WORKSHOP/BUSINESS MEETING OF THE MAYOR AND TOWNSHIP COMMITTEE
AGENDA
MARCH 10, 2026
7:00 PM

MEETING CALLED TO ORDER:

SALUTE TO FLAG:

OPENING PRAYER:

ROLL CALL

	PRESENT	ABSENT
COMMITTEEMAN BORRELLI	_____	_____
COMMITTEEMAN FLAMINI	_____	_____
COMMITTEEMAN GLIKAS	_____	_____
COMMITTEWOMAN LEE	_____	_____
COMMITTEEWOMAN LEVERETT	_____	_____
COMMITTEEMAN PEOPLES	_____	_____
COMMITTEEMAN WATKINS	_____	_____
COMMITTEEMAN WILSON	_____	_____
MAYOR LAWRENCE	_____	_____

OTHER OFFICIALS PRESENT:

"OPEN PUBLIC MEETINGS LAW" ANNOUNCEMENT:
This meeting is being conducted in full compliance of the "Open Public Meetings Law" and notices were sent to the Courier Post, the Hammonton Gazette and other news media. In addition, the notice was provided on the Official Bulletin Board. This meeting is being electronically recorded.

EMERGENCY EXITS:
Please be aware in the event of an emergency, all persons in the courtroom should exit the courtroom quickly and orderly, using the two main doors in the courtroom and then locate the nearest exit to safety. In addition, all cell phones shall be turned off or placed on vibrate during the Township meeting.

MEETING SCHEDULE:
Please be aware Governing Body meetings for 2025 are held the second and fourth Tuesdays of the month with the exception of July, August, and December, being the third Tuesday of the month and November being the fourth Tuesday of the month. All residents are encouraged to attend all meetings.

ANNOUNCEMENTS:

1. Winslow Township proclaims mandatory restriction of the use of water for certain purposes. Even numbered addresses can water on even numbered days and odd numbered addresses can water on odd numbered days. Water usage is restricted to 5:00 am to 7:00

am and 7:00 pm to 9:00 pm. Outside water usage is prohibited on the 31st day of the month.

2. In accordance with Public Law 2025, Chapter 72, signed by Governor Murphy on June 30, 2025, the complete text of all legal notices and advertisements for the Township of Winslow may be viewed free of charge on the Township's official website at www.winslowtownship.com. effective March 1, 2026. The website publication requirement supersedes the newspaper publication of legal notices for public entities.

3. The Winslow Township Annual Easter Egg Hunt will be held on Saturday, March 21st (rain date March 28th) at Calabrese Memorial Park on North Central Avenue in Sicklerville. Egg hunt is at 10am sharp and festivities run until 11:30am.

4. 2026 Spring Leaf Collection Schedule is a follows:

   Round 1

   Ward 1 April 6th - April 10th
   Ward 2 April 13th - April 17th
   Ward 3 April 20th - April 24th
   Ward 4 April 27th - May 1st

   Leaves must be at curbside on Monday of your scheduled week for guarantee collection. Leaves must be free from all other yard debris including sticks, twigs, acorns and trash. Also, please do not park any vehicles in front of or too close to the leaves during your week or they will not be picked up. For more information contact the Department of Public Works at 609-567-0700 option 2 or visit our website at www.winslowtownship.com.

5. Winslow Township announces that all General Offices will be closed Friday, April 3, 2026 in observance of Good Friday. Curbside trash and recycling materials will be picked up on normally scheduled days. Your cooperation is sincerely appreciated.

6. The Motor Vehicle Commission will be returning to the Winslow Township Municipal Complex on March 26th, 2026 from 9:00 am - 3:00 pm. Real IDs, standard driver's license, registration, placards and more! Appointments are required for most transactions. To register go to the https://telegov.njportal.com/njmvcmobileunit

MINUTES OF PREVIOUS MEETING:

Minutes from the February 10, 2026 Workshop/Business Meeting have been distributed and are now subject to approval.

PROCLAMATION:

1. Proclamation recognizing March as Women's History Month

PROCLAMATION Womens History Month 2026final.pdf

PRESENTATION:

CLAIMS APPROVAL:
A List of Claims has been submitted by Treasury for approval and individual vouchers are available for review.

A List of Claims has been submitted by Treasury for approval and individual vouchers are available for review.
Claims List 03 10 2026.pdf
022126 - 030526.pdf

COMMUNICATIONS:

INTRODUCTION OF ORDINANCES:
None.

SECOND READING OF ORDINANCES:

1. ORDINANCE OF THE TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN, AND STATE OF NEW JERSEY, AMENDING ARTICLE I, CHAPTER 296-7B. "DEFINITIONS" TO REDEFINE THE TERM "INSTITUTIONAL USE" AND ESTABLISH THE TERMS "RESIDENTIAL TREATMENT FACILITIES", "BEHAVIORAL HEALTH FACILITY" AND "HARM REDUCTION CENTER" AND AMENDING AND ESTABLISHING ARTICLE VII-A, CHAPTER 296-32 TO AUTHORIZE "RESIDENTIAL TREATMENT FACILITIES" AS A CONDITIONAL USE IN THE PC-2 MAJOR COMMERCIAL DISTRICT WITHIN PINELANDS AREAS OF THE WINSLOW TOWNSHIP CODE

   a) Planning Board memo dated February 27, 2026 concurring with the amendments
   ORDINANCE Redefining Term Institutional Use in Pinelands Areas final.docx
   PB memo - instititional use pinelands.pdf

2. ORDINANCE OF THE TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN, AND STATE OF NEW JERSEY, AMENDING ARTICLE II, CHAPTER 294-10. "DEFINITIONS" TO REDEFINE THE TERM "INSTITUTIONAL USE" AND ESTABLISH THE TERMS "RESIDENTIAL TREATMENT FACILITIES", "BEHAVIORAL HEALTH FACILITY" AND "HARM REDUCTION CENTER" AND AMENDING AND SUPPLEMENTING ARTICLE I, CHAPTER 294-8.2 TO AUTHORIZE "RESIDENTIAL TREATMENT FACILITIES" AS A CONDITIONAL USE IN THE CM, MAJOR COMMERCIAL DISTRICT WITHIN NON-PINELANDS AREAS OF THE WINSLOW TOWNSHIP CODE

   a) Planning Board memo dated February 27, 2026 concurring with the amendments
   Winslow Residential Treatment Ordinance for Non-Pinelands Areas.docx
   PB memo - institutional use non-pinelands.pdf

3. AN ORDINANCE OF THE TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN, STATE OF NEW JERSEY REPEALING AND REPLACE CHAPTER 295A OF THE ZONING ORDINANCE OF THE TOWNSHIP OF WINSLOW TO ADDRESS THE

REQUIREMENTS OF THE FAIR HOUSING ACT (FHA) AND THE UNIFORM HOUSING AFFORDABILITY CONTROLS (UHAC) REGARDING COMPLIANCE WITH THE WINSLOW'S AFFORDABLE HOUSING OBLIGATIONS

a) Planning Board memo dated February 27, 2026 concurring with this Ordinance
Affordable Housiing Ordinance 3-10-26.docx
PB memo - affordable housing ord.pdf

4. AN ORDINANCE OF THE TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN, STATE OF NEW JERSEY REPEALING AND REPLACING CHAPTER 128 OF THE ZONING ORDINANCE OF THE TOWNSHIP OF WINSLOW TO ADDRESS THE REQUIREMENTS OF THE FAIR HOUSING ACT (FHA) AND THE UNIFORM HOUSING AFFORDABILITY CONTROLS (UHAC) REGARDING COMPLIANCE WITH THE WINSLOW'S AFFORDABLE HOUSING OBLIGATIONS (*Development fees*)

a) Planning Board memo dated February 27, 2026 concurring with this Ordinance
CHAPTER 128 AFFORDABLE HOUSING DEVELOPMENT FEES.docx
PB memo - affordable housing development fees.pdf

5. ORDINANCE OF THE TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN, AND STATE OF NEW JERSEY, ADOPTING A REDEVELOPMENT PLAN FOR BLOCK 2204, LOT 12 ON THE OFFICIAL TAX MAP OF THE TOWNSHIP OF WINSLOW IN ACCORDANCE WITH THE REQUIREMENTS OF THE LOCAL REDEVELOPMENT AND HOUSING LAW (N.J.S.A. 40A:12A-1, et seq.) ("LRHL")

a) Planning Board memo dated February 20, 2026 concurring with the changes and Resolution PR2026-020 adopting the Plan
FINAL_Block 2204, Lot 12 Redevelopment Plan.pdf
Ordinance Adopting Redevelopment Plan - Williamstown Road B2204 L12.doc
PB memo and PR2026-020.pdf

RESOLUTIONS:

1. Resolution Approving NJDEP TWA And WQM003-T Statements Of Consent Permit Application For Country Aire II At Winslow, LLC Block 3204, Lots 2 & 4
DMU Review #2 - country aire II.pdf
TWA-1 - country aire.pdf
WQM-006 - country aire.pdf
WQM003-T - country aire.pdf
TWA - country aire II at winslow.doc

2. Resolution Of The Township Of Winslow, County Of Camden, And State Of New Jersey Adopting The Affirmative Marketing Plan For The Township Of Winslow
Resolution Adopting Affirmative Marketing Plan 3-10-26.docx
Winslow Township Region 5 Affirmative Marketing Plan 2026.pdf

3. Resolution Of The Township Of Winslow, County Of Camden, And State Of New Jersey Adopting The Rehabilitation Program Manual For The Township Of Winslow
Resolution Adopting Rehab Manual 3-10-26.docx

Trust Fund Owner Occupied & Rental Operating (Rehab) Manual. FINAL.pdf

4. Resolution Recognizing March As "National Nutrition Month"

March - National Nutrition Month.pdf

5. Resolution Recognizing The 3rd Sunday In March As “Blue Suit Sunday”
March - Blue Suit Sunday.pdf

6. Resolution Recognizing March As “National Women’s History Month”
March - National Nutrition Month.pdf

7. Resolution Providing For The Refund of Monies For Construction Permit On Block 12505, Lot 60
RESOLUTION REQUEST FILLABLE 20 Westerly Drive.pdf
Whitman Const. Refund, 20 Westerly.pdf

8. Resolution Authorizing Cancellation Of Tax Levy - Dorian Cozart
Cozart D. - 9 Woodvale Drive.pdf
Cozart, D. - TDV.pdf

9. Resolution Authorizing Cancellation Of Tax Levy - Carey Washington
Washington C. - 28 Senators Way.pdf
Washington, C. - TDV.pdf

10. Resolution Authorizing Reimbursement Of Excess Real Estate Taxes And/Or Utility Charges Paid
Schedule A Resolution 3-10-26.docx
Schedule A 3-10-26 - pg1.pdf
Schedule A 3-10-26 - pg2.pdf

11. Resolution Of Award Of Contract Fireworks - 2026
award contract non-fair an open process- 2026 fireworks.docx
purchasing recommendation - fireworks 2026.pdf
20260305114325564.pdf

12. Resolution Of Award Of Contract To Tru Green Limited Partnership For Fertilization Program 2026
award contract - fertilization 2026.doc
purchasing recommendation - fertilization program 2027.pdf
20260305114330529.pdf

13. Resolution Of The Township Of Winslow, County Of Camden, And State Of New Jersey Adopting A Spending Plan
Resolution Adopting Spending Plan - 4th round fair share.docx
2.9.2026-Amended Spending Plan -4th round.pdf

14. Resolution Of The Township Of Winslow, County Of Camden, And State Of New Jersey Adopting The Affordability Assistance Manual For The Township Of Winslow
Winslow Township Affordability Assistance Manual 2026.pdf

Resolution Adopting Affordability Assistance Manual.docx

MAYORAL APPOINTMENTS:

TABLED ITEMS-UNFINISHED BUSINESS:

REPORTS OF DIRECTORS AND LIAISONS:

Community Services: (Director Peoples/Deputy Director Borrelli):

Public Works: (Director Wilson):

Parks, Recreation and Community Events: (Director Watkins/Deputy Director Wilson)

Department of Municipal Utilities: (Director Flamini)

Administration: (Director Mayor Lawrence)

Tax Assessing: (Director Leverett)

Senior Citizens: (Director Leverett)

Public Safety: (Director Wilson/Deputy Director Mayor Lawrence)

a. Police Department Monthly Report

b. Code Enforcement/Animal Control

c. Winslow Township Fire Department Monthly Report (Chief Rigberg)

Revenue and Finance: (Director Mayor Lawrence)

Veterans Affairs: (Director Peoples)

Library Functions: (Director Glikas)

Liaison to Division of Health: (Director Lee)

Liaison to Municipal Drug Alliance: (Comm. Lee/Comm. Borrelli)

Engineers Reports:

1. Engineer's Report – Churchill Engineers dated March 2026

2. Engineer's Report – R&V Engineers dated March 2026

March 2026 DMU Engineer's Report.pdf

Winslow Township March 2026 Engineer's Report.pdf

NEW BUSINESS:

BUSINESS LICENSE APPLICATIONS:

1. Precision Painting
   213 8th Avenue
   Hammonton, NJ 08037

   20260305095316093.pdf

2. G7B II LLC dba 7 Brew
   528 Berlin-Cross Keys Road
   Sicklerville, NJ 08081

CLOTHING/DONATION BIN APPLICATIONS:

1. ACR Trading
   160 Johnson Avenue
   Hackensack, NJ 07601

   Location: 201 Williamstown Road
   20260305095345591.pdf

PAWNBROKER AND DEALERS IN SECONDHAND GOODS:
None.

LIMOUSINES:
None.

PUBLIC PARTICIPATION:

COMMENTS BY OFFICIALS:

CLOSING PRAYER:

ADJOURNMENT:

TIME:

PROCLAMATION

WHEREAS, March is recognized nationally as Women's History Month, a time to honor the achievements, contributions, and enduring impact of women throughout our nation's history; and

WHEREAS, within Winslow Township, women serve with distinction across every department—showing strength and commitment in Administration, Police Department, Tax Collections, Assessing, Clerk's Office, Finance, Purchasing, Public Works, Code Enforcement, Animal Control, Construction, Planning & Zoning, Utilities, Court, Fire Department, Board Of Health, EMS, and beyond—ensuring the efficient delivery of services that enhance the quality of life for all residents; and

WHEREAS, women municipal employees demonstrate dedication, integrity, and professionalism in their daily work, often balancing complex responsibilities while mentoring colleagues, supporting residents, and strengthening our community institutions; and

WHEREAS, women in leadership roles within municipal government continue to break barriers, guide strategic decision-making, foster collaboration, and inspire the next generation of public servants; and

NOW, THEREFORE, on behalf of the Winslow Township Committee and the residents of this community, I do hereby proclaim March 2026 as Women's History Month in Winslow Township and encourage all residents to join us in celebrating the leadership, service, and lasting impact of the women who strengthen our municipality and our community each and every day.

March 10, 2026

Marie D. Lawrence

Marie D. Lawrence
Mayor of Winslow Township

TOWNSHIP OF WINSLOW
Bill List By Vendor Id

Ranges	Item Status	Purchase Types	Misc
Range: *First to Last* ***Rcvd Batch Id Range:*** *First to Last*	***Open:*** *N* ***Void:*** *N* ***Paid:*** *N* ***Held:*** *Y* ***Aprv:*** *N* ***Rcvd:*** *Y*	***Bid:*** *Y* ***State:*** *Y* ***Other:*** *Y* ***Exempt:*** *Y*	***P.O. Type:*** *All* ***Include Project Line Items:*** *Yes* ***Format:*** *Detail without Line Item Notes* ***Include Non-Budgeted:*** *Y* ***Vendors:*** *All*

Vendor # / *P.O. #* / *Item Description*	*Name* / *PO Date*	*Description* / *Amount*	*Charge Account*	*Acct Type*	*Contract* / *Description*	*PO Type* / *Stat/Chk*	*First Enc Date*	*Rcvd Date*	*Chk/Void Date*	*Invoice*	*1099 Excl*
00000232	GARDEN STATE INVESTMENTS II										
26-00597	02/20/26	REDEMPTION ON #23-00569									
1 REDEMPTION ON #23-00569		$6,026.77	Q-35-56-850-101	B	Reserve for Tax Title Lein Redemptions	R	02/20/26	02/24/26		23-00569	N
2 PREMIUM		$600.00	Q-35-56-850-101	B	Reserve for Tax Title Lein Redemptions	R	02/20/26	02/24/26		23-00569	N
		$6,626.77									
26-00681	03/02/26	LIEN REDEMPTIONS (9)									
1 LIEN REDEMPTIONS (9)		$43,266.76	Q-35-56-850-101	B	Reserve for Tax Title Lein Redemptions	R	03/02/26	03/02/26			N
2 PREMIUMS		$1,100.00	Q-35-56-850-101	B	Reserve for Tax Title Lein Redemptions	R	03/02/26	03/02/26			N
		$44,366.76									
	Vendor Total:	**$50,993.53**									
00000299	RTLS HOLDING CORPORATION										
26-00596	02/20/26	LIEN REDEMPTIONS (12)									
1 LIEN REDEMPTIONS (12)		$92,335.81	Q-35-56-850-101	B	Reserve for Tax Title Lein Redemptions	R	02/20/26	02/24/26			N
2 PREMIUMS		$900.00	Q-35-56-850-101	B	Reserve for Tax Title Lein Redemptions	R	02/20/26	02/24/26			N
		$93,235.81									
	Vendor Total:	**$93,235.81**									
A0350	ACCURATE LANGUAGE SERVICES										
26-00654	02/27/26	American Sign Language									
1 American Sign Language		$656.91	6-01-43-490-159	B	Court Interpreters	R	02/27/26	02/27/26		26-11164-B	N
	Vendor Total:	**$656.91**									
A0430	ACE PLUMBING & ELECTRICAL SUPP										
25-01843	06/13/25	BLANKET JUNE-SEPTEMBER 2025				B					
3 Final Payment		$2.04	5-01-26-310-121	B	Repairs-Maint Bldgs & Gnds	R	06/13/25	03/02/26		S5255848.001	N
26-00329	01/23/26	DMU SUPPLIES									
1 DMU SUPPLIES		$733.90	6-09-55-502-747	B	Distribution System -Contracted Service	R	01/23/26	03/02/26		S5297070.001	N
	Vendor Total:	**$735.94**									

Vendor # / P.O. # / Item Description	PO Date	Description / Amount	Charge Account	Acct Type	Contract / Description	PO Type / Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
A2610		AMAZON CAPITAL SVS INC.									
26-00565	02/17/26	Office Supplies									
1 Office Supplies		$65.46	6-01-21-180-112	B	Office Supplies	R	02/17/26	03/03/26		1W4L-YMNW-7WMN	
26-00574	02/17/26	Items for Egg Hunt									
1 Items for Egg Hunt		$351.10	6-01-30-420-198	B	Easter	R	02/17/26	02/24/26		1Q6Q-CWLM-GY7S	N
	Vendor Total:	**$416.56**									
A3050		AMERICAN WATER WORKS ASSOC.									
26-00617	02/25/26	2026 ANNUAL CONFERENCE									
1 2026 ANNUAL CONFERENCE		$230.00	6-09-55-502-747	B	Distribution System -Contracted Service	R	02/25/26	02/25/26			N
	Vendor Total:	**$230.00**									
B2435		BELLMAWR COLLISION CENTER INC									
26-00088	01/08/26	UNIT 3322 REPAIR TBONE R/SIDE									
1 UNIT 3322 REPAIR TBONE R/SIDE		$9,646.27	6-01-26-315-138	B	Contracted Vehicle Maint.	R	01/08/26	02/24/26		019316	N
	Vendor Total:	**$9,646.27**									
B3625		BILLOWS ELECTRIC SUPPLY CO.									
26-00331	01/23/26	DMU SUPPLIES									
1 DMU SUPPLIES		$175.25	6-09-55-502-747	B	Distribution System -Contracted Service	R	01/23/26	03/04/26		S061400376.001	N
	Vendor Total:	**$175.25**									
B6470		BRT TECHNOLOGIES LLC									
26-00621	02/25/26	2026 NOA POSTCARD PRODUCTION									
1 2026 NOA POSTCARD PRODUCTION		$2,614.43	6-01-31-430-132	B	Postage	R	02/25/26	02/25/26		4742	N
2 2026 NOA POSTCARD POSTAGE		$9,381.19	6-01-31-430-132	B	Postage	R	02/25/26	02/25/26		4742	N
		$11,995.62									
	Vendor Total:	**$11,995.62**									
C1850		CAMDEN COUNTY HERO SCHOLARSHIP									
26-00562	02/17/26	Awards									
1 Awards		$240.00	6-01-25-240-104	B	Assoc Fee-Seminar-Training	R	02/17/26	02/24/26			N
	Vendor Total:	**$240.00**									
C2620		CAMDEN COUNTY POLICE CHIEF'S									
26-00642	02/26/26	Membership Dues									
1 Membership Dues		$500.00	6-01-25-240-104	B	Assoc Fee-Seminar-Training	R	02/26/26	02/26/26		1125	N

Vendor # / P.O. # / Item Description	Name / PO Date	Description / Amount	Charge Account	Acct Type	Description	Contract	PO Type / Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
C2620	CAMDEN COUNTY POLICE CHIEF'S	*Account Continued*										
	Vendor Total:	**$500.00**										
C3140	CAMDEN COUNTY TREASURER											
26-00463	02/05/26	COUNTY TAXES - 1ST QTR 2026										
1 COUNTY TAXES - 1ST QTR 2026		$6,203,330.46	6-01-98-825-103	B	County Taxes Payable		R	02/05/26	02/26/26		37941	N
2 LIBRARY TAXES - 1ST QTR 2026		$383,598.59	6-01-98-825-103	B	County Taxes Payable		R	02/05/26	02/26/26		37941	N
3 OPEN SPAC TAXES - 1ST QTR 2026		$221,980.41	6-01-98-825-103	B	County Taxes Payable		R	02/05/26	02/26/26		37941	N
		$6,808,909.46										
	Vendor Total:	**$6,808,909.46**										
C3155	CAMDEN COUNTY TREASURER											
26-00614	02/25/26	EMERGENCY GENERATOR PERMITS										
1 EMERGENCY GENERATOR PERMITS		$150.00	6-09-55-502-766	B	Fees & Permits		R	02/25/26	02/25/26		3774/3775/3777	N
	Vendor Total:	**$150.00**										
C4920	STATE TREASURER-CERTIFICATION											
26-00682	03/02/26	LINDA KENT - CERT RENEWAL										
1 LINDA L. KENT		$50.00	6-01-20-120-104	B	Assoc Fee-Seminar-Training		R	03/02/26	03/02/26			N
	Vendor Total:	**$50.00**										
C5480	CHERRY VALLEY FORD TRACTOR											
25-02616	08/28/25	MOWER PARTS AUG-OCT 2025					B					
4 Final Payment - Final Payment		$101.95	5-01-26-315-119	B	Vehicle Repairs & Maint		R	08/28/25	03/04/26		48345D	N
	Vendor Total:	**$101.95**										
C6000	CHURCHILL P.C. CONSULTING ENG.											
24-01883	06/26/24	INSPECTION ESCROW E1215UHAULNJ					B					
19 INSPECTION ESCROW E1215UHAL		$1,995.00	E-22-56-851-215	B	7766707962 E1215 UHAUL CO OF NJ		R	06/26/24	02/26/26		102634	N
24-02796	10/01/24	REVIEW ESCROW E1223 ALLIEDPKWY					B					
10 REVIEW ESCROW E1223 ALLIEDPK		$210.00	E-22-56-851-223	B	7766708126 E1223 ALLIEDPRKWY LL		R	10/01/24	02/26/26		102638	N
24-03350	11/15/24	INSPECTION ESCROW E1228 WINDEV					B					
13 INSPECTION ESCROW E1228 WIND		$630.00	E-22-56-851-228	B	7766731789 E1228 WINSLOW DEVEL		R	11/15/24	02/26/26		102632	N
24-03553	12/19/24	BEEBETOWN ROAD RESURFACING					B					
10 Ninth Payment		$3,570.00	C-04-55-961-102	B	soft costs		R	12/19/24	02/26/26		102649	N
25-00780	02/28/25	INSPECTION ESCROW E1240PARAMOU					B					
10 INSPECTION ESCROW E1240PARA		$1,155.00	E-22-56-851-240	B	7766935399 E1240 PARAMOUNT CAF		R	02/28/25	02/26/26		102645	N
25-00989	03/17/25	GRADING INSPECTIN ESCROW E1245					B					

Vendor # / P.O. # / Item Description	Name / PO Date / Description	Amount	Charge Account	Acct Type	Contract / Description	PO Type / Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
C6000	CHURCHILL P.C. CONSULTING ENG.				*Account Continued*						
6 GRADING INSPECTIN ESCROW E12		$1,080.00	E-22-56-851-245	B	7766935448 E1245 DR HORTON GRA	R	03/17/25	02/26/26		1012637	N
25-02056	07/02/25 Wilton's Corner Phase 2 Eng					B					
9 Eighth Payment		$2,250.00	G-02-40-422-101	B	Wiltons Corner II	R	07/02/25	02/26/26		102652	N
25-02184	07/20/25 REVIEW ESCROW E1184 CONTYAIRE					B					
5 REVIEW ESCROW E1184 CONTYAIR		$315.00	E-22-56-851-184	B	7766407588 E1184 COUNTRY AIRE A	R	07/20/25	02/26/26		102635	N
25-02689	09/04/25 INSPECTION ESCROW E1255 UHAUL					B					
6 INSPECTION ESCROW E1255 UHAU		$1,935.00	E-22-56-851-255	B	7766935547 E1255 UHAUL INSPECTI	R	09/04/25	02/26/26		102644	N
25-02825	09/11/25 Walden Chase Construction mgmt					B					
7 Sixth Payment		$315.00	C-04-55-961-102	B	soft costs	R	09/11/25	02/26/26		102650	N
25-03367	11/10/25 REVIEW ESCROW E1264					B					
3 REVIEW ESCROW E1264		$2,100.00	E-22-56-851-264	B	7766935638 E1264 SAFSTOR REALE	R	11/10/25	02/26/26		102648	N
4 REVIEW ESCROW E1264		$1,848.00	E-22-56-851-264	B	7766935638 E1264 SAFSTOR REALE	R	11/10/25	03/04/26		102411-R	N
		$3,948.00									
25-03459	12/02/25 INSPECTION ESCROW E1139HALLMAR					B					
3 INSPECTION ESCROW E1139HALLM		$202.50	E-22-56-851-139	B	7766169550 E1139 HALLMARK BGD C	R	12/02/25	02/26/26		102636	N
26-00091	01/08/26 ENGINEERING SERVICES					B					
2 First Payment - January 2026		$3,360.00	6-01-20-165-116	B	General Engineering Services	R	01/08/26	02/26/26		102651	N
26-00396	01/29/26 ESCROW E697 TUTOR PERINI					B					
3 ESCROW E697 TUTOR PERINI		$1,050.00	E-22-56-850-697	B	7764873385 697 Perini John A. Loftus	R	01/29/26	02/26/26		102642	N
26-00418	01/30/26 REVIEW ESCROW E 1158 LWM					B					
2 REVIEW ESCROW E 1158 LWM		$1,170.00	E-22-56-851-158	B	77661697140 E1158 LWM PREDEVEL	R	01/30/26	02/26/26		102633	N
26-00519	02/11/26 INSPECTION ESCROW E1216HAYSMIL					B					
2 INSPECTION ESCROW E1216HAYSM		$14,842.50	E-22-56-851-216	B	7766707988 E1216 2G WINSLOW 1 LI	R	02/11/26	02/27/26		102640	N
	Vendor Total:	**$38,028.00**									
C6120	CINTAS CORPORATION										
26-00052	01/08/26 SHOP TOWELS AND FENDER COVERS					B					
3 Second Payment - February 2026		$1,427.34	6-01-26-315-113	B	Other Supplies	R	01/08/26	03/03/26		4258400464	N
	Vendor Total:	**$1,427.34**									
C6725	CLICK FOR SAVINGS LLC										
26-00677	03/02/26 Officer Wellness Materials										
1 Officer Wellness Materials		$1,714.67	6-01-25-240-104	B	Assoc Fee-Seminar-Training	R	03/02/26	03/03/26		3579	N
	Vendor Total:	**$1,714.67**									
C7295	COMCAST										

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C7295	COMCAST	*Account Continued*									
26-00094	01/08/26	Wireless ADMIN Network - 2026				B					
3 Second Payment		$319.89	6-01-31-430-127	B	Service & Maintenance Contracts	R	01/08/26	02/27/26		849905044027405	N
26-00098	01/08/26	SERVICE AT SR. BLDG. FOR 2026				B					
3 Second Payment		$391.70	6-01-31-430-127	B	Service & Maintenance Contracts	R	01/08/26	02/27/26		849905044027599	N
	Vendor Total:	**$711.59**									
C7885	CONTRACTOR SERVICE										
26-00598	02/20/26	MINI TRACK LOADER FOR SNOW									
1 MINI TRACK LOADER FOR SNOW		$2,530.00	6-01-26-300-108	B	Purchase of Other Equip	R	02/20/26	02/24/26		4100	N
26-00599	02/20/26	RENTAL KUBOTA BACKHOE									
1 RENTAL KUBOTA BACKHOE		$3,130.00	6-01-26-300-108	B	Purchase of Other Equip	R	02/20/26	02/24/26		4101	N
26-00600	02/20/26	RENTAL SHOP REPAIRS									
1 RENTAL SHOP REPAIRS		$202.78	6-01-26-300-109	B	Maintenance of Other Equip	R	02/20/26	02/24/26		4102	N
26-00613	02/25/26	DINGO RENTAL FOR SNOW REMOVAL									
1 DINGO RENTAL FOR SNOW REMOV		$1,330.00	6-01-26-300-108	B	Purchase of Other Equip	R	02/25/26	03/04/26		4269	N
	Vendor Total:	**$7,192.78**									
C8406	COURIER POST										
25-03242	10/24/25	LEGAL AD E 1243 ARCR HOMES				B					
2 LEGAL AD E 1243 ARCR HOMES		$39.36	E-22-56-851-243	B	7766935422 E1243 ARCE HOME BUIL	R	10/24/25	02/24/26		0007527833	N
25-03278	10/30/25	LEGAL AD E690 BRUCE PAPARONE				B					
2 LEGAL AD E690 BRUCE PAPARONE		$42.09	E-22-56-850-690	B	7764873369 690 Bruce Paparone (R)	R	10/30/25	02/24/26		0007527833	N
25-03370	11/10/25	LEGAL AD E1264 SAFSTOR REALEST				B					
2 LEGAL AD E1264 SAFSTOR REALES		$40.53	E-22-56-851-264	B	7766935638 E1264 SAFSTOR REALE	R	11/10/25	03/03/26		0007573161	N
26-00159	01/08/26	JANUARY/MARCH 2026 - LEGAL ADS				B					
7 FEBRUARY 2026		$703.13	6-01-20-120-103	B	Legal Advertisments	R	01/08/26	03/04/26		0007573161	N
8 FEBRUARY 2026		$46.77	6-01-21-180-103	B	Legal Advertisements	R	02/06/26	03/04/26		0007573161	N
		$749.90									
26-00693	03/03/26	LEGAL ADVERTISMENT E158 LWM				B					
2 LEGAL ADVERTISMENT E158 LWM		$41.31	E-22-56-851-158	B	77661697140 E1158 LWM PREDEVEL	R	03/03/26	03/04/26		0007573161	N
	Vendor Total:	**$913.19**									
C8788	CROSSING GUARD SERVICES LLC										
26-00222	01/14/26	Crossing Guards				B					
4 Third Payment		$1,406.58	6-01-25-240-199	B	Miscellaneous - Other	R	01/14/26	03/03/26		1995	N
	Vendor Total:	**$1,406.58**									

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C8788	CROSSING GUARD SERVICES LLC				*Account Continued*						
D0619	DAVID WEBER OIL COMPANY										
26-00602	02/20/26 PREMIX 55 HD ELC NOAT RED										
1 55 HD ELC NOAT RED PREMIX		$425.86	6-01-26-315-141	B	Grease, Oil, Lubricants	R	02/20/26	02/24/26		573390	N
	Vendor Total:	**$425.86**									
E0520	EASTERN WAREHOUSE DIST. INC										
26-00027	01/08/26 REPAIR PARTS AND MAINTENANCE			B							
4 Second Payment - February 2026		$2,191.32	6-01-26-315-119	B	Vehicle Repairs & Maint	R	01/08/26	03/02/26		27-19005	N
5 Second Payment - February 2026		$102.30	6-09-55-502-519	B	VEHICLE MAINTENANCE AND REPAIR	R	01/08/26	03/02/26		27-19005	N
		$2,293.62									
	Vendor Total:	**$2,293.62**									
E1935	EUROFINS DRINKING WATER										
26-00069	01/08/26 DRINKING WATER ANALYSIS			B							
3 Final Payment		$668.40	6-09-55-502-745	B	Lab Testing	R	01/08/26	03/04/26		8100163662	N
	Vendor Total:	**$668.40**									
F0033	FCR TL HOLDINGS										
26-00601	02/20/26 LIEN REDEMPTION #25-00394										
1 LIEN REDEMPTION #25-00394		$1,401.70	Q-35-56-850-101	B	Reserve for Tax Title Lein Redemptions	R	02/20/26	02/24/26		25-00394	N
	Vendor Total:	**$1,401.70**									
F2615	FORD MOTOR CREDIT COMPANY										
26-00606	02/20/26 Vehicle lease										
1 Vehicle lease		$15,510.37	6-01-25-240-118	B	Purchase of Vehicles	R	02/20/26	02/24/26		1782758	N
	Vendor Total:	**$15,510.37**									
F3075	FRANKLIN TRAILERS INC.										
26-00039	01/08/26 SNOW PARTS FOR JAN-MAR 2026			B							
2 First Payment		$75.71	6-01-26-315-119	B	Vehicle Repairs & Maint	R	01/08/26	03/04/26		661201-1	N
	Vendor Total:	**$75.71**									
G1310	GANN LAW BOOKS										
26-00194	01/13/26 2026 NJ Lawyers Diary & Manual										
1 2026 NJ Lawyers Diary & Manual		$157.00	6-01-43-490-112	B	Office Supplies	R	01/13/26	02/24/26			N
	Vendor Total:	**$157.00**									

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G5471		GOLD TYPE BUS. MACHINES INC.									
26-00695	03/03/26	CIU Invest/ Back Trace									
1 CIU Invest/ Back Trace		$2,295.00	6-01-25-240-113	B	Other Supplies	R	03/03/26	03/03/26		I-10177	N
	Vendor Total:	**$2,295.00**									
G7190		GRAINGER									
26-00691	03/03/26	FIRST AID KIT SUPPLIES									
1 FIRST AID KIT SUPPLIES		$439.91	6-01-20-100-198	B	Safety Program	R	03/03/26	03/05/26		9828539263	N
	Vendor Total:	**$439.91**									
G8040		GRASSO SHIRLEY ESQ.									
25-03271	10/30/25	REVIEW ESCROW E1263 TARONLEIDY				B					
3 REVIEW ESCROW E1263 TARONLEI		$777.00	E-22-56-851-263	B	7766935620 E1263 TARON LEIDY	R	10/30/25	02/24/26		415366-401-2	N
25-03461	12/02/25	REVIEW ESCROW E1265SHECONSTRUC				B					
2 REVIEW ESCROW E1265SHECONS1		$1,406.00	E-22-56-851-265	B	7766935646 E1265 SHE CONSTRUCTR		12/02/25	02/24/26		15366-402-1	N
26-00446	02/03/26	REVIEW ESCROW E1269RAHN501SICK				B					
2 REVIEW ESCROW E1269RAHN501S		$1,480.00	E-22-56-851-269	B	7766935688 E 1269 MATTRAHN501SIR		02/03/26	03/02/26		15366-403-1	N
26-00501	02/09/26	Prosecutor for Court									
1 Prosecutor for Court		$1,200.00	6-01-25-275-199	B	MUNICIPAL PROSECUTOR MISC.	R	02/09/26	02/26/26			N
	Vendor Total:	**$4,863.00**									
G8790		GROFF TRACTOR NJ LLC									
26-00567	02/17/26	CUTTING BLADE FOR VEHICLE 3458									
1 CUTTING BLADE FOR VEHICLE 345		$398.78	6-01-26-315-119	B	Vehicle Repairs & Maint	R	02/17/26	02/24/26		PSO570925-2	N
	Vendor Total:	**$398.78**									
H0200		H A DEHART & SON									
26-00045	01/08/26	BLANKET JAN-MAR 2026				B					
3 Final Payment		$1,887.82	6-01-26-315-119	B	Vehicle Repairs & Maint	R	02/05/26	03/04/26		X101040614.01	N
26-00422	01/30/26	PLOW PARTS									
1 PLOW PARTS		$776.11	6-09-55-502-719	B	Vehicle Repair & Maintenance	R	01/30/26	02/26/26		X10104003401&02	N
	Vendor Total:	**$2,663.93**									
I7325		INSIGHT PUBLIC SECTOR INC									
26-00679	03/02/26	OPEN GOV PROCUREMENT FOR 2026									
1 OPEN GOV PROCUREMENT FOR 20		$10,718.74	6-01-31-430-127	B	Service & Maintenance Contracts	R	03/02/26	03/03/26		0339652949	N
2 OPEN GOV PROCUREMENT FOR 20		$5,771.64	6-09-55-502-511	B	Computer Equip & Repairs	R	03/02/26	03/03/26		0339652949	N

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I7325	INSIGHT PUBLIC SECTOR INC				*Account Continued*						
		$16,490.38									
	Vendor Total:	**$16,490.38**									
J0979	JJM PLUMBING CO.										
25-02251	07/24/25 GENERAL PLUMBING JULY-SEPT					B					
5 Final Payment - Final Payment		$180.51	5-01-26-310-121	B	Repairs-Maint Bldgs & Gnds	R	07/24/25	03/04/26		23258005	N
	Vendor Total:	**$180.51**									
L2400	LAUREL LAWNMOWER SERVICE INC.										
26-00564	02/17/26 WESTERN 8.0 PRO PLUS SNOW PLOW										
1 WESTERN 8.0 PRO PLUS SNOW PL(		$7,825.00	6-01-26-300-108	B	Purchase of Other Equip	R	02/17/26	03/03/26		58991	N
	Vendor Total:	**$7,825.00**									
L4705	LEE-WAY ELECTRICAL LLC.										
26-00058	01/08/26 ELECTRICAL WORK										
1 ELECTRICAL WORK		$6,399.45	6-09-55-502-847	B	Collection System - Contracted Service	R	01/08/26	03/04/26		17487	N
	Vendor Total:	**$6,399.45**									
L7104	LINE SYSTEMS										
26-00122	01/08/26 TELEPHONE CHARGES FOR 2026					B					
3 Second Payment - February 2026		$298.76	6-09-55-502-724	B	Telephone	R	01/08/26	03/05/26		1583442	N
	Vendor Total:	**$298.76**									
L7450	LOMANNO GARY ESQ.										
26-00502	02/09/26 Public Defender for Court										
1 Public Defender for Court		$175.00	6-01-43-495-199	B	PUBLIC DEFENDER MISC.	R	02/09/26	02/26/26			N
	Vendor Total:	**$175.00**									
L8800	LOWE'S COMPANIES INC.										
26-00655	02/27/26 CLEANING VINEGAR										
1 CLEANING VINEGAR		$75.92	6-09-55-502-708	B	Purchase of Other Equipment	R	02/27/26	02/27/26		970405	N
	Vendor Total:	**$75.92**									
M0635	MAILROOM SYSTEMS INC.										
26-00607	02/20/26 TRANSPORTATION FEE FOR MAIL										
1 OUTGOING MAIL TRANSPORTATION		$128.42	6-01-31-430-132	B	Postage	R	02/20/26	02/24/26		365219	N
	Vendor Total:	**$128.42**									

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M0665		MAJESTIC OIL CO. INC.										
26-00145	01/08/26	REGULAR UNLEADED GASOLINE					B					
10 Fifth Payment			$6,900.59	6-01-31-430-126	B	Gasoline, Diesel Fuel	R	01/08/26	03/04/26		70512	N
11 Fifth Payment			$2,666.17	6-09-55-502-525	B	GASOLINE AND DIESEL FUEL	R	01/08/26	03/04/26		70512	N
12 Fifth Payment			$929.76	6-01-98-951-102	B	Fire Dist. Fuel	R	01/08/26	03/04/26		70512	N
			$10,496.52									
26-00147	01/08/26	HEATING OIL FOR EMS BUILDING					B					
5 Fourth Payment			$329.61	6-01-31-430-177	B	Fuel Oil, Propane, LNG	R	01/08/26	03/03/26		70444	N
	Vendor Total:		**$10,826.13**									
M1815		MASTER WIRE MFG										
25-02229	07/24/25	6X10 GATE AND MISC MATERIAL										
1 6X10 GATE AND MISC MATERIAL			$816.74	5-09-55-502-708	B	Purchase of Other Equipment	R	07/24/25	02/27/26		50668	N
	Vendor Total:		**$816.74**									
M8080		MUNICIPAL MAINTENANCE COMPANY										
26-00195	01/13/26	RT 73 PUMP STATION										
1 RT 73 PUMP STATION			$5,810.00	W-08-55-618-601	B	Sewer Pump Station	R	01/13/26	03/04/26		29381	N
	Vendor Total:		**$5,810.00**									
N0990		NASH PEREZ LLC.										
24-03151	10/22/24	REVIEW ESCROW E906 TUTORPERINI										
1 REVIEW ESCROW E906 TUTORPER			$481.00	E-22-56-850-906	B	7764874292 906 TUTOR PERINI COR	R	10/22/24	03/04/26		NASHPTUTORPEFN	
25-01375	04/28/25	E1196 ARCR Properties					B					
5 E1196 ARCR Properties			$896.50	E-22-56-851-196	B	7766569122 E1196 ARCR HOME BUIL	R	04/28/25	03/04/26		NASHSHARCR2-2(	N
25-02139	07/14/25	REVIEW ESCROW E1185 NEXT LEVEL										
3 REVIEW ESCROW E1185 NEXT LEVI			$92.50	E-22-56-851-185	B	7766407596 E1185 NEXTLEVELCONS	R	03/04/26	03/04/26		NASHPNEXTLEVEN	
25-02914	09/22/25	REVIEW ESCROW E954 PARKNATION					B					
3 REVIEW ESCROW E954 PARKNATIO			$222.00	E-22-56-850-954	B	7765787519 954 PARKNATION USE VA	R	09/24/25	03/04/26		NASHPPARKNATIN	
25-03491	12/03/25	REVIEW ESCROW E1158 LIVEWELL										
4 REVIEW ESCROW E1158 LIVEWELL			$407.00	E-22-56-851-158	B	77661697140 E1158 LWM PREDEVEL	R	03/04/26	03/04/26		NASHP-LWSSENCN	
25-03564	12/10/25	REVIEW ESCROW E144 WINSDEVELOP					B					
4 REVIEW ESCROW E144 WINSDEVEI			$148.00	E-22-56-851-144	B	7766169609 E1144 WINSLOW DEVEL	R	12/10/25	03/04/26		NASHPWINSDEVEN	
26-00320	01/23/26	REVIEW ESCROW E892 RGC2 LLC					B					
3 REVIEW ESCROW E892 RGC2 LLC			$37.00	E-22-56-850-892	B	7764874169 892 RGC 2 LLC	R	01/23/26	03/04/26		NASHP-RGC2-220	N
26-00347	01/23/26	REVIEW ESCROW E1267 MULTANI					B					

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N0990	NASH PEREZ LLC.			*Account Continued*						
3 REVIEW ESCROW E1267 MULTANI	$684.50	E-22-56-851-267	B	7766935662 E1267 MULTANI AND SO	R	01/23/26	03/04/26		NASHPMULTANI22	N
26-00355	01/23/26	REVIEW ESCROW E1268 WINSLOW		PRO						
3 REVIEW ESCROW E1268 WINSLOW	$185.00	E-22-56-851-268	B	7766935670 E1268 WINSLOWPROPER		03/04/26	03/04/26		NASHPWIPROPM(	N
	Vendor Total:	**$3,153.50**								
N2250	NATIONAL PAVING									
25-02443	08/11/25	FABC MATERIAL FOR PAVING								
8 Final Payment - Last Payment	$353.28	5-01-26-290-137	B	Stone & Patch	R	10/22/25	02/24/26		44495	N
	Vendor Total:	**$353.28**								
N2801	Neiss, Downey									
26-00699	03/03/26	Court Order Recovery Cost								
1 Court Order Recovery Cost	$350.00	6-01-21-180-115	B	Legal Services	R	03/03/26	03/03/26			N
	Vendor Total:	**$350.00**								
N2870	NERI CONSTRUCTION									
26-00336	01/23/26	EMERGENCY REPAIRS								
1 EMERGENCY REPAIRS	$39,361.20	W-08-55-618-101	B	construction	R	01/23/26	03/04/26		26-5910-26-5914	N
	Vendor Total:	**$39,361.20**								
N3615	NJ DEPT.OF COMMUNITY AFFAIRS									
26-00702	03/04/26	Jennifer Conway Q-1361								
1 RENEWAL OF QPA FOR JENNIFER	$35.00	6-01-20-101-104	B	Assoc. Fee - Sseminar-Training	R	03/04/26	03/04/26		Q1361 CONWAY	N
	Vendor Total:	**$35.00**								
N8000	NJ ST. DEPT. OF HEALTH RABIES									
26-00683	03/02/26	FEBRUARY 2026 DOG LICENSES								
1 FEBRUARY 2026 DOG LICNESED	$493.20	A-17-56-850-101	B	Animal Control Fund Trust Exp.	R	03/02/26	03/02/26			N
	Vendor Total:	**$493.20**								
O5858	ONE CALL CONCEPTS INC.									
26-00338	01/23/26	UTILITY MARKOUTS								
1 UTILITY MARKOUTS	$1,178.80	6-09-55-502-847	B	Collection System - Contracted Service	R	01/23/26	03/03/26		6025727	N
	Vendor Total:	**$1,178.80**								
P1710	PASSARELLA'S AUTO REPAIR									
25-01438	05/06/25	BLANKET FOR MAY AND JUNE			B					
4 Final Payment - Final Payment	$421.29	5-01-26-315-119	B	Vehicle Repairs & Maint	R	05/06/25	03/04/26		15586 & 15669	N

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P1710		PASSARELLA'S AUTO REPAIR			*Account Continued*						
	Vendor Total:	**$421.29**									
P3297		Phoenix Distributors RBA Inc.									
25-03321	11/04/25	Rifle Parts									
1 Rifle Parts		$229.50	T-14-56-860-108	B	Reserve for Gun Range	R	11/04/25	03/05/26		2607	N
2 Rifle Parts		$229.50	T-14-56-860-108	B	Reserve for Gun Range	R	11/04/25	03/05/26		2607	N
		$459.00									
	Vendor Total:	**$459.00**									
P4101		PITNEY BOWES SUPPLY LINE									
26-00587	02/18/26	SUPPLIES FOR POSTAGE MACHINE									
1 SUPPLIES FOR POSTAGE MACHINE		$111.99	6-01-98-830-114	B	Refund for Summer Recreation Prograr	R	02/18/26	02/25/26		1028987579	N
	Vendor Total:	**$111.99**									
P4290		PJ BUILDING CLEANING LLC.									
26-00030	01/08/26	CLEANING SERVICES JAN-MAR 2026									
7 Third Payment - March 2026		$3,552.25	6-01-26-310-121	B	Repairs-Maint Bldgs & Gnds	R	03/02/26	03/02/26		089422	N
8 Third Payment - March 2026		$1,912.75	6-09-55-502-721	B	Repairs-Maint Bldgs & Gnds	R	03/02/26	03/02/26		089422	N
		$5,465.00									
	Vendor Total:	**$5,465.00**									
P4300		PKF O'CONNOR DAVIES LLP									
26-00624	02/25/26	Final 2024 Audit									
1 Final 2024 Audit		$4,000.00	5-01-20-135-168	B	AUDITING SERVICES	R	02/25/26	02/25/26		1019657	N
2 Final 2024 Audit		$2,250.00	5-09-55-502-568	B	Annual Financial Documents	R	02/25/26	02/25/26		1019657	N
		$6,250.00									
	Vendor Total:	**$6,250.00**									
P5295		POLLACK JASON Esq.									
26-00648	02/26/26	Conflict PD for Court									
1 Conflict PD for Court		$350.00	6-01-43-495-199	B	PUBLIC DEFENDER MISC.	R	02/26/26	02/26/26			N
	Vendor Total:	**$350.00**									
P7430		PRO CAP 8 FBO FIRST TRUST BANK									
26-00620	02/25/26	REFUND #25-002485									
1 REFUND #25-002485		$1,187.55	Q-35-56-850-101	B	Reserve for Tax Title Lein Redemptions	R	02/25/26	02/25/26		24-00245	N
2 PREMIUM		$1,100.00	Q-35-56-850-101	B	Reserve for Tax Title Lein Redemptions	R	02/25/26	02/25/26		24-00245	N

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P7430	PRO CAP 8 FBO FIRST TRUST BANK				*Account Continued*							
		$2,287.55										
	Vendor Total:	**$2,287.55**										
R0562	RJM CONSTRUCTION SERVICES INC											
26-00647	02/26/26 TIRE CONTAINER P/UP & DISPOSAL											
1 TIRE CONTAINER P/UP & DISPOSAL		$1,066.50	6-01-32-465-143	B	Recycling		R	02/26/26	02/26/26		18663	N
	Vendor Total:	**$1,066.50**										
R3800	REMINGTON & VERNICK ENGINEERS											
26-00127	01/08/26 WATER SERVICE FOR 2026					B						
4 Second Payment - February 2026		$5,265.00	6-09-55-502-716	B	Engineering Services		R	01/08/26	03/05/26		0436T322-2	N
26-00128	01/08/26 SEWER SERVICE FOR 2026					B						
3 Second Payment- February 2026		$2,395.00	6-09-55-502-716	B	Engineering Services		R	01/08/26	03/05/26		0436T323-2	N
	Vendor Total:	**$7,660.00**										
R4605	RICCIARDI BROTHER OF SJ INC.											
26-00330	01/23/26 PAINT AND SUPPLIES											
1 PAINT AND SUPPLIES		$660.04	6-09-55-502-721	B	Repairs-Maint Bldgs & Gnds		R	01/23/26	03/04/26		3665 - 3709	N
	Vendor Total:	**$660.04**										
R5170	RIVELL LLC											
26-00680	03/02/26 March 2026 IT Services											
1 IT Services		$11,447.15	6-01-31-430-127	B	Service & Maintenance Contracts		R	03/02/26	03/02/26		135611	N
2 W&S IT Services		$6,163.85	6-09-55-502-511	B	Computer Equip & Repairs		R	03/02/26	03/02/26		135611	N
		$17,611.00										
	Vendor Total:	**$17,611.00**										
R8600	RUTGERS UNIVERSITY REGIST.											
26-00252	01/15/26 CLASS FOR SIMEON MARTELLO CRP											
1 CLASS FOR SIMEON MARTELLO CR		$145.00	6-01-26-290-104	B	Assoc.Fee Seminar-Training		R	01/15/26	03/02/26		146230	N
	Vendor Total:	**$145.00**										
R8775	RUTGERS THE STATE UNIVERSITY											
26-00696	03/03/26 Intro to Accounting Course											
1 Intro to Accounting Course		$575.00	6-01-20-130-104	B	Assoc Fee-Seminar-Training		R	03/03/26	03/04/26		94170	N
	Vendor Total:	**$575.00**										

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S0720	SJ WELDING & MEDICAL SUPPLY										
26-00074	01/08/26	REPAIR PARTS FOR JAN-MAR 2026				B					
3 Second Payment - February 2026		$224.00	6-01-26-315-113	B	Other Supplies	R	01/08/26	03/02/26		0001837376	N
	Vendor Total:	**$224.00**									
S1070	SAM'S CLUB/GECRB										
26-00577	02/18/26	Candy for Egg Hunt									
1 Candy for Egg Hunt		$533.60	6-01-30-420-198	B	Easter	R	02/18/26	03/03/26			N
26-00646	02/26/26	Monitors for Security Cameras									
1 2 Monitors for Security		$1,267.52	C-04-55-962-601	B	Acquisition of Computers	R	02/26/26	03/03/26			N
26-00688	03/03/26	TV FOR ROADS BUILDING TRAINING									
1 TV FOR ROADS BUILDING TRAININ(		$237.00	6-01-26-310-199	B	Miscellaneous - Other	R	03/03/26	03/03/26			N
	Vendor Total:	**$2,038.12**									
S3240	SERVICE TIRE TRUCK CENTERS										
26-00077	01/08/26	TIRES FOR JAN-MAR 2026				B					
3 Second Payment		$6,260.38	6-01-26-315-139	B	Tires & Tubes	R	01/08/26	02/26/26		26-1110903-016	N
	Vendor Total:	**$6,260.38**									
S4598	SITE ONE LANDSCAPE SUPPLY										
26-00165	01/09/26	SUPPLIES FOR JAN-MAR 2026				B					
2 First Payment - February 2026		$664.73	6-01-28-375-121	B	Repairs-Maint, Bldgs & Gnds	R	01/09/26	03/02/26		162796237-001	N
	Vendor Total:	**$664.73**									
S4717	SMITH ORCHARDS										
26-00609	02/21/26	SNOW REMOVAL FEB 2026									
1 SNOW REMOVAL FEB 2026		$6,597.50	6-01-26-300-199	B	Miscellaneous - Other	R	02/21/26	03/02/26		SM1056	N
	Vendor Total:	**$6,597.50**									
SOUTH020	SOUTH JERSEY GAS COMPANY										
26-00401	01/30/26	ACCT#8268620000-JAN,FEB,MAR 26				B					
3 Second Payment - February 2026		$9,179.17	6-01-31-430-177	B	Fuel Oil, Propane, LNG	R	01/30/26	02/27/26		8268620000	N
	Vendor Total:	**$9,179.17**									
SOUTH025	SOUTH JERSEY GAS COMPANY										
26-00402	01/30/26	ACCT#1389620000-JAN,FEB,MAR 26				B					
3 Second Payment - February 2026		$214.63	6-01-31-430-177	B	Fuel Oil, Propane, LNG	R	01/30/26	03/03/26		1389620000	N

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SOUTH025	SOUTH JERSEY GAS COMPANY	*Account Continued*									
	Vendor Total:	**$214.63**									
SOUTH035	SOUTH JERSEY GAS COMPANY										
26-00427	02/02/26	ACCT#0393320000-JAN,FEB,MAR 26				B					
3 Second Payment - February 2026		$52.64	6-09-55-502-777	B	Fuel Oil, Propane, LNG	R	02/02/26	03/03/26		0393320000	N
	Vendor Total:	**$52.64**									
SOUTH040	SOUTH JERSEY GAS COMPANY										
26-00403	01/30/26	ACCT#9710720000-JAN,FEB,MAR 26				B					
3 Second Payment - February 2026		$137.38	6-09-55-502-777	B	Fuel Oil, Propane, LNG	R	01/30/26	02/27/26		9710720000	N
	Vendor Total:	**$137.38**									
SOUTH045	SOUTH JERSEY GAS COMPANY										
26-00423	02/02/26	ACCT#9029620000-JAN,FEB,MAR 26				B					
3 Second Payment - February 2026		$42.86	6-09-55-502-777	B	Fuel Oil, Propane, LNG	R	02/02/26	03/03/26		9029620000	N
	Vendor Total:	**$42.86**									
SOUTH050	SOUTH JERSEY GAS COMPANY										
26-00365	01/27/26	ACCT#8480720000-JAN,FEB,MAR 26				B					
3 Second Payment - February 2026		$42.86	6-09-55-502-777	B	Fuel Oil, Propane, LNG	R	01/27/26	02/27/26		8480720000	N
	Vendor Total:	**$42.86**									
SOUTH055	SOUTH JERSEY GAS COMPANY										
26-00404	01/30/26	ACCT#8480720000-JAN,FEB,MAR 26				B					
3 Second Payment -February 2026		$107.74	6-09-55-502-777	B	Fuel Oil, Propane, LNG	R	01/30/26	02/27/26		9071220000	N
	Vendor Total:	**$107.74**									
SOUTH075	SOUTH JERSEY GAS COMPANY										
26-00405	01/30/26	ACCT#2849620000-JAN,FEB,MAR 26				B					
3 Second Payment - February 2026		$44.22	6-09-55-502-777	B	Fuel Oil, Propane, LNG	R	01/30/26	03/03/26		2849620000	N
	Vendor Total:	**$44.22**									
SOUTH080	SOUTH JERSEY GAS COMPANY										
26-00424	02/02/26	ACCT#9053030000-JAN,FEB,MAR 26				B					
3 Second Payment - February 2026		$795.23	6-09-55-502-777	B	Fuel Oil, Propane, LNG	R	02/02/26	03/03/26		9053030000	N
	Vendor Total:	**$795.23**									
SOUTH090	SOUTH JERSEY GAS COMPANY										

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SOUTH090	SOUTH JERSEY GAS COMPANY				*Account Continued*						
26-00406	01/30/26 ACCT#8159620000-JAN,FEB,MAR 26					B					
3 Second Payment - February 2026		$296.83	6-09-55-502-777	B	Fuel Oil, Propane, LNG	R	01/30/26	02/27/26		8159620000	N
	Vendor Total:	**$296.83**									
SOUTH095	SOUTH JERSEY GAS COMPANY										
26-00407	01/30/26 ACCT#4779620000-JAN,FEB,MAR 26					B					
3 Second Payment - February 2026		$1,222.80	6-09-55-502-777	B	Fuel Oil, Propane, LNG	R	01/30/26	02/27/26		4779620000	N
	Vendor Total:	**$1,222.80**									
SOUTH100	SOUTH JERSEY GAS COMPANY										
26-00408	01/30/26 ACCT#9669620000-JAN,FEB,MAR 26					B					
3 Second Payment - February 2026		$40.50	6-09-55-502-777	B	Fuel Oil, Propane, LNG	R	01/30/26	02/27/26		9669620000	N
	Vendor Total:	**$40.50**									
SOUTH106	SOUTH JERSEY GAS COMPANY										
26-00409	01/30/26 ACCT#1883419906-JAN,FEB,MAR 26					B					
3 Second Payment - February 2026		$215.28	6-09-55-502-777	B	Fuel Oil, Propane, LNG	R	01/30/26	03/03/26		1883419906	N
	Vendor Total:	**$215.28**									
SOUTH109	SOUTH JERSEY GAS COMPANY										
26-00410	01/30/26 ACCT#4582727382-JAN,FEB,MAR 26					B					
3 Second Payment - February 2026		$37.80	6-09-55-502-777	B	Fuel Oil, Propane, LNG	R	01/30/26	03/03/26		4582727382	N
	Vendor Total:	**$37.80**									
SOUTH110	SOUTH JERSEY GAS COMPANY										
26-00411	01/30/26 ACCT#0162142029-JAN,FEB,MAR 26					B					
3 Second Payment - February 2026		$287.56	6-09-55-502-777	B	Fuel Oil, Propane, LNG	R	01/30/26	02/27/26		4850687805	N
	Vendor Total:	**$287.56**									
SOUTH111	SOUTH JERSEY GAS COMPANY										
26-00412	01/30/26 ACCT#0162142029-JAN,FEB,MAR 26					B					
3 Second Payment - February 2026		$39.14	6-09-55-502-777	B	Fuel Oil, Propane, LNG	R	01/30/26	03/03/26		0162142029	N
	Vendor Total:	**$39.14**									
SOUTH112	SOUTH JERSEY GAS COMPANY										
26-00425	02/02/26 #9819982151 - JAN,FEB,MAR 2026					B					
3 Second Payment - February 2026		$709.38	6-09-55-502-777	B	Fuel Oil, Propane, LNG	R	02/02/26	03/03/26		9819982151	N
	Vendor Total:	**$709.38**									

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SOUTH112		SOUTH JERSEY GAS COMPANY			*Account Continued*						
SOUTH113		SOUTH JERSEY GAS COMPANY									
26-00413	01/30/26	ACCT#2699257325-JAN,FEB,MAR 26				B					
3 Second Payment - February 2026		$450.74	6-09-55-502-777	B	Fuel Oil, Propane, LNG	R	01/30/26	03/03/26		2699257325	N
	Vendor Total:	**$450.74**									
SOUTH114		SOUTH JERSEY GAS COMPANY									
26-00414	01/30/26	ACCT#9560062832-JAN,FEB,MAR 26				B					
3 Second Payment - February 2026		$1,008.76	6-09-55-502-777	B	Fuel Oil, Propane, LNG	R	01/30/26	03/03/26		9560062832	N
	Vendor Total:	**$1,008.76**									
STAPL100		STAPLES ADVANTAGE									
26-00603	02/20/26	Notebooks for Mayor									
1 Notebooks for Mayor		$16.18	6-01-20-110-101	B	Stationery, Forms	R	02/20/26	03/04/26		6057616309	N
	Vendor Total:	**$16.18**									
STAPL120		STAPLES ADVANTAGE									
26-00498	02/06/26	DMU SUPPLIES				B					
3 Final Payment		$60.29	6-09-55-502-899	B	Miscellaneous - Other	R	02/06/26	02/25/26		6056294686	N
	Vendor Total:	**$60.29**									
STAPL240		STAPLES ADVANTAGE									
26-00292	01/21/26	Records/PD supplies									
1 Records/PD supplies		$724.23	6-01-25-240-112	B	Office Supplies	R	01/21/26	03/05/26		6057690054	N
	Vendor Total:	**$724.23**									
T0155		T-MOBILE USA INC.									
26-00223	01/14/26	PD cell phone/mdt service				B					
3 Second Payment - Payment 2026		$889.90	6-01-25-240-128	B	WIRELESS TELECOMMUNICATIONS	R	01/14/26	03/04/26		979909996	N
	Vendor Total:	**$889.90**									
T0526		TACTICAL PUBLIC SAFETY LLC.									
26-00686	03/02/26	WHELEN VERTEX LED									
1 WHELEN VERTEX LED		$190.35	6-01-26-315-113	B	Other Supplies	R	03/02/26	03/02/26		260566	N
	Vendor Total:	**$190.35**									
T1355		TCTANJ									
26-00612	02/25/26	PILOT Webinar - Sharee S.									

