

LINWOOD COMMON COUNCIL

CAUCUS AGENDA

March 23, 2022

6:00 P.M.

**NOTICE OF THIS MEETING HAS BEEN PUBLISHED
IN ACCORDANCE WITH THE REQUIREMENTS OF
THE OPEN PUBLIC MEETINGS ACT.**

1. Roll Call
Mayor Matik ___ Mrs. Albright _____ Mrs. Byrnes _____
Mrs. DeDomenicis _____ Mr. Ford _____ Mr. Levinson _____
Mr. Michael _____ Mr. Paolone _____

Professionals: Mr. Youngblood _____ Mr. Polistina _____ Mrs. Napoli _____
2. Approval of Minutes Without Formal Reading
3. Mayor's Report
4. Councilwoman Albright
 - A. Planning, Engineering, & Development
5. Councilwoman Byrnes
 - A. Neighborhood Services
 1. Resolution authorizing a Local Recreation Improvement Grant Agreement with the City of Linwood and the State of New Jersey Department of Community Affairs
6. Councilwoman DeDomenicis
 - A. Public Works
7. Councilman Ford
 - A. Planning, Engineering, & Development
 1. Ordinance amending Chapter 205 Property Maintenance – first reading
 2. Resolution approving temporary signage for the Linwood Farmers Market
 3. Resolution awarding a Non-Competitive Contract for Professional Services to William McLees Architectural Services, LLC for architectural services in the City of Linwood
 4. Resolution authorizing temporary signage for Shirley Mae Breast Cancer Run
8. Councilman Levinson
 - A. Revenue & Finance
 1. Resolution authorizing the cancellation of 2021 final and 2022 preliminary taxes due to tax exempt status for Block 98 Lot 6 located at 311 Van Sant Avenue in the City of Linwood
 2. Resolution approving a temporary budget for 2022
9. Councilman Michael
 - A. Public Safety
 1. Resolution authorizing the execution of a Memorandum of Agreement and Contract on behalf of the City of Linwood with the Mainland PBA No. 77 Rank & File and Superior Officers
 2. Resolution confirming the promotion of Patrolman Michael Fountas, Jr. to the position of Sergeant
 3. Ordinance amending Chapter 263, Vehicles and Traffic for rate of compensation for outside details – first reading
10. Council President Paolone
 - A. Administration
 1. Resolution authorizing a Raffle License to Mainland Girls Track Booster Club
 2. Resolution reaffirming the commitment and objectives of the Linwood Green Team
11. Solicitor's Report

**LINWOOD COMMON COUNCIL
AGENDA OF REGULAR MEETING
March 23, 2022**

CALL TO ORDER

**NOTICE OF THIS MEETING HAS BEEN
PUBLISHED IN ACCORDANCE WITH THE
REQUIREMENTS OF THE OPEN PUBLIC MEETINGS ACT.**

FLAG SALUTE: Councilman Todd Michael

ROLL CALL

APPROVAL OF MINUTES WITHOUT FORMAL READING

ORDINANCES

- 4 OF 2022** AN ORDINANCE AMENDING CHAPTER 263 VEHICLES AND TRAFFIC, ARTICLE VI TRAFFIC CONTROL STANDARDS FOR CONSTRUCTION AND ROAD REPAIRS, OF THE CODE OF THE CITY OF LINWOOD AND REPEALING ALL ORDINANCES HERETOFORE ADOPTED, THE PROVISIONS OF WHICH ARE INCONSISTENT HEREWITH.
FIRST READING: March 23, 2022
PUBLICATION: March 28, 2022
PASSAGE: April 13, 2022
- 5 OF 2022** AN ORDINANCE AMENDING CHAPTER 205 PROPERTY MAINTENANCE, ARTICLE I, SECTION 205-2, REVISIONS TO STANDARDS, OF THE CODE OF THE CITY OF LINWOOD AND REPEALING ALL ORDINANCES HERETOFORE ADOPTED, THE PROVISIONS OF WHICH ARE INCONSISTENT HEREWITH.
FIRST READING: March 23, 2022
PUBLICATION: March 28, 2022
PASSAGE: April 13, 2022

RESOLUTIONS

- 81-2022** A Resolution approving a Temporary Budget for 2022

RESOLUTIONS WITHIN CONSENT AGENDA

All matters listed under item, **Consent** Agenda, are considered to be routine by City Council, and will be enacted by one motion in the form listed. Any items requiring expenditure are supported by a Certification of Availability of Funds and any item requiring discussion will be removed from the Consent Agenda and discussed separately. All Consent Agenda items will be reflected in full in the minutes.

- 71-2022** A Resolution authorizing the execution of a Memorandum of Agreement and Contract on behalf of the City of Linwood with the Mainland PBA No. 77 Rank & File and Superior Officers
- 72-2022** A Resolution confirming the promotion of Patrolman Michael Fountas, Jr. to the position of Sergeant in the Linwood Police Department
- 77-2022** A Resolution authorizing the issuance of a Raffle License, #2022-07, to Mainland Girls Track Booster Club
- 78-2022** A Resolution authorizing the cancellation of 2021 final and 2022 preliminary taxes due to tax exempt status for Block 98 Lot 6 located at 311 Van Sant Avenue in the City of Linwood
- 79-2022** A Resolution approving temporary signage for the Linwood Farmers Market
- 80-2022** A Resolution awarding a Non-Competitive contract for Professional Services to William McLees Architecture, LLC Services in the City of Linwood

RESOLUTIONS WITHIN CONSENT AGENDA (continued)

- | | |
|----------------|--|
| 82-2022 | A Resolution reaffirming the commitment and objectives of the Linwood Green Team |
| 83-2022 | A Resolution authorizing a Local Recreational Improvement Grant Agreement with the City of Linwood and the State of New Jersey Department of Community Affairs |
| 84-2022 | A Resolution approving temporary signage for the Gold Foundation/Shirley Mae Breast Cancer |

APPROVAL OF BILL LIST: \$1,226,734.88

MEETING OPEN TO THE PUBLIC

FINAL REMARKS BY MAYOR AND COUNCIL

ADJOURNMENT

ORDINANCE NO. 4, 2022

AN ORDINANCE AMENDING CHAPTER 263 VEHICLES AND TRAFFIC, ARTICLE VI TRAFFIC CONTROL STANDARDS FOR CONSTRUCTION AND ROAD REPAIRS, OF THE CODE OF THE CITY OF LINWOOD AND REPEALING ALL ORDINANCES HERETOFORE ADOPTED, THE PROVISIONS OF WHICH ARE INCONSISTENT HEREWITH.

BE IT ORDAINED, by the Common Council of the City of Linwood, County of Atlantic and State of New Jersey as follows:

SECTION 1: Chapter 263, Article VI, Traffic Control Standards for Construction and Road Repairs shall now be titled:

Traffic Control Standards for Construction, Road Repairs, and Requested Special Traffic Details.

SECTION 2: Chapter 263, Article VI, Section 263-25 Purpose is hereby amended to read as follows:

The purpose of this article is to establish controls and regulations directed toward the safe and expeditious movement of traffic through construction and maintenance zones, as well as any requested special traffic detail zones, throughout the City of Linwood and to provide for the safety and compensation of the members of the Linwood Police Department performing these operations. In addition, provisions of this article shall apply to all assignments which originate from a request for assistance or aid by any chief of police, chief law enforcement officer or designee of a bona fide state, county, or municipal police department in the State of New Jersey, regardless of the geographic location of the assignment being inside, contiguous or extraterritorial to the City of Linwood, provided the entity making the request for assistance or aid agrees to make the payments required by § 263-34 of this article.

SECTION 3: Chapter 263, Article VI, Section 263-34 Requests and payment for services of police traffic directors, Section B is hereby amended to read as follows:

Payment for all certified police officers working all construction highway/street details and any specially requested traffic details for directing the appropriate movement of traffic flow may be coordinated by the Chief of Police or his designee. The payment shall be the appropriate rate as designated by this article. An administrative fee shall be added to the subtotal for all expenses that are required. The aforementioned administrative fees shall be waived for nonprofit organizations, local government, local government authorities, or other special districts of government, and any other just cause as determined by the Chief of Police and affirmed through resolution of the Linwood City Council.

