation being made regarding the restructuring of the football field.

\*Council all supports looking into partnership with the library for the sensory room.

**Meeting Minutes**

**April 5, 2022**

Community Affairs/Senior Services

*Ms. Foster shares her presentation*

No Discussion

Clerk’s Office

*Ms. Bligen shares her presentation*

Discussion

**Councilwoman Worthy** – Is there another alternative for the redesign or other options available in regard to the \$60,000 for redesign?

**Ms. Bligen** – I am not sure. Currently we are not in compliance as far as being in a secured location or space.

\*Township Manager reports the anticipated replacement costs for the library HVAC and stormwater repair.

- Total value for capital projects for 2022 is \$3,018,960.00
- Total capital spending is \$2,000,000.00

\*Township Manager highlights all of the resolutions and ordinance on the agenda

**PUBLIC COMMENT** –AGENDA ITEMS ONLY – 2 MINUTES

\*Public Comment for Agenda Items is now closed at 10:31pm

**ORDINANCE**

**Ord 2022 – 1** **TABLED – April 5<sup>th</sup>** *ORDINANCE OF THE TOWNSHIP OF WILLINGBORO, IN THE COUNTY OF BURLINGTON, NEW JERSEY PROVIDING FOR THE RE-APPROPRIATION OF \$153,760.21 IN UNUSED DEBT AUTHORIZATIONS NOT NEEDED FOR THEIR ORIGINAL PURPOSES IN ORDER TO PROVIDE FOR OTHER PURPOSES AS LISTED BELOW*

Motion to leave Ordinance 2022 – 1 on the table until May 3<sup>rd</sup>

<b>Councilmember</b>	<b>Motion</b>	<b>2<sup>nd</sup></b>	<b>Yea</b>	<b>Nay</b>	<b>Recuse</b>	<b>Abstain</b>	<b>Absent</b>
Councilman Anderson			<b>X</b>				
Councilwoman Perrone		<b>X</b>	<b>X</b>				
Councilwoman Worthy			<b>X</b>				
Deputy Mayor Whitfield			<b>X</b>				
Mayor McIntosh	<b>X</b>		<b>X</b>				

**RESOLUTION**

**Res 2022 – 63** *REFUND OF OVERPAYMENT OF TAXES*

**Meeting Minutes  
April 5, 2022**

I need a motion

<b>Councilmember</b>	<b>Motion</b>	<b>2<sup>nd</sup></b>	<b>Yea</b>	<b>Nay</b>	<b>Recuse</b>	<b>Abstain</b>	<b>Absent</b>
Councilman Anderson		<b>X</b>	<b>X</b>				
Councilwoman Perrone	<b>X</b>		<b>X</b>				
Councilwoman Worthy			<b>X</b>				
Deputy Mayor Whitfield			<b>X</b>				
Mayor McIntosh			<b>X</b>				

**Res 2022 – 64** A RESOLUTION REQUESTING PERMISSION FOR THE DEDICATION BY RIDER FOR POLICE DONATIONS REQUIRED BY NJSA 40A:5-29

I need a motion

<b>Councilmember</b>	<b>Motion</b>	<b>2<sup>nd</sup></b>	<b>Yea</b>	<b>Nay</b>	<b>Recuse</b>	<b>Abstain</b>	<b>Absent</b>
Councilman Anderson	<b>X</b>		<b>X</b>				
Councilwoman Perrone		<b>X</b>	<b>X</b>				
Councilwoman Worthy			<b>X</b>				
Deputy Mayor Whitfield			<b>X</b>				
Mayor McIntosh			<b>X</b>				

**Res 2022 – 65** AUTHORIZING THE TOWNSHIP OF WILLINGBORO TO PLACE MUNICIPAL CHARGES ON CERTAIN PROPERTIES FOR FAILING TO ADDRESS PROPERTY MAINTENANCE VIOLATIONS