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T1355	TCTANJ				*Account Continued*						
1 PILOT Webinar - Sharee S.		$50.00	6-01-20-145-104	B	Assoc Fee-Seminar-Training	R	02/25/26	02/25/26			N
	Vendor Total:	**$50.00**									
T1444	TECHNA-PRO ELECTRIC LLC.										
26-00131	01/08/26	TRAFFIC LIGHT MAINTENANCE				B					
4 Third Payment		$15,101.00	6-01-31-436-109	B	Maintenance of Other Equip	R	02/03/26	03/03/26		338060001	N
	Vendor Total:	**$15,101.00**									
T2432	THE WOUNDED HEALER INC.										
26-00135	01/08/26	TREATMENT SERVICES FOR 2026				B					
3 Second Payment - February 2026		$4,800.00	G-02-40-409-101	B	Opioid	R	01/08/26	03/04/26		342026	N
	Vendor Total:	**$4,800.00**									
T3469	TOCHI CONSULTING ENGINEERS										
24-02225	07/31/24	REVIEW ESCROW E1218RBRTRSENBRG				B					
3 REVIEW ESCROW E1218RBRTRSEN		$1,050.00	E-22-56-851-218	B	7766708027 E1218 ROBERT ROSENER	R	07/31/24	03/02/26		WTPB24-07-02	N
25-03255	10/27/25	REVIEW ESCROW E1262LINDAVIEWEG				B					
3 REVIEW ESCROW E1262LINDAVIEW		$420.00	E-22-56-851-262	B	7766935612 E1262 LINDA VIEWEG	R	10/27/25	03/02/26		WTPB2525-12-02	N
25-03272	10/30/25	REVIEW ESCROW E1263 TARONLEIDY				B					
3 REVIEW ESCROW E1263 TARONLEI		$315.00	E-22-56-851-263	B	7766935620 E1263 TARON LEIDY	R	10/30/25	03/02/26		WTPB25-11-02	N
25-03462	12/02/25	REVIEW ESCROW E1265SHECONSTRUC				B					
3 REVIEW ESCROW E1265SHECONST		$420.00	E-22-56-851-265	B	7766935646 E1265 SHE CONSTRUCTR		12/02/25	03/02/26		WTPB25-13-02	N
26-00445	02/03/26	REVIEW ESCROW E1269 MRAHN501SI				B					
3 REVIEW ESCROW E1269 MRAHN50		$1,102.50	E-22-56-851-269	B	7766935688 E 1269 MATTRAHN501SIR		02/03/26	03/02/26		WTPB26-01-02	N
26-00451	02/03/26	REVIEW ESCROW E937PETTINOSOLAR				B					
2 REVIEW ESCROW E937PETTINOSO		$525.00	E-22-56-850-937	B	7765214231 937 PETTINOS SOLAR, LR		02/03/26	03/02/26		WTPB25-10-04	N
	Vendor Total:	**$3,832.50**									
T4570	TransUnion RISK & ALTERNATIVE										
26-00148	01/08/26	CIU Invest Lookups				B					
3 #2 - February		$117.15	6-01-25-240-113	B	Other Supplies	R	01/08/26	03/03/26		334710-2026-02	N
	Vendor Total:	**$117.15**									
T4698	TREASURER STATE OF NEW JERSEY										
26-00685	03/02/26	LEAD HAZARD CONTROL FUND									
1 LEAD HAZARD CONTROL FUND		$380.00	6-01-98-830-112	B	REFUND OF REVENUE	R	03/02/26	03/02/26			N
	Vendor Total:	**$380.00**									

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T4698		TREASURER STATE OF NEW JERSEY				*Account Continued*							
T5701		TREASURER-ST OF NEW JERSEY											
26-00615	02/25/26	RADIOACTIVE MATERIAL											
1 RADIOACTIVE MATERIAL			$405.00	6-09-55-502-766	B	Fees & Permits		R	02/25/26	02/25/26		260002850	N
	Vendor Total:		**$405.00**										
U0465		U.S. BANK EQUIPMENT FINANCE											
26-00449	02/03/26	Copier Lease - Monthly					B						
5 Second Payment - February 2026			$1,648.85	6-01-31-430-127	B	Service & Maintenance Contracts		R	02/03/26	03/02/26		576206999	N
6 Second Payment - February 2026			$1,648.86	6-09-55-502-507	B	Maint.of Office Equipment		R	02/03/26	03/02/26		576206999	N
			$3,297.71										
	Vendor Total:		**$3,297.71**										
U1075		U.S. MUNICIPAL SUPPLY INC.											
26-00561	02/17/26	10 FOOT, FLAT BAR, DRAG CHAIN											
1 10 FOOT, FLAT BAR, DRAG CHAIN			$1,070.00	6-01-26-315-119	B	Vehicle Repairs & Maint		R	02/17/26	02/24/26		6236843	N
	Vendor Total:		**$1,070.00**										
U2002		US POSTAL SERVICE-STAMP FULFIL											
26-00668	02/27/26	DMU W/S BILLING											
1 DMU W/S BILLING			$7,500.00	6-09-55-502-799	B	Miscellaneous - Other		R	02/27/26	02/27/26			N
	Vendor Total:		**$7,500.00**										
U4101		UNITED RENTALS (N AMERICA) INC											
26-00015	01/08/26	SAFETY MISC SUPPLIES					B						
2 First Payment			$189.44	6-09-55-502-708	B	Purchase of Other Equipment		R	01/08/26	03/02/26		258150926-001	N
	Vendor Total:		**$189.44**										
V0100		V C I											
25-02498	08/15/25	Vehicle decals					B						
3 Second Payment			$1,994.50	C-04-55-962-101	B	PD SUV's		R	08/15/25	02/26/26		0023216-0023336	N
26-00018	01/08/26	GRAPHICS ON UNIT 3322											
1 GRAPHICS ON UNIT 3322			$375.00	6-01-26-315-119	B	Vehicle Repairs & Maint		R	01/08/26	02/25/26		0023337	N
	Vendor Total:		**$2,369.50**										
V0155		VAL U AUTO PARTS LLC.											
26-00046	01/08/26	DMU SUPPLIES											

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V0155	VAL U AUTO PARTS LLC.				*Account Continued*						
1 DMU SUPPLIES		$437.67	6-09-55-502-719	B	Vehicle Repair & Maintenance	R	01/08/26	03/02/26		49913	N
26-00082	01/08/26 PARTS FOR VEHICLE REPAIR					B					
4 Second Payment - February 2026		$4,992.57	6-01-26-315-119	B	Vehicle Repairs & Maint	R	01/08/26	03/02/26		49908	N
5 Second Payment - February 2026		$40.25	6-09-55-502-519	B	VEHICLE MAINTENANCE AND REPAIR	R	01/08/26	03/02/26		49908	N
		$5,032.82									
	Vendor Total:	**$5,470.49**									
V4992	VERIZON CONNECT FLEET USA										
26-00136	01/08/26 GPS in ADMIN side Veh					B					
5 Second Payment - February 2026		$1,365.39	6-01-31-430-127	B	Service & Maintenance Contracts	R	01/08/26	03/03/26		606000078984	N
6 Second Payment - February 2026		$186.19	6-09-55-502-599	B	Miscellaneous - Other	R	01/08/26	03/03/26		606000078984	N
		$1,551.58									
26-00149	01/08/26 PD GPS					B					
4 3rd Payment - March 2026		$1,690.70	6-01-25-240-128	B	WIRELESS TELECOMMUNICATIONS	R	01/08/26	03/03/26		382000078266	N
	Vendor Total:	**$3,242.28**									
V4997	VERIZON WIRELESS										
26-00653	02/27/26 WIRELESS SERVICE FOR JAN 2026										
1 ANIMAL CONTROL OFFICE		$137.56	6-01-27-340-128	B	Wireless Communications	R	02/27/26	02/27/26			N
2 ADMINISTRATION OFFICE		$103.71	6-01-20-100-128	B	WIRELESS TELECOMMUNITATION	R	02/27/26	02/27/26			N
3 CLERK'S OFFICE (BUS DRIVER)		$51.44	6-01-20-120-128	B	WIRELESS TELECOMMUNICAITON	R	02/27/26	02/27/26			N
4 CODE ENFORCEMENT OFFICE		$217.92	6-01-22-200-128	B	Wireless Communications	R	02/27/26	02/27/26			N
5 CONSTRUCTION OFFICE		$185.32	6-01-22-195-128	B	WIRELESS TELECOMMUNICATIONS	R	02/27/26	02/27/26			N
6 COURT OFFICE		$20.02	6-01-43-490-128	B	WIRELESS TELECOMMUNITATIONS	R	02/27/26	02/27/26			N
7 DEPARTMENT OF PUBLIC WORKS		$262.13	6-01-26-290-131	B	WIRELESS COMMUNICATIONS	R	02/27/26	02/27/26			N
8 MAYOR'S OFFICE		$51.44	6-01-20-110-199	B	Miscellaneous Expenses	R	02/27/26	02/27/26			N
9 MUNICIPAL UTILITIES		$647.06	6-09-55-502-528	B	WIRELESS COMMUNICATIONS	R	02/27/26	02/27/26			N
10 OFFICE OF EMERGENCY MANAGE		$46.41	6-01-25-252-128	B	WIRELESS TELECOMMUNICAIOTNS	R	02/27/26	02/27/26			N
11 PURCHASING DEPARTMENT		$52.27	6-01-20-101-128	B	Wireless Telecommunitation	R	02/27/26	02/27/26			N
		$1,775.28									
	Vendor Total:	**$1,775.28**									
W2222	WATERFORD FAMILY PRACTICE										
26-00643	02/26/26 Medical clearance										
1 Medical clearance		$250.00	6-01-25-240-136	B	Medical Exams	R	02/26/26	02/26/26		MEDICAL EXAMS	N

Vendor # / P.O. # / Item Description	Name / PO Date	Description / Amount	Charge Account	Acct Type	Contract / Description	PO Type / Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
W2222	WATERFORD FAMILY PRACTICE	*Account Continued*									
	Vendor Total:	**$250.00**									
W7600	WINSLOW RENTAL & SUPPLY										
26-00079	01/08/26	SUPPLIES FOR JAN-MAR 2026				B					
3 Second Payment - February 2026		$297.25	6-01-26-290-113	B	Other Supplies	R	01/08/26	03/03/26		2-602328/86/445	N
26-00344	01/23/26	PARTS AND RENTALS									
1 PARTS AND RENTALS		$118.10	6-09-55-502-708	B	Purchase of Other Equipment	R	01/23/26	03/03/26		2-602330/39/40	N
	Vendor Total:	**$415.35**									
W8600	WINSLOW TWP PD M. O'ROURKE										
26-00698	03/03/26	2026 Petty cash									
1 2026 Petty cash		$250.00	6-01-98-810-102	B	POLICE PETTY CASH BUDGET	R	03/03/26	03/03/26			N
	Vendor Total:	**$250.00**									

Total Purchase Orders: 163 Total P.O. Line Items: 193 Total List Amount: $7,280,745.29 Total Void Amount: $0.00

Totals by Year-Fund Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	5-01	$5,059.07	$0.00	$5,059.07	$0.00	$0.00	$5,059.07
WATER & SEWER OPERATING	5-09	$3,066.74	$0.00	$3,066.74	$0.00	$0.00	$3,066.74
	Year Total:	$8,125.81	$0.00	$8,125.81	$0.00	$0.00	$8,125.81
CURRENT FUND	6-01	$6,972,647.26	$0.00	$6,972,647.26	$0.00	$0.00	$6,972,647.26
WATER & SEWER OPERATING	6-09	$52,387.92	$0.00	$52,387.92	$0.00	$0.00	$52,387.92
	Year Total:	$7,025,035.18	$0.00	$7,025,035.18	$0.00	$0.00	$7,025,035.18
ANIMAL CONTROL TRUST	A-17	$493.20	$0.00	$493.20	$0.00	$0.00	$493.20
GENERAL CAPITAL BUDGET	C-04	$7,147.02	$0.00	$7,147.02	$0.00	$0.00	$7,147.02
RESERVE SITE PLAN REVIEW	E-22	$39,345.29	$0.00	$39,345.29	$0.00	$0.00	$39,345.29
GRANT FUND BUDGET	G-02	$7,050.00	$0.00	$7,050.00	$0.00	$0.00	$7,050.00
Tax Title Lein	Q-35	$147,918.59	$0.00	$147,918.59	$0.00	$0.00	$147,918.59
TRUST FUND OTHER	T-14	$459.00	$0.00	$459.00	$0.00	$0.00	$459.00
WATER & SEWER CAPITAL BU	W-08	$45,171.20	$0.00	$45,171.20	$0.00	$0.00	$45,171.20
Total Of All Funds:		$7,280,745.29	$0.00	$7,280,745.29	$0.00	$0.00	$7,280,745.29

Range of Checking Accts: ANIMAL CONTROL to WWT Range of Check Dates: 02/21/26 to 03/05/26
Report Type: All Checks Report Format: Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
PO #		Description				Contract
COAH TRUST	4430413586					
1134	02/24/26	H5310	HEYER GRUEL & ASSOCIATES PA			13866
25-02941		AFFORDABLE HOUSING CHALLENGE		67.50		
26-00555		Consulting Fees		3,660.00		
				3,727.50		
1135	02/24/26	P4380	The Platt Law Group P.C.			13866
26-00133		LEGAL SERVICES FOR 2026		721.50		

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	0	4,449.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	4,449.00	0.00

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
PO #		Description				Contract
CURRENT	4430413635					
71672	02/24/26	A0520	ACTION UNIFORM			13858
26-00472		Retirement badges/wallets		553.00		
71673	02/24/26	A0902	ADAMS TRACY			13858
26-00547		REFUND FOR RENTAL REGISTRATION		117.00		
71674	02/24/26	A5470	AUTOPROZ AUTO GLASS			13858
26-00431		WINDSHIELD F/ UNIT 3324 & 3375		670.00		
71675	02/24/26	B6190	BROWN & CONNERY LLP			13858
26-00085		LABOR MATTERS FOR 2026		2,739.62		
71676	02/24/26	C3763	CARR MAYA			13858
26-00578		REFUND 2026-1Q TAX OVERPAYMENT		1,599.16		
71677	02/24/26	C6120	CINTAS CORPORATION			13858
26-00052		SHOP TOWELS AND FENDER COVERS		951.56		
71678	02/24/26	C6340	CIVIC INITIATIVES LLC			13858
26-00491		TRAINING ON CONTRACT MODULE		1,625.90		
71679	02/24/26	C7295	COMCAST			13858
26-00095		CABLE FOR MAYORS OFFICE - 2026		66.09		
71680	02/24/26	C8180	COTALITY			13858
26-00571		REF. 2024-4Q OVERPAYMENT		1,734.41		
71681	02/24/26	C8406	COURIER POST			13858
26-00159		JANUARY/MARCH 2026 - LEGAL ADS		1,142.25		
71682	02/24/26	C8788	CROSSING GUARD SERVICES LLC			13858
26-00222		Crossing Guards		1,808.46		

Check #	Check Date	Vendor		Reconciled/Void	Ref Num
PO #	Description		Amount Paid		Contract
CURRENT	4430413635		Continued		
71683	02/24/26	F0900	FAZZIO JOSEPH INC.		13858
26-00034	SUPPLIES FOR MAINTENANCE		367.54		
71684	02/24/26	F1108	FERRETT PRINTING INC.		13858
26-00269	ANIMAL LIC.PAPER & LETTERHEAD		576.00		
26-00486	Recruitment/CrashDocs		328.00		
26-00548	JACKIE LEE - BUSINESS CARDS		75.00		
			979.00		
71685	02/24/26	G3434	GENERAL CODE LLC		13858
25-02550	2025 CODIFICATION-JULY/DECEMBE		1,505.00		
71686	02/24/26	G5480	GOLDSTEIN KIMBERLY		13858
26-00493	CART Captioning Services		300.00		
71687	02/24/26	G8040	GRASSO SHIRLEY ESQ.		13858
26-00566	PB LEGAL GENERAL		1,757.50		
71688	02/24/26	G8305	GREENE RYAN		13858
26-00582	REF. TOTALLY DISABLED VETERAN		591.10		
71689	02/24/26	H3040	HANSON AGGREGATES PA INC		13858
26-00367	150 TON SAND		2,553.28		
71690	02/24/26	H5310	HEYER GRUEL & ASSOCIATES PA		13858
25-03045	MASTER PLAN- PHASE 1		1,485.00		
71691	02/24/26	J6601	JOHNSON & TOWERS		13858
26-00510	DEF FLUIDS FOR TRUCKS		185.00		
71692	02/24/26	K2832	KEYSTONE PRECISION INSTRUMENTS		13858
26-00469	HSU Laser license renewal		537.26		
71693	02/24/26	K2860	K. HOVNANIAN VILLAGES		13858
26-00580	REF. 2026-3Q TAX OVERPAYMENT		425.70		
71694	02/24/26	L3801	LAWSON PRODUCTS INC.		13858
26-00559	SUPPLIES F/ MAINTENANCE GARAGE		106.17		
71695	02/24/26	L6745	LILLISTON ENTERPRISES INC.		13858
26-00064	REPAIR PARTS-JAN,FEB,MAR 2026		881.79		
71696	02/24/26	L7995	LORCO PETROLEUM SERVICES		13858
26-00522	PARTS WASHER & OIL FILTER SVCS		749.00		
71697	02/24/26	M0665	MAJESTIC OIL CO. INC.		13858
26-00145	REGULAR UNLEADED GASOLINE		12,763.14		
71698	02/24/26	M4780	MATTLEMAN WEINROTH & MILLER		13858
26-00492	LEGAL SERVICES - D R HORTON		3,302.25		

Check #	Check Date	Vendor		Reconciled/Void	Ref Num
PO #	Description		Amount Paid		Contract
CURRENT	4430413635		Continued		
71699	02/24/26	M4968	MILLENNIUM STRATEGIES LLC.		13858
26-00264	Yearly Grant Consult Services		2,275.00		
71700	02/24/26	M5950	MONE DAVID		13858
26-00585	REF. TOTALLY DISABLED VETERAN		809.29		
71701	02/24/26	M7225	MUNICIPAL CLERKS ASSOC. OF CC		13858
26-00575	2026 DUES FOR CAMDEN COUNTY		200.00		
71702	02/24/26	N0990	NASH PEREZ LLC.		13858
26-00557	General Legal - 1/2/3 - 2026		629.00		
71703	02/24/26	N3080	NJ ADVANCE MEDIA		13858
26-00568	SOLID & RECYCLABE - BID #2		133.82		
71704	02/24/26	N3150	NJ ASSOC OF PLANNING & ZONING		13858
26-00545	MEMBERSHIP- C MEZZATESTA		360.00		
71705	02/24/26	N9350	NWAUWA CHINEDU		13858
26-00586	REF. TOTALLY DISABLED VETERAN		3,728.36		
71706	02/24/26	O5560	OMNI RECYCLING LLC.		13858
26-00499	S/S DISPOSAL FOR JAN-MAR 2026		25,196.14		
71707	02/24/26	O7500	ORIENTAL TRADING COM INC.		13858
26-00569	Items for Egg Hunt		50.41		
71708	02/24/26	P1960	PAUL'S CUSTOM AWARDS		13858
26-00397	Retirement Plaque		310.00		
71709	02/24/26	P4380	The Platt Law Group P.C.		13858
26-00133	LEGAL SERVICES FOR 2026		12,608.10		
26-00504	N&SV MHC,LLC - JANUARY 2026		1,350.50		
26-00505	Neiss v. Winslow Township		3,256.89		
26-00507	LABOR MATTERS - JANUARY 2026		444.00		
			17,659.49		
71710	02/24/26	P5295	POLLACK JASON Esq.		13858
26-00503	Conflict PD for Court		700.00		
71711	02/24/26	R0196	R.P.C. DRIVELINE SERVICE LLC		13858
26-00544	DRIVESHAFT FOR VEHICLE NO 3353		1,009.00		
71712	02/24/26	R0650	R & W LOCK		13858
26-00440	DOOR CLOSURE BSMT & HALL DOOR		436.00		
71713	02/24/26	R3703	RELIANCE STANDARD LIFE INS. CO		13858
26-00595	Coverage For Policy GL144972		7,747.75		
71714	02/24/26	R5902	ROBINSON SENNIE		13858
26-00552	REFUND OF ZONING FEES		530.00		

Check #	Check Date	Vendor		Reconciled/Void	Ref Num
PO #	Description		Amount Paid		Contract
CURRENT	4430413635		Continued		
71715	02/24/26	S1810	SAULNIER TIMOTHY		13858
26-00584	REF. TOTALLY DISABLED VETERAN		1,232.50		
71716	02/24/26	S3200	SCUCS		13858
26-00546	2026 TRANSPORTATION SERVICES		4,500.00		
71717	02/24/26	S4598	SITE ONE LANDSCAPE SUPPLY		13858
26-00283	ICE MELT		651.36		
71718	02/24/26	S4717	SMITH ORCHARDS		13858
26-00400	VEGETATIVE WASTE-JANUARY 2026		7,350.00		
71719	02/24/26	STAPL100	STAPLES ADVANTAGE		13858
26-00572	Cups for Egg Hunt		74.04		
71720	02/24/26	STAPL180	STAPLES ADVANTAGE		13858
26-00563	Office Supplies		98.99		
71721	02/24/26	T1228	TARGET SOLUTIONS LEARNING LLC.		13858
26-00471	Guardian Tracking		222.32		
71722	02/24/26	T1444	TECHNA-PRO ELECTRIC LLC.		13858
26-00131	TRAFFIC LIGHT MAINTENANCE		90.00		
71723	02/24/26	T1898	THE HAMMONTON GAZETTE		13858
26-00462	PB REORG ADS		134.40		
26-00465	JANUARY 2026 LEGAL ADS		129.24		
			263.64		
71724	02/24/26	V2929	VAN AIR & HYDRAULICS Inc.		13858
26-00360	HYDRAULIC PARTS		2,188.24		
71725	02/24/26	V3500	VECTOR SECURITY INC.		13858
26-00570	NEW RECEIVERS F/ PANIC BUTTONS		382.00		
71726	02/24/26	W0535	WALTER R. EARLE - BURLINGTON		13858
26-00209	EZ STREET COLD PATCH BAGS		1,512.00		
71727	02/24/26	W3232	WEATHERWORKS CONSULTING METEOR		13858
26-00576	YEAR ROUND FORECAST		521.63		
71728	02/24/26	W4100	WEST JERSEY AIR CONDITIONING		13858
26-00144	HVAC REPAIR - JAN,FEB,MAR 2026		1,977.50		

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	57	0	124,334.66	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	57	0	124,334.66	0.00

Check #	Check Date	Vendor		Reconciled/Void	Ref Num
PO #	Description		Amount Paid		Contract
DEVELOPERS ESCR 4308907215					
2046	02/24/26	C6000	CHURCHILL P.C. CONSULTING ENG.		13861
26-00450	REVIEW ESCROW E1260 HADDY ENER		1,155.00		
2047	02/24/26	G8040	GRASSO SHIRLEY ESQ.		13861
26-00280	REVIEW ESCROW E1237 REDEVELOPM		1,332.00		
2048	02/24/26	H5310	HEYER GRUEL & ASSOCIATES PA		13861
25-03139	REDEVELOPMENT ESCROW E1237		101.25		
26-00348	REVIEW ESCROW E 1267 MULTANI		87.50		
			188.75		
2049	02/24/26	N0990	NASH PEREZ LLC.		13861
26-00551	REVIEW ESCROW E1185 NEXTLEVEL		1,091.50		
2050	02/24/26	P4380	The Platt Law Group P.C.		13861
24-02961	REVIEW ESCROW E913 RANDEVCO		37.00		
25-03389	REVIEW ESCROW E1237 SCS REALTY		647.58		
26-00488	REVIEW ESCROW CCU PHASE 5		70.50		
			755.08		
2051	02/24/26	R3800	REMINGTON & VERNICK ENGINEERS		13861
25-02048	INSPECTION ESCROW E1251CAROLLO		175.00		
25-03049	INSPECTION ESCROW E1228 JEFFME		9,320.00		
25-03145	INSPECTION ESCROW E1189VBREALY		570.00		
25-03369	REVIEW ESCROW E1264 SAFSTOR		350.00		
26-00284	INSPECTION ESCROW E906TUTORPER		350.00		
26-00285	INSPECTION ESCROW E1150 KHOV		842.50		
			11,607.50		
2052	02/24/26	T3469	TOCHI CONSULTING ENGINEERS		13861
26-00445	REVIEW ESCROW E1269 MRAHN501SI		630.00		

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	7	0	16,759.83	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	7	0	16,759.83	0.00

FEDERAL SHARE 4430413685					
461	02/24/26	A5093	ATLANTIC TACTICAL INC.		13862
25-03496	TQP Holster bracket		3,915.00		
26-00071	Taser holster acc.		4,941.25		
			8,856.25		
462	02/24/26	W7000	WINNER FORD		13862
26-00476	MDC Laptop Docks		5,595.20		

Check #	Check Date	Vendor		Reconciled/Void	Ref Num
PO #	Description		Amount Paid		Contract

FEDERAL SHARE 4430413685 Continued

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	0	14,451.45	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	14,451.45	0.00

GENERAL CAPITAL 4430413718

2471	02/24/26	C0084	CME ASSOCIATES		13860
25-02824	HVAC EVALUATION - Mun Bldg			6,440.50	
2472	02/24/26	R3800	REMINGTON & VERNICK ENGINEERS		13860
25-02230	PROVIDE MS4 NJDEP PHASE 1 REP			540.00	
25-02231	PROVIDE SURVEYING GIS AS BUILT			2,750.00	
25-02551	GIS WEB HOSTING SERVICES 2025			750.00	
				4,040.00	

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	0	10,480.50	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	10,480.50	0.00

GRANT 4430414493

1591	02/24/26	B5530	BOY SCOUTS OF AMERICA #251		13863
26-00511	BAIRDMORE AVENUE ROAD CLEANUPS			500.00	
1592	02/24/26	C8958	CUB SCOUT PACK 251		13863
26-00512	SICKLER AVENUE ROAD CLEANUPS			500.00	
1593	02/24/26	T2432	THE WOUNDED HEALER INC.		13863
26-00135	TREATMENT SERVICES FOR 2026			4,800.00	

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	3	0	5,800.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	3	0	5,800.00	0.00

PAYROLL AGENCY 4430413924

13572	02/26/26	C9280	CWA LOCAL 1014		13870
26-00625	26-05 02.27.26 CWA monthly			3,193.10	
13573	02/26/26	F3100	FRATERNAL ORDER OF POLICE		13870
26-00626	26-05 02.27.26 FOP monthly			1,679.07	
13574	02/26/26	P5180	POLICEMEN'S BENEVOLENCE ASSOC.		13870
26-00629	26-05 02.27.26 PBA			1,160.00	
13575	02/26/26	S9070	SUPERIOR OFFICERS ASSOCIATION		13870
26-00627	26-05 02.27.26 SOA monthly			600.00	
13576	02/26/26	W8575	WINSLOW TWP.POLICE ASSOCIATION		13870
26-00628	26-05 02.27.26 WTPA monthly			990.00	

Check #	Check Date	Vendor		Reconciled/Void	Ref Num
PO #	Description		Amount Paid		Contract

PAYROLL AGENCY 4430413924 Continued

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	5	0	7,622.17	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	5	0	7,622.17	0.00

TRUST OTHER 4430414071

1565	02/24/26	C4505	CEDAR BROOK ANIMAL HOSPITAL		13865
26-00490	K9 Kimber			243.78	
1566	02/24/26	L7450	LOMANNO GARY ESQ.		13865
26-00206	CONTRACTED SERVICES JAN-MARCH			2,708.33	

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	0	2,952.11	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	2,952.11	0.00

TTL 4430414378

23306	02/24/26	A2930	AMERICAN TAX LIEN FUND LLC		13864
26-00573	LIEN REDEMPTIONS			8,874.75	
23307	02/24/26	Z1990	ZION INVESTMENT GROUP		13864
26-00558	LIEN REDEMPTION #23-00508			376.54	

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	0	9,251.29	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	9,251.29	0.00

UTILITY CAPITAL 4430414146

1659	02/24/26	R3800	REMINGTON & VERNICK ENGINEERS		13867
25-02227	MGMT. Sanitary Sewer Lining			5,481.00	
25-02826	Eng Svs Hampton Place Odor			1,680.00	
25-03588	Well No 7 Pump Upgrades			16,148.00	
				23,309.00	

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	23,309.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	23,309.00	0.00

UTILITY OPERATN 4430414203

19493	02/24/26	A5475	AUTOZONE NORTHEAST LLC		13859
26-00059	DMU MISC SUPPLIES			165.23	
19494	02/24/26	C6394	CLARKE VERON		13859
26-00579	REF. UTILITY OVERPAYMENT			1,000.00	

Check #	Check Date	Vendor		Reconciled/Void	Ref Num
PO #	Description		Amount Paid		Contract
UTILITY OPERATN 4430414203			Continued		
19495	02/24/26	C8420	COYNE CHEMICAL		13859
25-03192	WELL CHEMICAL CP-767L		2,347.91		
19496	02/24/26	F0900	FAZZIO JOSEPH INC.		13859
26-00032	DMU SUPPLIES		1,016.48		
19497	02/24/26	G3670	GENSERVE INC.		13859
26-00375	SUSAN LANE PUMP STATION		1,089.89		
19498	02/24/26	L8800	LOWE'S COMPANIES INC.		13859
26-00354	COLD PATCH ASPHALT		94.90		
19499	02/24/26	M4968	MILLENNIUM STRATEGIES LLC.		13859
26-00264	Yearly Grant Consult Services		1,225.00		
19500	02/24/26	N8405	NEW RESOURCES GROUP INC.		13859
26-00475	LEAK DETECTING STRIPS		524.99		
19501	02/24/26	P4380	The Platt Law Group P.C.		13859
26-00506	UTILITY MATTERS - JANUARY 2026		758.50		
19502	02/24/26	R3703	RELIANCE STANDARD LIFE INS. CO		13859
26-00595	Coverage For Policy GL144972		3,320.47		
19503	02/24/26	R3800	REMINGTON & VERNICK ENGINEERS		13859
26-00127	WATER SERVICE FOR 2026		6,480.00		
26-00128	SEWER SERVICE FOR 2026		5,215.00		
			11,695.00		
19504	02/24/26	SOUTH060	SOUTH JERSEY GAS COMPANY		13859
26-00315	ACCT#5373920000-JAN,FEB,MAR 26		324.63		
19505	02/24/26	SOUTH107	SOUTH JERSEY GAS COMPANY		13859
26-00316	ACCT#1939428345-JAN,FEB,MAR 26		129.99		
19506	02/24/26	SOUTH108	SOUTH JERSEY GAS COMPANY		13859
26-00317	ACCT#0899380089-JAN,FEB,MAR 26		131.83		
19507	02/24/26	STAPL120	STAPLES ADVANTAGE		13859
26-00498	DMU SUPPLIES		253.86		
19508	02/24/26	T2901	THRIFTY PAYLESS INC.		13859
26-00581	REF. UTILITY OVERPAYMENT		282.89		
19509	02/24/26	W3232	WEATHERWORKS CONSULTING METEOR		13859
26-00576	YEAR ROUND FORECAST		280.87		
19510	02/24/26	W4100	WEST JERSEY AIR CONDITIONING		13859
26-00144	HVAC REPAIR - JAN,FEB,MAR 2026		847.50		
19511	02/24/26	W7600	WINSLOW RENTAL & SUPPLY		13859
26-00470	MARKOUT PAINT		1,311.00		

Check #	Check Date	Vendor		Reconciled/Void	Ref Num
PO #	Description		Amount Paid		Contract

UTILITY OPERATN 4430414203 Continued

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	19	0	26,800.94	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	19	0	26,800.94	0.00

WIRES	WIRES				
262602	02/25/26	T9000	TWP. OF WINSLOW PAYROLL ACCT		13868
26-00623 pay 27-05 02.27.26				798,763.86	
260240	02/26/26	E1010	EFTPS - ELECTRONIC FEDERAL TAX		13869
26-00630 26-05 02.27.26 fwt				67,006.94	
260241	02/26/26	E1010	EFTPS - ELECTRONIC FEDERAL TAX		13869
26-00631 26-05 02.27.26 fica/medi				106,444.47	
260242	02/26/26	N6075	STATE OF NEW JERSEY		13869
26-00632 26-05 02.2726 state of nj				31,332.98	
260243	02/26/26	N4100	STATE OF NEW JERSEY NJ-927W		13869
26-00633 26-05 02.2726 sui/fli				4,878.36	
260244	02/26/26	C9278	CWA-COPE PCC		13869
26-00634 26-05 02.27.26 cwa pol cont				7.00	
260245	02/26/26	W8000	WINSLOW TWP GENERAL ACCT.		13869
26-00635 26-05 02.27.26 benefits				50,887.34	
260246	02/26/26	M4020	MetLife		13869
26-00636 26-05 02.27.26 metlife				1,740.00	
260247	02/26/26	V2600	VALIC		13869
26-00637 26-05 02.27.26 valic				13,118.00	
260248	02/26/26	W8000	WINSLOW TWP GENERAL ACCT.		13869
26-00638 26-05 02.27.26 hcfsa				1,776.90	
260249	02/26/26	N6020	NJ FAMILY SUPPORT PAYMENT CTR		13869
26-00639 26-05 02.27.26 nj fam supp				2,111.46	
260250	02/26/26	B4991	BOSCO FRANK		13869
26-00640 26-05 02.27.26 wage exec				166.32	
262702	02/26/26	B4550	WINSLOW TWP. FIRE DISTRICT		13871
26-00641 1/2 OF 1ST QTR FIRE TAX 2026				1,036,661.90	
262802	02/27/26	A0990	AETNA		13872
26-00649 Medicare Supplement 03.2026				31,700.00	
262902	02/27/26	A3034	AMERIHEALTH ADMINISTRATORS INC		13873
26-00650 Claims Only 02.23.26				72,865.54	

Check #	Check Date	Vendor		Reconciled/Void	Ref Num
PO #	Description		Amount Paid		Contract
WIRES	WIRES	Continued			
263002	02/27/26	R8885	RX BENEFITS INC.		13874
26-00651	CLAIMS & PROCESSING 02.20.26		62,663.87		
263102	02/27/26	U4002	UNITED CONCORDIA COMPANIES INC		13875
26-00652	Claims Only 02.23.26		3,929.07		
260403	03/04/26	F2405	FLEX FACTS		13876
26-00700	Monthly Service Fee 02.2026		91.00		

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	18	0	2,286,145.01	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	18	0	2,286,145.01	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	120	0	2,532,355.96	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	120	0	2,532,355.96	0.00

Totals by Year-Fund

Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	5-01	2,990.00	0.00	0.00	2,990.00
WATER & SEWER OPERATING BUDGET	5-09	2,347.91	0.00	0.00	2,347.91
Year Total:		5,337.91	0.00	0.00	5,337.91
CURRENT FUND	6-01	1,970,553.76	0.00	0.00	1,970,553.76
WATER & SEWER OPERATING BUDGET	6-09	159,815.33	0.00	0.00	159,815.33
Year Total:		2,130,369.09	0.00	0.00	2,130,369.09
GENERAL CAPITAL BUDGET	C-04	10,480.50	0.00	0.00	10,480.50
RESERVE SITE PLAN REVIEW	E-22	16,759.83	0.00	0.00	16,759.83
FEDERAL SHARED REVENUE - DEA	F-15	14,451.45	0.00	0.00	14,451.45
GRANT FUND BUDGET	G-02	5,800.00	0.00	0.00	5,800.00
RES. PAYROLL EXPENDITURES	P-18	287,091.94	0.00	0.00	287,091.94
Tax Title Lein	Q-35	9,251.29	0.00	0.00	9,251.29
TRUST FUND OTHER	T-14	25,055.95	0.00	0.00	25,055.95
COHA TRUST	V-36	4,449.00	0.00	0.00	4,449.00
WATER & SEWER CAPITAL BUDGET	W-08	23,309.00	0.00	0.00	23,309.00
Total Of All Funds:		2,532,355.96	0.00	0.00	2,532,355.96

TOWNSHIP OF WINSLOW, NEW JERSEY

ORDINANCE OF THE TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN, AND STATE OF NEW JERSEY, AMENDING ARTICLE I, CHAPTER 296-7B. "DEFINITIONS" TO REDEFINE THE TERM "INSTITUTIONAL USE" AND ESTABLISH THE TERMS "RESIDENTIAL TREATMENT FACILITIES", "BEHAVIORAL HEALTH FACILITY" AND "HARM REDUCTION CENTER" AND AMENDING AND ESTABLISHING ARTICLE VII-A, CHAPTER 296-32 TO AUTHORIZE "RESIDENTIAL TREATMENT FACILITIES" AS A CONDITIONAL USE IN THE PC-2 MAJOR COMMERCIAL DISTRICT WITHIN PINELANDS AREAS OF THE WINSLOW TOWNSHIP CODE

WHEREAS, the Mayor and Township Committee of the Township of Winslow, County of Camden, and State of New Jersey (the "Township"), desires to update and amend the Township Code, more specifically the refine the broad definition of the term "Institutional Use" to ensure use compatibility within its zoning districts and to establish the definition of "Residential Treatment Centers" for purposes of regulating same as a Conditional Use; and

WHEREAS, such land use zoning ordinance amendments have been referred to the Planning Board of Winslow Township for review and recommendations, pursuant to *N.J.S.A.* 40:55D-26, and have been found to be substantially consistent with the Winslow Township Master Plan;

NOW THEREFORE, BE IT ORDAINED by the Mayor and Township Committee of Township of Winslow, County of Camden and State of New Jersey that:

Section 1. Article I, Chapter 296-7B "Definitions" shall redefine the term "Institutional Use" for zoning within Pinelands Areas as follows:

> **INSTITUTIONAL USE**
>
> Means any land used for the following public and private purposes: educational facilities, including universities, colleges, elementary and secondary and vocational schools, kindergartens and nurseries; cultural facilities such as libraries, galleries, museums, concert halls, theaters and the like; churches; cemeteries; public office

buildings; hospitals, including such educational, clinical, research and convalescent facilities as are integral to the operation of the hospital; nursing homes; law enforcement facilities; and military facilities. For purposes of this chapter, institutional use shall not include medical offices which are not associated with hospitals, nor shall it include assisted living facilities.

Section 2. Article I, Chapter 296-7B "Definitions" shall be amended and supplemented to define the terms "Residential Treatment Facilities" for zoning within Pinelands Areas as follows:

RESIDENTIAL TREATMENT FACILITIES

A facility and the lands thereon providing short- or long-term treatment of psychiatric disorders, treatment or therapy for alcohol or drug addiction, which may either be an in-patient treatment clinic providing care, meals and overnight lodging, or an outpatient clinic, where treatment is provided but meals and overnight lodging are not provided.

BEHAVIORAL HEALTH FACILTY

Any facility which provides counseling and/or therapeutic programs for persons having mental health issues. For purposes of this Chapter, a Behavioral Health Counseling or Treatment Center shall be out-patient only, providing no food or shelter as part of the regular regimen of treatment or care. For purposes of this Chapter, the office of a licensed psychologist, clinical therapist, or marriage and family therapist, behavioral therapist, or licensed professional counselor shall be considered a behavioral health counseling or treatment center, while an office providing services or treatment for substance abuse or addiction shall not be considered a behavioral health counseling or treatment center.

HARM REDUCTION CENTER

An entity that this registered with the New Jersey Department of Health to provide authorized harm reduction services in accordance with the Bloodborne Disease Harm Reduction Act (N.J.S.A. 26:5C- 25 through 31), which may include services for injection drug users such as education on safer use of illegal or controlled substances, access to life-saving medication, drug safety testing equipment and supplies, drug addiction treatment resources or counseling, or similar programs.

Section 3. Article VII-A, is hereby amended and supplemented to establish Chapter 296-32, authorizing "Residential Treatment Facilities" as a conditional use in the PC-2 Major Commercial District as follows:

296-32 Residential Treatment Facilities – Conditional Use

Residential Treatment Facilities, including a Behavioral Health Facility and Harm Reduction Center, are authorized as a Conditional Use, subject to the following conditions:

A) Applicant shall demonstrate possession of requisite State licensure to provide services for the particular type of residential treatment facility.

B) Subject property shall have road frontage and ingress/egress on State Highway Route 73 with a level of service of "D" or better from ingress/egress to the site as demonstrated by a traffic study prepared by a New Jersey licensed qualified traffic engineer.

C) Site plan review and approval by the Township Planning Board shall be required.

D) Subject property shall be located a minimum distance of 1,000 feet from any school or day care facility.

E) Any outpatient or inpatient residential treatment facility shall provide sufficient on-site parking to accommodate the maximum number of patients that can be treated at one time, as well as all medical professionals, employees and staff working on the premises.

F) Visiting and out-patient services shall be permitted only between 8 AM and 8 PM.

G) A minimum of one loading space shall be required for deliveries.

H) No more than 50 beds shall be permitted for an impatient facility.

I) Applicant shall provide fencing and adequate lighting in the rear- and side-yards if the adjoining property is zoned or occupied for residential use.

Section 4. It is hereby found and determined that this Land Use Zoning Amendment Ordinance conforms to the Master Plan of the Township of Winslow.

Section 5. This Ordinance shall take effect upon final passage and publication in accordance with law.

INTRODUCED: February 24, 2026

ADOPTED:

_____
MARIE D. LAWRENCE,
MAYOR

_____
LISA DORITY, RMC
TOWNSHIP CLERK

Certified to be a true copy of an Ordinance adopted by the Mayor and Township Committee of the Township of Winslow at a regularly scheduled meeting on **March 10, 2026** at the Winslow Township Municipal Building.

_____
Lisa Dority, RMC
Municipal Clerk

Date:_____

T:\Lisa\ORDINANCES\ORDINANCE Redefining Term Institutional Use in Pinelands Areas final.docx

Office of
PLANNING & ZONING
The Mayor Dominic Maiese Municipal Complex

125 S. Route 73
Braddock, NJ 08037
Tel: (609) 567-0700
Fax: (609) 567-9344

TO: Lisa Dority, RMC

From: Christy Mezzatesta, Planning Board Secretary

Subject: ORDINANCE OF THE TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN, AND STATE OF NEW JERSEY, AMENDING ARTICLE I, CHAPTER 296-7B. "DEFINITIONS" TO REDEFINE THE TERM "INSTITUTIONAL USE" AND ESTABLISH THE TERMS "RESIDENTIAL TREATMENT FACILITIES", "BEHAVIORAL HEALTH FACILITY" AND "HARM REDUCTION CENTER" AND AMENDING AND ESTABLISHING ARTICLE VII-A, CHAPTER 296-32 TO AUTHORIZE "RESIDENTIAL TREATMENT FACILITIES" AS A CONDITIONAL USE IN THE PC-2 MAJOR COMMERCIAL DISTRICT WITHIN PINELANDS AREAS OF THE WINSLOW TOWNSHIP CODE

Date: February 27th, 2026

Please be advised at February 26th, 2026, Planning Board meeting the above matter was reviewed. The proposed changes were found to be consistent with the Master Plan and the Planning Board recommends for adoption by the Governing Body.

Thank you, Christy

TOWNSHIP OF WINSLOW, NEW JERSEY

ORDINANCE OF THE TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN, AND STATE OF NEW JERSEY, AMENDING ARTICLE II, CHAPTER 294-10. "DEFINITIONS" TO REDEFINE THE TERM "INSTITUTIONAL USE" AND ESTABLISH THE TERMS "RESIDENTIAL TREATMENT FACILITIES", "BEHAVIORAL HEALTH FACILITY" AND "HARM REDUCTION CENTER" AND AMENDING AND SUPPLEMENTING ARTICLE I, CHAPTER 294-8.2 TO AUTHORIZE "RESIDENTIAL TREATMENT FACILITIES" AS A CONDITIONAL USE IN THE CM, MAJOR COMMERCIAL DISTRICT WITHIN NON-PINELANDS AREAS OF THE WINSLOW TOWNSHIP CODE

WHEREAS, the Mayor and Township Committee of the Township of Winslow, County of Camden, and State of New Jersey (the "Township"), desires to update and amend the Township Code, more specifically the refine the broad definition of the term "Institutional Use" to ensure use compatibility within its zoning districts and to establish the definition of "Residential Treatment Centers" for purposes of regulating same as a Conditional Use; and

WHEREAS, such land use zoning ordinance amendments have been referred to the Planning Board of Winslow Township for review and recommendations, pursuant to *N.J.S.A.* 40:55D-26, and have been found to be substantially consistent with the Winslow Township Master Plan;

NOW THEREFORE, BE IT ORDAINED by the Mayor and Township Committee of Township of Winslow, County of Camden and State of New Jersey that:

Section 1. Article II, Chapter 294-10 "Definitions" shall redefine the term "Institutional Use" for zoning within Non-Pinelands Areas as follows:

> **INSTITUTIONAL USE**
>
> Means any land used for the following public, private and/or non-profit purposes: educational facilities, including universities, colleges, elementary and secondary and vocational schools, kindergartens and nurseries; cultural facilities such as libraries, galleries, museums, concert halls, theaters and performing art centers or similar venues devoted to cultural displays; houses of worship and emergency shelters;

cemeteries; government office buildings; medical facilities such as urgent care treatment centers or hospitals, including such educational, clinical, research, rehabilitative and convalescent facilities as are integral to the operation of the hospital; nursing homes and/or skilled nursing facilities providing 24-hour care and supervision; law enforcement facilities; and military facilities. For purposes of this chapter, institutional use shall not include medical offices which are not associated with hospitals, nor shall it include assisted living facilities.

Section 2. Article II, Chapter 294-10 "Definitions" shall be amended and supplemented to define the terms "Residential Treatment Facilities" for zoning within Non-Pinelands Areas as follows:

RESIDENTIAL TREATMENT FACILITIES

A facility and the lands thereon providing short- or long-term treatment of psychiatric disorders, treatment or therapy for alcohol or drug addiction, which may either be an in-patient treatment clinic providing care, meals and overnight lodging, or an outpatient clinic, where treatment is provided but meals and overnight lodging are not provided.

BEHAVIORAL HEALTH FACILTY

Any facility which provides counseling and/or therapeutic programs for persons having mental health issues. For purposes of this Chapter, a Behavioral Health Counseling or Treatment Center shall be out-patient only, providing no food or shelter as part of the regular regimen of treatment or care. For purposes of this Chapter, the office of a licensed psychologist, clinical therapist, or marriage and family therapist, behavioral therapist, or licensed professional counselor shall be considered a behavioral health counseling or treatment center, while an office providing services or treatment for substance abuse or addiction shall not be considered a behavioral health counseling or treatment center.

HARM REDUCTION CENTER

An entity that this registered with the New Jersey Department of Health to provide authorized harm reduction services in accordance with the Bloodborne Disease Harm Reduction Act (N.J.S.A. 26:5C- 25 through 31), which may include services for injection drug users such as education on safer use of illegal or controlled substances, access to life-saving medication, drug safety testing equipment and supplies, drug addiction treatment resources or counseling, or similar programs.

Section 3. Article I, Chapter 294-8.2 “Conditional Uses” is amended and supplemented, authorizing “Residential Treatment Facilities” as a conditional use in the CM, Major Commercial District under Chapter 294-8.2.D. as follows:

294-8.2 Conditional Uses

A through C……[No Change].

D. Residential Treatment Facilities, including a Behavioral Health Facility and Harm Reduction Center, are authorized as a Conditional Use, subject to the following conditions:

(1) Applicant shall demonstrate possession of requisite State licensure to provide services for the particular type of residential treatment facility.

(2) Subject property shall have a proposed ingress/egress with a level of service of “D” or better to the site as demonstrated by a traffic study prepared by a New Jersey licensed qualified traffic engineer.

(3) Site plan review and approval by the Township Planning Board shall be required.

(4) Subject property shall be located a minimum distance of 1,000 feet from any school or day care facility.

(5) Any outpatient or inpatient residential treatment facility shall provide sufficient on-site parking to accommodate the maximum number of patients or clients that can be treated at one time, as well as all medical professionals, visiting professionals or consultants, employees and staff working on the premises.

(6) Visiting and out-patient services shall be permitted only between 8 AM and 8 PM.

(7) A minimum of one loading space shall be required for deliveries.

(8) Applicant shall provide fencing and adequate lighting in the rear- and side-yards if the adjoining property is zoned or occupied for residential use.

(9) No more than 50 beds shall be permitted for an inpatient facility.

Section 4. It is hereby found and determined that this Land Use Zoning Amendment Ordinance conforms to the Master Plan of the Township of Winslow.

Section 5. This Ordinance shall take effect upon final passage and publication in accordance with law.

INTRODUCED: February 24, 2026

ADOPTED:

_____
MARIE D. LAWRENCE,
MAYOR

_____
LISA DORITY, RMC
TOWNSHIP CLERK

Certified to be a true copy of an Ordinance adopted by the Mayor and Township Committee of the Township of Winslow at a regularly scheduled meeting on **March 10, 2026** at the Winslow Township Municipal Building.

_____
Lisa Dority, RMC
Municipal Clerk

Date:_____

T:\Lisa\ORDINANCES\Winslow Residential Treatment Ordinance for Non-Pinelands Areas.docx

Township of Winslow

Office of
PLANNING & ZONING
The Mayor Dominic Maiese Municipal Complex

125 S. Route 73
Braddock, NJ 08037
Tel: (609) 567-0700
Fax: (609) 567-9344

To: Lisa Dority, RMC

From: Christy Mezzatesta, Planning Board Secretary

Subject: ORDINANCE OF THE TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN, AND STATE OF NEW JERSEY, AMENDING ARTICLE II, CHAPTER 294-10. "DEFINITIONS" TO REDEFINE THE TERM "INSTITUTIONAL USE" AND ESTABLISH THE TERMS "RESIDENTIAL TREATMENT FACILITIES", "BEHAVIORAL HEALTH FACILITY" AND "HARM REDUCTION CENTER" AND AMENDING AND SUPPLEMENTING ARTICLE I, CHAPTER 294-8.2 TO AUTHORIZE "RESIDENTIAL TREATMENT FACILITIES" AS A CONDITIONAL USE IN THE CM, MAJOR COMMERCIAL DISTRICT WITHIN NON-PINELANDS AREAS OF THE WINSLOW TOWNSHIP CODE

Date: February 27th, 2026

Please be advised at February 26th, 2026, Planning Board meeting the above matter was reviewed. The proposed changes were found to be consistent with the Master Plan and the Planning Board recommends for adoption by the Governing Body.

Thank you, Christy

TOWNSHIP OF WINSLOW
COUNTY OF CAMDEN
STATE OF NEW JERSEY

AN ORDINANCE OF THE TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN, STATE OF NEW JERSEY REPEALING AND REPLACE CHAPTER 295A OF THE ZONING ORDINANCE OF THE TOWNSHIP OF WINSLOW TO ADDRESS THE REQUIREMENTS OF THE FAIR HOUSING ACT (FHA) AND THE UNIFORM HOUSING AFFORDABILITY CONTROLS (UHAC) REGARDING COMPLIANCE WITH THE WINSLOW'S AFFORDABLE HOUSING OBLIGATIONS

WHEREAS, the Township of Winslow Planning Board adopted a Fourth Round Housing Element and Fair Share Plan on June 17, 2025 pursuant to the Municipal Land Use Law at N.J.S.A. 40:55D-1, et seq. The Amended Housing Element and Fair Share Plan was endorsed by the Mayor and Township Committee on June 24, 2025. This Ordinance implements and incorporates the adopted and endorsed Fourth Round Housing Element and Fair Share Plan and addresses the requirements of N.J.A.C. 5:93-1, et seq., as amended and supplemented, N.J.A.C. 5:99, et seq., as amended and supplemented, N.J.A.C.5:80-26.1, et seq. as amended and supplemented, and the New Jersey Fair Housing Act of 1985.

NOW THEREFORE, BE IT ORDAINED by the Mayor and Township Committee of the Township of Winslow, Camden County, New Jersey, that Chapter 295A of the Code of the Township of Winslow is hereby replaced to include provisions addressing Winslow's constitutional obligation to provide for its fair share of low- and moderate-income housing, as directed by the Superior Court and consistent with N.J.A.C. 5:93-1, et seq., as amended and supplemented, N.J.A.C. 5:99, et seq., as amended and supplemented, N.J.A.C. 5:80-26.1, et seq., as amended and supplemented, and the New Jersey Fair Housing Act of 1985. This Ordinance is intended to provide assurances that low- and moderate-income units ("affordable units") are created with controls on affordability over time and that low- and moderate-income households shall occupy those units. This Ordinance shall apply except where inconsistent with applicable law.

BE IT FURTHER ORDAINED that Chapter 295A of the Township of Winslow Code, entitled "Affordable Housing" is hereby repealed and replaced as follows:

CHAPTER 295A AFFORDABLE HOUSING

Article I – Fourth Round Housing Element and Fair Share Plan consistent with the Consent Order Fourth Round In the Matter of the Application of the Township of Winslow, County of Camden, Compliance Certification (N.J.S.A. 52:27D-304.q), with Township's Fourth Round Affordable Housing Obligations in accordance with in Re: N.J.A.C. 5:99, P.L. 2024.c.2

O-2026-_____

§295A-1 Introduction & Applicability.

A. This section of the Code sets forth regulations regarding the very low-, low- and moderate-income housing units in Township of Winslow consistent with the provisions outlined in P.L 2024, Chapter 2, including the amended Fair Housing Act ("FHA") at N.J.S.A. 52:27D-301 et seq., as well as the Department of Community Affairs, Division of Local Planning Services ("LPS") at N.J.A.C. 5:99 et seq., statutorily upheld existing regulations of the now-defunct Council on Affordable Housing ("COAH") at N.J.A.C. 5:93 and 5:97, the Uniform Housing Affordability Controls ("UHAC") at N.J.A.C. 5:80-26.1 et seq., and as reflected in the adopted municipal Fourth Round Housing Element and Fair Share Plan ("HEFSP").

B. This Ordinance is intended to ensure that very low-, low- and moderate-income units ("affordable units") are created with controls on affordability over time and that very low-, low- and moderate-income households shall occupy these units pursuant to statutory requirements. This Ordinance shall apply to all inclusionary developments, individual affordable units, and 100 percent affordable housing developments except where inconsistent with applicable law. Low-Income Housing Tax Credit financed developments shall adhere to the affirmative marketing and random selection procedures set forth below in UHAC.

C. The Township of Winslow Planning Board has adopted a HEFSP pursuant to the Municipal Land Use Law at N.J.S.A. 40:55D-1, et seq. The Fair Share Plan describes the ways the municipality shall address its fair share of very low-, low- and moderate-income housing as approved by the Superior Court and documented in the Housing Element.

D. This Ordinance implements and incorporates the relevant provisions of the HEFSP and addresses the requirements of P.L 2024, Chapter 2, the FHA, N.J.A.C. 5:99, NJ Supreme Court upheld COAH regulations at N.J.A.C. 5:93 and 5:97, and UHAC at N.J.A.C. 5:80-26.1, as may be amended and supplemented.

E. Applicability

1) The provisions of this Ordinance shall apply to all affordable housing developments and affordable housing units that are proposed to be created pursuant to the municipality's most recently adopted HEFSP.

2) This Ordinance shall apply to all developments that contain very low-, low- and moderate-income housing units included in the Municipal HEFSP, including any unanticipated future developments that will provide very low-, low- and moderate-income housing units.

3) Projects receiving federal Low Income Housing Tax Credit financing and are proposed for credit in the municipality's most recently adopted HEFSP shall comply with the, affirmative fair marketing requirements of UHAC at N.J.A.C. 5:80-26.16 and the length of the affordability controls applicable to such projects shall be not less than a 30-year compliance period plus a 15-year extended-use period, for a total of not less than 45 years.

§295A-2 Definitions.

As used herein the following terms shall have the following meanings:

ACCESSORY APARTMENTS

A residential dwelling unit that provides complete independent living facilities with a private entrance for one or more persons, consisting of provisions for living, sleeping, eating, sanitation, and cooking, including a stove and refrigerator, and is located within a proposed preexisting primary dwelling, within an existing or proposed structure that is an accessory to a dwelling on the same lot, constructed in whole or part as an extension to a proposed or existing primary dwelling, or constructed as a separate detached structure on the same lot as the existing or proposed primary dwelling. Accessory apartments are also referred to as "accessory dwelling units".

ACT

The New Jersey Fair Housing Act, N.J.S.A. 52:27D-301 et seq.

ADAPTABLE

Constructed in compliance with the technical design standards of the barrier-free subcode adopted by the Commissioner of Community Affairs pursuant to the "State Uniform Construction Code Act," P.L.1975, c. 217 (C.52:27D-119 et seq.) and in accordance with the provisions of section 5 of P.L.2005, c. 350 (C.52:27D-123.15).

ADMINISTRATIVE AGENT

The entity approved by the Division responsible for the administration of affordable units, in accordance with N.J.A.C. 5:99-7, and UHAC at N.J.A.C. 5:80-26.15.

AFFIRMATIVE MARKETING

A regional marketing strategy designed to attract buyers and/or renters of affordable units pursuant to N.J.A.C. 5:80-26.16.

AFFIRMATIVE MARKETING PLAN

The municipally adopted plan of strategies from which the administrative agent will choose to implement as part of the Affirmative Marketing requirements.

AFFIRMATIVE MARKETING PROCESS or PROGRAM

The actual undertaking of Affirmative Marketing activities in furtherance of each project with very low-, low-, and moderate-income units.

AFFORDABILITY ASSISTANCE

The use of funds to render housing units more affordable to low- and moderate-income households and includes, but is not limited to, down payment assistance, security deposit assistance, low interest loans, rental assistance, assistance with homeowner's association or condominium fees and special assessments, common maintenance expenses, and assistance with emergency repairs and rehabilitation to bring deed-restricted units up to code, pursuant to N.J.A.C. 5:99-2.5.

AFFORDABILITY AVERAGE

An average of the percentage of regional median income at which restricted units in an affordable development are affordable to low- and moderate-income households.

AFFORDABLE

In the case of an ownership unit, that the sales price for the unit conforms to the standards set forth at N.J.A.C. 5:80-26.7 and, in the case of a rental unit, that the rent for the unit conforms to the standards set forth at N.J.A.C. 5:80-26.13.

AFFORDABLE HOUSING DEVELOPMENT

A development included in a municipality's housing element and fair share plan, and includes, but is not limited to, an inclusionary development, a municipally sponsored affordable housing project, or a 100 percent affordable development. This includes developments with affordable units on-site, off-site, or provided as a payment in-lieu of construction only if such a payment-in-lieu option has been previously approved by the Program or Superior Court as part of the HEFSP. Payments in lieu of construction were invalidated per P.L. 2024, c.2.

AFFORDABLE HOUSING DISPUTE RESOLUTION PROGRAM or THE PROGRAM

The dispute resolution program established pursuant to N.J.S.A. 52:27D-313.2.

AFFORDABLE HOUSING MONITORING SYSTEM or AHMS

The Department's cloud-based software application, which shall be the central repository for municipalities to use for reporting detailed information regarding affordable housing developments, affordable housing unit completions, and the collection and expenditures of funds deposited into the municipal affordable housing trust fund.

AFFORDABLE HOUSING TRUST FUND or AHTF

That non-lapsing, revolving trust fund established in DCA pursuant to N.J.S.A. 52:27D-320 and N.J.A.C. 5:43 to be the repository of all State funds appropriated for affordable housing purposes. All references to the "Neighborhood Preservation Nonlapsing Revolving Fund" and "Balanced Housing" mean the AHTF.

AFFORDALBE UNIT

A housing unit proposed or developed pursuant to the Act, including units created with municipal affordable housing trust funds.

AGE-RESTRICTED HOUSING

A housing unit that is designed to meet the needs of, and is exclusively for, an age-restricted segment of the population such that: 1. All the residents of the development where the unit is situated are 62 years or older; 2. At least 80 percent of the units are occupied by one person that is 55 years or older; or 3. The development has been designated by the Secretary of HUD as "housing for older persons" as defined in Section 807(b)(2) of the Fair Housing Act, 42 U.S.C. § 3607.

AGENCY

The New Jersey Housing and Mortgage Finance Agency established by P.L.1983, c. 530 (C.55:14K-1 et seq.).

ASSISTED-LIVING RESIDENCE

A facility licensed by the New Jersey Department of Health to provide apartment-style housing and congregate dining and to ensure that assisted living services are available when needed for four or more adult persons unrelated to the proprietor. Apartment units must offer, at a

minimum, one unfurnished room, a private bathroom, a kitchenette, and a lockable door on the unit entrance.

BARRIER-FREE ESCROW

The holding of funds collected to adapt affordable unit entrances to be accessible in accordance with N.J.S.A. 52:27D-311a et seq. Such funds shall be held in a municipal affordable housing trust fund pursuant to N.J.A.C. 5:99-2.6.

BUILDER'S REMEDY

Court-imposed site-specific relief for a litigant who seeks to build affordable housing for which the court requires a municipality to utilize zoning techniques, such as mandatory set-asides or density bonuses, including techniques which provide for the economic viability of a residential development by including housing that is not for low- and moderate-income households.

CERTIFIED HOUSEHOLD

A household that has been certified by an administrative agent as a very-low-income household, a low-income household, or a moderate-income household.

CHOICE

The no-longer-active Choices in Homeownership Incentives for Everyone Program, as it was authorized by the Agency.

COAH or the "COUNCIL"

The Council on Affordable Housing established in, but not of, DCA pursuant to the Act and that was abolished effective March 20, 2024, pursuant to section 3 at P.L. 2024, c. 2 (N.J.S.A. 52:27D-304.1).

COMMISSIONER

The Commissioner of the Department of Community Affairs.

COMPLIANCE CERTIFICATION

The certification obtained by a municipality pursuant to section 3 of P.L.2024, c. 2 (C.52:27D-304.1), that protects the municipality from exclusionary zoning litigation during the current round of present and prospective need and through July 1 of the year the next round begins, which is also known as a "judgment of compliance" or "judgment of repose." The term "compliance certification" shall include a judgment of repose granted in an action filed pursuant to section 13 of P.L.1985, c. 222 (C.52:27D-313).

CONSTRUCTION

New construction and additions, but does not include alterations, reconstruction, renovations, conversion, relocation, or repairs, as those terms are defined in the State Uniform Construction Code promulgated pursuant to the State Uniform Construction Code Act, P.L. 1975, c. 217(N.J.S.A. 52:27D-119 et seq.).

COUNTY-LEVEL HOUSING JUDGE

A judge appointed pursuant to section 5 at P.L. 2024, c. 2, to resolve disputes over the compliance of municipal fair share affordable housing obligations and municipal Fair Share plans and housing elements with the Act.

DCA and DEPARTMENT

The State of New Jersey Department of Community Affairs.

DEFICIENT HOUSING UNIT

A housing unit with health and safety code violations that require the repair or replacement of a major system. A major system includes weatherization, roofing, plumbing (including wells), heating, electricity, sanitary plumbing (including septic systems), lead paint abatement and/or load-bearing structural systems.

DEPARTMENT

The New Jersey Department of Community Affairs.

DEVELOPER

The legal or beneficial owner or owners of a lot or of any land proposed to be included in a proposed development, including the holder of an option or contract to purchase, or other person having an enforceable proprietary interest in such land.

DEVELOPMENT

The division of a parcel of land into two or more parcels, the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any building or other structure, or of any mining, excavation, or landfill, and any use or change in the use of any building or other structure, or land or extension of use of land, for which permission may be required pursuant to the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq.

DEVELOPMENT FEE

Money paid by a developer for the improvement of residential and non-residential property as permitted pursuant to N.J.S.A. 52:27D-329.2 and 40:55D-8.1 through 40:55D-8.7 and N.J.A.C. 5:99-3.

DISPUTE RESOLUTION PROGRAM

The Affordable Housing Dispute Resolution Program, established pursuant to section 5 at P.L. 2024, c. 2 (N.J.S.A. 52:27D-313.2).

DIVISION

The Division of Local Planning Services within the Department of Community Affairs.

EMERGENT OPPORTUNITY

A circumstance that has arisen whereby affordable housing will be able to be produced through a delivery mechanism not originally contemplated by or included in a fair share plan that has been the subject of a compliance certification.

EQUALIZED ASSESSED VALUE or EAV

The assessed value of a property divided by the current average ratio of assessed to true value for the municipality in which the property is situated, as determined in accordance with sections 1, 5, and 6 at P.L. 1973, c. 123 (N.J.S.A. 54:1-35a, 54:1-35b, and 54:1-35c). Estimates at the time of building permit may be obtained by the tax assessor using construction cost estimates. Final EAV shall be determined at project completion by the municipal assessor.

EQUITY SHARE AMOUNT

The product of the price differential and the equity share, with the equity share being the whole number of years that have elapsed since the last non-exempt sale of a restricted ownership unit, divided by 100, except that the equity share may not be less than five percent and may not exceed 30 percent.

EXIT SALE

The first authorized non-exempt sale of a restricted unit following the end of the control period, which sale terminates the affordability controls on the unit.

EXCLUSIONARY ZONING LITIGATION

Litigation challenging the fair share plan, housing element, ordinances, or resolutions that implement the fair share plan or housing element of a municipality based on alleged noncompliance with the Act or the Mount Laurel doctrine, which litigation shall include, but shall not be limited to, litigation seeking a builder's remedy.

EXTENSION OF EXPIRING CONTROLS

Extending the deed restriction period on units where the controls will expire in the current round of a housing obligation, so that the total years of a deed restriction is at least 60 years.

FAIR SHARE OBLIGATION

The total of the present need and prospective need, including prior rounds, as determined by the Affordable Housing Dispute Resolution Program, or a court of competent jurisdiction.

FAIR SHARE PLAN

The plan or proposal, with accompanying ordinances and resolutions, by which a municipality proposes to satisfy its constitutional obligation to create a realistic opportunity to meet its fair share of low- and moderate-income housing needs of its region and which details the affirmative measures the municipality proposes to undertake to achieve its fair share of low- and moderate-income housing, as provided in the municipal housing element, and which addresses the development regulations necessary to implement the housing element, including, but not limited to, inclusionary requirements and development fees, and the elimination of unnecessary housing cost-generating features from the municipal land use ordinances and regulations.

FHA

The New Jersey Fair Housing Act, N.J.S.A. 52:27D-301 et seq.

GREEN BUILDING STRATEGIES

The strategies that minimize the impact of development on the environment, and enhance the health, safety and well-being of residents by producing durable, low-maintenance, resource-efficient housing while making optimum use of existing infrastructure and community services.

HMFA or THE AGENCY

The New Jersey Housing and Mortgage Finance Agency established pursuant to P.L. 1983, c. 530 (N.J.S.A. 55:14K-1 et seq.).

HOUSHOLD INCOME

A household's gross annual income calculated in a manner consistent with the determination of annual income pursuant to section 8 of the United States Housing Act of 1937 (Section 8), not in accordance with the determination of gross income for Federal income tax liability.

HOUSING ELEMENT

The portion of a municipality's master plan adopted in accordance with the Municipal Land Use Law (MLUL) at N.J.S.A. 40:55D-28.b(3) and the Act consisting of reports, statements proposals, maps, diagrams, and text designed to meet the municipality's fair share of its region's present and prospective housing needs, particularly with regard to low- and moderate-income housing, which shall include the municipal present and prospective obligation for affordable housing, determined pursuant to subsection f. at N.J.S.A. 52:27D-304.1.

HOUSING REGION

A geographic area established pursuant to N.J.S.A. 52:27D-304.2b.

INCLUSIONARY DEVELOPMENT

A residential housing development in which a substantial percentage of the housing units are provided for a reasonable income range of low- and moderate- income households.

JUDGMENT OF COMPLIANCE or JUDGMENT FOR REPOSE

A determination issued by the Superior Court approving a municipality's fair share plan to satisfy its affordable housing obligation for a particular 10-year round.

LOW-INCOME HOUSEHOLD

A household with a household income equal to 50 percent or less of the regional median income.

LOW-INCOME UNIT

A restricted unit that is affordable to a low-income household.

MAJOR SYSTEM

The primary structural, mechanical, plumbing, electrical, fire protection, or occupant service components of a building which include, but are not limited to, weatherization, roofing, plumbing (including wells), heating, electricity, sanitary plumbing (including septic systems), lead paint abatement or load bearing structural systems.

MIXED USE DEVELOPMENT

Any development that includes both a non-residential development component and a residential development component, and shall include developments for which: (1)there is a common developer for both the residential development component and the non-residential development component, provided that for purposes of this definition, multiple persons and entities maybe considered a common developer if there is a contractual relationship among them obligating each entity to develop at least a portion of the residential or non-residential development, or both, or otherwise to contribute resources to the development; and (2) the

residential and non-residential developments are located on the same lot or adjoining lots, including, but not limited to, lots separated by a street, a river, or another geographical feature.

MODERATE-INCOME HOUSEHOLD

A household with a household income in excess of 50 percent but less than 80 percent of the regional median income.

MODERATE-INCOME UNIT

A restricted unit that is affordable to a moderate-income household.

MONI

The no-longer-active Market Oriented Neighborhood Investment Program, as it was authorized by the Agency.

MUNICIPAL HOUSING LIAISON

An appointed municipal employee who is, pursuant to N.J.A.C. 5:99-6, responsible for oversight and/or administration of the affordable units created within the municipality.

MUNICIPAL AFFORDABLE HOUSING TRUST FUND

A separate, interest-bearing account held by a municipality for the deposit of development fees, payments in lieu of constructing affordable units on sites zoned for affordable housing previously approved prior to March 20, 2024 (per P.L. 2024, c.2), barrier-free escrow funds, recapture funds, proceeds from the sale of affordable units, rental income, repayments from affordable housing program loans, enforcement fines, unexpended RCA funds remaining from a completed RCA project, application fees, and any other funds collected by the municipality in connection with its affordable housing programs, which shall be used to address municipal low- and moderate-income housing obligations within the time frames established by the Legislature and this chapter.

MUNICIPAL DEVELOPMENT FEE ORDINANCE

An ordinance adopted by the governing body of a municipality that authorizes the collection of development fees.

NEW CONSTRUCTION

The creation of a new housing unit under regulation by a code enforcement official regardless of the means by which the unit is created. Newly constructed units are evidenced by the issuance of a certificate of occupancy and may include new residences created through additions and alterations, adaptive reuse, subdivision, or conversion of existing space, and moving a structure from one location to another.

NEW JERSEY AFFORDABLE HOUSING TRUST FUND

An account established pursuant to N.J.S.A. 52:27D-320.

NEW JERSEY HOUSING RESOURCE CENTER or HOUSING RESOURCE CENTER

The online affordable housing listing portal, or its successor, overseen by the Agency pursuant to N.J.S.A. 52:27D-321.3 et seq.

95/5 RESTRICTION

A deed restriction governing a restricted ownership unit that is part of a housing element that received substantive certification from COAH pursuant to N.J.A.C. 5:93, as it was in effect at the time of the receipt of substantive certification, before October 1, 2001, or any other deed restriction governing a restricted ownership unit with a seller repayment option requiring 95 percent of the price differential to be paid to the municipality or an instrument of the municipality at the closing of a sale at market price.

NON-EXEMPT SALE

Any sale or transfer of ownership of a restricted unit to one's self or to another individual other than the transfer of ownership between spouses or civil union partners; the transfer of ownership between former spouses or civil union partners ordered as a result of a judicial decree of divorce or judicial separation, but not including sales to third parties; the transfer of ownership between family members as a result of inheritance; the transfer of ownership through an executor's deed to a class A beneficiary; and the transfer of ownership by court order.

NONPROFIT

An organization granted nonprofit status in accordance with section 501(c)(3) of the Internal Revenue Code.

NON-RESIDENTIAL DEVELOPMENT

Any building or structure, or portion thereof, including, but not limited to, any appurtenant improvements, which is designated to a use group other than a residential use group according to the State Uniform Construction Code, N.J.A.C. 5:23, promulgated to effectuate the State uniform Construction Code Act, N.J.S.A. 52:27D-119 et seq., including any subsequent amendments or revisions thereto;

Hotels, motels, vacation timeshares, and child-care facilities; and

The entirety of all continuing care facilities within a continuing care retirement community which is subject to the Continuing Care Retirement Community Regulation and Financial Disclosure Act, N.J.S.A.52:27D-330 et seq.

NON-RESIDENTIAL DEVELOPMENT FEE

The fee authorized to be imposed pursuant to N.J.S.A. 40:55D-8.1 through 40:55D-8.7.

ORDER FOR REPOSE

The protection a municipality has from a builder's remedy lawsuit for a period of time from the entry of a judgment of compliance by the Superior Court. A judgment of compliance often results in an order for repose.

PAYMENT IN LIEU OF CONSTRUCTING AFFORDABLE UNITS

The prior approval of the payment of funds to the municipality by a developer when affordable units are were not produced on a site zoned for an inclusionary development. The statutory permission for payments in lieu of constructing affordable units was eliminated per P.L. 2024, c.2.

PROSPECTIVE NEED

A projection of housing needs based on development and growth which is reasonably likely to occur in a region or a municipality, as the case may be, as a result of actual determination of public and private entities. Prospective need shall be determined by the methodology set forth pursuant to sections 6 and 7 of P.L.2024, c. 2 (C.52:27D-304.2 and C.52:27D-304.3) for the fourth round and all future rounds of housing obligations.

QUALIFIED URBAN AID MUNICIPALITY

A municipality that meets the criteria established pursuant to N.J.S.A. 52:27D-304.3.c(1).

PERSON WITH A DISABILITY

A person with a physical disability, infirmity, malformation, or disfigurement which is caused by bodily injury, birth defect, aging, or illness including epilepsy and other seizure disorders, and which shall include, but not be limited to, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impairment, deafness or hearing impairment, the inability to speak or a speech impairment, or physical reliance on a service animal, wheelchair, or other remedial appliance or device.

PRICE DIFFERENTIAL

The difference between the controlled sale price of a restricted unit and the contract price at the exit sale of the unit, determined as of the date of a proposed contract of sale for the unit. If there is no proposed contract of sale, the price differential is the difference between the controlled sale price of a restricted unit and the appraised value of the unit as if it were not subject to UHAC, determined as of the date of the appraisal. If the controlled sale price exceeds the contract price or, in the absence of a contract price, the appraised value, the price differential is zero dollars.

PRIOR ROUND UNIT

A housing unit that addresses a municipality's fair share obligation from a round prior to the fourth round of affordable housing obligations, including any unit that: (1) received substantive certification from COAH; (2) is part of a third-round settlement agreement or judgment of compliance approved by a court of competent jurisdiction, inclusive of units created pursuant to a zoning designation adopted as part of the settlement agreement or judgment of compliance to create a realistic opportunity for development; (3) is subject to a grant agreement or other contract with either the State or a political subdivision thereof entered into prior to July 1, 2025, pursuant to either item (1) or (2) above; or (4) otherwise addresses a municipality's fair share obligation from a round prior to the fourth round of affordable housing obligations. A unit created after the enactment of P.L. 2024, c. 2 (N.J.S.A. 52:27D-304.1) on March 20, 2024, is not a prior round unit unless: (1) it is created pursuant to a prior round development plan or zoning designation that received COAH or court approval on or before the cutoff date of June 30, 2025, or the date that the municipality adopts the implementing ordinances and resolutions for the fourth round of affordable housing obligations, whichever occurs sooner; and (2) its siting and creation are consistent with the form of the prior round development plan or zoning designation in effect as of the cutoff date, without any amendment or variance.

RANDOM SELECTION PROCESS

A lottery process by which currently income-eligible applicant-households are selected, at random, for placement in affordable housing units such that no preference is given to one

applicant over another, except in the case of a veterans' preference where such an agreement exists; for purposes of matching household income and size with an appropriately priced and sized affordable unit; or another purpose allowed pursuant to N.J.A.C. 5:80-26.7(k)3. This definition excludes any practices that would allow affordable housing units to be leased or sold on a first-come, first-served basis.

RCA ADMINISTRATOR

An appointed municipal employee who is responsible for oversight and/or administration of affordable units and associated revenues and expenditures within the municipality that were funded through regional contribution agreements.

RCA PROJECT PLAN

A past application, submitted by a receiving municipality in an RCA, delineating the manner in which the receiving municipality intended to create or rehabilitate low- and moderate-income housing.

RECEIVING MUNICIPALITY

For the purposes of an RCA, a municipality that contractually agreed to assume a portion of another municipality's fair share obligation.

RECONSTRUCTION

Any project where the extent and nature of the work is such that the work area cannot be occupied while the work is in progress and where a new certificate of occupancy is required before the work area can be reoccupied, pursuant to the Rehabilitation Subcode of the uniform Construction Code, N.J.A.C. 5:23-6. Reconstruction shall not include projects comprised only of floor finish replacement, painting or wallpapering, or the replacement of equipment or furnishings. Asbestos hazard abatement and lead hazard abatement projects shall not be classified as reconstruction solely because occupancy of the work area is not permitted.

RECREATIONAL FACILITIES AND COMMUNITY CENTERS

Any indoor or outdoor buildings, spaces, structures, or improvements intended for active or passive recreation, including, but not limited to, ballfields, meeting halls, and classrooms, accommodating either organized or informal activity.

REGIONAL CONTRIBUTION AGREEMENT or RCA

A contractual agreement, pursuant to the Act, into which two municipalities voluntarily entered into and was approved by COAH and/or Superior Court prior to July 18, 2008, to transfer a portion of a municipality's affordable housing obligation to another municipality within its housing region.

REGIONAL MEDIAN INCOME

The median income by household size for an applicable housing region, as calculated annually in accordance with N.J.A.C. 5:80-26.3.

