

Public Agenda – February 7, 2023

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



AGENDA
February 7, 2023

To Join Zoom Meeting:

1. Type in the address bar:

[https://us02web.zoom.us/j/95369537139?](https://us02web.zoom.us/j/95369537139?pwd=TUxPcUdWluTkIkcExvbUFpdVcudz09)

pwd=TUxPcUdWluTkIkcExvbUFpdVcudz09

2. Click "Join Meeting" on the top menu bar

3. Meeting ID: 953 6953 7139

4. Password: 531748

CALL TO ORDER

ROLL CALL

PRAYER

Pastor, Bruce A. Banner Sr.
Willingboro Seventh-Day Adventist Church

FLAG SALUTE

COMPLIANCE STATEMENT

PROCLAMATIONS

Black History Month

MANAGER'S MUNICIPAL UPDATES

PUBLIC COMMENT - AGENDA ITEMS ONLY - 2 MINUTES

ORDINANCES

Ord. 2023 -1 AN ORDINANCE OF WILLINGBORO TOWNSHIP TO ESTABLISH TRAVEL REIMBURSEMENT REGULATIONS FOR TOWNSHIP OFFICIALS AND TOWNSHIP EMPLOYEES CONDUCTING OFFICIAL BUSINESS.

The purpose of this ordinance is to adopt travel and expense regulations covering expenses incurred by the mayor, member of the Township Council, and any official or employee of Willingboro Township whose salary is set by Ordinance, charter, or general law.

Ord. 2023 - 2 ORDINANCE OF THE TOWNSHIP OF WILLINGBORO, IN THE COUNTY OF BURLINGTON, NEW JERSEY PROVIDING FOR THE RE-

APPROPRIATION OF \$251,748.97 IN UNUSED DEBT
AUTHORIZATIONS NOT NEEDED FOR THEIR ORIGINAL PURPOSES
IN ORDER TO PROVIDE FOR TWO (2) TOWNSHIP SERVERS AND HOT
PATCH FOR THE DEPARTMENT OF PUBLIC WORK.

We have been experiencing technical difficulties with our aging servers which have been crashing, multiple times over the past few weeks. We have been successful in restoring them however, they are over 10 years old, and out of warranty and Dell has informed us they no longer have the parts or ability to service our aging infrastructure. I feel it is best and prudent to acquire replacements for our core technological infrastructure before we suffer a catastrophic failure which we would not be able to recover from. To fund this appropriation, I am asking that you approve a Re-appropriations Ordinance taking old monies from previous Capital Ordinances and redirecting them for this purpose.

In addition, I would like to utilize \$31,528.63 to move forward with purchasing a hot patcher, which is used more effectively to repair potholes instead of the cold patch method currently employed in the Township.

Ord. 2023 - 3

**ORDINANCE SETTING THE SALARIES WAGES, AND OTHER
COMPENSATION FOR NON-CONTRACTUAL EMPLOYEES
AND OFFICIALS OF THE TOWNSHIP OF WILLINGBORO**

We are looking to hire a new Director for Public Works. One of the candidates we are considering would require an Intergovernmental Transfer through Civil Service to retain all of their Civil Service time and standings. After we will promote them into the Directors' position, provisionally. To accomplish this we need to establish the position and also the salary for that position which currently is above the maximum on our current salary ordinance, but would be the salary as the new Director of Public works.

RESOLUTIONS

Res. 2023-30

**A RESOLUTION AUTHORIZING AN EXTENSION OF THE CONTRACT
WITH FARNSWORTH & SEMPTIMHELTER LLC MEDICAL BILLING**

**FOR THIRD-PARTY BILLING SERVICE FOR WILLINGBORO
EMERGENCY MEDICAL SERVICES**

This resolution is needed to extend the contract for Third Party Billing Services for Emergency Medical Services. The Township Council awarded an original two (2) year contract with Farnsworth & Semptimphelter, LLC for Third Party Billing Services back in 2019 (Resolution 2019-29). Township Council awarded and authorized a two (2) year contract extension in 2021 (Resolution 2021-16). The department is requesting one (1) year contract extension, which would comply with Local Public Contact Laws. The rate of 3.89% of the total billing reimbursement collected and deposited into the Township Account would remain the same.

Res. 2023-31

**RESOLUTION AUTHORIZING THE FUNDING
OF WILLINGBORO TOWNSHIP'S SHARE OF THE MACCS
CONTRACT**

Resolution to allow for NTE funding of \$125,000 for the MACCS (Municipal Apartment and Condominium Collection Services Contract. Maple Shade is the Lead agency providing administrative support of the program.