I need a motion

<b>Councilmember</b>	<b>Motion</b>	<b>2<sup>nd</sup></b>	<b>Yea</b>	<b>Nay</b>	<b>Recuse</b>	<b>Abstain</b>	<b>Absent</b>
Councilman Anderson		<b>X</b>	<b>X</b>				
Councilwoman Perrone			<b>X</b>				
Councilwoman Worthy	<b>X</b>		<b>X</b>				
Deputy Mayor Whitfield			<b>X</b>				
Mayor McIntosh			<b>X</b>				

**RES 2022 – 66** AUTHORIZING THE APPROVAL OF VOUCHERS FOR PAYMENT & RATIFICATION

I need a motion

<b>Councilmember</b>	<b>Motion</b>	<b>2<sup>nd</sup></b>	<b>Yea</b>	<b>Nay</b>	<b>Recuse</b>	<b>Abstain</b>	<b>Absent</b>
Councilman Anderson	<b>X</b>		<b>X</b>				
Councilwoman Perrone			<b>X</b>				
Councilwoman Worthy		<b>X</b>	<b>X</b>				
Deputy Mayor Whitfield			<b>X</b>				
Mayor McIntosh			<b>X</b>				

**Meeting Minutes  
April 5, 2022**

***Treasurer Report***

I need a motion to approve the Treasurer Report

<b>Councilmember</b>	<b><i>Motion</i></b>	<b><i>2<sup>nd</sup></i></b>	<b><i>Yea</i></b>	<b><i>Nay</i></b>	<b><i>Recuse</i></b>	<b><i>Abstain</i></b>	<b><i>Absent</i></b>
Councilman Anderson	X		X				
Councilwoman Perrone			X				
Councilwoman Worthy		X	X				
Deputy Mayor Whitfield			X				
Mayor McIntosh			X				

**MINUTES**

**030122**

**030822**

**031522**

I need a motion to approve Meeting Minutes with the amendments requested by Councilwoman Worthy to add the votes for the first and respond to statements that have already been corrected

<b>Councilmember</b>	<b><i>Motion</i></b>	<b><i>2<sup>nd</sup></i></b>	<b><i>Yea</i></b>	<b><i>Nay</i></b>	<b><i>Recuse</i></b>	<b><i>Abstain</i></b>	<b><i>Absent</i></b>
Councilman Anderson			X				
Councilwoman Perrone			X				
Councilwoman Worthy	X		X				
Deputy Mayor Whitfield		X	X				
Mayor McIntosh			X				

**Discussion** –

**Councilwoman Worthy** – I just wanted to clarify my comment was about in the March 1<sup>st</sup> minutes Resolution 2022 – 48 didn't have a vote recorded and so I requested that the clerk add that to the minutes. In terms of the statement, I noticed throughout the minutes often it would show what questions were asked but the responses just said, "statement made" and so my request was moving forward can we make sure that we capture what the responses are to the questions so we can have a full representation of the discussion.

**Mayor McIntosh** – Would it be proper just to wait to approve these? Did the rest of council see the revisions?

**Township Clerk** – No.

**Mayor McIntosh** – Ok, I would wait until we see them before approving.

**Councilwoman Worthy** – I redraw my motion.

**Deputy Mayor Whitfield** – I redraw my second.

**Township Clerk** – Are we deferring? Since they didn't approve, I can move on?



**Meeting Minutes**  
**April 5, 2022**

**Solicitor** – Yes.

**MUNICIPAL CLERK UPDATE** – *Postponed until April 19<sup>th</sup>*

**UNFINISHED BUSINESS**

**Councilman Anderson** –

- For the next meeting, Can Mr. Harris let us know the process for the Boards and Commissions to receive the allocated funds that we end up voting on?
- Also, we have discussed the speed commerce so if you can provide an update for the next meeting?
- We had a meeting with the realtors last month and I would if it's okay for the rest of council to schedule a follow up meeting so that the realtors and the township can come together to look at some solutions we can do immediately, and I didn't think it would be fair for us as council to read over notes and make decisions, their input would be very valuable so if you can schedule a meeting for us to follow up and work on some solutions together

**Mayor McIntosh** – Is council okay with those three requests?

**Councilwoman Perrone** – Yes.

**Councilwoman Worthy** – Yes and I would like to attend that follow up meeting.

**Mayor McIntosh** – Ok.

**Deputy Mayor Whitfield** – I also had the speed comment on my list. I did hear some request about speed coming at the crosswalk that has been installed leading over to Willingboro Lakes Park there's no signal or anything for walkers that are crossing the street there and then also on Rockland Drive.