REHABILITATION

The repair, renovation, alteration, or reconstruction of any building or structure, pursuant to the Rehabilitation Subcode, N.J.A.C. 5:23-6.

RENT

The gross monthly cost of a rental unit to the tenant, including the rent paid to the landlord, as well as an allowance for tenant-paid utilities computed in accordance with allowances published by DCA for its Section 8 program. With respect to units in assisted living residences, rent does not include charges for food and services.

RESIDENTIAL DEVELOPMENT FEE

Money paid by a developer for the improvement of residential property as permitted pursuant to N.J.S.A. 52:27D-329.2 and N.J.A.C. 5:99-3.2.

RESTRICTED UNIT

A dwelling unit, whether a rental unit or ownership unit, that is subject to the affordability controls of this subchapter but does not include a market-rate unit that was financed pursuant to UHORP, MONI, or CHOICE.

SPENDING PLAN

A method of allocating funds contained in an affordable housing trust fund account, which includes, but is not limited to, development fees collected and to be collected pursuant to an approved municipal development fee ordinance, or pursuant to N.J.S.A. 52:27D-329.1 et seq., for the purpose of meeting the housing needs of low- and moderate-income individuals.

STATE DEVELOPMENT AND REDEVELOPMENT PLAN or STATE PLAN

The plan prepared pursuant to sections 1 through 12 of the "State Planning Act," P.L.1985, c. 398 (C.52:18A-196 et al.), designed to represent a balance of development and conservation objectives best suited to meet the needs of the State, and for the purpose of coordinating planning activities and establishing Statewide planning objectives in the areas of land use, housing, economic development, transportation, natural resource conservation, agriculture and farmland retention, recreation, urban and suburban redevelopment, historic preservation, public facilities and services, and intergovernmental coordination pursuant to subsection f. of section 5 of P.L.1985, c. 398 (C.52:18A-200).

SUPPORTIVE HOUSING HOUSEHOLD

A very low-, low- or moderate-income household certified as income eligible by an administrative agent in accordance with N.J.A.C. 5:80-26.14, in which at least one member is an individual who requires supportive services to maintain housing stability and independent living and who is part of a population identified by federal or state statute, regulation, or program guidance as eligible for supportive or special needs housing. Such populations include, but are not limited to: persons with intellectual or developmental disabilities, persons with serious mental illness, person with head injuries (as defined in Section 2 of P.L. 1977), persons with physical disabilities or chronic health conditions, persons who are homeless as defined by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 578, survivors of domestic violence, youth aging out of foster care, and other special needs populations recognized under programs administered by the U.S. Department of Housing and Urban Development, the Low-Income Housing Tax Credit Program, the McKinney–Vento Act, or the New Jersey Department of Human Services. A supportive housing household may include family members, unrelated individuals, or live-in aides, provided that the household meets the income eligibility requirements of this subchapter, except that in the case of unrelated

individuals not operating as a family unit, income eligibility shall be tested on an individual basis rather than in the aggregate; the unit is leased or sold subject to the affordability controls established herein; and the supportive services available to the household are designed to promote housing stability, independent living, and community integration. The determination of whether unrelated individuals are operating as a family unit shall be made based on the applicant's self-identification of household members on the affordable housing application.

SUPPORTIVE HOUSING SPONSORING PROGRAM

Grant or loan program which provided financial assistance to the development of the unit.

SUPPORTIVE HOUSING UNIT

A restricted rental unit, that is affordable to very low-, low-, or moderate-income households and is reserved for occupancy by a supportive housing household. A supporting housing unit is intended to provide long-term, community-based housing for individuals with intellectual or developmental disabilities, as defined at N.J.S.A. 30:6D-25(b). Such units must be leased subject to the affordability controls established herein; remain subject to Affirmative Marketing requirements, household certification, and administrative agent oversight; and may, with the approval of the municipal housing liaison and the administrative agent, be leased either by the bedroom or to a single household in the case of multi-bedroom configurations, provided such arrangement is consistent with the Federal Fair Housing Act (Title VIII of the Civil Rights Act of 1968) and the project's Affirmative Marketing Program. A supporting housing unit may, with the approval of the administrative agent, be subject to a master lease by an approved supporting housing operator, provided that all subleases are to be certified supportive housing households and remain fully subject to the affordability controls of this subchapter. Rents for supportive housing units shall not exceed the rent standards established and published by the New Jersey Department of Human Services. Supportive housing units are also referred to as permanent supportive housing units.

TRANSITIONAL HOUSING

Temporary housing that: (1) includes, but is not limited to, single-room occupancy housing or shared living and supportive living arrangements; (2) provides access to on-site or off-site supportive services for very low-income households who have recently been homeless or lack stable housing; (3) is licensed by the department; and (4) allows households to remain for a minimum of six months.

TREASURER

The Treasurer of the State of New Jersey.

UHAC

The Uniform Housing Affordability Controls set forth at N.J.A.C. 5:80-26.

UHORP

The Agency's Urban Homeownership Recovery Program, as it was authorized by the Agency Board.

UNIT TYPE

Type of dwelling unit with various building standards including but not limited to single-family detached, single-family attached/townhouse, stacked townhouse (attached building containing 2 units each with separate entrances), duplex (detached building containing 2 units each with separate entrances), triplex (3 units each with separate entrance), quadplex (4 units each with separate entrance), multifamily / flat (2 or more units with a shared entrance). Inclusion of a garage, or not, shall not define the unit type.

VERY-LOW-INCOME HOUSEHOLD

A household with a household income less than or equal to 30 percent of the regional median income.

VERY-LOW-INCOME HOUSING

Housing affordable according to the Federal Department of Housing and Urban Development or other recognized standards for home ownership and rental costs and occupied or reserved for occupancy by households with a gross household income equal to 30 percent or less of the median gross household income for households of the same size within the housing region in which the housing is located.

VERY-LOW-INCOME UNIT

A restricted unit that is affordable to a very-low-income household. Very-low-income units are a subset of low-income units.

VETERAN

A veteran as defined at N.J.S.A. 54:4-8.10.

VETERAN'S PREFERENCE

The agreement between a municipality and a developer or residential development owner that allows for low- to moderate-income veterans to be given preference for up to 50 percent of rental units in relevant projects, as provided for at N.J.S.A. 52:27D-311.j.

WEATHERIZATION

Building insulation (for attic, exterior walls and crawl space), siding to improve energy efficiency, replacement storm windows, replacement storm doors, replacement windows and replacement doors and is considered a major system for rehabilitation.

§295A-3 Monitoring and Reporting Requirements.

A. The municipality shall comply with the following monitoring and reporting requirements regarding the status of the implementation of its court-approved Housing Element and Fair Share Plan:
    1) The municipality shall provide electronic monitoring data with the Department pursuant to P.L 2024, Chapter 2 and N.J.A.C. 5:99 through the Affordable Housing Monitoring System (AHMS). All monitoring information required to be made public by the FHA shall be available to the public on the Department's website at https://www.nj.gov/dca/dlps/hss/MuniStatusReporting.shtml.
    2) On or before February 15 of each year, the municipality shall provide annual reporting of its municipal Affordable Housing Trust Fund activity to the Department on the AHMS portal. The reporting shall include an accounting of all municipal Affordable

Housing Trust Fund activity, including the sources and amounts of funds collected and the amounts and purposes for which any funds have been expended, for the previous year from January 1st to December 31st.

3) On or before February 15 of each year, the annual reporting of the status of all affordable housing activity shall be provided to the Department on the AHMS portal, for the previous year from January 1st to December 31st.

§295A-4 New Construction Programs (per N.J.A.C. 5:93 as may be updated per various sections in N.J.A.C. 5:97 and N.J.S.A. 52:27D-301 et seq.).

Per the definition of "New Construction," this section governs the creation of new affordable housing units regardless of the means by which the units are created. Newly constructed units may include new residences constructed or created through other means.

A. The following requirements shall apply to all new or planned developments that contain very low-, low- and moderate-income housing units. To the extent possible, details related to the adherence to the requirements below shall be outlined in the resolution granting municipal subdivision or site plan approval of the project to assist municipal representatives, developers and Administrative Agents.

B. Completion Schedule (previously known as phasing). Final site plan or subdivision approval shall be contingent upon the affordable housing development meeting the following completion schedule for very low-, low- and moderate-income units whether developed in a single-phase development, or in a multi-phase development:

Maximum Percentage of Market-Rate Units Issued a Temporary or Final Certificate of Occupancy	Minimum Percentage of Affordable Units Issued a Temporary or Final Certificate of Occupancy
25+1	10
50	50
75	75
90	100

C. Design. The following design requirements apply to affordable housing developments, excluding prior round units.

1) Design of 100 percent affordable developments:

i. Restricted units must meet the minimum square footage required for the number of inhabitants for which the unit is marketed and the minimum square footage required for each bedroom, as set forth in the Neighborhood Preservation Balanced Housing rules at N.J.A.C. 5:43-2.4.

ii. Each bedroom in each restricted unit must have at least one window.

iii. Restricted units must include adequate air conditioning and heating.

2) Design of developments comprising market-rate rental units and restricted rental units. The following does not apply to prior round units, unless stated otherwise.

i. Restricted units must use the same building materials and architectural design elements (for example, plumbing, insulation, or siding) as market-rate units of the same unit type (for example, flat or townhome) within the same development, except that restricted units and market-rate units may use different interior finishes. This shall apply to prior round units.

ii. Restricted units and market-rate units within the same affordable development must be sited such that restricted units are not concentrated in less desirable locations.

iii. Restricted units may not be physically clustered so as to segregate restricted and market-rate units within the same development or within the same building, but must be interspersed throughout the development, except that age-restricted and supportive housing units may be physically clustered if the clustering facilitates the provision of on-site medical services or on-site social services. Prior round affordable units shall be integrated with market rate units to the extent feasible.

iv. Residents of restricted units must be offered the same access to communal amenities as residents of market-rate units within the same affordable development. Examples of communal amenities include, but are not limited to, community pools, fitness and recreation centers, playgrounds, common rooms and outdoor spaces, and building entrances and exits. This shall apply to prior round units.

v. Restricted units must include adequate air conditioning and heating and must use the same type of cooling and heating sources as market-rate units of the same unit type. This shall apply to prior round units.

vi. Each bedroom in each restricted unit must have at least one window.

vii. Restricted units must be of the same unit type as market-rate units within the same building.

viii. Restricted units and bedrooms must be no less than 90 percent of the minimum size prescribed by the Neighborhood Preservation Balanced Housing rules at N.J.A.C. 5:43-2.4.

3) Design of developments containing for-sale units, including those with a mix of rental and for-sale units. Restricted rental units shall meet the requirements of section b above. Restricted sale units shall comply with the below:

i. Restricted units must use the same building standards as market-rate units of the same unit type (for example, flat, townhome, or single-family home), except that restricted units and market-rate units may use different interior finishes. This shall apply to prior round units.

ii. Restricted units may be clustered, provided that the buildings or housing product types containing the restricted units are integrated throughout the development and are not concentrated in an undesirable location or in undesirable locations. Prior round affordable units shall be integrated with market rate units to the extent feasible.

iii. Restricted units may be of different unit housing product types than market-rate units, provided that there is a restricted option available for each market rate housing type. Developments containing market-rate duplexes, townhomes, and/or

single-family homes shall offer restricted housing options that also include duplexes, townhomes, and/or single-family homes. Penthouses and higher priced end townhouses ***may*** be exempt from this requirement. The proper ratio for restricted to market-rate unit type shall be subject to municipal ordinance or, if not specified, shall be determined at the time of site plan approval.

iv. Restricted units must meet the minimum square footage required for the number of inhabitants for which the unit is marketed and the minimum square footage required for each bedroom, as set forth in the Neighborhood Preservation Balanced Housing rules at N.J.A.C. 5:43-2.4.

v. Penthouse and end units may be reserved for market-rate sale, provided that the overall number, value, and distribution of affordable units across the development is not negatively impacted by such reservation(s).

vi. Residents of restricted units must be offered the same access to communal amenities as residents of market-rate units within the same affordable development. Examples of communal amenities include, but are not limited to, community pools, fitness and recreation centers, playgrounds, common rooms and outdoor spaces, and building entrances and exits. This shall apply to prior round units.

vii. Each bedroom in each restricted unit must have at least one window; and

viii. Restricted units must include adequate air conditioning and heating.

D. Utilities.

1) Affordable units shall utilize the same type of cooling and heating source as market-rate units within the affordable housing development.

2) Tenant-paid utilities that are included in the utility allowance shall be so stated in the lease and shall be consistent with the utility allowance in accordance with N.J.AC 5:80-26.13(e).

E. Low/moderate split and bedroom distribution.

1) Affordable units shall be divided equally between low- and moderate-income units, except that where there is an odd number of affordable housing units, the extra unit shall be a low-income unit.

2) In each affordable housing development, at least 50% of the restricted units within each bedroom distribution rounded up to the nearest whole number shall be very low- or low-income units.

3) Within rental developments, of the total number of affordable rental units, at least 13%, rounded up to the nearest whole number, shall be affordable to very low-income households. The very low-income units shall be distributed between each bedroom count as proportionally as possible, to the nearest whole unit, to the total number of restricted units within each bedroom count, and counted as part of the required number of low-income units within the development.

4) Affordable housing developments that are not age-restricted or supportive housing shall be structured such that:

   i. At a minimum, the number of bedrooms within the restricted units equals twice the number of restricted units;

   ii. Two-bedroom and/or three-bedroom units compose at least 50 percent of all restricted units;

   iii. The combined number of efficiency and one-bedroom units shall be no greater than 20%, rounded down of the total number of low- and moderate-income units.

   iv. At least 30% of all low- and moderate-income units, rounded up shall be two-bedroom units. For Williamstown Redevelopment (Block 2204 Lot 12), please refer to the redevelopment plan.

   v. At least 20% of all low- and moderate-income units, rounded up shall be three-bedroom units. For Williamstown Redevelopment (Block 2204 Lot 12), please refer to the redevelopment plan.

   vi. The remaining units may be allocated among two- and three- bedroom units at the discretion of the developer.

5) Affordable housing developments that are age-restricted or supportive housing, except those supportive housing units whose sponsoring program determines the unit arrangements, shall be structured such that, at a minimum, the number of bedrooms shall equal the number of age-restricted or supportive housing low- and moderate-income units within the inclusionary development. Supportive housing units whose sponsoring program determines the unit arrangement shall comply with all requirements of the sponsoring program. The standard may be met by having all one-bedroom units or by having a two-bedroom unit for each efficiency unit. In affordable housing developments with 20 or more restricted units that are age-restricted or supportive housing, two-bedroom units must comprise at least 5% of those restricted units.

F. Accessibility requirements.

1) Any new construction shall be adaptable; however, elevators shall not be required in any building or within any dwelling unit for the purpose of compliance with this section. In buildings without elevator service, only ground floor dwelling units shall be required to be constructed to conform with the technical design standards of the barrier free subcode. "Ground floor" means the first floor with a dwelling unit or portion of a dwelling unit, regardless of whether that floor is at grade. A building may have more than one ground floor.

2) Notwithstanding the exemption for townhouse dwelling units in the barrier free subcode, the first floor of all townhouse dwelling units and of all other multifloor dwelling units that are attached to at least one other dwelling unit shall be subject to the technical design standards of the barrier free subcode and shall include the following features:

   i. An adaptable toilet and bathing facility on the first floor;

ii. An adaptable kitchen on the first floor;

iii. An interior accessible route of travel however an interior accessible route of travel shall not be required between stories;

iv. An adaptable room that can be used as a bedroom, with a door, or the casing for the installation of a door that is compliant with the Barrier Free Subcode, on the first floor;

v. If not all of the foregoing requirements in 2.i. through 2.iv. can be satisfied, then an interior accessible route of travel shall be provided between stories within an individual unit; and

vi. An accessible entranceway as set forth in P.L. 2005, c. 350 (N.J.S.A. 52:27D-311a et seq.) and the Barrier Free Subcode, N.J.A.C. 5:23-7, or evidence that the municipality has collected funds from the developer sufficient to make 10% of the adaptable entrances in the development accessible:

(a) Where a unit has been constructed with an adaptable entrance, upon the request of a disabled person who is purchasing or will reside in the dwelling unit, an accessible entrance shall be installed.

(b) To this end, the builder of restricted units shall deposit funds within the Affordable Housing Trust Fund sufficient to install accessible entrances in 10% of the affordable units that have been constructed with adaptable entrances.

(c) The funds deposited shall be expended for the sole purpose of making the adaptable entrance of an affordable unit accessible when requested to do so by a person with a disability who occupies or intends to occupy the unit and requires an accessible entrance.

(d) The developer of the restricted units shall submit to the Construction Official a design plan and cost estimate for the conversion from adaptable to accessible entrances.

(e) Once the Construction Official has determined that the design plan to convert the unit entrances from adaptable to accessible meets the requirements of the Barrier Free Subcode, N.J.A.C. 5:23-7, and that the cost estimate of such conversion is reasonable, payment shall be made to the Affordable Housing Trust Fund and earmarked appropriately.

vii. Full compliance with the foregoing provisions shall not be required where an entity can demonstrate that it is "site-impracticable" to meet the requirements. If full compliance with this section would be site impracticable, compliance with this section for any portion of the dwelling shall be required to the extent that it is not site impracticable. Determinations of site impracticability shall comply with the Barrier Free Subcode at N.J.A.C. 5:23-7.

§295A-5 Affordable Housing Programs.

A. Pursuant to amended UHAC regulations at N.J.A.C. 5:80-26.1 et seq. and, in addition, pursuant to P.L. 2024, c.2 and specifically to the amended FHA at N.J.S.A. 52:27D-311.m, "All parties shall be entitled to rely upon regulations on municipal credits, adjustments,

and compliance mechanisms adopted by the Council on Affordable Housing unless those regulations are contradicted by statute, including but not limited to P.L. 2024, c.2, or binding court decisions." The following are many of the main provisions of the COAH regulations at either N.J.A.C. 5:93 or 5:97 that have been upheld by the NJ Supreme Court. Municipalities should consult the cited full COAH regulations when preparing the HEFSP for required documentation, etc. Additional compliance details may also be included in the specific municipal program manual.

B. Rehabilitation Programs (per N.J.A.C. 5:93-5.2 with updated provisions herein per N.J.A.C. 5:97-6.2 related to credit towards a municipal present need obligation).

1) Winslow Township shall continue to participate in Camden County Improvement Authority's (CCIA) rehabilitation program.

2) The Township of Winslow shall also create a Municipal rehabilitation program that shall be designed to renovate deficient housing units occupied or intended to be occupied by very low-, low- and moderate-income households such that, after rehabilitation, these units will comply with the New Jersey State Housing Code pursuant to N.J.A.C. 5:28-1.1 et seq or the Rehabilitation Subcode, N.J.A.C. 5:23-6 to the extent applicable.

3) Both ownership and rental units shall be eligible for rehabilitation funds.

4) All rehabilitated units shall remain affordable to very low-, low- and moderate-income households for a period of 10 years (the control period). For owner-occupied units, the control period shall be enforced with a mortgage and note and for renter-occupied units the control period will be enforced with a deed restriction.

5) The municipality shall dedicate a minimum average hard cost of $10,000 for each unit to be rehabilitated through this program and in addition shall dedicate associated rehabilitation program soft costs such as case management, inspection fees and work write-ups.

6) The municipality shall designate, subject to the approval of the Department, one or more Administrative Agents to administer the rehabilitation program in accordance with P.L 2024, Chapter 2. The Administrative Agent(s) shall provide rehabilitation manuals for ownership and rental rehabilitation programs. Manuals shall be adopted by resolution of the governing body. Both rehabilitation manuals shall be available for public inspection in the Office of the Municipal Clerk and on the municipal affordable housing web page.

7) Households determined to be very low-, low-, or moderate-income may participate in a rehabilitation program. Rehabilitated units shall be exempt from the very low-income requirements, low/mod split, and bedroom distribution requirements of UHAC, but shall be administered in accordance with the following:

i. If a unit is vacant at the time of rehabilitation, or if a rehabilitated unit becomes vacant and is re-rented before the expiration of the affordability controls, the deed restriction shall require that the unit be rented to a low- or moderate-income household at an affordable rent.

ii. If a rental unit is occupied by a tenant at the time rehabilitation is completed, the rent charged after rehabilitation shall not exceed the lesser of the tenant's current rent or the maximum rent permitted under UHAC.

iii. Rents in rehabilitated units may increase annually based on the standards in UHAC.

iv. At the time of application, applicant households and/or tenant households shall be subject to income eligibility determinations in accordance with UHAC.

C. Extension of Controls Program (for ownership units per N.J.A.C. 5:97-6.14 and UHAC at N.J.A.C. 5:80-26.6(h) through (k) and (m); and for rental units per N.J.A.C. 5:97-6.14 and N.J.A.C. 5:80-26.12(h) through (k)).

1) An extension of affordability controls program is established to maintain and extend the affordability of deed restricted units scheduled to come out of their affordability control period, subject to N.J.A.C. 5:97-6.14 and UHAC, including the following:

i. The affordable unit meets the criteria for prior cycle (April 1, 1980 - December 15, 1986) or post December 15, 1986 credits set forth in N.J.A.C. 5:97.

ii. The affordability controls for the unit are scheduled to expire in the current round; or in the next round of housing obligations if the municipal election to extend controls is made no earlier than one year before the end of the current round;

iii. The municipality shall obtain a continuing certificate of occupancy or a certified statement from the municipal building inspector stating that the restricted unit meets all code standards.

iv. If a unit requires repair and/or rehabilitation work in order to receive a continuing certificate of occupancy or certified statement from the municipal building inspector, the municipality shall fund and complete the work.

v. The municipality shall adhere to the process for extending controls pursuant to UHAC for extending ownership units and rental units, either inclusionary or 100% affordable developments.

vi. The deed restriction for the extended control period shall be filed with the County Clerk.

D. Assisted Living Residence (per N.J.A.C. 5:97-6.11).

1) An assisted living residence is a facility licensed by the New Jersey Department of Health to provide apartment-style housing and congregate dining and to assure that assisted living services are available. All or a designated number of apartments in the facility shall be restricted to low- and moderate-income households.

2) The unit of credit shall be the apartment. However, a two-bedroom apartment shall be eligible for two units of credit if it is restricted to two unrelated individuals.

3) A recipient of a Medicaid waiver shall automatically qualify as a low- or moderate-income household.

4) Assisted living units are considered age-restricted housing in a HEFSP and shall be included with the maximum number of units that may be age-restricted.

5) Low- and moderate-income residents cannot be charged any upfront fees.

6) The units shall comply with UHAC with the following exceptions:

   i. Affirmative marketing (N.J.A.C. 5:80-26.16); provided that the units are restricted to recipients of Medicaid waivers;

   ii. The deed restriction may be on the facility, rather than individual apartments or rooms;

   iii. Low/moderate income split and affordability average (N.J.A.C. 5:80-26.4); only if all of the affordable units are affordable to households at a maximum of 60 percent of median income; and

7) Tenant income eligibility (N.J.A.C. 5:80-26.14); up to 80 percent of an applicant's gross income may be used for rent, food and services based on occupancy type and the affordable unit must receive the same basic services as required by the Agency's underwriting guidelines and financing policies. The cost of non-housing related services shall not exceed one and two-thirds times the rent established for each unit.

E. Supportive Housing and Group Homes (per N.J.A.C. 5:97-6.10).

1) The following provisions shall apply to group homes, residential health care facilities, and supportive shared living housing:

   i. The unit of credit shall be the bedroom. However, the unit of credit shall be the unit if occupied by a single person or household.

   ii. Housing that is age-restricted shall be included with the maximum number of units that may be age-restricted pursuant to the Act.

   iii. Occupancy shall not be restricted to youth under 18 years of age.

   iv. In affordable developments with 20 or more restricted units that are supportive housing, two-bedroom units must compose at least five percent of those restricted units.

   v. The bedrooms and/or units shall comply with UHAC with the following exceptions:

      (a) Affirmative marketing; however, group homes, residential health care facilities, permanent supportive housing, and supportive shared living housing shall be affirmatively marketed to broadest possible population of qualified individuals with special needs in accordance with a plan approved by the sponsoring program;

      (b) Affordability average and bedroom distribution (N.J.A.C. 5:80-26.4).

   vi. With the exception of units established with capital funding through a 20-year operating contract with the Department of Human Services, Division of Developmental Disabilities, group homes, residential health care facilities, supportive shared living housing and permanent supportive housing shall have the appropriate controls on affordability in accordance with the Act. In the event that a supportive housing provider is unable to record or execute a long-term deed restriction, the units shall be subject to annual recertification by the Municipal Housing Liaison to confirm continued occupancy and compliance with this Section.

vii. Objective standards shall be applied in the selection of tenants for supportive housing units and shall be designed to ensure that individuals are not excluded in an arbitrary or capricious manner.

viii. The following documentation shall be submitted by the sponsor to the municipality prior to marketing the completed units or facility:

(a) An Affirmative Marketing Plan in accordance with D1 above; and

(b) If applicable, proof that the supportive and/or special needs housing is regulated by the New Jersey Department of Health and Senior Services, the New Jersey Department of Human Services or another State agency in accordance with the requirements of this section, which includes validation of the number of bedrooms or units in which low- or moderate-income occupants reside.

ix. The sponsor/owner shall complete annual monitoring as directed by the MHL.

F. Redevelopment Plan (per N.J.A.C 5:97-6.6)

To implement the fair share plan in a manner consisted with the Amended Fair Housing Act and to ensure efficient use of the land through compact forms of development and to create realistic opportunities for the construction of affordable Housing, the following Redevelopment Plans require a set-aside to create on site affordable housing units.

1) Randevco (Block 2502 Lots 20,21, 22.01, 23.01 and Block 2504 Lot 3)

2) Brightmoor (Block 3003 Lots 15, 16, 17, 18, 19,20)

3) Lennar/Berlin Cross Keys (Block 601 Lots 1.03, 2, 3 and 4)

4) Williamstown Road Redevelopment (Block 2204 Lot 12)

§295 A-6 Regional Income Limits.

A. Administrative agents shall use the current regional income limits for the purpose of pricing affordable units and determining income eligibility of households.

B. Regional income limits are based on regional median income, which is established by a regional weighted average of the "median family incomes" published by HUD. The procedure for computing the regional median income is detailed in N.J.A.C. 5:80-26.3.

C. Updated regional income limits are effective as of the effective date of the regional Section 8 income limits for the year, as published by HUD, or 45 days after HUD publishes the regional Section 8 income limits for the year, whichever comes later. The new income limits may not be less than those of the previous year.

§295 A-7 Maximum Initial Rents And Sales Prices.

A. In establishing rents and sales prices of affordable housing units, the Administrative Agent shall follow the procedures set forth in UHAC N.J.A.C. 5:80-26.4.

B. The average rent for all restricted units within each affordable housing development shall be affordable to households earning no more than 52 percent of regional median income.

C. The maximum rent for restricted rental units within each affordable housing development shall be affordable to households earning no more than 60% of regional median income. The maximum rent may be increased to no more than 70 percent of regional median income for moderate-income units within affordable developments where very-low-income units compose at least 13 percent of the restricted units; however, the number of units with rent affordable to households earning 70 percent of regional median income may not exceed the number of very-low-income units in excess of 13 percent (rounded up) of the restricted units.

D. The developers and/or municipal sponsors of restricted rental units shall establish at least one rent for each bedroom type for both low-income and moderate-income units. Very low-income units , if required, should be distributed between each bedroom count as proportionally as possible to the total number of restricted units within each bedroom count, and shall be part of the low-income requirement.

E. The maximum sales price of restricted ownership units within each affordable housing development shall be affordable to households earning no more than 70% of median income, and each affordable housing development must achieve an affordability average that does not exceed 55% for all restricted ownership units. In achieving this affordability average, moderate-income ownership units must be available for at least three different prices for each bedroom type, and low-income ownership units must be available for at least two different prices for each bedroom type when the number of low- and moderate-income units permits.

F. The master deeds and declarations of covenants and restrictions for affordable developments
may not distinguish between restricted units and market-rate units in the calculation of any condominium or homeowner association fees and special assessments to be paid by low- and
moderate-income purchasers and those to be paid by market-rate purchasers. Notwithstanding the foregoing sentence, condominium units subject to a municipal ordinance adopted before December 20, 2004, which ordinance provides for condominium or homeowner association fees and/or assessments different from those provided for in this subsection are governed by the ordinance.

G. In determining the initial sales prices and rents for compliance with the affordability average requirements for restricted family units, the following standards shall be met:

1) A studio or efficiency unit shall be affordable to a one-person household;

2) A one-bedroom unit shall be affordable to a one and one-half person household;

3) A two-bedroom unit shall be affordable to a three-person household;

4) A three-bedroom unit shall be affordable to a four and one-half person household; and

5) A four-bedroom unit shall be affordable to a six-person household.

H. In determining the initial rents and sales prices for compliance with the affordability average requirements for restricted units in assisted living facilities and age-restricted and special needs and supportive housing developments, the following standards shall be met:

1) A studio or efficiency unit shall be affordable to a one-person household;

2) A one-bedroom unit shall be affordable to a one and one-half person household; and

3) A two-bedroom unit shall be affordable to a two-person household or to two one-person households. Where pricing is based on two one-person households, the developer shall provide a list of units so priced to the Municipal Housing Liaison and the Administrative Agent.

I. The initial purchase price for all restricted ownership units shall be calculated so that the monthly carrying cost of the unit, including principal and interest (based on a mortgage loan equal to 95 percent of the purchase price and the FreddieMac 30-Year Fixed Rate-Mortgage rate of interest), property taxes, homeowner and private mortgage insurance and condominium or homeowner association fees do not exceed 30 percent of the eligible monthly income of the appropriate size household as determined pursuant to N.J.A.C. 5:80-26.7, as may be amended and supplemented; provided, however, that the price shall be subject to the affordability average requirement of N.J.A.C. 5:80-26.4, as may be amended and supplemented.

J. The initial rent for a restricted rental unit shall be calculated so that the total monthly housing expense, including an allowance for tenant-paid utilities, does not exceed 30 percent of the gross monthly income of a household of the appropriate size whose income is targeted to the applicable percentage of median income for the unit, as determined pursuant to N.J.A.C. 5:80-26.3, as may be amended and supplemented. The rent shall also comply with the affordability average requirement of N.J.A.C. 5:80-26.4, as may be amended and supplemented.

K. At the anniversary date of the tenancy of the certified household occupying a restricted rental unit, following proper notice provided to the occupant household pursuant to N.J.S.A. 2A:18-61.1.f, the rent may be increased to an amount commensurate with the annual percentage increase in the Consumer Price Index for All Urban Consumers (CPI-U), specifically U.S. Bureau of Labor Statistics Series CUUR0100SAH, titled "Housing in Northeast urban, all urban consumers, not seasonally adjusted." The maximum allowable rent increase for the year will be effective as of the same date as the regional median income limits determined pursuant to N.J.A.C. 5:80-26.3 and published by the agency. This rent increase may not exceed five percent in any one year and notice thereof must be filed with the administrative agent. If the landlord has charged a tenant less than the initial maximum allowable rent for a restricted unit, the landlord may, with the approval of the administrative agent, use the maximum allowable rent instead of the current rent in performing this multiplication to establish the rent for the next tenant under a new lease. LIHTC units are not governed by the provisions of this section, but rather by the provisions of the State's Qualified Allocation Plan, N.J.A.C. 5:80-33.1 through 33.40.

§ 295A-8 Affirmative Marketing.

A. The municipality shall adopt, by resolution, an Affirmative Marketing Plan, subject to approval of the Superior Court, compliant with N.J.A.C. 5:80-26.16, as may be amended and supplemented.

B. The Affirmative Marketing Plan is a regional marketing strategy designed to attract buyers and/or renters of all majority and minority groups, regardless of race, creed, color, national origin, ancestry, English-speaking ability, marital or familial status, gender, affectional or

sexual orientation, disability, age, (except for "housing for older persons" as defined at N.J.S.A. 10:5-1 et seq., and age-restricted units as permitted pursuant to 42 U.S.C. § § 3601 et seq.), number of children, source of lawful income, or any other characteristic described in the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 through 50, to housing units which are being marketed by a developer, sponsor or owner of affordable housing. The Affirmative Marketing Plan is intended to target those potentially eligible persons who are least likely to apply for affordable units in that region. It is a continuing program that directs all marketing activities toward Housing Region 5 and is required to be followed throughout the period of deed restriction.

C. The Affirmative Marketing Plan provides the following preferences, provided that units that remain unoccupied after these preferences are exhausted may be offered to households without regard to these preferences.

   1) Where the municipality has entered into an agreement with a developer or residential development owner to provide a preference for very-low-,low-, and moderate-income veterans who served in time of war or other emergency, pursuant to N.J.S.A. 52:27D-311.j, there shall be a preference for veterans for up to 50 percent of the restricted rental units in a particular project.

   2) There shall be a regional preference for all households that live and/or work in Housing Region 5 comprising Burlington, Camden and Gloucester Counties.

   3) Subordinate to the regional preference, there shall be a preference for households that live and/or work in New Jersey.

   4) With respect to existing restricted units undergoing approved rehabilitation for the purpose of preservation or to restricted units newly created to replace existing restricted units undergoing demolition, a preference for the very-low-, low-, and moderate-income households that are displaced by the rehabilitation or demolition and replacement.

D. The municipality has the ultimate responsibility for adopting the Affirmative Marketing Plan and for the proper administration of the Affirmative Marketing Process, including the marketing of initial sales and rentals and resales and re-rentals. The Administrative Agent designated by the municipality shall implement the Affirmative Marketing Process to ensure the Affirmative Marketing of all affordable units, with the exception of affordable programs that are exempt from Affirmative Marketing as noted herein.

E. The Affirmative Marketing Process shall describe the media to be used in advertising and publicizing the availability of housing. In implementing the Affirmative Marketing Process, the Administrative Agent should consider the use of language translations where appropriate.

F. Applications for affordable housing or notices thereof, if offered online, shall be available in several locations, including, at a minimum, the County Administration Building and/or the County Library for each county within the housing region; the municipal administration building and municipal library in the municipality in which the units are located; and the developer's rental or sales office. The developer shall mail applications to prospective applicants upon request and shall make applications available through a secure online website address.

G. In addition to other Affirmative Marketing strategies, the Administrative Agent shall provide specific notice of the availability of affordable housing units on the New Jersey Housing Resource Center website. Any other entities, including developers or persons or companies retained to implement the Affirmative Marketing Process, shall comply with this paragraph.

H. In implementing the Affirmative Marketing Process, the Administrative Agent shall provide a list of HUD-certified counselors or otherwise experienced entities approved by the Division providing counseling services to on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements, and landlord/tenant law.

I. The Affirmative Marketing Process for available affordable units shall begin at least four months (120 days) prior to the expected date of occupancy and may begin before construction commences. For owner-occupied units, affirmative marketing advertising and outreach activities must continue until all of the marketed units have been sold, except that paid advertising may cease when the number of applications received is at least three times the number of units to be sold. For rental units, affirmative marketing advertising and outreach activities must continue, as long as applications are being accepted, except that paid advertising may cease when the number of applications received is at least three times the number of units to be filled.

J. Applications must be accepted for no less than 45 days following the initial advertisement on the New Jersey Housing Resource Center, except for the resale of owner-occupied units, in which case, applications must be accepted for no less than 30 days.

K. The cost to affirmatively market the affordable units shall be the responsibility of the developer, sponsor or owner, with the exception of Affirmative Marketing for resales.

§295A-9 Selection of Occupants of Affordable Housing Units.

A. The Administrative Agent shall use a random selection process to select occupants of very low-, low- and moderate-income housing.

B. A pool of interested households will be maintained in accordance with the provisions of N.J.A.C. 5:80-26.16.

§ 295A-10 Occupancy Standards.

A. In referring certified households to specific restricted units, to the extent feasible, and without causing an undue delay in occupying the unit, the Administrative Agent shall strive to:

1) Ensure each bedroom is occupied by at least one person, except for age-restricted and supportive and special needs housing units;

2) Provide a bedroom for every two adult occupants;

3) With regard to occupants under the age of 18, accommodate the household's requested arrangement, except that such arrangement may not result in more than two occupants under the age of 18 occupying any bedroom; and

4) Avoid placing a one-person household into a unit with more than one bedroom.

§295A-11 Control Periods for Restricted Ownership Units and Enforcement Mechanisms.

A. Control periods for restricted ownership units shall be in accordance with N.J.A.C. 5:80-26.6, as may be amended and supplemented, and each restricted ownership unit shall remain subject to the controls on affordability for a period of at least 30 years subject to the requirements of N.J.A.C. 5:80-26.6, as may be amended and supplemented.

B. Rehabilitated housing units that are improved to code standards shall be subject to affordability controls for a period of not less than 10 years (crediting towards present need only).

C. The affordability control period for a restricted ownership unit shall commence on the date the initial certified household takes title to the unit. The date of commencement shall be identified in the deed restriction.

D. If existing affordability controls are being extended, the extended control period for a restricted ownership unit commences on the effective date of the extension, which is the end of the original control period.

E. After the end of any control period, the restricted ownership unit remains subject to the affordability controls set forth in this subchapter until the owner gives notice of their intent to make an exit sale, at which point:

   1) If the municipality exercises the right to extend the affordability controls on the unit, no exit sale occurs and a new control period commences; or

   2) If the municipality does not exercise the right to extend the affordability controls on the unit, the affordability controls terminate following the exit sale.

F. Prior to the issuance of any building permit for the construction/rehabilitation of restricted ownership units, the developer/owner and the municipality shall record a preliminary instrument provided by the Administrative Agent.

G. Prior to the issuance of the initial certificate of occupancy for a restricted ownership unit and upon each successive sale during the period of restricted ownership, the Administrative Agent shall determine the restricted price for the unit and shall also determine the nonrestricted, fair market value of the unit based on either an appraisal or the unit's equalized assessed value without the restrictions in place.

H. At the time of the initial sale of the unit and upon each successive price-restricted sale, the initial purchaser shall execute and deliver to the Administrative Agent a recapture note obliging the purchaser, as well as the purchaser's heirs, successors, and assigns, to repay, upon the first non-exempt sale after the unit's release from the restrictions set forth in this Ordinance, an amount equal to the difference between the unit's non-restricted fair market value and its restricted price, and the recapture note shall be secured by a recapture lien evidenced by a duly recorded mortgage on the unit.

I. The affordability controls set forth in this Ordinance shall remain in effect despite the entry and enforcement of any judgment of foreclosure with respect to price-restricted ownership units.

§295A-12 Price Restrictions for Restricted Ownership Units and Resale Prices.

A. Price restrictions for restricted ownership units shall be in accordance with N.J.A.C. 5:80-26.7, as may be amended and supplemented, including:

1) The initial purchase price and affordability percentage for a restricted ownership unit shall be set by the Administrative Agent.

2) The Administrative Agent shall approve all resale prices, in writing and in advance of the resale, to assure compliance with the standards set forth in N.J.A.C 5:80-26.7.

i. If the resale occurs prior to the one-year anniversary of the date on which title to the unit was transferred to a certified household, the maximum resale price for a is the most recent non-exempt purchase price.

ii. If the resale occurs on or after such anniversary date, the maximum resale price is the most recent non-exempt purchase price increased to reflect the cumulative annual percentage increases to the regional median income, effective as of the same date as the regional median income calculated pursuant to N.J.A.C. 5:80-26.3

3) The owners of restricted ownership units may apply to the Administrative Agent to increase the maximum sales price for the unit on the basis of anticipated capital improvements. Eligible capital improvements shall be:

i. those that render the unit suitable for a larger household or the addition of a bathroom.

ii. The maximum resale price may be further increased by an amount up to the cumulative dollar value of approved capital improvements made after the last non-exempt sale for improvements and/or upgrades to the unit, excluding capital improvements paid for by the entity favored on the recapture note and recapture lien described at N.J.A.C. 5:80-26.6(d);

4) No increase for capital improvements is permitted if the maximum resale price prior to adjusting for capital improvements already exceeds whatever initial purchase price the unit would have if it were being offered for purchase for the first time at the initial affordability percentage. All adjustments for capital improvements are subject to 10-year, straight-line depreciation.

B. Upon the resale of a restricted ownership unit, all items of property that are permanently affixed to the unit or were included when the unit was initially restricted (for example, refrigerator, range, washer, dryer, dishwasher, wall-to-wall carpeting) shall be included in the maximum allowable resale price. Other items may be sold to the purchaser at a reasonable price that has been approved by the Administrative Agent at the time of the signing of the agreement to purchase but shall be separate and apart from any contract of sale for the underlying real estate. The purchase of central air conditioning installed subsequent to the initial sale of the unit and not included in the base price may be made a condition of the unit resale provided the price of the air conditioning equipment, which shall be subject to 10-year, straight-line depreciation, has been approved by the Administrative Agent. Unless otherwise approved by the Administrative Agent, the purchase of any property other than central air conditioning shall not be made a condition of the unit resale. The seller and the purchaser must personally certify at the time of closing

that no unapproved transfer of funds for the purpose of selling and receiving property has taken place at the time of or as a condition of resale.

§295A-13 Buyer Income Eligibility.

A. Buyer income eligibility for restricted ownership units shall be established pursuant to N.J.A.C. 5:80-26.17, as may be amended and supplemented, such that very low-income ownership units shall be reserved for occupancy by households with a gross household income less than or equal to 30% of median income, low-income ownership units shall be reserved for occupancy by households with a gross household income less than or equal to 50% of median income and moderate-income ownership units shall be reserved for occupancy by households with a gross household income less than 80% of median income.

B. Notwithstanding the foregoing, the Administrative Agent may, upon approval by the municipality, and subject to the Division's approval, permit a moderate-income purchaser to buy a low-income unit if and only if the Administrative Agent can demonstrate that there is an insufficient number of eligible low-income purchasers in the housing region to permit prompt occupancy of the unit and all other reasonable efforts to attract a low-income purchaser, including pricing and financing incentives, have failed. Any such low-income unit that is sold to a moderate-income household shall retain the required pricing and pricing restrictions for a low-income unit. Similarly, the administrative agent may permit low-income purchasers to buy very-low-income units in housing markets where, as determined by the Division, units are reserved for very-low-income purchasers, but there is an insufficient number of very-low-income purchasers to permit prompt occupancy of the units. In such instances, the purchased unit must be maintained as a very-low-income unit and sold at a very-low-income price point such that on the next resale the unit will still be affordable to very-low-income households and able to be purchased by a very-low-income household. A very-low-income unit that is seeking bonus credit pursuant to N.J.S.A. 52:27D-311.k(9) must first be advertised exclusively as a very-low-income unit according to the Affirmative Marketing requirements at N.J.A.C. 5:80-26.16, then advertised as a very-low-income or low-income unit for at least 30 additional days prior to referring any low-income household to the unit.

C. A certified household that purchases a restricted ownership unit must occupy it as the certified household's principal residence and shall not lease the unit; provided, however, that the Administrative Agent may permit the owner of a restricted ownership unit, upon application and a showing of hardship, to lease the restricted unit to another certified household for a period not to exceed one year.

D. The Administrative Agent shall certify a household as eligible for a restricted ownership unit when the household is a low-income household or a moderate-income household, as applicable to the unit, and the estimated monthly housing cost for the particular unit (including principal, interest, property taxes, homeowner and private mortgage insurance and condominium or homeowner association fees, as applicable) does not exceed 35 percent of the household's eligible monthly income; provided, however, that this limit may be exceeded if one or more of the following circumstances exists:

1) The household currently pays more than 35% (40% for households eligible for age-restricted units) of its gross household income for housing expenses, and the proposed housing expenses will reduce its housing costs;

2) The household has consistently paid more than 35% (40% for households eligible for age-restricted units) of eligible monthly income for housing expenses in the past and has proven its ability to pay; or

3) The household is currently in substandard or overcrowded living conditions;

4) The household documents the existence of assets, within the asset limitation otherwise applicable, with which the household proposes to supplement the rent payments

§295A-14 Limitations on Indebtedness Secured by Ownership Unit; Subordination.

A. Prior to incurring any indebtedness to be secured by a restricted ownership unit, the owner shall apply to the Administrative Agent for a determination in writing that the proposed indebtedness complies with the provisions of this Section, and the Administrative Agent shall issue such determination prior to the owner incurring such indebtedness.

B. With the exception of original purchase money mortgages, neither an owner nor a lender shall at any time during the control period cause or permit the total indebtedness secured by a restricted ownership unit to exceed 95% of the maximum allowable resale price of that unit, as such price is determined by the Administrative Agent in accordance with N.J.A.C. 5:80-26.7(c).

§295A-15 Control Periods for Restricted Rental Units.

A. Control periods for units that meet the definition of prior round units shall be pursuant to the 2001 UHAC rules originally adopted October 1, 2001, 33 N.J.R. 3432and shall remain subject to the requirements of this ordinance for a period of at least 30 years as applicable unless otherwise indicated.

B. Other than for prior round units, control periods for restricted rental units shall be in accordance with N.J.A.C. 5:80-26.12, as may be amended and supplemented, and each restricted rental unit shall remain subject to the requirements of this Ordinance for a period of at least 40 years. Restricted rental units created as part of developments receiving 9% Low-Income Housing Tax Credits must comply with a control period of not less than a 30-year compliance period plus a 15-year extended use period for a total of 45 years.

C. The affordability control period for a restricted rental unit shall commence on the first date that a unit is issued a certificate of occupancy following the execution of the deed restriction or, if affordability controls are being extended, on the effective date of the extension, which is the end of the original control period.

D. Rehabilitated renter-occupied housing units that are improved to code standards shall be subject to affordability controls for a period of not less than 10 years.

E. Prior to the issuance of any building permit for the construction/rehabilitation of restricted rental units, the developer/owner and the municipality shall record a preliminary instrument provided by the Administrative Agent.

F. Deeds of all real property that include restricted rental units shall contain deed restriction language. The deed restriction shall have priority over all mortgages on the property. The deed restriction shall be recorded by the developer with the county records office, and provided as filed and recorded, to the Administrative Agent within 30 days of the receipt of a certificate of occupancy.

G. A restricted rental unit shall remain subject to the affordability controls of this Ordinance despite the occurrence of any of the following events:

1) Sublease or assignment of the lease of the unit;

2) Sale or other voluntary transfer of the ownership of the unit;

3) The entry and enforcement of any judgment of foreclosure on the property containing the unit; or

4) The end of the control period, until the occupant household vacates the unit, or is certified as over-income and the controls are released in accordance with UHAC.

§295A-16 Rent Restrictions for Rental Units; Leases and Fees.

A. The initial rent for a restricted rental unit shall be set by the Administrative Agent.

B. A written lease shall be required for all restricted rental units, except for units in an assisted living residence, and tenants shall be responsible for security deposits and the full amount of the rent as stated on the lease. A copy of the current lease for each restricted rental unit shall be retained on file by the Administrative Agent.

C. No additional fees, operating costs, or charges shall be added to the approved rent (except, in the case of units in an assisted living residence, to cover the customary charges for food and services) without the express written approval of the Administrative Agent.

1) Operating costs, for the purposes of this section, include certificate of occupancy fees, move-in fees, move-out fees, mandatory internet fees, mandatory cable fees, mandatory utility submetering fees, and for developments with more than one and a half off-street parking spaces per unit, parking fees for one parking space per household.

D. Any fee structure that would remove or limit affordable unit occupant access to any amenities or services that are required or included for market-rate unit occupants is prohibited. Application fees (including the charge for any credit check) shall not exceed 5% of the monthly rent of the applicable restricted unit to be applied to the costs of administering the controls applicable to the unit as set forth in this Ordinance.

E. Fees for unit-specific, non-communal items that are charged to market-rate unit tenants on an optional basis, such as pet fees for tenants with pets, storage spaces, bicycle-share programs, or one-time rentals of party or media rooms, may also be charged to affordable unit tenants, if applicable.

F. Pet fees may not exceed $30.00 per month and associated one-time payments for optional fees pertaining to pets, such as a pet cleaning fee, are prohibited.

G. Fees charged to affordable unit tenants for other optional, unit-specific, non-communal items shall not exceed the amounts charged to market-rate tenants.

H. For any prior round rental unit leased before December 20, 2024, elements of the existing fee structure that are consistent with prior rules, but inconsistent with 5:80-26.13(c)1, may continue until the occupant household’s current lease term expires or that occupant household vacates the unit, whichever occurs later.

§295A-17 Tenant Income Eligibility.

A. Tenant income eligibility shall be determined pursuant to N.J.A.C. 5:80-26.14, as may be amended and supplemented, and shall be determined as follows:

1) Very low-income rental units shall be reserved for households with a gross household income less than or equal to 30% of the regional median income by household size.

2) Low-income rental units shall be reserved for households with a gross household income less than or equal to 50% of the regional median income by household size.

3) Moderate-income rental units shall be reserved for households with a gross household income less than 80% of the regional median income by household size.

B. The Administrative Agent shall certify a household as eligible for a restricted rental unit when the household is a very low-income, low-income or moderate-income household, as applicable to the unit, and the rent proposed for the unit does not exceed 35% (40% for age-restricted units) of the household's eligible monthly income as determined pursuant to N.J.A.C. 5:80-26.17, as may be amended and supplemented; provided, however, that this limit may be exceeded if one or more of the following circumstances exists:

1) The household currently pays more than 35% (40% for households eligible for age-restricted units) of its gross household income for rent, and the proposed rent will reduce its housing costs;

2) The household has consistently paid more than 35% (40% for households eligible for age-restricted units) of eligible monthly income for rent in the past and has proven its ability to pay;

3) The household is currently in substandard or overcrowded living conditions;

4) The household documents the existence of assets with which the household proposes to supplement the rent payments; or

5) The household documents reliable anticipated third-party assistance from an outside source such as a family member in a form acceptable to the Administrative Agent and the owner of the unit.

C. The applicant shall file documentation sufficient to establish the existence of any of the circumstances in 2.a. through 2.e. above with the Administrative Agent, who shall counsel the household on budgeting.

§295A-18 Municipal Housing Liaison.

A. The Municipal Housing Liaison shall be approved by municipal resolution.

B. The Municipal Housing Liaison shall be approved by the Division, or is in the process of getting approval, and fully or conditionally meets the requirements for qualifications, including initial and periodic training as set forth in in N.J.A.C. 5:99-1 et seq.

C. The Municipal Housing Liaison shall be responsible for oversight and administration of the affordable housing program, including the following responsibilities, which may not be contracted out to the Administrative Agent:

1) Serving as the primary point of contact for all inquiries from the Affordable Housing Dispute Resolution Program, the State, affordable housing providers, administrative agents and interested households.

2) The oversight of the Affirmative Marketing Plan and affordability controls.

3) When applicable, overseeing and monitoring any contracting Administrative Agent.

4) Overseeing the monitoring of the status of all restricted units listed in the Fair Share Plan.

5) Verifying, certifying and providing annual information within AHMS at such time and in such form as required by the Division.

6) Coordinating meetings with affordable housing providers and administrative agents, as needed.

7) Attending continuing education opportunities on affordability controls, compliance monitoring, and affirmative marketing as offered or approved by the Division.

8) Overseeing the recording of a preliminary instrument in the form set forth at N.J.A.C. 5:80-26.1 for each affordable housing development.

9) Coordinating with the Administrative Agent, municipal attorney and municipal Construction Code Official to ensure that permits are not issued unless the document required in C.8. above has been duly recorded.

10) Listing on the municipal website contact information for the MHL and Administrative Agents.

§295A-19 Administrative Agent.

A. All municipalities that have created or will create affordable housing programs and/or affordable units shall designate or approve, for each project within its HEFSP, an administrative agent to administer the affordable housing program and/or affordable housing units in accordance with the requirements of the FHA, NJAC 5:99-1 et seq. and UHAC.

B. The fees for administrative agents shall be paid as follows:

1) Administrative agent fees related to rental units shall be paid by the developer/owner.

2) Administrative agent fees related to initial sale of units shall be paid by the developer.

3) Administrative agent fees related to resales shall be paid by the seller of the affordable home.

4) Administrative agent fees related to ongoing administration and enforcement shall be paid by the municipality.

C. An Operating Manual for each affordable housing program shall be provided by the Administrative Agent(s). The Operating Manual(s) shall be available for public inspection in the Office of the Clerk and in the office(s) of the Administrative Agent(s). Operating manuals shall be adopted by resolution of the Governing Body.

D. Subject to the role of the Administrative Agent(s), the duties and responsibilities as are set forth in N.J.A.C. 5:99-7and which are described in full detail in the Operating Manual, including those set forth in UHAC, include:

1) Attending continuing education opportunities on affordability controls, compliance monitoring, and affirmative marketing as offered or approved by the Division;

2) Affirmative marketing:

   i. Conducting an outreach process to affirmatively market affordable housing units in accordance with the Affirmative Marketing Plan of the municipality and the provisions of N.J.A.C. 5:80-26.16.

   ii. Providing counseling, or contracting to provide counseling services, to low- and moderate-income applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements; and landlord/tenant law.

3) Household certification.

   i. Soliciting, scheduling, conducting and following up on interviews with interested households.

   ii. Conducting interviews and obtaining sufficient documentation of gross income and assets upon which to base a determination of income eligibility for a low- or moderate-income unit;

   iii. Providing written notification to each applicant as to the determination of eligibility or non-eligibility within 5 days of the determination thereof.

   iv. Requiring that all certified applicants for restricted units execute a certificate substantially in the firm, as applicable, of either the ownership or rental certificates set forth in the Appendices J and K of N.J.A.C. 5:80-26.1 et seq.

   v. Creating and maintaining a referral list of eligible applicant households living in the housing region, and eligible applicant households with members working in the housing region, where the units are located.

   vi. Employing a random selection process as provided in the Affirmative Marketing Plan when referring households for certification to affordable units.

4) Affordability controls.

   i. Furnishing to attorneys or closing agents forms of deed restrictions and mortgages for the recording at the time of conveyance of title of each restricted unit.

   ii. Ensuring that the removal of the deed restrictions and cancellation of the mortgage note are effectuated and filed properly with the County Register of Deeds or County Clerk's office after the termination of the affordability controls for each restricted unit in accordance with UHAC.

   iii. Communicating with lenders and the Municipal Housing Liaison regarding foreclosures.

   iv. Ensuring the issuance of Continuing Certificates of Occupancy or certifications pursuant to N.J.A.C. 5:80-26.11.

5) Records retention.

   i. Creating and maintaining a file on each restricted unit for its control period, including the recorded deed with restrictions, recorded recapture mortgage, and note, as appropriate.

ii. Records received, retained, retrieved, or transmitted in furtherance of crediting affordable units of a municipality constitute public records of the municipality as defined by N.J.S.A. 47:3-16, and are legal property of the municipality.

6) Resales and re-rentals.

i. Instituting and maintaining an effective means of communicating information between owners and the Administrative Agent regarding the availability of restricted units for resale or re-rental.

ii. Instituting and maintaining an effective means of communicating information to very low-, low-, or moderate-income households regarding the availability of restricted units for resale or re-rental.

7) Processing requests from unit owners.

i. Reviewing and approving requests from owners of restricted units who wish to refinance or take out home equity loans during the term of their ownership to determine that the amount of indebtedness to be incurred will not violate the terms of this ordinance.

ii. Reviewing and approving requests to increase sales prices from owners of restricted units who wish to make capital improvements to the units that would affect the selling price, such authorizations to be limited to those improvements resulting in additional bedrooms or bathrooms and the depreciated cost of central air conditioning systems.

iii. Notifying the municipality of an owner's intent to sell a restricted unit.

iv. Making determinations on requests by owners of restricted units for hardship waivers.

8) Enforcement.

i. Securing annually from the municipality a list of all affordable ownership units for which property tax bills are mailed to absentee owners, and notifying all such owners that they must either move back to their unit or sell it;

ii. Securing from all developers and sponsors of restricted units, at the earliest point of contact in the processing of the project or development, written acknowledgement of the requirement that no restricted unit can be offered, or in any other way committed, to any person, other than a household duly certified to the unit by the Administrative Agent;

iii. Sending annual mailings to all owners of affordable dwelling units reminding them of the notices and requirements outlined in N.J.A.C. 5:80-26.19(d)4;

iv. Establishing a program for diverting unlawful rent payments to the municipal Affordable Housing Trust Fund; and

v. Creating and publishing a written operating manual for each affordable housing program administered by the Administrative Agent setting forth procedures for administering the affordability controls.

9) The Administrative Agent(s) shall, as delegated by the municipality, have the authority to take all actions necessary and appropriate to carry out its/their responsibilities, herein.

§295A-20 Responsibilities of The Owner of a development containing affordable units.

A. The owner of all developments containing affordable units subject to this subchapter or the assigned management company thereof shall provide to the administrative agent:

1) Site plan, architectural plan, or other plan that identifies the location of each affordable unit, if subject to the site plan approval, settlement agreement, or other applicable document regulating the location of affordable units. The administrative agent shall determine the location of affordable units if not set forth in the site plan approval, settlement agreement, or other applicable document.

2) The total number of units in the project and the number of affordable units.

3) The breakdown of the affordable units by or identification of affordable unit locations by bedroom count and income level, including street addresses / unit numbers, if subject to the site plan approval, settlement agreement, or other applicable document regulating the breakdown of affordable units. The administrative agent shall determine the bedroom and income distribution if not set forth in the site plan approval, settlement agreement, or other applicable document.

4) Floor plans of all affordable units, including complete and accurate identification of all rooms and the dimensions thereof.

5) A projected construction schedule.

6) The location of any common areas and elevators.

7) The name of the person who will be responsible for official contact with the administrative agent for the duration of the project, which must be updated if the contact changes.

B. In addition to A above, the owner of rental developments containing affordable rental units subject to this subchapter or the assigned management company thereof shall:

1) Send to all current tenants in all restricted rental units an annual mailing containing a notice as to the maximum permitted rent and a reminder of the requirement that the unit must remain their principal place of residence, which is defined as residing in the unit at least 260 days out of each calendar year, together with the telephone number, mailing address, and email address of the administrative agent to whom complaints of excess rent can be issued.

2) Provide to the administrative agent a description of any applicable fees.

3) Provide to the administrative agent a description of the types of utilities and which utilities will be included in the rent.

4) Agree and ensure that the utility configuration established at the start of the rent-up process not be altered at any time throughout the restricted period.

5) Provide to the administrative agent a proposed form of lease for any rental units.

6) Ensure that the tenant selection criteria for the applicants for affordable units not be more restrictive that the tenant selection criteria for applicants for non-restricted units.

7) Strive to maintain the continued occupancy of the affordable units during the entire restricted period.

C. In addition to A, above, the owner of affordable for-sale developments containing affordable for-sale units subject to this subchapter or the assigned management company thereof shall provide the administrative agent:

1) Proposed pricing for all units, including any purchaser options and add-on items.

2) Realistic condominium or homeowner association fees and any other applicable fees.

3) Estimated real property taxes.

4) Sewer, water, trash disposal, and any other utility assessments.

5) Flood insurance requirement, if applicable.

6) The State-approved planned real estate development public offering statement and/or master deed, where applicable, as well as the full build-out budget.

§295A-21 Enforcement of Affordable Housing Regulations.

A. Upon the occurrence of a breach of any of the regulations governing the affordable unit by an owner, developer or tenant, the municipality shall have all remedies provided at law or equity, including but not limited to foreclosure, tenant eviction, municipal fines, a requirement for household recertification, acceleration of all sums due under a mortgage, recoupment of any funds from a sale in the violation of the regulations, injunctive relief to prevent further violation of the regulations, entry on the premises, and specific performance.

B. After providing written notice of a violation to an owner, developer or tenant of an affordable unit and advising the owner, developer or tenant of the penalties for such violations, the municipality may take the following action against the owner, developer or tenant for any violation that remains uncured for a period of 60 days after service of the written notice:

1) The municipality may file a court action pursuant to N.J.S.A. 2A:58-11 alleging a violation, or violations, of the regulations governing the affordable housing unit. If the owner, developer or tenant is found by the Court to have violated any provision of the regulations governing affordable housing units the owner, developer or tenant shall be subject to one or more of the following penalties, at the discretion of the Court:

i. A fine of not more than $10,000 or imprisonment for a period not to exceed 90 days, or both, unless otherwise specified below, provided that each and every day that the violation continues or exists shall be considered a separate and specific violation of these provisions and not a continuation of the initial offense;

ii. In the case of an owner who has rented his or her low- or moderate-income unit in violation of the regulations governing affordable housing units, payment into the Affordable Housing Trust Fund of the gross amount of rent illegally collected;

iii. In the case of an owner who has rented his or her affordable unit in violation of the regulations governing affordable housing units, payment of an innocent tenant's reasonable relocation costs, as determined by the Court.

C. The municipality shall have the authority to levy fines against the owner of the development for instances of noncompliance with NJHRC advertising requirements (N.J.S.A. 52:27D-321.6.e.(2)), following written notice to the owner. The fine for the first offense of noncompliance shall be $5,000, the fine for the second offense of noncompliance shall be $10,000, and the fine for each subsequent offense of noncompliance shall be $15,000.

D. The municipality may file a court action in the Superior Court seeking a judgment, which would result in the termination of the owner's equity or other interest in the unit, in the nature of a mortgage foreclosure. Any judgment shall be enforceable as if the same were a judgment of default of the first purchase money mortgage and shall constitute a lien against the low- or moderate-income unit.

1) Such judgment shall be enforceable, at the option of the municipality, by means of an execution sale by the Sheriff, at which time the affordable unit of the violating owner shall be sold at a sale price which is not less than the amount necessary to fully satisfy and pay off any first purchase money mortgage and prior liens and the costs of the enforcement proceedings incurred by the municipality , including attorney's fees. The violating owner shall have the right to possession terminated as well as the title conveyed pursuant to the Sheriff's sale.

2) The proceeds of the Sheriff's sale shall first be applied to satisfy the first purchase money mortgage lien and any prior liens upon the low- or moderate-income unit. The excess, if any, shall be applied to reimburse the municipality for any and all costs and expenses incurred in connection with either the court action resulting in the judgment of violation or the Sheriff's sale. In the event that the proceeds from the Sheriff's sale are insufficient to reimburse the municipality in full as aforesaid, the violating owner shall be personally responsible for the full extent of such deficiency, in addition to any and all costs incurred by the municipality in connection with collecting such deficiency. In the event that a surplus remains after satisfying all of the above, such surplus shall be placed in escrow by the municipality for the owner and shall be held in such escrow for a maximum period of two years or until such earlier time as the owner shall make a claim with the municipality for such. Failure of the owner to claim such balance within the two year period shall automatically result in a forfeiture of such balance to the municipality. Any interest accrued or earned on such balance while being held in escrow shall belong to and shall be paid to the municipality, whether such balance shall be paid to the owner or forfeited to the municipality.

3) Foreclosure due to violation of the regulations governing affordable housing units shall not extinguish the restrictions of the regulations governing affordable housing units as they apply to the low- and moderate-income unit. Title shall be conveyed to the purchaser at the Sheriff's sale, subject to the restrictions and provisions of the regulations governing the affordable housing unit. The owner determined to be in violation of the provisions of this plan and from whom title and possession were taken by means of the Sheriff's sale shall not be entitled to any right of redemption.

4) If there are no bidders at the Sheriff's sale, or if insufficient amounts are bid to satisfy the first purchase money mortgage and any prior liens, the municipality may acquire title to the affordable unit by satisfying the first purchase money mortgage and any prior liens and crediting the violating owner with an amount equal to the difference between the first purchase money mortgage and any prior liens and costs of the enforcement proceedings, including legal fees and the maximum resale price for which the affordable unit could have been sold under the terms of the regulations governing affordable housing units. This excess shall be treated in the same manner as the excess that would have been realized from an actual sale as previously described.

5) Failure of the low- or moderate-income unit to be either sold at the Sheriff's sale or acquired by the municipality shall obligate the owner to accept an offer to purchase from any qualified purchaser that may be referred to the owner by the municipality, with such offer to purchase being equal to the maximum resale price of the low- or moderate-income unit as permitted by the regulations governing affordable housing units.

6) The affordable unit owner shall remain fully obligated, responsible and liable for complying with the terms and restrictions of governing affordable housing units until such time as title is conveyed from the owner.

E. It is the responsibility of the municipal housing liaison and the administrative agent(s) to ensure that affordable housing units are administered properly. All affordable units must be occupied within a reasonable amount of time and be re-leased within a reasonable amount of time upon the vacating of the unit by a tenant. If an administrative agent or municipal housing liaison becomes aware of or suspects that a developer, landlord, or property manager has not complied with these regulations, it shall report this activity to the Division. The Division must notify the developer, landlord, or property manager, in writing, of any violation of these regulations and provide a 30-day cure period. If, after the 30-day cure period, the developer, landlord, or property manager remains in violation of any terms of this subchapter, including by keeping a unit vacant, the developer, landlord, or property manager may be fined up to the amount required to construct a comparable affordable unit of the same size and the deed-restricted control period will be extended for the length of the time the unit was out of compliance, in addition to the remedies provided for in this section. For the purposes of this subsection, a reasonable amount of time shall presumptively be 60 days, unless a longer period of time is required due to demonstrable market conditions and/or failure of the municipal housing liaison or the administrative agent to refer a certified tenant.

F. Banks and other lending institutions are prohibited from issuing any loan secured by owner occupied real property subject to the affordability controls set forth in this subchapter if such loan would be in excess of amounts permitted by the restriction documents recorded in the deed or mortgage book in the county in which the property is located. Any loan issued in violation of this subsection is void as against public policy.

G. The Agency and the Department hereby reserve, for themselves and for each administrative agent appointed pursuant to this subchapter, all of the rights and remedies available at law and in equity for the enforcement of this subchapter, including, but not limited to, fines, evictions, and foreclosures as approved by a county-level housing judge.

H. This Section shall be enforced by the Township Zoning Officer or his/her designee.

I. Appeals

1) Appeals from all decisions of an administrative agent appointed pursuant to this subchapter must be filed, in writing, with the municipal housing liaison. A decision by the municipal housing liaison may be appealed to the Division. A written decision of the Division Director upholding, modifying, or reversing an administrative agent's decision is a final administrative action.

SECTION 2: Except as set forth in Section 1, the balance of the Code of the Township of Winslow shall not be affected by this Ordinance.

SECTION 3: All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 4 If the provisions of any section, subsection, paragraph, subdivision, or clause of this Ordinance shall be judged invalid by a court of competent jurisdiction, such order of judgment shall not affect or invalidate the remainder of any section, subsection, paragraph, subdivision, or clause of this Ordinance.

SECTION 5: This Ordinance shall take effect immediately upon final passage and publication in accordance with law.

INTRODUCED: February 24, 2026

ADOPTED:

_____
MARIE D. LAWRENCE, MAYOR

_____
LISA L. DORITY, RMC
MUNICIPAL CLERK

Certified to be a true copy of an Ordinance adopted by the Mayor and Township Committee of the Township of Winslow at a regularly scheduled meeting on **March 10, 2026** at the Winslow Township Municipal Building

_____
Lisa L. Dority, RMC
Municipal Clerk

Dated: _____

T:\Lisa\ORDINANCES\Affordable Housiing Ordinance 3-10-26.docx

Township of Winslow

Office of
PLANNING & ZONING
The Mayor Dominic Maiese Municipal Complex

125 S. Route 73
Braddock, NJ 08037
Tel: (609) 567-0700
Fax: (609) 567-9344

TO: Lisa Dority, RMC

From: Christy Mezzatesta, Planning Board Secretary

Subject: AN ORDINANCE OF THE TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN, STATE OF NEW JERSEY REPEALING AND REPLACE CHAPTER 295A OF THE ZONING ORDINANCE OF THE TOWNSHIP OF WINSLOW TO ADDRESS THE REQUIREMENTS OF THE FAIR HOUSING ACT (FHA) AND THE UNIFORM HOUSING AFFORDABILITY CONTROLS (UHAC) REGARDING COMPLIANCE WITH THE WINSLOW'S AFFORDABLE HOUSING OBLIGATIONS

Date: February 27th, 2026

Please be advised at February 26th, 2026, Planning Board meeting the above matter was reviewed. Mr. Michael Davis, a Professional Planner from Heyer, Gruel and Associates was present to review the aforementioned ordinance as it relates to the requirements for the Fourth Round Housing Element and Fair Share Plan that was adopted by the Board on June 17th, 2025. The Board reviewed the ordinance and finds it to be consistent with the Master Plan and recommends for adoption by the Mayor and Committee to help Winslow remain in compliance with the Fourth Round requirements.

Thank you, Christy

TOWNSHIP OF WINSLOW
COUNTY OF CAMDEN
STATE OF NEW JERSEY

AN ORDINANCE OF THE TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN, STATE OF NEW JERSEY REPEALING AND REPLACING CHAPTER 128 OF THE ZONING ORDINANCE OF THE TOWNSHIP OF WINSLOW TO ADDRESS THE REQUIREMENTS OF THE FAIR HOUSING ACT (FHA) AND THE UNIFORM HOUSING AFFORDABILITY CONTROLS (UHAC) REGARDING COMPLIANCE WITH THE WINSLOW'S AFFORDABLE HOUSING OBLIGATIONS

BE IT ORDAINED by the Mayor and Township Committee of the Township of Winslow, Camden County, New Jersey, that Chapter 128 of the Code of the Township of Winslow is hereby amended to include provisions addressing Winslow's constitutional obligation to provide for its fair share of low- and moderate-income housing, as directed by the Superior Court and consistent with N.J.A.C. 5:93-1, et seq., as amended and supplemented, N.J.A.C. 5:99, et seq., as amended and supplemented, N.J.A.C. 5:80-26.1, et seq., as amended and supplemented, and the New Jersey Fair Housing Act of 1985. This Ordinance is intended to provide development fee ordinance in accordance with the Fair Housing Act (P.L.2024, c.2) and N.J.A.C. 5:99, as most recently amended.

BE IT FUTHER ORDAINED that Chapter 128 of the Township Code, entitled "Development Fees" is hereby repealed and replaced as follows:

CHAPTER 128 DEVELOPMENT FEES

§128-1 Purpose.

