

RESOLUTION 33-2019

BOROUGH OF WOODBURY HEIGHTS, COUNTY OF GLOUCESTER
STATE OF NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE
SAFE AND SECURE COMMUNITIES PROGRAM

RESOLUTION OF PARTICIPATION

A RESOLUTION APPROVING PARTICIPATION WITH THE STATE OF NEW JERSEY FEDERAL GRANT PROGRAM ADMINISTERED BY THE DIVISION OF CRIMINAL JUSTICE, DEPARTMENT OF LAW AND PUBLIC SAFETY.

WHEREAS, the Borough of Woodbury Heights wishes to apply for funding of approximately \$24,348 with a match of \$153,606 for an approximate project total cost of \$177,954 for a project under the State of New Jersey Safe and Secure Communities Grant Program under grant number 19-0823 covering the period of 10/1/18 to 9/30/19, and

WHEREAS, the Mayor and Borough Council of the Borough of Woodbury Heights has reviewed the accompanying application and has approved said request, and

WHEREAS, the project is a joint effort between the Department of Law and Public Safety and the Borough of Woodbury Heights for the purpose described in the application;

THEREFORE, BE IT RESOLVED by the Mayor and Borough Council that:

1. As a matter of public policy Borough of Woodbury Heights wishes to participate to the fullest extent possible with the Department of Law and Public Safety.
2. The Attorney General will receive funds on behalf of the applicant.
3. The Division of Criminal Justice shall be responsible for the receipt and review of the applications for said funds.
4. The Division of Criminal Justice shall initiate allocations to each applicant as authorized.

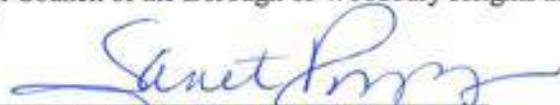
BOROUGH OF WOODBURY HEIGHTS

BY: 
WILLIAM C. PACKER, MAYOR

ATTEST:


JANET PIZZI, BOROUGH CLERK

The foregoing Resolution was duly adopted by the Borough Council of the Borough of Woodbury Heights at the regular meeting held on the 16th day of January, 2019.


JANET PIZZI, BOROUGH CLERK

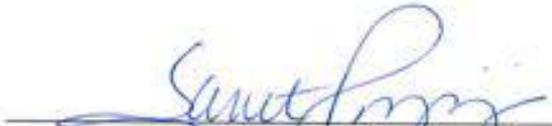
STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE

CERTIFICATION OF RECORDING OFFICER

This is to certify that the foregoing Resolution is a true and correct copy of a resolution which was duly and regularly introduced and finally adopted at the meeting of the Mayor and Council of the Borough of Woodbury Heights held on the 16th day of January, 2019 and duly recorded in my office; that all requirements of law pertaining to the conduct of said meeting and the passage of this resolution were observed; and that I am duly authorized to execute this certificate.

DATED this 16 day of January, 2019.





Janet Pizzi, Municipal Clerk



**2018
 Drunk Driving Enforcement Fund Application
 N.J.S.A. 39:4-50.8 /N.J.A.C. 13:86**

Law Enforcement Agency and Address:	Funding currently available:
Woodbury Heights Police	2018 Surcharge Funds: \$ <u>670.32</u>
500 Elm Ave	2018 Bottle Tax Funds: \$ <u>included w/surcharge funds</u>
Woodbury Heights NJ 08097	Prior Unclaimed Funds: \$ _____
County: <u>Gloucester</u>	Total Funds Available: \$ <u>670.32</u>

Proposed Drunk Driving Enforcement Fund Expenditures

PRIMARY - MANDATORY:

(a minimum of 50 percent of total available funds, DHTS approval not required)

1. Officer overtime salaries for DWI patrols or checkpoints: \$ 429.00

OPTIONAL:

(DHTS approval not required)

2. Salaries for overtime court appearances of law enforcement office required in connection with prosecution of violation of 39:4-50: \$ 1,000.00

3. Audio visual equipment and supplies used to document and preserve evidence of Enforcement of 39:4-50: \$ 500.00

4. Breath testing instruments and supplies approved by the Attorney General pursuant to N.J.A.C. 13:51-3.1: \$ 250.00

5. Blood Test Kits: \$ _____

6. Safety equipment needed to conduct DWI Checkpoints for Enforcement of 39:4-50 (cones, flares, lighting, reflectorized vests): \$ 250.00

OTHER EXPENDITURE:

(DHTS approval required)

7. Request to expend funds for time or equipment not listed above: \$ _____
 Funds expended must enhance the enforcement of 39:4-50.
 Justification must be attached. Approval on a case by case basis.