SECTION 4: Chapter 263, Article VI, Section 263-34 Requests and payment for services of police traffic directors, Section B (1) is hereby amended to read as follows:

- (1). Rate: The rate of compensation for contracting the services of off-duty law enforcement officers shall be at the rate of \$85 per hour.

SECTION 5: All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.

SECTION 6: Should any sentence, clause, sentence, phrase or provision of this ordinance be declared unconstitutional or invalid by a Court of competent jurisdiction, such decision shall not affect the remaining portions of this ordinance.

SECTION 7: This ordinance shall take effect upon its final passage, publication and adoption in the manner prescribed by law.

<i>FIRST READING:</i>	<i>March 23, 2022</i>
<i>PUBLICATION:</i>	<i>March 28, 2022</i>
<i>PASSAGE:</i>	<i>April 13, 2022</i>

The within Ordinance was introduced at a meeting of the Common Council of the City of Linwood, County of Atlantic and State of New Jersey held on, March 23, 2022 and will be further considered for final passage after a public hearing thereon at a meeting of said Common Council on April 13, 2022.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

ORDINANCE NO. 5, 2022

AN ORDINANCE AMENDING CHAPTER 205 PROPERTY MAINTENANCE, ARTICLE I, SECTION 205-2, REVISIONS TO STANDARDS, OF THE CODE OF THE CITY OF LINWOOD AND REPEALING ALL ORDINANCES HERETOFORE ADOPTED, THE PROVISIONS OF WHICH ARE INCONSISTENT HEREWITH.

WHEREAS, the City of Linwood, on November 27, 2001, adopted Ordinance No. 27, 2001 creating a Property Maintenance Code for the City by adopting the International Property Maintenance Code, published by the International Code Council; and

WHEREAS, the City of Linwood desires to update to the most current version of the International Property Maintenance Code for the control of buildings and structures as therein provided, and each and all regulations, provisions, penalties, conditions, and terms of said code are hereby referred to, adopted, and made a part hereof, as if fully set forth in this chapter, with the additions, insertions, deletions, and changes, if any, prescribed herein.

NOW THEREFORE, BE IT ORDAINED, by the Common Council of the City of Linwood, County of Atlantic and State of New Jersey as follows:

SECTION 1: Chapter 205, Property Maintenance, Article I, Section 205-2, Revisions to Standards, is hereby revised to read as follows:

Section 101.1. Insert: The City of Linwood

Section 102.3. Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the International Building Code, International Existing Building Code, International Energy Conservation Code, International Fire Code, International Fuel Gas Code, International Mechanical Code, International Residential Code, International Plumbing Code and NFPA 70. Nothing in this code shall be construed to cancel, modify or set aside any provision of the International Zoning Code.

Section 103.1. The Property Maintenance Division is hereby created within the Construction Department and the Construction Code Official in charge of the Department shall also be known as the Code Official.

Section 103.3. In accordance with the prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the Code Official shall have the authority to appoint a deputy code official, other related technical officers, inspectors and other employees. Such employees shall have the powers as delegated by the Code Official. Those employees include the Zoning Official and members of the Police Department.

Section 104.1. Fees. The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in the following schedule attached hereto and made part hereof.

Section 104.1A. Any person or persons found to be in violation of this ordinance may be subject to the following fines, penalties and/or any combination thereof.

Section 104.1B. Fail to comply with a Notice of Violation within the reasonable time to be determined by the Code Official may result in fines and penalties not less than \$100.00 nor more than \$2,000.00.

Section 104.1C. Any violation order that is not promptly complied with, the City

shall, at its discretion, correct said violation, the cost of which shall be charged against the owner of said real estate and shall be a lien upon such real estate.

Section 104.1D. Cost to bring a property into compliance with code; by resolution of its governing body, may abate a nuisance, correct a defect, or put any private premises in proper condition so as to comply with municipal ordinance or state law applicable thereto, at the cost of the owner or lessor, and to extend municipal funds for such purpose and to charge the same against the premises and the amount thereof as determined by the governing body of the municipality shall be a lien against the premises and collectible as provided by the statutes of the State of New Jersey.

Section 104.1E. Any person who has taken out a construction or demolition permit and who shall be found guilty of violating the provisions of this ordinance by the Judge of Linwood Municipal Court or any other Court of competent jurisdiction shall, upon conviction, be subject to a fine of not more than \$1,000.00 plus the cost of the cleanup and the proper and legal disposal of the waste material improperly disposed of; or community service for a term of not less than 20 hours nor more than 40 hours; or any combination of these penalties.

Section 104.1F. Each and every day that a violation continues after proper notice shall be considered a separate offense.

Section 302.4. Insert: 10 inches.

Section 304.14. Insert: May 1 to October 1

Section 602.3. Insert: October 1 to April 30

Section 602.4. Insert: October 1 to April 30

SECTION 2: All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.

SECTION 3: Should any sentence, clause, sentence, phrase or provision of this ordinance be declared unconstitutional or invalid by a Court of competent jurisdiction, such decision shall not affect the remaining portions of this ordinance.

SECTION 4: This ordinance shall take effect upon its final passage, publication and adoption in the manner prescribed by law.

<i>FIRST READING:</i>	<i>March 23, 2022</i>
<i>PUBLICATION:</i>	<i>March 28, 2022</i>
<i>PASSAGE:</i>	<i>April 13, 2022</i>

The within Ordinance was introduced at a meeting of the Common Council of the City of Linwood, County of Atlantic and State of New Jersey held on, March 23, 2022 and will be further considered for final passage after a public hearing thereon at a meeting of said Common Council on April 13, 2022.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

RESOLUTION No. 81, 2022

A RESOLUTION APPROVING THE TEMPORARY BUDGET FOR 2022

WHEREAS, N.J.S.A. 40A: 4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2021 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January, 2022; and

WHEREAS, the total appropriations in the 2021 Budget, exclusive of any appropriations made for interest and debt redemption charges and capital improvement fund, is the sum of \$10,942,792.83; and

WHEREAS, the total appropriations so made will not exceed 50.00% of the total appropriations in the 2021 Budget, exclusive of any appropriations made for interest on debt redemption charges and capital improvement fund in said 2021 Budget is the sum of \$5,471,396.42;

NOW, THEREFORE, BE IT RESOLVED, that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his records:

TEMPORARY APPROPRIATIONS - 2022

Administrative & Executive	
Other Expenses	1,800.00
Mayor & Council	
Salaries & Wages	32,967.62
Municipal Clerk	
Salaries & Wages	74,080.00
Other Expenses	33,674.29
Elections	
Other Expenses	3,249.52
Financial Administration	
Salaries & Wages	39,918.10
Other Expenses	14,500.95
Annual Audit	
Other Expenses	14,900.95
Assessment of Taxes	
Salaries & Wages	17,015.24
Other Expenses	7,744.76
Collection of Taxes	
Salaries & Wages	38,276.19
Other Expenses	7,537.14
Legal Services & Costs	
Other Expenses	75,000.00
Engineering Services & Costs	
Other Expenses	17,500.95
Public Building & Grounds	
Other Expenses	185,500.95

Municipal Land Use Law (NJSA 40A:55D-1)	
Planning Board	
Salaries & Wages	4,780.95
Other Expenses	17,500.95
Shade Tree	
Other Expenses	200.00
Insurance Premiums	
Group Insurance for Employees	581,834.29
Other Insurance Premiums	44,104.76
Workmen's Compensation Insurance	142,841.90
Uniform Fire Safety Act	
Salaries & Wages	7,750.48
Other Expenses	5,449.52
Fire	
Salaries & Wages	188,645.71
Other Expenses	40,249.52
Aid to Volunteer Fire Companies	
Operation & Maintenance	35,000.00
Police	
Salaries & Wages	1,015,942.86
Other Expenses	65,525.71
Emergency Management Services	
Salaries & Wages	516.19
Other Expenses	10,000.00
Road Repairs & Maintenance	
Salaries & Wage	227,891.43
Other Expenses	87,500.95
Sewer System	
Other Expenses	
Finance & Administration	4,000.00
Operation & Maintenance	12,500.95
Landfill - Tipping Fees	220,000.00
Sanitation	90,687.62
Municipal Services Act	23,683.81
Dog Warden	
Contractual	4,000.00
Other Expenses	
Recreation Services	
Salaries & Wages	3,813.33
Other Expenses	15,925.71
Historian	
Other Expenses	249.52
State Uniform Construction Code	
Construction Code Official	
Salaries & Wages	69,358.10
Other Expenses	3,000.00
Utilities	
Gasoline	20,000.00
Electric	52,500.95
Telephone & Telegraph	25,000.00
Natural Gas	16,000.00
Street Lighting	67,500.95
Fire Hydrant Services	37,500.95
Water & Sewer	3,249.52