A. This section establishes standards for the collection, maintenance, and expenditure of development fees that are consistent with the amended Fair Housing Act (P.L.2024, c.2), N.J.A.C. 5:99, and the Statewide Non-Residential Development Fee Act (C. 40:55D-8.1 through 8.7). Fees collected pursuant to this Ordinance shall be used for the sole purpose of providing very low-, low- and moderate-income housing in accordance with a Court-approved Spending Plan.

§128-2 Basic Requirements.

A. The municipality previously adopted a development fee ordinance, which established the Municipal Affordable Housing Trust Fund.
B. The municipality shall not spend development fees until the court has approved a plan for spending such fees.

§128-3 Definitions.

The following terms, as used in this chapter, shall have the following meanings:

AFFORDABLE HOUSING TRUST OR AHTF

That non-lapsing, revolving trust fund established in DCA pursuant to N.J.S.A. 52:27D-320 and N.J.A.C. 5:43 to be the repository of all State funds appropriated for affordable housing purposes. All references to the "Neighborhood Preservation Nonlapsing Revolving Fund" and "Balanced Housing" mean the AHTF.

BARRIER FREE ESCROW

The holding of funds collected to adapt affordable unit entrances to be accessible in accordance with N.J.S.A. 52:27D-311a et seq. Such funds shall be held in a municipal affordable housing trust fund pursuant to N.J.A.C. 5:99-2.6.

DEVELOPMENT FEE

Money paid by a developer for the improvement of residential and non-residential property as permitted pursuant to N.J.S.A. 52:27D-329.2 and 40:55D-8.1 through 40:55D-8.7 and N.J.A.C. 5:99-3.

EMERGENT OPPORTUNITY

A circumstance that has arisen whereby affordable housing will be able to be produced through a delivery mechanism not originally contemplated by or included in a fair share plan that has been the subject of a compliance certification.

HMFA or THE AGENCY

The New Jersey Housing and Mortgage Finance Agency established pursuant to P.L. 1983, c. 530 (N.J.S.A. 55:14K-1 et seq.).

MUNICIPAL AFFORDABLE HOUSING TRUST FUND

A separate, interest-bearing account held by a municipality for the deposit of development fees, payments in lieu of constructing affordable units on sites zoned for affordable housing previously approved prior to March 20, 2024 (per P.L. 2024, c.2), barrier-free escrow funds, recapture funds, proceeds from the sale of affordable units, rental income, repayments from affordable housing program loans, enforcement fines, unexpended RCA funds remaining from a completed RCA project, application fees, and any other funds collected by the municipality in connection with its affordable housing programs, which shall be used to address municipal low- and moderate-income housing obligations within the time frames established by the Legislature and this chapter.

MUNICIPAL DEVELOPMENT FEE ORDINANCE

An ordinance adopted by the governing body of a municipality that authorizes the collection of development fees.

NON-RESIDENTIAL DEVELOPMENT

Any building or structure, or portion thereof, including, but not limited to, any appurtenant improvements, which is designated to a use group other than a residential use group according to the State Uniform Construction Code, N.J.A.C. 5:23, promulgated to effectuate the State uniform Construction Code Act, N.J.S.A. 52:27D-119 et seq., including any subsequent amendments or revisions thereto;

Hotels, motels, vacation timeshares, and child-care facilities; and

The entirety of all continuing care facilities within a continuing care retirement community which is subject to the Continuing Care Retirement Community Regulation and Financial Disclosure Act, N.J.S.A.52:27D-330 et seq.

NON-RESIDENTIAL DEVELOPMENT FEE

The fee authorized to be imposed pursuant to N.J.S.A. 40:55D-8.1 through 40:55D-8.7.

§128-4 **Residential Development Fees.**

A. Imposed fees

1) Residential developers, except for developers of the types of development specifically exempted below, shall pay a fee of 1.5% of the equalized assessed value for residential development, provided no increased density is permitted. Development fees shall also be imposed and collected when an additional dwelling unit is added to an existing residential structure; in such cases, the fee shall be calculated based on the increase in the equalized assessed value of the property due to the additional dwelling unit.

2) When an increase in residential density is permitted pursuant to a "d" variance granted under N.J.S.A. 40:55D-70d(5), developers shall be required to pay a "bonus" development fee of 6.0% of the equalized assessed value for each additional unit that may be realized, except that this provision shall not be applicable to a development that will include affordable housing. If the zoning on a site has changed during the two-year period preceding the filing of such a variance application, the base density for the purposes of calculating the bonus development fee shall be the highest density permitted by right during the two-year period preceding the filing of the variance application.

Example: If an approval allows four units to be constructed on a site that was zoned for two units, the fees could equal 1.5% of the equalized assessed value on the first two units; and the specified higher percentage of 6% of the equalized assessed value for the two additional units, provided zoning on the site has not changed during the two-year period preceding the filing of such a variance application.

B. Eligible exactions, ineligible exactions and exemptions for residential development

1) Affordable housing developments, developments where the developer is providing for the construction of affordable units elsewhere in the municipality, and developments where the developer has made an eligible payment in lieu of on-site construction of affordable units, if permitted by ordinance, or by agreement with the municipality and if approved by a municipality prior to the statutory elimination of payments in-lieu on March 20, 2024 per P.L.2024, c.2, shall be exempt from development fees.

2) Developments that have received preliminary or final site plan approval prior to the adoption of this ordinance and any preceding ordinance permitting the collection of development fees shall be exempt from the payment of development fees, unless the developer seeks a substantial change in the original approval. Where a site plan approval does not apply, the issuance of a zoning and/or building permit shall be synonymous with preliminary or final site plan approval for the purpose of determining the right to an exemption. In all cases, the applicable fee percentage shall be determined based upon the development fee ordinance in effect on the date that the construction permit is issued.

3) Development fees shall not be imposed and collected when an existing structure undergoes a change to a more intense use, is demolished and replaced for any reason, or is expanded, if the expansion is not otherwise subject to the development fee requirement.

4) No development fee shall be collected for any development of which the entire development is less than five (5) residential buildings. Phasing shall be ignored for purposes of this subsection.

5) No development fee shall be collected for the demolition and replacement of a residential building resulting from a fire or natural disaster.

6) Developers of Williamstown Road Redevelopment (Block 2204 Lot 12)shall be exempt from paying a development fee.

7) The following are exempt from the provisions of this Section: Zones: RM, RH, PR3, and PR4; detached garage; three season rooms; non-profit or public education buildings; recreational; community or senior centers; parking lot and structures; nursing home or non-profit hospital relocation or improvement; state, county and local government buildings; transit hubs; villages; light rail hubs; commercial farm building (Use Group U); fire rebuild and replacement sunrooms; Developments with a general development plan approval or executed developer's or redeveloper's agreement prior to July 17, 2008 with a fee or affordable housing requirement the equivalent of at least 1% of EAV.

§128-5 Non-Residential Development Fees.

A. Imposition of fees

1) Within all zoning districts, non-residential developers, except for developers of the types of development specifically exempted, shall pay a fee equal to 2.5% of the

equalized assessed value of the land and improvements, for all new non-residential construction on an unimproved lot or lots.

2) Within all zoning districts, non-residential developers, except for developers of the types of development specifically exempted, shall also pay a fee equal to 2.5% of the increase in equalized assessed value resulting from any additions to existing structures to be used for non-residential purposes.

3) Development fees shall be imposed and collected when an existing structure is demolished and replaced. The development fee of 2.5% shall be calculated on the difference between the equalized assessed value of the pre-existing land and improvements and the equalized assessed value of the newly improved structure; i.e., land and improvements; and such calculation shall be made at the time a final certificate of occupancy is issued. If the calculation required under this section results in a negative number, the non-residential development fee shall be zero.

B. Eligible exactions, ineligible exactions and exemptions for non-residential development

1) The non-residential portion of a mixed-use inclusionary or market-rate development shall be subject to a 2.5% development fee, unless otherwise exempted below.

2) The 2.5% fee shall not apply to an increase in equalized assessed value resulting from alterations, change in use within existing footprint, reconstruction, renovations and repairs.

C. Non-residential developments shall be exempt from the payment of non-residential development fees in accordance with the exemptions required pursuant to the Statewide Non-Residential Development Fee Act (N.J.S.A. 40:55D-8.1 through 8.7), as specified in Form N-RDF "State of New Jersey Non-Residential Development Certification/Exemption." Any exemption claimed by a developer shall be substantiated by that developer.

D. A developer of a non-residential development exempted from the non-residential development fee pursuant to the Statewide Non-Residential Development Fee Act shall be subject to the fee at such time as the basis for the exemption no longer applies, and shall make the payment of the non-residential development fee, in that event, within three years after that event or after the issuance of the final certificate of occupancy of the non-residential development, whichever is later.

E. If a property that was exempted from the collection of a non-residential development fee thereafter ceases to be exempt from property taxation, the owner of the property shall remit the fees required pursuant to this section within 45 days of the termination of the property tax exemption. Unpaid non-residential development fees under these circumstances may be enforceable by the municipality as a lien against the real property of the owner.

§128-6 Collection Procedures.

A. Upon the granting of a preliminary, final or other applicable approval for a development, the applicable approving authority shall direct its staff to notify the construction official responsible for the issuance of a building permit.

B. For non-residential developments only, the developer shall also be provided with a copy of Form N-RDF, "State of New Jersey Non-Residential Development Certification/Exemption," to be completed by the developer as per the instructions provided in the Form N-RDF. The construction official shall verify the information submitted by the non-residential developer as per the instructions provided on Form N-RDF. The tax assessor shall verify exemptions and prepare estimated and final assessments as per the instructions provided in Form N-RDF.

C. The construction official responsible for the issuance of a building permit shall notify the tax assessor of the issuance of the first construction permit for a development that is subject to a development fee.

D. Within 90 days of receipt of that notice, the tax assessor shall provide an estimate, based on the plans filed, of the equalized assessed value of the development.

E. The construction official responsible for the issuance of a final certificate of occupancy shall notify the tax assessor of any and all requests for the scheduling of a final inspection on property that is subject to a development fee.

F. Within 10 business days of a request for the scheduling of a final inspection, the tax assessor shall confirm or modify the previously estimated equalized assessed value of the improvements associated with the development; calculate the development fee; and thereafter notify the developer of the amount of the fee.

G. Should the municipality fail to determine or notify the developer of the amount of the development fee within 10 business days of the request for final inspection, the developer may estimate the amount due and pay that estimated amount consistent with the dispute process set forth in Subsection b. of section 37 of P.L.2008, c.46 (N.J.S.A. 40:55D-8.6).

H. Fifty percent (50%) of the development fee shall be collected at the time of issuance of the construction permit. The remaining portion shall be collected at the time of issuance of the certificate of occupancy. The developer shall be responsible for paying the difference between the fee calculated at the time of issuance of the construction permit and that determined at the time of issuance of certificate of occupancy.

§128-7 Appeal of development fees.

A. A developer may challenge residential development fees imposed by filing a challenge with the County Board of Taxation. Pending a review and determination by that board, collected fees shall be placed in an interest-bearing escrow account by the municipality. Appeals from a determination of the board may be made to the Tax Court in accordance with the provisions of the State Tax Uniform Procedure Law, R.S. 54:48-1 et seq., within 90 days after the date of such determination. Interest earned on amounts escrowed shall be credited to the prevailing party.

B. A developer may challenge non-residential development fees imposed by filing a challenge with the director of the Division of Taxation. Pending a review and

determination by the director, which shall be made within 45 days of receipt of the challenge, collected fees shall be placed in an interest-bearing escrow account by the municipality. Appeals from a determination of the director may be made to the Tax Court in accordance with the provisions of the State Tax Uniform Procedure Law, R.S. 54:48-1 et seq., within 90 days after the date of such determination. Interest earned on amounts escrowed shall be credited to the prevailing party.

§128-8 Affordable Housing Trust Fund.

A. A separate, interest-bearing Municipal Affordable Housing Trust Fund shall be maintained by the chief financial officer and/or the Municipal Housing Liason of the municipality for the purpose of depositing development fees collected from residential and non-residential developers and proceeds from the sale of units with extinguished controls.

B. The following additional funds shall be deposited in the Municipal Affordable Housing Trust Fund and shall at all times be identifiable by source and amount:

1) Payments in lieu of on-site construction of an affordable unit, where previously permitted by ordinance or by agreement with the municipality and if approved by a municipality prior to the statutory elimination of payments in-lieu on March 20, 2024 per P.L.2024, c.2;

2) Funds contributed by developers to make 10% of the adaptable entrances in a townhouse or other multistory attached dwelling unit development accessible;

3) Rental income from municipally operated units;

4) Repayments from affordable housing program loans;

5) Recapture funds;

6) Proceeds from the sale of affordable units; and

7) Any other funds collected in connection with the municipal affordable housing program including but not limited to interest earned on fund deposits.

C. The municipality shall provide the Division with written authorization, in the form of a tri-party escrow agreement(s) between the municipality, the Division and the financial institution in which the municipal affordable housing trust fund has been established to permit the Division to direct the disbursement of the funds as provided for in N.J.A.C. 5:99-2.1 et seq.

D. Occurrence of any of the following deficiencies may result in the Division requiring the forfeiture of all or a portion of the funds in the municipal Affordable Housing Trust Fund:

1) Failure to meet deadlines for information required by the Division in its review of a development fee ordinance;

2) Failure to commit or expend development fees within four years of the date of collection in accordance with N.J.A.C. 5:99-5.5;

3) Failure to comply with the requirements of the Non-Residential Development Fee Act and N.J.A.C. 5:99-3;

4) Failure to submit accurate monitoring reports pursuant to this subchapter within the time limits imposed by the Act, this chapter, and/or the Division;

5) Expenditure of funds on activities not approved by the Superior Court or otherwise permitted by law;

6) Revocation of compliance certification or a judgment of compliance and repose;

7) Failure of a municipal housing liaison or administrative agent to comply with the requirements set forth at N.J.A.C. 5:99-6, 7, and 8;

8) Other good cause demonstrating that municipal affordable housing funds are not being used for an approved purpose.

E. All interest accrued in the housing trust fund shall only be used on eligible affordable housing purposes approved by the Court.

§128-9 Use of Funds.

A. The expenditure of all funds shall conform to a Spending Plan approved by Superior Court. Funds deposited in the municipal Affordable Housing Trust Fund may be used for any activity approved by the Court to address the fair share obligation and may be set up as a grant or revolving loan program. Such activities include, but are not limited to: preservation or purchase of housing for the purpose of maintaining or implementing affordability controls; housing rehabilitation; new construction of affordable housing units and related costs; accessory apartments; a market-to-affordable program; conversion of existing non-residential buildings to create new affordable units; green building strategies designed to be cost-saving and in accordance with accepted national or state standards; purchase of land for affordable housing; improvement of land to be used for affordable housing; extensions or improvements of roads and infrastructure to affordable housing sites; financial assistance designed to increase affordability; administration necessary for implementation of the Housing Element and Fair Share Plan; and/or any other activity permitted by Superior Court and specified in the approved Spending Plan.

B. Funds shall not be expended to reimburse the municipality or activities that occurred prior to the authorization of a municipality to collect development fees.

C. At least a portion of all development fees collected and interest earned shall be used to provide affordability assistance to very low-, low- and moderate-income households in affordable units included in the municipal Fair Share Plan. A portion of the development fees which provide affordability assistance shall be used to provide affordability assistance to very low-income households.

1) Affordability assistance programs may include down payment assistance, security deposit assistance, low-interest loans, rental assistance, assistance with homeowners association or condominium fees and special assessments, infrastructure assistance, and assistance with emergency repairs. The specific programs to be used for affordability assistance shall be identified and described within the Spending Plan.

2) Affordability assistance for very low income households may include producing very low-income units or buying down the cost of low- or moderate-income units

in the municipal Fair Share Plan to make them affordable to households earning 30% or less of median income.

D. No more than 20% of all affordable housing trust funds, exclusive of those collected to fund an RCA prior to July 17, 2008, shall be expended on administration, including, but not limited to, salaries and benefits for municipal employees or consultants' fees necessary to develop or implement a new construction program, prepare and implement a Housing Element and Fair Share Plan, administer an Affirmative Marketing Program and for compliance with the Superior Court and the Program including the costs to the municipality of resolving a challenge.

§128-10 Monitoring.

A. On or before February 15 of each year, the municipality shall provide annual electronic data reporting of trust fund activity for the previous year from January 1st to December 31st through the AHMS Reporting System. This reporting shall include an accounting of all Municipal Affordable Housing Trust Fund activity, including the sources and amounts of all funds collected and the amounts and purposes for which any funds have been expended. Such reporting shall include an accounting of development fees collected from residential and non-residential developers, previously eligible payments in lieu of constructing affordable units on site (if permitted by ordinance or by agreement with the municipality prior to the March 20, 2024 statutory elimination per P.L. 2024, c.4), funds from the sale of units with extinguished controls, barrier-free escrow funds, rental income from municipally-owned affordable housing units, repayments from affordable housing program loans, interest and any other funds collected in connection with municipal housing programs, as well as an accounting of the expenditures of revenues and implementation of the Spending Plan approved by the Court.

§128-11 Ongoing Collection of Fees.

A. The ability to impose, collect and expend development fees shall continue so long as the municipality retains authorization from the Court in the form of Compliance Certification or the good faith effort to obtain it.

B. If the municipality fails to renew its ability to impose and collect development fees prior to the expiration of its Judgment of Compliance, it may be subject to forfeiture of any or all funds remaining within its Affordable Housing Trust Fund. Any funds so forfeited shall be deposited into the New Jersey Affordable Housing Trust Fund established pursuant to section 20 of P.L.1985, c.222 (C. 52:27D-320).

§128-12 Emergent Affordable Housing Opportunities.

Requests to expend affordable housing trust funds on emergent affordable housing opportunities not included in the municipal fair share plan shall be made to the Division and shall be in the form of a governing body resolution. Any request shall be consistent with N.J.A.C. 5:99-4.1.

SECTION 2: Except as set forth in Section 1, the balance of the Code of the Township of Winslow shall not be affected by this Ordinance.

SECTION 3: All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 4 If the provisions of any section, subsection, paragraph, subdivision, or clause of this Ordinance shall be judged invalid by a court of competent jurisdiction, such order of judgment shall not affect or invalidate the remainder of any section, subsection, paragraph, subdivision, or clause of this Ordinance.

SECTION 5: This Ordinance shall take effect immediately upon final passage and publication in accordance with law.

INTRODUCED: February 24, 2026

ADOPTED:

_____
MARIE D. LAWRENCE, MAYOR

_____
LISA L. DORITY, RMC
MUNICIPAL CLERK

Certified to be a true copy of an Ordinance adopted by the Mayor and Township Committee of the Township of Winslow at a regularly scheduled meeting on **March 10, 2026** at the Winslow Township Municipal Building

_____
Lisa L. Dority, RMC
Municipal Clerk

Dated: _____

T:\Lisa\ORDINANCES\CHAPTER 128 AFFORDABLE HOUSING DEVELOPMENT FEES.docx

Township of Winslow

Office of
PLANNING & ZONING
The Mayor Dominic Maiese Municipal Complex

125 S. Route 73
Braddock, NJ 08037
Tel: (609) 567-0700
Fax: (609) 567-9344

TO: Lisa Dority, RMC

From: Christy Mezzatesta, Planning Board Secretary

Subject: AN ORDINANCE OF THE TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN, STATE OF NEW JERSEY REPEALING AND REPLACING CHAPTER 128 OF THE ZONING ORDINANCE OF THE TOWNSHIP OF WINSLOW TO ADDRESS THE REQUIREMENTS OF THE FAIR HOUSING ACT (FHA) AND THE UNIFORM HOUSING AFFORDABILITY CONTROLS (UHAC) REGARDING COMPLIANCE WITH THE WINSLOW'S AFFORDABLE HOUSING OBLIGATIONS (Development fees)

Date: February 27th, 2026

Please be advised at February 26th, 2026, Planning Board meeting the above matter was reviewed. Mr. Michael Davis, a Professional Planner from Heyer, Gruel and Associates was present to review the aforementioned ordinance as it relates to the requirements for the Fourth Round Housing Element and Fair Share Plan that was adopted by the Board on June 17th, 2025. The Board reviewed the ordinance and finds it to be consistent with the Master Plan and recommends for adoption by the Mayor and Committee to help Winslow remain in compliance with the Fourth Round requirements.

Thank you, Christy

Block 2204 Redevelopment Plan
Block 2204, Lot 12

Winslow Township, Camden County, New Jersey

Date: December 22, 2025

Prepared by

Heyer, Gruel & Associates
Community Planning Consultants
236 Broad Street
Red Bank, NJ 07701
732-741-2900

Malvika Apte, PP, AICP License No. 6056

With assistance from Jonathan Hansel, Associate Planner

The original of this document was signed and sealed in accordance with New Jersey Law.

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Darrius Peoples
Jacquelyn Lee
Raymond Watkins, Jr.
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1. INTRODUCTION

1.1 PURPOSE AND STATUTORY BASIS FOR THE REDEVELOPMENT PLAN

This Redevelopment Plan has been prepared for a Redevelopment Area that includes Block 2204, Lot 12 that is located along Williamstown Road (the "Redevelopment Plan Area") in the Sicklerville area within the Township of Winslow ("Township"), which was designated pursuant to N.J.S.A. 40A: 12A-5.

The Township Committee designated the entirety of the Area as an Area in Need of Redevelopment on April 17th, 2025, as per adopted Resolution # PR-2025-028. The initial study and the designation were prepared as a Non-Condemnation Redevelopment Investigation. The use of eminent domain to acquire any property within this Redevelopment Area will not be permitted.

According to the Local Redevelopment and Housing Law (N.J.S.A. 40A:12A-1, et seq.), the Redevelopment Plan shall include an outline for the planning, development, redevelopment, or rehabilitation of the project area sufficient to indicate:

a. Its relationship to definitive local objectives as to appropriate land uses, density of population, and improved traffic and public transportation, public utilities, recreational, community facilities, and other public improvements;

b. Proposed land uses and building requirements in the project area;

c. Adequate provision for the temporary and permanent relocation, as necessary, of residents in the project area, including an estimate of the extent to which decent safe and sanitary dwelling units, affordable to displaced residents, will be available to them in the existing local housing market;

d. An identification of any property within the Redevelopment Area proposed to be acquired in accordance with the Redevelopment Plan;

e. Any significant relationship of the Redevelopment Plan(s) to:

   - The Master Plans of contiguous municipalities;
   - The Master Plan of the County in which the municipality is located, and;
   - The State Development and Redevelopment Plans adopted pursuant to the "State Planning Act."

f. Additionally, a Redevelopment Plan may include the provision of affordable housing in accordance with the "Fair Housing Act," P.L. 1985, c.222 (C.52:27D-301 et al.) and the housing element of the municipal Master Plan; and

g. The Redevelopment Plan shall describe its relationship to pertinent municipal development regulations including consistency with the municipal master plan.

1.2 PLAN OVERVIEW

This Redevelopment Plan proposes to improve the property from its current state as vacant and underutilized land and redevelop the area into a mixed-use development with commercial and multifamily residential units. The site's location on Williamstown Road north of the Sicklerville

Road intersection, and proximity to the Atlantic City Expressway make it an attractive location for residential development with a commercial component to serve the local community.

1.3 Area Boundaries and Locational Context

The Redevelopment Plan Area consists of one lot located in the western corner of the Township, just north of the Williamstown Road and Sicklerville Road intersection. The site is less than one and a half miles north of the Atlantic City Expressway. The property is identified in the Winslow Tax Maps as Block 2204, Lot 12. The site has approximately 600 feet of frontage on Williamstown Road. The subject site is surrounded by a mix of commercial and residential uses. To the north of the property, along Church Road, are farmland and residential uses. To the south of the property, across Williamstown Road, is the "Winslow Center" commercial strip mall containing Family Dollar, Dollar Tree, and other commercial/neighborhood uses. To the west of the property, along Sicklerville Road, is a Wawa service station and Rite Aid Pharmacy (Vacant). To the east of the property is a car wash, followed by other commercial uses.

The full extent of the Redevelopment Plan Area is illustrated on Map 1: Plan Area Map.

1.4 Existing Conditions

Based on aerial images and property records, Lot 12 is vacant, heavily forested, and not used for agriculture. There are no man-made structures readily apparent within the Study Area. Based on historic satellite imagery, it appears that the agricultural, residential, and vacant land uses around the Plan Area date back to at least 1995, and likely earlier than that.


Plan Area Map
Winslow, N.J.
Church Road
Williamstown Road
Sickerville Road
Block 2204
Feet
0 125 250 500 750
Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community
Aerial Context
Winslow Township
Camden County
New Jersey
Legend
Redevelopment Plan Area
Winslow Parcels
Source: NJGIN
CME ASSOCIATES
CONSULTING & MUNICIPAL ENGINEERS
3141 BORDENTOWN AVENUE, PARLIN, N.J. 08859
1460 ROUTE 9 SOUTH HOWELL, N.J. 07731
3759 ROUTE 1 SOUTH SUITE 100, MONMOUTH JUNCTION, NJ 08852
ONE MARKET STREET SUITE 1F, CAMDEN, NJ 08102
WWW.CMEUSA1.COM
DATE
08.04.25
LAST REVISED
N/A
CREATED BY
RA

1.5 EXISTING ZONING

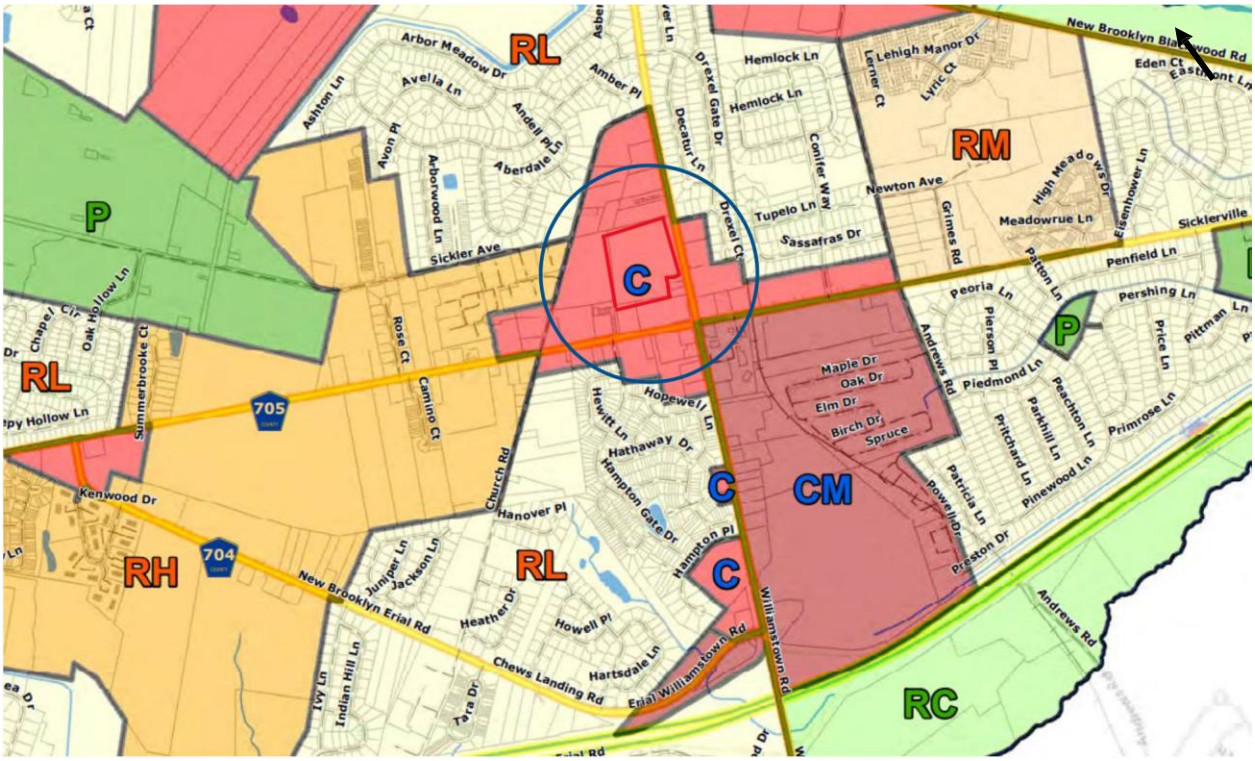


Figure 1: Zoning Map

As shown in the figure above, the entirety of the Redevelopment Plan Area is within the C (Minor Commercial) Zone. Nearby zoning areas include the RM (Medium Density Residential), RL (Low Density Residential), and RH (High Density Residential) Districts.

The C District (Minor Commercial) is intended "to meet the convenience shopping and service needs of the nearby population." Permitted principal uses include:

a. Retail or personal service establishments, including though not necessarily limited to the list found at Winslow Township Code §294-34.
b. Gasoline filling stations and garages in accordance with the standards for automobile garages, repair or service stations under § 294-108 of Article XVI;
c. Public facilities;
d. Accessory uses incidental to any of the foregoing uses;
e. Alternative treatment center dispensaries, vertical alternative treatment center facilities (dispensary/cultivation and manufacturing) and stand-alone cultivation, manufacturing and/or testing facilities.

2. VISION, GOALS AND OBJECTIVES

2.1 VISION

The Redevelopment Plan provides for the transformation of underutilized parcels within the Redevelopment Area to be economically and socially productive properties, which will contribute to the general welfare of the Township and provide needed residential options for a growing residential community.

2.2 GOALS AND OBJECTIVES

The goals of this Redevelopment Plan are as follows:

- Promote a mix of residential and commercial uses in the area;
- To take advantage of the Area's proximity to regional highway connections and local businesses;
- To create a synergy between the residential neighborhoods in the region and the commercial businesses that serve them;
- To redevelop the area with new high quality, higher density residential buildings that will bring new options for existing residents to live in the community and provide an attractive setting for new residents;
- Encourage human scaled, publicly accessible areas that connect the residences and the businesses as a center for community life.

3. LAND USE PLAN

The following chapter contains the land use regulations that will apply only to development contained on lands located within this Redevelopment Area.

3.1 Relationship to Township Land Development Regulations

The standards contained within this Redevelopment Plan shall supersede the Township's existing regulations, including the zoning regulations (principal and accessory uses, bulk requirements, and other standards) of the underlying zone districts and any other applicable provision found within the Township's Land Development Regulations.

The Winslow Township Code shall apply wherever the provisions of this Redevelopment Plan do not set any specific regulations or are not expressly modified herein. Development applications for the Redevelopment Area shall be reviewed and approved by the Planning Board under normal subdivision and site plan review procedures as found in N.J.S.A. 40:55D-1 et seq., and those found within the Township Code.

The Planning Board may grant deviations from the standards of this Redevelopment Plan which would result in a "c" variance pursuant to N.J.S.A. 40:55D-70.c et seq., to the same extent that they may grant relief from such standards under normal subdivision and site plan review processes. No deviations may be granted which will result in permitting a use that is not a permitted use within this Redevelopment Plan. Any deviation from standards of this Plan that results in a "d" variance pursuant to N.J.S.A. 40:55D-70.d shall be addressed as an amendment to the Plan rather than via variance relief through the Township's Zoning Board of Adjustment.

The Planning Board may grant exceptions or waivers from design standards from the requirements for site plan or subdivision approval, to the same extent that the Planning Board may do so under normal subdivision or site plan review procedures. Any exceptions or waivers granted shall be reasonable within the general intent and purposes of the provisions for site plan review and/or subdivision approval within this Plan. No deviations may be granted under the terms of this section unless such deviations can be granted without resulting in substantial detriment to the public good and will not substantially impair the intents and purpose of this Redevelopment Plan.

Final adoption of this Redevelopment Plan by the Township Committee shall be considered an amendment to the Township of Winslow Land Use and Development Regulations Ordinance, and Zoning Map.

3.2 Definitions

Unless otherwise provided, all words that appear in this Redevelopment Plan shall be interpreted in accordance with the "Definitions" section of the Township's Code, as set forth in §294-8 and §294-10.

3.3 Zoning Standards

The following standards shall be treated as zoning standards and requirements. Any deviations from these requirements shall be treated as a condition requiring a variance, and shall follow the procedures noted above regarding 'c' and 'd' variances, respectively.

3.3.1 Land Use Districts

The Redevelopment Area shall be divided into two distinct districts for the purposes of land use regulations: the Commercial District and the Residential District.

The Commercial District is the smaller, rectangular lot located in the southeast portion of the Redevelopment Plan Area and fronting on Williamstown Road. The remaining land within the Plan Area shall be located in the Residential District, as illustrated in Figure 2 below.



Figure 2: Districts in the Redevelopment Plan Area

3.3.2 Commercial District Zoning Standards

A. *Permitted Principal Uses*

- Retail Sales
- Personal Service Establishments
- Business or Professional Offices
- Banks, with or without drive-through facilities
- Restaurants, including, though not necessarily limited to, fast food, drive-ins, and restaurant establishments where alcoholic beverages are sold or consumed.
- Medical or Dental Offices
- Child Day Care Centers, or Pre-Schools with fenced in outdoor play areas.
- Adult Day Care Facilities

B. *Permitted Accessory Uses*

- Off-Street Parking and Loading Facilities
- Solar Energy Facilities
- Signs
- Fences
- Any other use that is customarily incidental and subordinate to the principal use.

C. *Area, Yard, and Bulk Requirements*

Commercial District Standards	Permitted/Required
Minimum Lot Area	50,000 sq. ft.
Minimum Lot Width	300 feet
Minimum Lot Frontage	300 feet
Minimum Lot Depth	150 feet
Minimum Front Yard Setback (Principal)	40 feet
Minimum Side Yard Setback (Principal)	30 feet
Minimum Rear Yard Setback (Principal)	30 feet
Maximum Impervious Coverage	70%
Maximum Building Coverage	15%
Maximum Building Height (Principal)	2 stories / 35 feet
Maximum Height (Accessory)	15 feet
Minimum Side Yard (Accessory)	15 feet
Minimum Rear Yard (Accessory)	15 feet

3.3.3 Residential District Zoning Standards

A. *Permitted Principal Uses*

- Townhouses
- Multifamily Residential

B. *Permitted Accessory Uses*

- Off-Street Parking, including Garages
- Loading Facilities
- Solar Energy Facilities
- Signs
- Fences
- Clubhouses, for the use of residents and their guests
- Recreational Facilities, for the use of residents and visitors
- Any use that is customarily incidental and subordinate to the principal use.

C. *Area, Yard, and Bulk Requirements*

Residential District	Permitted/Required
Minimum Lot Area	9 acres
Minimum Lot Frontage	300 feet
Minimum Lot Depth	500 feet
Minimum Front Yard Setback (Principal)	50 feet
Minimum Side Yard Setback (Principal)	50 feet*
Minimum Rear Yard Setback (Principal)	50 feet
Minimum Building Separation (Front to Front)	60 feet
Minimum Building Separation (All Other Sides)	30 feet
Maximum Lot Coverage (Building)	40%
Maximum Impervious Coverage	70%
Maximum Building Height (Principal)	3 stories / 45 feet
Maximum Height (Accessory)	25 feet
Minimum Side Yard (Accessory)	10 feet

*A side yard of 40 feet is permitted to a property line created to form the residential and commercial tracts.

Residential District	Permitted/Required
Minimum Rear Yard (Accessory)	10 feet
Maximum # Residential Units	108 units

D. Supplemental Requirements:

- Minimum Unit Size:
    - One-Bedroom – 725 square feet
    - Two-Bedroom – 900 square feet
    - Three-Bedroom – 1,250 square feet

E. Affordable Housing Obligations:

1. The overall affordable housing obligation shall be 9.25% of the total number of residential units. These shall be provided as on-site affordable units. The income and bedroom distribution of affordable units – as set forth below – may be adjusted within a Redevelopment Agreement.

2. Income Distribution

    a. A minimum of 50% (5 units) of the affordable dwelling units shall be set aside for low-income households earning less than 50% of the area's median income.

    b. A maximum of 50% (5 units) of the affordable dwelling units shall be set aside for moderate income households earning between 50% and 80% of the area's median income.

    c. One (1) of the low-income affordable units shall be set aside for very low-income households earning less than 30% of the area's median income.

3 Bedroom Distribution

    a. A minimum of 70% of the total affordable units must be three-bedroom units; this amounts to 7 units as three-bedroom units.

    b. A minimum of 30% of total affordable units must be two-bedroom units; this amounts to 3 units as two-bedroom units.

3.3.4 Landscape Buffer

A landscaped buffer, being a minimum of 50-feet-wide, shall be provided along all tract boundary lines of the Redevelopment Area, except that the buffer width may be reduced to 25 feet along a tract boundary adjacent to an existing nonconforming residential use in a commercial zone when supplemented with a solid vinyl fence of six feet in height and/or supplemental planting to the reasonable satisfaction of the Planning Board professionals. The 50-foot-wide buffer between the Residential and Commercial portions of the Redevelopment Area may be shared along the common property line. All buffers shall be adequately landscaped with evergreen trees and shrubs, along with deciduous trees to create a visual screen. During the Site Plan process, the applicant shall work with the Township Engineer to review the existing buffer and propose replacing, removing, and proposing new trees in accordance with the Township's tree replacement ordinance.

4. DESIGN STANDARDS

The following regulations shall be treated as design requirements and standards. Any deviation from the following standards creates a waiver or exception pursuant to N.J.S.A. 40:55D-51.

4.1 PARKING AND CIRCULATION

Any application for subdivision or site plan approval submitted by a Redeveloper shall include a detailed Traffic Analysis and/or Study, which shall address the potential impacts that may occur from the proposed uses on the existing roadway network. Such impacts to be addressed in the analysis or study shall include stress on the roadway itself, impacts on existing intersections, reduction to the level of service of access points or intersections, circulation patterns on-site for tractor trailers and normal sized vehicles and how they will interact with existing Township rights-of-way, and if any impacts found via a Traffic Study will require the need for off-site improvements of which the redeveloper shall pay a pro-rata portion. In addition, the report shall address pedestrian circulation throughout the site, the need for pedestrian safety at vehicular and pedestrian conflict areas, and the adequacy of parking and loading.

The design of any development shall incorporate the following:

A. Parking and Loading Standards

1. Off-street parking standards for residential development shall be provided in accordance with NJ RSIS (Residential Site Improvement Standards).
2. Off-street parking and loading for commercial uses shall be provided at a ratio of 1 space for every 250 square feet of gross-floor area.
3. Clubhouse or recreation facilities intended for residents shall provide a minimum of 5 off-street parking spaces.
4. Parking stalls shall have a minimum dimension of 9 feet in width and 18 feet in depth.
5. All off-street parking areas shall be set back a minimum of 10 feet from any building.
6. Bicycle parking shall be provided for every residential development and near the primary entrance of the commercial building that will serve as a principal structure.

B. Circulation Standards

1. One (1) primary boulevard shall be the access (entry and exit) for the entire development from Williamstown Road.
2. The Commercial District shall have its access from this primary boulevard.
3. Driveways or drive aisles that are designed for one way traffic shall have a minimum width of 12 feet.
4. Driveways and drive aisles that allow for two-way traffic shall have a minimum width of 24 feet.
5. Main Boulevard drive shall have a center median that is landscaped, with each aisle of 12 feet and a center median of a minimum of 5 feet.

6. Conflicts between pedestrians and vehicles should be minimized to the extent possible via marked crosswalks or a change in material within the roadway.
7. Sidewalks with a minimum width of 4 feet shall be provided along all street frontages.
8. Sidewalks or pedestrian walkways with a minimum width of 4 feet shall be provided along all internal driveways, and connecting any off-street parking areas to primary building entrances, and to any outdoor recreation spaces.
9. Stop bars shall be provided at all intersections and at the end of all drive aisles.
10. No driveway, drive-through lane, or parking aisle shall encroach upon any required landscape buffer.

4.2 Building Design Standards

1. Buildings shall be designed to complement and enhance the context of the surrounding areas.
2. One (1) clubhouse building is required per residential development. The clubhouse building may include a leasing office, lounge areas, gyms/fitness rooms, pool, workspaces, or other accessory uses customary and incidental to the principal multi-family residential use.
3. One (1) tot lot is required per site; this should include playground equipment for each age group ranging from 3 yrs - 5 yrs and 6 yrs - 12 yrs.
4. Large blank or featureless walls shall be avoided.
5. Primary exterior building materials shall be a mix of brick or brick veneer, stone, cultured stone, stucco, natural wood, composite wood, metal, glass, vinyl, or similarly durable materials.
6. Any building façade which will be visible from a public street and will have a horizontal width of greater than 80 feet, shall be designed to be separated into vertical segments.
7. No building façade which is visible from a public street shall have an uninterrupted horizontal width of greater than 50 feet without a change in the vertical plane of the façade. A step-back or projection with a minimum depth of 18 inches shall be provided. This step-back or projection must have a minimum height of 15 feet.
8. For retail commercial buildings, a minimum of 50 percent of any façade which is visible from a public street shall be dedicated to glazing in the form of windows, doors, or other fenestration unless pursuit of higher energy efficiency warrants a reduction of glazing. Details on type of efficiency standards sought and its requirement details shall be provided during the site plan application.
9. Buildings with pitched roofs shall have eaves that overhang the building's face by a minimum of 12 inches.
10. Buildings with flat roofs shall incorporate a decorative cornice along the top of the front façade of the building. This cornice shall project at minimum an average of 8 inches from the face of the building.
11. All mechanical equipment and rooftop appurtenances shall be screened from public view.
12. Dens are permitted for apartment units but shall not be utilized as bedrooms or converted to bedrooms. The design of any proposed den shall exclude a closet and, if fitted with a door, only a glass or other transparent door shall be used.

4.3 Landscaping and Lighting Design Standards

1. All lands not used for buildings, parking, circulation, or utilities, shall be attractively landscaped or designed for use as a public plaza or courtyard.
2. Deciduous shade trees shall be planted along all street frontages and all internal driveways, spaced an average of 50 feet on center.
3. Shade trees serving as street trees shall be located in a landscape strip of at least 4 feet in width, between the curb and sidewalk.
4. Off-street parking areas shall be required to provide a minimum of one deciduous shade tree for every 10 parking spaces. Shade trees shall be provided within curbed planting islands, or within 5 feet of the perimeter of the parking lot.
5. A minimum of 10 percent of any commercial parking area shall be devoted to landscaping.
6. Required landscaped buffers shall be composed of a dense mixture of evergreen and deciduous trees, planted at intervals so as to create a continuous visual screen.
7. Deciduous shade trees shall be a minimum caliper of 2.5 inches at the time of planting.
8. Evergreen trees shall have a minimum height of 6 feet at the time of planting.
9. Any dumpster, recycling, or trash storage bin shall be located within an enclosed facility which is screened from view by a combination of an opaque fence and landscaping.
10. No dumpster, recycling, or garbage enclosures shall be located within a front yard area.
11. If trash compactors are used, they shall be located in the side and/or rear yard only.
12. Fences in any front yard area shall have a maximum height of 5 feet and shall be at minimum 60 percent visually open.
13. Fences in any other yard shall have a maximum height of 6 feet, except fences which are a part of a landscaped buffer area, which may have a maximum height of 8 feet.
14. No chain link fences shall be permitted.
15. All lighting shall be designed to be consistent in character and style with the overall development project.
16. Lighting should be designed to provide for safety on-site while minimizing any spillover onto adjacent properties.
17. Low-pressure sodium light fixtures shall not be permitted.
18. Lighting for buildings and parking areas shall be provided in accordance with §294-119 of the Township Code.
19. Fencing is to be provided around the perimeter of the property in accordance with §294-117 of the Township Code.

4.4 Signage Standards

1. All signs within the Redevelopment Area shall conform to Chapter §294-129 of the Winslow Township Zoning Code, unless otherwise noted herein. A Residential development project permits a maximum of two (2) Ground Mounted Signs along its frontage on Williamstown Road. This sign shall be a maximum of 30 square feet, with a permitted maximum width of 10 feet and a permitted maximum height of 10 feet. A Commercial Development project shall be permitted one (1) Free Standing Sign along its frontage on Williamstown Road. This sign shall be a maximum of 30 square feet, with a permitted maximum height of 15 feet.

2. Directional and safety signage shall be permitted to ensure ease of vehicular and pedestrian circulation throughout the site.
3. Buildings with multiple commercial tenants shall be permitted one building or wall mounted sign per tenant. A single-user commercial building shall be permitted with one wall mounted sign per façade facing Williamstown Road or the interior access road. The total area of all signage shall be no greater than 5 percent of the ground floor façade area of the façade of the building to which they are affixed.
4. Directional signs shall be no more than 5 feet in height, 12 square feet in size, and shall be setback a minimum of 5 feet from the ROW.
5. The following described signs that are located or designed to be seen from the right-of-way of a street or highway are considered exempted signs:
    a. *Construction Signs*: One nonilluminated sign, not exceeding 40 square feet in area or eight feet in height, denoting the architect, engineer, contractors, or other participants in construction and owners and future occupants, may be placed upon the property where the redevelopment project is under construction. Once construction is complete, these signs shall be removed.
    b. *Real Estate Signs*: One nonilluminated sign per frontage shall be exempt, provided that the same does not exceed 12 square feet and four feet in height. Once units are leased, these signs shall be removed.

4.5 Utilities Standards

1. A Redeveloper shall arrange with the servicing utility for the underground installation of the utility's distribution lines and service connections in accordance with the provisions of the applicable Standard Terms and Conditions incorporated as a part of its tariff on file with the State of New Jersey Board of Public Utility Commissioners.
2. Renewable energy resources (i.e. small wind energy system, solar energy system) shall be regulated by §294-140 of the Winslow Township Zoning Code. Rooftop solar panels are encouraged.

4.6 On and Off-Site Improvements

1. The extent of a redeveloper's responsibility for any installation or upgrade of infrastructure related to the development of the Redevelopment Area, or contribution thereto, shall, whether on-site or off-site, be subject to a redeveloper's agreement with Winslow Township or the relevant external agency or authority. The cost of such improvements may be addressed, in whole or in part, by such mechanisms including, but not limited to, Payment In Lieu of Taxes (PILOTs) and cost sharing with governmental entities.

5. RELATIONSHIP TO OTHER PLANS

This section describes the consistency between the Redevelopment Plan and Winslow's Master Plan, and how the provisions herein are designed to effectuate the Master Plan. It also describes the relationship of the Redevelopment Plan to adjacent municipalities' Master Plans, the Camden County Master Plan, and the New Jersey Development and Redevelopment Plan.

5.1 Winslow Township Master Plan

The Township last developed and adopted a comprehensive Master Plan in 2000. That Master Plan was reexamined in 2007 and again in 2016. The 2016 Reexamination Report was prepared to analyze only those Non-Pinelands Areas of the Township, which includes the Study Area. The 2016 Report notes that the population of Winslow has been increasing since 1980, with an increase of 3,958 individuals between 2000 and 2010, and an increase of 2,074 households in that same timespan. The 2016 Reexamination also notes the following goals from the 2007 Reexamination that may have some relevance to the current study:

- Create appropriate and compatible land use patterns throughout the Township.
- Promote development and redevelopment of residential and commercial uses to ensure a balanced tax base.
- Promote a well-maintained residential housing base.
- Capitalize on the Township's geographic location within the region as an engine for controlled economic growth.
    - Focus proactive marketing efforts within the regional areas to attract commercial and industrial development.

Additionally, the Township of Winslow adopted its 4th Round Housing Element and Fair Share Plan (dated May 30, 2025) that notes this site as one of the proposed inclusionary site for the Township to meet its constitutional obligation.

5.2 Plans of Adjacent Municipalities

The Redevelopment Area is located along the borders with the Township of Gloucester in Camden County and the Township of Monroe in Gloucester County. The Area is separated from Gloucester Township by Williamstown Road but is contiguous with the lands of Monroe Township.

The properties within Gloucester Township near the Redevelopment Area border are zoned HC (Highway Commercial) and R-3 (Single Family Detached). The R-3 zone permits as principal uses single-family detached dwellings at a density of three units per acre, along with public parks, recreation, conservation, municipal use, and houses of worship. The area across from the Redevelopment Area zoned R-3 is developed with single-family detached dwellings. The HC zone permits as principal uses various retail, commercial, institutional, and lab uses. The HC parcel is extremely close to the site off of Williamstown Road in Monroe Township, and is developed with a bank and a small retail building with six commercial tenants. Due to the buffer of Williamstown Road and the limited rear property boundaries of residential properties along the Road, the proposed use of the Redevelopment Area as a mix of higher density multi-family residences and commercial uses will have a negligible impact on any land uses in Monroe Township.

The areas of Monroe Township near the border with Winslow are zoned BP (Business Park District), which permits various business, retail, and warehouse uses. The area immediately adjoining the Redevelopment Area is mostly agricultural or undeveloped, with the exception of a single-family residential property along Williamstown Road. The proposed uses of the Redevelopment Area as a mixture of higher density multi-family residences and commercial uses will therefore have a negligible impact on any land uses in Monroe Township.

5.3 Camden County Master Plan

The 2014 Camden County Master Plan places the Redevelopment Area as being within an Alternative Growth Investment Area (AGIA). An Alternative Growth Investment Area is classified as "an area that has existing or planned infrastructure that will lead to development and redevelopment opportunities. County investments related to the efficient development and redevelopment of previously developed sites and optimization of existing settlement patterns should be encouraged but as a lesser priority than areas considered Priority Growth Investment Areas." This Redevelopment Plan provides for the development of a site within the AGIA, which (as noted in the definition) is encouraged by the County.

5.4 State Development and Redevelopment Plan

The State Plan Policy Map classifies the Redevelopment Area and the surrounding areas in Winslow and Monroe Township as Planning Area 2 (PA-2), while Gloucester Township is located in Planning Area 1 (PA-1 Metropolitan Planning Area). The PA-2 is known as the Suburban Planning Area, and is an area targeted for future growth and redevelopment by the New Jersey State Development and Redevelopment Plan (SDRP). The primary objective of the SDRP is to guide development to areas where infrastructure is available, or can be readily extended, such as along existing transportation corridors, in developed or developing suburbs, and in urban areas. The State Plan's intentions for the PA-2 are to provide for some of the state's future development, promote growth in cities and other compact forms, protect the character of existing stable communities, protect natural resources, redesign areas of sprawl, reverse the trend toward further sprawl, and revitalize cities and towns. This Redevelopment Plan provides for multi-family and commercial uses in an area where infrastructure for such uses is readily available. The Redevelopment Plan is therefore consistent with the SDRP.

6. REDEVELOPMENT PLAN ACTIONS

6.1 Outline of Proposed Actions

A Redevelopment Agreement with the Township required to implement this Plan shall stipulate the precise nature and extent of the improvements to be made, and their timing and phasing as permitted therein. Notwithstanding anything contained herein to the contrary, the redevelopment of the Redevelopment Area may be undertaken by one or more redevelopers, each of which shall enter into a separate redevelopment agreement with the Township for that portion of the Redevelopment Area it intends to redevelop.

6.2 Inventory of Affordable Housing

There are currently no housing units within the Redevelopment Area that are affordable to low- or moderate-income households, as defined by the Local Redevelopment and Housing Law (LHRL). It is not anticipated that any relocation assistance will be necessary for any existing affordable dwelling units as a result of the implementation of this Plan.

6.3 Properties to be Acquired and Relocation

Acquisition of privately-owned property and displacement or relocation of any residents or businesses within the Redevelopment Area will not be necessary to effectuate the Redevelopment Plan. As this is a Non-Condemnation Redevelopment Plan, the use of eminent domain to acquire private property is not permitted.

6.4 Infrastructure

In addition to the new development described in the foregoing chapters, several other actions may be taken to further the goals of this Plan. These actions may include but shall not be limited to: (1) provisions for infrastructure necessary to service new development; (2) environmental remediation; and (3) vacation of public utility easements and other easements and rights-of-way as may be necessary to effectuate redevelopment. Any necessary infrastructure improvements to service any redevelopment project within the Area shall be subject to a redevelopment agreement.

6.5 Other Actions

A Redevelopment Agreement between the Township and the redeveloper will address any terms, conditions, specifications, and performance guarantees pertaining to the redeveloper's obligation to provide the infrastructure and improvements required for the project, which may include, but shall not be limited to, the provision of water, sewer, and stormwater service, as well as sidewalks, curbs, streetscape improvements, street lighting, and on- or off-site traffic controls and roadway improvements required as a condition of securing development approvals for the project. The cost of such improvements may be addressed, in whole or in part, by such mechanisms including, but not limited to Payments in Lieu of Taxes (PILOTs) and cost sharing with governmental entities.

6.6 Amendment to Zoning Map and Development Regulations

The Zoning Map referenced in Chapter §294-4 of the Township's Code is hereby amended to reference this Redevelopment Plan as a zoning district encompassing the Redevelopment Area in

its entirety. Additionally, the listing of zoning districts in the Winslow Zoning Ordinance is hereby amended to include a reference to this Redevelopment Plan constituting the zoning district.

Where specifically provided for herein, the development standards set forth in this Redevelopment Plan shall supersede the Development Regulations of the Township of Winslow. In all other instances, the Development Regulations of the Township shall remain in full force and effect.

6.7 Non-Discrimination Provisions

No covenant, lease, conveyance, or other instrument shall be affected or executed by the Township Committee or by a redeveloper or any of his successors or assignees, whereby land within the Redevelopment Area is restricted by the Township, or the redeveloper, upon the basis of race, creed, color, or national origin in the sale, lease, use, or occupancy thereof. Appropriate covenants, running with the land forever, will prohibit such restrictions and shall be included in the disposition instruments. There shall be no restrictions of occupancy or use on the basis of race, creed, color or national origin.

6.8 Duration of the Plan

The provisions of this Plan specifying the redevelopment of the Redevelopment Area and the requirements and restrictions with respect thereto shall be in effect for a period of 30 years from the date of approval of this plan by the Township Committee.

6.9 Completion of Redevelopment

Upon the inspection and verification by Winslow Township that the redevelopment has been completed, a certificate of completion shall be issued to the redeveloper. All redevelopment agreements associated with the implementation of this Redevelopment Plan shall be in effect until the issuance of such a certificate.

6.10 Severability

If any section, paragraph, division, subdivision, clause, or provision of this Redevelopment Plan shall be adjudged by the courts to be invalid, such adjudication shall only apply to the section, paragraph, division, subdivision, clause, or provision so judged, and the remainder of this Redevelopment Plan shall be deemed valid and effective.

7. OTHER PROVISIONS

In accordance with N.J.S.A. 40A:12A-1 et seq., known as the Local Redevelopment and Housing Law, the following statements are made:

- The Redevelopment Plan herein has delineated a definite relationship with local objectives as to appropriate land uses, density of population, and improved traffic and public transportation, public utilities, recreation and community facilities, and other public improvements. The Plan has laid out various programs and strategies that needed to be implemented in order to carry out the objectives of this Plan.
- The Redevelopment Plan lays out the proposed land uses and building requirements for the Redevelopment Area.
- The Redevelopment Plan does not require either the acquisition of privately-owned property or the relocation of any residents or businesses.
- The Redevelopment Plan is substantially consistent with the Master Plan for Winslow Township. The Plan also complies with the goals and objectives of the Camden County Master Plan, the Pinelands Comprehensive Management Plan, and the New Jersey State Development and Redevelopment Plan.

8. APPENDICES

APPENDIX A: RESOLUTION DESIGNATING THE STUDY AREA AS AN AREA IN NEED OF NON-CONDEMNATION REDEVELOPMENT

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WINSLOW TOWNSHIP PLANNING BOARD
RESOLUTION RECOMMENDING THAT THE DESIGNATING AREA
(BLOCK 2204 Lot 12)
BE DETERMINED BY THE MAYOR AND TOWNSHIP COMMITTEE OF THE TOWNSHIP OF WINSLOW AS AN AREA IN NEED OF REDEVELOPMENT PURSUANT TO NJSA 40A:12A-1 et seq.
PR2025-028

WHEREAS, the Mayor and Township Committee Members of the Township of Winslow have determined that certain areas within the Township should be preliminarily investigated by the Winslow Township Planning Board for determination of whether said properties are an "Area in Need of Redevelopment" pursuant to NJSA 40A:12A-1 et seq, and have made such recommendation to the Planning Board pursuant to Resolution duly adopted by the Mayor and Committee of the Township of Winslow, Resolution R-2024-342 adopted December 17, 2024; and

WHEREAS, said Resolution adopted by the Mayor and Committee of the Township of Winslow, Resolution R-2024-342 adopted December 17, 2024 covering property located at BLOCK 2204 Lot 12, authorized and directed the Winslow Township Planning Board to undertake the preliminary investigation of the Study Area as a Non-Condemnation Redevelopment Area; and

WHEREAS, on February 20, 2025, the Winslow Township Planning Board adopted a Resolution, PR2025-022, memorialized the same date, which authorized the preliminary investigation report preparation pursuant to NJSA 40A:12A-1

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et seq for the above noted properties to determine if same are to be designated as "Areas in Need of Redevelopment" pursuant to NJSA 40A:12-1 et seq.

WHEREAS, the Township of Winslow Planning Board has, pursuant to PR2025-022, undertaken the necessary investigation into whether or not a particular area within Winslow Township may be recommended to the Mayor and Township Committee as an area in need of Non-Condemnation Redevelopment; and

WHEREAS, the Township of Winslow Planning Board has authorized and directed its Professional Planners, CME Associates, Professional Planners, A.I.C.P., to furnish to the Winslow Township Planning Board a written report essential to assist the Winslow Township Planning Board in its determination aforedescribed; and

WHEREAS, CME Associates, Malvika Apte, PP, AICP, License No. 6056 Professional Planner, and Christopher N. Dochney, PP, AICP, License No. 6225, Professional Planner, have tendered a written report known as the "Area in Need of Redevelopment Study Preliminary Investigation Report BLOCK 2204 Lot 12" dated February 18, 2025; and

WHEREAS, the Township of Winslow Planning Board has reviewed said report and the data and information and recommendations contained therein; and

WHEREAS, CME Associates has prepared a map of the study area, which map was on file with the Clerk's Office of

Winslow Township and the Secretary of the Winslow Township Planning Board more than ten (10) days prior to March 20, 2025 for BLOCK 2204 Lot 12 located in the western end of the Township, along Williamstown Road near the intersection of Sicklerville Road. The property has a rectangular shape, and is 11.06 acres. It contains 600 feet of frontage along Williamstown Road and is approximately 450 feet north of the intersection of Williamstown Road and Sicklerville Road; and

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WHEREAS, the Township of Winslow Planning Board conducted a hearing which was duly noticed in accordance with NJSA 40A:12A-6 on March 20, 2025, at 7:00 p.m. in the Municipal Building of the Township of Winslow located at 125 S. Route 73, Winslow Township New Jersey, for the purpose of acting upon the determination of whether or not property located at BLOCK 2204 Lot 12 on the Official Tax Map for the Township of Winslow County of Camden and New Jersey, is an area in need of redevelopment and whether or not such recommendation should be made to the municipal governing body of the Township of Winslow; and

WHEREAS, at such hearing, the Winslow Township Planning Board heard sworn testimony from all interested persons; and

WHEREAS, at the said hearing held on March 20, 2025, the Winslow Township Planning Board also heard sworn testimony from CME Associates, Professional Planner, Christopher N. Dochney, PP AICP, after having been duly qualified as a licensed Professional Planner in the State of

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New Jersey, License Number 6225; and

WHEREAS, the investigation and testimony revealed that BLOCK 2204 Lot 12 is vacant and undeveloped. The investigation further revealed that the lands have been vacant for at least 30 years. It further appeared that development of this property was unlikely through the instrumentality of private capital; and it further appearing that because the lands have been vacant for a period in excess of thirty (30) years, thus being unproductive under the criteria set forth in NJSA 40A:12A-5c and h, and requiring the involvement of the municipality to bring the land to a level of production; and

WHEREAS, it further appearing that the property is located within a Smart Growth Area; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Winslow Planning Board as follows:

1. It is hereby recommended to the Mayor and Township Committee of the Township of Winslow, that said municipal governing body determine that BLOCK 2204 Lot 12 on the Official Tax Map for the Township of Winslow County of Camden and New Jersey, is an area in need of Non-Condemnation Redevelopment pursuant to the criteria set forth in NJSA 40A:12A-5c, NJSA 40A:12A-5H, and Section 3 of the (LRHL) Redevelopment Law, to be a Non-Condemnation Redevelopment Area.

2. It is determined that the area designated as BLOCK

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2204 Lot 12 meets the criteria set forth in NJSA 40A:12A-5, NJSA 40A:12A-5H, and Section 3 of the (LRHL) Redevelopment Law as unimproved vacant lands which need the involvement of the municipality to bring such lands to a level of production, being areas in need of Non-Condemnation Redevelopment within the Smart Growth planning area.

3. It is determined that BLOCK 2204 Lot 12 be and is hereby recommended to be Areas in Need of Redevelopment pursuant to the criteria contained in NJSA 40A:12A-1 et seq, for all of the reasons more specifically set forth in Professional Planner report dated February 18, 2025 prepared by Malvika Apte, Professional Planner and Christopher N. Dochney, Professional Planner of CME Associates, which report is adopted herein as if set forth at length.

4. The Secretary of the Winslow Township Planning Board shall immediately cause to be transmitted to the Mayor and Committee of the Township of Winslow a copy of this Resolution.

I, Christy Mezzatesta, Secretary of the Township of Winslow Planning Board, County of Camden and State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the said Board at a meeting held at the Winslow Township Municipal Building, Winslow Township, New Jersey on the 20th day of March 2025, memorialized at a meeting held April 17, 2025.

CHRISTY MEZZATESTA
SECRETARY
Planning Board
Township of Winslow

Timothy Mead
CHAIRPERSON
Planning Board
Township of Winslow

ORDINANCE NO.: O-2026-

TOWNSHIP OF WINSLOW

COUNTY OF CAMDEN, NEW JERSEY

ORDINANCE OF THE TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN, AND STATE OF NEW JERSEY, ADOPTING A REDEVELOPMENT PLAN FOR BLOCK 2204, LOT 12 ON THE OFFICIAL TAX MAP OF THE TOWNSHIP OF WINSLOW IN ACCORDANCE WITH THE REQUIREMENTS OF THE LOCAL REDEVELOPMENT AND HOUSING LAW (N.J.S.A. 40A:12A-1, *et seq.*) ("LRHL")

WHEREAS, the LRHL authorizes municipalities to determine whether certain parcels of land located therein constitute areas in need of redevelopment; and

WHEREAS, by virtue of Resolution R-2024-342, the Mayor and Township Committee of the Township of Winslow authorized and directed the Winslow Township Planning Board ("Planning Board") to undertake the preliminary investigation of property located at Block 2204, Lot 12, ("P.I.Q.") as a Non-Condemnation Redevelopment Area; and

WHEREAS, in accordance with the Resolution adopted by the Mayor and Township Committee, the Planning Board conducted an investigation to determine whether the P.I.Q. should be designated as an Area in Need of Redevelopment and considered an Area in Need of Redevelopment Study for Block 2204, Lot 12, dated February 18, 2025, prepared by Malvika Apte, PP, AICP of CME Associates; and

WHEREAS, the Planning Board conducted a public hearing on March 20, 2025, concerning the designation of the P.I.Q. as a Non-Condemnation Redevelopment Area and the meeting was open to the public and all members of the public had an opportunity to address questions and comments to the Planning Board; and

WHEREAS, the Planning Board prepared a map showing the boundaries of the proposed

redevelopment area and the locations of the various parcels and property included therein, including the P.I.Q. Appended to the map was a statement setting forth the basis for the investigation; and

WHEREAS, at such public hearing, the Planning Board heard sworn testimony from its professional planner, Christopher N. Dochney, PP, AICP, who presented substantial credible evidence that the P.I.Q. qualified as an Area in Need of Redevelopment pursuant to N.J.S.A. 40A:12A-5(c) and N.J.S.A. 40A:12A-5(e); and

WHEREAS, at the conclusion of the public hearing as described above, the Planning Board adopted Resolution PR2025-028, recommending that the Mayor and Township Committee designate the P.I.Q. on the Official Tax Map of the Township of Winslow as an Area in Need of Non-Condemnation Redevelopment; and

WHEREAS, the Mayor and Township Committee agreed with the conclusions of the Planning Board that the P.I.Q. met the aforementioned criteria for Non-Condemnation Redevelopment Area designation; and

WHEREAS, by virtue of Resolution PR-2025-028, adopted on April 17, 2025, the Mayor and Township Committee determined that the P.I.Q. qualified as an Area in Need of Non-Condemnation Redevelopment; and

WHEREAS, the Mayor and Township Committee have deemed it in the best interest of the public health, safety and welfare to adopt a Redevelopment Plan as set forth in Exhibit "A" attached hereto and made a part hereof for the P.I.Q. on the Official Tax Map of the Township of Winslow.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Township Committee of

the Township of Winslow, County of Camden, State of New Jersey, as follows:

Section 1: Adoption of Redevelopment Plan.

The Mayor and Township Committee of the Township of Winslow, County of Camden and State of New Jersey hereby adopt the Redevelopment Plan for Block 2204, Lot 12 on the Official Tax Map of the Township of Winslow appended and attached hereto as Exhibit "A".

Section 2: The Mayor and Township Committee of the Township of Winslow hereby declare and determine that the said Redevelopment Plan meets the criteria, guidelines and conditions set forth in N.J.S.A. 40A:12A-7, provides realistic opportunities for the redevelopment of the Township in the designated area and is otherwise in conformance with N.J.S.A. 40A:12A-1 *et seq*.

Section 3: Amendment of Zoning Map.

The Zoning Map of the Township of Winslow shall be and is hereby supplemented and amended so as to provide for the Redevelopment Plan to encompass the P.I.Q. as an overlay zoning district. The Zoning Map shall include the P.I.Q. as a Redevelopment Area to which the Redevelopment Plan is applicable.

Section 4: All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

Section 5: If the provisions of any section, subsection, paragraph, subdivision, or clause of this Ordinance shall be judged invalid by a court of competent jurisdiction, such order of judgment shall not affect or invalidate the remainder of any section, subsection, paragraph, subdivision, or clause of this Ordinance.

Section 6: Upon adoption, a copy of this Ordinance shall be filed with The Pinelands Commission for review and certification pursuant to the Pinelands Comprehensive Management

Plan's rules and regulations. Notwithstanding anything herein to the contrary, this Ordinance shall not take effect until certified by The Pinelands Commission as required by law

Section 7: Upon adoption of this Ordinance after public hearing thereon, the Township Clerk is further directed to publish notice of the passage thereof and to file a copy of this Ordinance with the County Planning Board and other agencies as required by law.

Section 8: This Ordinance shall take effect immediately upon final passage and publication in accordance with law, and approval from the New Jersey Pinelands Commission.

INTRODUCED: January 20, 2026

ADOPTED:

_____
MARIE D. LAWRENCE, MAYOR

_____
LISA L. DORITY, RMC
MUNICIPAL CLERK

Certified to be a true copy of an Ordinance adopted by the Mayor and Township Committee of the Township of Winslow at a regularly scheduled meeting on **March 24, 2026** at the Winslow Township Municipal Building.

_____
Lisa L. Dority, RMC
Municipal Clerk

Dated: _____

EXHIBIT “A”

Township of Winslow

Office of
PLANNING & ZONING
The Mayor Dominic Maiese Municipal Complex

125 S. Route 73
Braddock, NJ 08037
Tel: (609) 567-0700
Fax: (609) 567-9344

TO: Lisa Dority, RMC

From: Christy Mezzatesta, Planning Board Secretary

Subject: ORDINANCE O-2026-XX OF THE TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN, STATE OF NEW JERSEY, ADOPTING A REDEVELOPMENT PLAN FOR BLOCK 2204 LOT 12 ON THE WINSLOW TOWNSHIP TAX MAP IN ACCORDANCNE WITH THE REQUIREMENTS OF THE LOCAL REDEVELOPMENT AND HOUSING LAW (N.J.S.A 40A:12A-1, et seq.) ("LRHL")

Date: February 20th, 2026

Please be advised at the February 19th, 2026 Planning Board meeting the above matter was reviewed. The Planning Board concurs with all of the proposed changes and finds it consistent with the Master Plan. Attached is a copy of the Resolution PR2026-020 adopting the Redevelopment Plan. Thank you.

