

**LINWOOD COMMON COUNCIL**  
**CAUCUS AGENDA**  
**May 23, 2018**  
**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 DePamphilis \_\_\_ Mr. Beinfest \_\_\_\_\_ Mrs. DeDomenicis \_\_\_\_\_  
   Mr. Ford \_\_\_\_\_ Mr. Gordon \_\_\_\_\_ Mr. Heun \_\_\_\_\_  
   Mr. Matik \_\_\_\_\_ Mr. Paolone \_\_\_\_\_  
  
    Professionals:              Mr. Youngblood \_\_\_ Mr. Polistina \_\_\_\_\_ Mrs. Napoli \_\_\_\_\_
2. Approval of Minutes Without Formal Reading
3. Mayor's Report
4. Councilman Beinfest
  - A. Neighborhood Services
5. Councilwoman DeDomenicis
  - A. Public Works
6. Councilman Ford
  - A. Planning & Development
    1. Resolution authorizing a refund of Construction Permit 2018-0050
7. Councilman Gordon
  - A. Engineering
8. Councilman Heun
  - A. Public Safety
    1. Ordinance amending Chapter 152 Fire Prevention for Administrative Code changes – final reading
9. Councilman Matik
  - A. Revenue & Finance
    1. Capital Budget Amendment
    2. Bond Ordinance – first reading
    3. Resolution adopting new Tort Claims Act Questionnaire
  - B. Emergency Management
    1. Ordinance amending Chapter 155 Flood Hazard Areas for new FIRM maps – final reading
  - C. South Jersey Industries Park improvements
  - D. Fence at All Wars Memorial Park
10. Council President Paolone
  - A. Administration
    1. Resolution authorizing a Raffle license to Mainland Regional Football Boosters
    2. Ordinance amending Chapter 83 Alcoholic Beverages for the hours of sale – first reading
11. Mr. Youngblood

**LINWOOD COMMON COUNCIL  
AGENDA OF REGULAR MEETING  
May 23, 2018**

**CALL TO ORDER**

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

**FLAG SALUTE:** Councilman Brian Heun

**ROLL CALL**

**APPROVAL OF MINUTES WITHOUT FORMAL READING**

**ORDINANCES**

- 7 OF 2018** AN ORDINANCE AMENDING CHAPTER 155 FLOOD HAZARD AREAS, ARTICLE III GENERAL REQUIREMENTS, SECTION 155-7, BASIS FOR ESTABLISHING AREAS OF SPECIAL FLOOD HAZARD OF LICENSES, OF THE CODE OF THE CITY OF LINWOOD AND REPEALING ALL ORDINANCES HERETOFORE ADOPTED, THE PROVISIONS OF WHICH ARE INCONSISTENT HEREWITH.  
*FIRST READING:* May 9, 2018  
*PUBLICATION:* May 12, 2018  
*PASSAGE:* May 23, 2018
- 8 OF 2018** AN ORDINANCE AMENDING CHAPTER 152 FIRE PREVENTION, ARTICLE I GENERAL REGULATIONS, SECTION 152-8, VIOLATIONS AND PENALTIES, ARTICLE IV SMOKE AND HEAT DEVICES, SECTION 152-23 CERTIFICATE OF SMOKE DETECTOR COMPLIANCE, SECTION 152-26 FEES, ARTICLE V FIRE LANES ON PRIVATE PROPERTY, SECTION 152-33 VIOLATIONS AND PENALTIES, OF THE CODE OF THE CITY OF LINWOOD AND REPEALING ALL ORDINANCES HERETOFORE ADOPTED, THE PROVISIONS OF WHICH ARE INCONSISTENT HEREWITH.  
*FIRST READING:* May 9, 2018  
*PUBLICATION:* May 12, 2018  
*PASSAGE:* May 23, 2018
- 9 OF 2018** A BOND ORDINANCE APPROPRIATING FIVE HUNDRED THOUSAND DOLLARS (\$500,000) AND AUTHORIZING THE ISSUANCE OF FOUR HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$475,000) IN BONDS OR NOTES OF THE CITY OF LINWOOD FOR VARIOUS ROADWAY IMPROVEMENTS AUTHORIZED TO BE UNDERTAKEN BY THE CITY OF LINWOOD, IN THE COUNTY OF ATLANTIC, NEW JERSEY.  
*FIRST READING:* May 23, 2018  
*PUBLICATION:* May 28, 2018  
*FINAL READING:* June 12, 2018  
*PUBLICATION WITH STATEMENT:* June 18, 2018
- 10 OF 2018** AN ORDINANCE AMENDING CHAPTER 83 ALCOHOLIC BEVERAGES, ARTICLE I, LICENSING, SECTION 83-13 HOURS OF SALE OF THE CODE OF THE CITY OF LINWOOD AND REPEALING ALL ORDINANCES HERETOFORE ADOPTED, THE PROVISIONS OF WHICH ARE INCONSISTENT HEREWITH.  
*FIRST READING:* May 23, 2018  
*PUBLICATION:* May 28, 2018  
*PASSAGE:* June 12, 2018

**RESOLUTIONS**

**117-2018** A Resolution amending the 2018 Capital Budget

**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.

**116-2018** A Resolution authorizing the issuance of a Raffle License, #2018-14, to Mainland Regional Football Boosters, Inc.

**118-2018** A Resolution authorizing the refund of Construction Permit 2018-0050

**119-2018** A Resolution of the Governing Body of the City of Linwood adopting the form of the New Jersey Tort Claims Act Questionnaire required to be utilized by Claimants for the filing of Notices of Tort Claim against the City of Linwood in accordance with the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:8-6 and designating Qual-Lynx as the agent for the City of Linwood to provide the questionnaire to all the Claimants and to receive the completed questionnaire from the Claimants

**APPROVAL OF BILL LIST: \$**

**MEETING OPEN TO THE PUBLIC**

**FINAL REMARKS BY MAYOR AND COUNCIL**

**ADJOURNMENT**

ORDINANCE NO. 7, 2018

AN ORDINANCE AMENDING CHAPTER 155 FLOOD HAZARD AREAS, ARTICLE III GENERAL REQUIREMENTS, SECTION 155-7, BASIS FOR ESTABLISHING AREAS OF SPECIAL FLOOD HAZARD OF LICENSES, 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 155, Article III, Section 155-7 Basis for establishing areas of special flood hazard, Section A (2) is hereby amended to read as follows:

(2) Flood Insurance Rate Map, City of Linwood, New Jersey, Atlantic County, as shown on Map Index and Panels 34001C0427F, 34001C0428F, 34001C0429F, 34001C0431F, 34001C0433F, 34001CIND0A, 34001CV000A, 34001C\_20180828, whose effective date is August 28, 2018; and "Floodway, Flood Boundary and Floodway Map, City of Linwood, New Jersey, Atlantic County," as shown on Map Index and Panel 0001 dated January 19, 1983.