Res. 2023-32

**RESOLUTION AUTHORIZING AN INCREASE OF THE NOT
TO EXCEED AMOUNT FOR NEW JERSEY ANIMAL
CONTROL, LLC FOR THE PROVISION OF ANIMAL
CONTROL SERVICES TO THE TOWNSHIP OF
WILLINGBORO**

This request is to increase the Not To Exceed Amount by \$1000 for NJ Animal Control. The current not to exceed amount of \$25,000 is insufficient to cover remaining costs of Animal Control services and close out payments for the 2022 contract year.

Res. 2023-33

**A RESOLUTION AUTHORIZING REFUNDS FOR OVERPAYMENTS
OF TAXES**

Refunds are due for these overpayments as listed on the attached schedule and made a part hereto. The homeowner is 100% exempt; they do not pay taxes. The mortgage company is requesting a refund.

Res. 2023-34

**A RESOLUTION AUTHORIZING WILLINGBORO TOWNSHIP TO
ENTER INTO A COOPERATIVE PRICING AGREEMENT**

The Township Engineer has experience with a local General Contractor who they believe would be a good candidate to perform some of the renovation work at the JFK Center. The vendor, WJ Gross is approved under the Camden County Educational Services Commission [CCESC] State of NJ Cooperative Purchasing

System. Utilizing the CCESC may be an option for the Council to save time while being cost-efficient however, we would be required to join the CCESC.

Res. 2023-35

AUTHORIZING THE APPROVAL OF VOUCHERS FOR PAYMENT & RATIFICATION

Approval of Vouchers for payment and ratification including those items purchased under state contract and identified as such and all Trust Other Accounts (Recreation Trust, Tax Redemption, Escrow, and Dedicated by Rider Accounts).

Res 2023 36

RESOLUTION AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES RELATED TO STORMWATER INFRASTRUCTURE REPAIRS

Resolution to award a contract to Pennoni to prepare engineering specifications and construction management for the following Stormwater projects;

- Clubhouse Drive and Windsor Lane Manhole Damage
- Clubhouse Drive 18 18-inch pipe repair
- Holstone Lane Outfall Repair
- Buckingham Drive and Berkshire Lane failed 24-inch RCP.

The engineering costs for Survey, Design, Bidding and Construction Management and Inspections \$72,850.00. During billing each project will be charged a prorated portion of these costs.

Res 2023 – 37

RESOLUTION AUTHORIZING AN INCREASE TO THE NOT TO EXCEED AMOUNT FOR SUNNYSIDE FARMS FOR THE PROVISION OF LEAF DISPOSAL SERVICES FOR THE DEPARTMENT OF PUBLIC WORKS

Resolution increasing the not to exceed amount of \$35,000 to \$43,000 for the disposal of leaves at Sunnyside Farms for 2022. We originally calculated the costs of \$6.25 per cubic yard and an anticip 5000 cubic yards for a cost of \$31,250. The collection process yielded more than the anticipated 50 cubic yards (6,880 cy).

Res 2023 – 38

AUTHORIZING USE OF COMPETITIVE CONTRACTING FOR THE PROCUREMENT OF ANIMAL CONTROL SERVICES

It is anticipated that we may spend more than \$44,000 this year for Animal Control Services which over the bidding threshold. 40A:11-4.1(b)(m) permits competitive contracting to be utilized to procure consulting services that warrant a qualitative evaluation of specialized goods or service providers. We would like to do an RFP, which is a form of competitive contracting for these services and the law requires that in order to use competitive contracting for the first time for a specified purpose, the governing body shall pass a resolution authorizing the use for such purposes.

TREASURER FOR APPROVAL AND ADOPTION

APPROVAL OF MINUTES

100422

101822

110122

120622

122022

MUNICIPAL CLERK'S UPDATES

UNFINISHED BUSINESS

Cannabis Discussion

NEW BUSINESS

1. ORDINANCE AMENDING PORTION OF THE WILLINGBORO TOWNSHIP CODE REGULATING THE PERIOD OF TIME TO APPLY FOR RESALE OR RENTAL INSPECTIONS

Request to amend the Township Code by and adopt this Ordinance amending Housing Standards an Rental property section regulating a time period in which to schedule an inspection and the imposition of an expedited inspection fee. The current code does not regulate a time period in which to apply for resale or rental inspection. Expedited inspection fee is included to help facilitate urgent needs of agents/owners when settlement or occupancy is in 4 days or less.

2. Big D Marina - Acquisition

Attorney for the property owners reached for a status update as to Township's interest in the former Big D Marina property. The property owners permitted the Township to perform Phase I which revealed the potential for contamination. The owners of the property will not permit a Phase II investigation because of NJDEP ramifications and potential cleanup issues that may result if you perform a Phase II and it is confirmed there is contamination. The Township could take possession of the property but we would need to do a 60 year title search would be \$2,500.00 and would take 3 weeks to complete.