WINSLOW TOWNSHIP PLANNING BOARD
RESOLUTION DETERMINING THAT ORDINANCE ADOPTING A
REDEVELOPMENT PLAN FOR BLOCK 2204 Lot 12
(Winslow Township Camden County)
IS CONSISTENT WITH WINSLOW TOWNSHIP MASTER PLAN
PR2026-020

WHEREAS, pursuant to Resolution adopted by the Mayor and Township Committee, R-2024-342 adopted December 17, 2024, the Mayor and Committee of the Township of Winslow recommended to the Winslow Township Planning Board that it should investigate whether or not BLOCK 2204 Lot 12 was an "Area in Need of Redevelopment" pursuant to NJSA 40A:12A-1 et seq; and

WHEREAS, on February 20, 2025, the Winslow Township Planning Board adopted a Resolution, PR2025-022, memorialized February 20, 2025, which authorized the study and preliminary investigation report preparation pursuant to NJSA 40A:12A-1 et seq for the above noted properties to determine if same are to be designated as "Areas in Need of Redevelopment" pursuant to NJSA 40A:12-1 et seq.; and

WHEREAS, the Township of Winslow Planning Board conducted a public hearing on March 20, 2025, wherein it considered the results of its investigation as to whether or not BLOCK 2204 Lot 12 was an Area in Need of Redevelopment, pursuant to a study conducted by its professional planner,

Christopher N. Dochney, PP AICP of CME Associates, License No. 6225 who tendered a written report known as the "Area in Need of Redevelopment Study Preliminary Investigation Report BLOCK 2204 Lot 12 dated February 18, 2025; and

WHEREAS, CME Associates prepared a map of the study area, which map was on file with the Clerk's Office of Winslow Township and the Secretary of the Winslow Township Planning Board more than ten (10) days prior to March 20, 2025 for Block 2204 Lot 12 located in the western end of Winslow Township along Williamstown Road near the intersection of Sicklerville Road; and

WHEREAS, at the hearing held on March 20, 2025, the Winslow Township Planning Board heard sworn testimony from all interested persons, as well as sworn testimony from the Professional Planner Christopher N. Dochney, PP AICP of CME Associates, License No. 6225, after having been duly qualified as a licensed Professional Planner in the State of New Jersey; and

WHEREAS, Pursuant to PR2025-28 adopted March 20, 2025, memorialized at a meeting held on April 17, 2025, the Planning Board of the Township of Winslow determined at such public hearing that it was appropriate to recommended to the Mayor and Township Committee of the Township of Winslow, that said municipal governing body determine that BLOCK 2204 Lot 12 on the Official Tax Map for the Township of Winslow

County of Camden and New Jersey, was an area in need of Non-Condemnation Redevelopment pursuant to the criteria set forth in NJSA 40A:12A-5c, NJSA 40A:12A-5(H) and Section 3 of the (LRHL) Redevelopment Law, to be a Non-Condemnation Redevelopment Area. The Planning Board further determined that the area designated as BLOCK 2204 Lot 12 met the criteria set forth in NJSA 40A:12A-5c, NJSA 40A:12A-5(H) and Section 3 of the (LRHL) Redevelopment Law, which lands need the involvement of the municipality to bring such lands to a level of production, being areas in need of Non-Condemnation Redevelopment within the Smart Growth planning area; and

Whereas, the Mayor and Committee of the Township of Winslow thereafter introduced an Ordinance on January 20, 2026 at a meeting of the Governing Body of the Township of Winslow, which, if enacted, would adopt a Redevelopment Plan for BLOCK 2204 Lot 12 on the Official Tax Map for the Township of Winslow County of Camden and New Jersey; and

Whereas, said Ordinance aforedescribed, if enacted, would declare and determine that said area known as BLOCK 2204 Lot 12 on the Official Tax Map for the Township of Winslow County of Camden and New Jersey, would benefit from such Redevelopment Plan, the said Ordinance further providing that the Redevelopment Plan meets the criteria pursuant to NJSA 40A:12A-7; and

Whereas, said Ordinance, if enacted, would Amend the

Zoning Maps of the Township of Winslow; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP OF WINSLOW PLANNING BOARD AS FOLLOWS:

1. The Proposed Ordinance introduced by the Mayor and Committee of the Township of Winslow on January 20, 2026, entitled "Ordinance of the Township of Winslow, County of Camden and State of New Jersey, Adopting A Redevelopment Plan for BLOCK 2204 Lot 12 on the Official Tax Map of the Township of Winslow in Accordance with the Requirements of the Local Redevelopment and Housing Law (N.J.S.A. 40A:12A-1, et seq)("LRHL")", be and is hereby declared to be consistent with the Winslow Township Master Plan, its amendments and supplements. It is further determined that the proposed Redevelopment Plan for BLOCK 2204 Lot 12 on the Official Tax Map of the Township of Winslow be and is further declared to be consistent with the Winslow Township Master Plan, its amendments and supplements, in that it meets the following goals: A) It creates appropriate and compatible land use patterns throughout Winslow Township. B) It promotes development and redevelopment of residential and commercial uses to ensure a balanced tax base. C) It promotes a well-maintained residential housing base.

2. The Secretary of the Winslow Township Planning Board shall immediately cause to be transmitted to the Mayor and Committee of the Township of Winslow a copy of this Resolution.

I, Christy Mezzatesta, Secretary of the Township of Winslow Planning Board, County of Camden and State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the said Board at a meeting held at the Winslow Township Municipal Building, Winslow Township, New Jersey on the 19th day of February 2026, memorialized at a meeting held the same date.

Christy Mezzatesta
SECRETARY
Planning Board
Township of Winslow

Timothy Mead
CHAIRPERSON
Planning Board
Township of Winslow

REMINGTON & VERNICK ENGINEERS

RVE HQ:
2059 Springdale Road
Cherry Hill, NJ 08003
O: (856) 795-9595
F: (856) 795-1882

RECEIVED
JAN 21 2026
ZONING BOARD

January 21, 2026

Ms. Barbara Householder
Zoning Board Secretary
Township of Winslow
125 South Route #73
Braddock, NJ 08037-9422

Re: Country Aire II at Winslow, LLC
Water/Sewer Review
Block 3204, Lots 2 & 4
Winslow Township, NJ
Our # 0436P416

Dear Ms. Householder:

Remington & Vernick Engineers (RVE) and the Winslow Township Department of Municipal Utilities (DMU) staff have completed its review of the site water and sanitary sewer facilities and connections for the above referenced development and are providing the following review comments.

Items to note are as follows:

1. Applicant:

   Country Aire at Winslow, LLC
   John Schiavo, Managing Member
   6 Justa Lane
   Cherry Hill, NJ 08003

2. Documents Submitted:

   The following signed and sealed plans have been prepared and provided by the Applicant's consultant, David P. Kreck, P.E., C.M.E. of The Petit Group, LLC for review:

Sheet	Description	Date	Last Revised
6 of 15	Utility Plan	5/10/2024	11/05/2025
7 of 15	Profiles	5/10/2024	11/05/2025
14 of 15	Municipal Utility Details	5/10/2024	11/05/2025
15 of 15	Municipal Utility Details	5/10/2024	11/05/2025

3. Proposed Development:

   The Applicant is proposing a major subdivision of forty (40) residential townhome dwelling lots.

4. Proposed Connection Point - Sewer:

   The plan shows that the Applicant proposes to install approximately 878 LF of 8-inch PVC sanitary sewer main and 70 LF of 8-inch DIP sanitary sewer on Green Spring Lane that is proposed to tie into the existing sewer main on Blue Anchor Road with a proposed doghouse manhole.

5. Proposed Sanitary Sewer Flow

Type of Unit	Quantity	Unit Flows*	Total Flows	**DCU's
3-Bedroom Townhome	40 Units	300 GPD	12,000 GPD	40 DCU's

* Per N.J.A.C. 7:14A-23.3, 3-Bedroom Townhome =300 GPD
**Per Township Code, Chapter 221-5, Schedule A: Townhouse, per living unit = 1 DCU per unit

   The total DCU's for the sewer portion of the project were calculated to be 40. Based upon the projected demand of 12,000 GPD, the Township can absorb the projected sewer demand at this time. It is noted the total sewer demand for the project is subject to revision based on any changes to the proposed development.

6. NJDEP Treatment Works Approval (TWA)

   The Applicant has submitted the following NJDEP TWA Application Forms and Documents:

   - TWA-1
   - WQM003-T
   - WQM-006
   - Cost Estimate

   The TWA documents have been reviewed and we offer the following comments:

   1. The Applicant shall note that Form CCMUA-TWA-SE is required to be submitted to the CCMUA as part of the TWA Application due to the project being located within Camden County.

7. Connection Fees – Sewer:

   The Applicant shall note that connection fee charges shall be imposed by the Township of Winslow for each sewer connection per DCU at the current rate prevailing at the time of payment. In addition, a separate connection fee will be required by the Camden County Municipal Utilities Authority (CCMUA).

8. General Design Comments – Sanitary Sewer

    1. All previous comments have been addressed.

9. Proposed Connection Point - Water:

    The plan shows that the Applicant proposes to install approximately 1,138 LF of 8" CLDIP water main that will connect to the existing water main on Blue Anchor Road and also connect to an existing main on Center Avenue (Tom Wells Road).

10. Proposed Potable Water Demands:

Type of Unit	Quantity	Unit Flows*	Total Flows	**DCU's
3-Bedroom Townhomes	40 Units	200 GPD	8,000 GPD	40 DCU's

*Per N.J.A.C. 5:21-5.2, 3-Bedroom Townhomes = 200 GPD
**Per Township Code, Chapter 284-31: Townhome, per living unit = 1 DCU per unit.

The total DCU's for the water portion of the project were calculated to be 40. Based upon the projected demand of 8,000 GPD, the Winslow Township Water Master Permit can absorb the proposed demand at this time. It is noted the projected total water demand may be subject to revision as this review progresses.

11. Connection Fees – Water:

    The Applicant shall note connection fee charges shall be imposed for each water connection per DCU at the current rate prevailing at the time of payment.

12. General Design Comments – Water:

    1. The Township recommends the Applicant proceed with the decommissioning of Well TW-12.

13. Performance Bonds

    1. The Applicant's Engineer is required to submit a cost estimate to RVE for water and sewer infrastructure for review as part of the approval.

    2. Prior to construction it will be the responsibility of the Applicant to verify that a performance bond is in place for these facilities.

14. Special Notes:

1. The Applicant shall notify the Township and Township DMU on any change in use, if other than what is approved by this review process to re-evaluate the system and/or EDU allocation.

2. Prior to issuing a construction permit, it will be the Applicant's responsibility to verify that all escrow accounts possess a positive balance.
3. It is the responsibility of the Applicant to follow the permit expiration dates, and request time extensions if required.

4. Prior to construction, contact our office when the pre-construction meeting has been scheduled to coordinate our inspection of the water and sewer infrastructure.

5. Upon obtaining all required permits having jurisdiction, supply the final sets of plans to the Winslow Township DMU, Township Zoning Office, Township Municipal Clerk, and give two (2) sets to our office as the final documents for construction.

6. The Applicant shall provide a letter from the Fire Official approving the locations of any proposed fire hydrants and any fire suppression systems required.

7. The plans must be revised prior to any DMU final approval, which can be incorporated into the amended final site plan submission. Our office reserves the right to review and offer comments on the revised plan submission.

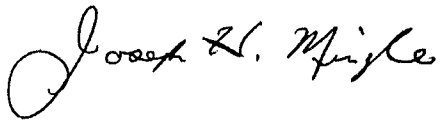
Based on the above and the documents submitted to our office, we recommend approval of the utilities and endorsement of the TWA Application at this time.

Should you have any questions or comments, please contact Sydney Iatarola in our Cherry Hill office at (856) 287-8021 or by email at sydney.iatarola@rve.com.

Sincerely,

REMINGTON & VERNICK ENGINEERS

BY



Joseph H. Mingle
Winslow Township Utilities Engineer

cc: Joseph Gallagher, Township Administrator
Lisa Dority, Township Clerk
Lou Bowman, Winslow DMU
Sydney Iatarola, RVE

State of New Jersey
Department of Environmental Protection
Division of Water Quality

INSTRUCTIONS FOR COMPLETING FORM TWA-1

***This form must accompany all TWA permit applications**, with the exception of requests for extensions of time for TWAs. For time extension requests, a Time Extension Request Form (i.e. TWA-2 form) is required to be submitted.*

For technical assistance in completing this application form, please contact the following programs within the Bureau of Ground Water, Residuals and Permit Administration (BGRPA):

Treatment Works Type	Program	Phone Number	Email Address
Onsite subsurface sewage disposal system (i.e. septic systems) with a design flow ≤ 2000 gpd	*Ground Water Permitting*	*(609) 984-4428*	*Ch199@dep.nj.gov*
All other treatment works	*TWA Permitting*	*(609) 984-4428*	*dwq_twa@dep.nj.gov*

For all other questions, please contact the BGRPA Permit Administration Unit at (609) 984-4428 or via email at dwq_pas@dep.nj.gov.

1. **Type of TWA** – In Section A, select the type of TWA permit action requested by this application. If this application is to request an action on an existing TWA, identify the TWA permit number and type of action.

   Important Information:
   - If this application is for a Stage III (Operate Only) TWA, all items identified in N.J.A.C. 7:14A-22.10(c) must accompany this application.
   - If this application is for a N.J.A.C. 7:9A Septic System TWA, completion of Section B is not needed. However, the applicant must proceed to completing Section C. These TWAs are issued for septic systems with a design flow ≤ 2000 gpd, the property of which does not need or have a NJPDES permit.

   In Section B, select the type(s) of treatment works associated with this application.

   Important Information:
   - If this application is associated with an Onsite Subsurface Sewage Disposal System that needs a NJPDES permit, information regarding the application for such NJPDES permit must be provided in Section 7 of this application.

   Section C should only be completed if "N.J.A.C. 7:9A Septic System (i.e. Chapter 199)" was selected in Section A. In this section, select one of the TWA types provided.

2. **Applicant(s)/Owner** - Provide the name, as it is legally referred to, of the permit applicant. The applicant/owner is the ***eventual owner*** of the proposed treatment works. Provide the mailing address of the applicant. If the mailing address is outside the United States, provide the correct foreign mailing address. Provide the applicant's responsible official and their title, telephone number and e-mail address. Identify the applicant's organizational type by checking the appropriate box. Refer to Section 11 for the definition of "responsible official".

   Important Information: Applicant/owner shall be the eventual owner and shall be responsible for operation of the proposed treatment works after completion of construction. The governing public entity (Municipality, Township, City or Sewage Authority, etc.) shall be the eventual owner for any treatment works proposed on public roads, right-of ways and/or easements.

3. **Location of Activity** - Provide the name and address/location of the facility/site of the activity. Street number and name must be used (PO Box numbers will not be acceptable). Provide the municipality and county where the facility/site is physically located. Do not use local or neighborhood names. Provide the lot and block numbers. Provide the mailing address of the facility/site if it is different than the locational information already provided.

4. **New Jersey Licensed Professional Engineer** - Provide the name and license number of the applicant's professional engineer. If the professional engineer is employed by an organization, provide the name of the firm. Provide the mailing address, telephone number and email address of the professional engineer.

5. **Estimated Construction Costs and Application Fee** – In Section A, provide the total cost of the treatment works proposed in this application. A breakdown of the cost of all items related to the construction of the proposed treatment works must be attached and submitted with this application form. Section A is not applicable and does not need to be completed if this application is for a Stage III (Operate Only) TWA.

   In Section B, identify the fee associated with this application. For guidance on how to calculate the application fee, please refer to N.J.A.C. 7:14A-22.25(a) through (c) and the most recent annual TWA fee schedule published on the Department's website. Consistent with N.J.A.C. 7:14A-22.25(d), a check for the application fee, made payable to "Treasurer, State of NJ, Environmental Services Fund", should accompany this application.

6. **Project Description** - Provide a brief description of the proposed treatment works and the intended use. If requesting a modification to your TWA permit, provide a detailed explanation of the changes.

7. **Other Associated Permits or Approvals** – For Section A, if applications for any of the permit or approval types identified in this section have been submitted for this project, provide the application status, application date and, if available, application, permit, or approval number for each permit or approval type. This section does not need to be completed if this application is for a Stage III (Operate Only) TWA.

   For section B, identify if the project is associated with funding from the New Jersey Infrastructure/Water Bank. If the answer is yes, identify the H2Loans Project Number and how resiliency has been addressed with the NJDEP.

8. **Applicant's Agent (Optional)** - Identify the person who is authorized to act as agent/representative in all matters pertaining to this application. Provide the name, position, organizational name, mailing address, telephone number and email address of the agent. Original signatures from both the agent and the authorized official of the applicant must be provided in this section of the application. Please note that signatures in this section that are more than one year old will result in a deficient application.

9. **Property Owner's Certification** – The owner of the property where the treatment works are located shall certify to the statement in this section by providing their original signature and date. In addition, the property owner shall provide their name, position, email address and telephone number. A "Property" includes all contiguous lots and blocks, including vacant land, owned or otherwise under the control of the owner or operating entity of the regulated facility. Please note that a signature in this section that is more than one year old will result in a deficient application.

10. **Statement of Preparer of Plans, Specifications and Engineer's Report and/or Abstract:** The preparer of the engineering plans, specifications, and engineer's report and/or abstract shall certify to the statement in this section by providing their original signature and date. In addition, the engineer shall provide their name, position, email address, telephone number and embossed seal. Please note that a signature in this section that is more than one year old will result in a deficient application.

11. **Certification by Applicant/Owner:** Consistent with N.J.A.C. 7:14A-22.8(c), this application shall have an original signature by the applicant, a responsible official of the application as defined below, or an authorized agent. The signatory must certify to the *Proper Construction and Operation Clause,* as well as the statements pertaining to the information contained within this application. Please note that a signature on this application that is more than one year old will result in a deficient application.

    A responsible official is an individual meeting the requirements set forth in N.J.A.C. 7:14A – 4.9(a) and identified below:

    For a corporation:
    - A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation;
    - The manager of one or more manufacturing, production, or operating facilities, provided:
        - The manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of recommending major capital investment, initiating and directing comprehensive measures to assure long term compliance with environmental laws and regulations, and ensuring that the necessary systems are established, or actions taken to gather complete and accurate information for permit application requirements; or

  - The authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures; or
- A duly authorized representative established consistent with N.J.A.C. 7:14A-4.9(b).

For a partnership or sole proprietorship: A general partner or the proprietor or a duly authorized representative established consistent with N.J.A.C. 7:14A-4.9(b).

For a government agency:

- A ranking elected official; or
- A chief executive officer of the agency; or
- A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator); or
- A duly authorized representative established consistent with N.J.A.C. 7:14A-4.9(b).

Please complete this form in its entirety. The completed form should be submitted to the address identified below and must contain the original wet-ink signatures and raised seals:

Mail Code: 401-02B
NJDEP - Division of Water Quality
Bureau of Ground Water, Residuals and Permit Administration – Permit Administration Section
PO Box 420
Trenton, NJ 08625-0420

State of New Jersey
Department of Environmental Protection
Division of Water Quality

Clear Form

Treatment Works Approval (TWA) Permit Application Form

Refer to the attached instructions and provide ALL applicable information.
Please Print or Type and attach additional sheets if necessary.

1. TYPE OF TWA

A) Please select the type of TWA permit action requested by this application:

- ☑ Stage II & III (Construct and Operate)
- ☐ Stage II (Construction Only)
- ☐ Stage III (Operate Only)
- ☐ N.J.A.C. 7:9A Septic System (i.e. Chapter 199)
  (If this option is selected, Section B is not needed. Proceed to Section C below.)
- ☐ Action on Existing TWA:
  Permit #: _____
  Action Type: ☑ Modification ☐ Reactivation

B) Please select the type of treatment works associated with this application (check all that apply):

- ☐ Wastewater Treatment System
- ☐ Pump Station / Force Main
- ☐ Holding Tank
- ☐ Onsite Subsurface Sewage Disposal System for a NJPDES Regulated Facility
- ☑ Collection / Conveyance Systems (e.g. Gravity)
- ☐ General Industrial Treatment Works
- ☐ Hauling / Diversion

C) For N.J.A.C. 7:9A TWA permit actions only (excluding modification), select one of the below TWA types:

☐ Deviation from Standard ☐ Design Flow ☐ Grinder Pump

2. APPLICANT/OWNER *

Applicant/Owner Name: Township of Winslow
Mailing Address: 125 South Route 73
City or Town: Braddock State: NJ Zip Code: 08037
Responsible Official: Joseph Gallagher Title: Administrator
Telephone: (609) 567-0700 Email: administration@winslowtownship.com

Organization Type: ☐ City/Town ☑ County/Municipal ☐ Authority/District/Commission ☐ Utility
☐ State ☐ Federal ☐ Corporation ☐ LLC ☐ LP ☐ Other Private
☐ Other: _____

* *The applicant/owner is the eventual owner of the proposed treatment works and must complete Section 11, unless authority is given to the applicant's agent in Section 8.*

3. LOCATION OF ACTIVITY

Name of Facility/Site: Country Aire II Major Subdivision

Street Address/Location: North Route 73

City or Town: Braddock State: NJ Zip Code: 08009

Municipality: Township of Winslow County: Camden Block(s): 3204 Lot(s): 2, 4

Mailing Address (if different than facility street address):

City or Town: State: Zip Code:

4. NEW JERSEY LICENSED PROFESSIONAL ENGINEER

Name: David Kreck, PE, CME N.J. License No: GE40995

Name of Firm if employee: The Pettit Group, LLC

Mailing Address: 497 Center Street

City or Town: Sewell State: NJ Zip Code: 08080

Telephone: (856) 464-9600 Email: dkreck@pettitgroup.com

5. ESTIMATED CONSTRUCTION COST AND APPLICATION FEE

A) Cost of treatment works proposed in this application: $ 133,717.65

* *Attach a breakdown of the cost of all items related to the construction of the proposed treatment works.*

B) Application Fee: $ 2,353.43

* *In accordance with N.J.A.C. 7:14A-22.25(d), made payable to Treasurer, State of NJ, Environmental Services Fund.*

6. PROJECT DESCRIPTION (Brief Description of Proposed Treatment Works and Intended Use)

Construction of 40 residential townhouse units, including sewer laterals, 878 LF of 8" PVC Gravity Sewer Main, and 70 LF of 8" DIP Sewer Main, which is to connect to the existing public sewer located in Route 73.

7. OTHER ASSOCIATED PERMITS OR APPROVALS

A) If any of the following applications have been submitted for this project, provide the applicable information:

Type	Application Status *(check one)*		Application Date	Number *(if available)*
	Pending	Approved*		
• Treatment Works Approval	☐	☑	08/03/22	22-0329
• Exemption From Sewer Ban	☐	☐		
• Water Quality Management Plan Amendment	☐	☐		
• CAFRA	☐	☐		
• Stream Encroachment	☐	☐		
• Freshwater Wetlands	☐	☐		
• Tidal or Coastal Wetlands	☐	☐		
• Waterfront Development	☐	☐		
• NJPDES Permits	☐	☐		
• Pinelands Approval or Certificate of Filing		☑	04/28/25	#1995-1529.003
• Highlands Preservation Area Approval		☐		
• Delaware & Raritan Canal Commission Approval		☐		
• Hackensack/Meadowlands Commission	☐	☐		
• Other Related Approvals	☑	☐	9/8/25-Present	Local & County PB & County SCD

* *If application is approved or a certificate of filing has been filed, check the box below. For any approval or certificate of filing, provide a copy of the approval or certificate of filing with this application.*

B) Is this project associated with funding from the New Jersey Infrastructure/Water Bank?

☐ Yes ☑ No

If responded 'Yes' to the question above…

i) Provide the H2Loans Project Number: _____

ii) Identify the status of NJDEP's review of resiliency requirements:

☐ Under NJDEP Review ☐ NJDEP Waiver Issued ☐ NJDEP Approval

8. APPLICANT'S AGENT (Optional)

The person listed below is authorized to act as agent/representative in all matters pertaining to this application.

Name: _____ Position: _____

Organization Name: _____

Mailing Address: _____

City or Town: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

_____ _____ _____ _____

Signature of Agent | Date | Signature of Applicant/Owner | Date

9. PROPERTY OWNER'S CERTIFICATION

"I hereby certify that I own the property identified in this application. As owner, I grant permission for the activity to be permitted under this application and authorize the Department of Environmental Protection to conduct on-site inspections, if necessary. If the construction activity will take place in an easement, I certify that with this application, I presently have or will obtain permission of the property owner(s) prior to initiation of construction of this proposed treatment works."

John Schiavo — Signature of Property Owner

11-18-25 — Date

John Schiavo — Print or Type Name

Managing Member, Country Aire at Winslow, LLC — Print or Type Position

john@jamconconstruction.com — Email

(609) 790-4030 — Telephone

10. STATEMENT OF PREPARER OF PLANS, SPECIFICATIONS AND ENGINEER'S REPORT AND/OR ABSTRACT

"I hereby certify that the engineering plans, specifications, and engineer's report and/or abstract applicable to this project comply with the current rules and regulations of the Department of Environmental Protection with the exceptions as noted."

D. Kreck — Signature of Engineer

11/20/25 — Date

David Kreck, PE, CME — Print or Type Name

Associate — Print or Type Position

856-464-9600 — Telephone

dkreck@pettitgroup.com — Email

PROFESSIONAL ENGINEER'S EMBOSSED SEAL



11. CERTIFICATION BY APPLICANT/OWNER

Proper Construction and Operation Clause

"I, the Applicant/Owner, agree that the treatment works will be, or has been, properly constructed and will be operated in accordance with the engineering plans, specifications and conditions under which the approval is granted by the Department of Environmental Protection."

Application Certification Statement

"I certify, under penalty of law, that the information provided in this application and the attachments is true, accurate, and complete. I am aware that there are significant civil and criminal penalties for submitting false, inaccurate, or incomplete information, including fines and/or imprisonment."

Signature of Applicant/Owner	Date
Joseph Gallagher	Administrator
Print or Type Name	Print or Type Position
administration@winslowtownship.com	(609) 567-0700
Email	Telephone

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Division of Water Quality

Reset Form

ENGINEER'S REPORT for DOMESTIC TREATMENT WORKS APPROVAL APPLICATIONS

INSTRUCTIONS

- Complete all applicable sections and certifications.
- Justifications for any exceptions from the regulations at N.J.A.C. 7:14A - 23 et seq. must be submitted. (Additional sheets may be attached if necessary.)
- All supplemental information required to be submitted along with this engineer's report must be signed, sealed, and dated by a professional engineer, licensed to practice in the State of New Jersey.
- **For Treatment Works other than collection and/or conveyance, please attach a separate Engineer's Report in accordance with N.J.A.C. 7:14A - 23.5.**

GENERAL INFORMATION

Applicant: Township of Winslow

Municipality: Township of Winslow

Project Name: Country Aire II Major Subdivision

County: Camden

Name of Receiving Sewage Treatment Plant: Delaware No. 1 Pollution Control Facility

NJPDES Permit Number: NJ0026182

Effluent Receiving Waters: Delaware River

Scope of Project:

Construction of 40 residential townhouse units, including sewer laterals, 878 LF of 8" PVC Gravity Sewer Main, and 70 LF of 8" DIP Sewer Main

which is to connect to the existing public sewer located in Route 73.

Contributory Flow: *For assistance in completing this chart, refer to N.J.A.C. 7:14A - 23.3.*

Establishment Type		Number of Measurement Units		Gallons per Day per Unit		Projected Flow (G.P.D.)
3 BR Dwelling		40	X	300	=	12,000
			X		=	
			X		=	
			X		=	

Combined Projected Flow: 0.012 M.G.D.
Existing Contributory Flow (if any): 0 M.G.D.
TOTAL FLOW: 0.012 **M.G.D.**

1. WASTEWATER CONVEYANCE SYSTEMS

(A) GRAVITY SEWER SYSTEMS

Diameter (inches)	Total Length (feet)	Material Type	"n" Value	Max. MH Spacing (feet)	Min. Slope (%)	Max. Velocity (ft/sec)	Max. Capacity (M.G.D.)
8	878	SDR-35	0.010	278	0.30	2.48	0.565
8	70	DIP	0.012	278	0.30	2.07	0.471

1.	What is the minimum cover (as measured from the top of the pipe to the grade elevation) provided along the entire sewer line?	3.50 ft.		
2.	What is the infiltration and/or exfiltration limit for testing purposes (gallons per inch of pipe per mile per day)?	100 gal/in/mile/day		
		YES	NO	N/A
3.	Are sewers within 100 feet of a public water supply well or a below-grade reservoir?	☐	☑	☐
4.	Are sewers located at least 10 feet horizontally from potable water lines and/or at least 18 inches below potable water lines and in separate trenches, including crossings?	☑	☐	☐
5.	Are sewers crossing streams located within 10 feet of a stream embankment encased in concrete?	☐	☐	☑
6.	Is a drop pipe provided for sewers entering manholes above the manhole invert wherever the difference in elevation is two feet or more?	☐	☐	☑
7.	Are all manholes located more than 100 feet from a public water supply well or a below-grade reservoir?	☑	☐	☐
8.	Are watertight covers used where street elevations are less than 10 feet above the North American Vertical Datum of 1988 and/or where the top of a manhole may be flooded by street runoff or high water?	☐	☐	☑
9.	Are the sanitary sewers designed to carry at least twice the estimated average projected flow when flowing half full?	☑	☐	
10.	Have adequate provisions been made for the ventilation of manholes?	☑	☐	
11.	If siphons are part of this project, are they in conformance with N.J.A.C. 7:14A - 23.7?	☐	☐	☑
12.	Are the immediate downstream sewer lines constructed?	☑	☐	☐

(B) PUMPING SYSTEM: Submit a Pump Station Design Report, which should include, at a minimum, the basis for the following: (a) pump selection; (b) sizing of force main and velocity calculations;(c) total dynamic head; (d) pump station performance curve and (e) wet well detention time.

Average daily flow: _____ GPD		Surface area of wet well: _____	ft^2
Peaking factor: _____		Wet Well Detention Time : _____	minutes
Peak design flow: _____ GPD		TDH of pump: _____	ft
Number of pumps: _____			
Design capacity of pump station (with the largest pump out of service): _____			GPM

1. WASTEWATER CONVEYANCE SYSTEMS

(B) PUMPING SYSTEM (continued)

FORCE MAINS

Diameter (inches)		Length (feet)		Material Type		Velocity (ft/sec)

1.	What is the minimum cover (as measured from the top of the pipe to the grade elevation) provided along the entire force main?			ft
2.	Specify the method of screening at the pumps.			
3.	Where is the ultimate location of the alarm for high water conditions, power failures, and mechanical breakdowns?			
4.	Specify the type of back-up power source provided.			
		YES	NO	N/A
5.	Is adequate light and ventilation provided at the pump station?	☐	☐	☐
6.	Are air and/or vacuum release valves provided on the high points of the force main?	☐	☐	☐
7.	Are adequate freshwater wash-down facilities provided?	☐	☐	
8.	If a domestic water service connection will be utilized for wash-down purposes, is it protected by a backflow prevention device?	☐	☐	☐
9.	Are shut-off valves on suction and discharge piping and check valves on discharge lines provided?	☐	☐	
10.	Is the base of the pump station wet well sloped toward the pump suction?	☐	☐	
11.	Does the alarm system provide for competent assistance on a 24 hour basis?	☐	☐	
12.	Is the pump station adequately protected from flooding?	☐	☐	
13.	Is the dry well provided with a sump pump?	☐	☐	

I am a professional engineer licensed by the New Jersey Board of Professional Engineers and Land Surveyors to practice in New Jersey. I certify that the proposed treatment works, as designed, meets the requirements of N.J.A.C. 7:14A - 23 et seq., other than the exceptions as noted.

I hereby certify that the information provided in this engineer's report and attachments hereto, is true, accurate, and complete. Exceptions attached [YES ☐, NO ☑]?

Professional Engineer's Embossed Seal

Signature of Engineer:

Name and Date: (Print or Type) David Kreck, PE 11/06/25

Firm Name: The Pettit Group, LLC

2. DOMESTIC WASTEWATER TREATMENT AND/OR RESIDUAL FACILITIES

Is the following information submitted with this engineer's report?		YES	NO
1.	A complete description of the selected wastewater treatment system.	☐	☐
2.	For the modification of an existing system which has not previously been granted a treatment works approval (TWA), the capacities of the existing units and a brief description of the operation of each, and a statement concerning which units are existing and which are proposed at the time of the application. If there exists a previously issued TWA approval for the subject facility, submit the date of issuance and the TWA number.	☐	☐
3.	Hydraulic profiles of the flow of wastewater through the system.	☐	☐
4.	A unit by unit mass balance for all discharge parameters.	☐	☐
5.	The ultimate disposal location of all effluent.	☐	☐
6.	The basis and computations for average and peak flow requirements.	☐	☐
7.	The expected composition of the influent and effluent from the treatment system including the average, maximum and minimum values of the pollutant parameters specified in the facility's NJPDES permit/DAC.	☐	☐
8.	An evaluation of the quantity and quality of any and all residuals generated and projected to be generated, including a hydraulic profile and unit by unit mass balance for the flow of residuals through the system.	☐	☐
9.	Documentation of adequate storage and handling facilities for residuals.	☐	☐
10.	Provisions for the ultimate management of residuals.	☐	☐
11.	Details of flow monitoring and control, alarm systems, auxiliary power, storage facilities for treatment chemicals and wastes, and plans for bypassing units during construction or maintenance.	☐	☐
12.	The basis and computations for the projected wastewater flow.	☐	☐
13.	A fully executed Licensed Operator Grading Form.	☐	☐

I am a professional engineer licensed by the New Jersey Board of Professional Engineers and Land Surveyors to practice in New Jersey. I certify that the proposed treatment works, as designed, are adequate to meet all applicable final NJPDES pe rmit li mitations con tained in the cu rrent NJPDES Discharge Permit No. _____. In addition, I certify that the proposed treatment works, as designed, meets the requirements of N.J.A.C. 7:14A - 23 et seq., other than the exceptions as noted.

I hereby certify that the information provided in this engineer's report and attachments hereto is true, accurate, and complete. Exceptions attached [YES ☐, NO ☐]?

Signature of Engineer* _____

Professional Engineer's Embossed Seal

Name and Date: (Print or Type) _____

Firm Name: _____

** This certification may not be completed until the effective date of the associated final NJPDES Discharge Permit.*

State of New Jersey
Department of Environmental Protection
Division of Water Quality

Statements of Consent for TWA applications

Refer to the attached instructions and provide ALL applicable information. Please attach additional sheets if necessary.

1. General Information

Applicant/Owner/Operator: Township of Winslow, Township Administrator Joseph Gallagher

Name of Facility/Site/Project: Country Aire II Major Subdivision

Street Address/Location: North Route 73

City or Town: Braddock State: NJ Zip Code: 08037

2. Certification Checklist (i.e. Certifications Submitted with This Form)

Note: Refer to this form's instructions for certification applicability.

Certification A: Governing Body (i.e. municipality where project is located)

a. Certification(s) Submitted with this Form? ☑ Yes ☐ No

b. Number of Certifications Submitted with this Form? 1
(Note: More than one certification is required when multiple governing bodies are impacted by the project.)

Certification B: Sewerage Authority

a. Certification Submitted with this Form? ☐ Yes ☑ No

Certification C: Wastewater Conveyance System Owner

a. Certification(s) Submitted with this Form? ☑ Yes ☐ No

b. Number of Certifications Submitted with this Form? 1
(Note: More than one certification is required when multiple wastewater conveyance system owners are impacted by the project.)

Certification D: Wastewater Treatment Facility Owner

a. Certification Submitted with this Form? ☑ Yes ☐ No

Certification E: District Sludge Management Lead Planning Agency

a. Certification Submitted with this Form? ☐ Yes ☑ No

A. CERTIFICATION BY THE GOVERNING BODY (I.E. MUNICIPALITY WHERE PROJECT IS LOCATED)

Note: This certification is required for all TWA applications.

Name of Facility/Site/Project: Country Aire II Major Subdivision

Certifying Statement:

"As an authorized representative of the below identified governing body, I hereby certify that the municipality consents to the submission of the above listed application to the Department of Environmental Protection for approval. I further certify that the project as proposed conforms with the requirements of all municipal ordinances."

Township of Winslow

Name of Municipality or Municipal Authority

Signature of Authorized Representative *	Date
Joseph Gallagher, Township Administrator	Township Administrator
Print or Type Name	Print or Type Position
administration@winslowtownship.com	(609) 567-0700
Email	Telephone

* Authorization to sign for the agency: _____ _____

Resolution # Date

(Note: Submit the resolution with this certification. If no such resolution granting authority to sign exists, the full resolution, consenting to the project, must be submitted with this certification.)

B. CERTIFICATION BY THE SEWERAGE AUTHORITY

Note: This certification is required when a sewerage entity (for example, sewerage authority, utilities authority, municipal utilities authority, joint meeting, etc.) has responsibility for regulating the construction and operation of wastewater treatment and conveyance facilities within the municipality.

Name of Facility/Site/Project: _____

Certifying Statement:

"As an authorized representative of the below identified agency, I hereby certify that the agency consents to the submission of the above listed application to the Department of Environmental Protection for approval. I further certify that the project as proposed conforms with the requirements of this agency."

_____
Name of Agency

_____ _____
Signature of Authorized Representative * Date

_____ _____
Print or Type Name Print or Type Position

_____ _____
Email Telephone

* Authorization to sign for the agency: _____ _____
Resolution # Date

(Note: Submit the resolution with this certification. If no such resolution granting authority to sign exists, the full resolution, consenting to the project, must be submitted with this certification.)

C. CERTIFICATION BY THE WASTEWATER CONVEYANCE SYSTEM OWNER

Note: This certification must be completed by the owner/operator of the wastewater conveyance system into which the project named herein will directly connect.

Name of Facility/Site/Project: Country Aire II Major Subdivision

Certifying Statement:

"By agreeing to accept wastewater from the project, I hereby certify that to the best of my knowledge the wastewater conveyance system, into which the project proposed under this application will connect, has adequate capacity in accordance with N.J.A.C. 7:14A-1.2 ("Adequate conveyance capacity"). Furthermore, I am not aware of inadequate conveyance capacity conditions in any portion of the downstream facilities necessary to convey the wastewater from this project to the treatment plant."

Township of Winslow
Name of Municipality or Authority

Signature of Authorized Representative *	Date
Joseph Gallagher, Township Administrator	Township Administrator
Print or Type Name	Print or Type Position
administration@winslowtownship.com	(609) 567-0700
Email	Telephone

* Authorization to sign for the agency: _____ _____
Resolution # Date

(Note: Submit the resolution with this certification. If no such resolution granting authority to sign exists, the full resolution, consenting to the project, must be submitted with this certification.)

D. CERTIFICATION BY THE WASTEWATER TREATMENT FACILITY OWNER

Notes: This certification is required for applications that include a sewer connection/extension. This certification must be completed by the owner of the wastewater treatment facility receiving the wastewater identified in this application.

Name of Facility/Site/Project: Country Aire II Major Subdivision

Certifying Statement:

"I hereby certify that the committed flow to the below identified wastewater treatment plant does not exceed the presently permitted design capacity and, with the additional flow proposed by this application, the permitted design capacity is not anticipated to be exceeded. For the purposes of this certification, committed flow means the sum of the (1) actual metered flow, (2) flow from DEP approved TWA applications (not yet operational), and (3) flow from locally approved projects that do not require DEP approval. I further certify that the treatment plant is currently complying with its conventional and non-conventional NJPDES permit requirements (see N.J.A.C. 7:14A- 22.17(b)-(d), percent removal and toxicity requirements excluded from this certification) as determined by a rolling average of the three most recent monthly discharge monitoring reports that were required to be submitted to the Department as of this date, and based upon my assessment of all information pertinent to this permit request, is anticipated to continue to do so with the additional flow from this project."

Delaware No. 1 WPCF	NJ0026182
Name of Wastewater Treatment Plant	NJPDES Permit Number

Camden County Municipal Utilities Authority
Name of Authority Accepting for Treatment

Signature of Authorized Representative *	Date
Oleg Zonis	P.E., Director of Engineering
Print or Type Name	Print or Type Position
ozonis@ccmua.org	(856) 583-1222
Email	Telephone

* Authorization to sign for the agency: R:84:2-53 (Resolution #) 02/27/1984 (Date)

(Note: Submit the resolution with this certification. If no such resolution granting authority to sign exists, the full resolution, consenting to the project, must be submitted with this certification.)

E. CERTIFICATION BY THE DISTRICT SLUDGE MANAGEMENT LEAD PLANNING AGENCY

Note: This certification is only required for applications that involve construction of residual management units at ultimate residuals management sites.

Name of Facility/Site/Project: _____

Certifying Statement:

"As an authorized representative of the below identified agency, I hereby certify that the agency consents to the submission of the above listed application to the Department of Environmental Protection for approval. I further certify that the project as proposed conforms with the requirements of this agency."

_____
Name of Agency

_____ _____
Signature of Authorized Representative * Date

_____ _____
Print or Type Name Print or Type Position

_____ _____
Email Telephone

* Authorization to sign for the agency: _____ _____
Resolution # Date

(Note: Submit the resolution with this certification. If no such resolution granting authority to sign exists, the full resolution, consenting to the project, must be submitted with this certification.)

RESOLUTION APPROVING NJDEP TWA AND WQM003-T STATEMENTS OF CONSENT PERMIT APPLICATION FOR COUNTRY AIRE II AT WINSLOW, LLC BLOCK 3204, LOTS 2 & 4

WHEREAS, Country Aire II at Winslow, LLC has submitted Statements of Consent (WQM003-T) for 40 residential townhouse units, which requires execution by the Township Administrator in order to install 878 LF of 8-inch PVC sanitary sewer main and 70 LF of 8-inch DIP sanitary sewer main at the following location:

Green Spring Lane

WHEREAS, in order to permit the required work to be conducted, an application to the New Jersey Department of Environmental Protection is required in the form of a Treatment Works Application (TWA); and

WHEREAS, the Township's Municipal Utilities Engineer has reviewed said Application and recommended approval of same.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Winslow that based on the recommendation of the Township's Municipal Utilities Engineer to approve the Treatment Works Application, to install 878 LF of 8-inch PVC sanitary sewer main and 70 LF of 8-inch DIP sanitary sewer main on Green Spring Lane into an existing sewer main on Blue Anchor Road with a proposed doghouse manhole and recommends the appropriate Township Official sign said application.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be attached to said Application and filed with all necessary regulatory agencies.

R-2026-_____

ADOPTED: March 10, 2026

_____
MARIE D. LAWRENCE,
MAYOR

_____
LISA L. DORITY, RMC
MUNICIPAL CLERK

Certified to be a true copy of a Resolution adopted by the Mayor and Township Committee of the Township of Winslow at a regular meeting on **March 10, 2026**, at the Winslow Township Municipal Building.

_____
LISA L. DORITY, RMC
MUNICIPAL CLERK

Dated: _____

t:\lisa\resolutions\twa - country aire ii at winslow.doc

TOWNSHIP OF WINSLOW
COUNTY OF CAMDEN
STATE OF NEW JERSEY

RESOLUTION OF THE TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN, AND STATE OF NEW JERSEY ADOPTING THE AFFIRMATIVE MARKETING PLAN FOR THE TOWNSHIP OF WINSLOW

WHEREAS, in accordance with the Fair Housing Act and the New Jersey Uniform Housing Affordability Controls (N.J.A.C. 5:80-26-1, et seq.), the Township of Winslow is required to adopt an Affirmative Marketing Plan to ensure that all affordable housing units created, including those created by the Housing Element and Fair Share Plan within the Township of Winslow, are affirmatively marketed to very low, low and moderate income households, particularly those living and/or working within Housing Region 5, the Affordable Housing Region encompassing the Township of Winslow.

NOW THEREFORE BE IT RESOLVED, that the Mayor and Township Committee of the Township of Winslow, County of Camden, State of New Jersey hereby adopts the Affirmative Marketing Plan attached hereto as Exhibit "A."

ADOPTED: March 10, 2026

_____
MARIE D. LAWRENCE, MAYOR

_____
LISA L. DORITY, RMC
MUNICIPAL CLERK

Certified to be a true copy of a Resolution adopted by the Mayor and Township Committee of the Township of Winslow at a regularly scheduled meeting on **March 10, 2026**, at the Winslow Township Municipal Building.

_____
Lisa L. Dority, RMC
Municipal Clerk

Dated: _____

R-2026-_____



TOWNSHIP OF WINSLOW

Affirmative Marketing Process

In Accordance with the Uniform Housing Affordability Controls & Programs

TRIAD
IMPROVING HOUSING OPPORTUNITIES

FEBRUARY 2026

FAIR HOUSING AFFIRMATIVE MARKETING PROCESS

For the Township of Winslow

For Affordable Housing in **(REGION 5)**

I. APPLICANT AND PROJECT INFORMATION

<table>
<tr><td colspan="2">1a. Administrative Agent Name, Address, Phone Number

Triad Associates
1301 W. Forest Grove Road
Vineland, NJ 08360
856-690-9590
www.triadhousingprograms.com
housing@triadassociates.com</td><td colspan="2">1b. Development or Program Name, Address:

Township of Winslow
125 South Route 73
Braddock, NJ 08037-9422
www.winslowtownship.com
administration@winslowtownship.com
Phone: 609-567-0700

Development:
To be determined for each project

✓ FOR RENT UNITS ✓ FOR SALE UNITS</td></tr>
<tr><td>1c.
✓ Number of Units: TBD
✓ Number of Affordable Units: TBD
✓ Number of Sale Units: TBD
✓ Number of Rental Units: TBD</td><td colspan="2">1d. Price or Rental Range

From: To be determined for each project
To: To be determined for each project</td><td>1e. State and Federal Funding Sources (if any)

N/A</td></tr>
<tr><td>1f.
✓ Age Restricted

✓ Non-Age Restricted</td><td colspan="3">1g. Approximate Starting Dates
Advertising: To be determined for each project
Occupancy: To be determined for each project
Lottery Date: To be determined for each project</td></tr>
<tr><td colspan="2">1h. County:
Camden</td><td colspan="2">1i. Census Tract(s):</td></tr>
<tr><td colspan="4">1j. Managing/Sales Agent's Name, Address, Phone Number
To be determined for each project</td></tr>
<tr><td colspan="4">1k. Application Fees (if any): Application, Credit and Background Check Fees may apply.
To be determined for each project</td></tr>
</table>

FAIR HOUSING AFFIRMATIVE MARKETING PROCESS

For the Township of Winslow

For Affordable Housing in (REGION 5)

(Sections II through IV are consistent for all affordable housing developments and programs within the municipality. Sections that differ must be described in the approved contract between the municipality and the administrative agent and in the approved Operating Manual.)

II. RANDOM SELECTION

1. Description of the random selection process that will be used once applications are received.

INITIAL RANDOMIZATION

The Affirmative Marketing period begins when the applicant waitlist opens, and a property is posted on the NJHRC website. During this 120 day period, the property is advertised and interested applicants have the opportunity to submit Preliminary Applications. After a minimum of 60 days from the date that the affirmative marketing period begins, a lottery randomization takes place. All preliminary applications received during the first 60 days of the affirmative marketing period are included in this lottery randomization, which will establish the applicant waitlist. The lottery date will be included in all affirmative marketing materials.

All applicants are included in the lottery and randomized regardless of household size or, desired number of bedrooms. The process is as follows:

The lottery will be conducted by the Administrative Agent with at least two professionals present. The applicant pool will include all applicants who have applied. The Administrative Agent will utilize a computer program to randomly assign a number, which will then become the applicant's lottery number.

When a unit becomes available, the Administrative Agent will identify the applicants that match the number of bedrooms and affordability (very low, low, or moderate-income). Those who work or live in Region 5 will be given preference and contacted for the unit first. Pursuant to the New Jersey Fair Housing Act (C.52:27D-311), a preference for very low-, low- and moderate-income veterans duly qualified under N.J.A.C. 54:4-8.10 may also be exercised. If a veteran's preference is in effect, the veterans will be offered the unit prior to the general applicant pool.

Preliminary Applications received after the lottery date will be added to the applicant pool in the order they were received.

If the applicant pool becomes close to being depleted, the Administrative Agent will conduct additional marketing until units are filled.

III. MARKETING

3a. Direction of Marketing Activity: (indicate which group(s) in the housing region are least likely to apply for the housing without special outreach efforts because of its location and other factors) ✓ White (non-Hispanic ✓ Black (non-Hispanic) ✓ Hispanic ✓ American Indian or Alaskan Native ✓ Asian or Pacific Islander ☐ Other group:
3b. **HOUSING RESOURCE CENTER** (www.njhrc.gov) A free, online listing of affordable housing. Listed for the duration of the affirmative marketing process. Listing will be posted at minimum 60 days prior to lottery date. 3c. Commercial Media (required) (Check all that apply)

	DURATION/ FREQUENCY OF OUTREACH	NAMES OF REGIONAL MEDIA SOURCES	CIRCULATION AREA
	TARGETS ENTIRE HOUSING REGION 5		
	DIGITAL ADVERTISING		
✓	Listed for the duration of the affirmative marketing process	Zillow/Social Media Sites	Statewide
✓	Listed for the duration of the affirmative marketing process	Social media ads including facebook targeting the housing region. Ads will include an "apply today" button that links to the landing page for each listing	Statewide
✓	Listed for the duration of the affirmative marketing process	NJHRC.gov	Statewide
✓	Listed for the duration of the affirmative marketing process	Triadhousingprograms.com	Statewide
✓	Digital advertising to run at least one week in conjunction with print advertising.	https://southjersey.media/sicklerville-news/	Regional
	NEWSPAPERS		
✓	Press Release at beginning of affirmative marketing	Burlington County Times	Burlington
✓	Press Release at beginning of affirmative marketing	South Jersey Times	Gloucester
✓	Press Release at beginning of affirmative marketing	Central Record	Burlington
✓	Press Release at beginning of affirmative marketing	News Weekly	Burlington
✓	Press Release at beginning of affirmative marketing	Register-News	Burlington
✓	Press Release at beginning of affirmative marketing	Gloucester City News	Camden

✓	Press Release at beginning of affirmative marketing	Retrospect	Camden
✓	Press Release at beginning of affirmative marketing	Gloucester County Times	Camden, Gloucester
✓	Press Release at beginning of affirmative marketing	News Report	Gloucester

3d. Other Publications (such as neighborhood newspapers, religious publications, and organizational newsletters) (Check all that apply)

	DURATION & FREQUENCY OF OUTREACH	NAME OF MEDIA SOURCE	OUTREACH AREA/CONTACT	RACIAL/ETHNIC IDENTIFICATON OF READERS/AUDIENCE
TARGETS ENTIRE HOUSING REGION 5				
✓	Flyers to be mailed at beginning of Marketing	Hispanic Affairs	Hispanic@camdencounty.com	Spanish-Language
✓	Flyers to be mailed at beginning of Marketing	Servicios Latinos	servicioslatinos@hotmail.com	Burlington County
✓	Flyers to be mailed at beginning of Marketing	Nuestra Communidad	sreece@echo-media.com	Spanish-Language
✓	Flyers to be mailed at beginning of Marketing	Sino Monthly	info@sino-monthly.com	Chinese-American
✓	Flyers to be mailed at beginning of Marketing	24 Horas	redaccion@24-horas.mx	Portuguese-Language
✓	Flyers to be mailed at beginning of Marketing	Arab Voice Newspaper	info@arabamerica.com	Arab-American
✓	Flyers to be mailed at beginning of Marketing	Catholic Advocate, The	submissions@rcan.org	Catholic
✓	Flyers to be mailed at beginning of Marketing	New Jersey Jewish News	Beth@JewishMediaGroup.com	Jewish
✓	Flyers to be mailed at beginning of Marketing	Desi NJ	ilayasq@newsindia-times.com	South Asian
✓	Flyers to be mailed at beginning of Marketing	Ukrainian Weekly	New Jersey staff@ukrweekly.com	Ukrainian Community
✓	Flyers to be mailed at beginning of Marketing	Amerika Magyar Nepszava (American Hungarian Peoples' Voice)	usanepszava@gmail.com	Hungarian-Language

3e. Community Contacts (names of community groups/organizations throughout the housing region who will receive direct notification of the availability of affordable housing units and who will be asked to post advertisements and distribute flyers and application forms regarding available affordable housing to their members.

	OUTREACH	GROUP/ORGANIZATION	ADDRESS
✓	Flyers to be mailed at beginning of Marketing	Anti-Poverty Network of NJ	272 Dunns Mill Road, Acme Commons Center, #327 Bordentown, NJ 08505
✓	Flyers to be mailed at beginning of Marketing	Burlington County College	601 Pemberton Browns Mills Rd Pemberton, NJ 08068
✓	Flyers to be mailed at beginning of Marketing	Burlington County Community Action Program	718 Route 130 South, Burlington, NJ 08016
✓	Flyers to be mailed at beginning of Marketing	Burlington County United Way	595 Rancocas Rd Westhampton, NJ 08060
✓	Flyers to be mailed at beginning of Marketing	Camden County Council on Economic Opportunity	538 Broadway Camden, NJ 08103
✓	Flyers to be mailed at beginning of Marketing	Camden County East NAACP	P.O. Box 53 Lawnside, NJ, 08045
✓	Flyers to be mailed at beginning of Marketing	Camden County Housing Authority	1800 S 9th St, Camden, NJ 08104
✓	Flyers to be mailed at beginning of Marketing	Camden County NAACP	1123 1/2 Kaighns Avenue Camden, NJ 08103
✓	Flyers to be mailed at beginning of Marketing	Catholic Charities	383 W State Street Trenton, NJ 08607
✓	Flyers to be mailed at beginning of Marketing	DCA Rental Assistance	20 Market St, Camden, NJ 08102
✓	Flyers to be mailed at beginning of Marketing	Fair Share Housing Center	510 Park Blvd, Cherry Hill, NJ 08002
✓	Flyers to be mailed at beginning of Marketing	Fair Share Housing Development	1 Ethel Lawrence Blvd Mt Laurel, NJ 08054
✓	Flyers to be mailed at beginning of Marketing	Gloucester County Division of Senior Services	115 Budd Blvd West Deptford, NJ 08096
✓	Flyers to be mailed at beginning of Marketing	Gloucester County NAACP	GC NAACP, PO Box 545 Williamstown, NJ 08094
✓	Flyers to be mailed at beginning of Marketing	Interfaith Hospitality Network of Burlington County	16 East Main Street Moorestown, NJ 08057
✓	Flyers to be mailed at beginning of Marketing	Latino Action Network	PO Box 943 Freehold, NJ 07728
✓	Flyers to be mailed at beginning of Marketing	Medford Leas Continuing Care	1 Medford Leas Medford, NJ 08055
✓	Flyers to be mailed at beginning of Marketing	Native American Advancement Corporation	75 N. Pearl Street P.O. Box 824 Bridgeton, NJ 08302
✓	Flyers to be mailed at beginning of Marketing	New Jersey Housing Resource Center	600 1st Ave, Raritan, NJ 08869
✓	Flyers to be mailed at beginning of Marketing	New Jersey NAACP Conference	P.O. Box 1706 Montclair, NJ 07043
✓	Flyers to be mailed at beginning of Marketing	Rancocas Valley Clergy Ass.	125 Garden St Mt Holly NJ 08060
✓	Flyers to be mailed at beginning of Marketing	Rowan University	201 Mullica Hill Road Glassboro, NJ 08028
✓	Flyers to be mailed at beginning of Marketing	Southern Burlington County NAACP	PO Box 3211 Cinnaminson, NJ 08077
✓	Flyers to be mailed at beginning of Marketing	Supportive Housing Assoc.	Alden St #14 Cranford, NJ 07016
✓	Flyers to be mailed at beginning of Marketing	Willingboro NAACP	PO Box 207 Roebling NJ 09854

✓	Flyers to be mailed at beginning of Marketing	Anti-Poverty Network of NJ	272 Dunns Mill Road, Acme Commons Center, #327 Bordentown, NJ 08505
✓	Flyers to be mailed at beginning of Marketing	Burlington County College	601 Pemberton Browns Mills Rd Pemberton, NJ 08068
✓	Flyers to be mailed at beginning of Marketing	Burlington County Community Action Program	718 Route 130 South, Burlington, NJ 08016
✓	Flyers to be mailed at beginning of Marketing	Burlington County United Way	595 Rancocas Rd Westhampton, NJ 08060
✓	Flyers to be mailed at beginning of Marketing	Burlington County Area Agency on Aging	BCOfficeonAging@co.burlington.nj.us
✓	Flyers to be mailed at beginning of Marketing	Burlington County Board of Social Services	customer.service@bcbss.org
✓	Flyers to be mailed at beginning of Marketing	Burlington County Housing Authority	bhahud@erols.com
✓	Flyers to be mailed at beginning of Marketing	Burlington County NAACP	sbcnaacpvoice@gmail.com
✓	Flyers to be mailed at beginning of Marketing	Burlington County United Way	contact@unitedforimpact.org
✓	Flyers to be mailed at beginning of Marketing	Camden County Board of Social Service	ccbss-info@camdenbss.org
✓	Flyers to be mailed at beginning of Marketing	Camden County Continuum of Care	jamie.difrancesco@camdencounty.com
✓	Flyers to be mailed at beginning of Marketing	Camden County Council on Economic Opportunity	preventionservices@cccoeo.com
✓	Flyers to be mailed at beginning of Marketing	Camden County Division of Senior and Disabled Services	seniors@camdencounty.com
✓	Flyers to be mailed at beginning of Marketing	Camden County East NAACP	ccenaacp@gmail.com
✓	Flyers to be mailed at beginning of Marketing	Catholic Charities	Cynthia.LeBron@camdendiocese.org
✓	Flyers to be mailed at beginning of Marketing	Center for Family Services	info@centerffs.org
✓	Flyers to be mailed at beginning of Marketing	Continuum of Care (CoC) Burlington County	jhiros@co.burlington.nj.us.
✓	Flyers to be mailed at beginning of Marketing	Fair Share Housing.org	orlandosalas@fairsharehousing.org
✓	Flyers to be mailed at beginning of Marketing	Family Promise Burlington County	familypromiseburlco@gmail.com
✓	Flyers to be mailed at beginning of Marketing	Gloucester County Board of Social Services	jjefferson@co.gloucester.nj.us
✓	Flyers to be mailed at beginning of Marketing	Gloucester County NAACP	gcnaacppresident@gmail.com
✓	Flyers to be mailed at beginning of Marketing	Latino Action Network	Info@lanfoundation.org
✓	Flyers to be mailed at beginning of Marketing	New Jersey NAACP Conference	info@naacpnjsc.org
✓	Flyers to be mailed at beginning of Marketing	New Jersey SHARES	info@sharesnation.org
✓	Flyers to be mailed at beginning of Marketing	Puerto Rican Action Committee	sholmes@pracnj.com
✓	Flyers to be mailed at beginning of Marketing	Southern NJ Continuum of Care	ccarty@monarchhousing.org

✓	Flyers to be mailed at beginning of Marketing	Supportive Housing Assoc.	kate.kelly@shanj.org
✓	Flyers to be mailed at beginning of Marketing	Volunteers of America Delaware Valley	info@voadv.org
✓	Flyers to be mailed at beginning of Marketing	Willingboro NAACP	willingboronaacp@gmail.com

IV. APPLICATIONS

Applications for affordable housing for the above units will be available at the following locations:

4a. County Administration Buildings and/or Libraries for all counties in the housing region (list county building, address, contact person) (Check all that apply)

	BUILDING	LOCATION
✓	Camden County Library Headquarters	203 Laurel Road Voorhees, NJ 08043 (856)772-1636
✓	Camden Court House Square	520 Market St, Camden NJ 08102-1375 (856)225-5000
✓	Gloucester County Library	389 Wolfert Station Rd. Mullica Hill, NJ 08062 (856)223-6000
✓	Gloucester County Court House	1 N Broad St, Woodbury, NJ 08096 (856)853-3390
✓	Burlington County Library Headquarters	5 Pioneer Boulevard, Westampton, NJ 08060
✓	Burlington County Human Services Building	795 Woodlane Road, Westampton, NJ 08060
✓	Burlington County Office Building	49 Rancocas Rd, Mount Holly NJ 08060 (609)265-5000

4b. Municipality in which the units are located (list municipal building and municipal library, address, contact person)

Township of Winslow
125 South Route 73
Braddock, NJ 08037-9422
www.winslowtownship.com
administration@winslowtownship.com
Phone: 609-567-0700

Camden County Free Public Library
South County Regional Branch Library
35 Cooper Folly Road
Winslow Township, NJ 08004
ask@camdencountylibrary.org
856-753-2537

4c. Sales/Rental Office for units (if applicable)
To be determined for each project

V. CERTIFICATIONS AND ENDORSEMENTS

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that knowingly falsifying the information contained herein may affect the Municipality's substantive certification.

Susan DiBiasio

Susan DiBiasio, Triad Associates
Administrative Agent & Affirmative Marketing

February 17, 2026
Date

TOWNSHIP OF WINSLOW
COUNTY OF CAMDEN
STATE OF NEW JERSEY

RESOLUTION OF THE TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN, AND STATE OF NEW JERSEY ADOPTING THE REHABILITATION PROGRAM MANUAL FOR THE TOWNSHIP OF WINSLOW

WHEREAS, in accordance with the Fair Housing Act and the New Jersey Uniform Housing Affordability Controls (N.J.A.C. 5:80-26-1, et seq.), the Township of Winslow is required to adopt a Rehabilitation Program Manual to ensure that all affordable housing units rehabilitated through the Township's Rehabilitation Program are rehabilitated according to all rules and regulations applicable to rehabilitation programs and participants meet income requirements, particularly those living and/or working within Housing Region 5, the Affordable Housing Region encompassing the Township of Winslow.

NOW THEREFORE BE IT RESOLVED, that the Mayor and Township Committee of the Township of Winslow, County of Camden, State of New Jersey hereby adopts the Rehabilitation Program Manual attached hereto as Exhibit "A."

ADOPTED: March 10, 2026

_____
MARIE D. LAWRENCE, MAYOR

_____
LISA L. DORITY, RMC
MUNICIPAL CLERK

Certified to be a true copy of a Resolution adopted by the Mayor and Township Committee of the Township of Winslow at a regularly scheduled meeting on **March 10, 2026**, at the Winslow Township Municipal Building.

_____
Lisa L. Dority, RMC
Municipal Clerk

Dated: _____

R-2026-_____

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TOWNSHIP OF WINSLOW

The Affordable Housing For Owner Occupied & Rental Rehabilitation Program

OPERATING MANUAL

In Accordance with the Uniform Housing Affordability Controls & Programs

TRIAD
IMPROVING HOUSING OPPORTUNITIES

JANUARY 2026

INTRODUCTION

This Housing Rehabilitation Program Operating Manual has been prepared to assist in the administration of the Township of Winslow Housing Rehabilitation Program. It will serve as a guide to the program staff and applicants.

This manual describes the basic content and operation of the program, examines program purposes and provides the guidelines for implementing the program. It has been prepared with a flexible format allowing for periodic updates of its sections, when required, due to revisions in regulations and/or procedures.

This manual explains the steps in the rehabilitation process. It describes the eligibility requirements for participation in the program, program criteria, funding terms and conditions, cost estimating, contract payments, record keeping and overall program administration.

The Housing Rehabilitation Program will be administered by the Township of Winslow and their Housing Rehabilitation Program Consultant for Owner-Occupied and Rental Rehabilitation.

The following represents the procedures developed to offer an applicant the opportunity to apply for the program.

A. Fair Housing and Equal Housing Opportunities



It is unlawful to discriminate against any person making application to participate in the rehabilitation program or rent a unit regarding race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, familial status, disability, nationality, sex, gender identity or expression or source of lawful income used for mortgage or rental payments. For more information on discrimination or if anyone feels they are a victim of discrimination, please contact the New Jersey Division on Civil Rights at 1-866-405-3050 or http://www.state.nj.us/lps/dcr/index.html.

ELIGIBLE PARTICIPANTS

A. Categories of Participants

Owner-occupied housing units are eligible to receive funding for rehabilitation provided that the occupants of the units are determined to be low- or moderate-income households and that the units are determined to be substandard.

B. Income Limits for Participation

The occupants of the units must have incomes that now fall within the income guidelines established for the *County of Camden,* these limits are revised annually.

C. Program Area

This is a municipal-wide program. The rehabilitation property must be in the Township of Winslow.

D. Certification of Substandard

The purpose of the program is to bring substandard housing up to code. Substandard units are those units requiring repair or replacement of at least one major system. A major system is one of the following:

1. Roof
2. Plumbing (including wells)
3. Heating
4. Electrical
5. Sanitary plumbing (including septic systems)
6. Load bearing structural systems.
7. Lead paint abatement
8. Weatherization (building insulation for attic, exterior walls and crawl space, siding to improve energy efficiency, replacement storm windows and storm doors and replacement windows and doors)

Code violations will be determined by an inspection conducted by a program inspector.

AVAILABLE BENEFITS

A. Program Financing

Up to $25,000 per unit may be available for improvements to eligible owner-occupied properties, the minimum average per unit rehabilitation hard costs shall be $10,000 in accordance with N.J.A.C. 5:93-5.2(h)(2). If a particular unit requires more than $25,000, the Municipality will approve on a case-by-case basis, keeping with the requirement dictating that the minimum average per unit rehabilitation hard cost shall be $10,000.

B. Owner-occupied Units – Program Financing/Program Affordability Controls

Loans will be a ten-year interest-free, deferred payment loan secured by a mortgage payable upon transfer of title. After the Five-Year Anniversary of the Loan Signing, 20% of the mortgage loan principal will be forgiven for each of the remaining five years. If the title has not transferred after ten years, the entire loan is considered forgiven.

Should an owner-occupant die before repayment of the loan, the balance of the loan which has not been forgiven, will be due at the time of settlement of the estate. However, if the household inheriting the unit is income eligible and agrees to occupy the unit or even if not income-eligible agrees to rent the unit only to income-eligible households, the terms of the funding agreement shall be transferred to the inheriting household.

If an owner-occupied housing unit is sold prior to the end of the controls on affordability, the portion of the loan which has not been forgiven, shall be recaptured and used to rehabilitate another housing unit, unless the unit is sold to a low- or moderate-income household at an affordable price.

Funding for owner-occupied units will be secured by a mortgage and mortgage note to the municipality.

C. Subordination

The Township of Winslow may agree to subordinate a loan if the mortgage company supplies an appraisal showing that the new loan plus the balance on the old loan does not exceed 95% of the appraised value of the unit.

In order for the Municipality to approve the request, the Municipality must be subordinate to no more than two loans and there must be sufficient equity in the property. Subordination requests will only be considered for the following reasons: *1) to reduce monthly mortgage payments; 2) debt consolidation; and 3) additional home improvement funds to maintain Code and/or Certificate of Occupancy Codes*.

ELIGIBLE PROPERTY IMPROVEMENTS

A. Eligible Improvements

Housing rehabilitation funds may be used only for repairs or system replacements necessary to bring a substandard unit into compliance with municipal health, safety and building codes, applicable code violations, as well as any other cosmetic work that is reasonable and deemed necessary or is related to the necessary repairs.

At least one major system must be replaced or included in the repairs, which include one of the following:

1. Roof
2. Plumbing (including wells)
3. Heating
4. Electrical
5. Sanitary plumbing (including septic systems)
6. Load bearing structural systems
7. Lead paint abatement

8. Weatherization (building insulation for attic, exterior walls and crawl space, siding to improve energy efficiency, replacement storm windows and storm doors and replacement windows and doors)

The related work may include, but not be limited to the following:

1. Interior trim work,
2. Interior and/or exterior doors
3. Interior and/or exterior hardware
4. Window treatment
5. Interior stair repair
6. Exterior step repair or replacement
7. Porch repair
8. Wall surface repair
9. Painting
10. Exterior rain carrying system repair

B. Ineligible Improvements

Work not eligible for program funding includes but is not limited to luxury improvements (improvements which are strictly cosmetic), additions, conversions (basement, garage, porch, attic, etc.), repairs to structures separate from the living units (detached garage, shed, barn, etc.), furnishings, pools and landscaping. If determined unsafe, stoves may be replaced. The replacement or repair of other appliances is prohibited. Rehabilitation work performed by property owners shall not be funded under this program.

C. Rehabilitation Standards

Upon rehabilitation, housing deficiencies shall be corrected, and the unit shall comply with the New Jersey State Housing Code, N.J.A.C. 5:28. For construction projects that require the issuance of a construction permit pursuant to the Uniform Construction Code, the unit must also comply with the requirements of the Rehabilitation Subcode (N.J.A.C. 5:23-6). In these instances, the more restrictive requirements of the New Jersey State Housing Code or the Rehabilitation Subcode shall apply. For projects that require construction permits, the rehabilitated unit shall be considered complete at the date of final approval pursuant to the Uniform Construction Code.

D. Certification of Standard

All code deficiencies noted in the inspection report must be corrected and rehabilitated. Units must be in compliance with the standards proscribed in sub-section C above upon the issuance of a certificate of completion or occupancy. The program inspector must certify any structure repaired as a whole or in part with rehabilitation funds to be free of any code violations.

E. Emergency Repairs

A situation relating to safety and/or health hazard for the occupants would constitute an emergency. The program inspector will confirm the need for such work. In emergency cases, the formal solicitation process will not be followed. A minimum of three (3) estimates will be obtained, when possible, for the "emergency" work. However, eligibility, as stated in Section I, subsection B, must be determined prior to

soliciting estimates. Application for additional non-emergency work may be made in accordance with the procedures outlined in this Operating Manual. The funding for the emergency work and any additional rehabilitation may not exceed the program financing provisions in Section II, sub-section A.

OVERVIEW OF ADMINISTRATIVE PROCEDURES

A. Application

Property owners interested in participating in the housing rehabilitation program may submit preliminary applications to the program staff. Preliminary applications are available at the following locations:

Township of Winslow Municipal Building
125 S Route 73, Hammonton, NJ 08037
609-567-0700

Upon request, the program staff will mail a preliminary application to an interested property owner.

Applications will be processed in the order of receipt. Only emergency situations shall be handled out of the order of receipt.

B. Income Eligibility and Program Certification

For the households seeking a determination of income eligibility, all wage earners 18 years of age or older in the household must submit appropriate documentation to document the household income, as further described below.

1. Copy of the deed to the property.
2. Proof that property taxes and water and sewer bills are current.
3. Proof of property insurance, including liability, fire and flood insurance where necessary.

If after reviewing the income documentation submitted an applicant is determined to be ineligible, the applicant will receive a letter delineating the reasons for the determination of ineligibility. An applicant may be determined ineligible if the applicant's income exceeds the program income limits.

The program staff will arrange for a title search of all properties entering the program.

After the initial interview and the program staff has substantiated that the occupant is income-eligible, and the title search is favorable, the Eligible Certification Form will be completed and signed

Upon confirmation of income eligibility of the applicant or the applicant's tenants, the program staff will send a letter, including the Eligible Certification Form, to the applicant certifying the applicant. Eligibility will remain valid for six months. If the applicant has not signed a contract for rehabilitation within six months of the date of the letter certifying eligibility, the applicant will be required to reapply for certification.

C. Housing Inspection/Substandard Certification

Once determined eligible, the program staff will arrange for the program inspector to inspect the entire residential property.

The program inspector will inspect the house, take photographs, and certify that at least one major system is substandard. All required repairs would be identified.