Accumulated Leave	1.90
Contingent	249.52
Public Employees' Retirement System inside cap	89,198.10
Police & Firemen's Retirement System inside cap	299,500.95
Social Security	127,500.95
Defined Contribution Retirement Plan	5,000.00
Unemployment Compensation Insurance	7,500.95
Maintenance of Free Public Library	
Other Expenses	157,367.62
Atlantic County Sewerage Authority	
Share of Costs	243,262.86
City of Northfield's Share of Sewer Rents	5,760.00
NJPDES Stormwater Permit Streets & Roads	4,000.00
NJPDES Stormwater Permit Landfill Tipping	1,249.52
NJPDES Stormwater Permit Municipal Clerk	249.52
Dispatch Shared Services	188,361.90
Emergency Medical Services	36,000.00
Sewer System Services	73,118.10
Municipal Alliance Grant	6,005.71
Body Armor Grant	1,153.64
NJDOT Franklin Blvd Resurfacing	200,000.00
Local Recreation Improvement	55,000.00
Total	5,154,654.59

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Regular Meeting of the City Council of Linwood, held this 23rd day of March, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 23rd day of March, 2022.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

RESOLUTION NO. 71, 2022

A RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF AGREEMENT AND CONTRACT ON BEHALF OF THE CITY OF LINWOOD WITH THE MAINLAND PBA NO. 77 RANK & FILE AND SUPERIOR OFFICERS

WHEREAS, the City of Linwood and the Linwood Police Department, through its representative, The Mainland PBA No. 77, have been in the process of negotiating a Contract for Rank & File and Superior Officers for the years 2022, 2023, 2024, 2025, 2026 and 2027; and

WHEREAS, the City of Linwood and the Linwood Police Department through its representative, The Mainland PBA No. 77, have resolved and settled their differences through negotiations; and

WHEREAS, a Memorandum of Agreement has been prepared and a Contract will be prepared embodying all of the terms and conditions as have been agreed upon by the City of Linwood and The Mainland PBA No. 77;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood that the attached Memorandum of Agreement and a Contract, embodying the terms and conditions thereof, are hereby accepted by the City of Linwood, subject to its acceptance by the Linwood Police Department through its representative, The Mainland PBA No. 77;

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized, empowered and directed to execute the attached Memorandum of Agreement and the final Contract for Rank & File and Superior Officers, embodying the terms and conditions thereof, for a period commencing January 1, 2022 through December 31, 2027 on behalf of the City of Linwood upon the acceptance of said Memorandum of Agreement and Contract by the Linwood Police Department through its representative, The Mainland PBA No.77;

BE IT FURTHER RESOLVED, that this Resolution is conditioned upon the review and approval of the subject Memorandum of Agreement and Contract by the City Solicitor.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Regular Meeting of the City Council of Linwood, held this 23rd day of March, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal
this 23rd day of March, 2022.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

RESOLUTION NO. 72, 2022

A RESOLUTION CONFIRMING THE PROMOTION OF PATROLMAN MICHAEL FOUNTAS, JR. TO THE POSITION OF SERGEANT IN THE LINWOOD POLICE DEPARTMENT

WHEREAS, pursuant to N.J.S.A. 40A:61-4(f), the Mayor of the City of Linwood has promoted Patrolman Michael Fountas, Jr. to the position of Sergeant in the Linwood Police Department effective March 9, 2022; and

WHEREAS, the Common Council of the City of Linwood wishes to confirm said promotion;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood, County of Atlantic, that the promotion of Patrolman Michael Fountas, Jr. to the position of Sergeant in the Linwood Police Department effective March 23, 2022 be and is hereby confirmed;

BE IT FURTHER RESOLVED, that the salary for the position shall be as set forth in the Linwood Salary Ordinance and all amendments thereto.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Regular Meeting of the City Council of Linwood, held this 23rd day of March, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 23rd day of March, 2022.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

RESOLUTION NO. 77, 2022

A RESOLUTION AUTHORIZING THE ISSUANCE OF A RAFFLE LICENSE, #2022-07,
TO MAINLAND GIRLS TRACK BOOSTER CLUB

WHEREAS, Mainland Girls Track Booster Club has applied for a Raffle License, to conduct games on April 29, 2022; and

WHEREAS, Mainland Girls Track Booster Club has fulfilled all of the requirements and met all qualifications for such a license, including but not limited to obtaining a Registration Identification Number, that number being 257-5-41341;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood that a Raffle License be issued to Mainland Girls Track Booster Club and that the Clerk be authorized to sign any documentation deemed necessary or useful.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Regular Meeting of the City Council of Linwood, held this 23rd day of March, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 23rd day of March, 2022.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

Part I - Statement of Applicant and member(s) in charge

State of New Jersey) ss.
County of Atlantic

We do hereby each make the following statement, under oath, with respect to the foregoing application:

1. The applicant (is) (is not) limited in its activities to the furtherance of one or more authorized purposes as defined in the Raffles Licensing Law.
2. Prior to the issuance of any license to it to conduct games of chance, the applicant was actively engaged in serving one or more "authorized purposes."
3. The applicant has received and used, and in good faith expects to continue to receive and use, to further one or more authorized purposes, funds from sources other than games of chance.
4. The conduct of the games on the occasion or occasions for which this application is made will be to raise and devote the entire net proceeds to the authorized purpose described in the application.
5. For each occasion for which a license is sought, one or more of the members listed who are familiar with the Raffles Licensing Law and the Rules and Regulations, will be in full charge of, and primarily responsible for, the conduct of the games.
6. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, of the games, except to bookkeepers or accountants for professional services not exceeding the amounts fixed by the Schedule of Fees, as well as the compensation for the Licensed Compensated Workers pursuant to N.J.A.C. 13:47-6A. No prize may be offered and given in cash, except as otherwise provided by the Raffles Licensing Law (N.J.S.A. 5:8-50 et seq.). If a cash prize under certain circumstances is permitted by the law, the amount of the cash prize may not exceed the limits prescribed by the Raffles Licensing Law.
7. All statements in the foregoing application are true.

Sworn and subscribed to before me this
11th day of March, 2022.

Michele Stamatopoulos
Notary Public (Print name)
[Signature]
Signature of Notary Public

[Signature], President
Signature of Officer and Title

Member in Charge

Member in Charge

Member in Charge

Member in Charge



MICHELE M. STAMATOPOULOS
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires 9/16/2024

If more space is needed in any section of this application, insert extra sheets of paper.

Applicant's registration slip from the *Legalized Games of Chance Control Commission* must be presented to the Municipal Clerk with this application.

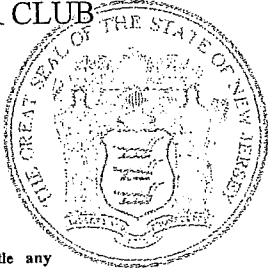
Pursuant to N.J.S.A. 5:8-6, a Legalized Games of Chance Control Commission Registration is hereby issued to:

Effective date: 10/06/2021

Expiration date: 10/06/2023

Registration identification: 257-5-41341

MAINLAND GIRLS TRACK BOOSTER CLUB
106 OFFSHORE RD
EGG HARBOR TWP, NJ 08234



New Jersey Office of the Attorney General
Division of Consumer Affairs
Legalized Games of Chance Control Commission
Registration

Neither registration nor the assignment of an identification number shall entitle any organization to hold, operate or conduct, or assist in the holding, operating or conducting of, any game or games of chance without the approval of the issuing authority of the municipality in which the game or games are to be held, operated or conducted.