The Phase II (GPR) work will give the Township physical information about the subsurface conditions but will provide the extent to which contamination may exist. That work could be funded under an Hazardous Discharge Remediation Fund grant.

***PUBLIC COMMENT - 4 MINUTES
COUNCIL COMMENTS***

EXECUTIVE SESSION

ADJOURNMENT

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

ORDINANCE 2023-1

AN ORDINANCE OF WILLINGBORO TOWNSHIP TO ESTABLISH TRAVEL REIMBURSEMENT REGULATIONS FOR TOWNSHIP OFFICIALS AND TOWNSHIP EMPLOYEES CONDUCTING OFFICIAL BUSINESS.

PURPOSE

The purpose of this ordinance is to adopt travel and expense regulations covering expenses incurred by the mayor, member of the Township Council, and any official or employee of Willingboro Township whose salary is set by Ordinance, charter, or general law.

WHEREAS the Township Council desires to provide consistent travel regulations and reimbursement expectations, this ordinance is intended to assure fair and equitable treatment to all individuals traveling on Township business at Township expense.

NOW THEREFORE BE IT ORDAINED that:

The Township Manager, The Police Director, the Qualified Purchasing Agent (QPA), and the Chief Financial Officer (CFO) shall be responsible for the enforcement of these travel regulations:

TRAVEL POLICY

In the interpretation and application of this ordinance, the term "traveler" or "authorized traveler" means any elected or appointed municipal officer or employee, including members of municipal boards and committees appointed by the Township Council, and the employees of such boards and committees who are traveling on official municipal business and whose travel was authorized in accordance with this ordinance. "Traveler" or "authorized traveler" shall not include the spouse, children, other relatives, friends, or companions accompanying the authorized traveler on Township business, unless the person(s) otherwise qualifies as an authorized traveler under this ordinance.

Members of municipal boards and committees appointed by the mayor or the Willingboro Township Council, and the employees of such boards and committees who are traveling on official municipal business may only receive reimbursement of expenses only if and after authorization granting such travel has been approved by the Resolution of the Governing Body, prior to the expense being incurred.

Authorized travelers are entitled to reimbursement of certain expenditures incurred while traveling on official business for the Township. Reimbursable expenses may include expenses for transportation; lodging; meals; registration fees for conferences, conventions, and seminars; and other actual and necessary expenses related to official business as determined. Under certain conditions, entertainment expenses may be eligible for reimbursement.

The municipality has the desire to pay directly to the provider for expenses such as meals, lodging, and registration fees for conferences, conventions, seminars, and other education programs when possible. Authorized travelers can request either advanced billing paid directly by the Township for registration fees, airfares, meals, lodging, conferences, and similar expenses by way of Purchase Orders executed through the purchasing process or by reimbursement supported by the originally paid receipt expenses for transportation; lodging; meals; registration fees for conferences, conventions, and seminars; and certain other actual and necessary expenses related to official business authorized before travel. Advance requests, reservations, and itineraries are not considered documentation of travel expenses.

The traveler must immediately reimburse the Township if travel advances exceed actual documented expenses. It will be the responsibility of the CFO to initiate action to recover any undocumented travel advances.

Any travel over three days or requiring airfare is available only after completing and having received an approved travel authorization form from the Township Manager or Police Director for officers in the Willingboro Police Department. The Township Manager and Police Director must receive approval from the Township Council for any travel over three days that require airfare.

The travel expense reimbursement form will be used to document all expense claims. To qualify for reimbursement, travel expenses must be:

- Directly related to the conduct of the Township business for which travel was authorized; and
- Actual, reasonable, and necessary under the circumstances. The CFO may make exceptions for unusual circumstances.

Expenses considered excessive will not be allowed. All travel expense reimbursement claims must be supported by the original paid receipt for lodging, vehicle rental, public carrier travel, conference fee, and other reimbursable costs.

Any person attempting to defraud the Township or misuse Township travel funds is subject to disciplinary action and/or legal action for recovery of fraudulent travel claims and/or advances.

Mileage and lodging expenses incurred within the Township are not ordinarily considered eligible expenses for reimbursement but may be approved upon approval of the Township Manager, under certain mitigating circumstances.

HOTELS

Hotel accommodations will be permitted only when:

- a) the event is more than 50 miles from the Township and the program schedule is more than ten (10) hours in a single day
- b) the program ends after 10:00 pm during a weekday other than a Friday or a legal Holiday
- c) the event is more than 50 miles from the Township, and the program schedule and reasonable travel time are more than ten (10) hours in a single day. The determination as to whether hotel accommodations for the night before will be made by the Township Manager

Hotel Incidental and Deposit Holds

Incidental holds and deposits are funds held by a hotel to pay for services guests charge to their room during their stay and/or for damages caused. Incidental holds are a non-negotiable part of the check-in process, and funds are typically returned 5-7 days after checking out.