D. Ineligible Properties

If after review of the property documentation submitted and the inspection report and/or work write-up an applicant's property is determined to be ineligible, the program staff will send a letter delineating the reasons for the determination of ineligibility. An applicant's property may be determined to be ineligible for any one of the following reasons:

1. Title search is unfavorable.
2. Property does not need sufficient repairs to meet eligibility requirements.
3. Real estate taxes are in arrears.
4. Proof of property insurance not submitted.
5. Property is listed for sale.
6. Property is in foreclosure.

The Township of Winslow may disqualify properties requiring excessive repairs to meet municipal housing standards. The estimated or bid cost of repairs must exceed *50* percent of the estimated after-rehabilitation value of the property for the municipality to exclude the property.

If after reviewing the property documentation submitted and the inspection report and/or work write-up an applicant's property is determined to be eligible, the inspector will then certify that the dwelling is substandard by completing and signing the Certificate of Substandard Form and submitting this to the program staff.

E. Cost Estimate

The program inspector will prepare a Work Write-up and Cost Estimate. This estimate will include a breakdown of each major work item by category as well as by location in the house. It will contain information as to the scope and specific details on the materials to be used. A Cost Estimate will be computed and included within the program documentation. The program staff will review the Preliminary Work Write-up with the property owner. Only required repairs to units occupied by income eligible households will be funded through the housing rehabilitation program.

F. Contractor Bidding Negotiations

After the unit and the unit occupant have been certified as eligible, the program staff will provide a bid request to a list of approved, pre-qualified trade contractors for bidding. Program staff will review the proposals and provide the property owner with a list of contractors who have submitted eligible bidsfor the work. Eligible bids will be those that:

1. Satisfy with the specifications of the Work Write-Up
2. Have no math errors
3. Have been submitted by an eligible contractor
4. Are no more than 20% above or below the Program Cost Estimator's final cost estimate for the work, unless an exception has been recommended by the Cost Estimator and approved by the Program Director.

5. Have been submitted by a contractor who, in the opinion of the Program Director, has the ability to perform the designated tasks within a responsible period of time as is specified in the Contract documents.

The program staff and property owner will then review these bids. The lowest responsible trade contractor shall then be selected. If the property owner wishes to use a contractor other than the lowest responsible bidder, the property owner shall pay the difference between the lowest bid price and the bid price of the selected contractor. Property owners may seek proposals from non-program participating contractors. However, the Municipality must pre-approve the contractor prior to submitting a bid.

G. Contract Signing/Pre-Construction Conference

Program staff will provide the property owner with the bids to review. The program staff will then call a Pre-Construction Conference. Documents to be executed at the Pre-construction Conference include Contractors Agreement(s), Mortgage and Mortgage Note. The property owner, program staff representative and contractor will execute the appropriate documents and copies will be provided as appropriate. A staff member will outline project procedures to which property owner must adhere. A Proceed to Work Order, guaranteeing that the work will commence within fifteen (15) calendar days of the date of the conference and be totally completed within ninety (90) days from the start of work, will be issued to each contractor at this Conference.

H. Progress Inspections

The program inspector will make periodic inspections to monitor the progress of property improvements. This is necessary to ensure that the ongoing improvements are in accordance with the scope of work outlined in the work write-up. It is the contractor's responsibility to notify the Building Inspector before closing walls on plumbing and electrical improvements.

I. Change Orders

If it becomes apparent during construction that additional repairs are necessary or the described repair needs to be amended, the program inspector will inspect the areas in need of repair and prepare a change order describing the work to be done. The applicant and the contractor will review the change order with the program staff and agree on a price. Once all parties approve of the change order and agree on the price, they will sign documents amending the contract agreement to include the change order.

J. Payment Schedule

The contract will permit two payments if the project costs more than $12,000. First payment is made when the project is one-half completed. Final payment upon completion.

The contractor will submit a payment request. The applicant will sign a payment approval if both the applicant and program inspector are satisfied with the work performed. The municipality will then release the payment. Final payment will be released once all final inspections are made, a Certificate of Occupancy is issued (if applicable) and the program staff receives Lien Releases and a Property Owner Sign-off letter.

K. Resolution of Disputes/Appeal Process

Should any dispute arise respecting the true meaning of the Work Write-Up, or should any dispute arise respecting the true value of the extra work or of the work omitted, or of improper workmanship or materials, or of any loss sustained by the Homeowner, the Homeowner may request a hearing before the Municipality. Such a request must be made in writing to the Program Administrator and shall state the nature of the dispute. All parties to the dispute shall be notified in writing of the date and location of the hearing. An arbitration committee, consisting of three members, shall convene and the final decision rests with the arbitration committee, with no further recourse on the part of the property owner.

L. Final Inspection

Upon notification by the contractor that all work is complete and where required a Certificate of Occupancy has been issued, a final inspection shall be conducted and photographs taken. The property owner and the necessary contractors shall be present at the final inspection to respond to any final punch list items.

M. Record Mortgage Documentation

Program staff will file the executed Mortgage with the County Clerk.

N. File Closing

After the final payment is made, the applicant's file will be closed by the program staff.

PROCEDURE FOR OWNER OCCUPIED INCOME-ELIGIBILITY CERTIFICATION

A. Complete a Household Eligibility Determination Form

The program staff shall require each member of an applicant household who is 18 years of age or older to provide documentation to verify their income, pursuant to the Uniform Housing Affordability Controls at N.J.A.C. 5:80-16.1 et seq. Income verification documentation should include, but is not limited to the following for each member of a household who is 18 years of age or older:

1. 1-month (consecutive weeks) paystubs, including bonuses, overtime or tips, or a letter from the employer stating the present annual income figure or if self-employed, a current Certified Profit & Loss Statement and Balance Sheet.
2. Copies of Federal and State income tax returns for each of the preceding three tax years - A Form 1040 Tax Summary for the past three tax years can be requested from the local Internal Revenue Service Center or by calling 1-800-829-1040.
3. A letter or appropriate reporting form verifying monthly benefits such as
4. Social Security or SSI – Current award letter or computer printout letter
5. Unemployment – verification of Unemployment Benefits
6. Welfare -TANF[1] current award letter

[1] TANF – Temporary Assistance for Needy Families

7. Disability - Worker's compensation letter or
8. Pension income (monthly or annually) – a pension letter
9. A letter or appropriate reporting form verifying any other sources of income claimed by the applicant, such as alimony or child support – copy of court order or recent original letters from the court or education scholarship/stipends – current award letter.
10. 3 months of reports of savings and checking accounts (bank statements and passbooks) and income reports from banks or other financial institutions holding or managing trust funds, money market accounts, certificates of deposit, stocks or bonds (In brokerage accounts – most recent statements and/or in certificate form – photocopy of certificates).
11. Evidence or reports of income from directly held assets, such as real estate or businesses.
12. Interest in a corporation or partnership – Federal tax returns for each of the preceding three tax years.
13. Current reports of assets – Market Value Appraisal or Realtor Comparative Market Analysis and Bank/Mortgage Co. Statement indicating Current Mortgage Balance. For rental property attach copies of all leases.

The following is a list of various types of wages, payments, rebates and credits. Those that are considered as part of the household's income are listed under Income. Those that are not considered as part of the household's income are listed under Not Income.

B. Income

1. Wages, salaries, tips, commissions
2. Alimony
3. Regularly scheduled overtime
4. Pensions
5. Social security
6. Unemployment compensation (verify the remaining number of weeks they are eligible to receive)
7. TANF
8. Verified regular child support
9. Disability
10. Net income from business or real estate
11. Interest income from assets such as savings, certificates of deposit, money market accounts, mutual funds, stocks, bonds
12. Imputed interest (using a current average annual rate of two percent) from non-income producing assets, such as equity in real estate. Rent from real estate is considered income, after deduction of any mortgage payments, real estate taxes, property owner's insurance.
13. Rent from real estate is considered income
14. Any other forms of regular income reported to the Internal Revenue Service

C. Not Income

1. Rebates or credits received under low-income energy assistance programs
2. Food stamps
3. Payments received for foster care
4. Relocation assistance benefits

5. Income of live-in attendants
6. Scholarships
7. Student loans
8. Personal property such as automobiles
9. Lump-sum additions to assets such as inheritances, lottery winnings, gifts, insurance settlements
10. Part-time income of dependents enrolled as full-time students
11. Court ordered payments for alimony or child support paid to another household shall be deducted from gross annual income
12. To calculate income, the current gross income of the applicant is used to project that income over the next 12 months.

D. Student Income

Only full-time income of full-time students is included in the income calculation. A full-time student is a member of the household reported to the IRS as a dependent who is enrolled in a degree seeking program for 12 or more credit hours per semester; and part-time income is income earned on less than a 35-hour workweek.

E. Records Documenting Household Composition and Circumstances

The following are various records for documenting household information:

1. Social Security records or cards. Either individual Social Security card or letter from Social Security Administration
2. Adoption papers, or legal documents showing adoption in process
3. Income tax return
4. Birth Certificate or Passport
5. Alien Registration Card

F. Income Certification

Certify the income eligibility of low- and moderate-income households by completing the application form. Provide the household with the original and keep a copy in the project files.

The complete submission of all the required documentation shall be submitted to the Program Staff within 30 days, or the applicant's application may be moved to the bottom of the selection list.

G. Appeals

Appeals from all decisions of an Administrative Agent shall be made in writing to the designated agency.

CONTRACTOR RELATED PROCEDURES

A. Contractor Selection

Contractors must apply to the program staff to be placed on the pre-approved contractors list. Contractors seeking inclusion on the list must submit references from at least three recent general contracting jobs. Contractors also must submit documentation proving financial stability. Contractors must carry workmen's compensation coverage and liability insurance of at least $100,000/$300,000 for

bodily injury or death and $50,000 for property damage. Only licensed tradesmen will be permitted to perform specialty work such as plumbing, heating and electrical

B. Number of Proposals Required

The approved work write-up will be submitted to the contractors by the program staff. Contractors must visit the property and submit bids within *14* days. The contract will be awarded to the lowest bidder[2], provided that the program inspector or the professional who drafted the work write-up certifies that the work can be completed at the price bid and that the bid is reasonably close to the cost estimate. Bids must fall within *20%* of the cost estimate.

C. Contractor Requirements

Upon notification of selection, the contractor shall submit all required insurance certification to the program staff. A contract signing conference will be called by the program staff to be attended by the property owner and contractor. At the time of Agreement execution, the contractor shall sign a Certification of Work Schedule prepared by the program staff.

MAINTENANCE OF RECORDS

A. Files To Be Maintained on Every Applicant

The program staff will maintain files on every applicant. All files will contain a preliminary application. If an applicant's preliminary application is approved, and the applicant files a formal application, the file will contain at a minimum:

1. Application Form
2. Income Verification
3. Letter of Certification of Eligibility or Letter of Determination of Ineligibility

Files of applicants approved for the program will also contain the following additional documentation:

1. Housing Inspection Report
2. Photographs - Before
3. Certification of Property Eligibility or Determination of Ineligibility
4. Proof of Homeowners Insurance
5. Copy of Deed to Property

For properties determined eligible for the program where the applicants choose to continue in the program, the files shall contain the following:

1. Work Write-Up/Cost Estimate
2. Copies of Bids
3. Applicant/Contractor Contract Agreement
4. Recorded Mortgage/Lien Documents
5. Copies of All Required Permits
6. Contractor Requests for Progress Payments

[2] If the property owner wishes to use a contractor other than the lowest responsible bidder, the property owner shall pay the difference between the lowest bid price and the bid price of the selected contractor.

7. Progress Payment Inspection Reports
8. Progress Payment Vouchers
9. Change Orders (If needed)
10. Final Inspection Report
11. Photographs - After
12. Certification of Completion and Release of Contractor's Bond

B. Rehabilitation Log

A rehabilitation log will be maintained by the program staff that depicts the status of all applications in progress.

C. Monitoring

1. For each unit the following information must be retained to be reported annually:
2. Street Address
3. Block/Lot/Unit Number
4. Owner/Renter
5. Income: Very Low/Low/Mod
6. Final Inspection Date
7. Funds expended on Hard Costs
8. Development Fees expended
9. Funds Recaptured
10. Major Systems Repaired
11. Unit Below Code & Raised to Code
12. Effective date of affordability controls
13. Length of Affordability Controls (yrs)
14. Date Affordability Controls removed
15. Reason for removal of Affordability Controls

PROGRAM MARKETING

Upon the initial implementation of the program, the municipality will market the program as follows: 1). the municipality will include flyers with the tax bills and/or water bills to property owners currently owning rental units; 2). The municipality will advertise the program in the local newspaper and the local cable station and 3). Program information will be available at the municipal building, library, and on the municipal website.

Prior to commencement of the program and periodically thereafter, the municipality will hold informational meetings on the program to all interested contractors. Each contractor will have the opportunity to apply for inclusion of the municipal contractor list.

INTRODUCTION: Rental Rehabilitation

This Rehabilitation Program Operating Manual has been prepared to assist in the administration of the Township of Winslow Rental Rehabilitation Program. It will serve as a guide to the program staff and applicants.
This manual describes the basic content and operation of the program, examines program purposes and provides the guidelines for implementing the program. It has been prepared with a flexible format allowing for periodic updates of its sections, when required, due to revisions in regulations and/or procedures.

This manual explains the steps in the rehabilitation process. It describes the eligibility requirements for participation in the program, program criteria, funding terms and conditions, cost estimating, contract payments, record keeping and overall program administration.

The Rental Rehabilitation Program will be administered by the Township of Winslow and Triad Associates, the Townships Housing Rehabilitation Program Consultant. The Administrative Agent for the rental units is Triad Associates.
The following represents the procedures developed to offer an applicant the opportunity to apply to the program.

B. Fair Housing and Equal Housing Opportunities



It is unlawful to discriminate against any person making application to participate in the rehabilitation program or rent a unit with regard to race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, familial status, disability, nationality, sex, gender identity or expression or source of lawful income used for mortgage or rental payments. For more information on discrimination or if anyone feels they are a victim of discrimination, please contact the New Jersey Division on Civil Rights at 1-866-405-3050 or http://www.state.nj.us/lps/dcr/index.html.

ELIGIBLE PARTICIPANTS

A. Categories of Participants

Renter-occupied housing units are eligible to receive funding for rehabilitation provided that the occupants of the units are determined to be low- or moderate-income households and that the units are determined to be substandard. Owners of rental properties do not have to be low- or moderate-income households. If a structure contains two or more units and an owner, who is not income eligible, occupies one unit funding may be provided for the rehabilitation of the rest of the units if income-eligible households occupy those units. Units that are currently vacant will be rented through the "Township" Administrative Agent. Rents must be affordable to low- or moderate-income households.

NOTE: Pursuant to N.J.A.C. 5:97-6.2(b)6 - rental units may not be excluded from a municipal rehabilitation program. If a county administers the municipal rehabilitation program and the county program does not include rehabilitation of rental units, the municipality will need to supplement the county program with its own rehabilitation program for rental units.

B. Income Limits for Participation

The occupants of the units must have incomes that now fall within the income guidelines established for the *County of Camden* by the Superior Court. These limits are revised annually as figures become available and can be found in the appendices. Units that are vacant at the time of rehabilitation must be rented through the "Township(s)" Administrative Agent, Triad Associates, to a qualified applicant.

NOTE: The program will strive to provide that low-income households occupy at least 50 percent of the units rehabilitated.

C. Program Area

This is a municipal-wide program. The rehabilitation property must be located in the Township of Winslow.

D. Certification of Substandard

The purpose of the program is to bring substandard housing up to code. Substandard units are those units requiring repair or replacement of at least one major system. A major system is any one of the following:

1. Roof
2. Plumbing (including wells)
3. Heating
4. Electrical
5. Sanitary plumbing (including septic systems)
6. Load bearing structural systems
7. Lead paint abatement
8. Weatherization (building insulation for attic, exterior walls and crawl space, siding to improve energy efficiency, replacement storm windows and storm doors and replacement windows and doors)

Code violations will be determined by an inspection conducted by a program inspector.

AVAILABLE BENEFITS

A. Program Financing

The average per unit rehabilitation costs shall be **$10,000.** The landlords are required to provide at least 50% of the **total rehabilitation costs** needed for each unit to meet the New Jersey State Housing Code, N.J.A.C. 5:28 and each unit must meet the major system repair or replacement requirement upon completion.

The maximum loan available per unit from the "Township" is $10,000. If a particular unit requires more than $10,000 investment from the "Township", the "Township" will review and approve on a case-by-case basis.

B. Renter-occupied Units - Program Financing/Program Affordability Controls

Eligible landlords of one-four-unit buildings may be eligible for an interest free loan which will be due if title to the property is transferred within (10) ten years of the loan date. Upon the (10) ten year loan anniversary, the full amount of the loan is forgiven. The landlords are required to provide at least 50% of the **total rehabilitation costs** needed for each unit to meet the New Jersey State Housing Code, N.J.A.C. 5:28 and each unit must meet the major system repair or replacement requirement. At the time the application is submitted, owners must submit proof of their share through bank statements, credit lines, etc. Title searches and property appraisals will be required to determine if there is sufficient equity in the property to cover the cost of the loan. The landlords will be expected to pay for the costs of the title searches and provide up to date property appraisals. In addition to the interest free loan, a ten-year deed restriction, attached to the mortgage and note, will be used to control the contract rent and ongoing tenant eligibility on rental units that receive assistance. The loan will be due upon transfer of title to the property if the property is sold within 10 years. After 10 years the lien is forgiven; however, the deed restrictions shall remain in effect for ten years from the date the units are certified as standard. There are no monthly payments. The deed restriction and mortgage documents will be recorded in the county deed book.

In situations where the non-income eligible owner(s) of eligible rental units occupies a unit in the structure to be rehabilitated, repairs to shared systems (i.e.: roof, heating, foundations, etc.) will be prorated with the owner(s) receiving no financial assistance for the owner's share.

If a unit is vacant upon initial rental subsequent to rehabilitation, or if a renter-occupied unit is re-rented prior to the end of controls on affordability, the deed restriction shall require the unit to be rented to a low- or moderate- income household at an affordable price and affirmatively marketed pursuant to the N.J.A.C. 5:97-9. Rents in rehabilitated units may increase annually based on the standards in N.J.A.C. 5:97-9.

C. Subordination

Township of Winslow may agree to subordination a loan if the mortgage company supplies an appraisal showing that the new loan plus the balance on the old loan does not exceed 95% of the appraised value of the unit.

ELIGIBLE PROPERTY IMPROVEMENTS

A. Eligible Improvements

Housing rehabilitation funds may be used only for repairs or system replacements necessary to bring a substandard unit into compliance with municipal health, safety and building codes, applicable code violations, as well as any other cosmetic work that is reasonable and deemed necessary or is related to the necessary repairs.

At least one major system must be replaced or included in the repairs, which include one of the following:

- Roof
- Plumbing (including wells)
- Heating
- Electrical
- Sanitary plumbing (including septic systems)
- Load bearing structural systems
- Lead paint abatement
- Weatherization (building insulation for attic, exterior walls and crawl space, siding to improve energy efficiency, replacement storm windows and storm doors and replacement windows and doors)

The related work may include, but not be limited to the following:

- Interior trim work,
- Interior and/or exterior doors
- Interior and/or exterior hardware
- Window treatment
- Interior stair repair
- Exterior step repair or replacement
- Porch repair
- Wall surface repair
- Painting
- Exterior rain carrying system repair

B. Ineligible Improvements

Work not eligible for program funding includes but is not limited to luxury improvements (improvements which are strictly cosmetic), additions, conversions (basement, garage, porch, attic, etc.), repairs to structures separate from the living units (detached garage, shed, barn, etc.), furnishings, pools and landscaping. If determined unsafe, stoves may be replaced. The replacement or repair of other appliances is prohibited. Rehabilitation work performed by property owners shall not be funded under this program.

C. Rehabilitation Standards

Upon rehabilitation, housing deficiencies shall be corrected and the unit shall comply with the New Jersey State Housing Code, N.J.A.C. 5:28. For construction projects that require the issuance of a construction permit pursuant to the Uniform Construction Code, the unit must also comply with the requirements of the Rehabilitation Subcode (N.J.A.C. 5:23-6). In these instances, the more restrictive requirements of the New Jersey State Housing Code or the Rehabilitation Subcode shall apply. For projects that require construction permits, the rehabilitated unit shall be considered complete at the date of final approval pursuant to the Uniform Construction Code.

D. Certification of Standard

All code deficiencies noted in the inspection report must be corrected and rehabilitated. Units must be in compliance with the standards proscribed in sub-section C above upon issuance of a certificate of completion or occupancy. The program inspector must certify any structure repaired in whole or in part with rehabilitation funds to be free of any code violations.

E. Emergency Repairs

A situation relating to a safety and/or health hazard for the occupants would constitute an emergency. A municipal inspector will confirm the need for such work. In emergency cases, the formal solicitation process will not be followed. A minimum of three (3) estimates will be obtained when possible for the "emergency" work. However, eligibility, as stated in Section I, subsection B, must be determined prior to soliciting estimates. Application for additional non-emergency work may be made in accordance with the procedures outlined in this Operating Manual. The funding for the emergency work and any additional rehabilitation may not exceed the program financing provisions in Section II, sub-section A.

OVERVIEW OF ADMINISTRATIVE PROCEDURES

A. Application/Interview

Property owners interested in participating in the housing rehabilitation program may submit preliminary applications to the program staff. Preliminary applications are available at the following locations:

Township of Winslow Municipal Building
125 S Route 73, Hammonton, NJ 08037
609-567-0700

Upon request, the program staff will mail a preliminary application to an interested property owner.

Applicants for rental rehabilitation funding must provide a list of tenants and the rents paid by each. The program staff will contact the tenants to provide evidence of income eligibility of the occupants of the units.

Applications will be processed in the order of receipt. Only emergency situations shall be handled out of the order of receipt.

B. Income Eligibility and Program Certification

Property owners of renter-occupied units must submit the following documentation:

- Copy of the deed to the property.
- Proof that property taxes and water and sewer bills are current.
- Proof of property insurance, including liability, fire and flood insurance where necessary.

If after review of the income documentation submitted by the applicant's tenants, the tenant is determined to be ineligible, the applicant will receive a letter delineating the reasons for the determination of ineligibility. An applicant may be determined ineligible if the each tenants' income exceeds current income limits.

The program staff will arrange for a title search of all properties entering the program.

Upon confirmation of income eligibility of the applicant's tenants, the program staff will send a letter to the applicant certifying the applicant's and or tenant's eligibility. Eligibility will remain valid for six months. If the applicant has not signed a contract for rehabilitation within six months of the date of the letter of certifying eligibility, the applicant will be required to reapply for certification.

C. Housing Inspection/Substandard Certification

Once determined eligible, the program staff will arrange for a qualified, program inspector to inspect the entire residential property.

The program inspector will inspect the house, take photographs, and certify that at least one major system is substandard. All required repairs would be identified.

D. Ineligible Properties

If after review of the property documentation submitted and the inspection report and/or work write-up an applicant's property is determined to be ineligible, the program staff will send a letter delineating the reasons for the determination of ineligibility. An applicant's property may be determined ineligible for any one of the following reasons:

- Title search is unfavorable.
- Property does not need sufficient repairs to meet eligibility requirements.
- Real estate taxes are in arrears.
- Proof of property insurance not submitted.
- Property is listed for sale.
- Property is in foreclosure.
- Total debt on the property will exceed the value of the property.

Township of Winslow may disqualify properties requiring excessive repairs to meet municipal housing standards. The estimated or bid cost of repairs must exceed *50* percent of the estimated after-rehabilitation value of the property for the municipality to exclude the property if after review of the property documentation submitted and the inspection report and/or work write-up an applicant's property is determined to be eligible, the inspector will then certify that the dwelling is substandard by completing and signing the Certificate of Substandard Form and submitting this to the program staff.

E. Cost Estimate

The program inspector will prepare a Work Write-up and Cost Estimate. This estimate will include a breakdown of each major work item by category as well as by location in the house. It will contain information as to the scope and specifics on the materials to be used. A Cost Estimate will be computed and included within the program documentation. The program staff will review the Preliminary Work Write-up with the property owner.

Only required repairs to units occupied by income eligible households will be funded through the housing rehabilitation program. If the property owner desires work not fundable through the program, including work on a non-eligible rental unit in a multi-unit building or improvements not covered by the program, such work may be added to the work write-up if the property owner provides funds to be deposited in the municipality's Housing Trust Fund prior to the commencement of the rehabilitation of the property equivalent to (*110 percent or a higher percentage*) of the estimated cost of the elective work. Such deposited funds not expended at the time of the issuance of a certificate of completion/occupancy will be returned to the property owner with accrued interest.

F. Contractor Bidding Negotiations

After the unit and the unit occupant have been certified as eligible, the program staff will provide bid request to the approved contractors on bid list. The program staff and property owner will then review these bids. The lowest responsible trade contractor shall then be selected. If the property owner wishes to use a contractor other than the lowest responsible bidder, the property owner shall pay the difference between the lowest bid price and the bid price of the selected contractor.

Property owners may seek proposals from non-program participating contractors. However, the Township must pre-approve the contractor prior to submitting a bid.

G. Contract Signing/Pre-Construction Conference

Program staff will meet with the property owner to review all bids by the various trades. This review will include a Final Work Write-up and Cost Estimate. The Contractor Agreement will be prepared by the program staff, as well as the Borrower's Agreement covering all the required terms and conditions.

The program staff will then call a Pre-Construction Conference. Documents to be executed at the Pre-construction Conference include: Contractors Agreement(s), a Restricted Covenant, Mortgage and Mortgage Note. The property owner, program staff representative, and contractor will execute the appropriate documents and copies will be provided as appropriate. A staff member will outline project procedures to which property owner must adhere. A Proceed to Work Order, guaranteeing that the work will commence within fifteen (15) calendar days of the date of the conference and be totally completed within ninety (90) days from the start of work, will be issued to each contractor at this Conference.

H. Progress Inspections

The program staff will make periodic inspections to monitor the progress of property improvements. This is necessary to ensure that the ongoing improvements are in accordance with the scope of work

outlined in the work write-up. It is the contractor's responsibility to notify the Building Inspector before closing up walls on plumbing and electrical improvements.

I. Change Orders

If it becomes apparent during the course of construction that additional repairs are necessary or the described repair needs to be amended, the program staff will have the qualified professional(s) inspect the areas in need of repair and prepare a change order describing the work to be done. The applicant and the contractor will review the change order with the program staff and agree on a price. Once all parties approve of the change order and agree on the price, they will sign documents amending the contract agreement to include the change order. Additionally, if the applicant is not funding the additional cost, new financing documents will be executed reflecting the increase.

J. Payment Schedule

The contract will permit two progress payments to the contractor. First payment is made when the project is halfway completed. Second (final) payment upon completion. The contractor will submit a payment request. The applicant will sign a payment approval if both the applicant and housing/building inspector are satisfied with the work performed. The municipality will then release the payment.
Final payment will be released once all final inspections are made, a Certificate of Occupancy is issued (if applicable) and the program staff receives a Property Owner Sign-off letter.

K. Appeal Process

If an applicant does not approve a payment that the housing/building inspector has approved, the disputed payment will be appealed to the Township Council for a hearing. The Council will decide if the payment shall be released to the contractor or the contractor must complete additional work or correct work completed before the release of the payment. The municipality's decision will be binding on both the applicant and the contractor

L. Final Inspection

Upon notification by the contractor that all work is complete and where required a Certificate of Occupancy has been issued, a final inspection shall be conducted and photographs taken. The program staff (or a representative), the property owner, and the necessary contractors shall be present at the final inspection to respond to any final punch list items.

M. Record Restricted Covenant and Mortgage Documentation

Program staff will file the executed Restricted Covenant and Mortgage with the County Clerk.

N. File Closing

After the final payment is made, the applicant's file will be closed by the program staff.

CONTRACTOR RELATED PROCEDURES

A. Contractor Selection

Contractors must apply to the program staff to be placed on the pre-approved contractors list. Contractors seeking inclusion on the list must submit references from at least three recent general contracting jobs. Contractors also must submit documentation proving financial stability. Contractors must carry workmen's compensation coverage and liability insurance of at least $100,000/$300,000 for bodily injury or death and $50,000 for property damage. Only program tradesmen will be permitted to perform specialty work such as plumbing, heating and electrical.

B. Number of Proposals Required

The property owner will select a minimum of three general contractors from a list of pre-approved contractors. Property owners may not select contractors who do not appear on the list.[3] The approved work write-up will be submitted to the selected contractors by the program staff. Contractors must visit the property and submit bids within *14* days. The contract will be awarded to the lowest bidder[4], provided that the housing/building inspector or the professional who drafted the work write-up certify that the work can be completed at the price bid and that the bid is reasonably close to the cost estimate. Bids must fall within *20* percent of the cost estimate.

C. Contractor Requirements

Upon notification of selection, the contractor shall submit all required insurance certification to the program staff. A contract signing conference will be called by the program staff to be attended by the property owner and contractor. At the time of Agreement execution, the contractor shall sign a Certification of Work Schedule prepared by the program staff.

MAINTENANCE OF RECORDS

A. Files To Be Maintained on Every Applicant

The program staff will maintain files on every applicant. All files will contain a preliminary application. If an applicant's preliminary application is approved, and the applicant files a formal application, the file will contain at a minimum:

- Application Form
- Tenant Information Form (Rental Units Only)
- Income Verification
- Letter of Certification of Eligibility or Letter of Determination of Ineligibility

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[3] The program permits a property owner to seek proposals from non-program participating contractors. However, Program Staff must pre-approve the contractor prior to submitting a bid.

[4] If the property owner wishes to use a contractor other than the lowest responsible bidder, the property owner shall pay the difference between the lowest bid price and the bid price of the selected contractor.

B. Files of applicants approved for the program will also contain the following additional documentation:

- Housing Inspection Report
- Photographs - Before
- Certification of Property Eligibility or Determination of Ineligibility
- Proof of Homeowners Insurance
- Copy of Deed to Property

C. For properties determined eligible for the program where the applicants choose to continue in the program, the files shall contain the following:

- Work Write-Up/Cost Estimate
- Copies of Bids
- Applicant/Contractor Contract Agreement
- Recorded Mortgage/Lien Documents
- Copies of All Required Permits
- Contractor Requests for Progress Payments
- Progress Payment Inspection Reports
- Progress Payment Vouchers
- Change Orders (If needed)
- Final Inspection Report
- Photographs - After
- Certification of Completion and Release of Contractor's Bond

Individual files will be maintained throughout the process.

D. Rehabilitation Log

A rehabilitation log will be maintained by the program staff that depicts the status of all applications in progress.

E. Monitoring

For each unit the following information must be retained to be reported annually:

- Street Address
- Block/Lot/Unit Number
- Owner/Renter
- Income: Very Low/Low/Mod
- Final Inspection Date
- Funds expended on Hard Costs
- Development Fees expended
- Funds Recaptured
- Major Systems Repaired
- Unit Below Code & Raised to Code
- Effective date of affordability controls

- Length of Affordability Controls (yrs)
- Date Affordability Controls removed
- Reason for removal of Affordability Controls

PROGRAM MARKETING

Upon the initial implementation of the program, the municipality will market the program as follows: 1). the municipality will include flyers with the tax bills and/or water bills to property owners currently owning rental units; 2). The municipality will advertise the program in the local newspaper, the Criterion, and on METV, the local cable station and 3). Program information will be available at the municipal building, library, and on the municipal website.

Prior to commencement of the program and periodically thereafter, the municipality will hold informational meetings on the program to all interested contractors. Each contractor will have the opportunity to apply for inclusion of the municipal contractor list.

INTRODUCTION: Rental Procedures

This Operating Manual has been prepared to assist in the administration of a For-Rent Program for the Township of Winslow . It will serve as a guide to the program staff. This manual describes the basic content and operation of the program, examines program purposes and provides the guidelines for implementing the program. It has been prepared with a flexible format allowing for periodic updates of its sections, when required, due to revisions in regulations and/or procedures. This manual explains the steps in the initial rental process and in the re-rental process. It describes the eligibility requirements for participation in the program, record keeping and overall program administration.

Implementation of any procedure, even if it is not included in this Operating Manual, shall be in accordance with the Federal Fair Housing Act and Equal Opportunities laws[1], the Uniform Housing Affordability Controls (UHAC) NJAC 5:80-26.1 et seq.[2], the substantive rules and the affordable housing regulations of the Township of Winslow (hereafter referred to as the "Regulations"). In accordance with the Federal Fair Housing Act and Equal Opportunities laws it is unlawful to discriminate against any person making application to buy or rent a home with regard to age, race, religion, national origin, sex, handicapped or familial status.

What is Affordable housing?

Affordable housing, unlike market-rate housing, is subject to affordability controls that restrict the price for a specified duration as mandated by relevant regulations. This duration typically spans 30 years or more. A rental unit is considered "affordable" under State regulations if the household pays 35% or less of its gross income on housing costs. In age-restricted units, households can spend up to 40% of their household income on housing expenses. Regulations for ownership, or for sale affordable housing, permit buyers to spend up to 33% of their gross household income on housing expenses.

Housing expenses are defined differently for ownership (for sale) Affordable Housing and rental housing.

In the case of ownership (for sale) Affordable Housing expenses are defined as:

- Primary mortgage principal, and interest;
- Local real estate taxes;
- Condominium or association dues, if any; and
- Homeowners insurance.

The following constitutes housing expenses for rental units:

- Rent; and
- Tenant-paid utilities.

Affordable housing is priced to be affordable to households earning up to 80% of the regional area median income by household size.

[1] https://www.hud.gov/program_offices/fair_housing_equal_opp/fair_housing_act_overview
[2] https://www.nj.gov/dca/services/lps/hss/admin_files/uhac/2006uhacmanual.pdf

Who Qualifies for Affordable Housing?

To be eligible for affordable housing in New Jersey, a household's income must be below the income limit for the region in which the affordable housing is located, either for low or moderate levels:

- A *moderate-income household* earns between 50 percent and 80 percent of the area median income by household size.
- A *low-income household* is classified as earning less than 50 percent of the area median income by household size.
- The Fair Housing Act included an additional requirement for *very low-income households*, classified as earning less than 30 percent of the area median income by household size.

The 2008 New Jersey Fair Housing Act amendments require municipalities to provide at least 13% of affordable units post-2008 in their fair share plans to very low-income households earning 30 percent or less of median income by household size.

The six housing regions consist of up to four counties:

Region	Counties
1	Bergen, Hudson, Passaic, Sussex
2	Essex, Morris, Union, Warren
3	Hunterdon, Middlesex, Somerset
4	Mercer, Monmouth, Ocean
5	Burlington, Camden, Gloucester
6	Atlantic, Cape May, Cumberland, Salem

The Regional Income Limits Chart provides income limits for each of the six housing regions. Median incomes, and therefore income limits, differ by region. Income limits are updated annually in the Spring of each year.

Applicants do not have to currently live in the region if they are interested in applying for an affordable unit. An applicant's income qualification is determined by the Regional Income Limits for where the unit is located rather than where the applicant currently lives.

Affordable Housing Programs and Opportunities

A copy of the Township of Winslow Housing Element and Fair Share Plan is available at:

Township of Winslow Municipal Building
125 S Route 73, Hammonton, NJ 08037
609-567-0700

Other Affordable Housing Programs and Opportunities

A wide variety of organizations and agencies administer affordable housing. Under the Fair Housing Act's jurisdiction, each New Jersey community has a Municipal Housing Liaison responsible for helping the local affordable housing program. Individuals interested in applying for affordable housing should contact the Municipal Housing Liaison in the community they are interested in living in. Some communities administer their affordable housing and have their own application process. If not, the Municipal Housing Liaison can direct applicants to developers, nonprofit agencies, State agencies, or consultants that may administer affordable housing within the community.

The *New Jersey Housing and Mortgage Finance Agency* has established New Jersey's Housing Resource Center, an online, searchable database of affordable housing in the State. The Housing Resource Center provides a listing of available, affordable housing. Available units are listed with contact and application information. Visit the Housing Resource Center at www.njhrc.gov.

The *Affordable Housing Professionals of New Jersey* maintains a web page with a comprehensive list of affordable housing opportunities in New Jersey. Please visit https://ahpnj.org/housing-search for more information.

Fair Housing and Equal Housing Opportunities

It is unlawful to discriminate against any person making an application to buy or rent a home with regard to race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, familial status, disability, nationality, sex, gender identity or expression or source of lawful income used for mortgage or rental payments.

For more information on discrimination or if anyone feels they are a victim of discrimination, please get in touch with the New Jersey Division on Civil Rights at 1-866-405-3050 or https://www.njoag.gov/about/divisions-and-offices/division-on-civil-rights-home/.

AFFIRMATIVE MARKETING

Overview of the Requirements of an Affirmative Marketing Plan

All affordable units are required to be affirmatively marketed using the Affirmative Marketing Plan. An Affirmative Marketing Plan is a regional marketing strategy designed to attract households of all majority and minority groups, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, familial status, disability, nationality, sex, gender identity or expression or source of lawful income used for mortgage or rental payments to housing units which are being marketed by an Administrative Agent or a developer, sponsor, owner or property manager of affordable housing. The primary objectives of an Affirmative Marketing Plan are to identify households who are least likely to apply for affordable housing and to target households throughout the entire housing region in which the units are located.

Every Affirmative Marketing Plan must include all of the following:

- Publication of at least one advertisement in a newspaper of general circulation within the housing region; and
- Publication on at least one housing search website, plus one additional digital strategy such as digital paid ads, social media or an additional housing search website.
- At least one additional regional marketing strategy, such as advertisement in a local publication, mailings to major employer(s), or community and regional organizations such as non-profit, religious, and civic organizations.

Online Advertising

To comply with the rules of the Fair Housing Act the developer, owner, or Administrative Agent of affordable units must affirmatively market units through newspaper, digital marketing, and housing search websites. To stay current with changes in technology and how the public searches for housing, the owner, developer, property manager, or other administrative entity will be required to post rental units onto the NJHMFA's Housing Resource Center (HRC) under P.L. 2020, c.51, effective November 1, 2020. Any affordable units listed for the first time, existing units expected to become available, and opened waiting lists for current and future units must be listed on the HRC. All postings should include a link to an online fillable pre-application or downloadable application and information on obtaining a paper application.

For each affordable housing rental opportunity within the city, the Affirmative Marketing Plan must include the following information:

- The address of the project and development name, if any
- The number of rental units
- The price ranges of the rental units
- The number of bedrooms in the units
- The name and contact information of the Administrative Agent
- A description of the Random Selection method that will be used to select applicants for affordable housing and the date on which the first Random Selection will be conducted.
- Disclosure of required application fees, if any.

Advertisements must contain the following information for each Affordable Housing opportunity:

- The location of and directions to the units
- A range of prices for the housing units
- The number of bedrooms in the units
- The maximum income permitted to qualify for the housing units
- The locations of applications for the housing units
- The website where interested households may complete a pre-application
- The name and contact information of the Administrative Agent
- A description of the Random Selection method that will be used to select applicants for affordable housing and the date on which the first Random Selection will be conducted.

It is also recommended that the following information be included in the advertisements:

- Last date applications will be accepted.
- A statement concerning the availability of credit, budget, and homeownership counseling services.
- If already adopted by ordinance, a statement concerning regional or veteran preference.
- "Visit www.njhrc.gov for more affordable housing opportunities."

Implementation of the Affirmative Marketing Plan

The affirmative marketing process for affordable units should begin at least four months before expected occupancy. In implementing the marketing program, the Administrative Agent shall undertake all the strategies outlined in the Affirmative Marketing Plan. Advertising and outreach shall occur during the first week of the marketing program and each month after that until all the units have been rented. The Administrative Agent shall market and advertise each project separately during each project's initial affirmative marketing. Applications for affordable housing shall be available in several locations through the Affirmative Marketing Plan. The period when applications will be accepted will be posted with the applications. Applications shall be mailed to prospective applicants upon request.

MATCHING HOUSEHOLDS WITH AVAILABLE UNITS

The Administrative Agent uses a two-step process to match available units with potential tenants and buyers of affordable homes. First, anyone interested in buying or renting an affordable unit must complete a pre-application. The pre-application is brief and designed to collect only the information necessary to assess a household's income and bedroom requirements for available units. Pre-applications may be submitted online or via paper.

Once a pre-applicant has been part of a random selection and has been potentially matched with an available unit, they will be required to complete a full application. The application collects detailed information on each household member, including their income, assets, and other information necessary to determine the household's eligibility according to the UHAC regulations.

The Random Selection Process

UHAC requires communities to include a "random selection" among interested applicants when an affordable housing unit is available. Random selection ensures "that no preference is given to one applicant over another except for purposes of matching household income and size with an appropriately priced and sized affordable unit." The initial Random Selection for a given project may be conducted no sooner than sixty (60) days following the start of the Affirmative Marketing Plan.

The Affirmative Marketing Plan details the specific steps of the random selection process.

Identifying Candidates for Available Units

The Administrative Agent will use the following process to test each applicant against the available unit(s) in the order of their random selection.

1. Regional Preference Test. If applicable, pre-applicants that live or work in the Township of Winslow will be considered first as per the Township's Affirmative Housing Ordinance establishing a preference for pre-applicants that live or work within the COAH Region.
2. Veteran Preference Test. If applicable to the available unit(s), pre-applicants who served in time of war or other emergency, as defined in section 1 of P.L.1963, c. 171 (C.54:4-8.10) and who apply within 90 days of the initial marketing period shall receive preference for the rental of the agreed-upon percentage of affordable units.
3. Bedroom Test. Next, the number of bedrooms in the available unit(s) will be tested against the random selection list. If the first pre-applicant qualifies for a unit with a different number of bedrooms, they will be skipped, and the next pre-applicant will be evaluated. Once a match is made between the available unit(s) and a pre-applicant, the following criteria will be tested.
4. Income Test. The first pre-applicant on the random selection list that meets the bedroom test will then be tested to ensure their reported income is sufficient to afford the housing expenses of the available unit. See *Maximum Monthly Expenses.*
5. If the database record for the pre-applicant is more than six months old, the AA will contact the pre-applicant to update their gross household income, household size, and bedroom requirement. Any changes will be made to the random selection list and the pre-applicant database.

Confirming the Interest of a Candidate

A pre-applicant that passes the Regional Preference, Veteran Preference (if applicable), Bedroom, and Income Tests is considered a viable candidate for the available unit and will be contacted to determine their interest in the available unit. The Administrative Agent will provide the candidate with essential information about the unit, including current rent (or sales price). Other information may include amenities, parking availability, HOA/association dues, real estate taxes, and potential availability date. If the candidate is interested in the unit, they will be instructed by the Administrative Agent to contact the Landlord, Property Manager, or seller of the unit to visit the unit. Prospective buyers must provide a mortgage pre-approval letter before visiting an available unit before they are referred to the seller to view the unit.

If the candidate is interested in moving forward after seeing the unit, the Administrative Agent will make the full application available. Prospective buyers and renters are given 48 hours to decide if they want to move forward after visiting an available unit. Before completing a full application, prospective tenants must first meet the Landlord's tenant selection criteria. The candidate will be instructed to complete the full application and attach all of the required source documents listed on the application.

Full Application & Income Certification Process

An applicant who has confirmed their interest in buying or renting an available, Affordable Housing unit will be required to complete a full application and provide the required documentation listed in the application for household certification. Those documents include the following:

The application must be complete and signed before the Administrative Agent reviews an application. In addition, all applicable source documents are required before reviewing the application.

It may be necessary for the Administrative Agent to collect additional information and documentation from the applicant beyond the items listed above. The Administrative Agent will notify applicant households in writing of certification or denial within 20 days of the determination.

Once approved, a certified household for an ownership unit will have a contract of sale drawn up and executed with the seller. Then, the certified household will move through the purchasing process to closing with the guidance of their lender and chosen title company.

See *Household Certification* for more information on how eligibility is determined.

HOUSEHOLD CERTIFICATION PROCESS

Before any household can rent or buy an affordable unit, the Administrative Agent must certify the household as eligible. Certification of a household involves verifying two critical pieces of data: 1) Household size and composition, including gender, and 2) The total household income. The certification process begins once the applicant submits a completed full application along with all required documentation. After the eligibility documents and supporting data have been collected, the Administrative Agent will review the information and calculate the household's income to determine eligibility.

Procedure for Income-Eligibility Certification

The Administrative Agent shall require each member of an applicant household who is 18 or older to provide documentation to verify their income. The household shall have ten (10) business days from the first notification to submit all required documents. Income verification documentation includes, but is not limited to, the following for every member of a household who is 18 years of age or older:

- Copies of driver's license or state IDs for all adults in the household
- Copies of social security cards for all members of the household
- Copies of birth certificates for all members of the household.
- Four (4) most recent consecutive pay stubs for each source of income for every working member of the household. Proof of employment income may include documentation of bonuses, overtime, or tips, or a letter from the employer stating the current annual income. For self-employed applicants, a current certified Profit and Loss Statement and Balance Sheet are required.
- Copies of full Federal and State income tax returns (all pages) and W2s for the preceding three (3) tax years for each working adult in the household.
- A letter or appropriate reporting form verifying monthly benefits, such as
    - Social Security income including children
    - Unemployment
    - Welfare or TANF
    - Disability or Worker's Compensation
    - Pension income
    - Where applicable, the most recent award letter for SSI or SSD.
- A notarized letter, court order, or statement verifying any other sources of income claimed by the applicant, such as alimony or child support.
- Six (6) consecutive months of complete statements (all pages) for all savings and checking accounts. This includes bank statements, passbooks, and income reports from banks or other financial institutions that hold or manage trust funds, money market accounts, certificates of deposit, stocks, or bonds.
- Evidence or reports of income from directly held assets, such as real estate or businesses.
- Other documentation that may be necessary to document any other source of income fully must be provided upon request.

The following is a list of various types of wages, payments, rebates, and credits. Those considered as part of the household's income are listed under Income. Sources not considered part of the household's income are listed under Not Income.

The following is a list of various types of wages, payments, rebates, and credits. Those considered as part of the household's income are listed under Income. Sources not considered part of the household's income are listed under Not Income.

Income

- Wages, salaries, tips, commissions
- Alimony
- Regularly scheduled overtime
- Pensions
- Social security
- Unemployment compensation
- Temporary Assistance to Needy Families (TANF)
- Verified regular child support
- Disability
- Net income from business or real estate
- Interest income from assets such as savings, certificates of deposit, money market accounts, mutual funds, stocks, bonds
- Imputed interest (using a current average annual rate of two percent) from non-income-producing assets, such as equity in real estate. Rent from real estate is considered income after deducting any mortgage payments, taxes, and property owner's insurance.
- Rent from real estate is considered income
- Any other forms of regular income reported to the Internal Revenue Service

Not Income

- Income received on behalf of foster children
- Rebates or credits received under low-income energy assistance programs
- Food stamps
- Relocation assistance benefits
- Income of live-in attendants
- Scholarships
- Student loans
- Personal property such as automobiles, clothing, household items
- Lump-sum additions to assets such as inheritances, lottery winnings, gifts, insurance settlements
- Part-time income of persons enrolled as full-time students
- Court-ordered payments for alimony or child support paid to another household shall be deducted from gross annual income

Student Income

Only the full-time income from a full-time job held by a full-time student is considered income. A full-time student is a household member enrolled in a degree-seeking program for 12 or more credit hours per semester. Part-time income is a job of less than a 35-hour per week.

The Real Estate Asset Limit

If an applicant's primary residence has no mortgage debt and is valued at or above the regional asset limit as published annually by the New Jersey Housing and Mortgage Finance Agency (NJHMFA) with the Annual Regional Income Limits Chart (see Appendix A), the household will be determined ineligible for certification.

However, if the applicant's existing monthly housing costs, including taxes, homeowner insurance, and condominium or homeowner association fees, exceed 38 percent of the household's eligible monthly income, the household will be exempt from the asset limit.

An applicant must provide a recent Market Value Appraisal or Realtor Comparative Market Analysis on the home they own unless the applicant has mortgage debt on the house or can demonstrate that the existing monthly housing costs exceed 38 percent of the household's eligible monthly income in which case the applicant is exempt from the asset limit.

Before obtaining a professional appraisal, the applicant should review the property's tax appraisal and current market value and compare them to the asset limit to avoid unnecessary expenses. The statewide asset limit is $300,000. For instance, if homes are commonly sold in the applicant's neighborhood for over $300,000, it is unlikely that an appraisal will determine a value below the asset limit.

Income from Real Estate

If real estate owned by an applicant for affordable housing is a rental property, the rent is considered income. After deducting any mortgage payments, real estate taxes, property owner insurance, and reasonable property management expenses as reported to the Internal Revenue Service, the remaining amount shall be counted as income.

If an applicant owns real estate with mortgage debt, which is not to be used as rental housing, the Administrative Agent should determine the imputed interest from the property's value. The Administrative Agent should deduct outstanding mortgage debt from the documented market value established by a market value appraisal. Then, based on current money market rates, interest will be imputed on the determined value of the real estate. The imputed interest will be added to the household's annual income.

Maximum Monthly Expenses

The percentage of funds that a household can contribute toward housing expenses is limited. However, an applicant may qualify for an exception based on the household's current housing cost (see below). Therefore, the Administrative Agent will strive to place an applicant in a unit with a monthly housing cost equal to or less than the applicant's current housing cost.

Maximum Monthly Expenses for Tenants

A certified household cannot lease a restricted rental unit requiring more than 35 percent of the verified household income (40 percent for age-restricted units) to pay rent and utilities. However, at the discretion of the Administrative Agent, this limit may be exceeded if:

- The household currently pays more than 35 percent (40 percent for a household seeking an age-restricted units) of its gross household income for rent, and the proposed rent will reduce the household's housing costs;
- The household has consistently paid more than 35 percent (40 percent for households eligible for age-restricted units) of eligible monthly income for rent in the past and has proven its ability to pay;
- The household is currently in substandard or overcrowded living conditions;
- The household documents the existence of assets with which the household proposes to supplement the rent payments or
- The household documents proposed third-party assistance from an outside source, such as a family member in a form acceptable to the Administrative Agent and the Owner of the unit; and
- The household receives budget counseling.

Housing Counseling

The Administrative Agent is responsible for providing referrals for counseling as a part of the Affirmative Marketing Plan and during the application process. Although housing counseling is recommended, a household must only attend counseling if their monthly housing expense exceeds UHAC standards. A HUD-approved housing counseling agency, or one approved by the NJ Department of Banking and Insurance, meets UHAC's requirements for an experienced Housing Counseling Agency. If the Administrative Agent is not authorized by HUD or the NJ Department of Banking and Insurance, the Agent will make referrals to one of the HUD-approved housing counseling agencies in New Jersey. This counseling to low- and moderate-income housing applicants will focus on budgeting, credit issues, and mortgage qualification and is free of charge. A list of non-profit counselors approved by HUD and the New Jersey Department of Banking and Insurance is included on DCA's website and is available from the Administrative Agent.

The Applicant Interview

The prospective applicant may meet with the Administrative Agent to review the certification and random selection processes in detail and ask any questions they may have about the project or the process. The Administrative Agent is prepared to complete the certification process via virtual meeting, telephone, mail, and email. If an interview is to be conducted, the Administrative Agent will attempt to achieve the following objectives:

- Confirm and update all information provided on the application.
- Explain program requirements, procedures for verifying information, and penalties for providing false information. Ask the head of household, co-head, spouse, and household members over 18 to sign the Authorization for Release of Information forms and other verification requests.
- Review the applicant's identification and financial information and documentation, ask questions to clarify the application information, and obtain any additional information needed to verify the household's income.
- Make sure the applicant has reported all sources for earned and benefit income and assets (including assets disposed of for less than fair market value in the past two years). In addition, the applicant must give a written certification as to whether any household member did or did not dispose of any assets for less than the fair market value during the past two years.

Approving or Rejecting a Household

Administrative Agents must notify applicant households of their eligibility within twenty (20) days of the Administrative Agent's determination. Households with a verified total household income that exceeds 80 percent of the current Regional Income Limit (Appendix A) for the appropriate family size are ineligible to buy or rent an affordable unit. A letter rejecting the household's application shall be mailed or emailed to the household.

Similarly, households with a verified total household income that is within the income limits but too low to afford any units administered by the Administrative Agent shall be sent a letter rejecting the household's application and referring them to housing counseling.

Households with a verified total household income of less than 80 percent shall be issued a letter certifying eligibility. This certification is valid for 180 days. If the Administrative Agent cannot place the household in a restricted unit after 180 days, an extension may be granted once the household's eligibility is verified.

Once the applicant is certified and matched to an available unit, the Administrative Agent must secure from the applicant a signed and notarized acknowledgment of their requirements and responsibilities of renting or owning a restricted unit. In addition, UHAC's Disclosure Statement shall be forwarded to the applicants.

In addition to non-eligibility based on income, the Administrative Agent may deny certification because of the household's failure or inability to document household composition, income, assets, sufficient funds for a down payment, or any other required facts and information. A household may also be denied certification if the Administrative Agent determines the applicant made a willful or material misstatement of fact.

Dismissal of Applications

Applications can be dismissed for one or more of the following reasons:

- The application is not signed or submitted on time.
- The applicant commits fraud, or the application is not truthful or complete.
- The applicant cannot or does not provide documentation to verify their income or other required information when due.
- The household income does not meet a particular property's minimum or maximum income requirements.
- The applicant household owns a primary residence with no mortgage on the property valued at or above the regional asset limit as published annually.
- The applicant fails to respond to any inquiry promptly.
- The applicant is non-cooperative or abusive with the staff, property manager, or landlord.
- The applicant changes address or other contact information without informing the Administrative Agent in writing.
- The applicant does not meet the credit standard or other lawful requirements set forth by managers of rental properties.
- The applicant fails to verify attendance in a credit counseling program when required to do so by the program rules.
- The applicant does not promptly respond to periodic update inquiries.
- The applicant fails to sign the Compliance Certification, Certificate for Applicant, and Lease Document, as may be required.
- The applicant, once approved, fails to sign the lease promptly.

Applicants who are dismissed must re-apply. A minimum period of six months applies where the applicant has been denied for fraud, uncooperative behavior, or other serious matters.

Applicants will be removed from the applicant pool once approved for an affordable unit. Applicants are not removed from the applicant pool if they do not respond to a Notice of Availability.

ROLES AND RESPONSIBILITIES

Key Roles

The *Municipal Housing Liaison (MHL)* is a Township of Winslow full-time employee. The MHL serves as the main point of contact for residents, developers, and stakeholders interested in learning more about the Township's efforts to create affordable housing. The *Administrative Agent (AA)* is responsible for the overall administration of affordable housing portfolio and various related affordable housing programs. The Administrative Agent is a private consultant:
Triad Associates
1301 W. Forest Grove Road, Building 3 Vineland,
NJ 08360
P: (856) 690-5749
F: (856) 690-5622
Email: housing@triadincorporated.co
Website: www.triadhousingprograms.com

Responsibilities of the Municipal Housing Liaison

The Municipal Housing Liaison is responsible for coordinating all the activities of the municipal government as it relates to the creation and administration of affordable housing units, in conjunction with the Township's Affordable Housing Attorney, where appropriate (see Responsibilities of the Affordable Housing Attorney). The primary purpose of the Municipal Housing Liaison is to ensure that all affordable housing projects are established and administered according to applicable regulations. The duties of the Municipal Housing Liaison include the following:

- Monitor the status of all restricted units, regardless of any arrangements the Township may have with one or more Administrative Agents, it is the Municipal Housing Liaison's responsibility to know the status of all restricted units in the community.
- Serve as the Township's primary point of contact for all inquiries from the State, Administrative Agents, developers, affordable housing sponsors, owners, property managers, and interested households. In addition, the Municipal Housing Liaison serves as the primary point of contact on affordable housing issues. Therefore, interested applicants should be provided with information on the types of affordable units within the Township and, where applicable, the name of the Administrative Agent who manages the units and the contact information for the Administrative Agent.
- Compile, verify, and submit annual reporting. Administrative Agents are responsible for collecting much of the data that is ultimately included in an annual monitoring report. However, the Municipal Housing Liaison's responsible for collecting and verifying this data and consolidating it into the annual report.

- Coordinate meetings with Administrative Agents and Developers/Affordable Housing Sponsors/Owners. When a new affordable unit or series of units is in the planning process, the Municipal Housing Liaison should coordinate a meeting between the Administrative Agent and the developer, affordable housing sponsor, or owner. This initial meeting aims to develop a clear division of labor between the parties and to transmit any components of the Operating Manual – including copies of all related local ordinances.

The Municipal Housing Liaison, in conjunction with the Affordable Housing Attorney, must have the affordable housing provisions of any Master Deed and Public Offering reviewed for consistency with UHAC regulations before they are recorded and submitted to DCA for approval.

Responsibilities of an Administrative Agent

The primary responsibility of an Administrative Agent is to establish and enforce affordability controls and ensure that units in their portfolio are rented to eligible households. Administrative Agents must:

- Secure written acknowledgment from all developers, affordable housing sponsors, and owners that no restricted unit can be offered or in any other way committed to any person other than a household duly certified by the Administrative Agent.
- Create and adhere to an Operating Manual. Administrative Agents are required to follow the policies and procedures of an Operating Manual, as applicable to the scope of services they have been contracted to perform.
- Implement the Affirmative Marketing Plan. The Administrative Agent, the developer, the affordable housing sponsor, or the owner could be responsible for implementing the Affirmative Marketing Plan. This responsibility should be discussed with the Municipal Housing Liaison, Administrative Agent, developer, affordable housing sponsor, or owner at the first meeting. Affirmative marketing includes conducting regional outreach and advertising for available affordable units. Advertising costs have been delegated to the developer in accordance with the adopted Affirmative Marketing Plan.
- Accept applications from interested households. Interested households will contact the Administrative Agent in response to marketing initiatives or by referral from the Municipal Housing Liaison. The Administrative Agent will supply applicants with applications, provide additional information on available units, and accept completed applications.
- Conduct a random selection of applicants for the rental of restricted units. The Administrative Agent is responsible for conducting the random selection in accordance with the Affirmative Marketing Plan and any related local ordinances and as described in the Operating Manual.

- Create and maintain a pool of applicant households. This includes contacting households in the applicant pool to determine continued interest and household size and income changes.
- Determine the eligibility of households. Collecting application materials and documentation from applicant households and analyzing it for eligibility is the responsibility of an Administrative Agent. A written determination of a household's eligibility must be provided within twenty (20) days of the Administrative Agent's determination of eligibility or non-eligibility. Whether or not the household is eligible for a unit, it is an Administrative Agent's responsibility to secure all information provided by the household in individual files and maintain strict confidentiality of all information regarding that household. In addition, an Administrative Agent is required to ensure that all certified applicants execute a Disclosure Statement acknowledging the rights and requirements of renting or owning an affordable unit.
- Establish and maintain effective communication with property managers and landlords. Property managers and landlords of restricted units should be instructed and regularly reminded that the Administrative Agent is their primary point of contact. The Administrative Agent must immediately inform all property managers and landlords of any changes to the Administrative Agent's contact information or business hours. Property managers and landlords should be instructed to contact the Administrative Agent immediately:
- Immediately upon learning that an affordable rental unit will be vacated.
- For review and approval of annual rental increases.
- Provide annual notification of maximum rents. Each year, when AHPNJ releases its low-and moderate-income limits, rental households must be notified of the new maximum rent that may be charged for their unit. The Administrative Agent's contact information must be included in the notification if the tenant is overcharged.
- Serve as the custodian of all legal documents. An Administrative Agent is responsible for maintaining the originals of all legal instruments for the units in their portfolio. In addition, throughout the duration of a control period, an Administrative Agent must maintain a file containing its affordability control documents. This includes but is not limited to, the recorded Declarations of Covenants, Conditions, Restrictions, Deed Restrictions, Deeds, Recapture Mortgages, and Recapture Mortgage Notes.
- Serve as point of contact on all matters relating to affordability controls. It is recommended that the Administrative Agent develop a system to be notified by lenders when a unit is at risk of foreclosure. In the event of a foreclosure, the Administrative Agent should work with the foreclosing institution to ensure that the affordability controls are maintained. The Administrative Agent should seek the attorney's counsel on legal matters threatening the durability of the affordability controls.
- Provide annual activity reports to the Municipal Housing Liaison for use in the annual required monitoring report. An Administrative Agent is responsible for collecting the reporting data on each unit in the Administrative Agent's portfolio.
- Maintain and distribute information on HUD-approved Housing Counseling Programs.

Responsibilities of the Affordable Housing Attorney

The Affordable Housing Attorney assists the Township of Winslow developing, administrating, and enforcing affordability controls, including but not limited to the following:

- Assisting the Municipal Housing Liaison with reviewing the affordable housing provisions of any Master Deed and Public Offering for consistency with UHAC regulations before they are recorded and submitted to DCA for approval.
- Providing all reasonable and necessary assistance to support the Administrative Agent's efforts to ensure compliance with the housing affordability controls, including reviewing legal documents and legal actions required on foreclosures and violations.

Responsibilities of Developers

When a new affordable unit or series of units is in the planning process, the affordable housing developer should contact the Municipal Housing Liaison, who shall coordinate a meeting with the Administrative Agent, where applicable, and the developer, affordable housing sponsor, or owner.

This initial meeting aims to develop a clear division of labor between the parties and to transmit any components of the Operating Manual – including copies of all related local ordinances- that the Township has already adopted.

The Administrative Agent will secure from the developer written acknowledgment that no restricted unit can be offered or in any other way committed to any person other than a household duly certified by the Administrative Agent.

Responsibilities of Owners of Rental Affordable Rental Units

Open and direct communication between the Owners of affordable rental units, the Municipal Housing Liaison, and the Administrative Agent is essential to the ongoing administration of affordability controls. Although the Administrative Agent is required to serve as the primary point of contact with households, the Owner must provide the Municipal Housing Liaison and Administrative Agent with information on vacancies. Owners of rental developments are also responsible for working with the Administrative Agent to ensure that the Municipal Housing Liaison has all the necessary information to complete the annual reporting.

Responsibilities of Landlords and Property Managers

Landlords and property managers must place a notice in all rental properties annually informing residents of the rent increase for the year and the contact information for the Administrative Agent.

APPLICATION PROCESS AND FEES

In compliance with the Fair Chance in Housing Act (FCHA), N.J.S.A. 46:8-52 to -64 effective January 1, 2022, criminal background information may be obtained after a conditional offer is made. Potential renters must be made aware that criminal background information will be obtained before a final rental offer is made. The application process for vacant rental units are as follows:

1. The Administrative Agent will conduct pre-screening for income eligibility and availability of applicants in the Applicant Pool and refer applicants, in lottery number order, to the leasing/management office;

1. Upon receipt of referral, the leasing/management staff can run a credit check and accept an application. This cannot include criminal background check. Application fees required for candidates for affordable housing units may not exceed the fees charged to market candidates in the same project. If the application is approved, the landlord shall inform Triad of the determination.

2. Triad will conduct a full income certification and send the certification back to the leasing/management office. If approved, a landlord can make a conditional offer for the unit and conduct a criminal background check. If denied, the applicant and leasing/management staff will be notified in writing by Triad.

3. If an applicant is denied based on their criminal background check (according to the Fair Chance in Housing Act criteria) both the applicant and Triad shall be notified in writing that a decision was made not to proceed with renting the unit to the applicant, to include a detailed explanation for the denial. If approved, a landlord can enter into a lease and send the executed lease and certification back to Triad for our records.

Additional resources can be found on the Division on Civil Rights website: https://www.njoag.gov/about/divisions-and-offices/division-on-civil-rights-home/fcha/.

DETERMINING AFFORDABLE RENTS

Development Considerations and Compliance Issues

There are several regulations that must be considered from the *development perspective* before the rents of individual units can be calculated. The following is a summary of the requirements for affordable projects.

Bedroom Distribution. The standards on the distribution of unit sizes for affordable developments require that:

- The combined number of efficiency and one-bedroom units may be no greater than 20 percent of the total low- and moderate-income units;
- At least 30 percent of all low- and moderate-income units must be two-bedroom units;
- At least 20 percent of all low- and moderate-income units are three-bedroom units; and The remainder has been allocated

Pricing by Household Size. Initial rents are based on targeted "model" household sizes for each size home as determined by the number of bedrooms. Initial rents must adhere to the following rules. These maximum sales prices and rents are based on the Annual Regional Income Limits Chart at the time of occupancy.

The below rules are only to be used for setting initial rents. They are not guidelines for matching household sizes with unit sizes. The pricing of age-restricted units may not exceed affordability based on a two-person household.

Affordability	Size of Unit	Household Size Used to Determine Maximum Rent
A studio shall be affordable to a one-person household	Studio/Efficiency	1
A one-bedroom unit shall be affordable to a one-and one-half person household	1 Bedroom	1.5
A two-bedroom unit shall be affordable to a three-person household	2 Bedrooms	3
A three-bedroom unit shall be affordable to a four-and one-half person household	3 Bedrooms	4.5
A four-bedroom unit shall be affordable to a six-person household	4 Bedrooms	6

Determining Initial Rents

To determine the affordable rents the Administrative Agent uses the approved UHAC Affordable Housing calculators provided by the New Jersey Housing and Mortgage Finance Agency (NJHMFA).

Additional Regulations for Rental Developments

In addition to the regulations covered earlier in the Section Development Considerations and Compliance Issues, rental projects must also comply with the following regulations:

Split Between Low- and Moderate-income Rental Units. At least 50 percent (of the affordable units within each bedroom distribution (unit size) must be low-income units and at least 13 percent of the affordable units within each bedroom distribution must be affordable to households earning no more than 30 percent of the regional median income. The remainder of the affordable units must be affordable to moderate-income households.

Affordability Average. The average rent for all affordable units cannot exceed 52 percent of the regional median income. At least one rent for each bedroom type must be offered for both low-income and moderate-income units. Calculation of the affordability average is available on DCA's website.

Maximum Rent. The maximum rent of restricted rental units within each affordable development shall be affordable to households earning no more than 60 percent of the regional median income.

Determining Rent Increases

Annual rent increases are permitted in affordable units. Rent increases are permitted at the anniversary of tenancy according to New Jersey Housing and Mortgage Finance Agency's Annual Regional Income Limits Chart, available on New Jersey Housing and Mortgage Finance Agency's website. These increases must be filed with and approved by the Administrative Agent. Property managers or landlords who have charged less than the permissible increase may use the maximum allowable rent with the next tenant with permission of the Administrative Agent. The maximum allowable rent would be calculated by starting with the rent schedule approved as part of initial lease-up of the development, and calculating the annual approved increase from the initial lease-up year to the present. Rents may not be increased more than once a year, may not be increased by more than one increment at a time, and may not be increased at the time of new occupancy if this occurs less than one year from the last rental. No additional fees may be added to the approved rent without the express written approval of the Administrative Agent.

VIOLATIONS, DEFAULTS AND REMEDIES

In the event of a threatened breach of any of the regulations governing the affordable unit by an Owner of a rental development, the Administrative Agent shall have all the remedies provided at law or equity, including the right to seek injunctive relief or specific performance, it being recognized by both parties that it will cause irreparable harm to the municipality, in light of the public policies set forth in the Fair Housing Act and the obligation for the provision of low- and moderate-income housing. Upon the occurrence of a breach of any of the regulations governing the affordable units by an Owner of a rental development, the municipality shall have all remedies provided at law or equity, including but not limited to foreclosure, acceleration of all sums due under a mortgage,

recoupment of any funds from a sale in the violation of the regulations, injunctive relief to prevent further violation of the regulations, entry on the premises, and specific performance.

Appeals

Appeals from all decisions of an Administrative Agent shall be made in writing to the Commissioner of the Executive Director of the NJ Housing Mortgage and Finance Agency:

NJ HMFA
Executive Director 637 South Clinton Avenue
P.O. Box 18550
Trenton, NJ 08625

The Executive Director's written decision, which shall be made within 15 days of receipt of an appeal, shall be a final administrative action.

MAINTENANCE OF RECORDS & APPLICANT FILES

Pursuant to NJAC 5:80-26.14(a)8, NJAC 5:80-26.15(c) and NJAC 5:80-26.17 current records must be maintained by the Administrative Agent and outdated records must be given to the municipality for safe-keeping. A file must be created and maintained on each restricted unit for its control period.

Administrative Agents maintain detailed records on all marketing initiatives.

Files To Be Maintained on Every Applicant

The Administrative Agent will maintain files on every applicant. All files will contain a preliminary application. If an applicant's preliminary application is approved, and the applicant files a formal application, the file will contain at a minimum:

- Application Form.
- Tenant Information Form
- Income Verification
- Letter of Certification of Eligibility or Letter of Determination of Ineligibility.

Files To Be Maintained on Every Unit

The Administrative Agent will maintain files on every unit for the length of the affordability controls. The unit file will contain at a minimum:

- Base rent
- Identification as low- or moderate-income
- Description of number of bedrooms and physical layout
- Floor plan
- Application materials, verifications and certifications of all present owners, pertinent correspondence
- Copy of lease
- Disclosure Statement

Files to Be Maintained on Every Project

The Administrative Agent will maintain files on every project for the length of the affordability controls. The project file will contain at a minimum:

- Condominium Master Deed
- Condominium Public Offering
- Crediting Information
- Original deed restriction
- Affordability control documents, including Declarations of Covenants, Conditions and Restrictions, Deed Restrictions, Deeds, Recapture Mortgages, Recapture Mortgage Notes, Disclosure Statement

Files To Be Maintained on The Applicant Pool

- Any changes to the applicant pool
- Any action taken with regard to the applicant pool
- Any activity that occurs that affects a particular applicant
- Current applications for all applicants whose status is active in the applicant pool
- The application, the initial rejection notice, the applicant's reply to the notice, a copy of the Administrative Agent's final response to the applicant, and all documentation of the reason the applicant's name was removed from the applicant pool.

Pursuant to N.J.A.C. 5:80-26.14(a)8, N.J.A.C. 5:80-26.15(c) and N.J.A.C. 5:80- 26.17 current records must be maintained by the Administrative Agent and outdated records must be given to the municipality for safe-keeping. A file must be created and maintained on each restricted unit for its control period.