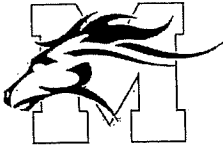
Name of organization on application and license must be the same as it appears on this registration. This Registration Certificate may only be utilized by the above-named organization.

Mail to: MAINLAND GIRLS TRACK BOOSTER CLUB
106 OFFSHORE RD
EGG HARBOR TWP, NJ, 08234
Attn:

A handwritten signature in black ink, appearing to read "E. Barrett".

Edward F. Barrett, Secretary
Legalized Games of Chance Control Commission

Ticket # 001



Fundraiser for Banquet

LIC: 257-5-41341
RL 2017-02

Mustangs Girls Track 2022 Prize Raffle

Custom Cornhole Set and bags **COST \$10**

Retail Value \$350

Drawing April 29, 2022 @ 3pm

*No substitution of the offered prize may be made
and no cash will be given in lieu of prize*

Keep this ticket to claim your prize!



Mustangs Girls Track 2022 Prize Raffle

Custom Cornhole Set **COST \$10**

Name _____

Phone _____

LIC: 257-5-41341

Ticket # 001

RESOLUTION NO. 78, 2022

A RESOLUTION AUTHORIZING THE CANCELLATION OF 2021 FINAL AND 2022 PRELIMINARY TAXES DUE TO TAX EXEMPT STATUS FOR BLOCK 98 LOT 6 LOCATED AT 311 VAN SANT AVENUE IN THE CITY OF LINWOOD

WHEREAS, Michael Dale is the owner of Block 98 Lot 6 located at 311 Van Sant Avenue in the taxing district of the City of Linwood; and

WHEREAS, Michael Dale made application to the Tax Assessor of the City of Linwood for Property tax Exemption due to his 100% Permanently Disabled Veteran status and the Tax Assessor for the City of Linwood granted the exemption for Michael Dale as of January 15,2021;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood, that the Tax Collector is hereby authorized, empowered and directed to cancel the 3rd & 4th quarter taxes for 2021 and 1st& 2nd quarter taxes for 2022 for the property known as block 98 lot 6 assessed in the name of Michael Dale.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Regular Meeting of the City Council of Linwood, held this 23rd day of March, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 23rd day of March, 2022.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

BLQ: 98. 6.
Owner Name: DALE, MICHAEL & REMEDIOS

Tax Year: 2021 to 2022
Property Location: 311 VAN SANT AVENUE

Tax Year: 2021	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	2,227.84	2,227.83	2,296.75	2,284.22	9,036.64
Other Bill Adj:	0.00	589.91-	0.00	0.00	589.91-
Total Billed:	2,227.84	1,637.92	2,296.75	2,284.22	8,446.73
Payments:	0.00	0.00	0.00	0.00	0.00
Balance Adjust:	2,227.84-	1,637.92-	0.00	0.00	3,865.76-
Balance:	0.00	0.00	2,296.75	2,284.22	4,580.97

Date	Qtr	Type	Code	Check No	Mthd	Reference	Batch Id	Principal	Interest	2021 Prin Balance
		Description								
		Original Billed						9,036.64		9,036.64
01/28/21	1	Adjustment	069			12388	1 CANCEL	2,227.84-	0.00	6,808.80
		RESOLUTION 31-2021								
01/28/21	2	Adjustment	069			12388	2 CANCEL	2,227.83-	0.00	4,580.97
		RESOLUTION 31-2021								
03/22/21	2	Adjustment	HB			12578	320 HBIMPORT	589.91-	0.00	3,991.06
		Homestead Credit								
04/15/21	2	Adjustment	064			12651	1 75-2021	589.91	0.00	4,580.97
		REFUND RES.75-2021								

Tax Year: 2022	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	2,259.16	2,259.16	0.00	0.00	4,518.32
Payments:	0.00	0.00	0.00	0.00	0.00
Balance:	2,259.16	2,259.16	0.00	0.00	4,518.32

Date	Qtr	Type	Code	Check No	Mthd	Reference	Batch Id	Principal	Interest	2022 Prin Balance
		Description								
		Original Billed						4,518.32		4,518.32

Total Principal Balance for Tax Years in Range: 9,099.29

RESOLUTION NO. 79, 2022

A RESOLUTION APPROVING TEMPORARY SIGNAGE FOR THE LINWOOD FARMERS MARKET

WHEREAS, the Linwood Farmers Market has requested permission for twenty temporary lawn signs advertising the Farmers Market; and

WHEREAS, the temporary lawn signs are requested to be installed on City property in the City of Linwood; and

WHEREAS, all temporary signage needs approval by City Council; and

WHEREAS, the Common Council is desirous of approving said request;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood, that permission for the placement of ten temporary lawn signs advertising the Farmers Market is hereby granted to the Linwood Farmers Market based on the following conditions;

- 1.) Signs shall not be internally illuminated or electrically activated.
- 2.) Signs shall not be in the public Right-of-Way.
- 3.) Signs shall not block any site triangle for access and egress points of travel.

BE IT FURTHER RESOLVED, that the temporary lawn signs shall be permitted for a period beginning on April 16, 2022 and ending on May 29, 2022.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Regular Meeting of the City Council of Linwood, held this 23rd day of March, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 23rd day of March, 2022.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

RESOLUTION NO. 80, 2022

A RESOLUTION AWARDING A NON-COMPETITIVE CONTRACT FOR PROFESSIONAL SERVICES TO WILLIAM MCLEES ARCHITECTURE, LLC FOR ARCHITECTURAL SERVICES IN THE CITY OF LINWOOD

WHEREAS, there exists within the City of Linwood, New Jersey, the need to engage a professional for architectural services for the design of a building at All Wars Memorial Park in the City of Linwood; and

WHEREAS, the Local Public Contracts Law (N.J.S. 40A:11.1 et. seq.) requires that a Resolution authorizing the award of Contracts for "Professional Services" without competitive bids must be advertised;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood that William C. McLees of William McLees Architecture, LLC, 5 MacArthur Boulevard, Somers Point, NJ 08244, is hereby hired for an amount of \$23,750.00 for the design of a building at All Wars Memorial Park in the City of Linwood;

BE IT FURTHER RESOLVED, that the Mayor and City Clerk be and are hereby duly authorized, empowered and directed to execute a Contract or Agreement with William McLees Architecture, LLC with regard to the aforesaid. This Contract is awarded without competitive bidding as a "Professional Service" under the provision of the Local Public Contracts Law because the Local Public Contracts Law permits professional services to be awarded without the necessity of competitive bidding.

A copy of this Resolution shall be published in an official newspaper of the City of Linwood as required by law within ten (10) days of its passage.

BE IT FURTHER RESOLVED, that this Resolution is contingent upon a certification of availability of funds from the Chief Financial Officer of the City of Linwood.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Regular Meeting of the City Council of Linwood, held this 23rd day of March, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal
this 23rd day of March, 2022.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

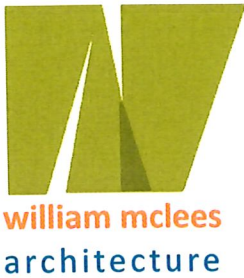
DARREN MATIK, MAYOR

APPROVED: _____

Memo

To: Mayor and Members of Council
From: Anthony Strazzeri, CFO
CC: Leigh Ann Napoli, RMC, CMR, MPA, City Clerk
Date: 03-10-2022
Re: Availability of Funds-Architecture Fieldhouse Building

Pursuant to 40A: 4-57, I hereby certify that sufficient funds in the amount of \$23,750.00 are available under Capital Ordinance 4A-2018 Recreation Improvements. Funds will be encumbered to William McLees Architecture, LLC 5 MacArthur Boulevard Somers Point, NJ 08244.