**Mayor McIntosh** – Mr. Harris are you okay with those requests? Are we clear?

**Township Manager** – Absolutely.

**Mayor McIntosh** – On to new business, any new business from council?

**NEW BUSINESS**

**Councilwoman Perrone** – This is in regard to Parades and Events committee; I need some direction on the treasurer and the funding where it is supposed to come from? I know Mr. Taylor was not a part of our budget meetings, there was some confusion going on with regards to where the money is coming from but in addition to the committee has met and we've identified the leaders we just need a treasurer I'm trying to get an understanding on, how does the treasurer communicate with staff as far as receiving money to be able to work with the money to pay the bank? It could be a takeaway unless Mr. Taylor has that response or Mr. Harris, I also need a liaison from the Parks & Recreation to work with us in regard to collaborating for events for this year.

**Councilman Anderson** – Councilwoman Perrone that was part of the board and commission process that I requested.

**Councilwoman Perrone** – Ok, that's fine.

## Meeting Minutes

April 5, 2022

Mayor McIntosh – Ok, moving onto public comment.

### PUBLIC COMMENT – 4 MINUTES

**Mattie Mallory**

**5 Hudson Place**

- The beautification cleanup for this month – I think we should look at trying to get the citizens to not put their trash cans in front of their house, I think this would be a perfect time to emphasize to store trashcans somewhere else instead of in front of their home
- Library – Youth Book Sale April 30<sup>th</sup> from 10am – 4pm and we are inviting all of the citizens of Willingboro to come out to support

**Sharon Anderson**

**7 Belhurst Lane**

- Thank you, Mayor Mcintosh, for recognizing the value of Capital needs information in budgeting
- Thank Mr. Harris for any consideration to be given to further improving JFK as our community center
- Thank you to department heads for their informative and concise reports, I commend Cedric Minter on taking the detailed and extensive work on that goes into a comprehensive study of capital needs
- My request is that staff find the allocated supplemented in the ways that the council would follow this assessment with a ten-year thoughtful replacement plan, hopefully completed in advanced of the next pleasure route
- I thank Councilman Anderson and Councilwoman Perrone for enforcing or reinforcing the benefit of having clear purchasing procedures for the boards and committees, Manager Harris if you could look at a draft procedure

**Beuluh Williams 8 Botany Circle**

- Compliment the heads of departments for their reports and discussion tonight
- I want to compliment Ms. Foster and all that she does for the seniors, I had no idea she takes care of their doctor appointments and the bus that is needed
- I picked up a copy of the calendar, it is well put together and very informative
- I want to thank the community members who came out for the Mental Health Workshop, Ms. Foster attended, I want to compliment Cooper Hospital for sending Dr. Natasha she had so much information for the community and the rest of the panelist for the much-needed information, we are looking to do a part two

**Terena Williams 8 Botany Circle**

- I just wanted to express my gratitude as well starting with Ms. Bligen, we announced the Mental Health and Wellness workshop, I sent her a flyer and immediately she sent it out to fellow council members
- I enjoyed the thorough reports from each department
- I like that we will have a spring cleanup
- Requests – If we can have events on a Sunday
- Thank you to Ms. Bell and those in the media team who post our flyers

*\*Public Comment closed at 10:54pm*

**Meeting Minutes**  
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**COUNCIL COMMENT**

**Councilman Anderson –**

- I just want to thank everyone for coming out and participating in council meetings
- Thank you to each department for their presentation
- Happy Belated Birthday to the Mayor's mother Ms. Alice McIntosh
- Thursday, April 14<sup>th</sup> at 5:30pm there will be a Town Hall meeting with Congressman Andy Kim at the Kennedy Center