Total DDEF Proposal (1-7) \$ 2,429.00

Anticipated Supplemental Budget Information

1. & 2. Overtime Salaries for DWI Patrols, Check Points and Court Time

Potential Enforcement Activities (check all that may apply)

DWI Patrols Court Time Check Points

If patrols are utilized:

How many officers will work a detail? 1

Maximum hourly salary? \$55.00

Total number of hours per detail? 4.00

3. Audio Visual Equipment

Make _____ Model _____

Number of Units _____ Price/Unit \$ _____ Tapes \$ _____

Other cameras / cloud share Cost \$ 500.00

Total \$ 500.00

4. Alcotest Unit & Supplies (Breathalyzer)

Make _____ 7110 _____ Cost of Unit \$ _____

Repair Costs \$500.00 Supplies \$250.00

Total \$ 750.00

5. Blood Testing Kits

Cost/Kit \$ _____ Times _____ Kits =

Total \$ _____

6. Checkpoint Safety Equipment

Flares \$ _____ Cones \$ _____ Signs \$ _____ Lights \$ _____

Reflectorized Clothing \$ 250.00 Other \$ _____

Total \$ 250.00

7. Justification For Time Or Equipment Other Than That Above.

Total \$ 1,500.00

Governmental Agency Type: State County Municipal

By signing this application, the undersigned certify that all information submitted here is true and accurate to the best of their knowledge and that this agency will deposit all grant monies in a separate account dedicated exclusively to its DDEF program as required by N.J.A.C. 13:86-5.6(c), expend all monies received in accordance with the rules set forth at N.J.A.C. 13:85-2.3, and comply with all other rules in N.J.A.C. 13:86 and any special conditions attached to the award pursuant to N.J.A.C. 13:86-2.6(b).

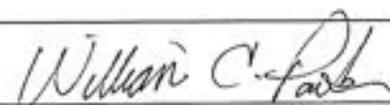
1. Project Director:

Name: Ptl. Rich Gambale Title: Patroman
Address: 500 Elm Avenue Woodbury Heights NJ 08097
E-Mail: rgambale@whpdnj.com Phone: 856-848-6707
Signature: 

2. Financial Director:

Name: Vikki Holmstrom Title: CMFO
Address: 500 Elm Avenue Woodbury Heights NJ 08097
Phone: 856-848-2832 Signature: 

3. Authorizing Official:

Name: William C. Packer Title: Mayor
Address: 500 Elm Avenue Woodbury Heights NJ 08097
Phone: 856-848-2832 Signature: 

4. Between 7/1/17 and 6/30/18, our agency received \$ _____
and expended (from page 4) \$ 1,659.00

THIS SECTION FOR DHTS USE ONLY

5. Approval

This Grant Amount \$ _____

Paul F. Groffie / DDEF Coordinator

Date

DHTS Director

Date

Expenditure of Previous SFY Grant Monies Report
July 1, 2017 Through June 30, 2018

Project Director's Name: Ptl. Rich Gambale Phone 856-848-6707

Number of Drunk Driving convictions during reporting period: 11

Number of Drunk Driving summonses written for this period: 11

1. Primary - Mandatory 50% overtime patrol or checkpoint salary detail.

- a. Total overtime man hours of Patrol activity: 450.00
- b. Total number of checkpoints held: _____
- c. Total overtime man hours of checkpoint activity: _____
- d. Total overtime salaries paid \$ 450.00

2. Optional Primary

- a. Overtime court salaries for DWI/DRE officer testimony
_____ Hours worked @ \$ 55.00 per hour = \$ _____
- b. Audio Visual equipment and accessory costs \$ 750.00
- c. Alcotest Unit purchases and supplies or repairs (Breathalyzer) \$ 459.00
- d. Blood Testing Kits and accessories \$ _____
- e. Checkpoint equipment \$ _____

TOTAL Optional Primary \$ 1,209.00

3. Other Funding (Previous Approval Required)

Describe the goal of the task and how it was met. (ex: Education Programs at Schools or Civic Groups, Seminars or Training, etc. If additional space is needed please attach separate sheets)