February 15, 2022

Ms. Leigh Ann Napoli
Municipal Clerk
City of Linwood
400 Poplar Avenue
Linwood, NJ 08221

**RE: PROPOSAL FOR ARCHITECTURAL SERVICES
New Fieldhouse Building, Linwood**

Dear Leigh Ann:

As requested by the governing body, thank you for the opportunity to submit our proposal for design services for the new fieldhouse building to be designed to support the recreation fields in Linwood. The proposed new building will be designed to provide much-needed storage space, restrooms, and concession facilities.

The following enclosed proposal elaborates on the project program. The fee proposal is structured as a phased, fixed fee based on our review of your goals and preparing the necessary plans and submissions for the work outlined above. The project will be documented in a format conducive to a public bidding process. Food service equipment design shall be as-provided by the City and/or Soccer club.

After review I would suggest we meet again to review the scope together to confirm we are addressing all of your needs. We are looking forward to working with you, thank you for the opportunity.

Kind Regards,

William C. McLees, AIA, LEED AP
principal

Project Summary & Scope of Work

The project scope includes the design of a new fieldhouse building for Linwood to support the soccer and football recreational needs. The building will be provided with restroom facilities, storage space of approximately 400 square feet and additional space for a concessions area (completed by others), with electrical and plumbing stubs provided.

1. Professional Services

1.1. Schematic Design

The Architect shall review the program, budget, and other pertinent information supplied by the Owner and shall review laws, codes and regulations as they may apply to the project scope. The Architect shall prepare a preliminary evaluation of the aforementioned project information, each in terms of the other, and will identify any potential conflicts and/or additional services which may be required for the successful completion of the Work.

Based on the project information as provided by the Owner, the Architect will prepare and submit for Owner's review preliminary project design solution alternatives, illustrating the scale and relationship of the project components. The Architect will endeavor to work within the constraints of the most recent planning board approval for the property in the design of the project.

Based on the Owner's comments and input, the Architect shall prepare schematic design documents of the project solution, including (as may be applicable), floor plans and preliminary ceiling plans as well as exterior elevations and design study sketches and renderings as the Architect deems appropriate to convey the design solution.

The Architect will consider and incorporate environmentally-sensitive solutions to project orientation, components, systems, and materials as may be practical without substantial impact to the project budget.

No planning board submission/appearance is anticipated in conjunction with this proposal.

Site plan/survey information shall be as-provided by the City of Linwood.

1.2. Construction Documents

Upon Owner approval of the Design set, the Architect shall prepare the construction documents for the work. These documents shall illustrate and describe the further development of the design drawings and shall consist of drawings and specifications

setting forth in detail the quality levels of materials, systems and other requirements for the construction of the project scope.

The Architect shall incorporate laws, codes and regulations having jurisdiction into the construction documents. Plans shall be developed to a level sufficient for competitive bidding and approval of a building permit for construction.

1.3. Bid Assistance and Construction Administration

During construction the Architect shall advise and consult with the Owner only to the extent permitted by the Owner and by this document.

The Architect shall not have responsible control or charge of the construction means, methods, sequencing, site conditions, etc.

The Architect shall not be responsible for deficiencies in the performance of the Work or any potential safety precautions in conjunction with the Work.

TIMING The Architect's construction administration services commence with the Contract Award and end with the approval of the final payment to the Contractor.

SUBMITTALS The Architect shall review the Contractor's submittal schedule, submittals, product data and/or shop drawings and shall not unreasonably delay or withhold approval. The Architect shall review submittals, product data and shop drawings for conformance with the information given and the design intent expressed in the Contract Documents.

The Architect will conduct construction phase services in accordance with the responsibilities and authority as outlined in AIA document A201 General Conditions of the Contract for Construction. Unless indicated otherwise herein.

1.4. Project Closeout

Upon Receipt of a Temporary Certificate of Occupancy from the General Contractor, the Architect will compile a punchlist inspection of the completed Work. The punchlist inspection will identify those areas readily observable to the Architect which may represent errors, omissions and/or other defects in the completed Work which do not comply with the Contract Documents, applicable building codes and/or commonly accepted prudent construction practices in the judgment of the Architect.

The Architect will work with the Owner and Contractor in clarifying and resolving any outstanding Potential Change Orders, Change Orders and/or Construction Change Directives.

2. Compensation, Terms & Conditions

2.1. Fee Schedule

For the above mentioned scope of work, **william mclees** architecture and its consultants proposes a fixed fee as follows:

DISCIPLINE	SCHEMATIC DESIGN	CONSTRUCTION DOCUMENTS	BIDDING & CONSTRUCTION ADMIN	SUBTOTAL
ARCHITECTURE	\$4,725	\$8,925	\$2,100	\$15,750
MECHANICAL, PLUMBING ELECTRICAL	\$1,000	\$6,000	\$1,000	\$8,000
SUBTOTAL	\$5,725	\$14,925	\$3,100	
TOTAL FEE				\$23,750

Work may begin immediately upon receipt of a signed proposal. This proposal is valid for a period of 90 days beyond the date of the proposal.

2.2. Reimbursable Expenses

Reimbursable expenses shall be invoiced in addition to the above noted fee at a rate of 1.1 times direct expense. Reimbursable expenses may include the following:

- Printing and Postage costs
- Photocopies
- Computer-generated renderings/animation
- Subconsultants scope of work

2.3. Terms & Conditions

2.3.1. This proposal is non-transferable and is valid for 45 calendar days from the date of the proposal. Once expired, **william mclees** Architecture reserves the right to revise the proposal accordingly to reflect changing staffing and schedule demands.

2.3.2. Unless indicated otherwise in this proposal, design services shall commence within (5) days after receipt of: An original signed copy of this proposal or a Written Notice to Proceed, AND a check in the amount of the retainer noted above.

2.3.3. Unless indicated otherwise in this proposal, payments shall be invoiced monthly through the course of the Work. Payment on invoices shall be due upon receipt of the invoice. Invoices in excess of 30 days may be subject to a late penalty of 1½% per month, or a maximum of 18% per annum.

- 2.3.4.**The Architect reserves the right to cease services for lack of payment for accounts in excess of 90 days, with (5) days prior written notice to the Owner.
- 2.3.5.**Either party may terminate this Agreement with (5) days prior notice. Architect shall be due payment for all services and reimbursable expenses complete or in progress up to and including the date of termination. The Architect reserves the right to withhold the products of services related to this Agreement until receipt of final payment.
- 2.3.6.**Any areas of Work requested by the Owner which are not included in this proposal. If such Work is requested by the Owner, The Architect will identify the Work to the Owner and prepare a proposal for services for Owner approval prior to commencement of the Additional Services.
- 2.3.7.**Owner and Architect acknowledge that project timing as represented herein is preliminary and approximate in nature and may materially change during the course of the project development.

2.4. Exceptions

The following items and services are excluded from this proposal:

- Structural Engineering has not been included. If required (depending upon final design) a separate proposal will be provided
- Flood mitigation/full compliance with ASCE 24-05. If required by the jurisdiction having authority, a separate proposal will be provided for the Owner's approval.
- Low voltage system design and specification
- Critical Path sequencing and scheduling
- Construction cost estimating
- The Architect is not responsible for additional work associated with modifications to plans as a result of rejection of any variances or variations.
- Hazardous materials investigation and/or removal.
- Operating/lifecycle cost analysis
- Value-Engineering plan revisions after completion of construction documents.

2.5. Authorization/Notice to Proceed

The undersigned Parties acknowledge and agree to the above mentioned terms and conditions of this proposal in its entirety.