Monitoring

The information required for each unit includes but is not limited to the following:

- A Recorded Deed for each project
- Street Address
- Block/Lot/Qualifier/Unit Number
- Housing Type
- Income: Very Low/Low/Moderate
- Initial Rental Price
- % of affordability
- Bedroom Type
- Age-restricted
- Handicap accessible/adaptable
- Date of Certificate of occupancy
- Effective date of affordability controls
- Length of affordability controls (years)
- Date Affordability controls removed

Appendix C

HUD APPROVED COUNSELING AGENCIES



HUD COUNSELING AGENCIES IN NEW JERSEY BY COUNTY

COUNTY	AGENCY NAME	PHONE, TOLL FREE FAX NUMBER EMAIL, WEBSITE AGENCY ID	ADDRESS	COUNSELING SERVICES	LANGUAGES
ATLANTIC	CONSUMER CREDIT AND BUDGET COUNSELING, DBA NATIONAL FOUNDATION FOR DEBT MANAGEMENT	**Phone:** 609-390-9652 **Fax:** 609-390-9653 **E-mail: help@cc-bc.com** **Web: www.cc-bc.com** **Agency ID:** 81557	299 South Shore Rd. MARMORA, New Jersey 08223	- Financial Management/Budget Counseling - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Reverse Mortgage Counseling - Services for Homeless Counseling	- English - Spanish
BERGEN	COUNTY OF BERGEN, DEPARTMENT OF HUMAN SERVICES, DIVISION OF SENIOR SERVICES	**Phone:** 201-336-7431 **E-mail:** senior@co.bergen.nj.us **Web: www.co.bergen.nj.us** **Agency ID:** 80398	1 Bergen County Plz Division Senior Services, Floor 2 HACKENSACK, New Jersey 07601	- Mortgage Delinquency and Default Resolution Counseling - Reverse Mortgage Counseling	- English
BERGEN	FAIR HOUSING COUNCIL OF NORTHERN NEW JERSEY	**Phone:** 201-489-3552 **E-mail:** info@fairhousingnj.org **Web: www.fairhousingnj.org** **Agency ID:** 80399	131 Main St Ste 140 HACKENSACK, New Jersey 07601	- Fair Housing Pre-Purchase Education Workshops - Mortgage Delinquency and Default Resolution Counseling - Pre-purchase Counseling - Rental Housing Counseling	- English - Spanish
BERGEN	GREATER BERGEN COMMUNITY ACTION, INC.	**Phone:** 201-968-0200 **Fax:** 201-342-9339 **E-mail: info@greaterbergen.org** **Web: www.greaterbergen.org** **Agency ID:** 84293	392 Main St HACKENSACK, New Jersey 07601	- Financial, Budgeting, and Credit Workshops - Home Improvement and Rehabilitation Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Rental Housing Workshops - Services for Homeless Counseling	- English - Spanish
BURLINGTON	BURLINGTON COUNTY COMMUNITY ACTION PROGRAM	**Phone:** 609-835-4329 option 2 **Fax:** 609-835-9607 **E-mail: housing @bccap.org** **Web: www.bccap.org** **Agency ID:** 81842	One Van Sciver Parkway WILLINGBORO, New Jersey 08046	- Financial Management/Budget Counseling - Rental Housing Counseling - Services for Homeless Counseling	- English
CAMDEN	SENIOR CITIZENS UNITED COMMUNITY SERVICES OF CAMDEN COUNTY, INC.	**Phone:** 856-456-1121 **E-mail:** scucs@scucs.org **Web: www.scucs.org** **Agency ID:** 80409	537 W Nicholson Rd AUDUBON, New Jersey 08106	- Financial Management/Budget Counseling - Home Improvement and Rehabilitation Counseling - Pre-purchase Counseling - Rental Housing Counseling - Reverse Mortgage Counseling - Services for Homeless Counseling	- English - Spanish

HUD COUNSELING AGENCIES IN NEW JERSEY BY COUNTY

COUNTY	AGENCY NAME	PHONE, TOLL FREE FAX NUMBER EMAIL, WEBSITE AGENCY ID	ADDRESS	COUNSELING SERVICES	LANGUAGES
CAMDEN	NEIGHBORHOOD HOUSING SERVICES OF CAMDEN, INC	**Phone:** 856-541-0720 **Fax:** 856-541-8440 **E-mail:** info@nhscamden.org **Web:** www.nhscamden.org **Agency ID:** 80892	601-603 Clinton Street CAMDEN, New Jersey 08103	- Fair Housing Pre-Purchase Education Workshops - Financial Management/Budget Counseling - Home Improvement and Rehabilitation Counseling - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - First Time Homebuyer Grant Program	- English - Spanish - Vietnamese
CAMDEN	PARKSIDE BUSINESS AND COMMUNITY IN PARTNERSHIP, INC.	**Phone:** 856-964-0440 **Fax:** 856-964-3664 **E-mail:** MDiaz@pbcip.org **Web:** www.pbcip.org **Agency ID:** 83501	1487 Kenwood Avenue CAMDEN, New Jersey 08103	- Mortgage Delinquency and Default Resolution Counseling - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Resolving/Preventing Mortgage Delinquency Workshops	- English
CAMDEN	ST. JOSEPH'S CARPENTER SOCIETY	**Phone:** 856-966-8117 **Fax:** 856-342-7289 **E-mail:** info@sjcscamden.org **Web:** www.sjcscamden.org **Agency ID:** 84308	20 Church St CAMDEN, New Jersey 08105	- Financial, Budgeting, and Credit Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Counseling	- English - Spanish
CAMDEN	CCCS OF DELAWARE VALLEY, INC. DBA CLARIFI	**Phone:** 800-989-2227 **Toll-free:** 800-989-2227 **Fax:** 215-563-7020 **E-mail:** customerservice@clarifi.org **Web:** www.clarifi.org **Agency ID:** 82100	1060 Kings Highway N Suite 315 CHERRY HILL, New Jersey 08034	- Financial Management/Budget Counseling - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Home Repairs	- English
CAMDEN	GREENPATH FINANCIAL WELLNESS	**Phone:** 866-406-2062 **Email:** housingdepartment@greenpath.com **Web:** www.greenpath.org/housing **Agency ID:** 90542	1060 Kings Hwy N Suite 315 CHERRY HILL, New Jersey 08034	- Fair Housing Pre-Purchase Education Workshops - Financial Management/Budget Counseling - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling	- English - Spanish

HUD COUNSELING AGENCIES IN NEW JERSEY BY COUNTY

COUNTY	AGENCY NAME	PHONE, TOLL FREE FAX NUMBER EMAIL, WEBSITE AGENCY ID	ADDRESS	COUNSELING SERVICES	LANGUAGES
CAMDEN	NEW JERSEY CITIZEN ACTION	**Phone:** 856-966-3091 **Fax:** 856-414-1054 **E-mail: application@njcitizenaction.org** **Web: www.njcitizenaction.org** **Agency ID:** 81026	1040 Kings Highway Suite 308 CHERRY HILL, New Jersey 08034	- Home Improvement and Rehabilitation Counseling - Mortgage Delinquency and Default Resolution Counseling - Pre-purchase Counseling - Free Tax Prep - Small landlord Education Program	- English - Spanish
CAPE MAY	CONSUMER CREDIT AND BUDGET COUNSELING, DBA NATIONAL FOUNDATION FOR DEBT MANAGEMENT	**Phone:** 609-390-9652 **Fax:** 609-390-9653 **E-mail: help@cc-bc.com** **Web: www.cc-bc.com** **Agency ID:** 81557	299 South Shore Rd. MARMORA, New Jersey 08223	- Financial Management/Budget Counseling - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Reverse Mortgage Counseling - Services for Homeless Counseling	- English - Spanish
CUMBERLAND	CONSUMER CREDIT AND BUDGET COUNSELING, DBA NATIONAL FOUNDATION FOR DEBT MANAGEMENT	**Phone:** 609-390-9652 **Fax:** 609-390-9653 **E-mail: help@cc-bc.com** **Web: www.cc-bc.com** **Agency ID:** 81557	299 South Shore Rd. MARMORA, New Jersey 08223	- Financial Management/Budget Counseling - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Reverse Mortgage Counseling - Services for Homeless Counseling	- English - Spanish
CUMBERLAND	NEW JERSEY CITIZEN ACTION	**Phone:** 856-966-3091 **Toll-free:** 800-656-9637 **Fax:** 856-414-1054 **E-mail: application@njcitizenaction.org** **Web: www.njcitizenaction.org** **Agency ID:** 81026	1040 Kings Highway Suite 308 CHERRY HILL, New Jersey 08034	- Home Improvement and Rehabilitation Counseling - Mortgage Delinquency and Default Resolution Counseling - Pre-purchase Counseling	- English - Spanish
ESSEX	HOMES OF MONTCLAIR ECUMENICAL CORP. (HOMECORP)	**Phone:** 973-744-4141 **Fax:** 973-744-5333 **E-mail: info@homecorp.org** **Web: www.homecorp.org** **Agency ID:** 90058	17 Talbot St MONTCLAIR, New Jersey 07042	- Financial, Budgeting, and Credit Workshops - Home Improvement and Rehabilitation Counseling - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops	- English

HUD COUNSELING AGENCIES IN NEW JERSEY BY COUNTY

COUNTY	AGENCY NAME	PHONE, TOLL FREE FAX NUMBER EMAIL, WEBSITE AGENCY ID	ADDRESS	COUNSELING SERVICES	LANGUAGES
ESSEX	CONSUMER CREDIT AND BUDGET COUNSELING, DBA NATIONAL FOUNDATION FOR DEBT MANAGEMENT	**Phone**: 888-738-8233 Fax: 888) 738-8234 **E-mail: help@cc-bc.com** **Web: www.cc-bc.com** **Agency ID:** 90224	299 South Shore Rd, US Route 9 South, Marmora, NJ 08223, US	- Financial Management/Budget Counseling - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Reverse Mortgage Counseling - Services for Homeless Counseling	- English - Spanish
ESSEX	CATHOLIC CHARITIES OF THE ARCHDIOCESE OF NEWARK	**Phone:** 973-596-4100 **Fax:** 973-676-0172 **E-mail:** mmorore@ccannj.org **Web: www.ccannj.com** **Agency ID:** 90020	590 North 7th Street NEWARK, New Jersey 07107	- Rental Housing Counseling - Services for Homeless Counseling	- English - Spanish
ESSEX	LA CASA DE DON PEDRO	**Phone:** 973-482-8312 **Fax:** 973-485-9984 **E-mail:** info@lacasadedonpedro.org **Web:** www.lacasanwk.org **Agency ID:** 84555	75 Park Ave, Newark, NJ 07104	- Financial, Budgeting, and Credit Workshops - Home Improvement and Rehabilitation Counseling - Mortgage Delinquency and Default Resolution Counseling - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops	- English - Spanish
ESSEX	NACA (NEIGHBORHOOD ASSISTANCE CORPORATION OF AMERICA)	**Phone:** 973-679-2601 **Toll-free:** 617-250-6222 (Headquartes) **Fax:** 877-329-6222 **E-mail: N/A** **Web: https://www.naca.com** **Agency ID:** 84368	60 Park Pl Fl 15 S NEWARK, New Jersey 07102	- Fair Housing Pre-Purchase Education Workshops - Financial Management/Budget Counseling - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Predatory Lending Education Workshops	- English - Other - Spanish
ESSEX	NEW COMMUNITY FEDERAL CREDIT UNION	**Phone:** 973-621-2363 **Toll-free:** 973-621-5624 **Fax:** 973-645-0252 **E-mail: mulu@newcommunity.org** info.fcu@newcommunity.org **Web: www.newcommunityfcu.org** **Agency ID:** 81161	274 S Orange Ave NEWARK, New Jersey 07103	- Fair Housing Pre-Purchase Education Workshops - Financial Management/Budget Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Predatory Lending Education Workshops	- English - Hindi

HUD COUNSELING AGENCIES IN NEW JERSEY BY COUNTY

COUNTY	AGENCY NAME	PHONE, TOLL FREE FAX NUMBER EMAIL, WEBSITE AGENCY ID	ADDRESS	COUNSELING SERVICES	LANGUAGES
ESSEX	NEW JERSEY CITIZEN ACTION	**Phone:** 973-643-8800 **Toll-free:** 800-656-9637 **Fax:** 973-643-8100 **E-mail: application@njcitizenaction.org** **Web: www.njcitizenaction.org** **Agency ID:** 80765	The Hahne's Building 625 Broad St Ste 270 NEWARK, New Jersey 07102	- Financial Management/Budget Counseling - Home Improvement and Rehabilitation Counseling - Mortgage Delinquency and Default Resolution Counseling - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Rental Housing Workshops	- English - Spanish
ESSEX	TRI-CITY PEOPLES CORPORATION	**Phone:** 973-675-4484 **Fax:** 862-930-3745 **E-mail: tcaldwell@tri-citypeoples.org** **Web: www.tri-citypeoples.org** **Agency ID:** 83474	The People's Center 675 S 19th St NEWARK, New Jersey 07103	- Home Improvement and Rehabilitation Counseling - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Services for Homeless Counseling	- English
ESSEX	URBAN LEAGUE OF ESSEX COUNTY	**Phone:** 973-624-9535 **E-mail:** info@ulec.org **Web: www.ulec.org** **Agency ID:** 83500	508 Central Ave NEWARK, New Jersey 07107	- Financial, Budgeting, and Credit Workshops - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Predatory Lending Education Workshops - Rental Housing Counseling - Resolving/Preventing Mortgage Delinquency Workshops - Services for Homeless Counseling	- English - Spanish
GLOUCESTER	CONSUMER CREDIT AND BUDGET COUNSELING, DBA NATIONAL FOUNDATION FOR DEBT MANAGEMENT	**Phone:** 609-390-9652 **Fax:** 609-390-9653 **E-mail: help@cc-bc.com** **Web: www.cc-bc.com** **Agency ID:** 81557	299 South Shore Rd. MARMORA, New Jersey 08223	- Financial Management/Budget Counseling - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Reverse Mortgage Counseling - Services for Homeless Counseling	- English - Spanish

HUD COUNSELING AGENCIES IN NEW JERSEY BY COUNTY

COUNTY	AGENCY NAME	PHONE, TOLL FREE FAX NUMBER EMAIL, WEBSITE AGENCY ID	ADDRESS	COUNSELING SERVICES	LANGUAGES
GLOUCESTER	NEW JERSEY CITIZEN ACTION	**Phone:** 973-643-8800 **Toll-free:** 800-656-9637 **Fax:** 973-643-8100 **E-mail: application@njcitizenaction.org** **Web: www.njcitizenaction.org** **Agency ID:** 81026	1040 Kings Highway Suite 308 CHERRY HILL, New Jersey 08034	- Home Improvement and Rehabilitation Counseling - Mortgage Delinquency and Default Resolution Counseling - Pre-purchase Counseling	- English - Spanish
HUDSON	HUDSON COUNTY HOUSING RESOURCE CENTER, INC.	**Phone:** 201-795-5615 **Fax:** 201-795-1091 **E-mail:** info@hudsonghrc.org **Web: https://hudsonhrc.org/** **Agency ID:** 84986	830 Bergen Ave Suite 1A JERSEY CITY, New Jersey 07306	- Rental Housing Counseling	- ASL - English - Portuguese - Spanish
HUDSON	THE WATERFRONT PROJECT, INC.	**Phone:** 551-256-7578 **Fax:** 201-630-4313 **E-mail:** director@thewaterfrontproject.org **Web: www.thewaterfrontproject.org** **Agency ID:** 90239	830 Bergen Ave Suite 4A JERSEY CITY, New Jersey 07306	- Fair Housing - Financial Management - Pre-purchase Counseling - Post purchase Counseling - Rental Housing Counseling	- English - Spanish
HUDSON	NORTH HUDSON COMMUNITY ACTION CORPORATION	**Phone:** 201-866-3140 **E-mail:** scastano@nhcac.org **Web: www.nhcac.org** **Agency ID:** 80255	407 39th Street Apt 2 UNION CITY, New Jersey 07087	- Fair Housing Pre-Purchase Education Workshops - Financial, Budgeting, and Credit Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Rental Housing Workshops - Services for Homeless Counseling	- English
HUNTERDON	CENTRAL JERSEY HOUSING RESOURCE CENTER, INC.	**Phone:** 908-446-0036 **E-mail: 2cjhrc@gmail.com** **Web: www.cjhrc.org** **Agency ID:** 80650	92 E Main St Suite 407 SOMERVILLE, New Jersey 08876	- Financial, Budgeting, and Credit Workshops - Home Improvement and Rehabilitation Counseling - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Rental Housing Workshops - Services for Homeless Counseling	- English - Spanish

HUD COUNSELING AGENCIES IN NEW JERSEY BY COUNTY

COUNTY	AGENCY NAME	PHONE, TOLL FREE FAX NUMBER EMAIL, WEBSITE AGENCY ID	ADDRESS	COUNSELING SERVICES	LANGUAGES
MERCER	ISLES, INCORPORATED	**Phone:** 609-341-4700/609-341-4783 **Fax:** 609-341-4783 **E-mail: homehelp@isles.org** **Web: https://isles.org** **Agency ID:** 80988	10 Wood St TRENTON, New Jersey 08618	- Mortgage Delinquency and Default Resolution Counseling - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Resolving/Preventing Mortgage Delinquency Workshops	- Cantonese - English - Spanish
MIDDLESEX	NEW JERSEY CITIZEN ACTION	**Phone:** 732-246-4772 **Toll-free:** 800-656-9637 **Fax:** 732-214-8385 **E-mail: application@njcitizenaction.org** **Web: www.njcitizenaction.org** **Agency ID:** 80769	75 Raritan Ave Ste 200 HIGHLAND PARK, New Jersey 07055	- Home Improvement and Rehabilitation Counseling - Mortgage Delinquency and Default Resolution Counseling - Pre-purchase Counseling	- English - Spanish
MIDDLESEX	PUERTO RICAN ACTION BOARD, INC.	**Phone:** 732-832-7535 **Fax:** 732-832-7536 **E-mail:** Lilla@prab.org **Web: www.prab.org** **Agency ID:** 84236	754 Route 18, Suite 202 East Brunswick, NJ, 08816-5601	- Homebuyer Education and Counseling and Housing Counseling - Mortgage Counseling, Mortgage Assistance and Foreclosure Mediation - Landlord-Tenet Mediation - Housing Discrimination Prevention - Homelessness Prevention - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Resolving/Preventing Mortgage Delinquency Workshops - Services for Homeless Counseling	- English - Spanish
MIDDLESEX	PUERTO RICAN ASSOCIATION FOR HUMAN DEVELOPMENT, INC.	**Phone:** 732-442-1081 **Alternate Phone:** 732-638-2800 **Fax:** 732-826-3082 **E-mail:** contact@prahd.org aivan@prahd.org **Web: www.prahd.org** **Agency ID:** 84906	100 First Street PERTH AMBOY, New Jersey 08861	- Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Resolving/Preventing Mortgage Delinquency Workshops - Down Payment Assistance Program For Middlesex County, State Program	- English - Spanish

HUD COUNSELING AGENCIES IN NEW JERSEY BY COUNTY

COUNTY	AGENCY NAME	PHONE, TOLL FREE FAX NUMBER EMAIL, WEBSITE AGENCY ID	ADDRESS	COUNSELING SERVICES	LANGUAGES
MIDDLESEX	THE HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY	**Phone:** 732-826-3110-631 **Fax:** 732-826-3111 **E-mail: ehill@perthamboyha.org** **Web: www.perthamboyha.org/** **Agency ID:** 83664	881 Amboy Avenue PO BOX 390 PERTH AMBOY, New Jersey 08861	- Financial Management/Budget Counseling (FSS participants) - Home Improvement and Rehabilitation Counseling - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling	- English - Other - Spanish
MONMOUTH	GARDEN STATE CONSUMER CREDIT COUNSELING, INC D/B/A NAVICORE SOLUTIONS	**Phone:** 732-409-6281 **Toll-free:** 866-472-4557 **Fax:** 732-863-5052 **E-mail: housing@navicoresolutions.org** **Web: www.navcioresolutions.org** **Agency ID:** 84870	200 US Highway 9 MANAPALAN, New Jersey 07726	- Financial Management/Budget Counseling - Home Improvement and Rehabilitation Counseling - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Reverse Mortgage Counseling	- English - Spanish
MONMOUTH	AFFORDABLE HOUSING AUTHORITY	**Phone:** 732-389-2958 **E-mail: info@housingall.org** **Web: www.housingall.org** **Agency ID:** 82133	3535 Route 66 Parkway 100, Building 4 NEPTUNE, New Jersey 07753	- Financial, Budgeting, and Credit Workshops - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Resolving/Preventing Mortgage Delinquency Workshops - Reverse Mortgage Counseling	- Czech - English - Polish - Spanish -Ukrainian
MONMOUTH	MONEY MANAGEMENT INTERNATIONAL	**Phone:** 732-747-2792 **Toll-free:** 866-232-9080 **Fax:** 866-921-5129 **E-mail: counselinginfo@moneymanagement.org** **Web: www.moneymanagement.org** **Agency ID:** 82645	309 Fellowship Rd, Suite 200 Mount Laurel, New Jersey, 08054	- Financial Management/Budget Counseling - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Online Homebuyer courses	- English - Spanish

HUD COUNSELING AGENCIES IN NEW JERSEY BY COUNTY

COUNTY	AGENCY NAME	PHONE, TOLL FREE FAX NUMBER EMAIL, WEBSITE AGENCY ID	ADDRESS	COUNSELING SERVICES	LANGUAGES
MONMOUTH	NAVICORE SOLUTIONS	**Phone:** (732) 409-6281 **Email** housing@navicoresolutions.org **Web**: http://www.navicoresolutions.org **Agency ID**: 82226	200 US Highway 9 Manalapan, New Jersey, 07726	- Financial Management/Budget Counseling - Mortgage Delinquency and Default Resolution Counseling - Home Improvement and Rehabilitation Counseling - Non-Delinquency Post Purchase Workshops - Pre-Purchase Counseling - Pre-Purchase Homebuyer Education Workshops - Rental Housing Counseling - Reverse Mortgage Counseling	- English - Spanish
MORRIS	HOUSING PARTNERSHIP OF NEW JERSEY	**Phone:** 973-659-9222 **Fax:** 973-659-9220 **E-mail:** contact@hpnj.us **Web: www.housingpartnershipnj.org** **Agency ID:** 81648	2 E. Blackwell St Ste 12 DOVER, New Jersey 07801	- Financial Management/Budget Counseling - Home Improvement and Rehabilitation Counseling - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Financial Capability One on One Counseling - Financial Empowerment Workshop - Downpayment Assistance Loan Programs - CDFI Loan Program - Resolving/Preventing Mortgage Delinquency Workshops	- English - Spanish
OCEAN	AFFORDABLE HOUSING ALLIANCE, INC. TOMS RIVER BRANCH OFFICE	**Phone:** 732-389-2958/ 732-341-2272 **Fax:** 732-240-3639 **E-mail: info@@housingall.org** **Web: www.housingall.org** **Agency ID:** 90482	405 Washington Street TOMS RIVER, New Jersey 08753	- Financial, Budgeting, and Credit Workshops - Mortgage Delinquency and Default Resolution Counseling - Pre-purchase Counseling - Reverse Mortgage Counseling	- English - Spanish
OCEAN	OCEAN, INC. (COMMUNITY ACTION PARTNERSHIP)	**Phone:** 732-244-5333 X 1108 **Fax:** 732-288-2619 **Email:** sshepard@oceaninc.org info@oceaninc.org **Web: www.oceaninc.org** **Agency ID:** 90545	40 Washington Street TOMS RIVER, New Jersey 08753	- Fair Housing Pre-Purchase Education Workshops - Financial Management/Budget Counseling - Financial, Budgeting, and Credit Workshops - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Predatory Lending Education Workshops - Rental Housing Counseling - Resolving/Preventing Mortgage Delinquency Workshops	- English - Spanish

HUD COUNSELING AGENCIES IN NEW JERSEY BY COUNTY

COUNTY	AGENCY NAME	PHONE, TOLL FREE FAX NUMBER EMAIL, WEBSITE AGENCY ID	ADDRESS	COUNSELING SERVICES	LANGUAGES
PASSAIC	HOUSING AUTHORITY OF THE CITY OF PATERSON	**Phone:** 973-345-5080 **Fax:** 973-977-9085 **E-mail:** **Web: www.patersonhousingauthority.org** **Agency ID:** 81792	60 Van Houten St PO BOX H PATERSON, New Jersey 07505	- Financial Management/Budget Counseling - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops	- English - Spanish
PASSAIC	PATERSON TASK FORCE FOR COMMUNITY ACTION. INC	**Phone:** (973) 279-2333 ext.134 **Email:** dnicholson@patersontaskforce.com **Website:** http://www.patersontaskforce.com **Agency Id**: 80404	191 Market Street Paterson, New Jersey, 07505	- Fair Housing Pre-Purchase Education Workshops - Financial, Budgeting, and Credit Workshops - Mortgage Delinquency and Default Resolution Counseling - Pre-Purchase Counseling - Pre-Purchase Homebuyer Education Workshops - Rental Housing Counseling - Rental Housing Workshop -	- English
SALEM	CONSUMER CREDIT AND BUDGET COUNSELING, DBA NATIONAL FOUNDATION FOR DEBT MANAGEMENT	**Phone:** 866-403-7798 **Toll-free:** 888-738-8233 **Fax:** 888-738-8234 **E-mail: help@cc-bc.com** **Web: www.cc-bc.com** **Agency ID:** 81557	299 S Shore Rd. US Route 9 So MARMORA, New Jersey 08223	- Financial Management/Budget Counseling - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Reverse Mortgage Counseling - Services for Homeless Counseling	- English - Spanish
SALEM	NEW JERSEY CITIZEN ACTION	**Phone:** 856-966-3091 **Toll-free:** 800-656-9637 **Fax:** 856-414-1054 **E-mail: application@njcitizenaction.org** **Web: www.njcitizenaction.org** **Agency ID:** 81026	1040 Kings Highway Suite 308 CHERRY HILL, New Jersey 08034	- Home Improvement and Rehabilitation Counseling - Mortgage Delinquency and Default Resolution Counseling - Pre-purchase Counseling	- English - Spanish
SOMERSET	CENTRAL JERSEY HOUSING RESOURCE CENTER, INC.	**Phone:** 908-446-0036 **E-mail: 2cjhrc@gmail.com** **Web: www.cjhrc.org** **Agency ID:** 80650	92 E Main St Suite 407 SOMERVILLE, New Jersey 08876	- Financial, Budgeting, and Credit Workshops - Home Improvement and Rehabilitation Counseling - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Rental Housing Workshops - Services for Homeless Counseling	- English - Spanish

HUD COUNSELING AGENCIES IN NEW JERSEY BY COUNTY

COUNTY	AGENCY NAME	PHONE, TOLL FREE FAX NUMBER EMAIL, WEBSITE AGENCY ID	ADDRESS	COUNSELING SERVICES	LANGUAGES
SUSSEX	CONSUMER CREDIT AND BUDGET COUNSELING, DBA NATIONAL FOUNDATION FOR DEBT MANAGEMENT	**Phone: 609-390-9652** **Toll-free:** 888-738-8233 **Fax:** 888-738-8234 **E-mail:** help@cc-bc.com/ rgraves@nfdm.org **Web: www.cc-bc.com** **Agency ID:** 90224	26 Park St. MONTCLAIR, New Jersey 07042	- Financial Management/Budget Counseling - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Reverse Mortgage Counseling - Services for Homeless Counseling	- English - Spanish
SUSSEX	NEW JERSEY CITIZEN ACTION	**Phone:** 973-643-8800 **Toll-free:** 800-656-9637 **Fax:** 973-643-8100 **E-mail: application@njcitizenaction.org** **Web: www.njcitizenaction.org** **Agency ID:** 80765	625 Broad St Ste 270 NEWARK, New Jersey 07102	- Financial Management/Budget Counseling - Home Improvement and Rehabilitation Counseling - Mortgage Delinquency and Default Resolution Counseling - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Rental Housing Workshops	- English - Spanish
UNION	URBAN LEAGUE OF UNION COUNTY	**Phone:** 908-351-7200 **Email:** UrbanLeague@uloucnj.org **Web: www.uloucnj.org** **Agency ID:** 80403	1139 E Jersey St Ste 515 ELIZABETH, New Jersey 07201	- Fair Housing Pre-Purchase Education Workshops - Financial Management/Budget Counseling - Financial, Budgeting, and Credit Workshops - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Rental Housing Workshops - Resolving/Preventing Mortgage Delinquency Workshops - Services for Homeless Counseling	- English - Spanish
UNION	NID-HCA PLAINFIELD	**Phone:** 908-941-1112 833-364-3422 **E-mail: MuhammadM@nidhousing.com** **Web: www.nidhousing.com** **Agency ID:** 90527	311 Park Ave PLAINFIELD, New Jersey 07060	- Home Improvement and Rehabilitation Counseling - Mortgage Delinquency and Default Resolution Counseling - Non-Delinquency Post Purchase Workshops - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Rental Housing Workshops - Resolving/Preventing Mortgage Delinquency Workshops - Services for Homeless Counseling	- English

HUD COUNSELING AGENCIES IN NEW JERSEY BY COUNTY

COUNTY	AGENCY NAME	PHONE, TOLL FREE FAX NUMBER EMAIL, WEBSITE AGENCY ID	ADDRESS	COUNSELING SERVICES	LANGUAGES
WARREN	NEW JERSEY CITIZEN ACTION	**Phone:** 973-643-8800 **Toll-free:** 800-656-9637 **Fax:** 973-643-8100 **E-mail: application@njcitizenaction.org** **Web: www.njcitizenaction.org** **Agency ID:** 80765	625 Broad St Ste 270 NEWARK, New Jersey 07102	- Financial Management/Budget Counseling - Home Improvement and Rehabilitation Counseling - Mortgage Delinquency and Default Resolution Counseling - Pre-purchase Counseling - Pre-purchase Homebuyer Education Workshops - Rental Housing Counseling - Rental Housing Workshops	- English - Spanish

People living in counties not listed here, should go to the nearest location in their housing region:

The information listed here is from www.HUD.gov. This list is updated aa 04/30/25.

Region 1: Bergen, Hudson, Passaic and Sussex

Region 2: Essex, Morris, Union and Warren

Region 3: Hunterdon, Middlesex and Somerset

Region 4: Mercer, Monmouth and Ocean

Region 5: Burlington, Camden and Gloucester

Region 6: Atlantic, Cape May, Cumberland and Salem

Appendix C ARCHIVE MANAGEMENT



STATE OF NEW JERSEY

MUNICIPAL HOUSING AND DEVELOPMENT MS00000-002

DIVISION of ARCHIVES & NJDARM RECORDS MANAGEMENT

Prepared by:
Division of Archives and Records Management
2300 Stuyvesant Avenue, PO Box 307 Trenton, NJ 08625-0307
www.njarchives.org
609.530.3200

Records Retention and Disposition Schedule	Agency: M500000	Schedule: 002	Page #:1 of 8

Department:	MUNICIPAL HOUSING AND DEVELOPMENT	**Agency Representative:**	BARBARA WALSH
Division:		**Title:**	DIRECTOR
Bureau:		**Phone #:**	

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

Agency Representative Signature:	**Date:**	**Secretary, State Records Committee Signature:**	**Date:**

Record Series #	**Record Title and Description**	Audit	Alternate Media	Archival Review	Vital Record	Confidential	**Retention Policy**		**Disposition**	**Citation**
							Total Retention Period	Minimum Period in Agency		
	Director's Office									
0001-0000	Project File	X	X				10 Years After completion of construction		Destroy	
0002-0000	Blueprints and Maps		X				10 Years After completion of construction		Destroy	
0003-0000	Federal Grant File --- File contains but is not limited to Federal Grant Agreements, financial records, statistical records, and supporting documentation.	X								
0003-0001	Federal Grant File - Agreements --- File contains but is not limited to Federal Grant Agreements, financial records, statistical records, and supporting documentation.	X					6 Years After termination of grant		Destroy	
0003-0002	Federal Grant File - Supporting Documentation, Financial Records, and Statistical Records --- File contains but is not limited to Federal Grant Agreements, financial records, statistical records, and supporting documentation.						6 Years After termination of grant		Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
	Economic Development									
0050-0000	Economic Development Studies and Surveys						Permanent		Retain at Agency	
0051-0000	Urban Renewal File - Economic Development						10 Years After completion of construction		Destroy	
	Neighborhood Development									
0120-0000	Affordable Housing Project File --- File contains but is not limited to the following: Documentation from the Developer including Developer Certifications, Planned Real Estate Development (PRED) Public Offering Statement, deed, municipal land use approval and/or grant contract, project total number of units, total number of affordable units, total number of very-low, low-, and/or moderate-income units, number of units by bedroom distribution by very-low, low- and/or moderate income, floor plans, project maps, list of project principals or partners, project construction schedule, proposed pricing, list of public funding sources, grant agreement (copies), loan agreement (copies), condominium or homeowner fees, real estate taxes, utilities, flood insurance, contact information, rental lease agreement, Planning Zoning Board Resolutions (copies), Condominium/Homeowner Association or Rental Project Recorded files, Affirmative Marketing Plans and Advertisements, and Cost of Advertising records.	X	X						Destroy	
0120-0001	Affordable Housing Project File - Approved						Life of Deed restriction plus 10 yrs or Or Until Municipality Relinquishes Contol Plus 10 Yrs		Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0120-0002	Affordable Housing Project File - Denied/Withdrawn						3 Years		Destroy	
0120-0003	Affordable Housing Project File - Referral List					P	3 Years After referral list is purged		Destroy	
0121-0000	Affordable Housing Application File --- File includes but not limited to preliminary and final applications, documentation, disclosures, appeals,extentions and correspondence.									
	Neighborhood Development									
0121-0001	Affordable Housing Application File - Cerification Approved	X					3 Years After recorded discharge of mortgage or 3 yrs after expiration of lease		Destroy	
0121-0002	Affordable Housing Application File - Certificatipn Denied Or Expired	X					3 Years		Destroy	
0122-0000	Affordable Housing Unit File --- Fiile includes but is not limited to deeds with restrictions, recorded mortgages and notes, discharges, approved increases, correspondence, certifications, contracts, and leases.	X					Life of Deed restriction plus 10 yrs		Destroy	
0122-0001	Affordable Housing Unit File - Mailing Notification Of Responsibilities						3 Years After recorded discharge of mortgage or 3 yrs after expiration of lease		Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
	Neighborhood Development									
0123-0000	Affordable Housing Unit Inventory	X					3 Years After update		Destroy	
0124-0000	Affordable Housing Trust Fund And/Or Regional Contribution Agreement (RCA) Bank Account						6 Years After termination of account		Destroy	
0125-0000	Enforcement File - Projects And Units --- File includes but is not limited to Notices to Absentee Owner and correspondence.						10 Years After case closed		Destroy	
0126-0000	Monitoring Reports – Annual Submission						10 Years		Destroy	
0127-0000	Operations Manual						Life of Deed restriction plus 10 yrs or until municipality relinquishes control plus 10 yrs		Destroy	
	Neighborhood Planning									
0150-0000	Environmental Assessment File	X	X				Permanent		Retain at Agency	
0151-0000	Housing Project File	X	X				10 Years After completion of construction		Destroy	
0152-0000	General Planning Project File	X	X				10 Years After completion of construction		Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0153-0000	Green Acres Project File	X	X				Permanent		Retain at Agency	
0154-0000	Urban Renewal File - Neighborhood Planning	X	X				10 Years After completion of construction		Destroy	
0155-0000	Flood Control File	X	X				Permanent		Retain at Agency	
0156-0000	Rent Stabilization File	X	X				7 Years		Destroy	
0157-0000	Recreation Recovery Action Plan	X	X				Permanent		Retain at Agency	
	Property Improvement									
0200-0000	Financial, Construction And Loan Data For Each Property Assisted By Property Improvement Program.	X					10 Years After completion of construction		Destroy	
0201-0000	Estimator's Records	X					10 Years		Destroy	
0202-0000	Delinquent Accounts	X					6 Years After final payment		Destroy	
0203-0000	Program Accounts	X					6 Years		Destroy	
	Property Management									
0250-0000	Sold Properties And Indices	X					7 Years Unless in litigation		Destroy	
0251-0000	Redeemed Properties	X					7 Years Unless in litigation		Destroy	
0252-0000	Inspection File	X					7 Years Unless in litigation		Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0253-0000	Relocation File	X					7 Years Unless in litigation		Destroy	
0254-0000	Owned Properties and Indices	X	X				Permanent		Retain at Agency	
0255-0000	General Record Series Deleted - See County and Municipal General Schedule.	X								
0256-0000	Title Foreclosures	X					Permanent		Retain at Agency	
	Property Maintenance									
0300-0000	Work Orders	X					6 Years		Destroy	
0301-0000	Housing Plans	X	X				Permanent		Retain at Agency	
0302-0000	Utility Bills	X					6 Years		Destroy	
0303-0000	Quarterly Reports	X					3 Years		Destroy	
0304-0000	City Owned Properties and Lots	X	X				7 Years After disposal of building		Destroy	
0305-0000	Seniority List - Property Maintenance	X					As updated		Destroy	
0306-0000	Police Reports	X					3 Years		Destroy	
0307-0000	Gas Usage Reports	X					2 Years		Destroy	
0308-0000	Solid Waste Transport Records	X					6 Years		Destroy	
	Traffic and Parking									
0350-0000	Street Closings	X					6 Years		Destroy	
0351-0000	General Record Series Deleted - See County and Municipal General Schedule.	X								

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0352-0000	Traffic Reports	X					3 Years		Destroy	
0353-0000	Project File - Traffic and Parking	X					6 Years		Destroy	
0354-0000	Work Orders - Street Sweeping and Street Lighting	X					6 Years		Destroy	
0355-0000	Barricade Data	X					3 Years		Destroy	
0356-0000	Crosswalk Data	X					3 Years As updated		Destroy	
0357-0000	Yellow Curb Painting Work Orders	X					3 Years As updated		Destroy	
0358-0000	Signal Requests	X					6 Years Unless in litigation		Destroy	
0359-0000	Building Plans - Public Building	X	X				Permanent		Retain at Agency	
0360-0000	Vehicle Use Data	X					3 Years After disposition of vehicle		Destroy	
0361-0000	Daily Work Report	X					6 Years		Destroy	
0362-0000	Signing and Government Marking	X	X				Permanent		Retain at Agency	
0363-0000	Special Signing (Non-Traffic) and Lettering	X	X				Permanent		Retain at Agency	
0364-0000	Damage Reports and Billings	X					6 Years		Destroy	
0365-0000	Drawings, Plans, and Maps	X	X				Permanent		Retain at Agency	
	Community Affairs									
0400-0000	Relocation Hearings	X					7 Years After settlement		Destroy	
0401-0000	Condemnation Hearings	X	X				Permanent		Retain at Agency	

* P - Public, C - Confidential

Records Retention and Disposition Schedule	Agency: M500000	Schedule: 002	Page #:8 of 8

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0402-0000	Demolition File	X	X				Permanent		Retain at Agency	
0403-0000	Project Case File	X	X				10 Years After completion of construction		Destroy	
0404-0000	Inspection Reports	X					7 Years		Destroy	
0405-0000	Rental Assistance Certification/Recreation of Tenant Eligibility	X					6 Years		Destroy	
0406-0000	Notice of Rent Increase	X					7 Years After termination of lease		Destroy	

TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN
STATE OF NEW JERSEY

RESOLUTION RECOGNIZING MARCH AS "NATIONAL NUTRITION MONTH"

WHEREAS, the type, quality and amount of food that individuals consume each day plays a vital role in their overall health and physical fitness; and

WHEREAS, Winslow Township Board of Health would like to recognize the month of March as "National Nutrition Month" in an effort to encourage all citizens to become concerned about their nutrition in the hope of achieving optimum health for both today and tomorrow; and

NOW, **THEREFORE, BE IT RESOLVED** by the Mayor and the Township Committee of the Township of Winslow hereby approves the designation of the month of March as "National Nutrition Month", in an effort to positively improve citizen's health and authorizes the appropriate Township officials to execute the same.

ADOPTED: ***March 10, 2026***

_____	_____
LISA L. DORITY, RMC	**MARIE D. LAWRENCE, MAYOR**
MUNICIPAL CLERK	
TOWNSHIP OF WINSLOW	

Certified to be a true copy of a Resolution adopted by the Mayor and Township Committee of the Township of Winslow at a meeting on **March 10, 2026** held electronically via video communication.

R-2026-_____

TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN
STATE OF NEW JERSEY

RESOLUTION RECOGNIZING THE 3RD SUNDAY IN MARCH AS "BLUE SUIT SUNDAY"

WHEREAS, the American Cancer Society has designated the third Sunday in March as "Blue Suit Sunday" in an effort to draw attention to men's health awareness by encouraging everyone to wear a blue suit to church on the third Sunday in the month of March; and

WHEREAS, Winslow Township Board of Health would also like to recognize the third Sunday in the month of March as "Blue Suit Sunday" in an effort to encourage every man to seek health check-ups; and

NOW, **THEREFORE, BE IT RESOLVED** by the Mayor and the Township Committee of the Township of Winslow hereby approves the designation of the third Sunday in the month of March as "Blue Suit Sunday", in an effort to encourage men to seek wellness check-ups and authorizes the appropriate Township officials to execute the same.

ADOPTED: ***March 10, 2026***

_____	_____
LISA L. DORITY, RMC	**MARIE D. LAWRENCE, MAYOR**
MUNICIPAL CLERK	
TOWNSHIP OF WINSLOW	

Certified to be a true copy of a Resolution adopted by the Mayor and Township Committee of the Township of Winslow at a regularly scheduled meeting on ***March 10, 2026***, at the Mayor Dominic Maiese Municipal Complex.

R-2026-_____

TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN
STATE OF NEW JERSEY

RESOLUTION RECOGNIZING MARCH AS "NATIONAL NUTRITION MONTH"

WHEREAS, the type, quality and amount of food that individuals consume each day plays a vital role in their overall health and physical fitness; and

WHEREAS, Winslow Township Board of Health would like to recognize the month of March as "National Nutrition Month" in an effort to encourage all citizens to become concerned about their nutrition in the hope of achieving optimum health for both today and tomorrow; and

NOW, **THEREFORE, BE IT RESOLVED** by the Mayor and the Township Committee of the Township of Winslow hereby approves the designation of the month of March as "National Nutrition Month", in an effort to positively improve citizen's health and authorizes the appropriate Township officials to execute the same.

ADOPTED: ***March 10, 2026***

_____	_____
LISA L. DORITY, RMC	**MARIE D. LAWRENCE, MAYOR**
MUNICIPAL CLERK	
TOWNSHIP OF WINSLOW	

Certified to be a true copy of a Resolution adopted by the Mayor and Township Committee of the Township of Winslow at a meeting on **March 10, 2026** held electronically via video communication.

R-2026-_____

A RESOLUTION PROVIDING FOR THE REFUND OF MONIES FOR CONSTRUCTION PERMIT ON BLOCK 12505, Lot 60

WHEREAS, an application for a construction permit was filed on behalf of Block 12505, Lot 60 (20 Westerly Drive) in the amount of $613.00 for a construction permit; and

WHEREAS, Whitman Construction LLC requested a refund in that the work to be conducted was cancelled at the subject property.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Winslow that, in accordance with the request from the Construction Official dated March 3, 2026, in the amount of **$464.00 (**less 20% of the original fee and DCA fee) be and the same is hereby authorized refunded to Whitman Construction, LLC., 1800 RT 34 N, Suite 402, Wall Twp., NJ 07719 for the construction permit in accordance with the documents attached hereto and made a part hereof.

ADOPTED: March 10, 2026

_____
Marie D. Lawrence, Mayor

_____
Lisa L. Dority, RMC
Municipal Clerk
Township of Winslow

/lld

R-2026-_____

WINSLOW TOWNSHIP
OFFICE OF
CONSTRUCTION INSPECTIONS
125 SOUTH ROUTE 73
BRADDOCK, NJ 08037
(609) 567-0700 EXT. 5

MEMORANDUM

TO: LISA DORITY, RMC

FROM: GUS MORGANTI, CONSTRUCTION OFFICIAL GM

SUBJECT: RESOLUTION REQUEST FOR REFUND
BLOCK-12505 LOT-60
20 WESTERLY DRIVE
PERMIT #202501188

DATE: MARCH 2, 2026

Attached, please find a construction permit refund request for the above referenced property, as the project has been canceled.

Initial permit fee	$613.00
Minus DCA fee	33.00
Subtotal	$580.00
Minus 20% Plan Review	116.00
TOTAL REFUND REQUESTED	$464.00

Please issue a check payable to: Whitman Construction, LLC

Whitman Construction, LLC.
1800 RT 34 N, Suite 402
Wall, NJ 07719

GM/do

STEVE WHITMAN
Solar • Roofing • Siding

Whitman Construction LLC
1800 Route 34, Suite 402
Wall Township, NJ 07719
Phone: 732-295-0875
www.stevewhitman.com

Date: 02/26/26

Winslow Township

125 S Route 73

Braddock, N.J 08037

RE: Request for Permit Cancellation and Refund

To Whom It May Concern,

Whitman Construction, LLC is formally requesting the cancellation of the Roof Mount Solar Construction Permit and Permit fee refund for the following project:

Permit Number: 202501188
Property Owner: Michele Washel
Owner Address: 20 Westerly Drive

12505/60

Please note that Whitman Construction, LLC will not be proceeding with the solar installation at the above-referenced property. Accordingly, we request that Whitman Construction, LLC be removed from this permit in all respects.

Thank you for your attention to this matter. Should you require any additional information or documentation, please do not hesitate to contact me directly.

Sincerely,

Melissa Wesley

Melissa Wesley
Whitman Construction

email: Permitting@stevewhitman.com

Winslow Township
125 South Route 73

Braddock, NJ 08037
(609)567-0700 FAX(000)000-0000

Payment Transaction No. **75621**

Receipt: Payment for Permit
Permit No. 202501188
Parcel No. 12505/60
20 WESTERLY DRIVE

From: WHITMAN CONSTRUCTION, LLC
Recd for: 20 WESTERLY DRIVE

SOLAR SYSTEM ROOF MOUNT INSTALLATION

Pay Code	PER
Amount	613.00
Date	8/07/2025
Check/Cash	27133
Recd By	GW
Comment	WHITMAN CONSTRUCTION, LLC

RESOLUTION AUTHORIZING CANCELLATION

OF TAX LEVY

Dorian Cozart

WHEREAS, the governing body, by appropriate resolution, may return all taxes collected on property which would have been exempt had proper claim in writing been made (N.J.S.A. 54:4-3.30 et seq.); and

WHEREAS, Dorian Cozart, a totally disabled and honorably discharged United States Service Veteran, and as such entitles him to a total property tax exemption on his property, Block 2401.01, Lot 34, known as 9 Woodvale Drive in Winslow Township, New Jersey, per the attached memorandum March 2, 2026, from the Tax Assessor for Winslow Township; and

WHEREAS, in accordance with the attached memorandum, the governing body by this resolution may cancel property taxes effective February 26, 2026.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Winslow, County of Camden and State of New Jersey that the taxes shall be canceled as set forth above and the Tax Collector is directed to make the appropriate adjustments to the records.

BE IT FURTHER RESOLVED that this property shall remain exempt from property taxes for as long as Dorian Cozart and/or their surviving spouse, owns and resides in the property.

Adopted: March 10, 2026

_____
Marie D. Lawrence, Mayor
Township of Winslow

_____
Lisa L. Dority, RMC
Municipal Clerk

RESOLUTION No. 2026-_____

WINSLOW TOWNSHIP ASSESSOR'S OFFICE
125 SOUTH ROUTE 73, BRADDOCK, NJ 08037

Darlene Campbell, CTA
Winslow Township Tax Assessor



Tel: (609)567-0700 Option #9
Fax: (609)561-8197

TO: Sharee Shiver, CTC
Tax Collector

FROM: Assessor's Office

SUBJECT: **Property Tax Exemption**
Of a Totally Disabled Veteran

DATE: March 2, 2026

Be advised that our office has approved a Totally Disabled Veteran Property Tax Exemption application for the property listed below.

Property Owner: Dorian Cozart
Block 2401.01 ***Lot*** 34
Location: 9 Woodvale Drive
Current Total Assessment: $ 177,800
Deed Date: August 18, 2023
Effective Date: February 26, 2026
Statue: N.J.S.A. 54:4-3.30

Please provide this office with a copy of the applicable resolution.

If you have any questions or require additional information, please do not hesitate to contact this office.

Thank you.

cc: file
Dorian Cozart

BLQ: 2401.01 34. Tax Year: 2026 to 2026
Owner Name: COZART DORIAN & CORREA CATHERINE Property Location: 9 WOODVALE DRIVE

Tax Year: 2026	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	1,768.22	1,768.22	0.00	0.00	3,536.44
Prelim Adjust:	0.00	1,768.22-	0.00	0.00	1,768.22-
Total Billed:	1,768.22	0.00	0.00	0.00	1,768.22
Payments:	1,768.22	0.00	0.00	0.00	1,768.22
Balance:	0.00	0.00	0.00	0.00	0.00

Date	Qtr	Type Description	Code	Check No	Mthd	Reference		Batch Id	Principal	Interest	2026 Prin Balance
		Original Billed							3,536.44		3,536.44
02/06/26	1	Payment	001	CORELOGIC	CK	70874	2621	CORELOGI	1,768.22	0.00	1,768.22
03/03/26	2	Adjustment	080			71073	1	TDV	1,768.22-	0.00	0.00
		COZART, D. TDV AS OF 2/26/26									

Total Principal Balance for Tax Years in Range: 0.00

RESOLUTION AUTHORIZING CANCELLATION

OF TAX LEVY

Carey Washington

WHEREAS, the governing body, by appropriate resolution, may return all taxes collected on property which would have been exempt had proper claim in writing been made (N.J.S.A. 54:4-3.30 et seq.); and

WHEREAS, Carey Washington, a totally disabled and honorably discharged United States Service Veteran, and as such entitles him to a total property tax exemption on his property, Block 1502.01, Lot 14, known as 28 Senators Way in Winslow Township, New Jersey, per the attached memorandum January 28, 2026, from the Tax Assessor for Winslow Township; and

WHEREAS, in accordance with the attached memorandum, the governing body by this resolution may cancel property taxes effective December 3, 2025, entitling Carey Washington to a refund of taxes paid for 2025 and 2026, in the amount of $931.49, as shown on the attached Tax Account Detail.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Winslow, County of Camden and State of New Jersey that the taxes shall be canceled with a refund in the amount of $931.49 be given to Carey Washington, and the Tax Collector is directed to make the appropriate adjustments to the records.

BE IT FURTHER RESOLVED that this property shall remain exempt from property taxes for as long as Carey Washington and/or their surviving spouse, owns and resides in the property.

Adopted: March 10, 2026

_____
Marie D. Lawrence, Mayor
Township of Winslow

_____
Lisa L. Dority, RMC
Municipal Clerk

RESOLUTION No. 2026-_____

WINSLOW TOWNSHIP ASSESSOR'S OFFICE
125 SOUTH ROUTE 73, BRADDOCK, NJ 08037

Darlene Campbell, CTA
Winslow Township Tax Assessor

Tel: (609)567-0700 Option #9
Fax: (609)561-8197

TO: Sharee Shiver, CTC
Tax Collector

FROM: Assessor's Office

SUBJECT: **Property Tax Exemption**
Of a Totally Disabled Veteran

DATE: January 28, 2026

Be advised that our office has approved a Totally Disabled Veteran Property Tax Exemption application for the property listed below.

Property Owner: Carey Washington Jr.
Block 1502.01 ***Lot*** 14
Location: 28 Senators Way
Current Total Assessment: $ 316,000
Deed Date: July 15, 2022
Effective Date: December 3, 2025
Statue: N.J.S.A. 54:4-3.30

Please provide this office with a copy of the applicable resolution.

If you have any questions or require additional information, please do not hesitate to contact this office.

Thank you.

cc: file
Carey Washington Jr.

BLQ: 1502.01 14.
Owner Name: WASHINGTON ROSETTA L & CAREY JR

Tax Year: 2025 to 2026
Property Location: 28 SENATORS WAY

Tax Year: 2025	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	507.26	507.26	527.02	527.02	2,068.56
Other Bill Adj:	0.00	0.00	0.00	250.00-	250.00-
Total Billed:	507.26	507.26	527.02	277.02	1,818.56
Payments:	507.26	507.26	527.02	527.02	2,068.56
Balance Adjust:	0.00	0.00	0.00	85.65	85.65
Balance:	0.00	0.00	0.00	164.35-	164.35-

Date	Qtr	Type Description	Code	Check No	Mthd	Reference		Batch Id	Principal	Interest	2025 Prin Balance
		Original Billed							2,068.56		2,068.56
02/07/25	1	Payment	001	229	CK	67099	36	NL 2-7	507.26	0.00	1,561.30
04/28/25	2	Payment	001	232	CK	67907	8	AH 4-28	507.26	0.00	1,054.04
08/25/25	3	Payment	001	236	CK	69025	252	NL 8-25	527.02	0.00	527.02
08/25/25	4	Payment	001	236	CK	69025	253	NL 8-25	527.02	0.00	0.00
11/05/25	4	Adjustment	053			69841	1	VET DED	250.00-	0.00	250.00-
		WASHINGTON, C. VET APPR 2025									
11/05/25	4	Adjustment	063			69842	1	STRAN OP	250.00	0.00	0.00
		TRAN OP TO 2026/1									
02/17/26	4	Adjustment	091			70950	1	REF TDV	164.35-	0.00	164.35-
		WASHINGTON, C. TDV EFF 12/3/25									

Tax Year: 2026	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	517.14	517.14	0.00	0.00	1,034.28
Prelim Adjust:	517.14-	517.14-	0.00	0.00	1,034.28-
Total Billed:	0.00	0.00	0.00	0.00	0.00
Payments:	267.14	250.00	0.00	0.00	517.14
Balance Adjust:	250.00-	0.00	0.00	0.00	250.00-
Balance:	517.14-	250.00-	0.00	0.00	767.14-

Date	Qtr	Type Description	Code	Check No	Mthd	Reference		Batch Id	Principal	Interest	2026 Prin Balance
		Original Billed							1,034.28		1,034.28
11/05/25	1	Adjustment	063			69842	2	STRAN OP	250.00-	0.00	784.28
		TRAN OP FROM 2025/4									
02/10/26	1	Payment	001	240	CK	70892	103	SS 2-10	267.14	0.00	517.14
02/10/26	2	Payment	001	240	CK	70892	104	SS 2-10	250.00	0.00	267.14
02/17/26	1	Adjustment	080			70950	2	REF TDV	517.14-	0.00	250.00-
		WASHINGTON, C. TDV EFF 12/3/25									
02/17/26	2	Adjustment	080			70950	3	REF TDV	517.14-	0.00	767.14-
		WASHINGTON, C. TDV EFF 12/3/25									

Total Principal Balance for Tax Years in Range: 931.49-

RESOLUTION AUTHORIZING REIMBURSEMENT OF
EXCESS REAL ESTATE TAXES AND/OR UTILITY CHARGES PAID

WHEREAS, due to duplicate payments by mortgage servicing companies and erroneous payments by mortgage servicing companies, over payments have been created; and

WHEREAS, as a result, certain property owners, mortgage escrowing authorities and/or title companies are due reimbursements for taxes and/or utility payments as set forth in the list attached hereto as Schedule A and made a part hereof submitted by the Township Collector

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Winslow, County of Camden and State of New Jersey that the overpayments as set forth in the attached list designated as Schedule A shall be reimbursed and the Tax Collector is directed to make the appropriate adjustments to the records.

ADOPTED: March 10, 2026

_____
Marie D. Lawrence, Mayor
Township of Winslow

_____
Lisa L. Dority, RMC
Municipal Clerk
Township of Winslow

VENDOR	BLOCK	LOT	ADDRESS	TAX REFUND
Cotality	1105.02	12	6 Haystack Court	$ 2,181.94
Attn: Refund Department	3101.02	13	103 Ebbetts Drive	$ 1,627.01
3001 Hackberry Road	10902	25	58 Eastmont Lane	$ 2,049.68
Irving, TX 75063	11201	48	63 Villanova Court	$ 922.90
	11503	22	7 Avella Lane	$ 1,708.55
	12401	30	656 Tara Drive	$ 732.95
				$ 9,223.03

VENDOR	BLOCK	LOT	ADDRESS	REFUND
Joseph Hassab	1302	7	A C Expressway	$78.32
101 West Centennial Drive				
Medford, NJ 08055				
K. Hovnanian Villages	2502.07	32	50 Basswood Street	$425.70
110 Fieldcrest Drive				
Edison, NJ 08837				
Chinedu Nwauwa	5215	15	129 Blue Meadow Lane	$41.11
129 Blue Meadow Lane				
Sicklerville, NJ 08081				
Lindsai Pierre	1302.01	44	78 Pondview Lane	$211.50
78 Pondview Lane			Account # 277532-0	
Sicklerville, NJ 08081				
				$756.63

RESOLUTION OF AWARD OF CONTRACT
FIREWORKS - 2026

WHEREAS, the need exists to hire a fireworks company to provide a fireworks display for the Township of Winslow; and

WHEREAS, the Purchasing Agent has made a recommendation of award of contract for fireworks dated September 2, 2025, attached hereto and made a part hereof; and

WHEREAS, this contract is being awarded pursuant to a non-fair and open process, N.J.S.A. 19:44A-20.5 et seq., and

WHEREAS, "Certification of Availability of Funds" will be provided by the Chief Financial Officer; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Winslow, County of Camden, that:

1. The Fireworks display scheduled for July 3, 2026, is hereby awarded to D&M Fireworks, LLC, P.O. Box 503, Bally, PA 19503, not to exceed the total maximum amount of $42,340.00 in accordance with the recommendation attached hereto.

2. The appropriate officials and appointees are hereby authorized to prepare, review, and/or execute all necessary documents related to this contract authorization.

ADOPTED: March 10, 2026

_____
Marie D. Lawrence, Mayor
Township of Winslow

_____
Lisa L. Dority, RMC
Municipal Clerk
Township of Winslow

DOMINIC MAIESE
MUNICIPAL COMPLEX
125 South Route 73
Braddock, NJ 08037-9422
Tel:(609) 567-0700 x5003
jconway@winslowtownship.com

Township of Winslow

Jennifer L. Conway, QPA
Purchasing Agent
Department of Purchasing

MEMORANDUM

TO: Lisa Dority, RMC
Municipal Clerk

FROM: Jennifer Conway, QPA
Purchasing Agent

DATE: September 2, 2025

RE: **FIREWORKS – JULY 3, 2026**

Please prepare a resolution to award a contract to D&M Fireworks, LLC, PO Box 503, Bally, PA 19503 for a fireworks show scheduled on July 3, 2026 in the amount of $42,340.00. We are awarding this contract using a non-fair and open process.

jlc

cc: Joseph Gallagher, Administration
Stephen Dringus, CFO

Stay Connected – Download the Winslow Township Mobile App "MyWinslow" for Android and iphone users

Township of Winslow

Office of the Chief Financial Officer

Certificate of Availability of Funds

In accordance with N.J.A.C. 5:30-5.3 through 5.5; and; N.J.S.A. 40A:4-57; I hereby certify that funds shall be available for the above-referenced Professional Service, in the following appropriation(s):

Description: **Fireworks Display**

Vendor: **D & M Fireworks**

Date Awarded	3/10/2026
Contract Start Date	
Contract End Date	

Appropriation	Amount
6-01-30-420-192	$ 42,340.00

$ 42,340.00

Stephen J. Dringus, Jr., CMFO
Chief Financial Officer

TOWNSHIP OF WINSLOW
COUNTY OF CAMDEN
NEW JERSEY

RESOLUTION OF AWARD OF CONTRACT TO TRU GREEN LIMITED PARTNERSHIP FOR FERTILIZATION PROGRAM 2026

WHEREAS, proposals were received for the **Fertilization Program 2026** for the Township of Winslow on February 26, 2026; and

WHEREAS, it is the recommendation of the Purchasing Agent that the contract be awarded to ***Tru Green Limited Partnership, 1250 Imperial Way, Thorofare, NJ 08096*** being the most qualified bidder, meeting the Township requirements, a copy of the bid summary dated March 5, 2026 is attached hereto and made a part hereof; and

WHEREAS, the Chief Financial Officer has provided a Certification as to Availability of Funds; and

WHEREAS, this contract is being awarded pursuant to N.J.S.A. 40A-6.1 et. seq.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Township Committee of the Township of Winslow, County of Camden, that:

1. The bid for ***Fertilization Program 2026*** is hereby awarded to ***Tru Green Limited Partnership, 1250 Imperial Way, Thorofare, NJ 08096***, being a qualified bidder in the total amount of Twenty Thousand One Hundred Seventy Dollars (***$27,983.16)*** in accordance with the recommendation attached hereto; and
2. The appropriate officials and appointees be and they are hereby authorized to prepare, review and/or execute any and all necessary documents relative to this contract authorization, subject to the Township Solicitor's review of said contract.

ADOPTED: March 10, 2026

_____
Marie D. Lawrence, Mayor

_____
Lisa L. Dority, RMC
Municipal Clerk

R-2026-_____

t:\lisa\resolutions\award contract - fertilization 2026.doc

MEMORANDUM

To: Mayor Lawrence and Township Committee

From: Jennifer Conway, QPA, Purchasing Agent

Subject: Contract Award Recommendation – Fertilization Program 2026

Date: March 5, 2026

Proposals were received on February 26, 2026, for the above.

I have reviewed the proposals and recommend the contract be awarded to the most qualified respondent, that being Tru Green Limited Partnership, in the maximum amount of $27,983.16. This contract is being awarded in accordance with N.J.S.A 19:40A-6.1 et seq.

Should you have any questions or concerns, please do not hesitate to contact me.

cc: Joseph Gallagher, Administrator
Steve Dringus, CFO
Sam Martello, Director of Public Works

Township of Winslow, NJ
Purchasing
Jennifer Conway, Purchasing Agent
125 S Rt 73, Winslow, NJ 08037-9422

EVALUATION TABULATION

RFP No. 2026-RFP-067

Fertilization Program 2026

RESPONSE DEADLINE: February 26, 2026 at 10:00 am

Report Generated: Thursday, March 5, 2026

SELECTED VENDOR TOTALS

Vendor	Total
TruGreen Limited Partnership	$27,983.1574
Aspen Tree and Turf, LLC	$45,690.5681
South Jersey Turf Consultants llc	$61,821.935
DeAngelo Contracting Services Dba. Lawn Specialties	$1,475,074.2132

THE FOLLOWING PROPERTIES SHALL HAVE THE FOUR-STEP PROGRAM APPLIED

The Following Properties shall have the four-step program applied					Aspen Tree and Turf, LLC		DeAngelo Contracting Services Dba. Lawn Specialties		South Jersey Turf Consultants llc		TruGreen Limited Partnership	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	1	Albion Park	132245	sq. ft.	$0.0151	$1,996.8995	$0.0125	$1,653.0625	$0.028	$3,702.86	$0.0144	$1,904.328
X	2	Calabrese Park	149932	sq. ft.	$0.0169	$2,533.8508	$0.0125	$1,874.15	$0.028	$4,198.096	$0.0155	$2,323.946

Aerate & Seed Municipal Building 6 lbs of seed per thousand sq. ft.					Aspen Tree and Turf, LLC		DeAngelo Contracting Services Dba. Lawn Specialties		South Jersey Turf Consultants llc		TruGreen Limited Partnership	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	9	Municipal Building	90715	Sq. Ft.	$0.0199	$1,805.2285	$16.00	$1,451,440.00	$0.06	$5,442.90	$0.0198	$1,796.157
Total						$1,805.2285		$1,451,440.00		$5,442.90		$1,796.157

STARTER FERTILIZER

shall be 14-20-4 and applied at 1 lb of phosphorus per 1000 sq. ft

Starter fertilizer					Aspen Tree and Turf, LLC		DeAngelo Contracting Services Dba. Lawn Specialties		South Jersey Turf Consultants llc		TruGreen Limited Partnership	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	1	Albion Park	132245	sq. ft.	$0.0151	$1,996.8995	$0.0028	$370.286	$0.01	$1,322.45	$0.0036	$476.082
X	2	Calabrese Park	149932	sq. ft.	$0.0169	$2,533.8508	$0.0028	$419.8096	$0.01	$1,499.32	$0.0039	$584.7348
X	3	Frank Donio Park	530000	sq. ft.	$0.0129	$6,837.00	$0.0028	$1,484.00	$0.01	$5,300.00	$0.0031	$1,643.00
X	4	Peter Volpa Park	443920	sq. ft.	$0.0152	$6,747.584	$0.0028	$1,242.976	$0.01	$4,439.20	$0.0036	$1,598.112
X	5	Stella Maiese Park	160212	sq. ft.	$0.0125	$2,002.65	$0.0028	$448.5936	$0.01	$1,602.12	$0.0035	$560.742
X	6	Bud Duble Senior Center	14820	sq. ft.	$0.026	$385.32	$0.0028	$41.496	$0.02	$296.40	$0.0065	$96.33
X	7	Municipal Building	90715	sq. ft.	$0.0117	$1,061.3655	$0.0028	$254.002	$0.01	$907.15	$0.0028	$254.002

Outlook

Clarification of Clerical Error - Bid Submission Fertilization Program

From Purchasing - Winslow Township <purchasing@winslowtownship.com>
Date Thu 2/26/2026 12:39 PM
To Jennifer Conway <JConway@winslowtownship.com>

From: Joseph Ritz <Joseph.Ritz@LawnSpecialties.com>
Sent: Thursday, February 26, 2026 12:24 PM
To: Purchasing - Winslow Township <purchasing@winslowtownship.com>
Subject: [External] Clarification of Clerical Error - Bid Submission Fertilization Program

WARNING: This email originated from outside our email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Purchasing,

I hope you are doing well.

We are writing to bring to your attention a clerical error identified in our recent bid submission for Winslow Township. Specifically, the pricing for the aeration and seeding line item was mistakenly entered on a per 1,000 square feet rather than per square foot basis, resulting in a significantly overstated total.

The intended total cost for this line item is **$1,451.44**, and the submitted figure does not reflect our actual pricing.

We wanted to notify you immediately upon discovering this error to ensure full transparency. We are happy to provide any supporting documentation or clarification if needed.

Thank you for your time and consideration.

Sincerely,

Joseph Ritz

Lawn Specialties

Joseph Ritz
Phone : 570-710-0570
Joseph.Ritz@lawnspecialties.com
100 N Conahan Drive
Hazleton, PA 18201

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Township of Winslow

Office of the Chief Financial Officer

Certificate of Availability of Funds

In accordance with N.J.A.C. 5:30-5.3 through 5.5; and; N.J.S.A. 40A:4-57; I hereby certify that funds shall be available for the above-referenced Professional Service, in the following appropriation(s):

Description: **Fertilization Program**

Vendor: **TruGreen**

Contract Start Date	3/10/2026
Contract End Date	12/31/2026

Appropriation	Amount
6-01-28-375-161	$ 27,983.16

$ 27,983.16

Stephen J. Dringus, Jr., CMFO
Chief Financial Officer

TOWNSHIP OF WINSLOW
COUNTY OF CAMDEN
STATE OF NEW JERSEY

RESOLUTION OF THE TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN, AND STATE OF NEW JERSEY ADOPTING A SPENDING PLAN

WHEREAS, on January 21, 2025, the Mayor and Township Committee adopted Resolution 2025-070, which established the Township's Fourth Round Present and Prospective Need pursuant to the amended Fair Housing Act ("FHA") at N.J.S.A. 52:27D-301 *et seq*., per P.L. 2024, c.2; and

WHEREAS, on January 22, 2025, the Township submitted a Declaratory Judgment Action to the New Jersey Superior Court captioned In the Matter of the Township of Winslow, Camden County, CAM-L-000217-25; and

WHEREAS, on March 28, 2025, the Superior Court of New Jersey entered an Order on Fair Share Obligations, fixing the Township's Fourth Round Present Need at 40 affordable units, and the Township's Fourth Round Prospective Need at 96 affordable units; and

WHEREAS, on June 17, 2025, the Planning Board of the Township of Winslow (the "Board") held a public hearing and vote on adoption of the Township's 2025 Fourth Round Housing Element and Fair Share Plan (the "Plan") and said Plan was adopted at the public hearing; and

WHEREAS, on January 15, 2026, the Superior Court of New Jersey, Law Division, Camden County, entered a Consent Order granting the City a conditional compliance certification; and

WHEREAS, the adopted 2025 Fourth Round Housing Element and Fair Share Plan includes a Fourth Round Spending Plan component, pursuant to N.J.S.A. 52:27D-329.2 and The Affordable Housing Alternate Dispute Resolution Program Directive 14-24, which projects anticipated revenues to the Township's Affordable Housing Trust Fund, and describes estimated expenditures of funds to address its fair share obligation as set forth in the Fair Share Plan and which specifically establishes that the expenditure of funds contemplated in the Fourth Round Spending Plan constitute a 'commitment' for expenditure pursuant to N.J.S.A. 52:27D-329.2.d., with the four-year time period beginning to run with the date of collection of the funds as extended by virtue of the date of the Superior Court's approval of this Fourth Round Spending Plan.

NOW THEREFORE BE IT RESOLVED, that the Mayor and Township Committee of the Township of Winslow, County of Camden, State of New Jersey hereby adopt the Spending Plan Component of the adopted 2025 Fourth Round Housing Element and Fair Share Plan.

ADOPTED: March 10, 2026

_____
MARIE D. LAWRENCE, MAYOR

_____
LISA L. DORITY, RMC
MUNICIPAL CLERK

Certified to be a true copy of a Resolution adopted by the Mayor and Township Committee of the Township of Winslow at a regularly scheduled meeting on **March 10, 2026**, at the Winslow Township Municipal Building.