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

SECTION 4: 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 5: This ordinance shall take effect upon its final passage, publication and adoption in the manner prescribed by law.

<i>FIRST READING:</i>	<i>May 9, 2018</i>
<i>PUBLICATION:</i>	<i>May 12, 2018</i>
<i>PASSAGE:</i>	<i>May 23, 2018</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, May 9, 2018 and will be further considered for final passage after a public hearing thereon at a meeting of said Common Council on May 23, 2018.

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LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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RICHARD L. DEPAMPHILIS, III, MAYOR

ORDINANCE NO. 8, 2018

AN ORDINANCE AMENDING CHAPTER 152 FIRE PREVENTION, ARTICLE I GENERAL REGULATIONS, SECTION 152-8, VIOLATIONS AND PENALTIES, ARTICLE IV SMOKE AND HEAT DEVICES, SECTION 152-23 CERTIFICATE OF SMOKE DETECTOR COMPLIANCE, SECTION 152-26 FEES, ARTICLE V FIRE LANES ON PRIVATE PROPERTY, SECTION 152-33 VIOLATIONS AND PENALTIES, 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 152, Article I, Section 152-8 Violations and penalties, is hereby amended to read as follows:

Any person, firm or corporation who shall violate the provisions of this chapter shall be subject to a fine or penalty as outlined in N.J.A.C. 5:70-2.12 of the New Jersey Uniform Fire Code.

SECTION 2: Chapter 152, Article IV, Section 152-23 Certificate of smoke detector compliance, Sections A and Section D, are hereby amended to read as follows:

- A. Before any Use Group R-3 structure is sold, leased or otherwise made subject to a change of occupancy for residential purposes, the owner shall obtain a certificate of smoke detector compliance (CSDC), evidencing compliance with N.J.A.C. 5:70-4.19 and N.J.A.C. 5:70-2.3, from the Linwood Bureau of Fire Prevention. The smoke detector compliance form shall be valid for 30 days from date of inspection.
- D. The smoke detectors required in Subsection C(1) and (2) above shall be located in accordance with NFPA 72 listed in N.J.A.C. 5:70-Appendix 3A, incorporated herein by reference, and maintained in working order. The detectors shall not be required to be interconnected. Smoke detectors may be battery powered and shall be listed in accordance with ANSI/UL 217 listed in N.J.A.C. 5:70-Appendix 3A, incorporated herein by reference. Alternating-current-powered smoke detectors shall be accepted as meeting the requirements of this chapter. Use Group R-3 (one- and two-family dwellings) that were required to have alternating-current-powered smoke detectors shall be in working order, and should additional smoke detectors be required they may be battery operated.

SECTION 3: Chapter 152, Article IV, Section 152-26 Fees is hereby amended to add the following:

- D. Should a subsequent visit be required to satisfy the CSDCMAC inspection there is a fee for the same amount as the original fee.

E. All businesses shall be registered with the Linwood Bureau of Fire Prevention annually. The fee is \$35.00

SECTION 4: Chapter 152, Article V, Section 152-33 Violations and penalties, Section B is hereby amended to read as follows:

Any person violating any of the provisions of § 152-29 or neglecting to comply with any order issued pursuant to any section thereof, shall be fined as pursuant to the New Jersey State Uniform Fire Code, N.J.S.A. 52:27D-210 and N.J.A.C. 5:70-2.12A.

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>May 9, 2018</i>
<i>PUBLICATION:</i>	<i>May 12, 2018</i>
<i>PASSAGE:</i>	<i>May 23, 2018</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, May 9, 2018 and will be further considered for final passage after a public hearing thereon at a meeting of said Common Council on May 23, 2018.

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LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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RICHARD L. DEPAMPHILIS, III, MAYOR

**ORDINANCE 9, 2018**

**A BOND ORDINANCE APPROPRIATING FIVE HUNDRED THOUSAND DOLLARS (\$500,000) AND AUTHORIZING THE ISSUANCE OF FOUR HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$475,000) IN BONDS OR NOTES OF THE CITY OF LINWOOD FOR VARIOUS ROADWAY IMPROVEMENTS AUTHORIZED TO BE UNDERTAKEN BY THE CITY OF LINWOOD, IN THE COUNTY OF ATLANTIC, NEW JERSEY.**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LINWOOD, IN THE COUNTY OF ATLANTIC, NEW JERSEY (not less than two-thirds of all the members thereof affirmatively concurring), AS FOLLOWS:

**Section 1. Appropriation for Projects-Down Payment.**

The general improvements described in Section 3 of this bond ordinance are hereby authorized as general improvements to be made or acquired by the City of Linwood, in the County of Atlantic, New Jersey (the "City"). For the said improvements or purposes stated in Section 3, there is hereby appropriated the sum of money therein stated as the apportionment made for said improvements or purposes, said sum being inclusive of all appropriations heretofore made therefor and amounting in the aggregate to FIVE HUNDRED THOUSAND DOLLARS (\$500,000), including the aggregate sum of TWENTY-FIVE THOUSAND DOLLARS (\$25,000) as the down payment for said improvements as required pursuant to N.J.S.A. 40A:2-11 and more particularly described in Section 3 and now available by virtue of provision in a previously adopted budget or budgets of the City for down payments for capital improvement purposes, and including also monies received or expected to be received from the United States of America, the State of New Jersey or the County of Atlantic, or agencies thereof, as grants in aid of financing said improvements or purposes.