_____ Date

(name)

_____ Date

William C. McLees, AIA, LEED AP
Principal, William McLees Architecture, LLC

(office)

RESOLUTION NO. 82, 2022

A RESOLUTION REAFFIRMING THE COMMITMENT AND OBJECTIVES OF THE LINWOOD GREEN TEAM

WHEREAS, the City of Linwood adopted Resolution No. 184, 2009 "Creation of the City of Linwood Green Team" at a regular meeting conducted on December 9, 2009; and

WHEREAS, the City of Linwood resolved in that resolution that they wished to pursue local initiatives and actions that would lead to Sustainable Jersey Municipal Certification; and

WHEREAS, the City of Linwood further resolved in that resolution to create the City of Linwood Green Team, to serve as the City of Linwood's agents for the Sustainable Jersey municipal certification process; and

WHEREAS, the Green Team is composed of individuals who are interested in advancing the efforts of the City of Linwood in the Sustainable Jersey municipal certification program, and that have been actively working as a Green Team for thirteen years; and

WHEREAS, that group, has been creating and cataloging significant sustainability actions so that the City of Linwood may maintain Sustainable Jersey certification at the Bronze Level in 2020 and in 2022.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of Linwood that:

- 1) The Green Team of the City of Linwood is active in the community and advancing sustainable practices and actions included in the Sustainable Jersey municipal certification program;
- 2) The Green Team has been and shall continue to be composed of individuals who have demonstrated interest in advancing the efforts of the City of Linwood to maintain certification through the Sustainable Jersey municipal certification program. The attached list of members has been updated and incorporated herein;
- 3) The role of the Green Team has been and shall continue to be to lead and coordinate the sustainability activities of the community;

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Regular Meeting of the City Council of Linwood, held this 23rd day of March, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 23rd day of March, 2022.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

Linwood Green Team Members

George Butrus
June Byrnes
Stacy DeDomenicis
Maureen Duffy
Ned Eissler
Tim Glenn
Bill Horner
Marian Jordan
Jodi Kahn
Kathie Miller
Leigh Ann Napoli
Lauren Pagliughi
William Purdie
Jim Rutala
Phillip Sofis
Marc Virgilio

RESOLUTION NO. 83, 2022

A RESOLUTION AUTHORIZING A GRANT AGREEMENT WITH THE CITY OF LINWOOD
AND THE STATE OF NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

WHEREAS, the Common Council of the City of Linwood desires to provide outdoor recreation and community resources through the installation of a playground and outdoor story area at the Linwood Library; and

WHEREAS, the City of Linwood has been awarded a Local Recreation Improvement Grant 2021 from the State of New Jersey Department of Community Affairs, Grant Agreement Number 2021-04960-0380-00, in the amount of \$55,000.00;

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Linwood, County of Atlantic, State of New Jersey, accepts said Grant Agreement and hereby authorizes Mayor Darren Matik to execute a Grant Agreement with the State of New Jersey Department of Community Affairs and to seal the Grant Agreement.

Ayes: ____

Noes: ____

Absent: ____

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Regular Meeting of the City Council of Linwood, held this 23rd day of March, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 23rd day of March, 2022.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

GRANT/LOAN AGREEMENT

BETWEEN THE

**STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS**

AND

City of Linwood

GRANT/LOAN AGREEMENT NUMBER: 2021-04960-0380-00

PROGRAM NAME: Local Recreational Improvement 2021

A grant/loan contractual agreement with the New Jersey Department of Community Affairs is composed of two major parts: the General Terms and Conditions for Administering a Grant/Loan and the individual Grant/Loan Agreement document which includes the cover page, the signature page, the Agreement Data Sheet and the following sections:

- A. Specific Terms and Conditions;
- B. Agreement Budget;
- C. Work Plan; and
- D. Program Provisions.

By signature on this Grant/Loan Agreement, the above-named Recipient agrees to the specific provisions stated in the four sections of this Grant/Loan Agreement. In addition, the Recipient agrees to comply with all provisions of the State of New Jersey, Department of Community Affairs, General Terms and Conditions for Administering a Grant/Loan - Issue Date: February, 1998. The General Terms and Conditions for Administering a Grant/Loan are incorporated in this Grant/Loan Agreement by reference. The Recipient hereby acknowledges receipt of the General Terms and Conditions for Administering a Grant/Loan document or understands that a copy of the General Terms and Conditions for Administering a Grant/Loan may be obtained upon request to the Division funding this grant and/or loan.

RECIPIENT AND DEPARTMENT AUTHORIZED SIGNATURES

The Recipient named below agrees to perform the services as described in the Scope of Services, Section C. of this Grant/Loan Agreement. The provisions of this Grant/Loan Agreement, as well as the provisions of the General Terms and Conditions for Administering a Grant/Loan, incorporated into this agreement by reference, including any subsequent amendments, shall constitute the terms and conditions of the agreement between the New Jersey Department of Community Affairs and the Recipient.

If this Grant/Loan Agreement including the General Terms and Conditions for Administering a Grant/Loan correctly states the Recipient's understanding of the terms and conditions of this award from the New Jersey Department of Community Affairs, please indicate concurrence with these terms and conditions by having the appropriate officer sign as ACCEPTED AND AGREED below and return it to the Department.

FOR RECIPIENT USE ONLY:

ACCEPTED AND AGREED TO FOR RECIPIENT:

BY: The Honorable Darren Matik
Mayor
Linwood City

FOR NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS APPROVAL ONLY:

DEPARTMENT GRANT/LOAN APPROVAL OFFICER CERTIFICATION:

BY: Dipali Patel
Fiscal Administrator

I attest that sufficient funds have been appropriated by the State Legislature and are available for this grant/loan award.

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS GRANT APPROVAL OFFICER:

BY: Jacquelyn Suarez
Division Director

AGREEMENT DATA SHEET

(X) GRANT () LOAN

PROJECT INFORMATION

FUNDING PROGRAM NAME:
PROJECT TITLE:
SERVICE AREA(S):

Local Recreational Improvement 2021
Recreational Improvements to the Linwood Library
City of Linwood

RECIPIENT INFORMATION

AGENCY NAME:
ADDRESS:

CHIEF FINANCIAL OFFICER:
VENDOR ID #
TELEPHONE NUMBER:
CHARITIES REGISTRATION #:
(Nonprofit Agencies Only)
DUNS #:

City of Linwood
400 Poplar Avenue
Linwood, New Jersey 08221

Mr. Anthony Strazzeri
216000800-99
(609) 927-4108
EX0000000

STATE INFORMATION

DEPARTMENT:
DIVISION:
ADDRESS:

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
Division of Local Government Services
101 South Broad Street
P. O. Box 803
Trenton, NJ 08625-0803

CONTACT PERSON:
TELEPHONE NUMBER:

Kevin Heydel
(609) 292-4584

FUNDING AMOUNT AND SOURCE OF FUNDS

	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>	<u>CFDA #</u>
1 (State Funds)	2022-495-022-8030-668-FFFF-6120	\$55,000.00	
SUBTOTAL		\$55,000.00	
OTHER FUNDS		\$0.00	
TOTAL		\$55,000.00	

GRANT/LOAN AWARD PERIOD

GRANT/LOAN AWARD PERIOD: February 01, 2022 THROUGH: August 31, 2023
LENGTH OF AWARD PERIOD: 1 Year, 7 Months
LIQUIDATION OF OBLIGATIONS MUST BE MADE BY: November 29, 2023

PURPOSE OF GRANT/LOAN

This award will provide funding to provide outdoor recreation and community resources through the installation of a playground and outdoor story area at the Linwood Library.

Section A SPECIFIC TERMS AND CONDITIONS

By virtue of the execution of the Grant/Loan Agreement, the Recipient agrees that all of the terms and conditions set forth in the General Terms and Conditions for Administering a Grant/Loan are incorporated herein. The specific Grant/Loan Agreement provisions are detailed as follows:

1. BONDING AND INSURANCE

Fidelity Bonding:

- Fidelity Bonding with the limit of liability of at least \$ 0.00 shall be maintained by the Recipient until all financial transactions under this Grant/Loan Agreement are completed.
- No Fidelity Bonding shall be required.

Insurance(s):

The Department must be provided with current certificates of insurance for all coverage and renewals thereof which must contain the provision that the insurance provided in the certificate shall not be cancelled for any reason except after 30 days written notice to the New Jersey Department of Community Affairs.

- Comprehensive General Liability policy as broad as the standard coverage form currently in use in the State of New Jersey which shall not be circumscribed by any endorsements limiting the breadth of coverage. The policy shall include an endorsement (broad form) for contractual liability and shall include the State of New Jersey as a named insured. Limits of liability shall not be less than \$1 million per occurrence for bodily injury liability and property damage liability.
- Comprehensive Automobile Liability policy covering owned, non-owned, and hired vehicles with minimum limits of \$1 million per occurrence for bodily injury liability and property damage liability.
- Workers' Compensation Insurance applicable to laws of the State of New Jersey and Employers' Liability insurance with a limit of not less than \$100,000.
- Additional Insurance Coverage(s) required:
- No Additional Insurance shall be required.