Hotel Incidental and Deposit Holds will **NOT** be paid for by the Township and each authorized traveler must have the ability to cover these temporary holds as required by the hotel of choice. Please take into consideration your ability as a traveler to cover incidental holds and deposits when making your choice of hotel accommodations.

FOOD AND MEALS

When the Willingboro Township provides or requires **mandatory** attendance at a training or conference by employees, wherein time spent is outside of the normal workday, non-exempt employees [whose salary is set by Ordinance, charter, or general law] will be provided a meal reimbursement of up to a maximum of \$50.00 per day. Receipts will be required, and purchases exclude alcoholic beverages and tips. Dollar values of any meals included in conference registrations will not be applicable.

MILEAGE REIMBURSEMENT RATE SCHEDULES

Authorized travelers that use their personal vehicles shall be reimbursed according to the mileage allowance established by the United States Internal Revenue Service as of January 1st of the calendar year. The Township's travel reimbursement rates will automatically change when the IRS rates are adjusted.

Mileage reimbursement does not apply if a Municipal vehicle is used for travel. Any fuel purchased for a Municipal vehicle will be reimbursed with a paid receipt and mileage notation.

Tolls will be reimbursed with a paid receipt.

MISCELLANEOUS:

Rental Vehicles – prior approval by the Town Manager is required. When authorized, the rental rate for a compact sedan will be applicable.

Parking Charges –

Reimbursement of the daily rate for hotel parking is authorized when not included in hotel charges. A paid receipt is required.

Emergency Vehicle Repairs and Towing Charges – will be authorized for Municipal vehicles only. Before authorizing any towing or repair charges, every effort to contact the Township Manager or the Fleet Maintenance Director must be made.

NEW JERSEY LEAGUE OF MUNICIPALITIES CONFERENCE

The League of Municipalities Conference (“The League”) is an opportunity for Local government officials, both elected and appointed, to build their skills and their networks at a three-day event recognized for its excellence by attendees and exhibitors alike and is an opportunity. It is in the best interest for attendees to boost their professional development and get the tools to build stronger communities.

Although it is desirable, it is impractical to cover the expense and manpower for all employees to attend so we hereby establish criteria and guidelines for attendance.

GOVERNING BODY

Members of the Township Council may attend the entirety of The League and are entitled to reimbursement of certain expenditures incurred while traveling on official business for the Township. Reimbursable expenses may include expenses for transportation [gas, tolls, taxi expenses traveling to and from events]; lodging; meals (\$50 per day limit); registration fees for conferences, conventions, seminars, and other actual and necessary expenses related to official business as determined. Under certain conditions, entertainment expenses, approved by the Governing Body, may be eligible for reimbursement.

Hotel Incidental and Deposit Holds will NOT be paid for by the Township and each authorized traveler must have the ability to cover these expenses as required by the hotel of choice.

TOWNSHIP MANAGER and DEPARTMENT DIRECTORS

The Township Manager, Township Clerk, and Department Directors may attend the League for up to three days [Tuesday-Thursday] and are entitled to reimbursement of certain expenditures incurred while traveling on official business for the Township. Reimbursable expenses may include expenses for transportation [gas, tolls, traveling to and from the conference]. Lodging will be paid for two nights at a hotel reserved through the NJ State League of Municipalities Conference Reservation system, payable by Purchase Order in advance. The Township will not pay for any additional expenses [taxes and fees] incurred by not utilizing a Township Purchase Order. The Township will pay for registration fees for the conference, and certain association functions/luncheons, seminars,

and other actual and necessary expenses related to official business as determined. Under certain conditions, entertainment expenses, approved by the Township Manager, may be eligible for reimbursement.

Hotel Incidental and Deposit Holds will NOT be paid for by the Township and each authorized traveler must have the ability to cover these expenses as required by the hotel of choice.

EMPLOYEES REQUIRING CONTINUING EDUCATION UNITS OR EDUCATION CREDITS

Any Employee that has an NJ State Certification or License that is not a Department Director may attend the League for up to two days [Tuesday, Wednesday, or Thursday] and is entitled to reimbursement of certain expenditures incurred while traveling on official business for the Township. Reimbursable expenses may include expenses for transportation [gas, tolls, traveling to and from the conference]. Lodging will be paid for one night at a hotel reserved through the NJ State League of Municipalities Conference Reservation system, payable by Purchase Order in advance. The Township will not pay for additional expenses incurred by not utilizing a Township Purchase Order. The Township will pay for registration fees for the conference, and certain association functions/luncheons, seminars, and other actual and necessary expenses related to official business as determined. Under certain conditions, entertainment expenses, approved by the Township Manager, may be eligible for reimbursement.