**Councilwoman Worthy –**

- Thank you to the Manager and Administration for the comprehensive updates tonight
- I also want to wish a Ramadan Mubarak to Muslim brothers and sisters; I wish them the very best during this time that they be granted the strength that they need to continue to go forward during this holy season for them

**Deputy Mayor Whitfield –**

- April 9<sup>th</sup> Drive-thru-Eggstravaganza from 11-1pm for all ages at the Kennedy Center parking lot
- April 16<sup>th</sup> Easter Egg Hunt on the football field at JFK center in partnership with the Ruff Ryders
- April 23<sup>rd</sup> Earth Day events taking place at JFK center including a community clean – up, 200 residents cleaned up Willingboro in 4 hours last year, look forward to an outpour of support and residents to help clean up our community
- Ramadan Mubarak to believers

**Councilwoman Perrone –**

- Thank you to everyone for attending this meeting,
- I look forward to further communication and conversation with regards to our budget and our capital money and what we're going to spend it on this year

**Mayor McIntosh –**

- Happy Birthday to Mr. Tunstall
- For Residents – There is an Emergency Rescue Mortgage Assistance for people who have experienced COVID-19 related hardship(s) and are unable to remain current on their mortgages, you have to go to [nj.gov](http://nj.gov) or look up Emergency Rescue Mortgage Assistance, if you have any questions they are open to it, they are looking for people who are in need but online is easier to find the guideline and eligibility, even if you feel like you are not eligible they want to push for people to apply anyway because they are evaluating on 1-on-1 basis, anyone struggling with your mortgage make sure you go online Emergency Rescue Mortgage Assistance
- As Deputy Mayor Whitfield stated, Eggstravaganza this weekend
- STEAM program going on this weekend at Boro Epicenter on Saturday April 9<sup>th</sup> at 10am-2pm in the East Park complex , I will be there at my table showing the children some Chemistry, you have to register at [atpfoundation.org](http://atpfoundation.org) for free
- Its important residents see where the money goes in our township, so we do welcome input
- Contact one of the councilmembers or the township manager about any questions or concerns regarding the budget

**Meeting Minutes**

**April 5, 2022**

**Res 2022 – 67**

**RESOLUTION AUTHORIZING EXECUTIVE SESSION**

**Township Clerk** - I need a motion

**Solicitor (Mr. Taylor)** – The topic for discussion will be personnel as well as the minutes covered under attorney client. Minutes will be taken and released; confidentiality no longer exist.

<b>Councilmember</b>	<b>Motion</b>	<b>2<sup>nd</sup></b>	<b>Yea</b>	<b>Nay</b>	<b>Recuse</b>	<b>Abstain</b>	<b>Absent</b>
Councilman Anderson	X		X				
Councilwoman Perrone			X				
Councilwoman Worthy		X	X				
Deputy Mayor Whitfield			X				
Mayor McIntosh			X				

I need a motion to come out of executive session

<b>Councilmember</b>	<b>Motion</b>	<b>2<sup>nd</sup></b>	<b>Yea</b>	<b>Nay</b>	<b>Recuse</b>	<b>Abstain</b>	<b>Absent</b>
Councilman Anderson							X
Councilwoman Perrone		X	X				
Councilwoman Worthy	X		X				
Deputy Mayor Whitfield			X				
Mayor McIntosh			X				

**Mayor McIntosh** – I just want to make sure we address Ms. Mallory’s comment next meeting. I forgot to address it during public comment.

**ADJOURNMENT**

I need a motion to adjourn

<b>Councilmember</b>	<b>Motion</b>	<b>2<sup>nd</sup></b>	<b>Yea</b>	<b>Nay</b>	<b>Recuse</b>	<b>Abstain</b>	<b>Absent</b>
Councilman Anderson							X
Councilwoman Perrone			X				
Councilwoman Worthy	X		X				
Deputy Mayor Whitfield		X	X				
Mayor McIntosh			X				

**Meeting adjourned at 12:43am**

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