2. METHOD OF PAYMENT

Advance Payment

- An Advancement of Funds in the amount of \$ shall be made.
- No Advancement of Funds shall be made.

Payment Type

Payments shall be made as indicated below:

- Reimbursement payments based on the actual rate of disbursement shall be made
 - Monthly
 - Quarterly
 - Other:
- Other:

Final Payment Withheld

- Final payment of \$0.00 shall be withheld pending receipt of final reports.
- No Final payment shall be withheld.
- Other:

3. BUDGET VARIANCE FLEXIBILITY

Variance of expenditures from budgeted amounts is permitted without a formal amendment to the Grant/Loan Agreement within the following limitations:

- There is no permitted budget flexibility variance between major budget cost categories.
- Within major budget cost categories, there is a maximum allowable budget line item flexibility of 10%. No individual line item expenditures may exceed the amount budgeted for that line item by an amount in excess of 10% of the budgeted amount.
- Under no circumstances may total expenditures exceed the total grant/loan award amount.

Expenditures that exceed these limitations must be authorized via a budget revision approved by the Department. Expenditures incurred that exceed the permitted budget variance flexibility prior to Departmental approval of a revised budget are at risk for being disallowed by the Department.

4. PROJECT INCOME

Project income, if any, shall be:

- Added to project funds to further eligible program objectives; or
- Deducted from Recipient's payment request for allowable costs; or
- Used for the cost-sharing or matching requirement; or
- Returned to the Department.
- Not Applicable.

5. FINANCIAL AND PERFORMANCE REPORTING

Financial Reports - A Fiscal Monitoring Report comparing the Recipient's actual expenditures of the project with the approved Budget included in this Grant/Loan Agreement shall be submitted with each request for payment, except for advance funding, if any. The Fiscal Monitoring Report shall be certified by the Recipient's Chief Financial Officer and submitted to the Department with the State voucher requesting payment.

Performance Reports - A Performance report(s) indicating the progress of the project shall be submitted:

- Monthly
- Quarterly
- Annually
- Other:

Final Report - A final report shall be submitted to the Department no later than 60 days after completion of the grant/loan award period or termination of this Grant/Loan Agreement. Extensions to reporting due dates may be granted upon written request to the Department.

6. AUDIT REQUIREMENTS

- Audit Required.
- Audit Not Required. Recipient must submit to the Department supporting documentation for all grant/loan expenditures.

Audit Costs - The pro rata share of the cost of any required single audit or the cost of a program-specific audit, financial statement audit, or other limited scope audit shall be paid from funds:

- Provided for by this Grant/Loan Agreement.
- Provided by the Recipient from other funding sources.
- Not Applicable.

Additional Schedules - Additional schedules may be requested by the Department, if funding is made available to pay for such additional schedules.

- Additional Supplemental Schedules required as listed below:
- No Additional Supplemental Schedules required.

7. GRANT ADMINISTRATION AUTOMATION

The recipient acknowledges that this agreement is recorded within and administered utilizing DCA SAGE, the DCA *System for Administering Grants Electronically* (<https://dcasage.intelligrants.com/portal.asp>). The recipient agrees to establish SAGE access for recipient staff in sufficient quantity and with sufficient authority to fulfill the requirements of the SAGE system and to assign relevant staff to the SAGE system grant record corresponding to this grant agreement document.

Section C Work Plan

1. Project Description

This grant provides funds to provide outdoor recreation and community resources through the installation of a playground and outdoor story area at the Linwood Library.

2. Target Population to be Served

If the City is successful and awarded the grant, the project can be started immediately. The City is currently working on plans for the outdoor playground and story time area at the Library, as well as other improvements to the building and grounds. The play equipment has been selected by the City and is ready to be ordered. Once the equipment is ordered, the City will begin the site preparation which includes tree trimming and grading. The contractor can begin the work installing the footings for the equipment and the stone base for the poured-in-place surfacing. Upon the arrival of the play equipment and story time benches and seating, the installation of the equipment can be completed. It is anticipated that the project could be completed in 60 days, or less, depending on weather and temperatures.

3. Project Objectives

1: The playground proposed consists of a play structure for children ages 2-5, swings, spring riders, climbers, and play houses. There will be an area dedicated for 'story hour,' that includes numerous benches positioned for groups to read together. The area also provides an outdoor seating area for other groups to utilize.{-}

4: Scope of Service

To provide Recreational opportunities at the Linwood Library.

5: Grant Conditions

[Grant Conditions from SAGE – Future]

**LOCAL RECREATION IMPROVEMENT
GRANT
AWARD PERIOD: 02/01/2022 – 8/31/2023**

SUPPLEMENTAL PROVISIONS

- A. This Agreement is in no way to be construed as a commitment on the Department's part as to the level of funding for any future extensions or new agreements. The Recipient agrees that based on State allocations, the amount of this Agreement may be reduced by the Department.

- B. Documents listed below are herewith incorporated by reference. Compliance with each is a binding component of this contract. Grantee agencies are responsible for accessing and reviewing the contents of these referenced documents:
 - 1. The application and any supporting documents submitted by the Grantee to the Department to obtain the funds provided herein.

- C. Assurances: In executing this contract, the Board of Directors, or the governmental entity must comply with the following assurances:
 - 1. That it will use funds granted as a result of the application to provide a range of services and activities having a measurable and potentially major impact on the target population, or leads to the successful completion of the project for which the grant was supplied;

 - 2. That it will ensure that fiscal control and fund accounting procedures are adequate to assure the proper disbursement of and accounting for all funds received pursuant to the application;

 - 3. That it will ensure the cooperation of staff and availability of all records, at the convenience of DCA, to representatives of DCA, and the Office of the State Auditor, charged with monitoring the use of the funds provided;

 - 4. That it has adopted and implemented bylaws, or governmental procedures for itself and has established agency policies relative to travel, personnel, and other areas as appropriate, consistent with Federal and State laws and regulations. The reimbursement rates for travel and related expenses will be set locally by the Boards but may not exceed any Federal limits. Fiscal management policies and procedures must have been approved and be located in a separate volume;

 - 5. That all weaknesses and inadequacies identified in the latest audit report have been corrected, with assurances contained in the application that the corrections have been made.

D. No person shall be employed or retained as a consultant (under this agreement) by the Recipient or any of its sub-recipients while he/she or a member of his/her immediate family is a member of the governing Board of the Recipient; exercises supervisory authority over his/her position; or serves on a Board or committee which – either by rule or practice – regularly nominates, recommends, or screens candidates for his/her position. Exceptions to this provision must be requested in writing from the Division of Community Resources. For the purpose of this paragraph, a member of an immediate family shall include the following persons:

Husband	Wife
Father	Father-in-Law
Mother	Mother-in-Law
Brother	Brother-in-Law
Sister	Sister-in-Law
Son	Son-in-Law
Daughter	Daughter-in-Law

E. Purchase of Vehicles

1. If the Grantee is provided with written approval from the Department to purchase a vehicle, the title to the vehicle shall be taken in the name of the grantee, with the first lien to the State of New Jersey, Department of Community Affairs, Division of Community Resources. The grantee shall, within ten (10) days after registration of the vehicle, provide the Department with a copy of the registration with recorded lien.
2. The grantee will provide the Department with an annual certificate of insurance, which identifies the Department as the lien holder on the policy of the vehicle for the period of the agreement.
3. The grantee will maintain transportation logs regarding each trip for which each vehicle is utilized. The log should indicate the date, the origin and destination, the purpose and the mileage for each trip.
4. The grantee will provide accessibility to these logs for inspection by Division staff at such times as the Division might deem appropriate.
5. The grantee is prohibited from using these vehicles for any personal use.

F. Lease of vehicles, equipment or buildings

No leases can be entered into which extend beyond the period of the grant agreement. Agency leases must include a clause stating the agency has the right to terminate said lease in the event that funding from the Department of Community Affairs is terminated prior to the original agreement termination date. This clause must be included in all agreements for leasing of vehicle(s), equipment or buildings.