**Section 2. Authorization of Bonds.**

For the financing of said improvements or purposes and to meet the part of said FIVE HUNDRED THOUSAND DOLLARS (\$500,000) in appropriations not provided for by application hereunder of said down payment, negotiable bonds of the City are hereby authorized to be issued in the principal amount of FOUR HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$475,000) pursuant to the Local Bond Law of New Jersey (the "Local Bond Law"). In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the City in a principal amount not exceeding FOUR HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$475,000) are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

**Section 3. Description of Projects.**

The improvements are hereby authorized and the purposes for the financing of which said obligation is to be issued, the appropriation made for and estimated cost of such purposes, and the estimated maximum amount of bonds or notes to be issued for such purposes, are as follows:



IMPROVEMENT OR PURPOSE	APPROPRIATION AND ESTIMATED COST	ESTIMATED MAXIMUM AMOUNT OF BONDS AND NOTES
<p>Various Municipal Roadway Improvements, including milling and overlay, paving and curbs, such new roadway pavement to be at least equal in useful life or durability to a road of Class B construction, as referred to in Section 40A:2-22 of the Local Bond Law, together with the construction or reconstruction of Sanitary and Storm Water Sewer Systems drainage facilities, pavement preparation, pavement construction or reconstruction, asphalt concrete resurfacing, driveway, curb, sidewalk and shoulder restoration, handicapped accessible curb ramps, and all other necessary or desirable structures, appurtenances and work or materials, all as shown on and in accordance with the plans and specifications therefore on file in the office of the City Clerk and hereby approved, including the costs of surveying, construction planning, engineering, preparation of plans and specifications, permits, bid documents and construction inspection and administration.</p>	<p><u>\$500,000</u></p>	<p><u>\$475,000</u></p>
<p>TOTAL</p>	<p><u>\$500,000</u></p>	<p><u>\$475,000</u></p>

The excess of the appropriation made for the improvements or purposes aforesaid over the estimated maximum amount of bonds or notes to be issued therefor, as above stated, is the amount of the said down payment for said purposes.

**Section 4. Authorized of Notes.**

In anticipation of the issuance of said bonds and to temporarily finance said improvements, negotiable notes of the City in a principal amount equal to the said principal

of bonds not exceeding FOUR HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$475,000) are hereby authorized to be issued pursuant to the limitations prescribed by the Local Bond Law. All such note(s) shall mature at such time as may be determined by the Chief Financial Officer or such other financial officer designated by Resolution for this purpose (both being hereinafter referred to in this Section as Chief Financial Officer); provided that no note shall mature later than one (1) year from its issue date. Such note(s) shall bear interest at a rate or rates and shall be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with any note(s) issued pursuant to this Ordinance, and the signature of the Chief Financial Officer upon such note(s) shall be conclusive evidence as to all such determinations. The Chief Financial Officer is hereby authorized to sell the note(s) from time to time at public or private sale in such amounts as the Chief Financial Officer may determine and not less than par, and to deliver the same from time to time to the purchasers thereof upon receipt of the purchase price plus accrued interest from their dates to the date of delivery thereof as payment thereof. Such Chief Financial Officer is authorized and directed to report in writing to the Mayor and the Council of the City at the meeting next succeeding the date when any sale or delivery of the note(s) pursuant to this Ordinance is made. Such report shall include the amount, the description, the interest rate, the maturity schedule of the note(s) sold, price obtained and the name of the purchaser. All note(s) issued hereunder may be renewed from time to time for periods not exceeding one (1) year for the time period specified in and in accordance with the provisions and limitations of N.J.S.A. 40A:2-8(a) of the Local Bond Law.

The Chief Financial Officer is further directed to determine all matters in connection with said note or notes and not determined by this Ordinance. The signature of the Chief Financial Officer upon said note(s) shall be conclusive evidence of such determination.

**Section 5. Capital Budget.**

The capital budget of the City of Linwood is hereby amended to conform with the provisions of this bond ordinance. The resolution in the form promulgated by the Local Finance Board showing full detail of the capital budget and capital program is on the file with the Clerk and is available there for public inspection.

**Section 6. Additional Matters.**

The following additional matters are hereby determined, declared, recited and stated:

(a) The said purposes described in Section 3 of this bond ordinance are not a current expense and are properties or improvements which the City may lawfully acquire or make as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of said purposes within the limitations of the Local Bond Law and taking into consideration the respective amounts of said obligations authorized for such purposes, according to the reasonable life thereof computed from the date of said bonds authorized by this bond ordinance, is **10.00 years**.

(c) The supplemental debt statement required by the Local Bond Law has been duly made and filed in the office of the City Clerk and a complete duplicate thereof has been electronically filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey, and such statement

shows that the gross debt of the City as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided for in this bond ordinance by FOUR HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$475,000), and the said obligation authorized by this bond ordinance will be within all debt limitations prescribed by the Local Bond Law.

(d) Amounts not exceeding FIFTY THOUSAND DOLLARS (\$50,000) in the aggregate for interest on said obligation, cost of issuing said obligation, engineering and inspection costs, legal expenses, a reasonable proportion of the compensation and expenses of employees of the City in connection with the construction or acquisition of improvements and properties as authorized herein, and other items of expense listed in and permitted under Section 40A:2-20 of the Local Bond Law have been included as part of the cost of said improvements and is included in the foregoing estimate thereof.

**Section 7. Ratification of Prior Actions.**

Any actions taken by any officials of the City in connection with the improvements described in Section 3 hereof are hereby ratified and confirmed notwithstanding that such actions may have been taken prior to the effective date of this bond ordinance and shall be deemed to have been taken pursuant to this bond ordinance.

**Section 8. Application of Grants.**

Any grant moneys received for the purposes described in Section 3 hereof shall be applied either to direct payment of the cost of the improvements or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

**Section 9. Full Faith and Credit.**

The full faith and credit of the City are hereby pledged to the punctual payment of the principal of and interest on the said obligations authorized by this bond ordinance. Said obligations shall be direct, unlimited obligations of the City, and the City shall be obligated to levy *ad valorem* taxes upon all the taxable property within the City for the payment of said obligations and interest thereon without limitation of rate or amount.