Hotel Incidental and Deposit Holds will NOT be paid for by the Township and each authorized traveler must have the ability to cover these expenses as required by the hotel of choice.

OTHER EMPLOYEES

An Employee that **does not** have an NJ State Certification or License but has demonstrable value in attending may attend the League for one day [Tuesday, Wednesday, or Thursday] and is entitled to reimbursement of certain expenditures incurred while traveling on official business for the Township. Reimbursable expenses will only include expenses for transportation [gas, tolls, traveling to and from the conference]. The Township will pay for registration fees for the conference, and certain association functions/luncheons, seminars, and other actual and necessary expenses related to official business as determined.

ADMINISTRATIVE PROCEDURES

The Township adopts and incorporates by reference all administrative procedures outlined in the New Jersey Local Public Contracts Law and Township Ordinance 2022-10.

This ordinance shall take effect upon its final reading by the Willingboro Township Council. It shall cover all travel and expenses occurring on or after the date of adoption.

ORDINANCE 2023- 2

ORDINANCE OF THE TOWNSHIP OF WILLINGBORO, IN THE COUNTY OF BURLINGTON, NEW JERSEY PROVIDING FOR THE RE-APPROPRIATION OF \$251,748.97 IN UNUSED DEBT AUTHORIZATIONS NOT NEEDED FOR THEIR ORIGINAL PURPOSES IN ORDER TO PROVIDE FOR TWO (2) TOWNSHIP SERVERS AND HOT PATCH FOR THE DEPARTMENT OF PUBLIC WORK.

BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WILLINGBORO, IN THE COUNTY OF BURLINGTON, NEW JERSEY (not less than Two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. Pursuant to N.J.S.A. 40A:2-39, it is hereby determined that certain debt authorizations in the aggregate amount of \$251,748.97 provided for in the various ordinances listed below are no longer needed for the purposes referenced therein. The Township of Willingboro, in the County of Burlington, New Jersey (the "Township") desires, therefore, to re-appropriate the following debt authorizations:

Ordinance Number	Improvement Description and Date of Adoption	Amount to be Re-appropriated
2018-5	GIS Stormwater Compliance Adopted June 2018	\$3,437.40
2019-1	Improvements to Sidewalks, Streets, Rds. & Stormwater Adopted April 2019	\$1,909.36
2019-1	Replacement of Pole Barn & related expenses Adopted April 2019	\$50,000.00
2022-4	fencing, diving board, shade tarp-pools Adopted June 2022	\$1,571.04
2013-5	2013 Renovation F&E for Various Mun Bldgs. Adopted April 2013	\$1,126.17
2021-9	Repairs, Renovations, Improvements, Mold Remediation Adopted May 2021	\$50,000.00
2020-12	Renovations & Improvements-Mun. Bldgs. Adopted June 2020	247.64
2022-1	JFK Replace exterior trim/fascia painting. Adopted June 2022	\$7,550.00

2021-9	Acquisition-body armor, taser, handguns/audio, etc. Adopted May 2021	\$142.70
2022-4	Acquisition-tasers, livescan, fingerprint, etc. & Acquisition-body armor, handguns & related costs Adopted June 2022	\$236.03
2022-4	Improvements-Turf Field Adopted June 2022	\$104,000.00

Section 2. The aggregate amount of \$251,748.97 described in Section 1 hereof and made available pursuant to N.J.S.A. 40A:2-39 hereby re-appropriated to provide for the following:

Purpose	Appropriation & Estimated Costs	Period of Usefulness
Server	220,220.34	5 years
Hot Patcher	\$31,528.63	15 years

Section 3. The Township hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 4. This ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

**ORDINANCE SETTING THE SALARIES WAGES, AND OTHER
COMPENSATION FOR NON-CONTRACTUAL EMPLOYEES AND
OFFICIALS OF THE TOWNSHIP OF WILLINGBORO**

WHEREAS pursuant to N.J.S.A. 40A:9-165, the Township Council shall set forth the salaries, wages, or compensation of the officers and employees of the Township of Willingboro, who, by law, are entitled to salaries, wages, or compensation, for non-contractual employees and officials of the Township of Willingboro; and,

WHEREAS the offices and positions under the Municipal Government of the Township of Willingboro shall be compensated within the ranges fixed by this ordinance providing funding is available in each budget.

NOW THEREFORE BE IT ORDAINED by the Governing Body of the Township of Willingboro in the County of Burlington and State of New Jersey that the following position shall be compensated:

Assistant Public Works Superintendent/Director of Public Works - \$135,000

Every newly hired person hereafter appointed to the position listed above shall receive the salary established in this Ordinance. This ordinance is not intended to set forth all the benefits of employment, but only the selected items thereof.