Total Salaries: \$ 450.00

Total Purchases: \$ 1,209.00

Total Other Funding: \$ _____

DDEF Program Expenditures \$ 1,659.00

Supporting documentation not previously submitted is required under N.J.A.C. 13:86-2.5(b) from an entity receiving a grant from the DDE Fund. This documentation should prove overtime salaries were paid to a law enforcement officer working DWI patrols or checkpoints, or required court time for enforcing or convicting for 39:4-50. Purchase documents for authorized equipment, other items or activities must also be included. Acceptable documentation is outlined in the DDEF Summary. The undersigned certify that the information contained on this form is true and accurate to the best of our knowledge.

Financial Director

Date

**STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL**

**SAFE AND SECURE COMMUNITIES
GRANT PROGRAM**



**CONSOLIDATED APPLICATION
AND
AWARD DOCUMENTS
TO BE COMPLETED AND RETURNED**

October 2018

STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL

SAFE AND SECURE COMMUNITIES GRANT PROGRAM

CONSOLIDATED APPLICATION AND AWARD PACKAGE CHECKLIST

SUBGRANTEE: Borough of Woodbury Heights

INSTRUCTIONS: The Consolidated Application and Award Documents Checklist is a guide for filing all required documents, at one time, to streamline processing of a fully-executed subaward. Return 1 copy of the Consolidated Application and Award package via e-mail to grants@njoag.gov.

APPLICATION:

PART I

- Applicant Information Form
- Application Authorization (Signed by Mayor and Project Director)
- Program Application Narrative (Provided by Applicant)
- Project Budget Detail Form

AWARD DOCUMENTS:

PART II

- Subaward Contract
- Governing Body Resolution & Certification [see Resolution and Certification Checklist for specific information requirements]
- General and Special Conditions

NOTE: ALL OF THE ABOVE ITEMS ARE REQUIREMENTS AND PROCESSING WILL NOT OCCUR WITHOUT ALL DOCUMENTATION.

Applicant Information Form

Safe and Secure Communities Program

Requested Project Duration Period (when to when): 10-1-2018 to 09-30-2019	Grant No.: 19-0823
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Municipality: Borough of Woodbury Heights			
Address: 500 Elm Avenue			
City: Woodbury Heights	State: NJ	Zip Code + 4: 08097-	County: Gloucester

Name and Title of Chief Executive/Mayor: William C. Packer - Mayor			
Street Address, City, State, Zip Code + 4: (if different from above):			
Telephone: 856-848-2832	Ext.	Email: wpacker@bwhnj.com	Fax: 856-848-2381

Police Department: Woodbury Heights Police Department			
Address: 520 Elm Avenue			
City: Woodbury Heights	State NJ	Zip Code + 4: 08097	County: Gloucester
Agency Website: www.whpdnj.com	Start of Fiscal Year: (i.e., Jan, July, Oct) January	Federal ID Number: 21-6001371	

Name and Title of Project Director: (co-signer on financial reports) William C. Packer - Mayor			
Street Address, City, State, Zip Code + 4: (if different from above):			
Telephone:	Ext.	Email:	Fax:

Name and Title of Contact Person: (Person directly responsible for project operations) Joshua M. Moline - Chief of Police			
Street Address, City, State, Zip Code + 4: (if different from above):			
Telephone: 856-848-6707	Ext.	Email: jmoline@whpdnj.com	Fax: 856-853-2995

Name and Title of Chief Financial Officer: (Person who co-signs financial reports) Vikki Holmstrom - CMFO			
Street Address, City, State, Zip Code + 4: (if different from above):			
Telephone: 856-848-8085	Ext.	Email: vikki@bwhnj.com	Fax: 856-848-5241

APPLICATION AUTHORIZATION

Authorization of the municipality to submit an application to and enter into an agreement with the Department of Law and Public Safety, Office of the Attorney General, to participate in the State's Safe and Secure Communities Program at an estimated total project cost of \$ 177,954.00.

On behalf of the unit of government, the undersigned certifies and agrees that:

The Project Director reviewed the contents of the application, it is accurate, and certifies that the factual statements and data set forth in the application and attachments are true to the best of his or her knowledge and belief.