**Section 10. Official Intent to Reimburse Expenditures.**

The City reasonably expects to reimburse any expenditures towards the costs of the improvements or purposes described in Section 3 of this Bond Ordinance and paid prior to the issuance of any bonds or notes authorized by this Bond Ordinance with the proceeds of such bonds or notes. No funds from sources other than the bonds or notes authorized herein has been or is reasonably expected to be reserved, allocated on a long-term basis or otherwise set aside by the City, or any member of the same "control group" as the City, within the meaning of Treasury Regulations Section 1.150-1(f), pursuant to their budget or financial policies with respect to any expenditures to be reimbursed. This Section is intended to be and hereby is a declaration of the City's official intent to reimburse any expenditures towards the costs of the improvements or purposes described in Section 3 hereof to be incurred and paid prior to the issuance of bonds or notes authorized herein in accordance with Treasury Regulations Section 1.103-18, and no action (or inaction) will be an artifice or device in accordance with Treasury Regulation Section yield restrictions or arbitrage rebate requirements.

**Section 11. Effective Date.**

This bond ordinance shall take effect twenty (20) days after the first publication of a summary thereof after final adoption, as provided by the Local Bond Law.

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RICHARD L. DEPAMPHILIS, III, MAYOR

FIRST READING:	May 23, 2018
PUBLICATION:	May 28, 2018
FINAL READING:	June 12, 2018
PUBLICATION WITH STATEMENT:	June 18, 2018

## NOTICE OF PENDING BOND ORDINANCE AND SUMMARY

The Bond Ordinance, the summary terms of which are included herein, was introduced and passed upon first reading at a meeting of the governing body of the City of Linwood, in the County of Atlantic, State of New Jersey, held on May 23, 2018, at the Linwood City Hall. It will be further considered for final passage, after public hearing thereon, at a meeting of the governing body to be held on June 12, 2018, at 6:00 o'clock p.m. at the Linwood City Hall. During the week prior to and up to and including the date of such meeting, copies of the full ordinance will be available at no cost and during regular business hours, at the Clerk's office located in the City Hall, 400 Poplar Avenue, Linwood, New Jersey for the members of the general public who shall request the same. The summary of the terms of such Bond Ordinance follows:

Title: "BOND ORDINANCE APPROPRIATING FIVE HUNDRED THOUSAND DOLLARS (\$500,000) AND AUTHORIZING THE ISSUANCE OF FOUR HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$475,000) IN BONDS OR NOTES OF THE CITY OF LINWOOD FOR VARIOUS ROADWAY IMPROVEMENTS AUTHORIZED TO BE UNDERTAKEN BY THE CITY OF LINWOOD, IN THE COUNTY OF ATLANTIC, NEW JERSEY"

Purpose(s): Construction of Improvements to Various Municipal Roadways, including Sanitary and Water Sewer Systems

Appropriation: \$500,000

Bonds/Notes Authorized: \$475,000

Grants (if any) Appropriated: None

Section 20 Costs: \$50,000

Useful Life: 10.00 years

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Leigh Ann Napoli, RMC, Municipal Clerk

This Notice is published pursuant to N.J.S.A. 40A:2-17.

## BOND ORDINANCE STATEMENTS AND SUMMARY

The Bond Ordinance, the summary terms of which are included herein, has been finally adopted by the City of Linwood, in the County of Atlantic, State of New Jersey on June 12, 2018, and the twenty (20) day period of limitation within which a suit, action or proceeding questioning the validity of such ordinance can be commenced, as provided in the Local Bond Law, has begun to run from the date of the first publication of this statement. Copies of the full ordinance are available at no cost and during regular business hours, at the Clerk's office for members of the general public who request the same. The summary of the terms of such Bond Ordinance follows:

Title: "BOND ORDINANCE APPROPRIATING FIVE HUNDRED THOUSAND DOLLARS (\$500,000) AND AUTHORIZING THE ISSUANCE OF FOUR HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$475,000) IN BONDS OR NOTES OF THE CITY OF LINWOOD FOR VARIOUS ROADWAY IMPROVEMENTS AUTHORIZED TO BE UNDERTAKEN BY THE CITY OF LINWOOD, IN THE COUNTY OF ATLANTIC, NEW JERSEY"

Purpose(s): Construction of Improvements to Various Municipal Roadways, including Sanitary and Water Sewer Systems

Appropriation: \$500,000

Bonds/Notes Authorized: \$475,000

Grants (if any) Appropriated: None

Section 20 Costs: \$50,000

Useful Life: 10.00 years

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Leigh Ann Napoli, RMC, Municipal Clerk

This Notice is published pursuant to N.J.S.A. 40A:2-17.



ORDINANCE NO. 10, 2018

AN ORDINANCE AMENDING CHAPTER 83 ALCOHOLIC BEVERAGES, ARTICLE I, LICENSING, SECTION 83-13 HOURS OF SALE 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 83 Alcoholic Beverages, Article I, Licensing, Section 83-13, Hours of sale is hereby amended to read as follows:

**§ 83-13. Hours of sale.**

The following sentence shall be added at the end of the existing section: However, the sale of alcoholic beverages for on-site consumption only shall be permitted to begin at 8:00 a.m. on all days of the week.

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>May 23, 2018</i>
<i>PUBLICATION:</i>	<i>May 28, 2018</i>
<i>PASSAGE:</i>	<i>June 12, 2018</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, May 23, 2018 and will be further considered for final passage after a public hearing thereon at a meeting of said Common Council on June 12, 2018.

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LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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RICHARD L. DEPAMPHILIS, III, MAYOR

CAPITAL BUDGET AMENDMENT - RESOLUTION # 117-2018

WHEREAS, the capital budget for the year 2018 has been adopted by the City of Linwood on April 11, 2018, and,

WHEREAS, it is desired to amend the capital budget,

Now, therefore, be it resolved, by the City Council of the City of Linwood, County of Atlantic, that the following amendment to the capital budget section of 2018 be made:

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Recorded Vote  
(insert last names)

AYES

NAYS

ABSENT

ABSTAIN

FROM  
CAPITAL BUDGET (Current Year Action)  
2018

1 PROJECT TITLE	2 PROJECT NUMBER	3 ESTIMATED TOTAL COST	4 AMOUNTS RESERVED IN PRIOR YEARS	5a 2018 Budget Appropriations	5b Capital Improvement Fund	5c Capital Surplus	5d Grants in Aid and Other Funds	5e Debt Authorized	6 To be Funded in Future Years
Total	1-5	1,558,000.00			78,000.00			1,480,000.00	
Total All Projects		1,558,000.00			78,000.00			1,480,000.00	