This Ordinance shall take effect after its passage and publication according to law.

RESOLUTION 2023 - 30

A RESOLUTION AUTHORIZING AN EXTENSION OF THE CONTRACT WITH FARNSWORTH & SEMPTIMHELTER LLC MEDICAL BILLINGS FOR THIRD-PARTY BILLING SERVICES FOR EMERGENCY MEDICAL SERVICES

WHEREAS on February 5, 2019, by Resolution 2019-29 the Township Council of the Township of Willingboro awarded and authorized a two (2) year contract to Farnsworth & Semptimphelter, LLC for Third Party Billing Services for Emergency Medical Services, pursuant to local public contracts law, N.J.S.A. 4A: 11-1, et seq; and

WHEREAS N.J.S.A. 40A:11-15 authorizes an extension of the term of a contract for two one-year extensions or one two-year extension, where the statutory length of the contract is for three years or less however, the term of the contract, as extended, shall not exceed five years; and

WHEREAS there has continued to be a need for the services contracted and to recover the Emergency Medical Services costs utilizing third-party billing services; and

WHEREAS the Township Manager and Willingboro EMS find that the services are being performed effectively and efficiently; and

WHEREAS the term of the contract, as extended, shall not exceed five years; and

WHEREAS any price change included as part of the extension shall be based upon the price of the original contract as cumulatively adjusted, and shall not exceed the change in the index rate for 12 months preceding the most recent quarterly calculation available at the time the contract is renewed; and

WHEREAS the terms and conditions of the contract shall remain substantially the same; and

WHEREAS the Township Council has determined that it is in the best interest of the Township to extend the contract with Farnsworth & Semptimphelter LLC for one additional and final year from m March 1, 2023, to February 29, 2024.

NOW, THEREFORE, BE IT RESOLVED THAT the Township Council of the Township of Willingboro; assembled in public session on this 7th day, February 2023, that the contract with Farnsworth & Semptimphelter, LLC, 692 Main Street, P.O. Box 467, Lumberton, New Jersey, 08048 for third party Billing Services for Emergency Medical Services is hereby extended/or the period of one year from March 1, 2021, to February 29, 2024.

RESOLUTION 2023 - 31

RESOLUTION AUTHORIZING THE FUNDING OF WILLINGBORO TOWNSHIP'S SHARE OF THE MACCS CONTRACT

WHEREAS the Governing Body of the Township of Willingboro, County of Burlington, State of New Jersey, agreed to participate in a Joint Purchasing Program for the provision and performance of goods and services, more specifically, for the collection and disposal of solid waste and bulk waste from apartments and condominiums within the municipality; and

WHEREAS the Township of Willingboro entered into a Joint Purchasing Agreement for the program known as "Municipal Apartment and Condominium Collection Services" ("MACCS") which agreement designates Maple Shade Township as the Lead agency for the program; and

WHEREAS Central Jersey Waste & Recycling, Inc. was awarded a contract to provide collection services for the MACCS program beginning June 1, 2022, for a three-year term and further providing two one-year renewal options for collection services, based on the current level of service, listed below:

- Basic Service (subject to 3% Lead Admin fee)
 - Initial 3-year term, in an estimated amount not to exceed \$11,360.96.
- Bulk Collection
 - Initial 3-year term, in an estimated amount not to exceed \$55,774.00.
- Roll Off/Compactors
 - Initial 3-year term, in an estimated amount not to exceed \$215,425.36 and

WHEREAS pursuant to the Local Public Contracts Law, N.J.S.A. 40A: 11-1 et seq. and the regulations promulgated thereunder, more specifically, N.J.A.C. 5:34-7.14, prior to the award of contract, each member of a joint purchasing system shall issue a purchase order to the lead agency together with a copy of its certification of available funds for its share of the contract amount; and

WHEREAS it is in the best interest of the Township of Willingboro to fund its portion of the contract with Central Jersey Waste & Recycling, the program administrative fee and tipping costs for the period from January 1, 2023, through December 31, 2023, in an amount not to exceed \$125,000.00; and

WHEREAS the CFO has certified that funds have been appropriated in the 2023 budget and funds are available for this purpose in the following budget accounts: Landfill/Waste Apartment Trash 3-01-20-130-000-132 (\$125,000.00) as indicated by the attached Treasurer's Certification; and

NOW THEREFORE BE IT RESOLVED by the Governing Body of the Township of Willingboro, County of Burlington, State of New Jersey, on this 7th day of February 2023, in open public session that the governing body authorizes an amount not to exceed \$125,000 to fund its portion of MACCS program joint Purchasing Agreement for the 2023 contract year that is consistent with this resolution; and

BE IT FURTHER RESOLVED that a notice of this action shall be printed once in an official newspaper of the Township. In addition, this Resolution and the contract shall be available for public inspection in the office of the Municipal Clerk.