The Project Director has reviewed and is familiar with all statutory and regulatory requirements regarding the use of the funds being provided to undertake grant programs and activities; has sought and obtained legal advice from the Applicant's legal counsel as considered appropriate or necessary, and shall be responsible for undertaking the programs and activities described in the application.

As the duly authorized representative of the Applicant, I ensure that the Applicant, if successful, shall use these grant funds to carry out the project and activities specifically described in the application.

As the duly authorized representative of the Applicant, I am responsible for authorizing expenditures and disbursements of grant funds.

As the duly authorized representative of the Applicant, I ensure that the Applicant, if successful, shall comply with any and all Federal, State, municipal, statute, regulation, circular, policy or code regarding the use of these funds.

All grant funds shall be used exclusively for the purposes specified in the grant award.

The Applicant shall not reduce its baseline regular complement of police officers and other law enforcement personnel during the grant period.

The Applicant shall pay all fringe benefit expenses and all costs in excess of the grant award.

The Applicant shall comply with all conditions applicable to grants awarded pursuant the Safe and Secure Communities Act, N.J.S.A. 52:17B-159 et seq. and regulations, N.J.A.C. 13:79-1 et seq.

As of the date of this document, the Applicant municipal police department's number of regular, sworn, appointed municipal officers, who have the full power to arrest and who regularly exercise police powers regarding the enforcement of the general criminal and motor vehicle laws of this State, is as follows:

13 Police Officers 1

Other Law Enforcement Personnel
(non-police employees who enhance
a project's law enforcement capacity)

This application consists of the following attachments in addition to this form:

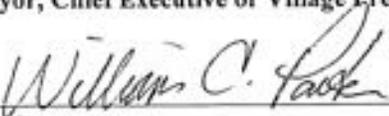
1. Applicant Information Form
2. Program Application Narrative
3. Budget Detail Form
4. Subaward Contract
5. Governing Body Resolution and Certifications
6. General and Special Conditions

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment pursuant to N.J.S.A. 2C:28-3.

Borough of Woodbury Heights
Applicant Municipality

Grant # 19-0823

William C. Packer
Printed Name
(Mayor, Chief Executive or Village President)


Signature
(Mayor, Chief Executive or Village President)

1/16/2019
Date

Joshua M. Moline
Printed Name of Project Director


Signature of Project Director

1/9/2019
Date

SAFE AND SECURE COMMUNITIES GRANT PROGRAM
PROGRAM APPLICATION NARRATIVE

SUBRECIPIENT: Borough of Woodbury Heights

GRANT NUMBER: 19-0823

PROJECT DURATION: 10-1-2018 to 09-30-2019

Total Number of Sworn Law Enforcement Officers: 13

Number of Officers funded by the grant: 1

Number of Civilians funded by the grant: 0

GOAL OF THE SAFE AND SECURE COMMUNITIES PROGRAM:

The Safe and Secure Communities Program is designed to provide municipalities with funding for additional law enforcement personnel to address crime in a focused community-oriented manner.

1. To what specific target areas and/or specific assignments will the Safe and Secure funded officers be assigned: The officer will be assigned to perform specific tasks and run special programs during the year. L.E.A.D program is taught in Elementary School (1-5). This is a 10 week program which the officer visits each class once a week. These programs are designed to educate in prevention techniques for drugs, gangs, and violence. The officer also conducts several other community events such as the fishi derby, bike rodeo, and game nights.

2. List SPECIFIC problems and proposed strategies that the Safe and Secure Communities Grant funded officers will employ to reduce crime: Problems in the Borough include graffiti, underage drinking, random acts of burglary and criminal mischief. By having an extra officer on the street we can target our narcotic areas throughout the town and educate youth. We have been able to apply and execute several grants including, "Distracted Driving", "Over the limit Under Arrest", and "Click-it or Ticket".