3 YEAR CAPITAL PROGRAM -2018-2020  
Anticipated Project Schedule and Funding Requirements

1 PROJECT TITLE	2 PROJECT NUMBER	3 ESTIMATED TOTAL COST	4 ESTIMATED COMPLETION TIME	5a 2018	5b 2019	5c 2020	5d 2021	5e 2022	5f 2023
Total	1-5	1,558,000.00		1,558,000.00					
Total All Projects		1,558,000.00		1,558,000.00					

3 YEAR CAPITAL PROGRAM -2018-2020  
SUMMARY OF ANTICIPATED FUNDING SOURCES AND AMOUNTS

1 Project Title	2 Estimated Total Cost	3 BUDGET APPROPRIATIONS		5 BONDS AND NOTES					
		3a Current Year 2018	3b Future Years	4 Capital Improvement Fund	5a General	6 Grants-In- Aid and Other Funds	7a Self Liquidating	7b Assessment	7c School
Total	1,558,000.00	78,000.00	78,000.00	1,480,000.00	-	-	-	-	-
Total All Projects	1,558,000.00	78,000.00	78,000.00	1,480,000.00	-	-	-	-	-

TO  
CAPITAL BUDGET (Current Year Action)  
2018

1 PROJECT TITLE	2 PROJECT NUMBER	3 ESTIMATED TOTAL COST	4 AMOUNTS RESERVED IN PRIOR YEARS	5 PLANNED FUNDING SERVICES FOR CURRENT YEAR -2018				6 To be Funded in Future Years
				5a 2018 Budget Appropriations	5b Capital Im- provement Fund	5c Capital Surplus	5d Grants in Aid and Other Funds	
Various Roadway Improvements	6	500,000			25,000			475,000
Total All Projects		2,058,000	0	0	103,000	0	0	1,955,000

3 YEAR CAPITAL PROGRAM -2018-2020  
Anticipated Project Schedule and Funding Requirements

1 PROJECT TITLE	2 PROJECT NUMBER	3 ESTIMATED TOTAL COST	4 ESTIMATED COMPLETION TIME	FUNDING AMOUNTS PER BUDGET YEAR						
				5a 2018	5b 2019	5c 2020	5d 2021	5e 2022	5f 2023	
Various Roadway Improvements	6	500,000								
Total All Projects		<u>2,058,000</u>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

3 YEAR CAPITAL PROGRAM -2018-2020  
SUMMARY OF ANTICIPATED FUNDING SOURCES AND AMOUNTS

1 Project Title	2 Estimated Total Cost	3 BUDGET APPROPRIATIONS		4 BONDS AND NOTES								
		3a Current Year 2018	3b Future Years	5 Capital Surplus	6 Grants-In-Aid and Other Funds	7a General	7b Self Liquidating	7c Assessment	7d School			
Various Roadway Improvements	500,000			25,000				475,000				
Total All Projects	<u>2,058,000</u>	<u>0</u>	<u>0</u>	<u>103,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,955,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Be it further resolved that two certified copies of this resolution be filed forthwith in the Office of The Director of Local Government Services.

It is hereby certified that this is a true copy of a resolution amending the capital budget section adopted by the Governing Body on the 23rd day of May, 2018

Certified by me:

\_\_\_\_\_ Date \_\_\_\_\_ Municipal Clerk

**RESOLUTION No. 116, 2018**

A RESOLUTION AUTHORIZING THE ISSUANCE OF A RAFFLE LICENSE, #2018-14,  
TO MAINLAND REGIONAL FOOTBALL BOOSTERS, INC.

**WHEREAS**, Mainland Regional Football Boosters, Inc. has applied for a Raffle License to conduct games on September 7, 2018, September 21, 2018, October 12, 2018, and November 21, 2018; and

**WHEREAS**, Mainland Regional Football Boosters, Inc. 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 257-5-41958;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Linwood that a Raffle License be issued to Mainland Regional Football Boosters, Inc. 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 May, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 23rd day of May, 2018.

\_\_\_\_\_  
LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

\_\_\_\_\_  
RICHARD L. DEPAMPHILIS, III, MAYOR

APPROVED: \_\_\_\_\_



**New Jersey Office of the Attorney General**  
 Division of Consumer Affairs  
 Legalized Games of Chance Control Commission  
 124 Halsey Street, 6th Floor, P.O. Box 46000  
 Newark, New Jersey 07101  
 (973) 273-8000

# Application for a Raffle License

Application No. RA 14-2018  
 Identification No. 257-5-41958

**Submit four (4) copies of this application to the Municipal Clerk's office in the municipality where the games will be conducted.**

Please print clearly.

Name of municipality: \_\_\_\_\_ City of Linwood \_\_\_\_\_

**Part A - General**

1. Name of applying organization: \_\_\_\_\_ Mainland Regional Football Boosters, Inc \_\_\_\_\_
- 2a. Street address of headquarters: \_\_\_\_\_ P.O. Box 103 Linwood NJ 08221 \_\_\_\_\_
- b. Mailing address (if different): \_\_\_\_\_
3. A license is requested to conduct raffles of the kind stated on the date, or on each of the dates, and during the hours listed (use a separate application for each type of raffle).

Date	Hours	Date	Hours
<u>9/7/18</u>	<u>3</u>	_____	_____
<u>9/21/18</u>	<u>3</u>	_____	_____
<u>10/12/18</u>	<u>3</u>	_____	_____
<u>11/21/18</u>	<u>3</u>	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- 4a. Address of place where raffles will be played: 50/50 at 1301 Oak Ave Linwood, NJ 08221
- b. Does the applicant own the premises or regularly occupy them for its general purposes?  Yes  No
5. If raffles equipment is to be rented, attach a statement by the raffles equipment lessor to this application on Form 13.