RESOLUTION 2023- 32

RESOLUTION AUTHORIZING AN INCREASE TO THE NOT TO EXCEED AMOUNT FOR NEW JERSEY ANIMAL CONTROL, LLC FOR THE PROVISION OF ANIMAL CONTROL SERVICES TO THE TOWNSHIP OF WILLINGBORO

WHEREAS Pursuant to Resolution 2022-142, New Jersey Animal Control, LLC 617 Stokes Road, Suite 4 - Box #302, Medford, NJ 08055 was approved by the Township Council of the Township of Willingboro to provide Animal Control Services to The Township of Willingboro; and

WHEREAS New Jersey Animal Control, LLC was authorized for a not to exceed amount of \$25,000 for the provision Of Animal Control Services to The Township of Willingboro for the 2022 contract year: and

WHEREAS the current not to exceed amount of \$25,000 is insufficient to cover remaining costs of Animal Control services and close out payments for the 2022 contract year; and

WHEREAS it is necessary to increase the approved not to exceed amount by \$1,000 because of additional unanticipated costs for Animal Control services; and

WHEREAS, the availability of the funds for the contract; and

WHEREAS, the CFO has certified funds have been appropriated in the 2022 budget and funds are available for this purpose in the following budget accounts: Staff Services Contractual 2-01-25-240-240-132 (\$1,000.00).

NOW THEREFORE BE IT RESOLVED, by the Township Council of the Township of Willingboro, County of Burlington, State of New Jersey, on this 7th day of February 2023, in open public session that the governing body authorizes an increase of \$1,000 for Animal Control Services from New Jersey Animal Control, LLC, increasing the maximum amount to be expended for Animal Control Services from New Jersey Animal Control, LLC, from \$25,000 to \$26,000.00 that is consistent with this resolution.

RESOLUTION NO. 2023 - 33

A RESOLUTION AUTHORIZING REFUNDS FOR OVERPAYMENTS OF TAXES

WHEREAS the records of the Tax Collector of the Township of Willingboro indicate January 2023 overpayments of taxes due and overpayments; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 7th day of February 2023, that refunds be made as per the attached schedule; and

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

WELLS FARGO
PO BOX 14506
DES MOINES, IOWA
BLOCK 412
LOT 34
62 CRESTVIEW DRIVE
OVERPAYMENT TAXES

\$3,084.51

Homeowners are 100% exempt; they do not pay taxes. The mortgage company is requesting a refund.

CORELOGIC
ATTN: REFUNDS DEPARTMENT
PO BOX 9202
COPPELL, TX 75019-9208
BLOCK 1009
LOT 79
48 NEWPORT LANE
OVERPAYMENT TAXES

\$3,617.08

Homeowners are 100% exempt; they do not pay taxes. The mortgage company is requesting a refund.

RESOLUTION 2023- 34

A RESOLUTION AUTHORIZING WILLINGBORO TOWNSHIP TO ENTER INTO A COOPERATIVE PRICING AGREEMENT

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Camden County Educational Services Commission, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, on February 7, 2023, the governing body of the Township of Willingboro, County of Burlington, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services.

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Township of Willingboro

AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the mayor is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

CERTIFICATION

BY:

Kaya McIntosh, Mayor

ATTEST BY:

Brenda Bligen, Municipal Clerk

RESOLUTION NO. 2023 - 35

AUTHORIZING THE APPROVAL OF VOUCHERS FOR PAYMENT & RATIFICATION

WHEREAS Willingboro Township Council received the January 2023, Bill List #1 and had an opportunity to review said Bill List.

NOW THEREFORE BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 7th day of February 2023 that the Council hereby authorizes the Approval of Vouchers for payment and ratification including those items purchased under state contract and identified as such and all Trust Other Accounts (Recreation Trust, Tax Redemption, Escrow, and Dedicated by Rider Accounts).

BE IT FURTHER RESOLVED that a copy of this resolution shall be forwarded to the Director of Finance for her information and attention.