3. (If applicable) To what specific assignments will the Safe and Secure funded civilian personnel be assigned: N/A

Budget Detail Form

COST ELEMENT	State Share	Local Match	Project Total
<p>A. Salaries and Wages List the names, ranks, and salaries of all personnel assigned to the grant.</p>	\$24,348.00	\$79,692.00	\$104,040.00
<p>PtJ. Richard Gambale</p>			
<p>A-1. Fringe Benefits Include your agency's fringe benefit rate.</p>	\$24,348.00	\$79,692.00	\$104,040.00
	0		

SPECIAL CONDITIONS

1. **Prohibited Use of Funds:** The Grantee certifies that all grant funds will be used exclusively to pay the base salary of police officers and other law enforcement personnel deployed in support of this grant program, N.J.A.C. 13:79-4.1. Grant funds cannot be used to make any overtime payments.
2. **Prohibition of Supplanting:** Funds received from the Safe and Secure Communities Grant Program may not be used to deliberately reduce other funds set aside for the same purpose.
3. **Compliance with Program Laws and Regulations:** Grantee will follow all applicable requirements and procedures as required by the Department of Law and Public Safety (L&PS), the Office of the Attorney General (OAG), the State of New Jersey Safe and Secure Communities Grant Program Administration and Funding Guidelines, and as outlined in the notification, award, and other letters sent to the Grantee. Grantee also agrees to follow all applicable requirements and procedures as required by the State of New Jersey Safe and Secure Communities Program statute N.J.S.A. 52:17B-159 et seq. and regulations N.J.A.C. 13:79-1.1 et seq.
4. **Baseline Regular Complement:** The Grantee agrees that its baseline regular complement of police officers (as of 12/31/1993 and as reported in the 1993 Uniform Crime Report) is based on its police department's number of regular, sworn, appointed municipal officers who have the full power to arrest and who regularly exercise police powers regarding the enforcement of the general criminal and motor vehicle laws of this State.
5. **Maintaining Full Complement of Officers:** The Safe and Secure Communities Program legislation, N.J.S.A. 52:17B-164a and regulation N.J.A.C. 13:79-4.1, requires as a condition of the grant award, that the Grantee shall agree that it shall not reduce its baseline regular complement of police officers and other law enforcement personnel (as of 12/31/1993 and as reported in the 1993 Uniform Crime Report) during any grant period. A reduction of complement of officers below full complement (those added with grant funds) will result in a proportionately reduced or total loss of grant award.
6. **Match Requirement:** The Grantee agrees to pay as matching costs all fringe benefits (retirement, social security, health and dental insurance, workers compensation, unemployment, disability and survivor's insurance), other related costs, and any project expenses in excess of the grant award. The Grantee will also agree to satisfy any State requirement on matching and cost sharing.

7. **Municipal Budget Cap:** In order to be exempt from the municipal budget cap, any monies provided by the municipality must be in the form of matching funds as specified by N.J.S.A. 40A:4-45.3 1. Therefore, the State award and the required fringe benefit match under the Safe and Secure Communities Program are outside the budget cap. However, any additional dollars spent by the municipality in support of the project, including any overmatch, will fall under the Division of Local Government Services budget cap requirements.
8. **Time and Attendance Records:** Grantee must maintain a timekeeping system which provides, at a minimum, records for all personnel charged to the grant as follows: positions (filled with grant funds); rank/title; employee's name; date hired; annual salary; total daily hours worked, and the signatures of the employee and supervisor.
9. **Financial and Performance Reporting:** The Grantee agrees to file timely Detailed Cost Statements (DCS) and payment vouchers within fifteen (15) days after the end of each quarter. The Grantee also agrees to file a timely Final DCS and Final Grant Narrative Report within fifteen (15) days after the end date of the grant period. The Final Grant Narrative Report should describe accomplishments and activities that took place during the grant period. *The Grantee understands and agrees that failure to comply with these filing deadlines may result in a reduction or total loss of the Grantee's award. L&PS may, at its discretion, terminate this or any other Safe and Secure grant awards for delinquent reporting.*
10. **Availability of Grant Funds:** The Grantee understands that annual funding for the Safe and Secure Communities Program is uncertain and that funding for each year's grant depends on the continued collection of sufficient program revenue. The Grantee accepts this award on the condition that if sufficient funds are not available, the municipality may not receive its entire State award.

CERTIFICATION

I certify that the programs proposed in this application meet all the requirements of the Safe and Secure Communities Act Grant Program; that all the information presented is correct; and that the applicant will comply with the provisions of this grant program and all other applicable Federal and State laws, regulations, and guidelines.

Borough of Woodbury Heights

Grant # 19-0823

Grantee Municipality

William C. Packer - Mayor

Printed Name

(Mayor, Chief Executive or Village President)

William C. Packer

Signature

(Mayor, Chief Executive or Village President)

1/16/19

Date