**Part B - Schedule of Expenses**

The items of expense intended to be incurred or paid in connection with the games listed in this application, the names and addresses of the persons to whom each item is to be paid, and the purpose for which each item is to be paid, are:

Item of Expense	Name and address of supplier	Purpose
<u>Roll of 50/50 tickets</u>	<u>Staples Inc.</u>	<u>To be sold for 50/50</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



**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  
29 day of April, 20 18.  
Christin Campbell  
 Notary Public (Print name)  
Christin Campbell  
 Signature of Notary Public

[Signature]  
 Signature of Officer and Title  
Amber Cook  
 Signature of Member-in-Charge  
 \_\_\_\_\_  
 Signature of Member-in-Charge  
 \_\_\_\_\_  
 Signature of Member-in-Charge  
 \_\_\_\_\_  
 Signature of Member-in-Charge



**Christin Campbell**  
 NOTARY PUBLIC OF NEW JERSEY  
 My Commission Expires Mar 18, 2021

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: 10/03/2017

Expiration date: 10/03/2019

Registration Identification: 257-5-41958

MAINLAND REGIONAL FOOTBALL BOOSTER INC  
PO BOX 103  
LINWOOD, NJ 08221



*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 REGIONAL FOOTBALL BOOSTER INC  
PO BOX 103  
LINWOOD, NJ 08221  
Attn:

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

**RESOLUTION No. 118, 2018**

A RESOLUTION AUTHORIZING THE REFUND OF CONSTRUCTION  
PERMIT 2018-0050

**WHEREAS**, a permit, #2018-0050, was issued to Sunrun, Inc. on February 27, 2018 on behalf of Howard & Susan Rush, 402 W. Joseph Avenue, Linwood, New Jersey 08221, for the installation of a roof mounted photovoltaic solar array; and

**WHEREAS**, the contract with Sunrun Inc. was cancelled by Mr. & Mrs. Rush; and

**WHEREAS**, a total of \$494.00 was paid as \$410 for plan review and inspections by the City of Linwood Construction Department, a \$34.00 fee for New Jersey Department of Community Affairs and a \$50.00 fee for a Zoning Review, and;

**WHEREAS**, the New Jersey Administrative Code, 5:23 Uniform Construction Code states a permit fee is to be returned when work has not begun and an applicant requests the permit be cancelled and permit payment be returned; and

**WHEREAS**, Sunrun Inc. of Marlton, New Jersey has stated that no work has been done and has requested a refund of permit fees and cancellation of permit #2018-0050;

**THEREFORE**, the permit #2018-0050 has been cancelled as requested and the permit fee of \$410.00 less the cost of Administrative and a Plan Review of 20%, which has been calculated as \$82.00 is to be refunded.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Linwood, that the permit fee of \$410.00, less the \$82.00 Administrative and Plan Review Fees, posted by Sunrun Inc., as part of Permit #2018-0050 is hereby approved for reimbursement to Sunrun Inc., 20 West Stow Road, Suite 2, Marlton, New Jersey, 08053 in the amount of \$328.00. Fees paid to the State of New Jersey Department of Community Affairs and to the City of Linwood for a Zoning Review are not refundable by 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 May, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 23rd day of May, 2018.

\_\_\_\_\_  
LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

\_\_\_\_\_  
RICHARD L. DEPAMPHILIS, III, MAYOR

APPROVED: \_\_\_\_\_

**RESOLUTION No. 119, 2018**

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF LINWOOD ADOPTING THE FORM OF THE NEW JERSEY TORT CLAIMS ACT QUESTIONNAIRE REQUIRED TO BE UTILIZED BY CLAIMANTS FOR THE FILING OF NOTICES OF TORT CLAIM AGAINST THE CITY OF LINWOOD IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY TORT CLAIMS ACT, N.J.S.A. 59:8-6 AND DESIGNATING QUAL-LYNX AS THE AGENT FOR THE CITY OF LINWOOD TO PROVIDE THE QUESTIONNAIRE TO ALL OF THE CLAIMANTS AND TO RECEIVE THE COMPLETED QUESTIONNAIRE FROM THE CLAIMANTS

**WHEREAS**, the New Jersey Tort Claims Act, specifically N.J.S.A. 59:8-6, provides that a public entity may adopt a form specifying information to be contained in claims filed against a public entity or its employee under the New Jersey Tort Claims Act; and

**WHEREAS**, the City of Linwood is a public entity as defined in New Jersey Claims Act; and

**WHEREAS**, the City of Linwood has determined that it is advisable, necessary and in the public interest to adopt a form Tort Claims Act Questionnaire in the form attached hereto and made a part of this Resolution; and

**WHEREAS**, the City of Linwood has determined that it is in their best interest to designate the Claims Administrator for the Atlantic County Municipal Joint Insurance Fund (ACMJIF), Qual-Lynx, as their agent to provide the Tort Claims Act Questionnaire to all of the Claimants and to receive the completed Questionnaire from the Claimants.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the City of Linwood, assembled at a public session on this 23rd day of May 2018, that the attached form of Tort Claims Act Questionnaire be and it is hereby adopted as the official Tort Claim Act Questionnaire in accordance with N.J.S.A. 59:8-6 for the City of Linwood; and

**BE IT FURTHER RESOLVED**, that all persons making claims against the City of Linwood, in accordance with the New Jersey Tort Claims Act, N.J.S.A. 59:8-1, et seq., shall be required to complete the Questionnaire which is attached as a condition of compliance with the notice requirements of the New Jersey Tort Claims Act.

**BE IT FURTHER RESOLVED**, that Qual-Lynx, the Claims Administrator for the Atlantic County Municipal Joint Insurance Fund (ACMJIF) be and they are hereby designated as the agent for the City of Linwood to provide the Tort Claims Act Questionnaire to all Claimants and to receive the completed Questionnaire from the Claimants.

RESOLUTION NO. 119, 2018  
PAGE 2

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 May, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 23rd day of May, 2018.

\_\_\_\_\_  
LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

\_\_\_\_\_  
RICHARD L. DEPAMPHILIS, III, MAYOR

APPROVED: \_\_\_\_\_

# CITY OF LINWOOD

C/O QUAL-LYNX  
100 Decadon Drive  
Egg Harbor Township, New Jersey 08234

## TORT CLAIMS ACT QUESTIONNAIRE

### CLAIMANT INFORMATION

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
\_\_\_\_\_ SSN: \_\_\_\_\_  
Email: \_\_\_\_\_

### ATTORNEY INFORMATION (if applicable)

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ FAX: \_\_\_\_\_  
\_\_\_\_\_ File No.: \_\_\_\_\_  
Email: \_\_\_\_\_

Send Notices to: \_\_\_\_\_ Claimant \_\_\_\_\_ Attorney

**GENERAL INSTRUCTIONS:** Pursuant to the provisions of the New Jersey Tort Claims Act, this Tort Claims Act Questionnaire has been adopted as the official form for the filing of claims against the City of Linwood.