Kaya T. McIntosh
Mayor

Attest:

Brenda Bligen, MBA
Acting Township Clerk

Councilmember	Motion	2 nd	Yea	Nay	Recuse	Abstain	Absent
Councilman Anderson							
Councilwoman Perrone							
Councilwoman Worthy							
Deputy Mayor Whitfield							
Mayor McIntosh							

RESOLUTION 2023- 36

RESOLUTION AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES RELATED TO STORMWATER INFRASTRUCTURE REPAIRS

WHEREAS Willingboro Township requires professional engineering, inspections, and related services in connection with the 2022 Multi-Location Storm Water Infrastructure Repairs located in Willingboro Township: and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides for the award of professional services, without engaging in the bidding process, to a person(s) authorized by law to practice a recognized profession; and

WHEREAS, pursuant to the New Jersey Local Unit “Pay to Play Law, N.J.S.A. 19:44A-20.4 et seq., the Township has sought qualified professionals, namely New Jersey licensed engineers, to provide the services through the use of a “fair and open process,” as defined in N.J.S.A. 19:44A-20.7; and

WHEREAS, in response to the R.F.P., Pennoni Associates, Inc. had submitted a proposal to serve as the Engineer to Willingboro Township based on the compensation delineated in that proposal; and

WHEREAS the Township Manager has determined that these services are an extension of the general contract for Engineering Services and has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS it in the best interests of the Township to award a contract to Pennoni Associates, Inc. to provide the services delineated in the proposal numbered WTCEX22025P dated September 13, 2022, and wishes to give its approval to the award of the contract; and

WHEREAS the amount for Pennoni Associates, Inc. will not exceed \$72,850.00; and

WHEREAS, Eusebia Diggs, Chief Financial Officer for Willingboro Township, has certified that free and unencumbered funds in the amount of \$72,850.00 are available for this purpose as is indicated by the attached certification for the availability of 2022 funds for this contract.

NOW, THEREFORE, BE IT RESOLVED that Willingboro Township authorizes the Mayor and Municipal Clerk to enter and execute a contract with Pennoni Associates, Inc. for professional engineering, inspections, and related services in connection with the 2022 Multi-Location Storm Water Infrastructure Repairs located in Willingboro Township

Resolution 2023-37

RESOLUTION AUTHORIZING AN INCREASE TO THE NOT TO EXCEED AMOUNT FOR SUNNYSIDE FARMS FOR THE PROVISION OF LEAF DISPOSAL SERVICES FOR THE DEPARTMENT OF PUBLIC WORKS

WHEREAS Pursuant to Resolution 2022-173, Sunnyside Farms, 618 Woodlane Rd, Eastampton Township was approved by the Township Council of the Township of Willingboro to provide Leaf Disposal Services for the Department of Public Works; and

WHEREAS Sunnyside Farms was authorized for a not to exceed the amount of \$35,000 for the provision of Leaf Disposal Services for the Department of Public Works; and

WHEREAS because of additional unanticipated leaf disposal services, the current not to exceed amount of \$35,000 will not cover the cost of the needed leaf disposal services, and additional funds not exceeding \$8,000 are needed to cover the costs of Leaf Disposal Services to close out the calendar year 2022; and

WHEREAS the CFO has certified that funds have been appropriated in the 2022 budget and funds are available for this purpose in the following budget accounts: Storm Water Management Contractual 2-01-26-290-293-132 (\$8,000.00); and

NOW THEREFORE BE IT RESOLVED by the Township Council of the Township of Willingboro, County of Burlington, State of New Jersey, on this 7th day of February 2023, in open public session that the governing body authorizes an increase of \$8,000 for leaf disposal services from Sunnyside Farms, increasing the maximum amount to be expended for leaf disposal services from Sunnyside Farms, from \$35,000 to \$43,000.00 that is consistent with this resolution.
Mayor

RESOLUTION 2023-38

AUTHORIZING USE OF COMPETITIVE CONTRACTING FOR THE PROCUREMENT OF ANIMAL CONTROL SERVICES

WHEREAS the Police Department wishes to solicit proposals from outside vendors for the provision of Animal Control Services pursuant to N.J.S.A. 40A:11-4.1(1)(r); and

WHEREAS N.J.S.A. 40A:11-4.1(b)(m) permits competitive contracting to be utilized to procure consulting services that warrant a qualitative evaluation of specialized goods or service providers to determine the provider that is most advantageous, price and other factors considered; and,

WHEREAS N.J.S.A. 40A:11-4.3(a) requires that in order to use competitive contracting for the first time for a specified purpose, the governing body shall pass a resolution authorizing the use of competitive contracting for such purpose; and,

WHEREAS N.J.S.A. 40A:11-4.3(b) requires that the competitive contracting process shall be administered by a designated Authorized Agent who may be a purchasing agent pursuant to N.J.S.A. 40A:11-9, or by legal counsel of the contracting unit, or by the chief administrative officer of the contracting unit; and,

WHEREAS the Township Council has determined that the procurement of Animal Control Services through the use of competitive contracting is in the best interest of the Township; and,

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Willingboro, in the County of Burlington, State of New Jersey that the Township Manager is authorized to initiate competitive contracting for the solicitation of proposals for Animal Control Services; and,

BE IT FURTHER RESOLVED that this Resolution shall be available for public inspection in the office of the Municipal Clerk.

Attest:

Brenda Bligen, Acting Township Clerk

Kaya McIntosh, Mayor