G. Data Collection

The grant recipient will be required to provide performance data reports on a schedule delineated within Section A of this contract, Specific Terms and Conditions.

New Jersey Department of Community Affairs
APPLICATION FOR GRANT FUNDS

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

In accordance to Federal Executive Order 12549, "Debarment and Suspension," the undersigned certifies, to the best of his or her knowledge that as an applicant, this agency or its key employees:

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any Federal Department or agency, or by the State of New Jersey;
- b. have not within a 3-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense, in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transportation; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- c. are not presently indicted or for otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any offenses enumerated in paragraph (b) of this certification; and
- d. have not within 3-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default.

The applicant agrees that by submitting this application, it will obtain from all its subgrantees a certification that includes without modification paragraphs (a), (b), (c), (d), of this certification in accordance with Federal Executive Order 12549.

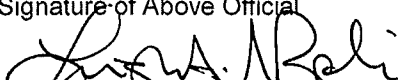
NAME OF AGENCY <i>City of Linwood</i>	
NAME AND TITLE OF OFFICIAL SIGNING FOR AGENCY <i>Leish Ann Napoli, RMC, Municipal Clerk</i>	
SIGNATURE OF ABOVE OFFICIAL <i>Leish Ann Napoli</i>	DATE SIGNED <i>5/24/2021</i>
<p>NOTE: The following document related to Debarment and Suspension as required by Federal regulations will be used as the basis for completion of this certification:</p> <p>List of <i>parties excluded</i> from Federal Procurement or Non-Procurement Programs. This document is distributed by U.S. General Services Administration, U.S. Printing Office, Washington, D.C. This document can be acquired from the Superintendent of Documents by calling (202) 783-3238.</p>	

**New Jersey Department of Community Affairs
APPLICATION FOR GRANT FUNDS
CERTIFICATION REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge that:

- a. No grant funds awarded from State and/or Federal appropriations have been paid or will be paid, by or on behalf of the grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any grant, the making of any loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any grant, loan, or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this, grant, loan, or cooperative agreement, the grantee shall complete and submit the Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. This form can be found at the following website address: <http://www.hhs.gov/oagam/oam/opportunities/rfp0202/sf111.pdf>.
- c. The grantee shall require that the language of this compliance requirement (certification) be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This requirement (certification) is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name of Agency City of Linwood	
Name and Title of Official Signing for Agency Leigh Ann Napoli, RMC, Municipal Clerk	
Signature of Above Official 	Date Signed 05/24/2021

RESOLUTION No. 89, 2021

A RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS FOR THE FY 2021 LOCAL RECREATION IMPROVEMENT GRANT TO PROVIDE OUTDOOR RECREATION AND COMMUNITY RESOURCES AT THE LINWOOD LIBRARY

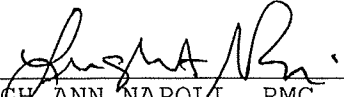
WHEREAS, the City of Linwood desires to apply for and obtain a FY 2021 Local Recreation Improvement Grant, Application #2021-04960-0670, from the New Jersey Department of Community Affairs for approximately \$103,181.71 to carry out a project to create access to outdoor recreation and community resources with the installation of a playground and outdoor story area at the Linwood Library in this time of heightened need for the mental and physical health of the residents;

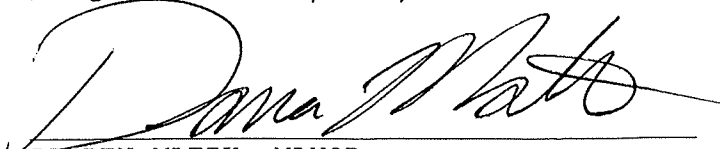
NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Linwood does hereby authorize the application for such a grant and recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the City of Linwood and the New Jersey Department of Community Affairs.

BE IT FURTHER RESOLVED, that the person whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Regular Meeting of the City Council of Linwood, held this 28th day of April, 2021.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 28th day of April, 2021.


LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK


DARREN MATIK, MAYOR

APPROVED: April 28, 2021

RESOLUTION NO. 84, 2022

A RESOLUTION APPROVING TEMPORARY SIGNAGE FOR THE GOLD
FOUNDATION/SHIRLEY MAE BREAST CANCER

WHEREAS, the Gold Foundation/Shirley Mae Breast Cancer has requested permission for a temporary banner advertising their upcoming Shirley Mae Breast Cancer Run/Michael J Walk; and

WHEREAS, the temporary banner requested to be installed on the fence along the bike path at All Wars Memorial Park in the City of Linwood; and

WHEREAS, all temporary signage needs approval by City Council; and

WHEREAS, the Common Council is desirous of approving said request;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood, that permission for the placement one temporary banner advertising the Farmers Market is hereby granted to the Gold Foundation/Shirley Mae Breast Cancer based on the following conditions;

- 1.) Signs shall not be internally illuminated or electrically activated.
- 2.) Signs shall not be in the public Right-of-Way.
- 3.) Signs shall not block any site triangle for access and egress points of travel.

BE IT FURTHER RESOLVED, that the temporary lawn signs shall be permitted for a period beginning on April 1, 2022 and ending on May 8, 2022.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Regular Meeting of the City Council of Linwood, held this 23rd day of March, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 23rd day of March, 2022.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

Gold Foundation/Shirley Mae Breast Cancer
Assistance Fund
7 Baycrest Court
Margate, NJ 08402
March 7, 2022

Ms. Leanne Napoli
City of Linwood
Municipal Clerk's Office
400 Poplar Avenue
Linwood, NJ. 08221

Dear Leanne:

This letter is to request permission to hang a banner, 2' x 8', to advertise the Shirley Mae Breast Cancer Run/Michael J Walk, which will be held on May 7, 2022. We would hang it along the fence at the practice field on Wabash Avenue. The dates would be from April 1 - May 8, 2022.

I have enclosed a copy of what the banner will look like as well as a certificate of insurance naming the City of Linwood as an additional insured. If you need any further information, please don't hesitate to contact me. Thank you.

Sincerely yours,

Terri Smith, Race Day Coordinator
Shirley Mae Run & Michael J. Walk
609-432-9140
ts7711@comcast.net

Enclosures

IAE RUN & MICHA

1000

IRLEYMAE MICHAEL

THIS CERTIFICATE IS ISSUED AS A MATTER OF COURSE WITHOUT REGARD TO THE MERIT OF ANY CLAIM. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE PROVIDED BY THE POLICY(IES) ISSUED BY THE ISSUING INSURER(S). AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
 Insurance Agencies, Inc.
 1601 New Road Suite 100
 PO Box 225
 Northfield, NJ 08225

CONTACT: Keili Kammer
 PHONE (A/C, No. Ext): (609) 646-1000 608
 FAX (A/C, No.): (609) 645-3165
 EMAIL: kkammer@insuranceagenciesinc.com
 ADDRESS: INSURER(S) AFFORDING COVERAGE
 INSURER A.: Penn-America Insurance Co.
 INSURER B.:
 INSURER C.:
 INSURER D.:
 INSURER E.:
 INSURER F.:
 NAIC #

INSURED
 Gold Foundation/Shirley Mae Breast Cancer Assistance Fund
 7 Baycrest Court
 Margate, NJ 08402

CERTIFICATE NUMBER: SUB1954490
 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR. LTR.	TYPE OF INSURANCE	ADDITIONAL SUBROGATION RIGHTS	POLICY NUMBER	POLICY EFF. DATE	POLICY EXPIR. DATE	LIMITS
A	X COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NJ) If yes, describe under DESCRIPTION OF OPERATIONS below	X	SUB1954490	5/7/2022	5/8/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/D/ AGG \$ Included COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE \$ OTHER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Surplus Lines Carrier - Jimcor Agencies

City of Linwood is named as additional insured subject to executed written contract with reference to banner before the event

CERTIFICATE HOLDER
 City of Linwood
 400 Poplar Ave
 Linwood, NJ 08221

CANCELLATION
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
 [Signature]
 CFCU

609 646 1000