The questions are to be completely and accurately responded to by the Claimant or by his/her attorneys, agents, servants, and employees, under oath. The fully completed Questionnaire and all of the requested documents shall be returned to:

**City of Linwood  
c/o Qual-Lynx  
100 Decadon Drive  
Egg Harbor Township, New Jersey 08234**

**PLEASE BE ADVISED:** Your claim will not be considered to be filed as required by the New Jersey Tort Claims Act until this completed Questionnaire has been filed with the designated agent for the City of Linwood, Qual-Lynx. Your failure to provide all of the information requested in the Questionnaire, and including responses such as "To Be Provided" or "Under Investigation" will result in the claim being treated as not being properly filed.

In accordance with the New Jersey Tort Claims Act, timely Notices of Claim/Questionnaires must be filed within ninety (90) days after the incident giving rise to the claim.

This Questionnaire is designed as a general form for use with respect to all claims. Some of the questions may not be applicable to your particular claim. For example, if your claim does not arise out of an automobile accident, questions regarding road conditions might not be applicable. In that event, please indicate "Not Applicable".

If you are unable to answer any question because of a lack of information available to you, specify the reason the information is not available to you. If a question asks that you identify a document, it will be sufficient to furnish true and legible copies of the document. If a question asks that you "identify all persons," provide the name, address, telephone number and email address of the person.

If you need more space to provide a complete answer, attach supplementary pages, identifying the continuation of the answer with the number of the applicable question.

#### **DEFINITIONS:**

"*Claimant*" shall refer to the person or persons on whose behalf the Notice of Claim has been filed with the *City of Linwood*.

"*Documents*" shall refer to any written, photographic or electronic representation, and any copy thereof, including, but not limited to, computer tapes and/or disks, videotapes and other material relating to the subject matter of the claim.

"*Person*" shall include in its meaning a partnership, joint venture, corporation, association, trust or any other kind of entity, as well as a natural person.

"*Public Entity*" shall refer to the *City of Linwood* along with any agent, official or employee of the *City of Linwood* against whom a claim is asserted by the Claimant.

**PLEASE NOTE that the questions are divided into sections relating to the claimant, the claim, property damage, personal injury and the basis for the claim against the public entity or a public employee.**

**If the claim involves only property damage, then the portion of the Questionnaire regarding personal injuries is not required to be answered. Under these circumstances, please enter as the answer to Question 12 "No personal injuries are being claimed."**

**If the claim involves no property damage, then the portion of the Questionnaire regarding property damage is not required to be answered. Under these circumstances, please enter as the answer to Question 11 "No property damage is being claimed."**

## **INFORMATION REGARDING THE CLAIMANT**

1. Provide the following information with respect to the Claimant:
  - a. Any other name by which the Claimant has been known.
  - b. Residence and Mailing Addresses at the time of the incident giving rise to the claim. Also provide current Email address.
  - c. Marital Status at the time of the incident and currently.
  - d. Identify each person residing with the claimant and the relationship of that person, if any, to the Claimant.
  
2. Provide all addresses of the Claimant for the last 10 years, the dates of the residence, the persons residing at the addresses at the same time that the Claimant resided at the address and the relationship of that person, if any, to the Claimant.

## **INFORMATION REGARDING ALL CLAIMS**

3. Provide the exact date, time and place of the incident forming the basis of the claim and the weather conditions prevailing at the time.
  
4. Provide the Claimant's complete version of the events that form the basis of the claim. Describe in detail the alleged condition which caused the incident. Provide Photographs of the area where the incident occurred, and indicate on the Photographs the exact location where the incident occurred.
  
5. List any and all individuals who were witnesses to or who have knowledge of the facts of the incident which gave rise to the claim. Provide the full name, address, email address and telephone number of each individual.
  
6. Identify all public entities or public employees [by name and position] alleged to have caused the injury or property damage **and specify as to each public entity or employee the exact nature of the act or omission alleged to have caused the injury or property damage. Describe in detail the alleged condition which caused the incident and any and all facts which establish that the public entity or public employees were responsible for the condition.**



7. If you claim that the injury or property damage was caused by a dangerous condition of property under the control of the public entity, specify the nature of the alleged dangerous condition and the manner in which you claim the condition caused the injury.
  
8. If you allege a dangerous condition of public property, state the specific facts upon which you claim that the public entity was responsible for the condition and the specific facts and date upon which you claim that the public entity was provided with notice of the alleged dangerous condition. Provide copies of any and all evidence of written or oral notice to the public entity of the dangerous condition.
  
9. If you or any other party or witness consumed any alcoholic beverages, drugs or prescription medications within twelve (12) hours prior to the incident forming the basis of the Claim, identify the person consuming the same and for each person (a) what was consumed (b) the quantity thereof (c) where consumed (d) the names and addresses of all persons present.

10. If you have received any money or thing of value for your injuries or damages from any person, firm or corporation, state the amounts received, the dates, names and addresses of the payors. Specifically list any policies of insurance, including policy number and claim number, from which benefits have been paid to you or to any person on your behalf, including doctors, hospitals or any person repairing damage to property.
  
11. If any photographs, drawings, charts or maps were made with respect to anything which is the subject matter of the claim, state the date thereof, the names and addresses of the persons who took the photographs or who prepared the drawings, charts or maps and indicate who presently has possession of these documents. Attach copies of any photographs, drawings, charts or maps.
  
12. If you or any of the parties to this incident or any of the witnesses to this incident made any statements or admissions, set forth in detail the statements or admissions that were made; who made the statements or admissions; the date and place where the statements or admissions were made; and in whose presence the statements or admissions were made, providing the names and addresses of any persons having knowledge of the statements or admissions.
  
13. State the total amount of your claim and the basis upon which you have calculated the amount that is being claimed.

14. Provide copies of all documents, memoranda, correspondence, reports [including police reports], etc. which discuss, mention or pertain to the subject matter of this claim.
  
15. Provide the names and addresses of all persons or entities against whom you are asserting a claim for the injuries or damages arising out of the incident forming the basis of this claim and give the basis for your claim against each person or entity.
  