_____
Lisa L. Dority, RMC
Municipal Clerk

Dated: _____

T:\Lisa\RESOLUTIONS\Resolution Adopting Spending Plan - 4th round fair share.docx

Township of Winslow
Affordable Housing Trust Fund
Fourth Round Spending Plan

Amended on February 9, 2026

Township of Winslow
Camden, New Jersey

Prepared By:

Heyer, Gruel & Associates
Community Planning Consultants
236 Broad Street, Red Bank, NJ 07701
(732) 741-2900

The original of this report was signed and
sealed in accordance with N.J.S.A. 45:14A-12

Malvika Apte, PP, AICP
NJ Professional Planner License # 6056

With contributing content by Gabrielle Thurm, AICP

INTRODUCTION AND BACKGROUND

Winslow Township, Camden County has prepared a Housing Element and Fair Share Plan in accordance with the Municipal Land Use Law (N.J.S.A. 40:55D-1et seq.), the Fair Housing Act (N.J.S.A. 52:27D-301) and consistent with the affordable housing regulations set forth at N.J.A.C. 5:99 as applicable.

The Township of Winslow, Camden County prepared and adopted its first Housing Element and Fair Share Plan in 2017. The Plan was drafted in accordance with the Mediation Agreement executed by parties on August 15, 2016. The Housing Element and Fair Share Plan was prepared and adopted to address its regional fair share of the affordable housing need in accordance with the Municipal Land Use Law and the Fair Housing Act.

A development fee ordinance creating a dedicated revenue source for affordable housing was adopted by the Township after the adoption and endorsement of the Housing Plan Element and Fair Share Plan by the Township Planning Board and Committee. A development fee ordinance creating a dedicated revenue source for affordable housing was adopted by Township Committee in 2005 as Ordinance no. 0-41-05. The affordable housing development fee ordinance established the Winslow Township Affordable Housing Trust Fund on February 1, 2008. The development fee ordinance was subsequently amended on 8-15-06 by Ord. No. 0-19-06; 10-24-06 by Ord. No. 0-26-06; 8-21-07 by Ord. No. 0-27-07; and 9-23-08 by Ord. No. 0-32-08.

The affordable housing development fee ordinance was last amended in its entirety on 9-28-10 by Ord. No. 0-2010-031 to reflect requirements of the revised COAH rules and the Statewide Mandatory Development Fee requirements.

This amended plan establishes standards for the collection, maintenance, and expenditure of development fees consistent with the Fair Housing Act (P.L.2024, c.2), N.J.A.C. 5:99, and N.J.S.A. 52:27D-329 as most recently amended. The Spending Plan will be amended as needed to respond to affordable housing needs or opportunities that may emerge, and may also be amended if there are significant changes to anticipated revenue.

1. REVENUES FOR CERTIFICATION PERIOD

All development fees, payments in lieu of constructing affordable units on site, funds from the sale of units with extinguished controls, and interest generated by the trust fund monies are deposited in a separate interest-bearing affordable housing trust fund account for the purposes of supporting and providing affordable housing. These funds have been and shall be spent in accordance with N.J.A.C. 5:99, as described in the sections that follow.

To calculate a projection of revenue anticipated through 2035, the following have been considered:

(a) Development fees.

1. Residential and non-residential construction projects that are subject to the requirements of Chapter 128 of the Township Code, (Affordable Housing Development Fees) and fees for developments that have already received approval by the Winslow Township Planning Board and/or Zoning Board;
2. Applications for residential and non-residential construction projects that are currently pending and will be heard by the Planning Board and/or Zoning Board and are likely to receive building permits and/or certificates of occupancy before 2035; and
3. Residential and non-residential construction projects that are likely to occur before 2035 based on available land, economic conditions, and historical rates of development.
4. For the purposes of this plan, estimated development fees are $106,662.24 annually for the remainder of the reporting period. This is based on an actual received revenue through development fees for the past three years.

(b) Payment in lieu (PIL) of on-site construction.

Payments in lieu (PIL) of construction from residential developers that have or are expected to enter into an agreement with the Township to make a specific payment to the Affordable Housing Trust Fund in lieu of providing affordable housing units onsite.

At this time, the Township is not anticipating any new payments in lieu of construction. Township policy has been to require on-site construction of affordable housing rather than accepting payments.

(c) Other funding sources.

Potential funds from other sources include the sale of units with extinguished controls, repayment of affordable housing program loans (such as rehabilitation or down payment assistance), rental income, and proceeds from the sale of affordable units.

Any such payments may be accepted, but at this time the Township is not anticipating any alternative sources of revenue.

(d) Projected interest.

Interest on the projected revenue in the municipal affordable housing trust fund at the current average interest rate. The interest is estimated to be at minimum $9,265.36 per year as that is the interest collected at year one of the obligation period. The interest collected will vary depending upon the market, actual revenues and expenditures. All interest earned on the account shall be used only for the purposes of affordable housing.

Table 1. Projected Revenues 2026 - 2035											
Starting Balance (2/3/2026)	**$1,952,307.42**										
SOURCE OF FUNDS	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**	**2034**	**2035**	**Total**
(a) Development Fees:	$106,662.24	$106,662.24	$106,662.24	$106,662.24	$106,662.24	$106,662.24	$106,662.24	$106,662.24	$106,662.24	$53,331.12	$1,013,291.28
1. Approved Development	-	-	-	-	-	-	-	-	-	-	-
2. Development Pending Approval	-	-	-	-	-	-	-	-	-	-	-
3. Projected Development	$106,662.24	$106,662.24	$106,662.24	$106,662.24	$106,662.24	$106,662.24	$106,662.24	$106,662.24	$106,662.24	$53,331.12	$1,013,291.28
(b) Payments in Lieu of Construction	-	-	-	-	-	-	-	-	-	-	-
(c) Other Income	-	-	-	-	-	-	-	-	-	-	-
(d) Interest on Total Account Balance	$9,265.36	$9,265.36	$9,265.36	$9,265.36	$9,265.36	$9,265.36	$9,265.36	$9,265.36	$9,265.36	$9,025.37	$4,559.81
Total	$115,927.60	$115,927.60	$115,927.60	$115,927.60	$115,927.60	$115,927.60	$115,927.60	$115,927.60	$115,927.60	$62,356.49	$1,105,704.92

Winslow Township projects a total revenue of $1,105,704.92 to be collected from March 15, 2026 through July 2035. Adding the projected revenue to the current trust fund balance of $1,952,307.42 as of February 3, 2026, results in an estimated total potential revenue of $3,058,012.34 available to fund, support, and administer affordable housing.

2. ADMINISTRATIVE MECHANISM TO COLLECT AND DISTRIBUTE FUNDS

Winslow Township follows the following procedures for the collection and distribution of affordable housing trust fund revenues.

(a) Collection of fees and payments:

1. Development fees shall be collected consistent with Winslow Township's development fee ordinance (section 128) for both residential and non-residential projects in accordance with the Statewide Nonresidential Development Fee Act, N.J.S.A. 40:55D8.1 through 8.7 ("SNDFA").
2. Payments-in-lieu shall be collected as set forth in an Agreement between the Township and the Developer. Typically, payments will be made in no more than four (4) installments as the development progresses and the entire payment shall be made prior to the issuance of the final Certificate of Occupancy.

(b) Distribution of development fee revenues:

1. The Municipal Housing Liaison, Township Planner, and Township Manager coordinate compliance and implementation of the Spending Plan as it relates to the Fair Share Plan; and coordinate recommendations for expenditure of funds in support of compliance or implementation of the Spending Plan.
2. The Township Manager authorizes staff to prepare a Resolution that includes an explanation of how the expenditure advances the Township's affordable housing objectives, implements some aspect of the Fair Share Plan, and is consistent with the Spending Plan.
3. Township Committee reviews the request and authorizes the expenditure by resolution.
4. The Municipal Housing Liaison and the CFO maintain accounting of expenditures.

3. DESCRIPTION OF ANTICIPATED USE OF AFFORDABLE HOUSING FUNDS

(a) New construction, extension of controls, and conversion programs and projects (N.J.A.C. 5:99-2.3)

Winslow Township will dedicate $ 700,000 for new construction programs and projects as follows:

1. Housing Activity

   Housing activity expenditures are estimated to total $700,000 or $77,777.78 annually for the remainder of the compliance period. This is based on the expenditures to fund the development of affordable housing from 2021 to 2024.

(b) Affordability Assistance (N.J.A.C. 5:99-2.5): $808,909.20 (minimum)

Municipalities are required to spend a minimum of 30% of development fee revenue to render existing affordable units more affordable and one-third of that amount must be dedicated to very-low-income households. The table below projects the minimum required affordability assistance:

Table 2. Minimum Affordability Assistance		
Actual development fees and interest through 2/3/2026		$1,952,307.42
Development fees projected 2026-2035	+	$1,013,291.28
Interest projected 2026-2035	+	$92,413.64
Other income	+	$0
Less housing activity expenditures through 2/3/2026	-	$361,648.33
Total	**=**	$2,696,364.01
30 percent requirement	x 0.30 =	$808,909.20
Less affordability assistance expenditures through 2/3/2026	-	$0.00
Projected Minimum Affordability Assistance Requirement through 06/30/2035	**=**	$808,909.20
Projected Minimum Very Low-Income Affordability Assistance Requirement through 06/30/2035	x 0.34 =	$275,029.13

Winslow Township is required to dedicate a minimum of $808,909.20 from the affordable housing trust fund to provide affordability assistance, with at least 1/3 of the required affordability assistance spending must be dedicated to providing assistance to very-low income households. This would be a minimum of $275,029.13 that must be directed towards making housing more affordable specifically to very-low income households.

The program identified to provide affordability assistance to low and moderate income households is as follows:

1. Down Payment Assistance and HQS Improvement Program: $400,000.00

This program provides down payment and closing cost assistance to qualifying buyers of deed restricted low- or moderate-income units. The down payment assistance is in the form of an interest free loan that is forgiven if the borrower continues to occupy the affordable unit as their primary residence for 10 years following the date of purchase. The program offers up to $15,000 or 15% of the purchase price, whichever is less. The Township shall consider adopting this ordinance in order to provide affordability assistance. The Township's Down Payment Assistance Program requires that home meet HUD Housing Quality Standards prior to disbursement of the down payment funds.

This program shall enable the Administrative Agent to coordinate with the buyer and seller to ensure that the required repairs and improvements are made prior to closing.

2. Homeowner Association Fee Assistance Program: $ 50,000.00

The Township may support the owners of affordable units with emergency aid contributions toward Homeowners Association (HOA) Fees. Owners of low- and moderate-income housing units within the Township may apply for a grant to assist with HOA fees for a period not to exceed one year. An application will be submitted to the Township's Administrative Agent. The maximum total amount per household and unit is $3,000; and the maximum per month is $250 (not to exceed actual fees for the particular HOA). The funds will be sent directly to the HOA.

3. Infrastructure Support: $83,880.07

The Township may support the viability and feasibility of existing and proposed affordable housing units with grants or loans for the provision of infrastructure to serve the affordable housing units. Certain improvements such as pedestrian walkways, bicycle parking, and bus shelters may be determined to be nonessential for affordable housing if there are permitting and approval challenges (such as wetland crossings or mid-block crosswalks), but if it determined that inclusion of these improvements would benefit the occupants of the affordable units (and therefore the community overall), then the developer or operator of the affordable units may request assistance. Support may also be needed for improvements to or extension of water, sewer, or stormwater infrastructure to serve affordable housing developments.

The above listed anticipated affordability assistance figures are estimates, and not intended to be an exact breakdown of how funds will be spent. The Township will evaluate all applications for assistance on a case by case basis and may dedicate more or less funding to any of these programs depending on demand for particular forms of assistance. However, the overall spending on affordability assistance will remain at or above the 30% minimum required threshold.

The Township projects to set aside $275,029.13 for the development or redevelopment of very low income units:

1. Very-Low Income Units: $275,029.13

The Township is required to ensure that thirteen percent (13%) of all affordable units approved after July 2008 are "very low income" units. Very low income households are defined as those with a total gross annual household income equal to 30 percent or less of the regional median household income. The very-low Income affordability assistance program enables a developer of low- and moderate-income units to be provided a subsidy for providing very low-income units. The subsidy will be an up-front payment for re-pricing units that otherwise would be "low" income units as "very low income" units. The appropriate subsidy will be determined on a case-by-case basis at the Township's discretion and as funds allow. For rental units the subsidy would represent the present-day value of the difference between the "low" income rent and the "very low" income rent for the restriction period. For ownership units, the subsidy would be the difference in the "low" and "very low" income affordable sales price.

(c) Administrative Expenses (N.J.A.C. 5:99-2.4)

Administrative expenses are subject to a twenty percent (20%) cap. The table below demonstrates the maximum amount of Affordable Housing Trust Fund revenue that will be available for administrative expenses through 2035.

Table 3. Administrative Expense Calculation		
Actual development fees and interest through 2/3/2026		$1,952,307.42
Development fees and funds projected 2026-2035	+	$1,105,704.92
Less Payment in Lieu Funds	-	$0.00
Total	**=**	**$3,058,012.34**
Calculate 20 percent	x .20 =	$611,602.47
Less administrative expenditures through 2/3/2026	-	$130,729.38
Projected maximum allowable for administrative expenses through 06/30/2035	**=**	$480,873.09

Winslow Township projects that $480,873.09 will be available for administrative expenses through 2035. N.J.A.C. 5:99-2.4 sets forth that no more than 20% of revenues collected from development fees, exclusive of those collected prior to July 17, 2008 to fund a RCA, shall be expended on administration. These funds may apply to costs including, but not limited to:

1. Those reasonably related to the determination of the fair share obligation or development of a municipal Housing Element/Fair Share Plan;
2. Fees necessary to develop or implement affordable housing programs or an affirmative marketing program;
3. Expenses reasonably necessary for compliance with the processes of the Program;

4. Costs associated with functions carried out in compliance with UHAC, including those related to the marketing program and waitlist management, administering the placement of occupants in housing units, income qualification of households, monitoring the turnover of sale and rental units, preserving existing affordable housing, and compliance with the Division's monitoring requirements; and
5. The proportion of a municipal employee's salary related to the Municipal Housing Liaison or Regional Contribution Agreement administrator functions and fees for required educational programs.

The calculation of allowable administrative expenses is performed by considering the lifetime of the Trust Fund. To project the funding amount that will be available for administrative costs, the sum of all development fees actually collected and all interest earned since the inception of the account is added to the sum of all projected development fees and interest projected to be collected throughout the Fourth Round. From this amount, any Regional Contribution Agreement (RCA) expenditures made or contractually obligated from the inception of the account are subtracted. This final amount is multiplied by 20% and then any actual administrative expenditures made since the inception of the Trust Fund are subtracted out. The final outcome of this calculation, as depicted in the following table, equates to the total remaining funds that will be available for administrative expenses through the end of the Fourth Round.

(d) Emerging Compliance Mechanisms (N.J.A.C. 5:99-4.1): $48,230.05

As the Township currently projects to have a considerable surplus of funds beyond the minimum spending requirements, Winslow Township will give consideration to mechanisms not currently identified in the May 2025 Housing Element and Fair Share Plan as new and unforeseen opportunities to provide additional affordable housing arise in the future. This may include providing funding assistance to a new 100% affordable project that has yet to be proposed by a developer, additional rehabilitation of existing deficient housing units, development of special needs housing, revenue for the market to affordable program depending on market conditions, or reallocating additional projected revenues towards affordability assistance programs.

4. EXPENDITURE SCHEDULE

Winslow Township intends to use affordable housing trust fund revenues for the creation and maintenance of affordable housing units, for affordability assistance, and for administration as set forth above. The Township will commit funds to specific programs as outlined above, or the plan will be amended.

TABLE 4. Projected Expenditure Schedule 2026-2035											
Programs	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**	**2034**	**2035**	**Total**
Housing Activity	$38,888.89	$77,777.78	$77,777.78	$77,777.78	$77,777.78	$77,777.78	$77,777.78	$77,777.78	$77,777.78	$38,888.89	**$700,000.00**
Rehabilitation	$102,000.00	$102,000.00	$102,000.00	$102,000.00	$102,000.00	$102,000.00	$102,000.00	$102,000.00	$102,000.00	$102,000.00	**$1,020,000.00**
Affordability Assistance	$44,939.40	$89,878.80	$89,878.80	$89,878.80	$89,878.80	$89,878.80	$89,878.80	$89,878.80	$89,878.80	$44,939.40	**$808,909.20**
Emerging Mechanisms	$2,679.45	$5,359	$5,358.89	$5,358.89	$5,358.89	$5,358.89	$5,358.89	$5,358.89	$5,358.89	$2,679.45	**$48,230.05**
Administration	$26,715.17	$53,430.34	$53,430.34	$53,430.34	$53,430.34	$53,430.34	$53,430.34	$53,430.34	$53,430.34	$26,715.17	**$480,873.09**
Total	$234,040.06	$366,080.12	$366,080.12	$366,080.12	$366,080.12	$366,080.12	$366,080.12	$366,080.12	$366,080.12	$234,040.06	**$3,058,012.34**

5. EXCESS OR SHORTFALL OF FUNDS

In the event funding sources as identified within this Spending Plan for the projects detailed in the Housing Element/Fair Share Plan prove inadequate to complete the affordable housing programs, the [Township] shall provide sufficient funding to address any shortfalls through bonding in accordance with State regulations and law.

In the event that more funds than anticipated are collected or projected funds exceed the amount necessary to implement the Township's affordable housing projects, these excess funds will be used to fund eligible affordable housing activity pursuant to applicable rules and regulations.

6. BARRIER FREE ESCROW

Collection and distribution of barrier free funds shall be consistent with the Township of Winslow's Affordable Housing Ordinance in accordance with N.J.A.C 5:97-8.5. A process describing the collection and distribution procedures for barrier free escrow funds pursuant to N.J.A.C 5:99-2.6 will be detailed within the Township's Affordable Housing Ordinance.

SUMMARY

Winslow Township intends to spend affordable housing trust fund revenues pursuant to N.J.A.C. 5:99, and N.J.S.A. 52:27D-329 and consistent with the programs outlined in the Fourth Round Housing Element and Fair Share Plan dated May 2025 and this Spending Plan.

Winslow Township had a balance of $1,952,307.42 as of February 3, 2026 and anticipates an additional $1,105,704.92 in revenues through 2035 for a total of $3,058,012.34. The municipality has provided a plan to spend projected revenues on specific projects and programs. The exact timing of additional revenues is uncertain, but the estimate is realistic based on project schedules, development trends, and historical rates of fees collected into the Affordable Housing Trust Fund. The Spending Plan will be amended if needed to adjust for changed needs or emergent opportunities for affordable housing production or assistance.

Table 5. Spending Plan Summary	
Balance as of February 3, 2026	**$1,952,307.42**
Projected Revenue 2026-2035	
Development Fees	$1,013,291.28
Other Funds	$0.00
Interest	$92,413.64
Payment in Lieu	$0.00
TOTAL REVENUE	**$3,058,012.34**
Expenditures	
Housing Activity	$700,000.00
Rehabilitation	$1,020,000.00
Affordability Assistance	$808,909.20
Emerging Mechanisms	$48,230.05
Administration	$480,873.09
TOTAL PROJECTED EXPENDITURES	$3,058,012.34
REMAINING BALANCE	$0.00



TOWNSHIP OF WINSLOW

Affordability Assistance Manual

In Accordance with the Uniform Housing Affordability Controls & Programs

TRIAD
IMPROVING HOUSING OPPORTUNITIES

MARCH 2026

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First Month's Rent (Security Deposit) 9

Down Payment Assistance Procedures. 10

III. EXHIBITS:

EXHIBIT 1: Summary of Affordability Assistance Program Terms

EXHIBIT 2: Affordability Assistance Application

EXHIBIT 3: Down Payment Assistance Program Documents

EXHIBIT 4: First Month's Rent Assistance Program Documents

EXHIBIT 5: Emergency Repair Assistance Program Documents

INTRODUCTION

The purpose of this Manual is to describe the policies and procedures of the Affordability Assistance Program. This Manual describes the basic content and operation of the various affordable assistance program components.

In accordance with the Fair Housing Act Adopted New Rules: N.J.A.C. 5:99 - 2.5, a municipality shall set aside a portion of its affordable housing trust fund for the purpose of providing affordability assistance to low- and moderate-income households in affordable units included in a municipal fair share plan, in accordance with N.J.A.C. 5:99-2.5. Affordability assistance means the use of funds to render housing units more affordable to low- and moderate-income households and includes, but is not limited to, down payment assistance, security deposit assistance, low interest loans, rental assistance, assistance with homeowner's association or condominium fees and special assessments, common maintenance expenses, and assistance with emergency repairs and rehabilitation to bring deed-restricted units up to code. N.J.A.C. 5:99-2.5.

I. TYPES OF AFFORDABILITY ASSISTANCE

The types of affordability assistance offered are listed below. The specifics of each type are summarized in Exhibit 1. No ongoing or monthly assistance options are currently available.

A. **EMERGENCY AND HEALTH/SAFETY REPAIRS** – Affordability Assistance funding is available to assist owners of low-and moderate-units to make emergency and/or health and safety related repairs that they do not have the financial resources to make otherwise. Funding will not be provided for standard maintenance items, work covered by the homeowner association, damage covered by homeowner insurance and/ or minor repairs such as small areas of peeling paint or other items that can be addressed easily by the homeowner. This funding will help preserve the affordable deed restricted housing stock and the residents who reside in the homes. Only units in the Municipality's Fair Share Plan (portfolio of affordable units) are eligible to apply. The maximum combined grant available to any one affordable home will be $10,000.

B. **ENERGY EFFICIENCY PROGRAM (EEP)** - This program makes available zero interest forgivable loans to income-qualified Owners of deed restricted affordable homes in the Municipality. The following Energy Efficiency upgrades/replacements are eligible:
   - HVAC or heat pump equipment;
   - Hot water heater;
   - Windows and doors

   The maximum combined grant available to any one affordable home will be $10,000. By replacing existing heating /cooling (HVAC) systems, windows, doors and/or hot water heaters with new, high

energy efficiency standards, the goal of this program is to save energy and reduce the energy-related costs for low- and moderate-income households, while maintaining a high level of comfort.

C. **CREATE ADDITIONAL VERY LOW-INCOME UNITS** – Affordability assistance may be utilized to create additional very low-income units by converting a moderate or low-income unit into a very low-income unit in new developments. The affordability assistance will result in additional very low-income units beyond what is required by state affordable housing rules. The Municipality may negotiate with developers of inclusionary developments to determine the appropriate amount of subsidy required to make the unit affordable to a very low-income household.

D. FIRST MONTHS RENT ASSISTANCE (SECURITY DEPOSIT ASSISTANCE) - This program makes available grants to income-qualified tenants of deed restricted affordable apartments in the Municipality in an amount equal to the amount of rent that the landlord charges for the first month of occupancy. The grant will be available to all new tenants of very low-, low- and moderate- income rental units. The Maximum grant will be $2,500.00

E. DOWN PAYMENT ASSISTANCE - The Municipality Down Payment Assistance Program is designed to help low- and moderate-income households achieve the goal of homeownership. This program will provide a no interest, forgivable loan to homebuyers of deed restricted affordable properties within the Municipality to use as a principal down payment and/or closing costs. The goal of the program is to provide financial assistance to income-qualified homebuyers moving to the Municipality. The maximum grant is $10,000.00

F. HOMEOWNERSHIP ASSISTANCE PROGRAM - The Program is designed to help low- and moderate-income homeowners retain stable finances. This program will provide a no interest, forgivable loan to homeowners of deed restricted affordable properties within the Municipality who are in arrears with mortgage payments, taxes, utility payments, special assessments, or homeowners' fees. Funds are made available through the Municipality's Affordable Housing Trust Fund. The goal of the program is to provide financial assistance to income-qualified homeowners. The maximum grant is $10,000.00.

ELIGIBILITY

Applications submitted for affordability assistance will be provided on a first come-first-served basis according to the following criteria, as applicable:

1. There are affordability assistance funds remaining in the Housing Trust Fund for the year.
2. The applicant owns a deed restricted affordable unit in the Municipality that they maintain as their primary residence.
3. The applicant rents a deed restricted affordable unit in the Municipality.
4. The applicant has not received an affordability assistance in the past. (Only one award per household is permitted. This requirement can be waived on a case-by-case basis)
5. Applicants applying for repairs will require income certification at the time of application.

6. Applicants applying for repairs, must show proof that property taxes, municipal utilities and, if applicable, mortgage and homeowner association fee are paid current.
7. Applicants applying for repairs must show proof that the needed improvements will remediate a serious threat to the health and/or safety of the building's residents.

REPAYMENT TERMS & REPAYMENT AGREEMENT

When required, loans for properties participating in the Affordability Assistance Program shall be secured through a Mortgage and Mortgage Note in favor of the municipality and executed by the property owner. The Mortgage and Mortgage Note will be executed at closing. The original mortgage note shall be retained by the Municipality Clerk and kept in the unit file. The Administrative Agent will send the affordability assistance Mortgage requiring recording to the Municipality. Upon receipt the Municipality will file said document with the County Clerk's office.

When required, the following is the term of the mortgage:

All loans are zero interest, forgivable loans. If property is sold prior to the fifth year, the loan becomes due upon change in ownership. After the fifth year, the loan shall be forgiven by 20% each year, up to year 10. After year 10, the loan will be completely forgiven. Mortgages, the Control Period and five year time period for the Emergency Repair and Energy Efficiency grants begin on the date all work is completed and approved, and for the Down Payment Assistance and Homeownership Assistance Program the period begins on the date the funds are released.

II. PROGRAM ADMINISTRATION

The Administrative Agent will be responsible for administering the program. Questions about the Program should be directed the Administrative Agent. All forms are included in the appendices

TRIAD Associates
1301 W. Forest Grove Road
Vineland, NJ 08360
Phone: (856) 690-9590
Fax: (856)-690-5622
www.triadincorporated.com
www.triadhousingprograms.com

1. EMERGENCY AND HEALTH/SAFETY REPAIRS PROGRAM PROCEDURES

- Homeowner submits application for assistance along with proof of work items needed. Refer to section on Requirements of Work Items.
- The Administrative Agent income certifies applicant and confirms property taxes, municipal utilities and, existing mortgage and homeowner association fee are paid current.
- Building inspector visits home to document the need for emergency repair and to prepare the work specifications to be reviewed by the appropriate code official.

- Upon eligibility determination and site visit– the Administrative Agent will send homeowner:

  - ✓ Eligibility letter (including paragraph on municipal contractor payment process to show to the contractor)
  - ✓ Work specifications
  - ✓ Instructions to obtain and provide proposal from 3 contractors (willing to be paid by municipality at job completion). Homeowner to identify contractor selected to do the job and provide that contractor's business registration, Consumer Affairs home improvement license and certificate of insurance listing program as certificate holder. The homeowner will have to fund any amount over the program funding limit, payable directly to the contractor.

- Once homeowner provides the above items, the Administrative Agent will send the homeowner's certificate of eligibility and contractor selection to the Municipality to pass a resolution authorizing funding assistance. Upon receipt of the approved municipal resolution, provide the homeowner the construction agreement for the homeowner and contractor to sign, as well as program mortgage & note for the homeowner to sign in front of notary and return to program.

- The Municipality is not a party to any contract between homeowner and contractor and the Municipality does not ensure that work performed by contractor is completed to satisfaction of homeowner. The construction agreement is between the homeowner and contractor; the Municipality is not a party to the agreement for purposes of any claims by the parties against one another.

- Upon construction completion, the homeowner will provide to the Program:

  - ✓ Written homeowner's approval of satisfactory job completion.
  - ✓ Invoice from contractor identifying the work items they completed.
  - ✓ Copies of municipal permits and closed out permits via municipal Certificate of Approval for the applicable items installed.

- If the work does not require a permit, certification of work by the contractor will be accepted.

- The Administrative Agent will submit the contractor invoice to the municipality for payment and forward the mortgage to the municipality to file (record) with the county clerk.

Emergency and Health/Safety Repairs Program Eligibility Certification Process

In order to be eligible for assistance, households in each unit to be assisted must be determined to be income eligible. All adult members, 18 years of age and older, of the household must be fully certified as income-eligible before any assistance will be provided by the Program. The Administrative Agent will income qualify applicants in accordance with the Uniform Housing Affordability Controls (UHAC) at N.J.A.C. 5:80-

16.1 et seq., except for the regional maximum asset limit issued annually in the *Affordable Housing Regional Income Limits by Household Size*.

The following is a list of various types of wages, payments, rebates and credits. Those that are considered as part of the household's income are listed under Income. Those that are not considered as part of the household's income are listed under Not Income.

A. WHAT IS CONSIDERED INCOME

The following income sources are considered income and will be included in the income eligibility determination:

- Wages, salaries, tips, commissions
- Regularly scheduled overtime
- Unemployment compensation (verify the remaining number of weeks they are eligible to receive)
- Social Security
- Pensions
- Disability
- Alimony
- Verified regular child support (received)
- Interest income from assets such as savings, certificates of deposit, money market accounts, mutual funds, stocks, bonds
- Imputed interest (using a current average annual rate of two percent) from non-income producing assets, such as equity in real estate. Rent from real estate is considered income, after deduction of any mortgage payments, real estate taxes, property owner's insurance.
- TANF (Temporary Assistance For Needy Families)
- Net income from business or real estate
- Rent from real estate is considered income
- Any other forms of regular income reported to the Internal Revenue Service

B. WHAT IS NOT CONSIDERED INCOME

The following income sources are not considered income and will not be included in the income eligibility determination:

- Court ordered payments for alimony or child support paid to another household shall be deducted from gross annual income
- Part-time income of dependents enrolled as full-time students
- Lump-sum additions to assets such as inheritances, lottery winnings, gifts, insurance settlements
- Food stamps
- Rebates or credits received under low-income energy assistance programs
- Payments received for foster care
- Relocation assistance benefits
- Income of live-in attendants
- Scholarships
- Student loans

- Personal property such as automobiles

C. HOW TO VERIFY INCOME

To calculate income, the current gross income of the applicant is used to project that income over the next 12 months. Income verification documentation should include, but is not limited to the following for each and every member of a household who is 18 years of age or older:

- Four current consecutive pay stubs, including bonuses, overtime or tips, or a letter from the employer stating the present annual income figure or if self-employed, a current Certified Profit & Loss Statement and Balance Sheet.
- A signed copy of regular IRS Form 1040 (Tax computation form), 1040A or 1040EZ (as applicable) and state income tax returns filed for the last three years prior to the date of interview or notarized tax waiver letter for respective tax year(s)
- A Form 1040 Tax Summary for the past three tax years can be requested from the local Internal Revenue Service Center or by calling 1-800-829-1040.
- If applicable, a letter or appropriate reporting form verifying monthly benefits such as:

    1. Social Security or SSI – Current award letter or computer printout letter
    2. Unemployment – verification of Unemployment Benefits
    3. Welfare -TANF current award letter
    4. Disability - Worker's compensation letter or
    5. Pension income (monthly or annually) – a pension letter
    6. A letter or appropriate reporting form verifying any other sources of income claimed by the applicant, such as alimony or child support – copy of court order or recent original letters from the court (includes separation agreement or divorce papers) or education scholarship/stipends – current award letter;

- Reports from the last two consecutive months that verify income from assets to be submitted by banks or other financial institutions managing savings and checking accounts (bank statements and passbooks), trust funds, money market accounts, certificate of deposit, stocks or bonds (In brokerage accounts – most recent statements and/or in certificate form – photocopy of certificates). Examples include copies of all interest and dividend statements for savings accounts, interest and non-interest-bearing checking accounts, and investments;

- Evidence or reports of income from directly held assets, such as real estate or businesses owned by any household member 18 years and older.
- Interest in a corporation or partnership – Federal tax returns for each of the preceding three tax years.
- Current reports of assets – Market Value Appraisal or Realtor Comparative Market Analysis and Bank/Mortgage Co. Statement indicating Current Mortgage Balance. For rental property attach copies of all leases.

D. ADDITIONAL INCOME VERIFICATION PROCEDURES

1. STUDENT INCOME

Only full-time income of full-time students is included in the income calculation. A full-time student is a member of the household reported to the IRS as a dependent who is enrolled in a degree seeking program for 12 or more credit hours per semester; and part-time income is income earned on less than a 35-hour workweek.

2. INCOME FROM REAL ESTATE

If real estate owned by an applicant for affordable housing is a rental property, the rent is considered income. After deduction of any mortgage interest, real estate taxes, property owner insurance and reasonable property management expenses as reported to the Internal Revenue Service, the remaining amount shall be counted as income.

If an applicant owns real estate, other than primary residence, the Program Case Manager should determine the imputed interest from the value of the property. The Program Case Manager should deduct outstanding mortgage debt from the documented market value established by either a market value appraisal or by applying the property tax equalization market value method, as well as real estate commission if property was to be sold. Based on current money market rates, interest will be imputed on the determined value of the real estate.

E. OTHER ELIGIBILITY REQUIREMENTS

Applicant to submit the following in the application package:

- Recorded deed to the property to be assisted;
- If you are a widow or widower, copy of Death Certificate should be included;
- Receipt for property taxes paid current.
- Signed Release form to verify eligibility determination from third party sources;
- Proof that all mortgage payments are current; and
- Copy of any and all other liens recorded against the property.

- Personal identification (a copy of any of the following Driver's License, Passport, Birth Certificate, Social Security Card, Adoption Papers, Alien Registration Card, etc.) for each household member.

F. REQUIREMENTS OF UTILITIES & TAXES PAID CURRENT

All applicants' water/sewer and tax accounts must be paid current.

G, REQUIREMENTS OF WORK ITEMS

Homeowner has to demonstrate the existing problem has been inspected and the threat verified by one of the following:

- The appropriate local construction official;
- A local health official; or
- Systems or components that have been red tagged by utility company and/or verified non-functional by a qualified service technician.

This is done at time of submission of the program application.

G. ELIGIBILITY CERTIFICATION

After Administrative Agent Program staff determines that the household is income eligible and meets all other eligible requirements, the Administrative Agent Program Manager will complete and sign the Eligibility Certification. This certification is valid for six months starting from date of eligibility certification. A Construction Agreement must be signed within this time period. If not, the Program Manager must reevaluate the household's eligibility.

- The Municipality Emergency Repair Assistance Program will provide a maximum loan of $10,000.00. to each eligible homeowner. If property is sold prior to the fifth year, the loan becomes due upon change in ownership. After the fifth year, the loan shall be forgiven by 20% each year, up to year 10. After year 10, the loan will be completely forgiven.

2. ENERGY EFFECIENCY UPGRADES

A. ELIGIBILITY CERTIFICATION

After the Administrative Agent Program staff determines that the household is income eligible and meets all other eligible requirements, the Administrative Agent Program Manager will complete and sign the Eligibility Certification. This certification is valid for six months starting from date of eligibility certification. A Construction Agreement must be signed within this time period. If not, the Program Manager must reevaluate the household's eligibility.

- The Municipality Energy Efficiency Program will provide a maximum loan of up to $15,000 to each eligible homeowner. If property is sold prior to the fifth year, the loan becomes due upon

change in ownership. After the fifth year, the loan shall be forgiven by 20% each year, up to year 10. After year 10, the loan will be completely forgiven.

3. CREATION OF ADDITIONAL VERY LOW-INCOME UNITS PROGRAM PROCEDURE

A. Terms to be negotiated between landlord/developer and the Municipality.

B. Upon approval of terms by both parties, Municipal attorney prepares Resolution authorizing award and terms, including changes in unit designation(s) from conversion of moderate and low-income units to very low-income units; revisions to restrictive covenant language, etc. Administrative Agent shall assist attorney upon request. See Exhibit 1.

C. Municipality adopts Resolution.

D. Municipality sends assistance directly to landlord/developer.

E. Administrative Agent records assistance on master reporting spreadsheet.

4. FIRST MONTHS RENT ASSISTANCE PROCEDURES

The Municipality will designate a portion of all development fees collected and interest earned towards a First Months Rent Grant program. This grant will be available to an income eligible renter with good credit standing who qualifies for a low- or moderate-income rental unit in one of the Municipality's deed restricted units or its Rental Housing Rehabilitation Program as per the following guidelines:

- The First Months Rent will be in the form of a grant equal to the first month's rental amount determined by the landlord and will be paid to the landlord on behalf of the tenant.
- The Municipality's First Months Rent Affordability Assistance Program will be administered by the Administrative Agent. After an applicant is income qualified by the Administrative Agent pursuant to New Jersey Fair Housing rules and UHAC, or cannot be qualified due to a need for assistance, an affordability assistance application will be completed and forwarded with all necessary documentation to the Administrative Agent. The affordability assistance recipient will sign a contract with municipality which states the amount of funds granted, procedures and duration and conditions of affordability assistance. All tenants of affordable units within the Municipality will be advised of the availability of the Municipality's Affordability Assistance Program. An income eligible occupant or applicant for an affordable unit within the municipality may not be denied participation in the Affordability Assistance Program(s) unless funding is no longer available.
- If the unit is a Rental Housing Rehabilitation Program unit, and a 10-year deed restriction was recorded on the unit at the completion of rehabilitation work and the restriction is still in effect at the time of the tenant's application for First Months Rent.
- The Municipality First Months Rent Program will provide a maximum grant in the amount of the first month's rent, not to exceed $2,500.00.

5. DOWN PAYMENT ASSISTANCE PROCEDURES

The Municipality Down Payment Assistance Program is designed to help low- and moderate-income households achieve the goal of homeownership. This program will provide a no interest, forgivable loan to homebuyers of deed restricted affordable properties within the Municipality to use as a principal down

payment and/or closing costs. The goal of the program is to provide financial assistance to income-qualified homebuyers moving to the Municipality.

ELIGIBLE PARTICIPANTS

Applicants for this loan program must be income-qualified by the Administrative Agent for the Municipality and must be under contract to purchase a deed restricted home in the Municipality. This means that the applicant must have made application to buy a home, been income-qualified and selected to purchase an affordable home within the Municipality, and signed a contract with the seller.

ELIGIBLE PROPERTIES

Properties must be within the Municipality and be deed restricted in accordance with the U.H.A.C. guidelines. The price of the home will be limited by the deed restriction to be affordable to either a low or moderate-income household.

LEVEL OF FINANCING

The Municipality Down Payment Assistance Program will provide a maximum loan of $10,000.

TERMS AND CONDITIONS

The loan is given as a zero-interest loan. If property is sold prior to the fifth year, the loan becomes due upon change in ownership. After the fifth year, the loan shall be forgiven by 20% each year, up to year 10. After year 10, the loan will be completely forgiven. The loan will be secured by a second mortgage and note.

Recipients of Down Payment Assistance Program funds are required to maintain the unit as their principal residence for the duration of the loan period and abide by all other requirements of the deed restriction and UHAC. In the event the property is sold or disposed of during the term of the loan, the outstanding loan amount in accordance with the schedule above shall be immediately due and payable to the Municipality according to the terms of the Mortgage and Mortgage Note.

SECURITY INSTRUMENTS

Loans for all properties participating in the Down Payment Assistance Program shall be secured through a Mortgage and Mortgage Note (see Exhibit 3) in favor of the municipality executed by the property owner. The Municipality will record said documents with the County Clerk's office upon the completion of the closing of title. The Mortgage and Mortgage Note will be executed at closing. The original mortgage note shall be retained by the Municipality Clerk and kept in the unit file.

6. HOMEOWNERSHIP ASSISTANCE PROCEDURES

The Program is designed to help low and moderate-income homeowners retain stable finances. This program will provide a no interest, forgivable loan to homeowners of deed restricted affordable properties within the Municipality who are in arrears with mortgage payments, taxes, utility payments, special assessments, or homeowners' fees. Funds are made available through the Municipality's Affordable Housing Trust Fund. The goal of the program is to provide financial assistance to income-qualified homeowners. This program will provide a no interest, forgivable loan to homebuyers of deed restricted affordable properties within the Municipality.

ELIGIBLE PARTICIPANTS

Applicants for this loan program must be income-qualified by the Administrative Agent for the Municipality and must be the owner of an affordable housing unit in the Municipality.

ELIGIBLE PROPERTIES

Properties must be within the Municipality and be deed restricted in accordance with the U.H.A.C. guidelines.

LEVEL OF FINANCING

The Municipality Homeownership Assistance Program will provide a maximum loan of $10,000.

TERMS AND CONDITIONS

The loan is given as a zero-interest loan. If property is sold prior to the fifth year, the loan becomes due upon change in ownership. After the fifth year, the loan shall be forgiven by 20% each year, up to year 10. After year 10, the loan will be completely forgiven. The loan will be secured by a second mortgage and note.

Recipients of Homeownership Assistance Program funds are required to maintain the unit as their principal residence for the duration of the loan period and abide by all other requirements of the deed restriction and UHAC. In the event the property is sold or disposed of during the term of the loan, the outstanding loan amount in accordance with the schedule above shall be immediately due and payable to the Municipality according to the terms of the Mortgage and Mortgage Note.

SECURITY INSTRUMENTS

Loans for all properties participating in the Homeownership Assistance Program shall be secured through a Mortgage and Mortgage Note in favor of the municipality executed by the property owner. The Municipality will record said documents with the County Clerk's office upon the completion of appropriate forms. The Mortgage and Mortgage Note will be executed at closing. The original mortgage note shall be retained by the Municipality Clerk and kept in the unit file.

TOWNSHIP OF WINSLOW
COUNTY OF CAMDEN
STATE OF NEW JERSEY

RESOLUTION OF THE TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN, AND STATE OF NEW JERSEY ADOPTING THE AFFORDABILITY ASSISTANCE MANUAL FOR THE TOWNSHIP OF WINSLOW

WHEREAS, in accordance with the Fair Housing Act and the New Jersey Uniform Housing Affordability Controls (N.J.A.C. 5:80-26-1, et seq.), the Township of Winslow is required to adopt an Affordability Assistance Manual setting forth policies and procedures of the Affordability Assistance Program including the basic content and operation of various project components.

NOW THEREFORE BE IT RESOLVED, that the Mayor and Township Committee of the Township of Winslow, County of Camden, State of New Jersey hereby adopts the Affordability Assistance Manual attached hereto as Exhibit "A."

ADOPTED: March 10, 2026

_____
MARIE D. LAWRENCE, MAYOR

_____
LISA L. DORITY, RMC
MUNICIPAL CLERK

Certified to be a true copy of a Resolution adopted by the Mayor and Township Committee of the Township of Winslow at a regularly scheduled meeting on **March 10, 2026**, at the Winslow Township Municipal Building.

_____
Lisa L. Dority, RMC
Municipal Clerk

Dated: _____
T:\Lisa\RESOLUTIONS\Resolution Adopting Affordability Assistance Manual.docx

WINSLOW TOWNSHIP
MUNICIPAL UTILITIES ENGINEER'S
REPORT

March 2026



WATER & WASTEWATER ENGINEERING SERVICES

REMINGTON & VERNICK ENGINEERS

2059 Springdale Road
Cherry Hill, NJ 08003

(856) 795-9595

www.RVE.com

CURRENT PROJECTS:

A. GIS STORMWATER MAPPING SYSTEM UPDATES *(ONGOING)*

RVE's GIS department continues to work on updating the Township's GIS mapping system and prioritizing areas as recommended by the DPW Director.

B. ODOR AT HAMPTON PLACE

The Township has decided to move forward with the installation of replacement manhole covers fitted with carbon filters for four (4) manholes located along Hampton Place and the utility easement to Williamstown Road to aide in reducing the odors. RVE is assisting the Township with the purchasing of the manhole covers and carbon filters.

C. SEWER LINING PROJECTS

Contractor has completed all work and submitted final invoices and post-CCTV for review. RVE is awaiting final invoicing form Contractor to close out project.

D. WELL 7 HIGH SERVICE PUMPS UPGRADES

RVE has begun work on the design for the high service pump upgrades at Well 7. LiDAR scan survey has been completed and a site visit occurred on 1/15/2026. Design work is ongoing for the electrical and water/wastewater improvements. Project is in the process of being finalized and going through a final QA/QC.

E. STANDARD SPECIFICATION AND DETAIL UPDATES

RVE is assisting the Township with updating their standard water and sewer specifications and details.

F. WILLIAMSTOWN ROAD WATER MAIN REPLACEMENT

RVE has finalized their proposal for the replacement of approximately 1,100 LF of water main on Williamstown Road. The proposal has been submitted to the Township for their review and approval.

INFORMATIONAL ITEMS:

Drexel Gate Sewer Issue

STATUS SCHEDULE:

ERI and the DMU met with the Winslow Center property owner, Mike Belknap on December 8, 2010 regarding the ongoing grease issue within the Drexel Gate Development. Mr. Belknap was hesitant to install a grease trap on Winslow Center property at this time due to several factors, including cost and potential interruption to the businesses in the Winslow Center during the installation of the grease trap.

Based on consultation with the DMU during this meeting, it appears that the cleaning of the mains within Drexel Gate is becoming necessary on a more frequent basis as time progresses. It is believed that this can be partly due to the accumulation and hardening of grease that has occurred in the mains over time since their original installation. As time goes on, the capacity of the pipes is reduced and flow is more restricted as additional grease accumulates and hardens within the mains. In an attempt to mitigate the issue and ease the financial burden on the Township caused by requiring constant attention and maintenance in this area, Mr. Belknap offered an alternative to installation of a grease trap, whereby Winslow Center Partners will pay for a sewer cleaning company to perform a procedure which sloughs the accumulated hardened grease from the affected mains to restore flow capacity. After the initial sloughing, Mr. Belknap also indicated that he would be willing to pay for the cleaning and jetting of the affected mains on a quarterly basis thereafter, The DMU would be responsible for the monitoring of the system between cleanings and any cleanings that might be required between the quarterly cleanings provided by Winslow Center Partners. We believe this to be a reasonable proposal, as the constriction of flow in the mains appears to be the factor most responsible for the back-ups in Drexel Gate. Adequate sloughing of the mains and quarterly cleaning should restore and maintain sufficient capacity to the mains, vastly reducing the potential for flow interruptions in the Drexel Gate Development. We are currently preparing a letter to the Governing Body summarizing the situation and the Winslow Center Partners Proposal in anticipation of an agreement memorializing the aforementioned proposal.

The DMU continues to monitor the collection system in the Drexel Gate development on a weekly basis. Cleaning and jetting of mains will be performed on an as needed basis while an agreement is finalized and memorialized with Winslow Center Partners,

Update April 2020 – A new owner has taken over the property and issues have resurfaced. The grease has since been cleaned from the sewer mains in the area and the current owner has begun a quarterly cleaning program and additional monitoring of grease traps.

The new owner has been scheduling regular cleaning of the grease traps and mains to prevent grease buildup downstream. Jetting in development completed. Cleaning completed on a quarterly basis, DMU follows up with them on a regular basis to make sure traps are maintained properly.

March 2026 Engineer's Report

Winslow Township, Camden County, NJ

Prepared for:

Winslow Township Committee
125 South Route 73
Braddock, New Jersey 08037

CHURCHILL

Consulting Engineers
344 North Route 73
Berlin, NJ 08009

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I. MUNICIPAL PROJECTS

BEEBETOWN ROAD RESURFACING PROJECT

Job Number: **WM20002**

Start Date: **2025**

Winslow Township is currently designing the resurfacing of the entire length of Beebetown Road. The roadway is roughly 2 miles in length. Beebetown Road runs from Myers Ave & Route 73 to Ehrke Road. We have estimated the resurfacing cost to be approximately $1,000,000. The Beebetown Road Project is a pavement reconstruction project that involves a combination of reconstructing, milling, and resurfacing. The total length of the project will be roughly 2 +/ miles.

The township opened 5 bids on Nov. 26, 2024. The low bid was from Arawack Paving Company of Hammonton, NJ, with a total bid amount of $928,700.00. The Mayor & Township Committee has awarded the Beebetown Road Resurfacing Project to Arawack Paving. A pre-construction meeting was held on Tuesday, March 18th, 2025. Site clearing, prep work, concrete and stormwater improvements were to start in the 1st week of April but has been pushed back. The contractor is going to shoot the pre-construction video on May 9, 2025. Concrete curb has been installed, and inlet grates and curb pieces have been replaced with bicycle safe grates and eco-friendly curb pieces. Paving is still scheduled for the summer. All shop drawings have been submitted and reviewed.

The project has been milled and base course and final paving have been completed. Striping has been completed the 2nd week of August. Guardrail installation was also completed the 2nd week of August. Driveways have been completed too. A punchlist of outstanding issues has been submitted to Arawack Paving, which have been resolved except for 3 remaining items: 103, 186-188 Beebetown and replaced damaged curb.

All punchlist items have been addressed and we are recommending final payment. The project came in under budget.

The project is now on Maintenance Bond until November of 2027.

WALDEN CHASE PAVEMENT PRESERVATION PROJECT

Job Number: **WM24002**

Start Date: **2025**

We have completed an NJDOT Municipal Aid Application for FY2024 for the following roadways in the Walden Chase Development:

- Arcadian Drive (0.38 Miles)
- Waltham Way (0.25 Miles)
- Wimbledon Run (0.31 Miles)

The amount of the request for the Pavement Preservation Project is $502,161.76.
The Township has been notified by the NJDOT that they will be receiving $304,141.00 towards the cost of this project. We have completed the design plans of this project and will submit to NJDOT. The NJDOT has required additional information which we revised the plans now to address. The project had public bids opened on Tuesday, June 16. The low bidder was APS of Hammonton, NJ, with a bid amount of $367,308.50. A pre-construction meeting was held on Wednesday, July 8. All concrete work has now been completed on the ADA ramps. Crack scaling is also finished. The micro-surfacing was completed right before Labor Day weekend.

All crosswalks have now been completed as well as Stop Signs replaced.

The project is now complete and under budget, with final payment made.

The project is now on Maintenance Bond until November of 2027.

WILTON'S CORNER PAVEMENT PRESERVATION PROJECT

Job Number: **WM25002**

Start Date: **2024**

We have completed an NJDOT Municipal Aid Application for FY2023 for the following Roadways in the Wilton's Corner Development:

- Meeting House Circle (0.82 miles)
- Prospect Road (0.25 miles)

The amount of the request for the Pavement Preservation Project is $700,000.00.

The Township has been notified by the NJDOT that they will be receiving over $300,000.00 towards the cost of this project.

We have sent a Scope Modification to the NJDOT to have the project cut in half. This request will help match the grant amount to be closer to the cost estimate.

The Scope Modification has been approved. We then submitted the design plans and spec to the NJDOT via PMRS for review and approval. Revisions were then resubmitted and now the project (with reduced scope) has been approved by the NJDOT. Our office will coordinate going out for Public Bid with Jennifer Conway, Purchasing Agent for the Township.

The project was awarded to Asphalt Paving Systems of Hammonton, NJ for a bid amount of $502,884.10 and a preconstruction meeting was held on May 30, 2024. Sidewalks, ramps, and restoration of all designed intersections have been completed. APS crews have completed all pavement repairs, crack sealing and microsurfacing. We have recommended payment #1 (partial payment). We are also doing a project punch list.

The project has been completed with final payment made at the end of 2024. The project also had a change order decreasing the total project cost. Our office has now submitted to NJDOT for final close-out.

II. COMMERCIAL PROJECTS

ASPEN DENTAL

Job Number: **WM20002**

A preconstruction meeting was held on April 22, 2024. The project includes demolishing a former doctor's office on Berlin-Cross Keys Road, in front of ShopRite, and replacing it with a 3,444 S.F. dental office. Most of the infrastructure has been installed and the building is almost complete.

The parking lot of Aspen Dental was paved with asphalt on August 23rd. The asphalt paving has a 2" Base layer and a 2" Surface layer. The striping of the parking lot is now completed.



VB WINSLOW REALTY

Job Number: **WE24012**

Start Date: **2025**

A pre-construction meeting was held on May 8, 2024. The project includes constructing a 5,950 S.F. retail/restaurant building (Phase 1) on Sicklerville Road and Thousand Oak has installed utilities across Sicklerville Road, and repaving of Sicklerville Road has been completed. The applicant has recently revised the project at the Planning Board and has re-started the project. Base paving is complete and most landscaping has been planted. Building construction continues.



U-HAUL

Job Number: **WE23010**

Start Date: **2024**

A preconstruction meeting was held on July 2, 2024. The project includes construction of a 17,916 S.F. storage building, the relocation of two accessory storage buildings, and a new stormwater basin. Site clearing is currently underway for the new buildings and basin. Pad has been completed and pipe work is ongoing. Steel work started on Nov. 6th for construction of the building. As you can see, the building is completely enclosed now, and site work continues. Basin landscaping is complete. Paving started around the 1st week in July and is now complete. Landscaping has been ongoing. The Butler Buildings along Route 73 are currently being relocated. The applicant received a CO for the large storage building.



U-HAUL PHASE 2

Job Number: **WE24028**

Start Date: **2025**

The applicant is constructing 40,000 +/- sf of additional self storage units to the rear of the existing self storage facility. The project will consist of 8 (additional) Miller-style self storage buildings and paved drive-isles. Construction started in the 4th quarter of 2025.





WATERFORD WAWA

Job Number: **WE25004**

Start Date: **2025**

The project site is U.S Route 30 (White Horse Pike) and Waterford-Blue Anchor Road (CR #722) on Block 5402, Lot 4. The project will include a Super Wawa, fueling stations and 66 parking spaces. Entrances will be off Waterford-Blue Anchor Rd and White Horse Pike. The developer started site clearing and installed soil erosion measures in June. The stormwater management and septic systems are now installed, along with other site improvements. Construction of the WaWa building has now started.





7 BREW

Job Number: **WE25007**

Start Date: **2025**

A pre-construction meeting was held on site Oct. 9, 2025. The site is the former Fulton Bank site at the corner of Berlin-Cross Keys Road and Chews Landing. 7 Brews is a drive-thru-only coffee/drink business. The building has been completed and site work continues. The site was paved so the owner could get a TCO at the end of February. The store has had a soft opening.





CROSS KEYS WAWA

Job Number: **WE24019**

Start Date: **Early 2026**

A pre-construction meeting was held on site Nov. 10, 2025. The site is the existing Wawa and strip stores located at the corner of Berlin-Cross Keys Road and Johnson Road. The new project includes demolition of the existing Wawa and other retail stores for the construction of a new Super Wawa with fueling stations. Demolition started at the end of February.



III. RESIDENTIAL PROJECTS

VILLAGES AT HAYES MILL CREEK

Job Number: **WE24020**

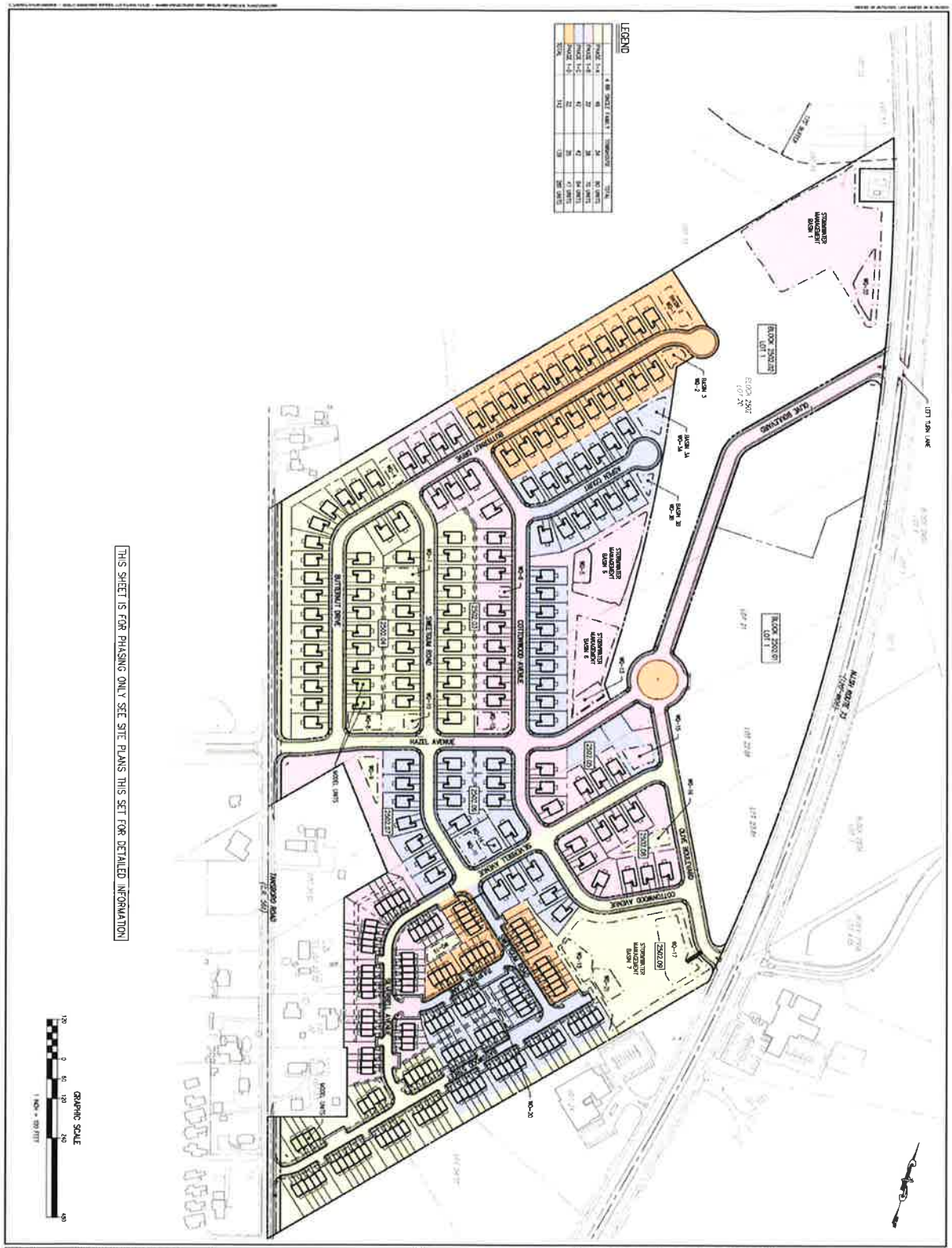
Start Date: **2024**

Villages at Hayes Mill Creek is a new townhouse and single-family development between Route 73 and Tansboro Road. Across from Taylor Woods. The project will consist of 142 single family houses and 139 townhouse units for a total of 281 units. Phase 1 of the project, which includes 90 units (46 single family and 34 townhouses), has been started and test pits have been completed as of September 3rd. Below is the proposed plan for the project. Earth work is ongoing with stormwater and sanitary sewer installation and curb work. Basic paving was completed for portions of two (2) roads, (Hazel Ave. and Basswood St.), that connect with Tansboro Road. The applicant, K. Hovanian, has completed (C.O's) on about (24) houses and (24) townhouse units in the areas off Tansboro Road, with about 10-15 more under construction.

(See attached photos)






LEGEND
THIS SHEET IS FOR PHASING ONLY SEE SITE PLANS THIS SET FOR DETAILED INFORMATION
GRAPHIC SCALE
1 INCH = 120 FEET
VILLAGES AT HAYS MILL CREEK
BLOCK 2502, LOTS 20, 21, 22.01 & 23.01
WINSLOW TOWNSHIP, CAMDEN COUNTY, NEW JERSEY
PHASING PLAN
KHovnanian Homes
SCIULLO ENGINEERING SERVICES, LLC
JASON T. SCIULLO, P.E., P.P.
C0003

SANDY RIDGE

Job Number: **WE24016**

Start Date: **2025**

Sandy Ridge is a new townhouse development in Winslow Corner. The project is located between Wilton's Corner Blvd. and Duchess Dr. The project will include 210 townhouses. Clearing and earthwork has started. A pre-con meeting was held on Oct. 31. Storm sewer and sanitary/sewer installation work is now completed. Curb and base paving are also completed. Sidewalk is ongoing. D.R. Horton started townhouse construction, and 24 units are completed with about 10 more under construction.



WINSLOW CROSS CREEK (CCU-Phase 5)

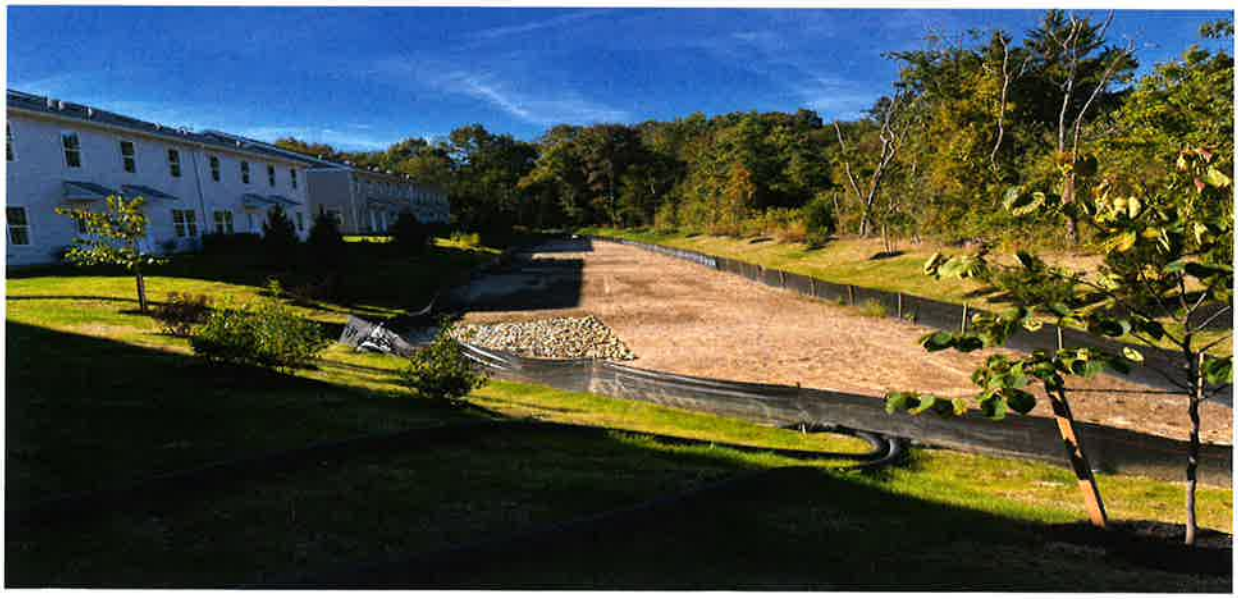
Job Number: **WE24020-C102**

Start Date: **2025**

A pre-construction meeting was held on Oct. 23, 2024. The project is also known as CCU-Phase 5. It is the final phase of the CCU-Project. The project consists of 30 townhomes and is located at the intersection of Hargrove Ave & Lampart Ave. Clearing and site grading have been completed; and foundation and building construction work is underway. Sanitary sewer and stormwater improvements are now also completed and base roadway and curb work is completed.

The project is now fully completed and all bonds are released.





JEFFERSON MEWS

Job Number: **WE22011**

Start Date: **2025**

This is a new townhouse development located on Erial Road (next to the Winslow House Apartments). The project will consist of 80 townhouse units (58 – 2 bedrooms & 22 – 3 bedrooms).

A pre-construction meeting was held in March of 2025, and site clearing started. The developer has cleared the lot, installed silt fencing and finished basin excavation. Sanitary sewer has been installed. The developer started stormwater pipe installation in July of 2025.

The applicant installed most of the curb work and has started DGA for the roadways, but has been stalled with the weather.



LEGACY ACRES

Job Number: **WE20005**

Legacy Acres is a new active adult community. The project is located on Route 73 and Taunton Road, directly across from Hearthstone at Wedgewood Development. The project does consist of 90+/- single family age restricted dwellings.

The homes have all been built by Ryan Homes. The homes are all completed and final punch list items include: Concrete Curb & Sidewalk, Drainage & Landscaping Replacement, all of which are ongoing. Final paving has been completed.

The drainage corrections are underway at Legacy Acres. Landscapers are installing 8" perforated PVC in a 16' by 16' stone trench that outlets to a pop-up fixture at the inlets. This is the same installation used in other developments with similar drainage issues.

An on-site meeting was held on May 23, 2024, with the Township, Developer Ryan Homes, the HOA, and our office. The walk-through identified punch list items that still need to be addressed. The project is still on a maintenance bond until the end of 2025. The HOA has submitted a Transition Report, which has been reviewed by the Township and submitted to the developer. The developer has addressed items as part of the maintenance period; and all the issues in our final punch list (mainly sidewalk issues). The Maintenance Bond expires on April 9, 2026.

WILTON'S CORNER TOWNHOUSE

Job Number: **WE21011**

The project consists of 27 townhouses being built by Ryan homes. All units have been completed and the final items needed for the final paving and striping are or will be under construction. All have been sold.

The project is now on a two (2) year Maintenance Bond until July of 2026.

OFFICE OF THE TOWNSHIP CLERK
TOWNSHIP OF WINSLOW
125 S. ROUTE #73, BRADDOCK, NJ 08037-9422

BUSINESS LICENSE APPLICATION
2025-2026

1. Name and address of business to be licensed: Chris Savidge (Savidge) 213 8th Ave Hammonton NJ 08037

Please Check One:
New: ✓
Renewal: _____

2. Corporation or Applicants name and address: Precision Painting 213 8th Ave. Hammonton, NJ 08037

If Renewal, Previous Year's License #_____

Home Phone # _____ Bus. Phone # 732-977-5287

E-Mail Address: Ducky033039@yahoo.com chrissavidge1@gmail.com

3. Owner Name Chris Savidge

4. Tax Block # 5801 Lot # 10 on which Business or Profession is to be operated.

Please Check One: Individual ✓ Partnership _____ Corporation _____

5. Principal nature or type of business or profession: (Please see fee schedule for appropriate titles of businesses.) home office - no one will be coming to home

6. Describe existing building to be used and any building to be erected, if applicable: (attach separate sheet if necessary). Painting; Drywall single story home

7. Property Zoning Designation: Residential

8. Is business or profession presently in operation at the location indicated in question 1 & 4; Yes___ No✓. If yes, how long _____ (new Applicant only).

2/13 spoke to Chris Reg. missing info

9. CERTIFICATION: I do hereby certify that the foregoing information is true to the best of my knowledge.

Chris Savidge
Applicants Signature

2/12/26
Date

ALL APPLICANTS - Licenses cannot be issued on premises for which any Taxes or Assessments are overdue as per Winslow Township Code Chapter 57 entitled "Property Taxes". *Food related businesses must also apply to the Camden County Health Department on proper application forms I/A/W New Jersey State Sanitary Code.*
PLEASE ATTACH CAMDEN COUNTY SATISFACTORY HEALTH CERTIFICATE TO APPLICATION.

BUSINESS INSURANCE REGISTRATION: *BUSINESS OWNERS SHALL MAINTAIN LIABILITY INSURANCE IN AN AMOUNT NO LESS THAN **$500,000.00** FOR PROPERTY DAMAGE AND BODILY INJURY OR DEATH. ALL CERTIFICATES OF INSURANCE MUST BE ENTERED INTO OUR ELECTRONIC SYSTEM. YOU WILL RECEIVE AN EMAIL FROM THE TOWNSHIP WITH A LINK WHICH YOUR BROKER WILL USE TO ENTER YOUR INSURANCE INFORMATION.*

RENEWAL APPLICANTS - Please submit appropriate fee with application on or before April 1st (SEE FEE SCHEDULE ON REVERSE SIDE) ***REGISTRATION AFTER JULY 31 WILL BE CONSIDERED LATE, AND A $25.00 LATE FEE WILL BE CHARGED IN ADDITION TO YOUR LICENSE FEE.***

NEW APPLICANTS - Submit application documents only. A copy of your CCO (Continued Certificate of Occupancy) must be attached to this application. The appropriate fee must be paid after approval of application and prior to issuance.

FOR OFFICIAL USE:

Taxes
✓ Current ___ Overdue
SShivers 2-17-26
Tax Collector Approval & Date

Water and/or Sewer monies
___ Current ___ Overdue
N/A
W.T.D.M.U. Approval & Date

expires 1/20/2027
✓ Ins. Certificate
2/25/2026
green dot in DocuTrack
RECEIVED
FEB 12 2026
Clerk's Office Winslow Township

2/18/2026
Zoning Officer Approval & Date

Township Committee Approval & Date (New Applicants Only)

CS 2-17-26
MUA Supervisor Approval & Date
(New Applicants Only)

Glen Mongouti 2-18-26
Construction Official Approval & Date
(New Applicants Only)

Comment if not approved: _____

Payment received by: _____ Date: _____ License # Issued: _____ Amount: _____

OFFICE OF THE TOWNSHIP CLERK
TOWNSHIP OF WINSLOW
125 SOUTH ROUTE #73, BRADDOCK, NJ 08037-9422

CLOTHING/DONATION BINS
2026

1. Name and address of Non-Profit Organization to be licensed:
ACR Trading / 160 Johnson Ave, Hackensack, NJ 07601

Phone Number: 201-479-9115 Cell Number: _____
E-Mail Address: info@acrtrading.net

2. Location of Bin, as precisely as possible:
Please See photo attach, as it Show where the bin will be Placed

3. Tax Block# 1801 Lot # 55

4. Name and address of property owner where bin will be placed along with written consent from property owner:
Alex Patel / 201 Williamstown Road, Berlin, NJ 07601

5. The manner in which the donations collected via bin will be used, sold or dispersed:
The collected will be sold, recycled, and repuposed. This initiative aims to reduce textile waste in landfills by repurposing.

6. The method by which the proceeds will be allocated or spent:
Proceeds will be used to support the collection, Processing, and recycling textiles, helping reduce landfill waste and support environmentally reponsible Practices

7. CERTIFICATION: I do hereby certify that the foregoing information is true to the best of my knowledge.

Applicants Signature 2/6/2026 Date

FOR OFFICIAL USE:

Township Committee Approval & Date: _____

Comment if not approved: _____

Payment received by: MB Date: RECEIVED License # Issued: 27 Amount: $ 25.00
T:\Maria\Clothing Donation Bins\clothing-donation bins application.doc
FEB 20 2026
Clerk's Office
Winslow Township

CK# 442