16. Were any criminal and/or traffic Complaints or Tickets issues as a result of this incident? If so, please provide copies of the Complaints and/or Tickets and advise as to the disposition of the Complaints and/or Tickets.

### **PROPERTY DAMAGE CLAIMS**

17. If your claim is for property damage, attach a detailed description of the property damage that is being claimed, and include copies of any and all estimates obtained which detail the costs to repair the property damage. If your claim does not involve any claim for property damage, enter "None".

**If your claim is for property damage only, initial here and proceed directly to page 15 and sign the Certification.**

\_\_\_\_\_  
Initials

## PERSONAL INJURY CLAIMS

18. Were there any complaint regarding the incident or the condition which allegedly caused the incident made to the public entity or to any official or employee of the public entity? If so, state the time and place of the complaint and the person or persons to whom the complaint was made.

19. Describe in detail the nature, extent and duration of any and all injuries which were sustained as a result of this incident.

20. Describe in detail any and all injuries or conditions which were sustained in this incident which are claimed to be permanent, and set forth who has determined that any injury or condition is permanent.

21. If you have been confined to any hospitals as a result of the injuries sustained in this incident, state name and address of each hospital and the dates of admission and discharge. Also provide the name and address of each hospital where you were admitted prior to and subsequent to the alleged incident and provide the reason for each admission.
  
22. If X-Rays, MRIs, CAT Scans or any other diagnostic testing was performed, state (a) the address of the place where each was performed; (b) the name and address of the person who performed the testing; (c) the date when each test was performed; (d) the results of each test; (e) where and in whose possession they test results and films are now located. Include all X-Rays, MRIs, CAT Scans and any other diagnostic testing that was performed prior to or subsequent to the alleged injury forming the basis of the claim.
  
23. If were treated by doctors, including psychiatrists or psychologists, state (a) the name and present address of each doctor; (b) the dates and places where the Treatments were administered; (c) the nature of the treatment; (d) the date of last the last treatment; (e) and if treatments are continuing, the schedule of future continuing treatments. Provide true copies of all written reports rendered to you or about you by any doctors whom you propose to have testify on your behalf.

24. If you have any physical impairment which you allege is caused by any injury sustained in this incident and which is affecting your ordinary movements, hearing or sight, state in detail the nature and extent of the impairment and what corrective appliances, support or device you have been prescribed to overcome or alleviate the impairment.
25. If you claim that a previous injury has been aggravated or exacerbated, describe the injury and provide the name and present address of each doctor who treated you for the condition; the period during which treatment was received; and the cause of the previous injury. Specifically list any impairment, including use of eyeglasses, hearing aid or similar device, which existed at the time of the injury forming the basis of this claim.
26. If any treatments, operation or other form of surgery in the future has been recommended to alleviate any injury or condition resulting from the incident which forms the basis of the claim, state in detail (a) the nature and extent of the treatment, operation or surgery; (b) the purpose thereof and the results anticipated or expected; (c) the name and address of the doctor who recommended the treatments, operation or surgery; (d) the name and address of the doctor who will administer or perform the same; (e) the estimated medical expenses to be incurred; (f) the estimated length of time of treatments, operation or surgery, period of hospitalization and period of convalescence; (g) all other losses or expenditures anticipated as a result of the treatments, operation or surgery; (h) whether it is your intention to undergo the treatments, operation or surgery and the approximate date.

27. Itemize any and all expenses incurred for hospitals, doctors, nurses, x-rays, prescriptions, care and appliances and indicate which expenses were paid by any insurance coverage.
  
28. If you were employed at the time of the alleged injury forming the basis of the claim state (a) the name and address of the employer; (b) the position held and the nature of the work performed; (c) the average weekly wages for the year prior to the injury; (d) the period of time lost from employment, providing dates; (e) the amount of wages lost, if any. List any sources of income continuation or replacement, including, but not limited to, worker's compensation, disability income, social security and income continuation insurance.
  
29. If other loss of income, profit or earnings is claimed, state (a) total amount of the loss; (b) provide a complete detailed computation of the loss; (c) the nature and dates of the loss.
  
30. If you are claiming lost wages state (a) the date that the employment commenced; (b) the name and address of the employer; (c) the position held and the nature of the work performed; and (d) the average weekly wages. Attach copies of pay stubs, tax returns, W-2s or other complete payroll record for all wages received during the past year.

## **DOCUMENT REQUEST**

You are required to produce any and all documents identified in your answers to the Questions set forth above.

## **CERTIFICATION**

I hereby certify that the information provided is the truth and is the full and complete response to the questions, to the best of my knowledge.

---

Signature of Claimant

Dated: \_\_\_\_\_



**AUTHORIZATION FOR RELEASE OF  
MEDICAL AND HOSPITAL RECORDS**

**TO:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

**RE:** \_\_\_\_\_  
Patient's Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Social Security Number \_\_\_\_\_ Claim Number \_\_\_\_\_

You are hereby authorized and requested to disclose, make available and furnish to:

**QUAL-LYNX**  
100 Decadon Drive  
Egg Harbor Township, New Jersey 08234

all information, records, x-rays, reports or copies thereof relating to my examination, consultation, confinement or treatment and to permit him or her to inspect and make copies or abstracts thereof.

Approximate date of admission to hospital, first examination, treatment or consultation:

A photocopy of this release form, bearing a photocopy of my signature, shall constitute your authorization for the release of the information in accordance with the request made to you.

\_\_\_\_\_  
Authorized Signature

**AUTHORIZATION FOR RELEASE OF EMPLOYMENT RECORDS**

**TO:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

**RE:** \_\_\_\_\_  
Patient's Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Social Security Number \_\_\_\_\_ Claim Number \_\_\_\_\_

You are hereby authorized and requested to disclose, make available and furnish to:

**QUAL-LYNX**  
100 Decadon Drive  
Egg Harbor Township, New Jersey 08234

all information relating to my employment, including, but not limited to, my job title, assigned duties, compensation, benefits, attendance, and sick leave and to permit him or her to inspect and make copies or abstracts thereof.

A photocopy of this release form, bearing a photocopy of my signature, shall constitute your authorization for the release of the information in accordance with the request made to you.

\_\_\_\_\_  
Authorized Signature